

MINUTES
Faculty Senate Academic Affairs
September 2, 2003 3:30 pm K-State Union, Room 204

Present: Ackerman, Erickson, Fairchild, Grunewald, Hancock, Hedrick, Meier, Pacey, Simon, Spears, Stewart, Trussell

Absent: Marr, Smith

Visitor: Patricia Marsh

I. Call to Order

The meeting was called to order by Jackie Spears, Interim Chair, at 3:30 p.m. Spears had members of the committee introduce themselves.

II. Approval of minutes of May 20, 2003 Academic Affairs Committee meeting.

A motion was made by Fairchild and was seconded by Stewart to approve the minutes of the May 20, 2003 Academic Affairs Committee meeting. Motion passed.

III. Announcements

Spears said she would cover announcements later in the meeting.

IV. Course and Curriculum Changes

A. Undergraduate Education

1. A motion was made by Stewart and seconded by Ackerman to approve Undergraduate Course and Curriculum Changes approved by the College of Business Administration May 18, 2003.

Department of Accounting

Changes in Catalog Description:

ACCTG 494 Law for Accountants

ACCTG 342 Taxation I

MACC Program

From: 12 hours of economics

To: 9 hours of economics

Rationale: The Kansas State Board of Accountancy formerly required 12 hours of economics to sit for the CPA exam in the State of Kansas. The Board has reduced this requirement to 9 hours of economics.

Motion passed.

B. Graduate Education - none

C. General Education - none

V. Old Business

A. Academic definitions

Spears reported that she has not had time to work on academic definitions. The academic definitions are a set of standard definitions to accompany the Policy for Standard Class Meeting Times.

- B. Summer School Schedule (See <http://www.ksu.edu/facsen/policies/summer.htm>)
Spears reported that the summer school schedule was delayed due to issues currently being discussed by the Calendar Committee. The Summer School Coordinating Committee, chaired by Dean White, has developed a proposal for standard class meeting times during summer session. That proposal will be coming to Academic Affairs sometime this fall.

- C. UGE Assessment
Spears said she and Cia Verschelden will be setting up a subcommittee that will be proposing different assessment process for undergraduate general education. The proposed process will be brought forward to Academic Affairs for discussion, probably in Spring 2004.

III. Announcements

1. Change to statement in University Handbook

Spears reported that the Provost's Office has asked us to revise the portion of the University Handbook that limits the total number of hours students can enroll in fall or spring semester. The correct limit is 18 credit hours. Students can enroll in more hours with their Dean's permission. When enrollment through KATS was introduced, the software did not limit the total number of hours a student could enroll in. Some students began abusing this freedom, enrolling in multiple sections to hold places for friends. Student Senate has asked that the software used by KATS be rewritten to impose a limit. Discussion among the members of the Committee on Academic Policies and Procedures led to the conclusion that a limit of 21 credit hours was probably the best compromise across the different needs of the colleges. Academic Affairs is being asked to change the policy in the University Handbook accordingly.

2. Limit hours of enrollment on KATS

Since KATS will be able to limit the number of credit hours students can enroll in by next semester, 21 hours has been suggested to be the maximum. Academic Affairs has been asked to revise the policy. The policy will be posted on web and Spears encouraged Academic Affairs members to visit with their caucuses about this issue. Some faculty think 18 should be the limit but there are differing opinions. Erickson said that it is typical for Veterinary Medicine students to enroll in at least 21 hours. Spears said it will not be possible to have different credit hour limits for different colleges; everyone uses the same system.

3. Volunteer for Calendar Committee

Spears said that this committee will probably meet twice a semester at most. David Pacey volunteered to be the Academic Affairs representative.

4. Wait list procedures

Spears said that wait list procedures have always been a problem at K-State because different departments/colleges handle them in different ways. The current wait lists are of limited value because any student, including those not on a wait list, can enroll once a vacancy in the class appears. The new software being designed for enrollment will accommodate a better system. A committee will be appointed to look into this issue. A representative from every college will be on the committee. Spears said it would be helpful if the representative was familiar with wait lists and crowded classroom issues. The committee will meet every couple of week starting in early October and finishing in January. David Pacey and Kathy Grunewald volunteered to be on the committee.

VI. New Business

A. Election of new chair

Spears asked for someone to volunteer to be chair, but no one on the committee was willing. Stewart was willing to serve as a co-chair, but felt that the chair should be someone from an academic unit. Spears agreed that the chair should have an academic background to be able to handle some issues that come up. The May 20, 2003 Academic Affairs minutes show that Marr also agreed to serve as a co-chair if someone from an academic unit became the other co-chair. Spears said that if no one was willing to serve as chair, members could go to their caucuses and see if a faculty senator would be willing to take their place on the committee and chair the group. Spears said she would still be willing to help the new chair with issues that

come up. A motion as made by Stewart and seconded by Fairchild to have Academic Affairs members poll their caucuses to find a faculty senator willing to change places with their Academic Affairs representative and chair the committee. Motion passed.

- B. A motion was made by Stewart and seconded by Fairchild to approve the May 2003 graduation list. Motion passed.
- C. A motion was made by Pacey and seconded by Erickson to approve additions to graduation lists.

May 2003

Brianne Loraine Adams, BS and Associate of Technology - Airway Science Professional Pilot degree code U1 and PPIL Professional Pilot, degree code T3
Sean K. Brimer, Arts & Sciences, BS - Biology
Miwako R. Davison, Arts & Sciences, BS - Mass Communication (AD)
Kevin Wade Lawrence, Technology & Aviation, Associate of Science - CMST degree code U3
Christopher Charles Oviatt, Technology & Aviation, BS and Associate of Technology - Airway Science Professional Pilot degree, code U1 and PPIL Professional Pilot, degree code T3
Thomas Roberts, Technology & Aviation, BS - Technology Management degree code T9
Marie E. Ziegler, Business Administration, BS - Marketing and International Business

December 2002

Wendie M. Hoffmann, Business Administration, BS - Human Resource Management
Eric O'Keefe, Arts & Sciences, BS - Social Science

May 2001

Tamra Lyn Armbrister, Arts & Sciences. BS - Social Science

May 1989

Christina M. Wright, Education - Elementary Education

Motion passed.

VII. Committee Reports

- A. Hancock report on General Education Council
Hancock reported that the General Education Council will meet on September 18th.
- B. Trussell report on University Library Committee
Trussell reported that the University Library Committee has not met yet. Hancock said the first meeting is scheduled for September 24th.
- C. Spears report on Committee on Academic Policy and Procedures (CAPP)
Spears reported that at the next CAPP meeting they will finish the approval of exceptions for standard class times for spring 2004 and then start on the ones for fall 2004. She said the one-time approvals will be a very small percentage of all approvals.

VIII. For the Good of the University

Fairchild reported that David Rintoul from Biology visited with members from the College of Agriculture about BIOL 198 and that this issue will probably come before Faculty Senate in the next year. Biology wanted to change the number of credit hours from 4 to 5 and it failed at the June 2003 Faculty Senate meeting.

IX. Adjournment

Meeting adjourned at 4:40 p.m.