

**MINUTES**  
**Faculty Senate Academic Affairs**  
**April 5, 2005 3:30 pm K-State Union, Room 204**

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

Absent: Ackerman, Erickson, Lehew, Thompson, Turnley

Visitors: Monty Nielsen and Jackie Spears

- I. Fred Fairchild, Chair, called the meeting to order at 3:35 p.m.
- II. The minutes of March 15, 2005 Academic Affairs Committee meeting were approved with the following change. Under VII. C., Senator Reynolds noted that \$28,000 should be \$48,000.
- III. Announcements  
Senator Fairchild mentioned there are still no candidates for President-Elect of Faculty Senate. He encouraged interested individuals to apply or if anyone knows of someone who is interested, please encourage him or her to apply.
- IV. Course and Curriculum Changes
  - A. Undergraduate Education
    1. A motion was made by Stewart and seconded by Hedrick to approve undergraduate course and curriculum changes approved by the College of Human Ecology on March 9, 2005:

*Department of Apparel, Textiles, and Interior Design*

CHANGE:

ID 310. Construction Methods and Materials for Interior Design

DROP:

ID 215. Interior Design Graphics

Curriculum changes to Bachelor of Science in Interior Design. See white sheets for details.

Motion carried.

2. A motion was made by Marr and seconded by Reynolds to approve undergraduate course and curriculum changes approved by the college of Education on March 29, 2005:

*Elementary Education*

CHANGE:

EDEL 220 TO: EDEL 200

EDEL 300 Principles of Elementary Education TO: EDEL 300 Foundations of Education

ADD:

EDEL 220 Early Field Experience

Curriculum changes to the Bachelor of Science in Elementary Education. See white sheets for details.

*Secondary Education*

CHANGE:

EDSEC 102 TO: EDSEC 200

EDCIP 310 TO: EDSEC 310

ADD:

EDSEC 220

Curriculum changes to the Bachelor of Science in Secondary Education. See white sheets for details.

Proposal to add EDSEC 220 for every secondary discipline (with the exception of Agricultural Education) consistent with the document "Proposed Changes in Secondary Education, March 3, 2005) and Eliminate the "Restricted Elective" in the Social Science section of General Education. See white sheets for rationale and further details.

Motion carried.

B. Graduate Education - none

C. General Education

1. A motion was made by Trussell and seconded by Stokes to approve GERON 315 and DAS 333 for UGE status and change of GEOG 440 TO: GEOG 340 as approved by the UGE Council on March 11, 2005.

Motion carried.

V. Old Business

A. Senior and Alumni Surveys Update – Senator Alice Trussell

The committee will be meeting this Thursday.

B. Faculty rights in the classroom – Senator Don Hedrick

As suggested in our last meeting, Senator Hedrick sent his letter to Cheryl Strecker in the Attorney's office for any suggestions prior to sending it to Provost Nellis and is awaiting a response. Senator Fairchild reiterated that the Academic Affairs committee does not see a need to bring this to the Faculty Senate floor for discussion, but feels Provost Nellis can disseminate information to Faculty on current policies in place.

C. Classroom Use – Senator Fairchild

Nothing to report. President Spears commented she is planning on setting a meeting with a few key people regarding classroom use within the next few weeks and feels confident a solution can be found.

D. Proposed change to Academic Calendar Committee – **Attachment 1**

Senator Fairchild requested this proposal be attached to our agenda again to discuss it prior to the upcoming Faculty Senate meeting. He turned the discussion over to President Spears. President Spears passed out the 2005 academic calendar with the fall, spring and summer starting and ending dates highlighted. She highlighted the Calendar Committee does not have any authority over the summer calendar. The summer calendar is under the purview of the Deans' Council and will most likely stay that way as per her conversation with Stephen White. What is important to note is the summer semester is defined as *12 weeks*. A lengthy discussion ensued about a variety of items surrounding the Calendar Committees' proposal and the possibility of changing wording on some of the guidelines. Senator Simon commented she feels very positive about the guidelines the Calendar Committee has created, but also feels some wording changes could be made. President Spears feels the Calendar Committee and the Deans' Council have a mutual respect for one another and will always try and work for the benefit of each other.

VI. New Business

- A. A motion was made by Marr and seconded by Stokes to approve additions to graduation lists:

December 2004

Jeanne Sue Falk, Graduate School, Master of Science

Motion carried.

VII. Committee Reports

A. University Library Committee – Senator Trussell

Nothing to report. The committee will be meeting in a couple of weeks.

B. Committee on Academic Policy and Procedures (CAPP)- Senator Stewart

Nothing to report. The committee is scheduled to meet next week.

C. Student Senate – Senator Reynolds

Senator Reynolds briefly highlighted some of the items of interest from Student Senate regarding the Honors program, On-line WIN, Student Activities Center, and by-laws.

D. Class Attendance Policy subcommittee – Senator Trussell

Senator Trussell has been invited to a lunch meeting with Jackie Spears, Hayley Urkevich, and Provost Nellis next week and will have more to report back the committee at our next meeting.

VIII. For the Good of the University

Senator Fairchild commented that Senator Jim Dubois is in the Mercy Regional Hospital here in Manhattan. He is not able to have visitors, plants, or flowers at this time, but cards may be sent to his home address.

IX. Meeting was adjourned at 4:35 p.m.

**ATTACHMENT 1**  
Proposed Changes to Academic Calendar Policy

**Background**

The Board of Regents requires that each Regents University have on file a 3-year Academic Calendar adhering to the minimum number of class days as well as state holidays. On October 14, 2003, Faculty Senate adopted a policy establishing an Academic Calendar Committee and a process by which the academic calendar would be developed and approved. At present the Board of Regents has approved the K-State Academic Calendar through Summer 2010.

Proposed Change

Item 7, a list of general operating guidelines to be used by the Academic Calendar Committee and Faculty Senate, is to be added to the current Academic Calendar Policy.

Rationale

In adopting the policy regarding the Academic Calendar, members of Faculty Senate were adamant that faculty have significant input and final approval of the Academic Calendar sent forward to the Provost and then to the Board of Regents. Discussions on the floor of Faculty Senate last spring, as well as discussions within the committee appointed to develop the Academic Calendar, suggest that a considerable amount of time is often spent in discussing broad parameters that have, in fact, remained relatively stable over the past. Members of the Calendar Committee have proposed that the Academic Calendar policy include a list of these general operating guidelines. Elements of the proposed calendars that conform to these general operating guidelines would not require any extended discussion by either the Calendar Committee or Faculty Senate, allowing discussion to focus on those elements of the proposed calendar that may be new.

As part of the Academic Calendar Policy, these general operating guidelines can be revisited periodically by members of the Academic Calendar Committee as well as by members of Faculty Senate.

University Calendar Committee  
Policies and Procedures

Approved by Faculty Senate October 14, 2003

1. The University Calendar Committee shall consist of the University Registrar (non-voting) as chairperson, three representatives of Faculty Senate appointed by the Faculty Senate President, and two students appointed by the President of the Student Body.
2. The University Calendar Committee shall maintain effective communication with the university community throughout its deliberations to insure sufficient input into the consideration process.
3. The University Calendar Committee shall make recommendations to the Faculty Senate Executive Committee not later than February 15. Faculty Senate shall then consider such recommendations for approval.
4. The President of Faculty Senate shall forward the recommendations of the Faculty Senate to the Provost for approval, copied to the President of the Student Body and the University Registrar, not later than May 15.
5. The Provost shall then send the calendar to the Board of Regents for final approval, whereupon it shall be distributed to the university community in a timely fashion by the University Registrar.
6. This process is applicable for calendar year 2005-2006 and thereafter. The current set of calendars, approved and on file with the Kansas Board of Regents, was revised in June 2002 and extends through academic year 2006-2007. While the Board of Regents is open, at any time, to modifications of previously submitted calendars, standard practice is for each Regents' institution to submit a single set of calendar projections once every five years.
7. *The following are the general operating guidelines that will be used in developing the Academic Calendar:*
  - 1) *Fall semester begins in August on a Monday, 10 days following the last class day (i.e., a Friday) of the Summer Semester;*
  - 2) *Labor Day, the first Monday in September, is a University holiday;*
  - 3) *The first Monday in October is designated as Fall Break, and is a student holiday;*
  - 4) *The traditional Thanksgiving Day (i.e., the fourth Thursday in November) is a University holiday. The Wednesday immediately prior to Thanksgiving is a student holiday. The Friday immediately following Thanksgiving is a University holiday.*
  - 5) *The fall semester is 75 class days in length (to include 14 Mondays, 16 Tuesdays, 15 Wednesdays, 15 Thursdays, and 15 Fridays), and the last day of classes is a Friday;*
  - 6) *The fall semester commencement exercises are on the last class day, a Friday and the Saturday immediately following;*
  - 7) *There are five final exam days in the fall semester beginning on the Monday following the last class day (i.e., the Friday prior), and concluding on the following Friday of the same week;*
  - 8) *The fall semester ends prior to the traditional Christmas Day holiday and the spring semester begins in January on the Thursday immediately prior to the Martin Luther King, Jr. holiday, which is the third Monday in January;*
  - 9) *The Martin Luther King, Jr. holiday is the third Monday in January and is a University holiday;*
  - 10) *Spring break, a student holiday, is five week days, beginning on the third Monday in March and concluding on the following Friday of the same week;*
  - 11) *The spring semester is 76 class days in length (to include 14 Mondays, 15 Tuesdays, 15 Wednesdays, 16 Thursdays, and 16 Fridays), and the last day of classes is a Friday;*
  - 12) *There are five final exam days in the spring semester beginning on the Monday following the last class day (i.e., the Friday prior), and concluding on the following Friday of the same week;*
  - 13) *The spring semester commencement exercises are on the last day of the final exam period, a Friday and the Saturday immediately following; and*
  - 14) *The first day of the summer semester is either 10 or 11 days (contingent upon where the Memorial Day holiday [a university holiday] falls on the calendar) following the last day of final exams (a Friday) for the spring semester.*