

MINUTES
Faculty Senate Academic Affairs
April 15, 2003 3:30 pm K-State Union, Room 204

Present: Elder, Fairchild, Klingzell, Marr, Meier, Pacey, Pesci, Selfridge, Spears, Stewart

Absent: Ackerman, Roush, F. Smith, Yagerline

I. Call to Order

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

II. Approval of minutes of April 1, 2003 Academic Affairs Committee meeting

A motion was made by Marr and seconded by Selfridge to approve the minutes of the April 1, 2003 Academic Affairs Committee meeting minutes. Motion passed.

III. Announcements

Spears announced that she was running for Faculty Senate President-Elect and would not be able to be Academic Affairs Chair if elected to that position. She asked that members consider the position of Academic Affairs Chair. Spears said she would be willing to help the new person transition into the job.

Klingzell introduced Sam Meier, the new student representative for Academic Affairs. Spears welcomed Meier and thanked Klingzell for his participation on the committee.

IV. Course and Curriculum Changes

A. Undergraduate Education

1. A motion was made by Pacey and seconded by Elder to approve Undergraduate Course and Curriculum Changes approved by the College of Engineering March 13, 2003.

Chemical Engineering

NEW:

CHE 110	Current Topics in Chemical Engineering
CHE 416	Computational Techniques in Chemical Engineering
CHE 497	Undergraduate Research in Chemical Engineering
CHE 535	Transport Phenomena Laboratory

DROP:

CHE 522	Chemical Engineering Laboratory I
CHE 532	Chemical Engineering Laboratory II

CHANGE:

CHE 320	Introduction to Process Analysis to: <u>Chemical Process Analysis</u>
CHE 520	Ch.E. Thermodynamics I
CHE 521	Ch.E. Thermodynamics II
CHE 531	Transport Phenomena II
CHE 542	Chemical Engineering Laboratory III to: <u>Unit Operations Laboratory</u>

CURRICULUM CHANGES:

Curriculum changes for Chemical Engineering degree

*See pages 6 - 9 of white sheets for details

Civil Engineering

CHANGE:

CE 572	Highway Engineering and Management
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CURRICULUM CHANGES:

DROP:		ADD:	
NE 385 Engg Comp Tech	2 cr	CIS 209 C Programming for Engineers	3 cr
Option Elective	4 cr	Option Elective	3 cr
	Total	CE015 Engineering Assembly (1st semester)	0 cr
		Total	6 cr

*See page 11 of white sheets for details.

Curriculum changes for Civil Engineering degree

*See pages 12 -13 of white sheets for details.

Computing and Information Sciences

Curriculum Changes:

DROPPED:		ADDED:	
CIS 505 Programming Languages	3	Free elective	3
TOTAL.....	3	TOTAL.....	3

*See page 14 of white sheets for details.

Curriculum changes for Computing and Information Sciences degree

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

Electrical & Computer Engineering

NEW:

EECE 210 Introduction to Electrical Engineering

DROP:

EECE 501 Electrical Engineering Laboratory I

CHANGE:

EECE 502 Electrical Engineering Laboratory II to: Electronics Laboratory
 EECE 510 Circuit Theory I
 EECE 511 Circuit Theory II
 EECE 512 Linear Systems
 EECE 525 Electronics I
 EECE 557 Electronmagnetic Theory I

CURRICULA CHANGES:

DROP:		ADD:	
EECE 501 EE Lab I	2	EECE 210 Intro. To Elect.Engg.	3
EECE 557 Electromag. Theory I	4	EECE 557 Electromag. Theory I	3
Net changes involve 6 hours		Net change involve 6 hours	

No change in total degree hours

CURRICULUM CHANGES for Bachelor of Science in Computer Engineering

*See pages 21 - 22 of white sheets for details.

CURRICULUM CHANGES for Bachelor of Science in Electrical Engineering

*See pages 23 -24 of white sheets for details.

Industrial and Manufacturing Systems Engineering

CHANGE:

IMSE 252 Welding Laboratory
 IMSE 530 Industrial Project Evaluation to: Engineering Economic Analysis
 IMSE 541 Statistical Quality Control
 IMSE 560 Introduction to Operations Research I to: Operations Research I

Mechanical & Nuclear Engineering

NEW:

Dean of Engineering

NEW CERTIFICATE PROGRAM:

ADD: Leadership in Undergraduate Technical Studies Certificate Program

*See pages 31 - 33 of white sheets for details.

CHANGES AFFECTING ALL ENGINEERING CURRICULA:

ADD: Satisfactory Academic Progress Policy for all KSU Engineering Students

*See pages 34 - 35 of white sheets for details.

DROP:

Present "C" Prerequisite Policy for all courses in the College of Engineering

Rationale: The implementation of the new "Satisfactory Academic Progress" policy is expected to negate the need of the "C" policy. Students will quickly learn it is in their best interest to not earn D and F grades.

*See page 35 of white sheets for details.

Motion passed.

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

School of Family Studies and Human Services

CHANGE:

FSHS 506 Middle Childhood and Adolescence

Department of Apparel, Textiles, and Interior Design

UNDERGRADUATE CATALOG CHANGE:

Page 216-217, KSU Undergraduate Catalog, 2002-2004

*See pages 21 -22 of white sheets for details.

Motion passed.

3. A motion was made by Fairchild and seconded by Elder to approve Undergraduate Course and Curriculum Changes approved by the College of Agriculture March 17, 2003.

Agronomy

CHANGE:

AGRON 330 Weed Management to: Weed Science

CHANGE IN COURSE PREFIXES FROM ASI to FDSCI

ASI COURSES

ASI 302 Introduction to Food Science to: FDSCI 302 Introduction to Food Science

ASI 305 Fundamentals of Food Processing to: FDSCI 305 Fundamentals of Food Processing

ASI 307 Applied Micro for Meat and Poultry Processors (DCE only) to:

FDSCI 307 Applied Micro for Meat and Poultry Processors (DCE only)

ASI 430 Food Product Evaluation to: FDSCI 430 Food Product Evaluation

ASI 501 Food Chemistry to: FDSCI 501 Food Chemistry

GENAG COURSES

GENAG 500 Food Science Seminar to: FDSCI 500 Food Science Seminar

*See list of courses on third page of white sheets.

CURRICULUM PROPOSALS:

Agricultural Communications and Journalism

Agricultural Option

Rationale: Changes to the curriculum to ensure that the 45 hour rule is met.

CHANGE:

Major with 6 options to:	Major with 5 options
Business & Industry	Business and Industry (includes modifications)
Crop Consulting Production	Consulting and Production (combination of Crop Consulting and Production options with modifications)
Soil and Water Science	Soil and Environmental Science(name change and modifications of Soil and Water Science Option)
Science	Plant Science and Biotechnology (name change and modifications of Science option)
Range Management	Range Management (no change)

*See white sheets for details.

Bakery Science and Management

Changes to the Cereal Chemistry Option

*See white sheets for details.

Food Science and Industry

Changes to the Science Option

*See white sheets for details.

Changes to the Food Business & Operations Management Option

*see white sheets for details.

Motion passed.

4. A motion was made by Marr and seconded by Elder to approve Undergraduate Course and Curriculum Changes approved by the College of Education March 25, 2003.

Educational Administration and Leadership

NEW:

EDADL 350 Culture and Context in Leadership

MINOR MODIFICATION:

Leadership Studies Minor

Add a fourth required core course focusing on leadership across cultures and contexts to the current three required core courses. The total number of credit hours in the minor will remain 18.

*See white sheets for details.

Secondary Education

MINOR MODIFICATIONS:

1) Biology

1. Add BIO 330 (Public Health Biology; 3cr.)
2. Add the option of BIOL 450 (Modern Genetics;4 cr.) or ASI 500 (Genetics; 3 cr.)
3. Add BIOL 541 (Cell Biology; 3 cr.)
4. Add CHM 230 (Chemistry II; 4 cr.) and CHM 350 (General Organic Chemistry; 3cr.)
5. Drop BIOL 455 (Microbiology; 4 cr.)
6. Drop MATH 312 (Finite Applications of Mathematics; 3cr.)

2) Chemistry

1. Drop the requirement of MATH 312 (Finite Applications of Mathematics; 3 cr.)

3) Earth Science

1. Require GEOL 502 (Mineralogy; 3 cr.)
2. Add CHM 230 (Chemistry II; 4 cr.)
3. Drop the requirement of MATH 312 (Finite Applications of Mathematics; 3 cr.)

4) Physics

1. Replace MATH 210 (Technical Calculus I; 3 cr.) and MATH 211 (Technical Calculus II; 3 cr.) with MATH 220 (Analytical Geometry and Calculus I; 4 cr.) and MATH 221 (Analytical Geometry and Calculus II; 4 cr.)
2. Drop MATH 312 (Finite Applications of Mathematics; 3 cr.) as a requirement.

Rationale: These changes reflect new licensure standards from the Kansas State Department of Education.

DROP PROGRAM:

SPEECH - Second Teaching Option

Rationale: IT is no longer possible to meet Kansas State Department of Education licensure standards with any program other than the major.

MINOR MODIFICATIONS:

Modern Language Teaching fields:

Rationale: The proposed changes in French, Spanish, and German teaching fields address new Kansas State Department of Education licensure regulations as well as some minor content and numbering alterations in the Department of Modern Languages.

*See white sheets for details.

MODIFICATIONS:

Social Studies teaching fields:

Change the social studies program design from specific discipline teaching fields to a comprehensive social studies program.

Rationale: The Kansas State Department of Education will no longer license teachers in individual social science disciplines. The proposed program addresses the new licensing standard requiring a single comprehensive social studies endorsement.

*See white sheets for details.

Motion passed.

5. A motion was made by Marr and seconded by Elder to approve Undergraduate Course and Curriculum Changes approved by the College of Arts and Sciences April 3, 2003. Fairchild mentioned that the change to BIOL 198 involved making it 5 credit hours instead of 4 credit hours. He reported that Agriculture has raised concern about increasing the number of credit hours to graduate by one or if the one credit hour should be taken away somewhere else. Colleges were notified of the change but no report of the responses were attached to the white sheets. Also, the addition of the extra credit hour adds to the expense for students and puts programs over the 124 hours required by the Board of Regents. An amendment to the motion was made by Marr and seconded by Selfridge to table BIOL 198.

Art

CHANGE:

ART 410 BFA Exhibition or Portfolio Presentation

Biology

CHANGE:

BIOL 198 Principles of Biology

DROP:

BIOL 560 Human Oncology

English

CHANGE:

ENGL 079 Pronunciation and Speaking Skills for Non-native Speakers of English

ADD:
ENGL 085 Teaching and Cultural Orientation for International Teaching Assistants

Geology

CHANGE:
GEOL 520 Geomorphology

UNDERGRADUATE CATALOG CHANGES:

CHANGE: (page 115, undergraduate catalog)

Geology Option

Rationale: To accommodate change to course GEOL 520

*See page 10 of white sheets for further details.

Kinesiology

ADD:
KIN 592 Sports and Exercise Personality

UNDERGRADUATE CATALOG CHANGES:

CHANGE: (page 123, undergraduate catalog)

Rationale: The content of KIN 655 and 625 is appropriate for inclusion in Categories B and C, respectively. Their adoption will provide students with additional options in meeting graduation requirements.

*See page 11 of white sheets for further details.

Modern Languages

ADD:
CHINE 201 Chinese III
CHINE 202 Chinese IV

Sociology, Anthropology, and Social Work

CHANGE:

ANTH 420 ~~Ethnography of Language~~ to: ANTH 514 Language and Culture

ANTH 570 North American ~~Indian~~ Archaeology to North American Archaeology

Arts and Sciences

UNDERGRADUATE CATALOG CHANGES:

CURRICULUM CHANGES: (page 92, undergraduate catalog)

Literary or rhetorical arts

*See page 9 white sheets for further details.

Motion passed.

- B. A motion was made by Marr and seconded by Elder to approve Graduate Course and Curriculum Changes approved by Graduate Council April 1, 2003.

CHANGE

ACCTG 642 Accounting Research
ACCTG 844 Design of Accounting and Business Information Processes
ACCTG 845 International Accounting
EDCEP 829 Learning Principles
EDSEC 621 Program Planning in Vocational Education
EDSEC 710 (510) Occupational Family and Consumer Sciences Education
EDSP 778 Technology for Special Education
EDSP 841 Interventions: Functional Special Education
EDSP 848 Transitions in Special Education
EDSP 885 Practicum in Education of Individuals with Functional Special Education Needs
LAR 645 Professional Internship Report
MANGT 867 Enterprise Information Systems Management

PHYS 562 (662) Introduction to Quantum Mechanics
PHYS 564 (664) Thermodynamics and Statistical Physics
PHYS 709 Applied Quantum Mechanics
STAT 713 Applied Linear Statistical Models
STAT 717 Categorical Data Analysis

ADD

ACCTG 870 Problems in Accounting
ACCTG 884 Enterprise Information Systems Assurance
EDCEP 835 Foundations of Academic Advising
EDSP 849 Interventions: Autism Spectrum Disorders

CERTIFICATE PROGRAM

Proposal for certificate in **Academic Advising** within the College of Education

Motion passed.

C. General Education - none

V. Old Business

A. Academic definitions

Spears reported that there was no further information on this item since CAPP didn't meet this month.

B. Credit hour requirements for graduating with honors

Spears reported that there was also no further information on this item since CAPP didn't meet this month.

C. Open House Class Schedule **ATTACHMENT 1**

Spears reported that this item was tabled at the April Faculty Senate meeting. Some faculty members in Arts and Sciences don't want classes dismissed at all on the Friday of Open House. They don't see this as being for the greater good of the university. Many colleges see Open House as a learning experience for students, but Arts and Sciences doesn't. Arts and Sciences would like to hold classes and have students bring written excuses if they need to participate in Open House. Meier mentioned that it is hard to catch up in classes if you are one of the few that didn't attend and everyone else is moving on. Spears said that she has made some editorial changes to the document that was presented at the last Faculty Senate meeting. The change involves instructors notifying Room Scheduling to ensure that their classrooms will be available if they want to teach a class the Friday afternoon of Open House. A motion was made by Marr and was seconded by Fairchild to send the document back to Faculty Senate with the changes Spears made. Motion passed.

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

Spears reported that CAPP didn't meet this month so there is nothing new to report on this item.

E. UGE Assessment

Spears distributed a draft of undergraduate student learning outcomes developed by the Outcomes Subcommittee of the SLO Assessment Committee. These outcomes are a revision of the "Objectives of the Education Program" found on p. 4 of the Undergraduate Catalog. Committee members are encouraged to disseminate this draft widely through their caucuses and encourage discussion through the rest of this semester and into early fall 2003. Faculty Senate will be asked to approve these students learning outcomes in Fall 2003. All academic programs, with assistance from appropriate university-wide offices, will be expected to assess regularly the extent to which their students are accomplishing these outcomes.

F. Proposed Change to University Handbook - Appendix F (Examinations) **ATTACHMENT 2**

Spears reported that this item was also tabled at the April Faculty Senate meeting. She distributed a handout with a few editorial changes to the document. The word "Joint" was deleted from the Committee on Academic Policy and Procedures in the TO: section. The revised document also defines when finals week begins (last sentence of the 1st TO: paragraph). There was discussion about problems that may arise from

Ft. Riley courses being moved to the main campus this fall and if students would expect the classes to follow the same policies as on-campus classes. Klingzell said that he didn't think students would expect those courses to be handled the same as on-campus ones since the enrollment process is through Continuing Education and they know these courses are compressed into eight weeks. Stewart said he would pass this concern onto CAPP. Currently those classes do not fall under the policies on-campus courses follow. A motion was made by Selfridge and seconded by Elder to approve the substitute language. Motion passed.

VI. New Business

- A. A motion was made by Selfridge and seconded by Marr to approve an addition to the graduation list:

December 2002

Janine Elizabeth Nunes, Technology and Aviation-, Associate of Science-Applied Business,
degree code U3

Motion passed.

- B. Spears distributed a handout with proposed changes to the Approval, Routing, and Notification Policy developed by the Planning and Analysis Office. Spears asked that Academic Affairs members look over the proposal and be ready to discuss the changes at the next meeting. The proposed changes include an expedited approval process for minor modifications. Academic Affairs would be able to decide what is considered minor or major changes.

VII. Committee Reports

- A. Pesci report on General Education Council
Pesci said there was nothing to report from General Education Council.
- B. Elder report on University Library Committee
Elder reported that the University Library Committee met yesterday and discussed the budget and serials cancellations. The Library may schedule a forum and invite the Provost and others to discuss these issues.
- C. Spears report on Committee on Academic Policy and Procedures (CAPP)
Spears reported that CAPP did not meet this month.

VIII. For the Good of the University

Pacey had asked at a previous Academic Affairs meeting if there was a better way to let instructors know when a student had dropped a class so another student could be added. Spears reported that she discussed this issue with the Registrar's Office and they said there is no faster way for them to notify instructors if a student has dropped the class. Pacey said he would like to be able to drop students from classes if they do not attend the first day classes are held. Currently, students are dropped only after they miss the first two weeks of a class. Spears said that she would take the issue to CAPP.

IX. Adjournment

Meeting adjourned at 4:50 p.m.

ATTACHMENT 1

Proposed Change - Open House Policy Found in Memo Sent by Provost (Revised 4/13/03)

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 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. **In these cases, faculty members choosing to hold classes at or after 2:30 PM must notify Room Scheduling by the start of the Spring Semester to ensure that their classrooms will be available.** 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. 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.

PROPOSED CHANGE TO UNIVERSITY HANDBOOK
Appendix F (p. 64)
Examinations
(Revised 4/13/03)

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 Semester final examinations are scheduled by the Committee on Academic Policy and Procedures. Once the final examination time for a course is published on the web under "Course Schedules," it may be changed only with the concurrence of the university provost. 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.

Except for honors, problems, seminar, reports, research, laboratory practical, language, studio and fine arts performance classes, the last examination (either unit or comprehensive) must be given during the final examination period published on the web. No examinations (unit or final) may be scheduled during the seven calendar days prior to the first day of the academic calendar reserved solely for semester 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