

**MINUTES**  
**Faculty Senate Academic Affairs**  
**February 3, 2004 3:30 pm K-State Union, Room 204**

- I. Call to Order  
The meeting was called to order by Pat Ackerman, Chair, at 3:35 p.m.
- II. Approval of minutes of December 16, 2003 Academic Affairs Committee meeting.  
A motion was made by Hancock and seconded by Fairchild to approve the minutes of the December 16, 2003 Academic Affairs Committee meeting. Motion passed.
- III. Announcements - none
- IV. Course and Curriculum Changes
- A. Undergraduate Education
1. A motion was made by Stewart and seconded by Grunewald to approve undergraduate course and curriculum changes approved by the College of Human Ecology December 15, 2003.

*Department of Apparel, Textiles, and Interior Design*

Drop the Apparel and textiles minor  
Rationale: Extremely low enrollment  
\*See page 1 of white sheets

**CHANGE:**

**FROM:** IDH prefixes for all Interior Design Courses

**TO:** ID prefixes for all Interior Design Courses

Rationale: To change all current Interior Design IDH course prefixes to ID prefixes. (210, 215, 310, 315, 320, 360, 410, 415, 425, 435, 440, 445, 499, 500, 530, 545, 599) \*Other graduate course prefixes are listed but will need to be approved by Graduate Council.

\*See page 1 of white sheets.

Motion passed.

2. A motion was made by Ackerman and seconded by Fairchild to approve undergraduate course and curriculum changes approved by the College of Technology and Aviation January 21, 2004.

*Department of Engineering Technology*

Additions:

ADD: ET 020 Engineering Technology Seminar

**Degree Program Deletions:**

**DROP:**

Associate of Technology Degrees in:

- . Civil and Construction Engineering Technology, Civil Options (CET-CV)
- . Civil and Construction Engineering Technology, Construction Option (CET-CN)
- . Computer Systems Technology (CMST)
- . Electronic and Computer Engineering Technology (ECET)
- . Mechanical Engineering Technology (MET)
- . Web Development Technology (CWDT)

Bachelor of Science Degrees in:

- . Computer Systems Technology (CMSTB)

- . Electronic and Computer Engineering Technology (ECETB)
- . Mechanical Engineering Technology (METB)

**Proposed New Degree Programs:**

Associate of Technology in Engineering Technology

\*See pages 3 - 6 of white sheets for details.

Bachelor of Science in Engineering Technology

\*see page 3 -6 of white sheets for details.

**Proposed Associate Degree Program Options:**

Associate of Technology Degree in Engineering Technology

Construction Engineering Technology Option (ET-CN)

\*See pages 6 of white sheets for details.

Associate of Technology Degree in Engineering Technology

Computer Systems Technology Option (ET-CP)

\*See page 6 of white sheets for details.

Associate of Technology Degree in Engineering Technology

Electronic and Computer Engineering Technology Option (ET-EC)

\*See page 7 of white sheets for details.

Associate of Technology Degree in Engineering Technology

Mechanical Engineering Technology Option (ET-MT)

\*See page 7 of white sheets for details.

Associate of Technology Degree in Engineering Technology

Web Development Technology Option (ET-WD)

\*See page 8 of white sheets for details.

**Proposed Bachelor's Degree Program Options:**

Bachelor of Science Degree in Engineering Technology (ETB-CP)

Option in Computer Systems Technology

\*See page 9 of white sheets for details.

Bachelor of Science Degree in Engineering Technology (ETB-EC)

Option in Electronic and Computer Engineering Technology

\*See page 9 of white sheets for details.

Bachelor of Science Degree in Engineering Technology (ETB-MT)

Option in Mechanical Engineering Technology

\*See page 10 of white sheets for details.

*Department of Aviation*

**CHANGE:**

AVM 285	Helicopter Maintenance to: AVM <u>485</u> Helicopter Maintenance
PPIL 221	Preventive Maintenance
PPIL 362	Multi-Engine Ground School
PPIL 363	Multi-Engine Flight Lab to: PPIL <u>263</u> Multi-Engine Flight Lab
PPIL 379	King Air Transition to: PPIL 379 <u>Turbine Transition</u>
PPIL 440	Air Carrier Operations
PPIL 290	Multi-Engine Crew Coordination

Motion passed.

B. Graduate Education

A motion was made by Fairchild and seconded by Hancock to approve a graduate course and curriculum change approved by Graduate Council December 18 2003 (this course was granted a conditional approval pending a description modification at their December 2, 2003 meeting).

CHANGE:

FDSCI 600      Microbiology of Food

Motion passed.

C. General Education

A motion was made by Hancock and seconded by Simon to approve general education course proposals approved by the General Education Council.

Course:		Date Approved:
IAR 730	Facility Management	11/13/03
HIST 577	International Relations since 1815	11/13/03
SPCH 470	Rhetoric of Community Building	11/13/03
HN 352	Personal Wellness	12/15/03
German 221	German III	12/15/03
German 223	German IV	12/15/03
Music 421	Salsa: African Music of the Past and Present	12/04/03

Motion passed.

V. Old Business

A. Degree Changes

Ackerman reported that this item is regarding the two part list of degrees to be dropped and those to be watched that was initiated by the Provost's Office last year. Stewart and Ackerman met with Al Cochran (Provost's Office Representative) last week to revisit the handbook to decide what can and cannot be done regarding degree changes. The current wording in the handbook does not say the Provost cannot drop degrees and the Provost has recommended that the handbook be changed to reflect a definition procedure. Stewart reported that the Provost was mandated by the Board of Regents last year to drop the degrees so we need procedures in place in case this happens again. Kelli Cox (Planning and Analysis) has said that the list of degrees that were supposed to be dropped last year have not official been dropped. Ackerman said she would find out if the Board of Regents has voted on the list of dropped degrees from last year. She said we need to focus on upcoming lists and future policy.

B. Policy on Dropping Students After First Class Day    **ATTACHMENT 1**

Ackerman said that this item will be tabled until the next meeting. David Pacey has a report to give Academic Affairs, but he was unable to attend the meeting today.

C. General Education Steering Committee

The new proposals for general education are due in the Provost's Office by May. Members of Academic Affairs received a copy of the College of Engineering's proposal. Academic Affairs will not do anything with the new proposals; they are to be sent to Academic Affairs members for information only.

D. Plus/Minus Grading System - no report

E. Standardization of certificates - no report

F. Learning Outcomes - Discussion Board

Trussell reported that the learning outcomes discussion board was closed last week. Trussell said the committee will be meeting next week to pull things together. The Office of Assessment and Program Review will try to put the information in order and Trussell will bring the information back to Academic

Affairs. Cia Verschelden asked Academic Affairs to facilitate discussion regarding the recommendations received on the discussion board. Faculty Senate needs to have this item on its agenda by the end of this semester. The definition of terms is causing some problems.

G. Standard Class Meeting Times Update

Stewart and Ackerman met with Ray Hightower (College of Engineering) last week to discuss the Standard Class Meeting Times Policy. The revised draft of the policy will come out of CAPP soon. Ackerman said if members of Academic Affairs are aware of any problems in departments/colleges, let Stewart, Ackerman, or Hightower know. Stewart reported that CAPP uses extreme care in addressing concerns in class time requests. Ackerman said that CAPP approved 90% of the class time change requests they received and CAPP gave specific reasons why they didn't approved the ones they denied.

H. Academic Definitions Update

Ackerman reported that the original academic definitions were attached to the Standard Class Meeting Times Policy and were separated from it. Ray Hightower agreed to revise the list of definitions but would like Academic Affairs to give him specific examples of what he needs to change. Ackerman said to e-mail her ([ackerman@sal.ksu.edu](mailto:ackerman@sal.ksu.edu)) specific concerns and Hightower will take the changes back to CAPP. Ackerman said that some of the problems brought up earlier by Academic Affairs were grammar issues, some definitions not being there, and some of the definitions were actually policies and did not qualify as definitions.

VI. New Business

- A. A motion was made by Fairchild (with the addition of "Interior" to the degree name for the August 2003 list) and was seconded to approve the additions to graduation lists.

December 2003

Justin D. Raaf, Engineering, BS - Construction Science Management

August 2003

Emma Larrissa Woodhull, Architecture, Planning, and Design - Bachelor of Interior Architecture

Katherine Marie Schiller, Architecture, Planning, and Design - Bachelor of Interior Architecture

Motion passed.

- B. Proposal Regarding Faculty Hiring **ATTACHMENT 2**

A letter was distributed that Don Hedrick sent to David Stewart regarding a proposal for faculty hiring. Ackerman also distributed a chart that showed trends in tenured, tenure-track, and non-tenure track faculty, enrollments, and student/faculty ratios in 1994 and 2003. Simon expressed concern about the erosion of faculty teaching core curricula and that K-State should not sacrifice the core curricula to achieve new proposals that need new money. Hancock reported that the College of Education is hiring retired teachers to come in as instructors to teach added sections of courses. Ackerman said the Provost shared the chart at the Department Heads retreat. Stewart suggested this item be referred to Faculty Affairs with a statement attached to express Academic Affairs' concerns and interests. Fairchild said it needs to be stressed that faculty support the hiring of faculty positions that have been open. The committee agreed that K-State needs good quality teaching faculty to carry us into the future and maintain our core curricula. Ackerman said she would draft something to pass on to Roger Adams, Faculty Affairs Chair.

VII. Committee Reports

- A. Hancock report on General Education Council

Hancock reported that the General Education Council had not meet since the last Academic Affairs meeting. They will meet this Thursday.

- B. Trussell report on University Library Committee

Trussell reported that the University Library Committee has met twice since the last Academic Affairs meeting. She said they discussed copyright perceptions. There are no laws saying you can't photocopy more than ten percent of a book, but that is just a suggestion of publishing companies. We need to educate faculty on copyright issues. Trussell said they also discussed the idea of encouraging faculty to publish in emerging journals that are just as good as the expensive ones. There may be a higher start-up cost to get it published in the newer journal, but the cost of the journal subscription is much less.

- C. Stewart report on Committee on Academic Policy and Procedures (CAPP)/FSLC  
Stewart reported that CAPP went through requests for exceptions to the Standard Class Meeting Times Policy at their last meeting.

Stewart also reported on Faculty Senate Leadership Council's meeting with President's Staff. There was discussion regarding the implications of the governor's budget recommendations. Governor Sebelius recommended a three percent salary increase, but fringe benefits will cost \$10 million and the governor will only provide \$5.1 million, leaving K-State \$4.9 million short. The governor also recommended a reduction in our block grant and tuition funds, which adds \$2 million more to our loss. The total amount K-State would be short is \$6.9 million. We would have to look internally to make up the difference. Ackerman said she would ask Bob Zabel, Faculty Senate President, to see if someone from the Foundation Center would come to Faculty Senate and report on how scholarships are doing. Academic Affairs members agreed that the scholarship situation should have improved since last year.

- D. Meier report on Student Senate  
Meier reported that Student Senate is not happy with the governor's budget recommendations. She wants to take some of the unrestricted moneys and put it in general use state funds. The university cannot legally take any of that money, but the state can. This is the first time that the state would take some of the money.

Meier said that Student Senate elections will be coming up soon and an elections commissioner has been named. He also reported that the Parking Review Board membership has been changed to allow faculty to have a faculty person on the board when a decision is being made regarding a parking ticket.

Meier also reported that Student Senate is still working on having evaluations of faculty online. The portal will have to be in place before the evaluations can be done online. They are looking for interested faculty to be on the committee. The committee will start meeting this week and will probably meet bi-weekly. When a proposal is ready, Meier will bring it to Academic Affairs.

- VIII. For the Good of the University  
Ackerman said that she and Stewart are representing Academic Affairs on Faculty Senate Leadership Council and the Provost's candidates.

- IX. Adjournment  
Meeting adjourned at 4:50 p.m.

## ATTACHMENT 1

### Proposed Undergraduate Catalog Policy Change 9-30-2003

2002-2004 Undergraduate Catalog, Enrollment, Drop/Add (page 14)  
(Online at: <http://courses.k-state.edu/catalog/undergraduate/enrollment/dropadd.html>)

Replace the following paragraph:

The instructor *may* drop a student from a course after the first week of classes if the student has neither attended any of the scheduled course meetings nor notified the instructor of his or her intent to take the course. For purposes of this procedure enrollment in and payment of tuition for a course do not constitute notification of intent to take a course.

With this paragraph:

Instructors *may* drop students from any or all components (e.g., lecture, recitation, lab, etc.) of a course who are not present at the beginning of the first class period of each component of the course unless the student has received prior permission from the instructor.