

MINUTES
Faculty Senate Academic Affairs
September 6, 2005 3:30 pm K-State Union, Room 204

Present: Collins, Erickson, Fairchild, Hedrick, Higgins, Lehew, Lovely, Martin, Stewart, Stokes, Trussell,
Absent: Sachs, Thompson
Visitors: Monty Nielsen, Tom Herald, and Cia Verschelden

I. Alice Trussell, Chair, called the meeting to order at 3:35 p.m.

II. The minutes of May 17, 2005 stood approved as written.

III. Announcements

Tom Herald, President of Faculty Senate, thanked all members for participating in this committee.

IV. Course and Curriculum Changes

A. Undergraduate Education

1. A motion was made by Martin and seconded by Erickson to approve undergraduate course and curriculum changes approved by the College of Business Administration May 19, 2005:

- a. Changes in receiving a minor in business
- b. Changes in proposed enrollment management
- c. Changes to current policy on Transfer Students
- d. Changes to current policy of curriculum from other K-State Colleges (DOE to K-State Fall 2001 or later)
- e. Changes to current policy on readmission qualifications of students dismissed from the College of Business Administration (DOE to K-State Fall 2001 or later)
- f. Changes to current policy on reinstatement

Motion carried.

B. Graduate Education - none

C. General Education - none

V. Old Business

A. Senior and Alumni Surveys Update – Senator Alice Trussell

The committee has been working through the summer. The survey that has been completed is not for seniors or alumni at this point, but has been directed to Deans and dept heads. Based on that information they will move forward with other surveys. They will meet this Friday with the Office of Assessment. Patricia Marsh, who worked in that office, left in August for a new position.

B. Faculty rights in the classroom – Senator Don Hedrick

Hedrick gave a brief history on the background of faculty rights in the classroom. Roger Adams, past chair of Faculty Affairs and himself worked together on this issue. No policy changes were made, but it was decided an intense informational campaign should ensue. A letter was sent to Provost Nellis in May and he indicated he would speak with Deans and Departments heads and have them disseminate the information. This item will be removed from the agenda.

VI. New Business

A. A motion was made by Stokes and seconded by Stewart to approve the May 2005 graduation list. Motion carried.

B. A motion was made by Martin and seconded by Fairchild to approve additions to graduation lists:

August 2004

Stephanie Powers – BA from Arts and Sciences

Albert John Ghergich III – Bachelor of Fine Arts from Arts and Sciences

May 2005

Andrew R. Woody – BS from Arts and Sciences

Marie Elizabeth Schulte – BS from Arts and Sciences

Motion carried.

VII. Committee Reports

A. University Library Committee – Senator Trussell

No report.

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

1. Proposed Policy for a KSU Certificate Program – **Attachment 1**

A motion was made by Martin and seconded by Stewart to approve the proposed policy. Discussion arose around the paragraph talking about the certificate program being recognized and/or endorsed as marketable by the profession it serves. There were various different opinions about what this paragraph meant. Lehew asked what would be evidence of endorsement by the profession in which it serves? Stokes mentioned concern about students misusing the title and saying they're "certified" in a certain area because they have a "certificate". Members recognized the potential for misuse. Monty Nielsen, Registrar, interjected we already have a long list of certificate programs at K-State. What is missing is any kind of structure or standards to help streamline the approval of them. He felt there could be some value in holding off on voting on this until we talk to someone from CAPP. Fairchild felt that we shouldn't keep creating certificates for the sake of creating them, but we should make sure they are useful. Dr. Cia Verschelden, Director of Assessment commented that we should add "rationale" along with purpose, and add a new #2 that says "documented need". Senator Lovely suggested adding "scholarly" to the paragraph speaking about recognized and/or endorsed. Fairchild made a motion that we table the first motion until CAPP can review our suggestions and have a member of CAPP return to discuss this proposal. Erickson seconded and the motion to table first motion carried.

The agenda was interrupted briefly to allow Cia Verschelden, Director of Assessment to speak.

Dr. Cia Verschelden gave a brief overview on what is going on with the Office of Assessment. She wanted to let the committee know how much she appreciated Pat Marsh's very, very dedicated work prior to her leaving. Cia began her new position two weeks ago, although she had been involved with assessment and review for some time. The Office of Assessment is currently evaluating UGE courses. Two graduate students and one undergraduate student have been hired to give assistance. They are a little behind on the GTA survey, but will be working on that. Also, an Assistant Director needs to be hired and Cia would like a member of Academic Affairs to be a part of the search committee. Members were instructed to let Alice know if they were willing to serve in that capacity. The first annual reports on assessment are due in March. Three-year plans were asked for, and now after the first year, these plans need to be reevaluated. She emphasized that student participation in assessment needs to be stronger and this could be in a variety of ways.

2. Academic Definitions, Prerequisites, etc. – **Attachment 2**

Monty Nielsen touched briefly on how this would be affected by LASER. All courses need to be reviewed and updated by colleges regarding their prerequisites. Some colleges are already working on this in cooperation with the LASER project. Discussion arose about the process of warning or denying a student by use of LASER. This system is not selective by college. It would be a university decision. Discussion leaned more towards questions about LASER. Monty responded that this proposal is not about LASER right now, it simply gives definitions. A motion was made by Stewart and seconded by Hedrick to approve the Academic definitions, Prerequisites, etc. Motion carried.

C. Student Senate – Senator Alex Lovely

Lovely reported that Student Senate met last week. A presentation by Gary Leitnaker was given on the proposed Parking Garage near the union and it will be voted on this coming Thursday. In regard to the damage caused by Hurricane Katrina, the Student Senate Cabinet is contacting other Big 12 schools in order to raise and send funds to help.

VIII. For the Good of the University

Stokes asked about Hurricane Katrina and what the University is doing. Trussell commented that transfer students are being taken at K-State. Also, Stewart said seven are already here and we will be taking more. Several activities are beginning to start. Committee members talked about offering services to help and wondered about the consequences of taking leave both for faculty and students. Trussell will pass these concerns on to Faculty Senate Leadership Council.

IX. The meeting was adjourned at 5:05 p.m.

ATTACHMENT 1
Proposed Policy for A KSU Certificate Program
(Recommended by CAPP, 7-13-05)

A KSU “Certificate” program emphasizes a focused specialty area of study as a part of or beyond the requirements for bachelors, masters, and doctoral degrees.

It must increase the knowledge and skills of individuals such as to enhance their employability and opportunities for promotions and salary benefits.

It must be recognized and/or endorsed as marketable by the profession in which it serves, and validated by a specified assessment process.

The department and college that provides a certificate program must provide for approval the:

- 1) “purpose”,
- 2) “requirements”,
- 3) “desired outcomes”,
- 4) “assessment procedures”,
- 5) estimated budget and staff required, and
- 6) seek approval of their certificate program through normal academic channels.

ATTACHMENT 2
ACADEMIC DEFINITIONS: Prerequisites, etc.
(Recommended by CAPP, 7-13-05)

Course prerequisite (Pr.): a requirement that a student must satisfy before he/she is permitted to enroll in that course. This requirement can be one or any combination of the following: complete one or more lower level courses (if no grade specified, earn at least a P, CR, or D grade in the prerequisite course); complete a lower level course with a grade specified (C,B,A); a specified class rank for the student (sophomore, junior, senior), or instructor's permission.

Course recommended prerequisite (Rec. Pr.): a requirement a student need not satisfy before enrolling in the course, but recommended in order to enhance the student's learning of the course material.

Concurrent requirement (Conc.): a requirement (course, practicum, etc.), which must be completed at the same time, during the same session, with the course in which it is listed as a concurrent requirement.

Course prerequisite or concurrent requirement (Pr. or Conc.): a requirement of one or more courses in which a student should either complete with the appropriate grade prior to enrolling in this course, or take concurrently with this course.