

**MINUTES**  
**Faculty Senate Academic Affairs**  
**November 4, 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: Al Cochran, Kim Freed, Patricia Marsh

I. Call to Order

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

II. Approval of minutes of October 21, 2003 Academic Affairs Committee meeting

A motion was made by Hancock and seconded by Fairchild to approve the minutes of the October 21, 2003 Academic Affairs Committee meeting. Trussell asked that the following amendment be made to the first part of IV. A. 2. Degree Changes: Stewart reported that Jackie Spears and Jim Guikema received a letter dated April 11, 2003 from the Provost that outlines a list of degrees being deleted. Kelli Cox forwarded a copy of the letter to David Stewart on October 20, 2003 for review by Academic Affairs at their October 21, 2003 meeting. The amended motion passed.

III. Announcements

Ackerman said that Al Cochran would address issues from our last meeting that needed clarification.

Meier introduced Kim Freed, a member of Student Senate Executive Cabinet and the Student Senate Academic Affairs Committee. Freed reported that the Student Senate Academic Affairs Committee is looking into having teacher evaluations for every class put online. Hedrick expressed concern about the fact that a small number of students may sabotage a teacher on evaluations because they didn't get a good grade. Freed said that individual comments would not be posted but just the overall percentages. Members of Academic Affairs were concerned about students giving bad evaluations to challenging teachers that want students to gain skills and knowledge from courses. It was pointed out that courses are difficult to compare since there are many kinds and many different teaching styles. Freed and Meier were not sure if anything was done with TVAL scores, but it was explained that the scores are used in tenure and promotion reviews and also for salary increases. Academic Affairs members agreed that TVAL scores may not be used consistently across colleges. Ackerman asked that members discuss posting teacher/course evaluations online with their caucuses and come back with recommendations. Comments and questions can be e-mailed to Kim Freed: kaf5557@ksu.edu.

IV. Course and Curriculum Changes

A. Undergraduate Education

1. A motion was made by Stewart and seconded by Meier to approve undergraduate course and curriculum changes approved by the College of Human Ecology October 13, 2003

*Department of Apparel, Textiles, and Interior Design*

DELETE: (pages 218-219, K-State Undergraduate Catalog)

AT 260            Textiles for Interiors

CHANGE:

AT 265            Textiles

AT 400            Apparel Design and Production III

DELETE OPTION:

Textiles

\*See page 2- 4 of white sheets for details.

Motion passed.

2. A motion was made by Pacey and seconded by Meier to approve undergraduate course and curriculum changes approved by the College of Engineering October 17, 2003.

*Biological and Agricultural Engineering*

Option Name and Curriculum Changes

NAME CHANGE:

FROM: Processing Option

TO: Biological Option

Curriculum changes for the new Biological Option - \*See pages 1, 7-8 of white sheets for details.

CURRICULUM CHANGES:

Environmental Option - \*see pages 2, 5-6 of white sheets for details.

General Option - \*see pages 2, 3a, and 4 of white sheets for details.

Machinery Option - \*see pages 3, 9-10 of white sheets for details.

*Civil Engineering*

DROP:

CE 380 Computer Applications in Civil Engineering

CHANGE:

CE 411 Route Location and Design

CE 550 Water Resources Engineering

CE 565 Water and Wastewater Engineering

CURRICULUM CHANGE:

BS in Civil Engineering - drop CE 380 - \*see page 17-19 of white sheets for details.

*Chemical Engineering*

DROP:

CHE 516 Chemical Engineering Computational Techniques II

CHANGE:

CHE 550 Chemical Reaction Engineering

CHE 560 Separational Process Design

CHE 571 Chemical Engineering System Design II

*Computing and Information Sciences*

UNDERGRADUATE CATALOG CHANGE:

REMOVE: Students must earn a grade of C or better for each course they wish to use to satisfy requirement for their major.

\*see page 22 of white sheets for details.

CS CURRICULUM CHANGE (BS in Computer Science):

ADD: A grade of C or better is required for all graded courses listed by specific course number above.

\*see page 22 - 24 of white sheets for details.

IS CURRICULUM CHANGE (BS in Information Systems):

ADD: A grade of C or better is required for all graded courses listed by specific course number



*Horticulture, Forestry and Recreation Resources*

CHANGE:

|          |   |
|----------|---|
| HORT 201 | Introduction Horticultural Science to: <u>Principles of Horticultural Science</u> |
| RRES 210 | Introduction to the Park and Recreation Profession                                |

Motion passed.

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

V. Old Business

A. Degree Changes

Ackerman said that an April 11, 2003 memo was sent to Jackie Spears and James Guikema outlining degrees that were being deleted and also listing some that were being monitored. This memo was not seen by Academic Affairs until David Stewart brought it to the October 21<sup>st</sup> meeting after receiving a copy of it from Kelli Cox on October 20<sup>th</sup>. Questions were raised about why it was handled this way and why it didn't go through the normal green and white sheet process. Cochran explained what happened in this process. At this time last semester, K-State administration was considering whether they may need to claim financial exigency or financial stress. The Board of Regents reviews degrees periodically for enrollment. The President met with his staff, the Provost, and Faculty Senate Leadership to discuss the possibility of program/degree elimination. Cochran said this issue was discussed with FSLC, Deans' Council, and College Committees on Planning. The degrees that were dropped was due to financial stress. Cochran said that the degrees to be reviewed would go through the normal channels if any were to be dropped in the future. Cochran said that the ones listed on the memo as dropped have already gone through the Board of Regents. Simon mentioned that the Provost thought some degrees could be merged under one umbrella for enrollment purposes.

B. Summer School Schedule

Ackerman said that Ron Downey sent out a memo on October 10, 2003 with a set of guiding principles for summer school, a chart for a 12-week session, and a chart detailing the start and stop times during the day for 3 credit hour undergraduate courses based on the length of the course. Academic Affairs separated the summer school schedule from the Standard Class Meeting Times last year. Ackerman reported that Faculty Senate approved a Summer School Planning Report at their November 14, 2000 meeting that says the management of summer school would move to the Deans' Council with the help of Planning and Analysis. This document said that this would be the model through summer 2003 and then be assessed and see if changes needed to be made. Last year, Spears had been working with CAPP to make summer school an eight week session with two weeks on both ends to allow for intersession. Summer school is scheduled to be a 12-week session in Downey's memo. The university calendar has been reset to the 12-week model as outlined in Downey's memo; the ending date for summer school has changed from July 30<sup>th</sup> to August 13<sup>th</sup>. Ackerman said she would schedule a meeting with Monte Neilson, the Calendar Committee, the Provost, and CAPP so some of the concerns can be addressed. This item will be removed from Old Business until some action has been taken.

C. Academic definitions

Ackerman reported that many questions were raised about the list of academic definitions at the last meeting. Stewart distributed a handout that gives definitions for distance courses and mediated courses. He asked that if they are approved, that they be placed under the definition for Course.

A motion was made by Grunewald and seconded by Trussell to approve the academic definitions. The committee discussed the fact that some courses taught in the classroom also use some online information. There was also discussion about how to add the two new definitions that Stewart distributed. Some thought that it could be just added on to the Course definition while others thought the new definitions should be listed separately after the Course definition. Stewart said that some of the definitions on the list are a mix of definitions and policy statements. Simon said that some of the definitions are not up-to-date and are not well organized. Hancock said the definitions do not seem to be in any particular order and they tend to ramble.

The motion failed. Ackerman will send the academic definitions back to CAPP along with Stewart's two definitions. This item will be taken off Old Business until it is received back from CAPP.

D. Policy on Dropping Students After First Class Day

Stewart said this item is on the next CAPP agenda. Their next meeting is scheduled for Wednesday, November 12<sup>th</sup>.

E. UGE Assessment

Ackerman reported that she has not received any information from the task force. A steering committee has been formed with Cia Verschelden and Jackie Spears being on it. Two colleges still need to appoint representatives.

F. Standard Class Meeting Times

Ackerman reported that the Standard Class Meeting Times resolution was tabled at the last Faculty Senate meeting. It may be sent to Academic Affairs for revisions.

G. Plus/Minus Grading System

Ackerman reported that no one has met yet to discuss this issue. She has not had time to talk to Phil Anderson.

H. Standardization of certificates

Ackerman said that nothing has been done on this issue yet. Marsh reported that the Registrar's Office keeps a list of certificates and students that graduate in them. Stewart said that the Division of Continuing Education also keeps a list of their certificates and students that graduate in them.

I. Learning Assessment - Discussion Board

Marsh distributed a handout of the discussion board she has set up for the proposed six university-wide student learning outcomes. The subcommittee will summarize the comments that are posted on the discussion board. Academic Affairs members set an ending date of the week before Thanksgiving for posting comments the discussion board. A message will be sent to faculty/unclassified on the Faculty-Senate listserv to notify them about the discussion board.

VI. New Business - none

VIII. Committee Reports

A. Hancock report on General Education Council

Hancock reported that the General Education Council has not met since the last Academic Affairs meeting. Their next meeting has been rescheduled from November 6<sup>th</sup> to November 13<sup>th</sup>.

B. Trussell report on University Library Committee

Trussell reported that the University Library Committee has not met since the last Academic Affairs meeting.

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

Stewart said he covered everything regarding CAPP earlier in the meeting.

IX. For the Good of the University - none

X. Adjournment

Meeting adjourned at 5:05 p.m.

## ATTACHMENT 4

### 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.