

MINUTES
Faculty Senate Academic Affairs
March 6, 2001 3:30 pm K-State Union, Room 204

Present: Herald, Molt, Mortensen, Pesci, Selfridge, Spears, Youngman

Absent: Chenoweth, Devault, Hopper, Peterson, Sheu, Yagerline

Visitors: James Coffman, James Guikema, Don Foster

I. Call to Order

The meeting was called to order by Tom Herald, Chair, at 3: 37 p.m.

II. Discussion on degrees (certificate, associates degree, etc)--James Coffman, Don Foster, James Guikema

Herald reported that the Board of Regents does not have any policies for approving certificates. Concerns are if students are to be in a degree program while getting a certificate or if they stand alone. Currently, certificates are defined in each program and there are a broad range of certificates in the graduate program. Another concern with graduate certificates are whether students are admitted as non-degree students and just get a graduate certificate.

Coffman said this was a good place to start and certificates do need to be defined. He said that in the future, students will be wanting to get non-credit experiences through continuing education. The Board of Regents recognizes secondary majors and minors. In the view of the Board of Regents, a certificate is a documented outcome of one or more courses that is not a degree.

Guikema said that there are rules, procedures, and guidelines for graduate certificates in Chapter 3 of the Graduate Handbook. People are interested in getting certificates to enhance their professional life. Guikema said that the credits earned for a certificate can be transferred into a graduate degree program. Provost Coffman said an important point is that people getting a graduate certificate already have a bachelors degree or the equivalent of a bachelors degree. Guikema said if students are already in a graduate program, they do not have to be admitted to get a certificate. There may be circumstances where admitting someone for a certificate may be necessary even if they are not seeking a degree. Spears gave an example of someone studying law that wanted a Women's Studies certificate because that was their area of interest. Provost Coffman said most certificates have become minors. Some departments offer certificates because they have expertise in an area and can offer a group of classes for it but do not offer a major in that area.

Selfridge suggested Academic Affairs look at Chapter 3 of the Graduate Handbook and make a parallel document for undergraduate certificates.

III. Approval of minutes of February 20, 2001 Academic Affairs Committee meeting.

A motion was made by Spears and seconded by Selfridge to approve the minutes of the February 20, 2001 Academic Affairs Committee meeting. Motion passed.

IV. Announcements

A. Forum on Schedule 25 scheduled for March 8th, 3:00 - 5:00 p.m.

Herald announced that the Open Forum on General Use Classrooms and Schedule 25 has been moved to Cardwell 103 to accommodate more people. It will still be held on March 8th from 3:00 -5:00 p.m.

V. Course and Curriculum Changes

A. Undergraduate Education

1. A motion was made by Mortensen and seconded by Spears to approve Undergraduate Course and Curriculum Changes approved by the College of Technology and Aviation February 9, 2001.

New Degree Program—Department of Arts, Sciences and Business requests the creation of a new Associate of Science in Business Administration degree program.

Changes:

MET 230	Automated Manufacturing Systems I
MET 246	Dynamics of Machines
MET 314	Computer-Aided Solid Modeling
MET 382	Industrial Instrumentation and Controls
MET 460	Tool Design for Manufacturing

Curriculum Changes: Associate of Technology in Mechanical Engineering Technology--rationale for change is listed on last page of white sheets (first one listed)

Curriculum Changes: Bachelor of Science in Mechanical Engineering Technology--rationale for changes are listed on last page of white sheets

2. A motion was made by Selfridge and seconded by Pesci to approve Undergraduate Course and Curriculum Changes approved by the College of Architecture, Planning and Design February 15, 2001.

Changes:

ARCH 302	Architectural Design Studio I
ARCH 304	Architectural Design Studio II

Changes to the Bachelor of Architecture Program—Environmental Design Studies Program—changes are listed on the last page of white sheets

Motion passed.

3. A motion was made by Spears and seconded by Selfridge to approve Undergraduate Course and Curriculum Changes approved by the College of Arts and Sciences February 15, 2001.

Add:

ENGL 465	Introduction to Creative Nonfiction
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Drop:

ENGL 502	Writing Literary Nonfiction
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Change:

WOMST 380	Women and Global Social Change
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Undergraduate Certificate—Certificate in the Study of the Arts and Sciences Through Primary Texts

Motion passed.

4. A motion was made by Spears and seconded by Pesci to approve Undergraduate Course and Curriculum Changes approved by the College of Human Ecology February 16, 2001.

Changes to pages 211 & 212 of the Undergraduate Catalog 2000-2002, Department of Apparel, Textiles, and Interior Design, Curriculum: Interior Design--Bachelor of Science in Interior Design

Changes to page 216 of the Undergraduate Catalog 2000-2002, School of Family Studies and Human Services, Family and Consumer Economics-B.S. in Family Studies and Human Services

Add:
FSHS 100 Family Financial Planning as a Career

Motion passed.

B. Graduate Education--none

C. General Education--none

VI. Old Business

A. Deadline for Secondary Majors and Minors

Spears distributed a memo she had written to CAPP explaining concerns Academic Affairs has with deadlines for secondary majors and minors. Spears outlined the following issues: part of the problem is that there are no definitions for majors, minors, secondary majors, and certificates--Academic Affairs could come up with these definitions; the October 11, 2000 report from CAPP should be revised to eliminate decisions made on behalf of students; a number of issues related to program quality was raised by CAPP but was not articulated in their report; and the needs of programs that have academic majors as well as minors might be different from those that have only minors and secondary majors.

Academic Affairs members felt that certificates also need to be defined. Foster agreed and reported that there are many unofficial certificates given at K-State. It needs to be clarified whether they need to be tied to a degree or not. Foster said that Ft. Riley would like us to offer certificate programs on base or by distance learning. People stationed at Ft. Riley have time restraints and would need to be able to finish a program in 3-4 years. K-State needs to negotiate what we can offer that would be useful to them. Molt said perhaps some departments may want to offer their secondary majors or minors as certificates if students want to come back to school to get classes in that area. Students have to finish a secondary major or minor at the same time they finish their major.

Academic Affairs members agreed that it would be easier to come up with definitions for degrees themselves than to appoint a sub-committee to do it. Selfridge said he would distribute the information to other secondary majors and get their response.

B. KSU course database development

Selfridge reported that this committee will be meeting in April.

C. Catalog "educational objectives" revision

Herald said that the information in Attachment 1 would replace what is currently in the catalog. The Provost liked the new draft. CAPP will look at this revision and then it will come back to Academic Affairs to look at. Faculty Senate will have final approval of the revision.

D. Conditional drop pool--Approval, Routing, and Notification Policy

Herald said he has not heard anything on the conditional drop pool.

E. Evening exams

Herald reported that the information in Attachment 2 has been forwarded to CAPP and they are making modifications. They will also be looking into continuity from day to evening scheduling of classes.

VII. New Business

A. Training sessions for Course and Curriculum Changes

Herald said that a training session for course and curriculum changes could be scheduled for the second Academic Affairs meeting in September. The session will be for course and curriculum chairs and other interested faculty, as well as members of Academic Affairs. It was suggested that the training session be held in the Big 12 Room of the K-State Union..

B. Discussion of Phase II Report (Proposed Plan for the Assessment of UGE Implementation Process)

1. Name Change for task force

Herald reported that Michael Dikeman, a member of the General Education Task Force, liked the suggestion of calling the General Education Task Force the General Education Council. A motion was made by Selfridge and was seconded by Molt to change the name of the task force to the General Education Council. Motion passed.

Selfridge suggested that perhaps the assessment part of general education should be separated from this committee. The rest of the Academic Affairs members felt that this might be a good idea. Herald said he would talk to Kurt Gunnell about this idea.

2. On-line form filler

Herald talked with Suzy Auten about getting help with on-line form filler and she thought that Nancy Calhoun would be able to help with this project.

C. A motion was made by Molt and it was seconded to approve additions to the following Graduation List.

December 2000

Mitchell William Fiedler, A&S, BS-Geography

Matthew Pacer, Master of Arts

Tiffany Denise Shultz, A&S, BA-Sociology

Motion passed.

VIII. Committee Reports

A. Sheu report on General Education Implementation Task Force

Sheu was absent so there was no report on General Education Implementation Task Force.

B. Yagerline/Peterson report on University Library Committee

Yagerline and Peterson were absent so there was no report on the University Library Committee.

C. Chenoweth report on Academic Policy and Procedures Committee

Chenoweth was absent so there was no report on the Academic Policy and Procedures Committee.

IX. For the Good of the University

Herald announced that Academic Affairs will not meet on March 20th since this is during Spring Break. The next meeting will be held on April 3rd.

X. Adjournment

Meeting adjourned at 4:55 p.m.