

MINUTES
Faculty Senate Academic Affairs
February 18, 2003 3:30 pm K-State Union, Room 204

Present: Elder, Klingzell, Pacey, Pesci, Smith, Spears, Yagerline

Absent: Ackerman, Fairchild, Marr, Selfridge, Stewart

Visitor: Lyn Norris-Baker

I. Call to Order

The meeting was called to order by Jackie Spears, Chair, at 3:40 p.m.

II. Approval of minutes of February 4, 2003 Academic Affairs Committee meeting.

A motion was made by Klingzell and seconded by Elder to approve the minutes of the February 4, 2003 Academic Affairs Committee meeting. Motion passed.

III. Announcements

Spears announced that at the last CAPP meeting, the Registrar's Office asked her to pass along the fact that 139 graduate classes are scheduled in general use classrooms. Courses that are at the 800 level and above that are not scheduled in general classroom space can meet whenever they want to. The Registrar's Office also wanted Spears to mention that 74 grade sheets affecting over 2,000 students were not turned in at the required time for the fall 2002 semester. The problem of late grade sheets has been growing over the last 3 - 4 years. It was suggested that a list of classes that had late grade sheets be posted so everyone would know who was not turning them in on time. Other committee members suggested that the deadlines may be too short.

IV. Course and Curriculum Changes

A. Undergraduate Education

1. A motion was made by Klingzell and seconded by Yagerline to approve Undergraduate Course and Curriculum Changes approved by the College of Education January 28, 2003.

Secondary Education

NEW COURSE:

EDSEC 471 Office Systems and Procedures

MINOR MODIFICATION:

EDSEC 315 Administrative Data Applications to EDSEC 315 Technology in the Business Classroom

DROP COURSE:

EDSEC 215 Information Processing

Motion passed.

2. Approve Undergraduate Course and Curriculum Changes approved by the College of Architecture, Planning, and Design January 30, 2003.

CHANGE:

ENVD 205 Graphics I (2) I, II, S to ENVD 205 Graphics (2) I, II

DROP:
ENVD 206 Graphics II (2) I, II, S

B. Graduate Education

A motion was made by Elder and seconded by Yagerline to approve Graduate Course and Curriculum Changes approved by the Graduate Council February 4, 2003. Lyn Norris-Baker was present to respond to any questions about the Gerontology specialization and certificate proposals. She said these two programs were modeled after the Family Financial Planning program. The proposals were developed in collaboration with seven universities in the Great Plains area. The courses are all taught on-line and will not impact campus classroom space. The degrees will be awarded through the college the student starts in.

CHANGE

ASI 802	Gametes, Fertilization and Pregnancy in Farm Animals
ASI 826	Nutritional Physiology
CNS 640	Construction Operations
CNS 645	Construction Scheduling and Cost Control
ARE 690	Senior Project
ARE 710	Building Energy Analysis
ARE 780	Advanced Structural Topics
EDSP 742	Interventions: Emotional and Behavioral Disorders
EDSP 743	Interventions: Academic Disabilities
EDSP 785	Practicum in Education of Exceptional Individuals
HORT 751	Human Issues in Horticultural Therapy

DROP

EDSP 721	Characteristics of Learning Disabilities
EDSP 724	Characteristics of Mental Retardation

NEW

ARE 623	Timber Structures
CS 747	Systems Integration of Small Animal Internal Medicine
EDSP 723	Characteristics of Cognitive Disorder
FSHS 775	Perspectives in Gerontology
FSHS 776	Program Evaluation and Research Methods in Gerontology
FSHS 777	Public Policy: Economic and Social Impacts on Older Adults
FSHS 778	Aging and the Family
FSHS 779	Professional Seminar in Gerontology
FSHS 867	Pre-Practicum in Marriage and Family Therapy I
FSHS 868	Pre-Practicum in Marriage and Family Therapy II

Specialization Proposal

Gerontology within the M.S. in Family Studies and Human Services

Certificate Proposal

Gerontology within the M.S. in Family Studies and Human Services

Motion passed.

V. Old Business

Spears said there was nothing new to report on items A. through C.

A. Course and Curriculum Changes

1. On-line form filler/paper format - John Selfridge
2. Format for Course and Curriculum Changes

- B. Academic definitions
- C. Credit hour requirements for graduating with honors

D. Proposed changes to Appendix F in University Handbook

Spears distributed a handout with changes to Appendix F of the University Handbook in regards to examinations. The students are requesting that no exams be given the last seven calendar days before final exams. Finals used to start on Saturday; now they start on Monday. When five calendar days are used for finals starting on Monday, then the Monday and Tuesday before finals could be used for unit exams. Committee members recommended some editorial changes. A final draft of the proposed policy will be voted on at the next Academic Affairs meeting.

E. Open House Class Schedule

Spears distributed a handout with the number of classes affected by a 1:30 p.m. dismissal vs. a 2:30 p.m. dismissal the Friday of Open House. The 1:30 p.m. dismissal on that Friday affects 82% of sections and over 9,000 undergraduate students. If a 2:30 dismissal time was adopted, there would be a 50% drop in classes cancelled and under 5,000 undergraduate students would be affected. It is hard to know if that takes care of multiple section courses since some of those courses may meet on Thursdays. Spears talked to the Provost today and he said that the numbers are compelling for changing the dismissal time from 1:30 p.m. to 2:30 p.m. and he would be in favor of that, as long as it is understood that it does not solve everyone's problems. There was a phrase on the memo sent out each year that said "instructors are requested to but not required to dismiss classes." Yagerline reported that faculty in Arts and Sciences do not like that statement and said she would go back to her caucus and find out why they have a problem with it. Spears said she would draft a statement for Academic Affairs members to take to their caucuses and that it would include a statement about multiple section courses.

F. Summer School Schedule (See <http://www.ksu.edu/facsen/policies/summer.htm>)

Spears said she would meet with Ray Hightower over the next few weeks regarding the summer school schedule and discuss changes with CAPP.

VI. New Business

- A. A motion was made by Pacey and seconded by Elder to approve December 2002 graduation list. Motion passed.
- B. A motion was made by Smith and seconded by Pacey to approve additions to graduation lists.

December 2002

Marcus Desmond Birzer, A&S - BS-Social Science
Lynn Deahl, Engineering - Electrical Engineering
Natascha L. Foley, A&S - BS-Kinesiology
Millie Hedleston, Master of Accountancy
Jennifer A. Jacobs, Business Administration - BS-Marketing and International Business
Renee A. McDaniel, A&S - BS-Journalism and Mass Communications
Zachariah Thomas Johnson, A&S - BS-Geography
Franco Paul Pezely, A&S - BS - Social Science
Desiree Anne Schmidt, A&S - BA-Anthropology
Scott W. Snelling, A&S - BS-Journalism and Mass Communications
Krysti A. Vanalstine, A&S - BS-Chemical Science

December 2000

Amanda L. Kisel, Human Ecology - BS-General Human Ecology

Motion passed.

- C. Changes to University Handbook - Appendix F **ATTACHMENT 1**

Spears distributed a handout regarding changes to Appendix F of the University Handbook. The university adopted the Honor Code Policy several years ago and the proposed changes to Appendix F bring the Handbook up-to-date with those changes. The committee agreed that these are minor editorial changes and Faculty Senate does not need to vote on them. A motion was made by Pacey and seconded by Elder to put this item on the Faculty Senate agenda as an announcement. Motion passed.

D. UGE Assessment

Spears said that she needed advice from Academic Affairs on who to appoint to a UGE Assessment Committee. North Central Association (NCA) plans a visit in 2006 for the purpose of examining the university's progress in assessment. Cia Verschelden has taken the lead with working with individual degree programs to assess outcomes. NCA liked our portfolio assessment, but that instrument did not work well for assessment. A committee of ten is to be appointed to assess student learning in the UGE program. Spears said the bulk of UGE courses are taught in Arts and Sciences. Spears distributed a list of instructors of UGE courses and Academic Affairs members made suggestions of who they thought should be asked to serve on the committee.

VII. Committee Reports

A. Pesci report on General Education Council

Pesci said there was nothing to report on the General Education Council.

B. Elder report on University Library Committee

Elder reported that the next University Library Committee meeting will be on March 3rd. The committee will be looking at serials cancellations. The Library will be asking each faculty member to list seven essential journals to their programs. A list of journals the department already gets will be sent out Monday.

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

Spears reported that CAPP met last Wednesday and the committee will begin a study to create a policy for certificate programs. Because so many certificates have been created in the last few years and information is needed for federal reports, a policy needs to be created. CAPP has appointed a subcommittee to look into this issue and Spears will be on it.

VIII. For the Good of the University

Ruth Dyer will be working with Cia Verschelden, Chair of the Calendar Committee, to create a reporting structure for the committee.

Academic Affairs also discussed wait lists for classes. Concern was raised about letting students miss a whole week of class at the beginning of the semester before being able to drop them from the class. Pacey suggested that if a student misses the first day of class and does not let the instructor know he/she will not be attending, the student should be dropped from the class so it is available to someone on the wait list. During the spring semester, this would also cut down on students waiting until after Martin Luther King Day to start attending classes. Spears said she would discuss the issue with CAPP.

IX. Adjournment

Meeting adjourned at 5:00 p.m

ATTACHMENT 1

CHANGES TO UNIVERSITY HANDBOOK
Appendix F
Change of Grades

FROM:

F80 The university uses the following grades:

A--for excellent work
B--for good work
C--for fair work
D--for poor work
F--for failure
P--for grades of B, C, and D on A/Pass/F courses Cr--for credit courses for which no letter grade is given
(non-graded courses)
NCr--for no credit in courses for which no letter grade is given (non-graded courses)
NR--for no grade reported
I--Incomplete
W--withdrawn

TO:

F80 The university uses the following grades:

A--for excellent work
B--for good work
C--for fair work
D--for poor work
F--for failure
XF--for academic dishonesty
P--for grades of B, C, and D on A/Pass/F courses
Cr--for credit **in** courses for which no letter grade is given (**non-graded courses**)
NCr--for no credit in courses for which no letter grade is given (non-graded courses)
NR--for no grade reported
I--Incomplete
W--withdrawn

FROM:

F90 Change of grades. An instructor may effect a change of grade by filing the appropriate "Grade Change Report" in the Registrar's office.

TO:

F90 Change of grades. An instructor may effect a change of grade by filing the appropriate "Grade Change Report" in the Registrar's office. **To protect against falsified reports, the white copy of the report is returned to the instructor once the grade change has been entered by the Registrar. Falsified reports are a violation of the Honor Pledge.**

Rationale

Minor editorial changes and updates to reflect the introduction of the honor pledge.

Effective: Immediately

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