

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

Present: Ackerman, Fairchild, Hedrick, Reynolds, Simon, Stewart, Trussell

Absent: Erickson, Lehew, Marr, Stokes, Thompson, Turnley

Visitors: Vicky Clegg, Patricia Marsh, Monty Nielsen, Roger Adams

I. Call to Order

Fred Fairchild, Chair, called the meeting to order at 3:33 p.m.

II. Approval of minutes of November 16, 2004 Academic Affairs Committee meeting.

A motion was made by Stewart and seconded by Ackerman to approve the minutes of November 16, 2004 Academic Affairs Committee meeting. Minutes were approved with the following revisions:

Add Tyson Moore to the list of visitors.

Under item V. D. the following change was made to the last sentence. "The report will be what is presented to go to the Higher *Learning* Commission."

III. Announcements:

Fairchild welcomed Candace Ortega, the new Faculty Senate Office Secretary. She was warmly welcomed.

Fairchild announced that Course & Curriculum changes from this year are being reviewed in order to assure all changes have been through the process of approval.

Fairchild announced that the Faculty Senate Office is in the process of updating the website with the latest agendas and minutes.

Fairchild announced that he and Senator Spears, Faculty Senate President, are in the process of reviewing the distribution list for Green and White course and curriculum sheets as the email list and paper list do not match. Senator Simon inquired as to how long it is necessary for individual committee members to keep Green and White sheets. Fairchild responded that once they have passed through Faculty Senate he saw no need to keep them much longer because the colleges and the Faculty Senate office would have record of them as well as they would be on the agenda and minutes of the meeting.

Fairchild announced there is a Legislative Forum on Post Secondary Education being held by the Classified and Faculty Senates on Friday, December 17, 2004 at 1:00 p.m. in the Big 12 Room of the K-State Student Union and he encouraged members of the committee to attend if able.

IV. Course and Curriculum Changes

A. Undergraduate Education

1. A motion was made by Hedrick and seconded by Trussell to approve undergraduate course and curriculum changes approved by the College of Human Ecology on March 8, 2004.

*School of Family Studies and Human Services*

Page 221, KSU Undergraduate Catalog, 2002-2004

DROP:

Family Financial Planning

Rationale: low enrollment

Motion carried.

B. Graduate Education - none

C. General Education

A motion was made by Ackerman and seconded by Stewart to approve catalogue description changes approved by the UGE council.

1. Approve catalogue description changes to the following:

SPAN 161 Spanish I

SPAN 162 Spanish II

SPAN 261 Spanish III

SPAN 263 Spanish IV - Course number changed to SPAN 361 Spanish IV

BIOCH 110 Biochemistry and Society

Motion carried.

2. Approve proposal for optional UGE equivalent - **ATTACHMENT 1**

A new version of the attachment came forth and Fairchild passed this out for review in place of the original attachment. Dr. Vicky Clegg was present to give us some background information and answer any questions on this proposal. She wanted to make it clear that she is the Provost Designate of UGE and therefore was not there specifically representing the UGE Council.

Dr. Clegg gave a brief history of how this proposal came about. Last December the UGE Procedures Committee submitted a set of recommendations proposed to enhance or improve the current UGE policies and procedures. Input was also included from ICCP. One of the recommendations allowed for the revision of College UGE Program requirements to include upper-division courses or experiences, (experiences were commented as different from the conventional delivery of a classroom course, for example, study abroad or internships) specifically designed for majors. This course or experience would be subject to the approval process of the UGE Council to ensure continuity with existing UGE criteria. The course or experience must incorporate the three UGE benchmarks, as outlined in the attachment. She brought out that currently there are not enough 300 level courses available to the students. She also wanted to make clear this is an option, not a requirement, that each college can take advantage of if they so choose.

Ackerman asked if there was a timeline given by the UGE as to when they want approval of this. Dr. Clegg responded there was not. Reynolds inquired as to where the need came for this proposal. Dr. Clegg responded that within other committees the need arose for advanced writing courses and other writing rich courses. Simon also responded to Reynolds that this proposal works great for courses that are already in place that could be used in this process. Fairchild commented that this proposal would help with degrees where there are few electives from which to choose and he reminded the committee that this would be optional for the colleges, not required. Reynolds commented that from a student perspective this option is very good.

Dr. Clegg brought to light concerns about the language of the proposal and handed out a document that she had composed with changes. She asked for comments from the committee on the comparison of this document to the official proposal. Simon also felt the language on the official proposal could become an issue. There was a discussion regarding credit hours allowed to be used from upper-division major-specific courses or experiences as UGE equivalents. The committee agreed that this document from Dr. Clegg had beneficial changes to it and that the substance itself had not changed. Dr. Clegg will take this document back to UGE for approval.

A motion was made by Simon and seconded by Hedrick to approve the proposal from the UGE Council brought to Academic Affairs dated December 6, 2004 with recommended modifications from the UGE Provost Designate dated December 7, 2004. Further action prior to Faculty Senate will only be necessary if the UGE Council does not approve recommendations from the UGE Provost Designate.  
Motion carried.

V. Old Business

- A. Academic Definitions Update –  
Fairchild asked if Stewart could confirm that CAPP is beginning to move on definitions. Stewart confirmed this and said that it is in process.
- B. Senior and Alumni Surveys Update – Dr. Patricia Marsh  
The committee has met twice and they have created four sub-committees, each with a specific task and a Chair to keep them moving. The sub-committees are trying to find the best way to solicit information from faculty, whether by face-to-face solicitation or by on-line surveys. The committee as a whole will then look at strategies of each of the four sub-committees. She feels encouraged by all those involved.
- C. Assessment Update – Dr. Patricia Marsh  
An email was forwarded from the Provost's office late yesterday afternoon regarding the self-study report which is now on the website. Feedback is appreciated if the committee members have the opportunity to look at the report. The website for the assessment program has been upgraded and is now on a portal system setup with tabs for information so it should be easier to access. Dr. Cia Verschelden, Dr. Ruth Dyer, and Dr. Patricia Marsh have done presentations regarding the improvements and will continue to do more before the HLC (Higher Learning Commission) Focus visit February 21-22, 2005.

## VI. New Business

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

December 1999

Michelle Dawn Carney - Human Ecology, BS in Interior Design

Motion approved.

## VII. Committee Reports

- A. Thompson on General Education Council – No report. Thompson was absent.
- B. Trussell report on University Library Committee -  
The committee had their meeting on November 17, 2004. Four basic areas were focused on. 1. Demonstration on the Web of Science, which is a citation linked database where you can go both backwards and forwards. It will replace many, many indexes in book format and will save much time in research. 2. Procedures and Representation. They currently have no governing written guidelines for the University Library Committee. President Spears has asked that they come up with a written set of guidelines. 3. Dean Goetsch gave a report about future cost the Library is facing. Inflation rates are at 14%. This poses a long-term concern about funding for the Library. There is a Library Funding Task Force that has been meeting on this for the last year that was instituted by Provost Coffman and is in the transitional phase with Provost Nellis. 4. Dean Goetsch also gave an update on the Space and Facilities plan. The Foundation building has served as their annex for overflow materials for quite some time, however, it is not an adequate size for continued use, and is in poor condition with too much moisture for books. Therefore, they are seeking better space and are looking into a long-term facility. This facility would most likely include Kansas State, Wichita, and KU and would possibly be located near KU.
- C. Stewart report on Committee on Academic Policy and Procedures (CAPP) – No Report
- D. Reynolds report on Student Senate  
The OSAS (Office of Student Activities and Services) fees were maintained for three years, except in one instance. Also, twenty-eight pages of Election regulations were updated and a few other updates are in process. Fairchild encouraged the committee to attend and observe one of the Student Senate meetings, if they ever have an opportunity, to get a feel of how they operate. The meetings are Thursday at 7 p.m. in the Big 12 Room at K-State Union.

- E. Ackerman report on Class Drop Policy subcommittee  
Ackerman reported the committee has arranged for two sub-committees with two specific tasks. The first will be tied to policy revision and what specific changes are necessary. The second will deal with the process of implementing the policy and problems with educating Faculty and students on the implementation of that policy.
  
- F. Hedrick report on the General Education Steering Committee  
Hedrick has not been contacted by the committee. He has left a message for the Provost Designate of this committee and is awaiting a response. Dr. Patricia Marsh commented they are working on a final report for the Provost due this semester.

VIII. For the Good of the University

-Fairchild addressed an email he had received regarding teacher's options and rights when a student becomes disruptive to the class. The topic elicited a variety of comments and suggestions from the committee. The consensus was to table this item for further discussion as to what action is needed.

-Fairchild asked the committee if any of them had been made aware of finals taking place outside of the scheduled time. Trussell relayed one incident that she was aware of, but it had been addressed. Fairchild reminded the committee if a situation of this nature arises, policies in place to guide us.

IX. Adjournment

The meeting adjourned at 5:15 p.m.