

**MINUTES**  
**Faculty Senate Academic Affairs**  
**January 22, 2002 3:30 pm K-State Union, Room 204**

Present: Callahan, Haddock, Herald, Molt, Pesci, Selfridge, Smith, Spears, Yagerline

Absent: Mortensen (video equipment did not work), Olsen, Roush, Schlup

Visitors: Andrew Bennett (Mathematics), Talat Rahman (Physics)

I. Call to Order

The meeting was called to order by Jackie Spears, Chair, at 3:36 p.m. Spears announced that she had a class to teach at 4:30 p.m. and would need to finish the meeting in time to get to that.

II. Approval of minutes of January 8, 2002 Academic Affairs Committee meeting.

A motion was made by Selfridge and seconded by Yagerline to approve the minutes of the January 8, 2002 Academic Affairs meeting. Motion passed.

Spears suggested that the committee move on to "V. Old Business C. Exams Scheduled Outside of Regular Class Times" to accommodate visitors attending this meeting.

V. Old Business

C. Exams Scheduled Outside of Regular Class Times

CAPP wrote this draft policy in response to requests from Room Scheduling. Issues came up at the last Faculty Senate meeting and this item was sent back to Academic Affairs. The primary issues were: (1) length of time permitted for exam; and (2) the requirement that class be cancelled or used for review to offset the time for the out of class exam.

Rahman said a remedy would be that courses that have quiz times listed in the line schedule be exempt from the policy. Bennett reported that many students want to have more time for tests to solve the problems. Callahan said that students were concerned about courses that do not list quiz times in the line schedule and then the first day of class are told exams are outside of class time. Many students work and do not plan on having exams outside of class time if they are not listed in the line schedule. Bennett said another problem is that some class sections are 50 minutes when taught three times a week and some are 75 minutes when taught twice a week. Cancelling a class session in exchange for the test would be difficult. Smith reported that after Senate, a senator mentioned that if the draft policy were followed then a four hour Biology lab class would have to be cancelled if a 50 minute test was given. Spears said this was not the intent of the policy, but this issue will need to be addressed. Callahan felt that students would not want exams outside class time to be counted as contact hours and have to pay more tuition, but students would like the exams to be listed in the line schedule.

Spears said the next CAPP meeting is scheduled for February 13 and she will take these concerns to the committee. Hopefully, Academic Affairs can look at the draft policy again at the February 19 meeting and it can be forwarded to Faculty Senate in March. Spears encouraged members and visitors to contact her if they think of any other issues.

### III. Announcements

Spears announced that she met with Faculty Senate President Cia Verschelden, Provost Coffman and Don Foster, Registrar, to discuss the BOR's decision to require students to complete 54 credit hours of upper division classes to graduate. The BOR suspended this decision, but Spears reported that there is a possibility the decision will not be rescinded. Verschelden discussed this issue with the Council of Faculty Senate Presidents at the last BOR meeting and they want to fight it. Spears said that the Registrar's Office will conduct an analysis of the programs that would be affected. Spears will discuss this issue with CAPP at their next meeting in February.

### IV. Course and Curriculum Changes

#### A. Undergraduate Education - none

#### B. Graduate Education

Spears announced that there were some graduate course and curriculum changes left off last month's Academic Affairs agenda that were approved by Graduate Council December 4, 2001. A motion was made by Selfridge and seconded by Herald to approve the courses that are listed below.

#### **CHANGE**

EDEL 820 Trends in Elementary/Middle-Level Language

EDETC 764 Foundations of Distance Education

#### **DROP**

EDCIP 980 The Curriculum Information Consultant

#### **NEW**

EDCIP 750 Multicultural Issues in Teaching

Motion passed.

#### C. General Education - none

### V. Old Business

#### A. Course and Curriculum Changes

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

Selfridge said there was nothing new to report about the on-line form filler.

##### 2. Format for Course and Curriculum Changes

Selfridge distributed a draft of questions and answers that could be posted on a website that would help faculty learn basic information about course and curriculum changes. The draft is double-spaced and Selfridge encouraged Academic Affairs members to edit or add to what he wrote. Members thanked Selfridge for his hard work on this project.

Yagerline asked whether Academic Affairs is supposed to look at classes not taught in the last four years. Selfridge said that when he was Chair of Academic Affairs, the committee decided that classes not taught in four years would be put in a conditional drop pool and would be looked at during the 2003 - 2004 academic year. The Registrar's Office can give the committee a list of courses that have not been taught for four years.

- B. Academic definitions - no change
- C. Exams Scheduled Outside of Regular Class Times - covered earlier in meeting
- D. Semester Final Examinations - no change
- E. Credit hour requirements for graduating with honors - no change
- F. Plus/Minus System - no change
- G. Secondary Majors and Minors - no change
- H. Line Schedule Issues - no change

VI. New Business

A. Accept Report from the Advising Enhancement Task Force **ATTACHMENT 1**

A motion was made by Selfridge and seconded by Herald to accept the Report from the Advising Enhancement Task Force. Yagerline commented that some of the information given in the report is sad and other members agreed. Motion passed.

The committee agreed that this item should be on the next agenda and the committee should look into different parts of the report and work on a solution that would improve advising in the departments that need it. The origin of the complaint about advising came from Student Senate and some action should be taken to improve advising in the necessary departments.

The full report can be found on web at: <http://www.ksu.edu/provost/AdvisingReport.htm>

\*\*\*\*Due to time constraints, the rest of the agenda was not covered.

IX. Adjournment

Meeting adjourned at 4:25 p.m.