

MINUTES
Faculty Senate Academic Affairs
May 6, 2003 3:30 pm K-State Union, Room 204

Present: Elder, Pesci, Selfridge, F. Smith, Spears, Stewart, Yagerline

Absent: Ackerman, Fairchild, Marr, Meier, Pacey. Roush

Guest: Blair Reynolds, Beth Montelone, David Rintoul

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 15, 2003 Academic Affairs Committee meeting.

A motion was made by Elder and seconded by Selfridge to approve the minutes of the April 15, 2003 Academic Affairs Committee meeting. Motion passed.

Spears then asked that the committee move to V. Old Business A. so the faculty from Biology who were attending the meeting could address their part of the business.

V. Old Business

- A. BIOL 198 - Beth Montelone and David Rintoul distributed a handout that outlined a summary of responses collected from colleges affected by this change. A rationale from the Division of Biology was also included on the handout. Montelone said that there were some questions about biology credit transferring from community colleges that only give four credit hours for biology rather than five credit hours. She said that the course would still transfer. Rintoul said that 75% of community colleges give five credit hours for biology and 25% give four credit hours for it. In their rationale, the Biology faculty say that they cannot continue to have the review sessions be out-of-class activities and they cannot continue to use temporary faculty to teach these. Pesci said that they are trying to get the number of credit hours down for the Dietetics degree and this proposed change will add another hour to it. Many programs may feel like they need to find a way to decrease their degrees by one hour if this passes. Some members felt that since they are adding a credit hour and students will have to pay more to take it, some may decide to take it at a community college where it would be cheaper. Montelone said she didn't think that would really be an issue and that most students would choose getting a better quality class. Rintoul said the review sessions were added because students weren't used to learning everything from a studio class and needed a lecture to pull the information together. Spears thanked Montelone and Rintoul for attending the meeting and explaining their position on this issue. **ATTACHMENT 1**

III. Announcements

Blair Reynolds, Student Senate Academic Affairs Chair, said he had two things to share with Academic Affairs members. He wants the Student Senate Academic Affairs Committee to work with the Faculty Senate Academic Affairs Committee on issues that concern both committees. He also wanted to report that Student Senate is very interested in working on the wait list procedure and he has already been attending meetings regarding this issue. There are many problems with the procedure and Student Senate is trying to come up with some guidelines in the following areas: 1) putting a cap on the number of credit hours a student can enroll in; 2) not allowing a student to enroll more than one section of the same course; and 3) not allowing a student to enroll in courses that overlap in meeting times. Smith said the practices that students are using now when enrolling creates wait lists that are fictitious. Some faculty have written wait lists, but some students enroll in the course several times to save spaces for their friends. As they drop the extra spaces in a class, their friends are already on KATS waiting to enroll in it.

Spears said that the Out-of-Class Exam Policy will go into effect the Fall 2003 semester. Only out-of-class exams listed in the line schedule should be given to students during times outside of class. She also mentioned that final exams should be given only during the times given in the line schedule. Spears suggested that Student Senate develop a hot-line or place where info could be gathered about faculty who abuse the policy.

IV. Course and Curriculum Changes

A. Undergraduate Education

1. A motion was made by Selfridge and seconded by Pesci to approve Undergraduate Course and Curriculum Changes approved by the College of Human Ecology April 11, 2003.

School of Family Studies and Human Services

Curriculum: Communication Sciences & Disorders

B.S. in Family Studies and Human Services

Changes to the general requirements - 1)add courses that provide opportunities for students to explore topics related to medical and educational settings; 2) added a statement to reflect a change in procedures for CSD students; 3) addition of 4 credit hours in response to BOR requirement; and 4) changes in course numbers reflect proposed course changes.

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

CHANGE:

FSHS 348 Laboratory in Acoustic Phonetics to: FSHS 515

FSHS 449 Clinical Procedures in Communication Disorders to: FSHS 549

Dean's Office, Honors Program

ADD:

DHE 002 Service-Learning in Research, Teaching, Administration, or Extension

Hotel, Restaurant, Institutional Management and Dietetics

CATALOG CHANGE:

Bachelor of science in hotel and restaurant management

Page 229, KSU, Undergraduate Catalog, 2002-2004

*See pages 5 - 6 of white sheets for details.

ADD:

HRIMD 275 Structured Field Experience in HRIMD

HRIMD 442 Introduction to Wines

CHANGE:

HRIMD 220 Environmental Issues in Hospitality I

HRIMD 341 Principles of Food Production Management

HRIMD 361 Principles of Lodging Operations

HRIMD 421 Hospitality Service Systems

HRIMD 475 Field Experience in Hotel Restaurant Management and Dietetics to:
Internship in HRIMD

HRIMD 463 Convention Services and Meeting Planning to: Convention Services and
Event Management

HRIMD 495 Golf Course Internship in Hospitality Management

Human Nutrition

HN 413 Science of Food

Motion passed.

B. Graduate Education - none

C. General Education

A motion was made by Stewart and seconded by Elder to approve general education course proposals approved by the General Education Council April 7, 2003.

ENGL 270	American Literature
ENGL 315	Cultural Studies
PHYS 191	Descriptive Astronomy
THTR 664	Creative Dramatics
THTR 665	Drama Therapy with Special Populations

Motion passed.

V. Old Business

- A. A motion was made by Elder and seconded by Pesci to take off the table the approval of the Undergraduate Course and Curriculum Change approved by the College of Arts and Sciences April 3, 2003 (tabled from April 15, 2003 Academic Affairs meeting). Some members felt that issues will arise on the floor of Faculty Senate regarding this change.

Biology

CHANGE:

BIOL 198 Principles of Biology

The motion passed with the following votes: 5 in favor, 2 against, and 1 abstaining.

- B. Academic definitions

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

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

Spears reported that the summer school schedule was being looked at in order to protect May intersession. The proposal is to have summer school be eight weeks with two four-week options and one, two, and three-week courses fitting into one of the four-week sessions. There seems to be problems in the Colleges of Business Administration and Arts and Sciences. Some faculty like the six-week courses and don't feel that they can condense it down to four weeks and don't want to expand it to eight weeks. Yagerline said she likes teaching a six-week course because her dance class cannot be condensed into a four-week session and an eight-week session would not leave her enough time to do creative endeavor in July.

- D. UGE Assessment

Spears said that this item overlapped with an item in New Business and will be discussed then.

VI. New Business

- A. A motion was made by Selfridge and seconded by Pesci to approve a posthumous degree for Joshua Paul Kahler, double major in Biology and Philosophy. Mr. Kahler died April 10, 2003, was in good standing, and had completed 126 hours towards his degree. He was finishing his requirements this semester and would have graduated in May 2003. Requested by Stephen White, Dean of Arts and Sciences.

Motion passed.

- B. Election of new chair

Spears said she was running for President-Elect of Faculty Senate and that she would not be able to serve as Chair of Academic Affairs if she wins the election. She said she would be willing to help with some of the issues that Academic Affairs was working on and not let them drop. The new chair will be decided at the May 20th Academic Affairs meeting.

- C. Degree Discontinuance

Spears reported that policies and procedures have been set up on how to cut budgets. The Provost sent letters to each academic dean with a list of programs that did not meet BOR requirements. The Planning and Analysis Office worked with the colleges and departments to look at the different programs and they

went back to the Provost and discussed the programs on the list. Attachment 1 is the final list of programs that would be cut. There is also a list of programs that will be reviewed for discontinuance in January 2004. Stewart said that the total productivity of these programs need to be counted. Some of the programs may have strong distance education programs. When looking at productivity, more than just the on-campus productivity needs to be counted. Selfridge reported that the Masters of Architecture only has one or two courses taught in that area and the rest are taught in the five-year program. There would be almost no savings to discontinue that degree. They also get GTA's and adjunct professors out of that masters program so undergraduate instruction would cost more. Spears reported that some programs that were on the original list bring in large amounts of extramural funding and were taken off the list. Spears said she would take this information to the Provost. The committee agreed that the list did not need to be taken forward to Faculty Senate. Faculty input was gathered through CCOPs.

D. Proposed Process for Reporting on Program Assessment

Spears said this item does not need to be approved, but needs Academic Affairs' comment. Cia Verschelden has been helping with the organization of assessment. The assessment committee wants to put in place program assessment procedures that will integrate with what is needed for the Regents program review process. They are proposing two types of reports: an annual progress report and a program review report. If Academic Affairs members see any problems with this document, please tell Spears or Vicki Clegg.

E. Proposal to Enhance Upper Level Writing Experience

Spears reported that she has asked Vicki Clegg and Linda Brigham to come to the May 20th Academic Affairs meeting to talk in detail about this item. They are working on a draft on how to enhance upper level writing and how academic units respond.

VII. Committee Reports

A. Pesci report on General Education Council

Pesci reported that the General Education Council met and are in the second round of reviewing general education courses. The committee has divided into subcommittees to meet with department chairs for courses that didn't get good responses from student evaluations. He said that some courses got a very low percentage of students responding which could be due to instructors not handing out the evaluations until the end of the class period.

B. Elder report on University Library Committee

Elder reported that the University Library Committee will meet next week. The library has been promised more money and they have reduced the number of serials cancellations.

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

Spears reported that CAPP will meet next Wednesday. The deadline for approvals for out-of-class exams will be soon so the Enrollment Center can get them in the spring line schedule. If approvals are not received by the Enrollment Center to put in the line schedule, the courses may not be allowed to have out-of-class exams.

VIII. For the Good of the University

Stewart reported that Continuing Education will have 100 distance education graduates this May. A reception for the graduates, as well as those who worked with them, will be held in the Alumni Center Conference Room on May 16, 5:30-7:30 p.m.

IX. Adjournment

Meeting adjourned at 5:10 p.m.