

MINUTES
Faculty Senate Academic Affairs
September 7, 2004 3:30 pm K-State Union, Room 204

Present: Ackerman, Erickson, Fairchild, Hedrick, Lehew, Marr, Reynolds, Simon, Stewart, Thompson, Trussell, Turnley

Absent: Stokes

Visitors: Jennifer Gehrt, Patricia Marsh, Vicki Clegg, Jacqueline Spears, Tom Herald

I. Call to Order

The meeting was called to order by Fred Fairchild, Chair, at 3:35 p.m.

II. Approval of minutes of May 18, 2004 Academic Affairs Committee meeting.

A motion was made by Marr and seconded by Reynolds to approve the minutes of the May 18, 2004 Academic Affairs meeting. Motion passed.

III. Announcements

Fairchild announced that Jackie Spears, Faculty Senate President, and Tom Herald, Faculty Senate President-Elect would be coming to the meeting later to discuss her vision for Faculty Senate this year. Members and guests introduced themselves. Fairchild also mentioned that Monty Nielson, University Registrar, has been invited to all of the Academic Affairs meetings.

IV. LASER program and prerequisites - Jennifer Gehrt

Gehrt distributed a handout that outlined the implementation timeline for the LASER program. She reported that this system will be able to do prerequisite checking and that each college will need to decide if the prerequisites they have listed in the catalog are correct. If students do not have the necessary course prerequisites, they can be stopped from pre-enrolling. Colleges can decide if they want prerequisites checked and it will be done only if they say so. Gehrt said that she is asking for the opinion or approval of Academic Affairs to have a task force appointed to look at the prerequisites issues. She mentioned that there was discussion about asking the same people that served on the Wait List Task Force to be on this task force. If that group is not asked to be task force members, she asked if Academic Affairs would like to use the same model for representation which was to have one representative from each college. Questions were asked about how it would be decided which students get into a prerequisite course when there is a wait list and Gehrt said that the LASER system could have the wait list customized for each course. Marr suggested that the Wait List Task Force members be asked if they would be willing to serve on the prerequisites task force. He said that this new system could be very confusing for students since there could be a lot of variation in the way departments and colleges handle wait lists for prerequisite classes. David Pacey and Kathy Grunewald were Academic Affairs members last year and served on the Wait List Task Force but they are no longer members of Academic Affairs. Members agreed that the same people who served on the Wait List Task Force should be asked if they would be willing to serve on this new task force. Fairchild asked if anyone would be willing to serve as a liaison on the task force and report back to Academic Affairs. There were no volunteers and Fairchild said he will work on appointing someone.

V. Student Ratings - Vicki Clegg

Clegg said that she was not certain if Academic Affairs would want to be involved with the student ratings issue. She reported that Faculty Affairs was usually the committee that dealt with these kinds of issues in the past. Clegg said that an e-mail was sent out in August saying that a final decision was made to retain the use of paper TEVALs while developing the online version. New forms will be introduced next spring with more relevant information about questions being asked. TEVALs will be available online during fall 2005.

They are hoping to have more appropriate questions for courses that are taught online compared to the regular classroom setting. Clegg said she does not see the paper version of TEVALs disappearing in the foreseeable future. Faculty said they prefer to hand TEVALs out in class because the response rate would probably be higher. Online classes have no other choice but to use electronic TEVALs. Simon asked if the online version would have options to compare results to other courses and teachers and Clegg said that it is possible. Clegg distributed a handout of Section C 34.1 - 34.4 of the University Handbook and said that parts of these sections will need to be changed to address online courses and electronic TEVALs. Clegg said one of the problems with student ratings is that some teachers don't know they can tell students about the evaluation process and help them understand how the information is used. Simon suggested that a few lines be added to the forms, both online and paper form, telling students how and why the results are used. Fairchild told Academic Affairs members to let Clegg know if they are interested in working with her regarding the TEVALs and handbook changes.

III. Announcements (continued)

Spears thanked Academic Affairs members for their work on the committee. She asked committee members to talk complex issues over with their caucuses so a compromise can be reached at the Academic Affairs Committee level and problems do not arise on the Faculty Senate floor and all of the work be undone. Herald said that we are here to work together as a team and serve faculty and students.

VI. Assessment Update - Patricia Marsh

Marsh reported that November 1st is the deadline for departments to turn in their assessment plan to their deans. Deans are to submit assessment plans to Provost Nellis by November 29th. Each college will have a group of faculty who are trained to review the assessment plans. Marsh said that the office of Planning and Analysis will help departments that are having trouble developing their assessment plans. The assessment plans will be integrated into the seven year cycle of program assessment. The proposal will be presented through Academic Affairs and the information will be shared with Faculty Senate but that group may not need to have an official vote.

Marsh said that departments need to continue to work on their assessment plans on an ongoing basis and not just work on them a couple of years before they are evaluated. Spears suggested that issues get taken care of at the department level and Academic Affairs only get involved at the college level. She said departments should gain experience with assessment in their own terms and we should just deal with college to college level problems.

Marsh distributed handouts of templates that will also be given to department heads. Departments can use the templates to help them with their assessment plans that are due November 1st. If a rubric is used for a college/department, it should also be given to Planning and Analysis. Marsh said that campus wide assessment workshops were held last spring and there will be more held again on September 21st, 22nd and 29th.

VII. Course and Curriculum Changes

A. Undergraduate Education

1. A motion was made by Thompson and seconded by Marr to approve undergraduate course and curriculum changes approved by the College of Education May 18, 2004.

Secondary Education

MINOR MODIFICATIONS:

EDSEC 405 Middle Level Education

EDSEC 500 Content Area Methods in the Secondary School to: Content Area Methods in the Secondary and Middle Schools

EDSEC 520 Block II Lab; Content and Reading Methods to: Block II Lab; Content Area Methods and Field Experience

Minor Modifications:

Changes to the Secondary Education curriculum

*See white pages for details.

Motion passed.

B. Graduate Education - none

C. General Education

A motion was made by Hedrick and seconded by Stewart to approve the following two general education course proposals.

1. Approve general education course proposal approved by the General Education Council May 20, 2004.

SPCH 535 Communication and Leadership

2. Approve general education course proposal to change the number of MC 235 to MC 110 approved by the General Education Council August 26, 2004 (already offered as a UGE course - just changing the number of the class).

FROM:

MC 235 Mass Communication in Society

TO:

MC 110 Mass Communication in Society

Motion passed.

VIII. Old Business

A. General Education Steering Committee

Marsh said that she was on the General Education Steering Committee and that an online survey was sent out earlier this semester with the intent to gather information across campus on how general education should be defined. Faculty were asked what they thought the components of general education should be, different ways that it could be implemented, and who should administer the general education program. The surveys are to be completed by September 11th.

B. Standardization of certificates

Fairchild said after certificates were looked at last year, it was decided that there was no specific template that could be applied for all certificates. Certificates do go through the course and curriculum changes process and Academic Affairs does approve them. A motion was made by Erickson and seconded by Marr to remove this item from the Academic Affairs agenda. Motion passed.

C. Standard Class Meeting Times Update

Stewart reported that CAPP met on August 31st and continued to discuss concerns of the Standard Class Meeting Times Policy. A draft amendment was presented at their May 12th meeting that would allow 110 minutes courses to be scheduled sequentially with 10 minute breaks starting at 7:30 a.m. on Tuesdays and Thursdays. The amendment did not address how the 45 minute gap on Tuesday and Thursday mornings impacted the rest of the schedule. The biggest concern is the 75 minute classes for 3 hour courses on Tuesdays and Thursdays. Some faculty would like to go back to the old schedule for 3 hour courses because the new schedule creates course conflicts for many students. Stewart said CAPP hopes to have an amended policy ready to go before Faculty Senate in October or November.

D. Academic Definitions Update

Fairchild said that this item hinges on the Standard Class Meeting Times Policy and cannot be dealt with until that policy is finalized with no more changes.

E. Senior and Alumni Surveys Update - Patricia Marsh

Marsh reported that surveys were administered to alumni one year and four years out of college. Some of the questions on the survey are very outdated. A memo was sent out asking for nominees to serve on the University Assessment Surveys Committee. Trussell will serve on the committee as a liaison for Academic

Affairs and someone from Graduate School Council and the Director of Alumni Relations will also be on the committee. Marsh said that they would like to have a new survey in place by next fall. Fairchild said that Bob Stokes expressed an interest in serving on this committee.

IX. New Business

A motion was made by Erickson and seconded by Thompson to approve the May 2004 graduation list and the following additions to the graduation lists.

A. Approve May 2004 graduation list.

B. Approve additions to graduation lists.

December 2002

Stephen Dvorak, Arts & Sciences - BS-Mass Communications-AD

August 2003

Katherine B. Ingersoll, Architecture, Planning and Design - Bachelor of Architecture

December 2003

Charles Bagby, Arts & Sciences - BS-Biology

May 2004

Kevin A. Steckley, Business Administration - BS-Marketing and International Business

James Bradley Weilert, Graduate School - Master of Science

Motion passed.

X. Committee Reports

A. Report on General Education Council

Currently, there is not a member of Academic Affairs on the General Education Council. Fairchild said he will be looking for a volunteer to act as a liaison for this committee.

B. Trussell report on University Library Committee

Trussell reported that the University Library Committee will meet next week. Trussell also reported that the library is very happy with their new dean, Lori Goetsch.

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

Stewart asked if someone would volunteer to be an alternate for him at CAPP meetings if he is unable to attend. CAPP meets once a month on the 2nd Wednesday. Trussell agreed to be an alternate for Stewart. Stewart reported that CAPP is looking into the final exam policy and whether exemptions should be granted. Students who are in evening college and work during the day have a difficult time making it to finals scheduled during the daytime. Another item that may cause problems is that there is a Big 12 track meet scheduled the same day as spring commencement. They are encouraging students and departments to alert families regarding this issue.

D. Reynolds report on Student Senate

Reynolds had to leave before the Student Senate report, but asked Hedrick to report for him. Student Senate has only had minor developments since they have not met very many times yet.

XI. For the Good of the University

Stewart reported that as of last week, evening college exceeded the two terms last fall. There are approximately 950 - 1000 students enrolled in evening college and the credit hour production is more than double both terms last fall.

Fairchild said that he received an e-mail from Kim Freed asking Academic Affairs to talk about the drop

policy issues. Approximately 100 students were dropped from about 40 sections. Some of the issues that have come up are how students can get in touch with instructors before classes start, students on campus for the first time and not knowing where there classes are located, and the burden of faculty receiving e-mails from students asking to not be dropped. He said he would discuss this issue with Jackie Spears, Faculty Senate President, and it may be added to our September 21st Academic Affairs agenda.

XII. Adjournment

Meeting adjourned at 5:25 p.m.