

**MINUTES**  
**Faculty Senate Academic Affairs**  
**March 5, 2002 3:30 pm K-State Union, Room 204**

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

Absent: Roush, Schlup, Selfridge

I. Call to Order

The meeting was called to order by Jackie Spears, Chair, at 3:33 p.m.

II. Approval of minutes of February 19, 2002 Academic Affairs Committee meeting.

A motion was made by Molt and seconded by Herald to approve the minutes of the February 19, 2002 Academic Affairs meeting. Motion passed.

III. Announcements - none

IV. Course and Curriculum Changes

A. Undergraduate Education

1. A motion was made by Herald and seconded by Haddock to approve Undergraduate Course and Curriculum Changes approved by the College of Arts & Sciences February 14, 2002.

*Dean of Arts and Sciences*

**DROP:**

DAS 060 Summer Intensive English

*Department of Art*

**CHANGE:**

ART 201 Graphic Design Survey to ART 201 Visual Communication Foundation

ART 410 BFA Exhibition to:

ART 410 BFA Exhibition or Portfolio Presentation

ART 577 Graphic Design and Illustration III to:

ART 577 Matrix Studio and Business Practices

ART 580 Graphic Design Senior Studio to:

ART 580 Visual Communication Senior Studio

ART 583 Graphic Design Professional Practices Seminar to:

ART 583 Visual Communication Portfolio

**CURRICULUM CHANGE:**

(Page 97, undergraduate catalog)

\*ART 410 - The title of this course is currently being proposed to change so that it will better describe course content. This curriculum change will adjust for the course title change. See page 5 of white sheets for details.

*Department of Chemistry*

**CURRICULUM CHANGES:**

(Page 104, undergraduate catalog)

\*The Chemistry B.S. degree program is currently certified by the American Chemical Society. In order to retain that status, the American Chemical Society requires that Chemistry curriculum be modified to include three semester credit hours of biochemistry. See page 6 of white sheets for details.

*Department of Economics*

**DROP:**

ECON 330      Introductory Seminar in Industrial and Labor Relations

*Department of Geology*

**CHANGE:**

GEOL 581      Palebiology to:  
                    GEOL 581 Invertebrate Fossils

**CURRICULUM CHANGE:**

(Page 111, undergraduate catalog)

\*To accommodate change to GEOL 581 - see page 7 of white sheets for details.

*Department of Kinesiology*

**ADD:**

KIN 591      Psychology of Exercise and Sport Injury

**CURRICULUM CHANGE:**

(Page 119, undergraduate catalog)

\*KIN 591 - This new course integrates behavioral and biological principles introduced earlier in the curriculum. See page 8 of white sheets for details.

*Department of Modern Languages*

**DROP:**

FREN 503      Black African Francophone Literature in Translation

**CHANGE:**

FREN 512      Masterpieces of French Literature II to:  
                    FREN 520 Introduction to French Literature I

FREN 511      Masterpieces of French Literature I to:  
                    FREN 521 Introduction to French Literature II

**CURRICULUM CHANGES:**

(Page 124, undergraduate catalog) - Major in French

\*FREN 520 and FREN 521- The titles and numbers of these courses are currently being proposed to change so that it will better describe course content. This curriculum change will adjust for the course title and number change. See page 9 of white sheets for details.

(Page 125, undergraduate catalog) - Minor in French

\*FREN 520 and FREN 521 - The titles and numbers of these courses are currently being proposed to change so that it will better describe course content. This curriculum change will adjust for the course title and course number change.

*Department of Psychology*

**DROP:**

PSYCH 330      Introductory Seminar in Industrial and Labor Relations

*Industrial and Labor Relations Secondary Major*

**CURRICULUM CHANGE:**

(Page 46, undergraduate catalog)

\*Required courses changed from 13 hours to 12 hours - deleted MANGT/ECON/PSYCH 330 Introductory Seminar (1 hour credit) from the list of required courses. See page 11 of white sheets for details.

Motion passed.

B. Graduate Education - none

C. General Education - none

V. Old Business

A. Course and Curriculum Changes

1. On-line form filler/paper format

2. Format for Course and Curriculum Changes

Spears said that there was nothing new to report on the above items.

B. Academic definitions

Spears said there was nothing new to report on this item.

C. Exams Scheduled Outside of Regular Class Times

This item will be addressed after CAPP has brought forward their policy to schedule class meeting times from 7:30 a.m. through 10:30 pm.

D. Semester Final Examinations

Spears said CAPP has not done anything further with this item.

E. Credit hour requirements for graduating with honors

Spears said that CAPP has not reported anything new on this issue.

F. Plus/Minus System

Spears reported that this item was taken care of at the last meeting and does not need to be on the agenda.

G. Secondary Majors and Minors

Spears reported that some of the directors of secondary majors and minors will be meeting with CAPP next week to discuss allowing students to finish secondary majors and minors after they graduate.

H. Line Schedule Issues

Spears reported that the line schedule issue deals with secondary majors and minors needing to have their interdisciplinary courses listed under their programs in the line schedule. This is not just an advising issue, but also a program issue. Spears will discuss this with Don Foster, Registrar.

I. Report from the Advising Enhancement Task Force

Spears reported that the Provost has agreed to wait to appoint members to an advising board, but his office will be moving ahead in other areas regarding advising. The Provost does not want to wait too long to appoint members to the advising board because he does not want faculty to feel that he is moving ahead without their input.

VI. New Business

A. A motion was made by Herald and seconded by Pesci to approve additions to the December 2001 graduation list.

December 2001

Daniel J. Cooper, Business Administration, BS - Marketing and International Business

Bryan Scott Devore, Master of Accountancy

Marie L. Hyman, Master of Accountancy

Anna Marie Uresti Hernandez, Arts & Sciences, BS - Social Science

Ryan Christopher Wright, Arts & Sciences, BS - Political Science

Motion passed.

B. UGE Assessment **ATTACHMENT 1**

The UGE Portfolio Assessment Committee has submitted a final report. Academic Affairs has been asked to accept the report and offer the committee direction for future work. Rather than distribute reams of reports, Spears asked the Office of Planning and Analysis to compile a list of relevant websites. Attachment 1 is a memo from Dr. Ron Downey, outlining the UGE evaluation process and relevant websites.

After a general discussion of the UGE Program and its history, committee members agreed to consult the relevant websites and come prepared to discuss the Portfolio Assessment Committee's report at our next meeting. Spears will contact Ron Downey with regard to any concerns raised by the North Central accrediting visit.

VII. Committee Reports

A. Pesci report on General Education Council

Pesci reported that the General Education Council will meet on Thursday, March 7. Faculty will be attending the meeting to discuss Study Abroad being approved for general education. Architecture currently has a program in Study Abroad and they are hoping that other colleges might have programs that would fit into this area.

B. Haddock report on University Library Committee

Haddock reported that the University Library Committee met yesterday but he was not able to attend the meeting due to a scheduling conflict. He will receive the minutes of the meeting and give a report at the next Academic Affairs meeting.

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

Spears reported that CAPP will meet next week and cover some of the items mentioned previously in the minutes.

VIII. For the Good of the University

Smith gave an update on faculty leaving the College of Business Administration. His college has had several faculty resign and take jobs elsewhere with large salary increases.

The committee agreed to cancel the next Academic Affairs meeting due to it being scheduled during Spring Break. The next meeting will be on April 2<sup>nd</sup>.

IX. Adjournment

Meeting adjourned at 4:20 p.m.



Assessment and Program Review  
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 785-532-5712  
 Fax: 785-532-2120

## MEMORANDUM

To: Jackie Spears

From: Ron Downey, Associate Provost, and Director, Assessment and Program Review *RJD*

RE: Future status of UGE Portfolio Assessment Project

Date: February 22, 2002

The Portfolio Assessment Committee was charged with implementing the pilot studies over two years as outlined in the 1999 "Feasibility Study and Implementations Proposal for a Portfolio Assessment: Study Achievement of Critical Thinking, Communication Skills, and Educated Habits" ([www.ksu.edu/catl/uge/portpro.htm](http://www.ksu.edu/catl/uge/portpro.htm)). At the completion of the pilot process, the committee will report to Academic Affairs and Faculty Senate who will consider fully implementing the process (Fall, 2001). As cited in the above document,

A formal review process will take place after the Experimental Stage (early Fall, 2000). The Faculty Committee appointed by Academic Affairs to oversee this project (described elsewhere in the proposal) will provide a summary report to the UGE Implementation Task Force, Academic Affairs, and ultimately to Faculty Senate for approval to proceed with the Implementation Phase. The review process will focus on the effectiveness of the portfolio process (student volunteers, quality of information and scoring rubrics, etc.), faculty commitment and interest, and determine if the portfolio process will be used to assess student achievement of UGE goals ([www.ksu.edu/catl/uge/portpro.htm](http://www.ksu.edu/catl/uge/portpro.htm)).

Several reports have been published on the milestones of the UGE Portfolio Assessment Project. All links to these reports are listed ([http://www.ksu.edu/apr/generaled\\_assess/gened\\_assess.htm](http://www.ksu.edu/apr/generaled_assess/gened_assess.htm)) within the APR website.

**Note:** The "?" mark in these statements (e.g., [www.ksu.edu/apr/relatedlinks/?](http://www.ksu.edu/apr/relatedlinks/?)) indicates that the web page is being built for these reports. As soon as they are completed, we will e-mail them to you.

- Status Report of the UGE Portfolio Assessment Committee, October 2000  
([www.ksu.edu/apr/relatedlinks/Report-Fall2000.PDF](http://www.ksu.edu/apr/relatedlinks/Report-Fall2000.PDF))
- UGE Status Meeting July 19, 2001  
([www.ksu.edu/apr/relatedlinks/](http://www.ksu.edu/apr/relatedlinks/))
- Status Report of the UGE Portfolio Assessment Committee, October 2001  
([www.ksu.edu/apr/relatedlinks/](http://www.ksu.edu/apr/relatedlinks/))

Components of the Review Process of the Portfolio Project:

1. Effectives of the portfolio process

- From the October 2000 Status Report, most of the findings from Pilot Study A of this project would not support the effectiveness of the portfolio process ([www.ksu.edu/apr/relatedlinks/Report-Fall2000.PDF](http://www.ksu.edu/apr/relatedlinks/Report-Fall2000.PDF)). Some supporting statements from this document are: “Too much is expected of the portfolio assessment process,” “Many of the portfolio s are incomplete and inadequate for scoring,” and “There were serious flaws in the original design of attempting to evaluate the effect of UGE courses on development of students’ writing.”
- From the October 2001 Status Report, most of the findings from Pilot Study B would not support the effectiveness of the portfolio process ([www.ksu.edu/apr/relatedlinks/](http://www.ksu.edu/apr/relatedlinks/)). For example, the small sample sizes for the portfolio writing sample, CAAP exam, and UGE interviews were insufficient to produce reliable results. “The committee was unclear how informed decisions could be made about the effectiveness of the CAAP exam, UGE interviews, and writing samples with the limited number of samples collected.”

2. Faculty commitment and interest

- From the October 2000 Status Report, there is support for faculty commitment and interest in the portfolio project, such as faculty volunteering from various departments to participate on a Summer Assessment Team ([www.ksu.edu/apr/relatedlinks/Report-Fall2000.PDF](http://www.ksu.edu/apr/relatedlinks/Report-Fall2000.PDF)).

- In order to maintained faculty commitment and interest, the Portfolio Committee recommended “Colleges and Departments become involved in the recruitment, retention, and coordination of future students participants” (October 2001 Status Report, ([www.ksu.edu/apr/relatedlinks/](http://www.ksu.edu/apr/relatedlinks/)?)).
3. Whether the portfolio process will be used to assess student achievement of UGE goals
- From the October 2000 Status Report, most of the findings from Pilot Study A of this project would not support the object of assessing student achievement ([www.ksu.edu/apr/relatedlinks/Report-Fall2000.PDF](http://www.ksu.edu/apr/relatedlinks/Report-Fall2000.PDF)). For example, it was found that “[t]here were no major differences between the writing samples of first-year students and seniors.”
  - From the October 2001 Status Report, most of the findings from Pilot Study B of this project would not support the object of assessing student achievement ([www.ksu.edu/apr/relatedlinks/](http://www.ksu.edu/apr/relatedlinks/)?). For example, “[o]nly the highly-motivated and committed students participated in the study; these students are not representative of the student population.”

Below is a sample list of recommendations provided by the Portfolio Assessment Committee in their October 2001 Status Report ([www.ksu.edu/apr/relatedlinks/](http://www.ksu.edu/apr/relatedlinks/)?):

- A much larger sample of portfolios needs to be gathered and evaluated before this assessment process would have validity. If this is not possible, this type of assessment should not be repeated.
- Portfolios should contain no more than five papers. No papers should be accepted without an assignment so scorers will more easily be able to evaluate the extent to which the student responded to the assignment. No short answer assignments should be submitted; assignments should be a minimum of two pages each.
- Students who participate in the entire process should be paid more money. A stipend of \$50 was suggested for the submission process and additional stipends should be considered for other assessment elements (interviews, CAAP exam, etc.).
- Students participant in the assessment process during only one semester; the current 8-month process seems too cumbersome.

- The UGE Portfolio Committee recommended Colleges and Departments become involved in the recruitment, retention, and coordination of future student participants. It was suggested colleges select a specific number of courses for student participation. The students enrolled in the courses could be asked to voluntarily participate in collecting the necessary student assessment measures. Further follow-up and discussion with Faculty Senate Leadership and the Provost staff is needed to establish this model.
- Representation from all Colleges is needed on the UGE Portfolio Assessment Committee. The time commitment of 2-years has expired; this issue of committee membership needs to be addressed by The Faculty Senate's Academic Affairs Committee. A potential obstacle is having all the current UGE Portfolio Assessment Committee Members leave the Committee en masse which would lead to a loss of continuity and history of faculty called to serve, which would result in a significant amount of preparation time and coordination to acquaint new members with the current status of the UGE assessment project.

The Academic Affairs Committee will need to review and address the findings related to each of the review components for the portfolio project. To enter the next phase of the assessment process, we need input from Academic Affairs. This needs to be done in the near future if we are to continue this very valuable and needed process.

CC: Jim Coffman, Cia Verschelden, and Patricia Marsh



**Subject: Future status of UGE Portfolio Assessment Project**

**Date: Fri, 22 Feb 2002 16:28:25 -0600 (CST)**

**From: Patricia Marsh <pmarsh@ksu.edu>**

**To: Jacqueline D Spears <jdspears@ksu.edu>**

**CC: Ronald G Downey <downey@ksu.edu>, James R Coffman <provost@ksu.edu>, Cia Verschelden <cia@ksu.edu>**

Dear Jackie Spears,

As mentioned in a memo from Ron Downey entitled "Future status of UGE Portfolio Assessment Project," there was a note about two web sites for UGE-related documents. The web pages have been built and the addresses are listed below:

1. UGE Portfolio Status Report Oct 2001  
www.ksu.edu/apr/relatedlinks/ugeportstatrptoct2001.htm
2. UGE status meeting - 07/19/01  
www.ksu.edu/apr/relatedlinks/ugestatmtg071901.htm

Please let me know if you have any problems accessing these documents.

Patricia

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"Assessment of student learning begins with educational values"