

MINUTES
Faculty Senate Academic Affairs
October 7, 2003 3:30 pm K-State Union, Room 204

Present: Ackerman, Erickson, Fairchild, Grunewald, Hancock, Hedrick, Meier, Pacey, Simon, F. Smith, Stewart, Trussell

Absent: Marr

Visitors: Cia Verschelden, Patricia Marsh, Jackie Spears

I. Call to Order

The meeting was called to order by Pat Ackerman, Co-Chair, at 3:35 pm.

II. Approval of minutes of September 16, 2003 Academic Affairs Committee meeting.

A motion was made by Trussell and seconded by Grunewald to approve the minutes of the September 16, 2003 Academic Affairs meeting. Motion passed.

III. Announcements

Ackerman announced that she and David Stewart (co-chairs of Academic Affairs) met with Jackie Spears to split up the chair duties. Ackerman will report to Faculty Senate with help from Stewart on special issues. Ackerman will also handle academic issues and course and curriculum changes. Stewart will attend CAPP, Executive Committee, and Faculty Senate Leadership Council meetings. He will also handle other issues that come up.

Spears will represent Academic Affairs at the next Faculty Senate meeting when the Standard Class Meeting Times is addressed. Spears will have five minutes to discuss the background of the policy and the author of the resolution will also have five minutes to address his concerns about the policy. Sharon Hauck will also be there to discuss classroom space. If this policy is declared null and void, the campus would revert back to the old policy which did not have evening class hours established. Spears said even if the resolution doesn't pass, Academic Affairs needs to look into issues that have been brought up. Faculty that have problems with the policy should bring those issues to Academic Affairs. One of the objections is the 45 minute gap from 10:45 - 11:30 a.m. on Tuesdays/Thursdays. That gap could be moved to another part of the day. The gap is there due to day and evening class times flowing into each other. It was suggested that a friendly amendment be made to strike "null and void" from the resolution so the current policy would remain in effect and it could be sent back to Academic Affairs to work on some of the issues.

Ackerman reported that Academic Affairs needs to look into the plus/minus grading system. Spears had told Phil Anderson last year that Academic Affairs would look into this issue when they had more time. Also, Academic Affairs needs to develop procedures for the standardization of certificates.

IV. Assessment Process - Cia Verschelden

Verschelden reported that North Central Accreditation (NCA) was here two years ago and they were not satisfied with our assessment of student learning. NCA will return in 2005 to check on our progress of student learning assessment. Their primary criticism was that every department had an assessment plan but very few included student learning. NCA saw that plans were not carried out or data looked at. They want to see improvement being made on student learning.

Verschelden distributed a handout entitled "Proposed K-State Undergraduate Student Learning Outcomes" (ATTACHMENT 1). NCA stressed that student learning needs to be process oriented, not product oriented. Verschelden said that she would like Academic Affairs to provide a forum for discussion on the

proposed outcomes. The proposed outcomes were worked on last spring and were sent out to department heads. By December 1, every degree program is to have a list of student learning outcomes. Verschelden stressed that each outcome does not have to be covered in every class. Some of the outcomes may be achieved by students through extra-curricular activities. NCA is also interested in what happens to students outside of classes, including Housing, Student Services areas, etc. Verschelden suggested a discussion board be put on web for input from faculty/unclassified and that Academic Affairs define time limits. She said that she would like to come to Faculty Senate in November to discuss this issue and have the information regarding student learning outcomes on the December Faculty Senate.

David Stewart, Patricia Marsh, David Pacey, Alice Trussell, and Cia Verschelden agreed to form a subcommittee to discuss the issues of student learning outcomes.

V. Course and Curriculum Changes

- A. Undergraduate Education - none
- B. Graduate Education - none
- C. General Education - none

VI. Old Business

- A. Academic definitions (See <http://www.ksu.edu/facsen/policies/appendixI.htm>)
Ackerman said that the academic definitions are posted on web. CAPP has approved them and we will vote on them at the next Academic Affairs meeting.
- B. Summer School Schedule (See <http://www.ksu.edu/facsen/policies/summer.htm>)
Ackerman said that the draft of the Summer School Schedule on web should be discarded and a new one should be voted on at CAPP and forwarded to Academic Affairs.
- C. UGE Assessment
Ackerman reported that Jackie Spears has forwarded the names given to her as possible members of the UGE task force on to Vicki Clegg.

VII. New Business

- A. A motion was made by Fairchild and seconded by Smith to approve the August 2003 graduation list. Motion passed.

- B. A motion was made by Meier and seconded by Erickson to approve additions to graduation lists.

August 2003

Megan M. Dunning, Human Ecology, BS - General Human Ecology, degree code 60

Melissa L. Goodyear, Business Administration, BS - Marketing

Anna Jumpponen, Arts & Sciences, BS-Biology

Eric Lake, Arts & Sciences, Bachelor of Fine Arts (ARTF)

Anna Meyer, Arts & Sciences, Bachelor of Fine Arts-GD

Jason Schmitt, Engineering - Electrical Engineering

Anthony Suellentrop, Business Administration, BS - General Management

Darren West, Arts & Sciences, BS - Speech

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Joshua Ryan Jantz, Technology & Aviation, BS - Airway Science Professional Pilot degree code U1

Motion passed.

- C. Policy on Dropping Students After First Class Day **ATTACHMENT 2** (attached to agenda)

Pacey said he drafted the change to the undergraduate catalog regarding the time an instructor has to wait to drop a student from a class. The current policy says an 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. The proposed change says that instructors may drop students from any or all components 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. Meier mentioned that it may be hard to get in touch with some instructors if they don't answer their e-mails, but said that they could try telephoning their offices and department secretaries if e-mail does not work. Fairchild said that the proposed change still does say "may" drop - the instructor doesn't have to drop a student if they don't want to. Smith suggested that the wording be changed in the new version to say "any" component instead of "each" component. Stewart expressed concern about the profound radical implications this could have on distance education students and courses. He suggested Academic Affairs continue this discussion in the future and address distance education courses as well. Dropping students after the first day could mean a loss of tuition money and fees for services provided. Ackerman said this change could affect some administrative issues such as financial aid, the Registrar's Office, enrollment numbers, etc. She suggested asking for input from CAPP and that Academic Affairs members also get input from their caucuses. Stewart will take this item to the next CAPP meeting. Ackerman said this item will remain on the agenda and will be discussed again at the next meeting.

VIII. Committee Reports

A. Hancock report on General Education Council

Hancock reported that the UGE Council has met twice since the last Academic Affairs meeting. UGE courses that were approved several years ago were surveyed last spring and those results are in. If the survey found problems with a course, UGE members talk to the department head and the instructor. Protocols are not in place for how to handle courses that no longer meet UGE standards. Hancock said they are still looking for courses at the 300 level and above to be approved as UGE courses. It was announced to the UGE Council that the Provost is putting together a steering committee to look into UGE.

B. Trussell report on University Library Committee

Trussell reported that the University Library Committee met on September 24 and discussed four major topics: 1) the Dean of Libraries search; 2) update on the budget by Dean Hobrock; 3) report on the serials cancellations by Nelda Elder; and 4) an update on the Library Funding Task Force. Trussell said that monolith spending is better for this year. She also reported that the Library is focusing on strengthening unique and substantial collections as it will help them in pursuing ARL membership.

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

Ackerman reported that Spears will attend the CAPP meeting tomorrow and David Stewart will also attend and be the new Academic Affairs representative for CAPP.

IX. For the Good of the University

Smith suggested that Jackie Spears be recognized for her exemplary leadership as Academic Affairs chair by giving her a plaque. The rest of the committee agreed. Ackerman said she would check with Bob Zabel about the plaque.

Meier reported that Student Senate is looking into classroom improvements with the money that was earmarked from tuition increases. The basement of Kedzie Hall is being looked at to develop into classroom space. He would like to know what technology improvements instructors would like to see in classrooms if they aren't already there. Student Senate is also looking into the TEVAL system and would like to know what happens to the results once they are received. They are looking for information regarding evaluations of professor done online

X. Adjournment

Meeting adjourned at 5:00 p.m.

ATTACHMENT 2

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.