

MINUTES
Faculty Senate Academic Affairs
January 8, 2002 3:30 pm K-State Union, Room 204

Present: Haddock, Herlad, Molt, Pesci, Selfridge, Smith, Spears, Yagerline

Absent: Callahan, Mortensen, Olsen, Rousch, Schlup

I. Call to Order

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

II. Approval of minutes of December 18, 2001 Academic Affairs Committee meeting.

A motion was made by Herald and was seconded to approve the minutes of the December 18, 2001 Academic Affairs meeting. Motion passed.

III. Announcements

A. Spears announced that two items were pulled from the Faculty Senate agenda that had been approved by Academic Affairs:

1. The new bachelor of music education approved by Arts and Sciences on November 8, 2001 has not yet been approved by the College of Education. The Education caucus will not meet until the end of February. Spears will put this item back on the Faculty Senate agenda after their approval.
2. BAE 551 (Hydrology) was approved to be dropped by the College of Engineering on November 9, 2001. The College of Agriculture has that class listed as an elective in one of their departments so they would like to have further discussion on this issue and formal communication on how this is being handled.

B. Spears also announced that a question had come up at the Executive Committee meeting about a student's graduate date. The student was added to the May 2001 graduation list but had finished up classes during the summer. After checking with the Registrar's Office, Spears found out that colleges make the decision on how to handle graduation dates for students. Some colleges will let students walk through graduation but their graduation date is listed as the one after they finish their class work while other colleges will add them to the graduation list and then let them finish a class after the fact. Academic Affairs members said they may need to reexamine that policy.

IV. Course and Curriculum Changes

A. Undergraduate Education

1. A motion was made by Selfridge and seconded by Herald to approve Undergraduate Course and Curriculum Changes approved by the College of Human Ecology December 14, 2001.

Apparel, Textiles, and Interior Design

UNDERGRADUATE CATALOG CHANGES:

Page 211, Changes to the Interior Design, Bachelor of Science in Interior Design

*see pages 1 - 2 of white sheets for details (underlined paragraph on page 2 is the change)

Proposal for a Selective Admissions Process - Interior Design Program

*see pages 2 -3 white sheets for details (this is the explanation for the catalog change listed above)

*see page 7 for details

Human Nutrition

CHANGE:

HN 551 Evaluation and Emergency Management of Athletic Injuries to:
HN 551 Evaluation of Athletic Injuries of the Extremities

ADD:

HN 552 Emergency Procedures and Evaluation of Core Athletic Injuries

Motion passed.

B. Graduate Education - none

C. General Education

1. A motion was made by Selfridge and seconded by Herald to approve the following courses for general education that were approved December 14, 2001 by the General Education Council.

PHYS 451	Principles of Contemporary Physics
PHYS 452	Contemporary Physics
PHYS 503	Archaeological Fact or Fiction

Motion passed.

V. Old Business

A. Course and Curriculum Changes

1. On-line form filler/paper format - John Selfridge

There was nothing new to report on this issue. No decision has been made on portal software for the university and we do not want to invest time and money on something that may not work with the portal.

2. Improving the format for handling Course and Curriculum/Policy Changes

Selfridge reported that he is developing some questions and answers regarding course and curriculum changes. He will distribute them to Academic Affairs members electronically before the next meeting. Spears mentioned that additions to graduation lists could be included to the list of questions.

B. Academic definitions

Spears said she has not moved forward on this issue yet.

C. Exams Scheduled Outside of Regular Class Times

Spears reported that Executive Committee approved to forward this draft policy on to Faculty Senate with some minor revisions. Concern was raised about this policy not being distributed to college caucuses for input. There may be some reservations about cancelling class time or using it for a review session if an exam is given in the evening. This item may need to be withdrawn from the floor. Policies have been put in place regarding scheduling exams outside regular class times, but faculty do not always follow them, especially when scheduling final exams. Faculty Senate may need to step forward and provide leadership in making sure these policies are followed. Spears said the concern for following policies is twofold: faculty are professionals and there is a standard of behavior that is expected; also, faculty need to hold themselves accountable to their own procedures.

- D. Semester Final Examinations*
- E. Credit hour requirements for graduating with honors*
- F. Plus/Minus System*
- G. Secondary Majors and Minors*
- H. Line Schedule Issues*

*Items D. through H. were on CAPP's agenda but their meeting was cancelled this month. The next CAPP meeting is scheduled for February 13.

VI. New Business

- A. A motion was made by Molt and seconded by Yagerline to approve addition to the following Graduation List.

August 2001

Bhusan Desai, BS - Computer Engineering

Motion passed.

VII. Committee Reports

- A. Pesci report on General Education Council

Spears said that she had talked to Jim Goddard yesterday and that the General Education Council will forward a report to her and it will appear on the next Academic Affairs agenda.

Pesci reported that the General Education Council conducted first round reviews of student feedback on general education courses at their last meeting. There were many complaints from students that the courses don't fit the general education format. Some problem stem from having multiple instructors teach multiple sections. Some instructors follow the general education format better than others. The General Education Council will meet again on January 24 and continue reviewing the feedback.

Spears said that the council will also consider making members' terms longer. Currently, a term is two years but that is almost too short and consistency of members is needed. Some members have agreed to serve another two year term.

- B. Haddock report on University Library Committee

Haddock reported that the University Library Committee has not met.

- C. Spears report on Committee on Academic Policy and Procedures (CAPP)

As mentioned earlier, CAPP cancelled their meeting this month so Spears had nothing to report.

VIII. For the Good of the University

Committee members discussed attendance at the Academic Affairs meetings and concern was raised about members that have hardly ever attended. One of the problem it creates is when some of the members go off of Academic Affairs, it does not leave very many able to assume a leadership role. Also, there are many diverse issues that the committee discusses and makes policies about throughout the year and getting input from all caucuses is very important. Spears said she would write a letter to caucus chairs regarding attendance.

IX. Adjournment

Meeting adjourned at 4:25 p.m.