

MINUTES
Faculty Senate Academic Affairs
January 25, 2005 3:30 pm K-State Union, Room 204

Present: Fairchild, Hedrick, Lehew, Marr, Reynolds, Simon, Stewart, Stokes, Trussell, Turnley

Absent: Ackerman, Erickson, Thompson

Visitors: Roger Adams, Tom Herald, Ray Hightower, Monty Nielsen

I. Fred Fairchild, Chair, called the meeting to order at 3:30 p.m.

II. The minutes of the January 11, 2005 meeting were approved.

III. Announcements - none

IV. Course and Curriculum Changes

A. Undergraduate Education - none

B. Graduate Education - none

C. General Education - none

V. Old Business

A. Senior and Alumni Surveys Update – Alice Trussell

Nothing to report at present. Committee will be meeting in the near future.

B. Assessment Update - Patricia Marsh – not present

C. CAPP Standard Class Meeting Time Revision – David Stewart - **Attachment 1**

Dr. Ray Hightower, Assistant Dean of Engineering, handed out an updated version of the proposal as well as a flow chart picturing the change. Dr. Hightower reviewed the handout with the committee and answered questions regarding the proposal. He commented the alternative is not a major change in the system and would only affect the afternoon classes. Also, he informed the committee that CAPP is reviewing this entire policy, but there are no changes in addition to this in the near future. Senator Trussell asked if we really need to adopt this change if it could be approved as an exception. Dr. Hightower agreed that it could be used as an exception and *has* been, but said that CAPP feels this amendment is needed and they recommend the addition of this alternative in order to meet student demand. Senator Fairchild asked for a vote on the proposal being presented to Faculty Senate at their next meeting. The committee voted unanimously in favor of this. Dr. Hightower will be present at the Faculty Senate meeting to answer any further questions.

D. Dropping of Minors - Fairchild

Senator Fairchild commented on the memo from Provost Nellis presented at the last Academic Affairs meeting regarding the recommendation of dropping six minors. He asked if there was any feedback on this recommendation. Senator Lehew would like to visit with her Department about two of the minors before the committee moves forward in responding to the Provost. She will then email her findings to Senator Fairchild.

VI. New Business

A. Faculty rights in the classroom

Senator Fairchild passed out an email forwarded to him from Roger Adams for the committee to read.

Senator Marr commented that trying to create a policy on this would get very complicated very quickly.

Senator Fairchild agreed and said he does not feel there is need to create a policy on this, but does feel it is important to explore and review what is already in place. Roger Adams informed the committee that

Faculty Affairs had just met and discussed this issue of faculty rights. The Faculty Affairs committee had requested input from different departments on what policies are in place for repetitive disruptive behavior in the classroom and found there were none. Many instructors put a statement in their syllabus regarding what is expected behavior in the classroom. There are no University policies that were identified, however, the Student Handbook does have a statement about disruptive behavior within it. Faculty Affairs does not

feel that a joint committee is necessary, but feels that units, departments, and colleges should address problems within their respective areas rather than try to create an unnecessary policy that would not include every possible problem that could be considered disruptive behavior. Faculty Affairs also suggested that it be reinforced to Department Heads and Faculty mentors of GTAs that they do have a responsibility to instruct their GTAs who are either new or from another culture what could be encountered in a classroom. Senator Stewart suggested encouraging Department Heads to keep this under advisement. He felt this should be monitored before we go forward. Senator Marr felt visiting with the University Attorney office might prove helpful. Senator Hedrick also felt this was appropriate and mentioned visiting with Cheryl Strecker about the matter before moving forward with anything else would be prudent. The committee, by a show of hands, agreed this would be wise. Senator Hedrick and Roger Adams, Chair of Faculty Affairs, offered to meet with Cheryl Strecker and report back to Academic Affairs.

B. Pick-A-Prof/On-line Teacher Evaluations

Senator Fairchild received an email from Kim Freed regarding Pick-A-Prof . The email stated that Faculty Senate did not respond favorably to this program. However, Academic Affairs instruction to the Student Senate was to bring more information back as noted in the November 16, 2004 Academic Affairs minutes. Senator Fairchild felt the door was left open for future discussion about Pick-A-Prof once more information came forward. Senator Reynolds agreed with that statement. Senator Simon heard that KU is doing on-line teacher evaluations and Senator Reynolds confirmed that. Senator Simon felt it is important to find out what KU is doing, what the response has been to it, how long has it been in place, etc. because that sets a precedent in the neighborhood, so to speak. She also said that many important questions would need to be answered prior to Academic Affairs giving their approval to this program such as: Who *is* Pick-A-Prof? How are they collecting the data? Is it scientifically valid? She made the comment that Faculty are here to make this a great environment for the students, but they haven't heard the compelling educational reason as to why this will make it a better environment for students. Senator Fairchild commented that the offer still stands for Student Senate to bring back more information. Senator Reynolds will relay the committee's questions and concerns to Student Senate candidates and have them address the answers. He will also contact Kim Freed regarding the committee's discussion.

VII. Committee Reports

A. Thompson on General Education Council

Senator Thompson asked that he be removed from the General Education Council. Academic Affairs agreed to remove this item from the Old Business items on future agendas.

B. Trussell report on University Library Committee

The committee had a meeting last week. First, she wanted to remind Academic Affairs of the Brice Hobrock Award. The deadline for nominations is February 14, 2005. Letters of nomination must be sent to Nelda Elder, Chair, Hobrock Award Committee, Hale Library 204, CAMPUS. The nominee must be either tenured or pre-tenured, with an appointment of .5 or more, and at the rank of assistant professor, associate professor or professor. The faculty appointment in the Libraries must have been held for at least two consecutive years. The award is based on an evaluation of the nominee's professional activities during the last two years. Faculty members are not eligible for the award more than once every five years. The Libraries' Dean, Associate and Assistant Deans, and Director of Administrative Services are not eligible. No person may nominate more than one librarian for the award. Second, The committee is working on creating a set of by-laws. Also, they are working towards having university wide representation on the committee and cut down on the amount of Library representation.

C. Stewart report on Committee on Academic Policy and Procedures (CAPP) – Nothing to report.

D. Reynolds report on Student Senate

Had a list of the Board of Regents appropriations from the Governor if anyone wanted to view them. Also, he had a list of approximately the next twenty classroom renovations.

E. Trussell report on Class Drop Policy subcommittee

Nothing to report at present. Committee will be getting back on schedule very soon.

VIII. For the Good of the University

- Senator Stokes recently saw the announcement for the second James Coffman Leadership Conference being held in May. He and Senator Lehew both attended last year and highly recommended going this year.

- Senator Hedrick mentioned that at their Arts & Sciences caucus meeting the question was brought up as to why we don't see more of the University Seal as opposed to the Powercat symbol? Senator Simon agreed and said she would mention this to her college campus planning committee. President-elect Tom Herald will also bring this up at one of the Faculty Senate Committee on University Planning meeting.

- Senator Trussell mentioned January 29th is Kansas Day and Hale Library has a Mosaic of the seal of the State of Kansas in the Sunflower entrance floor.

IX. Meeting was adjourned at 5:00 p.m.

Attachment 1
Proposed Amendment to SCMT Policy
(Approved by CAPP, 12/8/04)

Proposed amendment to the KSU Standard Class Meeting Time (SCMT) to allow an alternative schedule for the SCMT 110 minute class periods.

For courses or special classrooms in which the student demand requires five 110 minute class period during the day (7:30 a.m. to 5:20 p.m.), a department may use an alternate sequence of periods with 10 minute breaks between periods, the first period beginning at 7:30 a.m. (starting times are 7:30 a.m., 9:30 a.m., 11:30 a.m., 1:30 p.m., and 3:30 p.m.) If all of the periods are not consistently used each semester, CAPP may deny the department future use of this alternative 110 minute sequence.

Rationale:

This amendment allows a department to use five 110 minute class periods, one more than the four SCMT periods presently allowed during the day. CAPP has allowed the use of this alternative sequence for the Department of Biology since the implementation of the SCMT policy.

This alternative sequence uses the first two SCMT 110 minute morning periods, but replaces the two afternoon SCMT 110 minute periods (12:30 p.m. and 2:30 p.m.) with three 110 minute periods starting at 11:30 a.m., 1:30 p.m., and 3:30 p.m.

While the three new periods will create six overlaps of starting and ending times of other SCMT periods, research has shown that five sequential periods are a sufficient number of periods with different times from which a student can choose, and have non-conflicting access to, most other classes they need.

Most of the 110 minute classes are held in a specific type of space necessary for these classes, and because there generally is a lack of these special facilities, it is not possible to add concurrent class periods. Also, in some cases there may not be instructors available, even if additional classrooms were available. Therefore, the alternative five sequential periods during a given day would be the only solution for providing an additional class period during the day for a specific course or a special classroom.

A department is not required to obtain approval for use of this alternative 110 minute sequence, but a department should allow all five periods to be opened at the beginning of the enrollment session and must use all five periods during the semester because of student demand (cannot just schedule periods). If all of the periods are not used, CAPP can deny the department future use of this alternative 110 minute sequence.