

<p><b>MINUTES</b>  <b>Faculty Senate Academic Affairs</b>  <b>September 16, 2003 3:30 pm K-State Union, Room 204</b></p>
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Present: Ackerman, Erickson, Grunewald, Hancock, Hedrick, Meier, Pacey, Simon, Spears, Stewart, Trussell

Absent: Fairchild, Marr, F. Smith

Visitor: Patricia Marsh

I. Call to Order

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

II. Approval of minutes of September 2, 2003 Academic Affairs Committee meeting.

A motion was made by Grunewald and seconded by Pacey to approve the minutes of the September 2, 2003 Academic Affairs meeting. Motion passed.

III. Announcements

Spears said she would make announcements near the end of the meeting in order to get all the business items completed on the agenda.

IV. Course and Curriculum Changes

A. Undergraduate Education - none

B. Graduate Education

A motion was made by Stewart and seconded by Erickson to approve graduate course and curriculum changes approved by Graduate Council September 2, 2003.

**CHANGE**

AT 820	Comfort and Performance of Protective Clothing
CS 710	Medicine III
CS 720	Supplemental Equine Theriogenology
CS 732	Diagnostic Techniques in Equine Medicine
CS 737	Zoological Medicine
CS 802	Supplemental Clinical Small Animal Soft Tissue Surgery
CS 803	Supplemental Small Animal Internal Medicine
CS 806	Supplemental Equine Studies
DMP 705	Principles of Veterinary Immunology
DMP 712	Veterinary Bacteriology and Mycology
DMP 854	Disease Epidemiology
ECON 682	Development Economics
FINAN 830	Financial Market Theory
HRIMD 621	Hospitality Law
HRIMD 665	Casino Management
THTRE 664	Creative Drama
THTRE 665	Drama Therapy with Special Populations

**DROP**

AT 720	Functional Apparel Design
CS 716	Clinical Small Animal Surgery
CS 717	Clinical Small Animal Medicine
CS 719	Equine Medicine & Surgery Clinics
CS 721	Agricultural Clinical Practices

CS 722	Advanced Agricultural Clinical Practices
CS 820	Equine Lameness
MANGT 630	Labor Relations Law
MANGT 631	Collective Bargaining
MANGT 639	Advanced Labor Relations

**ADD**

CS 748	Food Animal Local Practice
CS 749	Food Animal Medicine & Surgery
CS 750	Equine Medicine & Field Service
CS 751	Equine Surgery & Field Service
CS 752	Small Animal Internal Medicine
CS 753	Small Animal General Medicine
CS 754	Clinical Small Animal Soft Tissue Surgery
CS 755	Clinical Small Animal Orthopedic Surgery
CS 756	Comparative Cardiology
CS 757	Equine Lameness I
CS 758	Equine Lameness II
CS 761	Cattle Herd Health & Production Elective
CS 762	Supplemental Food Animal Medicine & Surgery
CS 818	Supplemental Clinical Small Animal Orthopedic Surgery
CS 823	Companion Small Animal Medicine
DMP 850	Immunology of Domestic Animals
FSHS 709	Public Policy and Family Economic Well-Being
HRIMD 720	Administration of Health Care Organizations

**Certificate Program**

Certificate in Family Financial Planning - name change

Motion passed.

C. General Education - none

III. Announcements

A. Change in University Handbook

Spears said that the issue of changing the University Handbook to match the number of credit hours limits for enrollment on KATS has been dropped. There was no compelling issue to make the handbook comply with the software. The handbook says the limit is 18 hours without the dean's permission. The limit on KATS will be set at 21 hours. The Registrar's Office will send a list of students who enroll in more than 18 hours to deans' offices. CAPP and the Registrar's Office agreed to this compromise. Spears said that students can go over 21 hours if the last class they enroll in puts them over the limit. Their schedules will get rejected if they are at the 21 hour limit and they try to add another class.

B. Wait List Procedures

Spears distributed a handout that lists the names of the newly appointed Wait List Procedures Committee. They will work with the LASER project group to develop a better wait list system. Spears said this committee will probably only need to meet through December. Kevin Donnelly is a member of the committee and Academic Affairs suggested that he chair it.

C. UGE Steering Committee

Spears reported that Provost Coffman will be appointing a UGE Steering Committee to look into a new UGE program. Academic Affairs members should find two faculty (cannot be administrators) in their colleges interesting in this issue. Spears asked that members from academic colleges e-mail the two names in the next few days.

D. Resolution regarding Standard Class Times Policy **ATTACHMENT 1**

Spears distributed a handout of a resolution regarding the Standard Class Meeting Times Policy that will be on the October Faculty Senate agenda. Members of Academic Affairs said they were not aware of problems with the policy. Spears said that many department heads were unaware that the policy was in place when they received their line schedules last summer. Some class times had been changed to conform with the policy. She said that 90% of the exceptions to the Standard Class Meeting Times Policy had been approved by CAPP and that most of those exceptions will not need to be approved again. Spears met with Larry Rodgers and Al Cochran yesterday and they decided to ask faculty to state problems more specifically. Stewart said he thought the policy solved many problems for students and that consistency in scheduling is important. The resolution asks for the policy to be declared null and void until it can be demonstrated that the policy solves more problems than it creates. Spears said it would be wise to see if adjustments to the policy can be made since it took three years to develop the policy.

V. Old Business

A. Election of new chair

Spears said that after the September Faculty Senate meeting, Ackerman expressed an interest in being co-chair of Academic Affairs. Ackerman said her dean was willing to work with her in order to fulfill the duties of Academic Affairs co-chair. Due to coming from Salina, Ackerman said she would not be able to attend all of the other meetings associated with being on Faculty Senate Leadership Council (FSLC), but she would be willing to share the responsibilities of the chair duties. Stewart said he was also willing to be a co-chair since he is not from an academic unit and does not have the background for academic issues. Spears said there is a natural break in the work: 1) keeping track of course and curriculum changes; 2) special policy issues; and 3) serve on FSLC and Executive Committee. Spears also attended the CAPP meetings, but she said someone else from Academic Affairs could take on that duty. A motion was made by Pacey and seconded by Erickson to elect Ackerman and Stewart as co-chairs. Motion passed.

B. Academic definitions

Spears reported academic definitions are at the same stage they were before.

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

Spears said that CAPP is working on a summer school schedule and as soon as it is formally passed on, Academic Affairs will handle it. Many faculty have trouble with students' classes overlapping, so there may not be as much dissension about implementing standard class times for the summer.

D. UGE Assessment

Spears reported that she would come to Academic Affairs when it is time to approve the UGE Assessment.

VI. New Business

A. A motion was made by Stewart and seconded by Simon to approve additions to graduation lists.

August 1999

Ryan Patrick Gedney, Architecture, Planning and Design - Bachelor of Architecture

Motion passed.

VII. Committee Reports

A. Hancock report on General Education Council

Hancock reported that the General Education Council will have its first meeting this Thursday.

B. Trussell report on University Library Committee

Trussell reported that the University Library Committee will meet on September 24<sup>th</sup>.

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

Spears said that she covered CAPP's activities earlier in the meeting. The committee did final approvals of class time exceptions for spring 2004. There will be a gap of a month or two before they start to look at fall 2004 class time exceptions. This will give them some time to look at other issues.

VIII. For the Good of the University

Pacey asked if Academic Affairs could look into the issue of how long an instructor has to wait to be able to drop students from the roster if they don't attend class. The current policy states that the instructor can only drop the student after they have missed a full week of class. Pacey said that due to so many classes having wait lists, he would like to see the policy changed to dropping students from the roster if they miss the first day of class. Spears suggested that Pacey write a draft of this idea and this item can be put on the Academic Affairs agenda under New Business. Academic Affairs members would need to circulate the draft among faculty and department heads for a couple of months and get feedback on this issue.

IX. Adjournment

Meeting adjourned at 4:35 p.m.

## **ATTACHMENT 1**

Whereas

The problems cited as justifications for instituting a **POLICY FOR STANDARD CLASS MEETING TIMES** either vanished upon close inspection or were minor in nature, and

The problems created by the current **POLICY FOR STANDARD CLASS MEETING TIMES** are substantial and growing (including creation of a cumbersome bureaucratic procedure, confusion, and inefficient use of faculty time, staff time and classroom space), and

Faculty Senators are receiving widespread condemnation for the negative impacts of this policy, despite the fact that the initial suggestions for the policy did not originate in the KSU Faculty Senate or any of its standing committees,

it is hereby resolved that the **POLICY FOR STANDARD CLASS MEETING TIMES**, passed by voice vote at the December 10, 2002 meeting of the KSU Faculty Senate, is declared null and void until it can be demonstrated that the policy solves more problems than it creates.