

MINUTES
Faculty Senate Academic Affairs
September 5, 2000 3:30pm K-State Union, Room 204

Attending: Chenoweth, Devault, Herald, Hopper, Molt, Mortensen, Pesci, Peterson, Sheu, Selfridge, Spears, Yagerline, Youngman

Visitors: Ruth Dyer, Loleta Sump, Danny Averette

I. Call to Order

The meeting was called to order by Tom Herald, Chair, at 3:30 p.m.

II. Approval of minutes of May 16, 2000 Academic Affairs Committee meeting.

A motion was made by Selfridge and seconded by Devault to approve the minutes of the May 16, 2000 Academic Affairs meeting. Motion passed.

III. Presentation on evening exams--Ruth Dyer and Loleta Sump

Loleta Sump, Facilities Support Services Manager, and Ruth Dyer, Provost's Office, presented information regarding the scheduling of large and small classrooms across campus for evening exams. Sump said that there are inconsistencies in scheduling classrooms across campus and they would like to make things more unified throughout the university. Some evening exams are listed in the line schedule and the room is reserved at that time every week for the whole semester, but the class may only have 3-4 exams. Some students have multiple exams scheduled for the same evening and they are not aware of it until the first week of class. Extra exam times cannot support Board of Regents' reports for accurate student contact hours. Helen Cooper is looking into this matter. Sump would like to see a policy developed for consistency in scheduling classroom space. Two areas that need addressed are: if a faculty member schedules an exam at night then the student should have one class time free during the week so the contact hours are correct and the correct student hours are reported to the Board of Regents; and to maintain consistency for evening exams--if the evening exam is not listed in the line schedule then it should be listed on the website.

Dyer has found a document that said only classes of 500 students or greater are eligible to schedule evening exams. She has not been able to find a source for the document. Spears mentioned that setting up a criteria for scheduling evening classes is an additional issue. Herald asked if Sump would draft us what criteria she would like to see in a policy. She said her standpoint would only be from a room scheduling standpoint; not student or faculty. Dyer suggested that a small subgroup be formed to handle setting up criteria for being able to schedule evening exams. With increasing enrollment, Sump expects to see more need for evening exam space and currently all rooms are being used. Dyer reported that the Provost has sent a memo to the Academic Policy and Procedures Committee to look into the issue of students having more contact hours for courses than they should. A policy written by this committee would be brought forward to Academic Affairs for approval.

IV. Course and Curriculum Changes

- A. Undergraduate Education - none
- B. Graduate Education - none
- C. General Education - none

V. Old Business

- A. Approve Undergraduate Course and Curriculum Changes approved by the College of Technology and Aviation April 25, 2000 (tabled from the May 16, 2000 Academic Affairs Meeting).

Danny Averette, Associate Dean of the College of Aviation and Technology, explained that the Board of Regents already approved an Associate of Applied Sciences and Associate of General Studies degrees for KSU-Salina to offer. The options listed below would have a block of courses (45 hours) coming in from Salina Vo-Tech. These course would not be transferrable for any other degrees offered at KSU. The students would take 15 hours at KSU-Salina to complete an Associate of Applied Science degree in one of these options. The 15 hours taken at KSU-Salina would be transferrable to KSU. Students will be informed about what hours transfer and the ones that will not. Averette said that out of the 330 students enrolled in these areas at Salina Vo-Tech, 80 said they would be interested in continuing on at KSU-Salina to get the Associate of Applied Science degree. Averette said he talked with departments at KSU affected by these new degrees and that there were no objections to them. Averette said Provost Coffman was supportive of this program.

A motion was made by Mortensen and seconded by Spears for each option. Each motion passed. The only discussion was regarding the Commercial Art degree to make sure the departments affected had been notified; Averette said he had talked to each department affected and they had no problems with it.

NEW OPTIONS:

Applied Electronics Technology
Autobody Technology
Automotive Technology
Business Computer Technology
Commercial Art
Computer Aided Drafting
Construction Trades Technology
Dental Assistant
Diesel Technology
Horticultural Technology
Machine Shop Technology
Refrigeration & Air Conditioning Technology
Welding Technology

A motion was made by Mortensen and seconded by Spears to approve the Course Addition. Motion passed.

COURSE ADDITION:

COT 495 Industrial Internship

A motion was made by Mortensen and seconded by Spears to approve the following new courses. Mortensen was asked if the courses were transferrable to KSU and he said that it would be up to the department head. Motion passed.

NEW COURSES:

CMST 135 Web Page Development I
CMST 155 Web Page Development II
CMST 235 Web Page Programming I
CMST 332 Web Development Project

A motion was made by Mortensen and seconded by Spears to approve the new option listed below. Motion passed.

NEW OPTION:

Associate of Technology in Web Development Technology (Proposed)

B. Summer School academic policy & program: Provost's committee

Herald reported that Dean Michael Holen from the College of Education, Dean Peter Nicholls from the College of Arts and Sciences, and Provost James Coffman will be attending the next Academic Affairs Committee meeting on September 19th to discuss this issue.

C. KSU course database development

Selfridge reported that this committee has not met this semester. They will be working on finding software that allows colleges to keep track of course proposals electronically.

D. Catalog "educational objectives" revision

Ron Downey's office will be putting together a committee to re-evaluate the educational objectives section in the catalog. The objectives have to be faculty driven for assessment outcomes. Herald asked that Academic Affairs members go back to their caucuses and try to get one or two names for the committee. If members e-mailed names to Herald last semester, please resubmit the names to him. Kurt Gunnell in the Planning and Analysis Office will be putting the committee together.

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

Selfridge reported that the list of classes for the drop pool should be generated by the Registrar's Office. The Academic Policy and Procedures Committee should bring of list of courses forward for Academic Affairs to scrutinize. The list will consist of courses not taught for five years. It is a long procedure, but it is a way of getting ride of some courses. A list should be coming forward in the near future.

VI. New Business

A. Elect Chair-elect

Herald had everyone introduce themselves and say what their role was in their department and college. After discussion, the committee agreed that Jackie Spears will be Chair-elect.

B. Elect representative to General Education Implementation Task Force.

The committee agreed that Chwen Sheu would be a liaison for the General Education Implementation Task Force.

C. Elect representative to Academic Policy Committee.

The committee agreed that Peter Chenoweth would be a liaison for the Academic Policy and Procedures Committee.

D. Approve May 2000 Graduation List.

A motion was made by Selfridge and seconded by Devault to approve the May 2000 Graduation List. Motion passed.

E. Approve additions to the following Graduation Lists.

A motion was made by Mortensen and seconded by Spears to approve additions to the May 2000 graduation list. Motion passed.

May 2000

Lisa Jo Burling, A&S, BS--Life Sciences
Jason M. Fusco, A&S, BA--Modern Languages
Tony J. Thomas Munsey, A&S, BS--Social Sciences
Jessi Newell, A&S, BS--Sociology-Criminology
Carrie L. Shelton, A&S, BA--English-Literature
Kara S. Spencer, A&S, BS--PreDentistry
Tanya Rachel Werner, A&S, BS--Kinesiology

A motion was made by Chenoweth and seconded by Spears to approve additions to the Fall 1999 graduation list. Motion passed.

Fall 1999

Christopher A. Brecheisen, College of Technology & Aviation, BS--Aeronautical Technology
Nathan Drew Higgins, College of Technology & Aviation, Associate Degree in Technology--
Mechanical Engineering Technology-T3

A motion was made by Selfridge and seconded by Chenoweth to approve an addition to the Fall 1998 graduation list. Motion passed.

Fall 1998

Karen Ann Gough, Business Administration, Bachelors degree-Marketing

A motion was made by Selfridge and seconded by Mortensen to approve an addition to the Spring 1996 graduation list. Motion passed.

Spring 1996

Christopher R. Harrilchak, College of Technology & Aviation, Associate Degree in Engineering
Technology--Surveying Technology-T3

A motion was made by Selfridge and seconded by Chenoweth to approve an addition to the December 1996 graduation list. Motion passed.

December 1996

Timothy William French, A&S, BS--Social Sciences

A motion was made by Selfridge and seconded by Spears to approve an addition to the May 1991 graduation list. Motion passed.

May 1991

Bryon J. London, A&S, BS--Social Sciences

VII. Committee Reports

A. Report on General Education Implementation Task Force

There was no report from the General Education Implementation Task Force.

B. Youngman report on Library

Youngman reported that the dedication of the Fiedler Hall Library will be September 9th at 2:00 p.m. Also, in October, Phase I of the Information Commons will be observed.

C. Report on Academic Policy Committee

There was no report on the Academic Policy and Procedures Committee.

D. University Library Committee

Youngman said it would be better if someone else served as a liaison on the Library Committee as it would be hard for him to report on it without a bias since he works there. Yagerline volunteered to be a liaison if she is able to attend the meetings; Nancy Peterson volunteered to serve as a back-up.

VIII. Announcements

A. Rules of Engagement--Herald said this committee works well together, but had the Rules of Engagement as an attachment for information.

B. Other

Herald asked that members try to send a member from their caucus if they aren't able to attend Academic Affairs meetings, especially if there may an issue that someone may need to explain.

IX. For the Good of the University

There were no items for the good of the university.

X. Adjournment

Meeting adjourned at 5:10 p.m.