

MINUTES
Faculty Senate Academic Affairs
September 21, 2004 3:30 pm K-State Union, Room 204

Present: Ackerman, Erickson, Hedrick, Lehew, Reynolds, Simon, Stokes, Trussell

Absent: Fairchild, Marr, Stewart, Thompson, Turnley

Visitors: Kim Freed, Eleri Griffin, Tom Herald, Carla Jones, Monty Nielson, Jackie Spears, Hayley Urkevich

I. Call to Order

The meeting was called to order by Pat Ackerman, filling in for Fred Fairchild as Chair, at 3:35 p.m.

II. Approval of minutes of September 7, 2004 Academic Affairs Committee meeting.

A motion was made by Erickson and seconded by Reynolds to approve the minutes of the September 7, 2004 Academic Affairs Committee meeting. Stokes made the following amendment: on the last line of VIII. E.: his name should be spelled Bobb (instead of Bob). The motion, along with the amendment, passed.

III. Announcements

Ackerman announced that the State of the University Address will be held this Friday, September 24th, at 3:00 p.m., in the Alumni Center Ballroom.

IV. Course and Curriculum Changes

A. Undergraduate Education - none

B. Graduate Education - none

C. General Education - none

V. Old Business

A. General Education Steering Committee

Ackerman reported that Fairchild was hoping that someone from Academic Affairs would volunteer to be a liaison on the General Education Steering Committee. The committee is looking at possible alternatives to the current general education program. The committee will review the proposals along with Provost Nellis. Spears said that it is important that results from the committee are reported to Academic Affairs so this information can be taken back to caucuses. Hedrick agreed to serve on the committee as a liaison. Spears said to be sure to ask students what they want for general education.

B. Standard Class Meeting Times Update

Ackerman reported that this item was referred back to CAPP and Academic Affairs will have to wait for feedback from CAPP before any action can be taken. Spears said that she received an e-mail from Alison Wheatley asking that the current Standard Class Meeting Times Policy be changed back to the old schedule regarding the 75 minute classes on Tuesdays and Thursdays. The 40 minutes break around the noon hour would be eliminated and 75 minutes classes would run back to back with 10 minute breaks between classes. Spears said that the policy would need to get approved by the December Faculty Senate meeting in order to have it in place before the fall 2005 line schedule deadline. The change would have classes over with by 5:00 p.m. but would move the 75 minute classes out of sync with the 2, 3, and 4 hour labs. Spears has asked Wheatley to put together a case to justify this policy change. CAPP is scheduled to meet on October 6th to discuss the issue and Spears said she will attend this meeting.

C. Academic Definitions Update

Ackerman reported that this item was also referred back to CAPP and Academic Affairs will have to wait for feedback from CAPP before any action can be taken.

D. Senior and Alumni Surveys Update - Patricia Marsh

Marsh was absent so there was no report.

E. Assessment Update - Patricia Marsh

Marsh was absent so there was no report.

F. Appoint liaison to Prerequisites Task Force

Ackerman said that a volunteer was needed from Academic Affairs to act as a liaison on the Prerequisites Task Force. The LASER system has software that will give faculty the option of denying students access to a course if they do not have the appropriate prerequisites. Faculty would be able to override the system if they choose to. At the last Academic Affairs meeting, the committee decided to ask the same people that served on the Wait List Task Force to be on the Prerequisites Task Force. Ackerman said there would be a limit of how long the task force would meet due to the timeline of the LASER project. Nielson encouraged Academic Affairs members to discuss this issue with their caucuses and use this as opportunity to take an inventory of prerequisites and eliminate or modify them as necessary. Nielson said it will still be possible to have the line schedule say "with instructor permission" for courses. Ackerman said that Fairchild will be calling members to try to find a liaison for this task force.

G. Class Drop Policy - Hayley Urkevich, Kim Freed, Carla Jones **ATTACHMENT 1**

Ackerman reported that Faculty Senate passed the changes to the Class Drop Policy last year with the intention of helping students and was not meant to punish them. Freed distributed a memo that outlined two options that might be explored for changing the policy: 1) Leave the "drop policy" on the first day of class and ensure that all staff and contact information is readily available to students; and 2) Change the policy to read: "If a student misses the first day of class(s) he or she will have twenty-four hours to contact the instructor before he or she may be dropped from the class." Freed said they had also discussed another option not listed on the handout: Students would be dropped the second day of class if they are absent. Urkevich reported that Student Senate had an amendment to the policy last spring to move the timeline for being dropped to the second day of classes but the amendment failed at the Faculty Senate meeting and the policy passed as it was written. Students do not know who to call when the line schedule says "staff" and they don't always know what office to call to find out this information. Urkevich reported that 109 students were dropped from classes on the first day of the semester. Simon asked if those figures included students that were not going to take the class anyway. Urkevich said it was not in the best interest of a student to leave their name on a course list for monetary reasons. Ackerman said that from a faculty perspective there are students who do not show up for classes when there was a ten day waiting period before dropping them. Ackerman said it would be helpful to have specific information about the 109 students that were dropped: how many were freshmen or transfer students and couldn't find the classroom, how many were going to drop the class anyway, how many couldn't get in touch with the instructor, etc. Ackerman pointed out that if students don't get the instructor notified the first day, giving them another 24 hours will probably not help either. Freed suggested that the policy should be emphasized more at orientation and other advising sessions. Jones reported that the Office of Student Life received many calls regarding the policy and many students were worried about being dropped from classes. She said that student stress has increased over the last several years at Kansas State University and we need to lessen students' stress level, not increase it. Spears reported that out of the 109 students dropped, 84 students were dropped from closed classes. Stokes said it is important to communicate with students to let them know that the semester begins on the first day of classes and that they are expected to be there. Committee members agreed that communication of the Class Drop Policy is the main issue. Urkevich said that she thought changing the policy to allow students more time before they are dropped from classes would not mean that less students would attend classes the first day. Hedrick mentioned that some of the problem with letting faculty know students won't be in class is also the notification procedures used by colleges. A motion was made by Stokes and seconded by Reynolds to appoint a subcommittee to reexamine the Class Drop Policy. Hedrick said he was opposed to the motion because he would like to get more information first about students that were dropped from classes before deciding about a subcommittee being appointed. Erickson pointed out that the subcommittee could get the information for a report and then let Academic Affairs know about their findings. Lehew suggested that a learning process occurs after the first time a policy is in place and used and that it will

probably work better in the future when everyone is more aware of the process. Simon suggested that perhaps the wording of the policy could be changed to say students can contact the Office of Student Life, their department, or the instructor of the course. Jones said that the policy says instructors “may” drop students and that phrase was interpreted in different ways by faculty. Simon asked if the students could do some of the research on the students that were dropped and bring the information back to Academic Affairs. Hedrick thought that those may be hard questions for students to ask their peers. Girffin said that the Student Affairs Academic Affairs committee was not privy to that information from their peers. A vote was taken on the motion to form a subcommittee to revisit the issue. Motion passed with Hedrick abstaining. Trussell volunteered to serve on the subcommittee and said she was concerns about privacy issues. Reynolds also volunteered to serve on the committee. Ackerman said to let her or Trussell know if members think of any other questions or concerns regarding this issue.

VI. New Business

- A. A motion was made by Stokes and seconded by Trussell to approve the addition to a graduation list.

May 2004

Jennifer F. Ubel, Business Administration - BS-Marketing and International Business

Motion passed.

VII. Committee Reports

- A. Report on General Education Council

There is currently no Academic Affairs member on the General Education Council so there was no report.

- B. Trussell report on University Library Committee

Trussell said she was out of town so did not attend the University Library Committee meeting but agenda included the introduction of the new Dean, Lori Goetsch, and discussion of university repositories and publishing by the university. Trussell said that the ideas of establishing a repository and looking at promotion and tenure policies are gaining momentum due to the high cost of publishing in journals along with the high cost of buying these journals. She also reported that the library is also looking into storage for preservation purposes. The Kansas Foundation Center is currently being used for storage but there are problems with moisture there.

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

Stewart was absent and Spears covered some of CAPP’s activities earlier.

- D. Reynolds report on Student Senate

Reynolds reported that Student Senate has been working on some allocations and has also appointed an Honor System Task Force to try to unify the system across campus.

VIII. For the Good of the University - none

IX. Adjournment

The meeting adjourned at 4:55 p.m.