

**MINUTES**  
**Faculty Senate Academic Affairs**  
**May 18, 2004 3:30 pm K-State Union, Room 204**

Present: Erickson, Fairchild, Grunewald, Hancock, Hedrick, Reynolds, Simon, Stewart, Stokes, Trussell

Absent: Ackerman, Marr, Turnley

Visitors: Erik Ankrom, Kim Freed, Patricia Marsh

I. Call to Order

The meeting was called to order by Fred Fairchild, Chair, at 3:30 p.m.

II. Approval of minutes of May 4, 2004 Academic Affairs Committee meeting.

A motion was made by Stewart and seconded by Erickson to approve the minutes of the May 4, 2004 Academic Affairs Committee meeting. Trussell suggested the following two amendments: 1) Under III. Announcements - the sentence should end with a period; not a comma; and 2) Under V. Old Business - the following sentence should be added the end of the paragraph: Trussell volunteered to be a representative on this committee. The motion, along with the two amendments, passed..

III. Announcements

Kim Freed reported that the Student Senate Academic Affairs Committee received permission from Beth Unger to administer a test run for on-line teacher evaluations. They are looking for six faculty members to volunteer to have their classes evaluated. The instructors would just need to give their class rosters to the committee. The committee will send out an e-mail and see what the response is. The results will not be published. Fairchild mentioned that there are mixed thoughts about this issue. Reynolds said the evaluation is more about the course rather than the teacher. Freed passed around a draft survey for members to look at (**ATTACHMENT 1**). Instructors would receive the results of their surveys. Fairchild suggested that this issue should also be discussed by the Faculty Affairs Committee. Fairchild asked that once this survey has been completed, that the results be given to Academic Affairs. Hancock asked if the TEVAL Task Force had been informed about the student survey. Freed said that Vicki Clegg was aware of this survey. Hedrick mentioned that one of the problems with two separate surveys (TEVAL and the student survey) is that the response rates may be lower. The students mentioned that there are several websites that rate professors and that students do use them. Student Senate would like to present this to Faculty Senate in the fall, but Fairchild recommended that they route it through Academic Affairs and Faculty Affairs first. Erickson suggested that they may want to merge their survey with the TEVAL survey so students don't have to do two different surveys. Marsh mentioned that they may need to go through a survey review board and give students a choice of not responding to a question. Hedrick said that he thought some of the questions were ambiguous and may need to be reworded. Freed said to e-mail questions/comments about the survey to her at: [kaf5557@ksu.edu](mailto:kaf5557@ksu.edu).

Ankrom reported that he, along with Hayley Urkevich (Student Body President) and Eleri Griffin (Student Senate Chair), met with Jackie Spears (Faculty Senate President) and Provost Coffman and discussed the drop policy that was passed at the April Faculty Senate Meeting. Fairchild said he expected this issue to come back and get additional attention. Erickson pointed out that instructors do not have to implement the policy. The policy states that an instructor "may" drop a student - they don't have to drop a student. Fairchild commented that students can contact instructors if they know they will not be attending the first day of class. Ankrom said one of the problems with contacting a class instructor before school starts is that the line schedule may list "staff" for the instructor. Fairchild told Ankrom that if Student Senate wants to try to get the policy changed, they should bring a new proposal in writing to Academic Affairs next fall. Grunewald suggested that students e-mail lead advisors and ask them to let students know about the change in the policy. It was also suggested that new students be told about the policy at orientation.

#### IV. Course and Curriculum Changes

##### A. Undergraduate Education

1. A motion was made by Hancock and seconded by Erickson to approve undergraduate course and curriculum changes approved by the College of Education April 27, 2004.

###### *Secondary Education*

###### **DROP:**

Business as a 2<sup>nd</sup> Teaching Option

Rationale: The minimum number of hours required to meet new licensure standards in business education would yield a 2<sup>nd</sup> teaching option within two courses of a full major in business education. In addition, historical interest in this 2<sup>nd</sup> teaching option is minimal (perhaps only 4 students in over twenty years.)

\*See white sheets for details.

###### **MINOR MODIFICATIONS:**

EDSEC 400 Leadership and Personal Development in Agricultural Education

Motion passed.

2. A motion was made by Trussell and seconded by Simon to approve undergraduate course and curriculum changes approved by the College of Human Ecology May 10, 2004.

HN 450 Nutrition Assessment

Motion passed.

3. A motion was made by Simon and seconded by Reynolds to approve undergraduate course and curriculum changes approved by the College of Architecture, Planning, and Design May 13, 2004.

###### **BACHELOR OF ARCHITECTURE**

NAAB Accredited Professional Program

Proposal to change History/theory elective requirement to Seminar requirement.

Rationale: This change allows students more freedom to choose courses of interest to them as electives, ensures that students take at least 9 hours of small-enrollment courses within the department which allows them opportunities to develop research and critical thinking skills, and allows faculty to teach courses in their specialty and of interest to them. It also helps the department meet accreditation requirements.

\*See white sheets for details.

Motion passed.

##### B. Graduate Education

A motion was made by Erickson and seconded by Grunewald to approve graduate course and curriculum changes approved by Graduate Council May 4, 2004.

###### **CHANGE**

BIOL 888 Electron Microscopy Techniques

ENGL 801 Graduate Studies in English

FSHS 735 (780) Clinical Speech Science

FSHS 750 Voice and Resonance Disorders

FSHS 898 Professional and Ethical Issues in Family Life Education and Consultation

GEOG 709 Geographic Field Research Techniques

GEOG 790 Seminar in Geography

**DROP**

ENGL 897 Colloquium in English  
ENGL 999 Research in English

**ADD**

BIOL 818 Advanced Aquatic Ecology  
BIOL 886 Confocal, Fluorescence and Light Microscopy  
ENTOM 830 Molecular Entomology  
ENTOM 950 Conceptual Issues in Evolution  
FINAN 840 Entrepreneurial Finance  
GEOG 690 Historical Geography of the United States  
MANGT 845 Technology Entrepreneurship and Strategy  
SPCH 734 The Rhetoric of Social Movements

**NEW AREA OF CONCENTRATION**

MBA Area of Concentration in Technology Entrepreneurship

**CONCURRENT DEGREE PROGRAM**

Concurrent B.S./M.S. degree program in Biology

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 April 26, 2004. The committee discussed how this course was cross-listed and after looking at the paperwork decided it was acceptable to approve for general education.

ANTH 505 South Asian Civilizations  
ECON 505 South Asian Civilizations  
GEOG 505 South Asian Civilizations  
HIST 505 South Asian Civilizations  
POLSC 505 South Asian Civilizations  
SOCIO 505 South Asian Civilizations

Motion passed.

V. Old Business

A. General Education Steering Committee

Fairchild reported that there are two groups working on UGE; one to keep working with the existing system and correcting what they can, a second one to look at a whole new system. The steering committee held a forum a few weeks ago. Hancock said the two words that kept being repeated in regards to a new UGE program were simplicity and effectiveness.

B. Standardization of certificates

Fairchild said there was nothing new to report on the standardization of certificates. After looking at some of the certificates offered, it was decided that there was no common thread among them. There was discussion about whether the committee should pursue trying to define certificates. A motion was made by Hedrick and seconded by Reynolds to let this item be handled under academic definitions. Simon said that certificates serve a wide variety of interests on campus and trying to standardize them may be getting into the business of many departments. She suggested more care be taken with degrees and minors and draw the

line there. Stewart mentioned that there are also non-credit certificates and those do not go through Faculty

Senate. Motion passed.

C. Standard Class Meeting Times Update

Stewart reported that Ray Hightower agreed to develop a revision to the Standard Class Meeting Times Policy. That revision was brought to CAPP last week. A proposed amendment to the policy was that if a department has five or more 110 minute sections of a class scheduled sequentially with 10 minute breaks between the classes, then they could begin the first section at 7:30 a.m. CAPP tabled any action on the amendment or any further considerations. They feel that they went through a horrendous approval process when the new policy was implemented and they have gotten through the hardest part. The adjustments that have been made should take care of most of the problems. They would rather wait and see how the policy works. Stewart said the revision that Hightower suggested does respond to the major issue that departments had about being able to run labs back to back through the day with minimal conflicts to students for taking other courses. The 45-minute gap from 10:45 - 11:30 a.m. on Tuesdays and Thursdays was not addressed. There was no way to address the gap in the present arrangement without creating other conflicts. Stewart said no action needs to be taken by Academic Affairs.

D. Academic Definitions Update

Fairchild said there would be nothing to report on academic definitions until the Standard Class Meeting Times Policy was settled.

E. Senior and Alumni Surveys Update - Patricia Marsh **ATTACHMENT 2**

Marsh reported that some of the questions on the surveys that are currently being used are not relevant for today. The draft memo attached is an announcement/invitation requesting nominees for membership to the Coordinating Assessment Surveys Committee. This committee will revise, update, or replace the existing Senior, On-year alumni, and Four-year alumni surveys. The draft letter attached is to welcome members to the committee and give them a more specific charge. Academic Affairs discussed who should appoint members to the committee. It may be a joint process between Academic Affairs and Provost Nellis. Marsh asked that Academic Affairs give permission for her office to not administer the surveys this year are being revised this year. The committee decided that Academic Affairs does not have the authority to tell the assessment group to stop doing evaluations. Fairchild expressed concern about so many surveys being sent out and asked that the survey committee look at minimizing duplication. A motion was made by Stewart and seconded by Stokes to proceed with updating the surveys with the concurrence of our new provost and modifications to the two drafts as deemed appropriate. Motion passed. Fairchild said that hopefully the request for nominations will be sent out by the fall semester.

VI. New Business

A. A motion was made by Stewart and seconded by Erickson to approve additions to a graduation list.

December 2003

Mohd Shuaib Abdul Kasim, Engineering - Computer Science

Christopher Froetschner, Arts & Sciences, BS-Social Science

Motion passed.

VII. Committee Reports

A. Hancock report on General Education Council **ATTACHMENT 3**

Hancock distributed a letter Reginald Pittman (Chair of the UGE Council) wrote to Provost Coffman that stated the UGE Council's positions and future actions to recommendations they received from the UGE Procedures Committee. Provost Coffman wrote a memo to Pittman and Janice Wissman, Chair of ICCP (Intercollege Coordination Panel), that outlined his interpretations of the recommendations made by the UGE Procedures Committee.

B. Trussell report on University Library Committee

Trussell reported that the new Dean of Libraries, Ms. Lori Goetsch, will come to campus on August 16<sup>th</sup>.

Trussell also reported that the Library Funding Task Force is trying to bolster funding for library resources.

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

Stewart said he reported most of CAPP's activities during the Standard Class Meeting Times Policy report. CAPP needs to review all of the prerequisites listed for courses to accommodate the LASER project. There is hope/concern that they can streamline a way to do that. Some prerequisites need to be removed because they don't even exist anymore.

D. Reynolds report on Student Senate

Reynolds reported that Student Senate approved a student portal at their last meeting. It is separate from the other portal and is a free program. It will have many things available, such as horoscopes, book exchange, weather, calendar, K-State online, etc.

VIII. For the Good of the University

Fairchild thanked Grunewald and Hancock for their work on Academic Affairs and welcomed Stokes to the committee.

IX. Adjournment

Meeting adjourned at 5:40 p.m.

MEMO

To: Deans, Department Heads, Faculty Senate President, Graduate Student Council President  
Student Senate Chair, Student Government President, Alumni Affairs, and Members of  
Past University-wide Assessment Committees

From: Fred Fairchild, Chair of Faculty Senate Academic Affairs  
Duane Nellis, Provost

Date: August ?, 2004

RE: Request for nominees for the "Coordinating Assessment Surveys Committee"

A new committee is being formed to help coordinate and revise assessment related surveys (e.g., senior, alumni, and employer) that are currently utilized throughout the university. The existing institutional-wide surveys have not been updated in almost 15 years. Over the past decade, the educational experiences of our students have changed, and the recent adoption of the student learning outcomes should be integrated into these surveys. There is a need to review the utility of our surveys and how best to meet the changing needs for student and alumni feedback by the various departments and units. The Chair of Academic Affairs and the Provost will jointly appoint members to this committee.

Below is a summary of the activities and tasks this committee will be asked to perform:

- Revising, updating, or replacing the existing Senior, One-year alumni, and Four-year alumni surveys with attention to the purposes each is intended to serve;
- Revision of the data collection procedures in light of technological advances and research on survey research;
- Frequency and timing of the surveys with an attempt to avoid counterproductive duplication of other surveys from the campus; and
- Revision or retention of the procedures for dissemination of results.

We are seeking faculty, staff, and student nominations to serve on this committee. Currently, representatives from Faculty Senate Academic Affairs and Graduate Student Council have been recommended. We would like to encourage nominees who are interested in assessment of student learning, student and alumni feedback, and those currently involved with student reaction activities within their respective department/unit. By gathering the intellectual strengths and experiences into this group, the university will have a strong start in developing surveys that will be reflective of the changes in society, students, and the university.

Please forward your nominees to ?? **by September 10<sup>th</sup>**.

**DRAFT**  
**“WELCOME TO THE COMMITTEE”**  
(5/10/04)

September ?, 2004

Dear \_\_\_\_\_,

Thank you for agreeing to serve on the “Coordinating Assessment Surveys Committee”. This vital committee will play a pivotal role in how we assess our students and alumni learning experiences while at K-State and how those educational opportunities are being applied years after their graduation. You were nominated by your dean and are being jointly appointed to the committee by Fred Fairchild, chair of Faculty Senate Academic Affairs, and Duane Nellis, Provost.

The current institutional surveys are the Senior Survey, One-year Alumni, and Four-year Alumni. The entire university is surveyed over a four-year period. In the first two years, half of the Colleges are surveyed (Business, Education, Engineering, and Human Ecology), the reports are generated and disseminated. In the second pair of years the remaining colleges are surveyed. In 2002, the College of Technology and Aviation was added into the cycle). When the surveys are mailed out they go to all students or alumni from the colleges being surveyed. Currently the survey exists as a scantron form with limited testing of an online version.

There is a need to review the utility of our surveys and how best to meet the changing needs for student and alumni feedback by the various departments and units. Hence, the charges of this committee are as follows:

**SURVEYS**

1. To identify items that can be retained for historical trends. Creating new items that better reflect self-assessment of learning and the application of college experiences (courses, activities, events, services) to life, work, or personal goals. Creating greater connectedness between the senior and alumni surveys.
2. Identify other surveys that may be needed for the institution, by consulting with both faculty and student groups (e.g., survey for graduate programs and alumni). This includes reviewing and considering commercial and externally produced surveys that might serve our internal planning needs (i.e., providing benefits of national comparative statistics, longitudinal tracking options, and locally designed items).
3. Creating an inventory of similar senior, alumni, and employer surveys used across the campus. Work to reduce the number of similar surveys given to students. The Assessment and Program Review office will assist in these efforts.

**DRAFT**  
**“WELCOME TO THE COMMITTEE”**  
(5/10/04)

**PROCESSES**

4. The current process takes four years to complete a full cycle. With the advances in online surveys and programs for generating reports, should the process be reduced down (e.g., four years reduced to two years)? The committee will draft revised processes for when and how the surveys will be conducted.
  
5. The current process for disseminating the results of the surveys is limited to deans or department heads; only the university-level results are made public. Could other levels of the reports (e.g., college-level) be made more public to students, parents, accreditors, potential faculty candidates, etc? The committee will make recommendations concerning the processes by which survey results are distributed.