

MINUTES
Faculty Senate Academic Affairs
March 10, 2003 3:30 pm K-State Union, Room 204

Present: Elder, Fairchild, Klingzell, Marr, Pacey, Pesci, Smith, Spears, Stewart,

Absent: Ackerman, Roush, Selfridge, Yagerline

Visitor: Alfred Cochran

I. Call to Order

The meeting was called to order by Jackie Spears, Chair, at 3:35 p.m.

II. Approval of minutes of February 18, 2003 Academic Affairs Committee meeting.

A motion was made by Marr and seconded by Elder to approve the minutes of the February 18, 2003 Academic Affairs meeting. Motion passed.

III. Announcements

Spears thanked everyone for rearranging their schedules to attend this meeting since it was rescheduled due to the university closing on March 4, 2003.

IV. Course and Curriculum Changes

A. Undergraduate Education

1. A motion was made by Elder and seconded by Pacey to approve Undergraduate Course and Curriculum Changes approved by the College of Arts and Sciences February 13, 2003. Motion passed.

Chemistry

CHANGE:

CHM 350	General Organic Chemistry
CHM 566	Instrumental Methods of Analysis
CHM 585	Physical Chemistry I
CHM 586	Physical Chemistry I Laboratory
CHM 595	Physical Chemistry II
CHM 598	Physical Chemistry II Laboratory

(Page 107, undergraduate catalog)

CHANGE:

General Requirements for undergraduate major

Change to: A total of ~~120~~ 124 credit hours are required for graduation. (Students who entered KSU before the fall of 2003 require only 120 hours for graduation.)

*See page 10 of white sheets for details.

English

ADD:

ENGL 076	Reading Skills for Non-native Speakers of English
ENGL 081	Advanced Integrated Skills

CHANGE:
ENGL 079 ~~Oral Communication Skills for International Teaching Assistants~~ to: ENGL 079
Pronunciation and Speaking Skills for Non-native Speakers of English

Geography

ADD:
GEOG 495 Capstone Seminar in Geography

(Page 113, undergraduate catalog)

CHANGE: Geography (B.A. or B.S.)

Changes to the class list for a major in geography.

Rationale: The changes to the geography undergraduate major reflect changes in the discipline over the last several years, and bring the requirements more in line with the expertise and interests of the geography department faculty.

*See page 11 of white sheets for details.

Physics

CHANGE:
PHYS ~~562~~ Introduction to Quantum Mechanics to: PHYS 662 Introduction to Quantum Mechanics

College of Arts and Sciences

Curriculum Changes

CHANGE:

(Page 91; Undergraduate Catalog) Degree Requirements

FROM: At least ~~120~~ credit hours as required for graduation.

TO: At least 124 credit hours are required for graduation. (Students who entered KSU before the fall of 2003 require only 120 hours for graduation.)

Rationale: To make the catalog compliant with University/Board of Regents policy.

*See page 6 of white sheets for details.

CHANGE:

(Page 92, undergraduate catalog) Bachelor of Arts and Bachelor of Sciences

Add the statement to basic requirements: At least 124 credit hours are required for graduation. (Students who entered KSU before the fall of 2003 require only 120 hours for graduation.)

Rationale: To make the catalog compliant with University/Board of Regents policy.

*See page 7 of white sheets for details.

CHANGE:

(Page 93, undergraduate catalog) Bachelor of Fine Arts

Change wording to change graduation credit hours from 120 to 124 and some other minor wording changes.

Rationale: To make the catalog compliant with University/Board of Regents policy.

*See page 8 of white sheets for details.

CHANGE:

(Page 95, undergraduate catalog)

FROM: Secondary teacher ~~certification~~

TO: Secondary teacher license

Change the word certification to license throughout the document, change 120 to 124 (hours of coursework) and add the statement: Students who enter KSU before the fall of 2003 require only 120 hours for graduation.

Rationale: To make the catalog compliant with University/Board of Regents policy.

*See page 9 of white sheets for details.

Mathematics

(Page 125, undergraduate catalog) Requirements

Changes to the list of classes required.

Rationale: CIS has revised/introduced the courses CIS 105, CIS 111, CIS 200 and CIS 209. The change here better reflects what our math majors need.

*See page 12 of white sheets for details.

Music

(Page 133, undergraduate catalog) Bachelor of Arts

FROM:

~~120~~ hours required for graduation

TO:

124 hours required for graduation (Students who entered KSU before the fall of 2003 require only 120 hours for graduation).

Rationale: To make our catalog compliant with University/Board of Regents policy.

*See page 13 of white sheets for details.

Political Science

(Page 142, undergraduate catalog) Specialized curricula

CHANGE:

...~~120~~ hours for graduation.

TO:

...124 hours for graduation. (Students who entered KSU before the fall of 2003 require only 120 hours for graduation).

Rationale: To make the catalog compliant with University/Board of Regents policy.

*See page 14 of white sheets for details.

Sociology, Anthropology, and Social Work

(Page 147-148, undergraduate catalog)

Add the following statement: A student earning a B.A. or B.S. in social work must complete 124 hours (students who entered KSU before the fall of 2003 require only 120 hours for graduation)

Rationale: To make the catalog compliant with University/Board of Regents policy.

*See page 15 - 16 of white sheets for details.

Statistics

(Page 156, undergraduate catalog)

Change to the classes listed as general requirements for bachelor of arts or bachelor of science degrees

Rationale: These changes are responses to several changes in the university. The CIS 200 course has changed dramatically from the time it became a required course; it is no longer primarily a programming course. The including of 300 level statistic courses is to give our majors credit for courses that they take early on in their career. Changing STAT 410 and IMSE 541 (formerly IE 541) from requirements to electives gives greater flexibility to the curriculum.

Motion passed.

2. A motion was made by Klingzell and seconded by Pesci to approve Undergraduate Course and Curriculum Changes approved by the College of Human Ecology February 14, 2003.

UNDERGRADUATE CATALOG CHANGES:

School of Family Studies and Human Services

Curriculum: Family Life and Community Services

Bachelor of Science in Family Studies and Human Services

Pages 222 -223, K-State Undergraduate Catalog 2002-2004

Changes unrestricted electives from 21-21 to 24-25 and total for graduation from 120 to 124.

Rationale: The Board of Regents requires an additional 4 hours be added to increase the total number of hours needed for graduation.

*See pages 1 and 2 of white sheets for details.

School of Family Students and Human Services

Curriculum: Family and Consumer Economics

With Family Financial Planning Emphasis

Bachelor of Science in Family Studies and Human Services

Page 222, K-State Undergraduate Catalog 2002-2004

Deletes FSHS 550 from professional studies and increases total hours for graduation from 120 to 124.

Rationale: The Board of Regents requires and additional 4 hours to be added to increase the total number of hours needed for graduation to 124.

*See pages 3 and 4 of white sheets for details.

Human Nutrition

Public Health Nutrition

Bachelor of Science in Human Nutrition

Pages 231 and 232, K-State Undergraduate catalog 2002-2004

Changes to the requirements for the degree.

*See pages 14 - 15 of white sheets for details.

Hotel, Restaurant, Institutional Management, and Dietetics

ADD:

HRIMD 441 Professional Club Management

Family and Consumer Sciences Education licensure requirements

Bachelor of Science in Human Ecology

Changes in the requirements for the degree.

*See pages 6 - 8 of white sheets for details.

General Human Ecology

Bachelor of Science in Human Ecology

Changes in the requirements for the degree.

*See pages 9 - 10 of white sheets for details.

Human Ecology and Mass Communications

Bachelor of Science in Human Ecology and Mass Communications

Changes in the requirements for the degree.

*See pages 11- 13 of white sheets for details.

Motion passed.

V. Old Business

A. Course and Curriculum Changes

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

2. Format for Course and Curriculum Changes

Spears said that there will be nothing to report on this item until the new portal is in place.

B. Academic definitions

Spears reported that CAPP will meet this Wednesday and will be discussing academic definitions. A committee will be appointed to look at academic definitions.

C. Credit hour requirements for graduating with honors

Spears said she would check with CAPP and see where they are on this issue. A subcommittee was set up last fall, but there has not been a report yet.

D. Proposed change to Section F in University Handbook **ATTACHMENT 1**

Spears reported that students made a presentation to Academic Affairs in December regarding the proposed changes to Section F and that the Provost supports these changes. Besides minor editorial changes, the main change is that the number of calendar days instructors cannot give unit or comprehensive tests before finals week will change from five to seven. Pacey made a friendly amendment to delete “week” from the following sentence: No examination (unit or final) may be scheduled during te seven calendar days prior to the start of final examination(s) ~~week~~. It was suggested that SGA pass a policy that social activities also be curtailed during this time. Klingzell said he would talk to Student Senate and try to get it passed there. A motion was made by Fairchild and seconded by Marr to place the proposed change to Section F with the amendment on the April Faculty Senate agenda. Motion passed.

E. Open House Class Schedule

Spears distributed a draft version of a memo the Provost sends out every year regarding Open House. She incorporated the changes discussed at the last Academic Affairs meeting: 1) change the 1:30 p.m. dismissal time on the Friday of Open House to 2:30 p.m.; and 2) the cancellation of a multi-section course that would result in the loss of an entire class day would be left up to the instructor. A motion was made by Elder and seconded by Fairchild to place the Open House Policy change on the April Faculty Senate agenda. Motion passed. **ATTACHMENT 2**

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

Spears reported that she met with Ray Hightower this afternoon and will take a proposal to CAPP on Wednesday. The current summer school schedule has classes starting every week trough August and is very chaotic. The proposed summer school schedule will protect intersession. Summer school will start the first Monday in June and run eight weeks and will consist of two four-week sessions. Classes that are one - three weeks will have to fit into one of the four-week frameworks. Spears said they hope to also establish standard class meeting times. Currently, classes have to meet everyday, but Spears is hoping they can change that so instructors can teach three or four days a week if they prefer that. Classroom space is not a problem in the summer, but the complexity of student schedules and the number of credit hours they take does present problems. Spears said there are some six-week courses that will have to become either eight-week or four-week courses. Hopefully the new summer school schedule will protect some flexibility for faculty as well as make it easier for students to enroll without conflicts. Spears also said the schedule will apply to undergraduate courses. Flexibility for adults enrolled in graduate courses is needed to work around their work schedules.

G. UGE Assessment

Spears said she is in the process of making telephone calls to get people on the UGE Assessment Committee. The committee will assess student learning outcomes for UGE. Pesci said the UGE Council is concerned about the evaluation of UGE courses.

VI. New Business

- A. A motion was made by Stewart and seconded by Klingzell to approve additions to the December 2002 graduation list.

December 2002

Alex C. Gilliland, Arts & Sciences - BS-Biology

Sharla Renee Hughes, Technology & Aviation - BS-Technology Management and the Associate of Applied Science degree in Business

Boris E. Sanjur, Master of Science

Motion passed.

VII. Committee Reports

- A. Pesci report on General Education Council

Pesci said that he did not have anything to report on the General Education Council.

B. Elder report on University Library Committee

Elder said that the entire meeting of the University Library Committee was used to discuss serials cancellations. The committee decided a letter should be sent to President Wefald regarding the budget situation asking him to protect the funding of serials. Dean Hobrock will be at the Faculty Senate meeting tomorrow to discuss the Library's budget.

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

Spears said that she covered everything regarding CAPP earlier in the meeting.

Spears mentioned she had received several letters from instructors asking that their finals be moved for the spring semester. The committee agreed that these requests should be passed on to CAPP and Academic Affairs should only deal with policy issues and not individual requests. Spears said she would take them to the CAPP meeting this Wednesday.

VIII. For the Good of the University

Smith asked if there was some way that instructors could be notified when a student drops a class so another student could be added to the class. The listserv gets updated but the information comes two to three weeks later. Klingzell reported that Student Senate is discussing this issue. Smith said he would check with the Registrar's Office to see if it possible to notify instructors sooner when students drop courses. Spears said that CAPP is discussing students enrolling in multiple classes that meet at the same time and then deciding their schedules later. CAPP is trying to have the system set up so that a student's schedule will be purged if there are conflicts in it.

Marr asked if Cochran would write a letter of commendation to Facilities for their work in getting the campus streets and sidewalk taken care of rapidly during last week's ice storm. Cochran said he would send them a thank you letter.

Spears thanked Cochran for his help in getting her response to a Collegian editorial printed in the Collegian.

IX. Adjournment

Due to spring break, the next Academic Affairs meeting will be held on April 1, 2003. Meeting adjourned at 4:25 p.m.

PROPOSED CHANGE TO UNIVERSITY HANDBOOK
Appendix F (p. 64)
Examinations

FROM:

F70 Except for honors, problems, seminar, reports, research, laboratory practical, language, studio and fine arts performances, and these courses, the last examination (last unit or comprehensive test) in a course must be given during the examination period specified by the Joint Committee on Academic Policy and Procedures and which is published in the class schedule. Once the final examination time for a course is published in the class schedule, it may be changed only with the concurrence of the Joint Committee on Academic Policy and Procedures, university provost, president of Faculty Senate, and president of the student body. No examinations other than those listed above may be given during the last five calendar days before final examinations. Classes may have take-home examinations, projects, papers, or other media in lieu of written final examinations as the last evaluation instrument in the class. In such instances, a deadline for submittal of the medium may not be earlier than the time of the end of the scheduled examination period for the course published in the class schedule. (FSM 3/20/90)

TO:

F70 Final examinations are scheduled by the Joint Committee on Academic Policy and Procedures. Once the final examination time for a course is published in the class schedule, it may be changed only with the concurrence of the Joint Committee on Academic Policy and Procedures, university provost, president of Faculty Senate, and president of the student body. Faculty members may assign take-home examinations, projects, papers or other media in lieu of a written final examination. In such instances, the deadline for submittal of the alternative assessment may not be earlier than the end of the scheduled final examination period for the course as published in the class schedule.

Except for honors, problems, seminar, reports, research, laboratory practical, language, studio and fine arts performance classes, the last examination for a class (either unit or comprehensive) must be given during the final examination period published in the class schedule. No examinations (unit or final) may be scheduled during the seven calendar days prior to the start of final examinations.

Rationale

In a letter to President Wefald and Provost Coffman dated October 31, 2002, John O'Hara (Student Senate Chair) and Seth Bridge (Academic Affairs and University Relations Chair) requested that no examinations (unit or comprehensive) be given during the last seven calendar days before final examination week. They cite "the students' need to be free during the week preceding the most important week of the semester, finals week. For many students the grade that they will receive for the semester relies heavily on their performance on the final exam. We believe that it is essential to allow students the freedom to put in the necessary work that will ensure success on their final exams. " In a letter to Al Cochran and Jackie Spears dated November 7, 2002, Provost Coffman conveyed his and President Wefald's support of the change.

Effective: Fall 2003

ATTACHMENT 2

Proposed Change - Open House Policy Found in Memo Sent by Provost

FROM:

This reminder is being sent early to facilitate planning for the XXXXXXXX semester. The All-University Open House is scheduled for XXXXXXXX. I am writing to inform you that we will again cancel classes on Friday afternoon prior to the All-University Open House. Classes will be canceled starting at 1:30 p.m. on Friday, XXXXXXXX. If instances arise where rescheduling in specialized classroom or laboratory environments is not feasible, then instructor prerogative will determine whether classes will be canceled; this determination should be clearly noted on the course syllabus handed out at the beginning of the semester so that students are aware of it far in advance of Open House. Faculty are encouraged to reschedule classes and laboratories that will be canceled on the afternoon of XXXXXXXX. Thank you for your support of this recruitment activity and community event.

TO:

This reminder is being sent early to facilitate planning for the XXXXXXXX semester. The All-University Open House is scheduled for XXXXXXXX. I am writing to inform you that we will again cancel classes on Friday afternoon prior to the All-University Open House. Classes will be canceled starting at 2:30 p.m. on Friday, XXXXXXXX. If instances arise where rescheduling in specialized classroom or laboratory environments is not feasible **or canceling sections of a multi-section course would result in the loss of an entire class day**, then instructor prerogative will determine whether classes will be canceled. This determination should be clearly noted on the course syllabus handed out at the beginning of the semester so that students are aware of it far in advance of Open House. Faculty are encouraged to reschedule classes and laboratories that will be canceled on the afternoon of XXXXXXXX. Thank you for your support of this recruitment activity and community event.

RATIONALE:

The request for this change to the policy arose out of two concerns. First, the Standard Class Time Policy will shift some of the two-hour laboratories that meet once a week to a 12:30 PM - 2:30 PM time slot. Dismissal at 1:30 PM falls in the middle of that time slot. Second, faculty who teach sections of a multiple section class have expressed frustration with losing an entire class day because of the policy and questioned whether students actually participated in Open House preparations during the time they were released. An analysis of the classes for Spring 2003 revealed that the current policy (classes released at 1:30 PM) affected a total of 299 courses/course sections involving 9403 students. Of these, 124 sections are part of multiple section courses. Moving the dismissal time to 2:30 PM decreases the number of sections involved to 125 and involves 4932 students. That still leaves 57 sections of multiple-section courses affected, involving 2249 students directly. If faculty who teach multiple-section courses feel that they must dismiss the entire day of classes to accommodate the loss of a day for those sections meeting after 2:30 PM, then even more students are involved. Conservative estimates suggest that canceling an entire class day to accommodate Open House would affect approximately 10,000 students. Data gathered by Dr. Bosco's office suggest that approximately 1500-2000 students are involved in Open House.

Members of the Faculty Senate Academic Affairs Committee expressed strong support of Open House and the learning opportunities made available to the students. However, the data suggests that far more students are affected by the policy than actually participate in Open House. Moving the dismissal time to 2:30 PM reduces the number of students affected significantly. Giving faculty who teach multiple-section courses the option to hold class rather than lose an entire class day of instruction seems justified.