

**MINUTES**  
**Faculty Senate Academic Affairs**  
**May 16, 2006, 3:30 p.m.**  
**K-State Union, Room 204**

Present: Fairchild, King, Lehew, Pacey, Ramaswamy, Sachs, Stewart, Wright-Carroll

Absent: Atkinson, Chengappa, Couvelha, Hedrick, Martin

Visitors: Monty Nielsen, Stephen Kiefer, Roger Adams and Jackie Spears

1. Fred Fairchild, Chair, called the meeting to order at 3:35 p.m. He asked to modify the agenda to allow Stephen Kiefer, Director of the Honors Program, to speak to the committee. The committee was in support of this.

Kiefer passed out a brief handout reviewing the plan for the University Honors Program. Highlights of the handout were:

- All honors students will continuously enroll in a 020 course number (no credit; this will be by college).
- Students will take an Introduction to Honors course which will be numbered 189 (again, by college). This is a 1 credit hour course at present and will be processed as a variable credit.
- Students will take two, 3 credit hour courses that are honors courses. At the present time, students will be able to use courses that are already in the catalogue. They will work on generating more options for the students to fill this requirement (classes, study abroad, community service, etc.).
- Colleges are currently defining their requirements for completion of the Honors Program – requirements that will be in addition to those listed above. These will probably be between 4-6 credit hours and will vary slightly by college.
- Course proposals will be sent through Faculty Senate for approval.

Kiefer wants to remain flexible with this program in order to make it possible for both transfer and K-State students who may not start out in the honors program. Each student's situation will be somewhat different, so they may have to work on a case by case basis. Honors courses are planned to be general education at this time. Course approvals will go through each individual college and then through Faculty Senate. It was questioned whether there will be criteria for a course to be approved as an honors course, such as the criteria a course has to meet before it is approved for UGE status. Kiefer will have to look into this further. Kiefer also commented that faculty support of this program is necessary. Lehew asked about the possibility of UGE courses being approved as honors courses. Kiefer is unsure at this point. It is possible these may be used in helping fill the needs of the Honors Program. This is a work in progress, but various committee members commended Kiefer for his work with this program. Further questions may be sent to Kiefer at [ksuhonors@ksu.edu](mailto:ksuhonors@ksu.edu).

2. The May 2, 2006 minutes stood approved.
3. Announcements  
Roger Adams expressed appreciation on behalf of Faculty Senate Leadership Council for committee members taking time out of their schedules to serve on these various standing committees.
4. Investigation and Adjudication Procedures for Honor System – Jackie Spears – **Attachment 1**  
Jackie Spears returned with a revised version of the Investigation and Adjudication Procedures for the Honor System taking into consideration suggestions from our last meeting. Spears gave new members of Academic Affairs a brief background of the reasons for changing documentation for the Honor System. Spears then proceeded to review with committee members the changes made to the document since our last meeting. There continues to be concern over honor violations that occur toward the end of the spring semester. It was requested an amendment be made prior to sending this forward to Faculty Senate. Stewart expressed appreciation for Spears dedicated work on this project as well as the ad hoc committee. A motion was made by Lehew and seconded by Stewart to accept the Investigation and Adjudication Procedures proposed language with a friendly amendment that will be voted on electronically tomorrow by members of the Academic Affairs Committee. Motion carried.

Follow up: The amended language was submitted and approved electronically by members of the Academic Affairs committee and the revised document is shown in Attachment 1.

## 5. Course and Curriculum Changes

### A. Undergraduate education

1. A motion was made by Lehew and seconded by Wright-Carroll to approve undergraduate course and curriculum changes approved by the College of Human Ecology on May 1, 2006:

#### **COURSE CHANGES**

##### ***Department of Human Nutrition***

ADD:

HN 535 Energy Balance

#### **CURRICULUM CHANGES**

##### ***Department of Human Nutrition***

CHANGE:

Curriculum changes to the Bachelor of Science in Athletic Training. See pages 2-3 of white sheets for further details and rationale.

Curriculum changes to the Bachelor of Science in Human Nutrition; Nutritional Sciences option (Pre-medical, pre-dental, and medically related fields). See pages 4-5 of white sheets for further details and rationale.

Motion carried.

- B. Graduate Education – A motion was made by Stewart and seconded by Ramaswamy to approve graduate course and curriculum changes approved by the Graduate Council on May 2, 2006:

#### **CHANGE:**

ACCTG 845 International Accounting  
AT 670 Apparel Pre-Production Processes  
ENGL 805 Practicum in Teaching University Expository Writing  
FREN 711 Seventeenth-Century French Literature  
FREN 716 Contemporary French Literature  
FREN 720 Seminar in French Literature  
HN 840 Public Health Field Experience  
KIN 600 Exercise Psychology  
KIN 601 Cardiorespiratory Exercise Physiology  
KIN 602 Gender Issues in Sport and Exercise  
KIN 603 Cardiovascular Exercise Physiology  
KIN 604 Exercise and Mental Health  
KIN 605 Topics in the Biological Basis  
KIN 606 Topics in the Behavioral Basis of Kinesiology  
KIN 607 Muscle Exercise Physiology  
KIN 625 Exercise Testing and Prescription  
KIN 630 Design and Analysis of Exercise and Sport Equipment  
KIN 635 Nutrition and Exercise  
KIN 650 Development of Motor Control  
KIN 655 Fitness Promotion  
KIN 657 Therapeutic Use of Exercise in the Treatment of Disease  
KIN 792 Internship in Exercise Science  
KIN 796 Topics in Kinesiology  
MANGT 623 Compensation and Performance Management  
MANGT 633 Advanced Human Resource Management  
MC 685 Media Management  
ME 721 Thermal Systems Design

NE 761 Radiation Measurement Systems  
WOMST 610 Seminar in Women's Studies

**DROP:**

FREN 712 Seventeenth-Century French Literature II  
FREN 717 Twentieth-Century French Literature II  
FREN 718 The French Novel

**NEW:**

ART 826 Graduate Seminar  
ART 887 Contemporary Art Theory and Criticism  
ENG 685 Topics in Rhetoric and Composition  
KIN 840 Public Health Field Experience  
PHILO 649 Philosophy and the Origins of Modern Science

Graduate Certificate in Organizational Leadership – College of Business Administration (3-10-06 white sheets).  
Graduate Certificate in Public Administration – College of Arts & Sciences (4-6-06 white sheets).

**PREREQUISITE CHANGES: College of Agriculture (2-24-06 white sheets).**

AGEC 632 Agribusiness Logistics  
AGEC 712 Optimization Techniques for Agricultural Economics  
ASI 621 Dairy Cattle Management  
ASI 640 Poultry Products Technology  
ASI 645 Poultry Management  
ASI 658 Fund. of Animal Growth & Development  
ASI 682 Formulation of Livestock & Poultry Diets  
ASI 690 Principles of HACCP  
ASI 749 Advanced Animal Breeding  
ASI 777 Meat Technology  
ASI 791 Adv. Application of HACCP Principles  
ENTOM 612 Insect Pest Diagnosis  
ENTOM 620 Insecticides: Properties and Laws  
ENTOM 692 Insect Ecology  
ENTOM 710 Insect Taxonomy  
ENTOM 767 Insect Pest Management  
ENTOM 815 Experience in Extension Entomology  
ENTOM 820 Biological Control  
ENTOM 857 Toxicology of Insecticides  
ENTOM 893 Controversies in Insect Ecology  
ENTOM 910 Insect Genetics  
ENTOM 950 Conceptual Issues in Evolution  
FDSCI 630 Food Science Problems  
FDSCI 690 Principles of HACCP  
FDSCI 694 Food Plant Management  
FDSCI 727 Chemical Methods of Food Analysis  
FDSCI 728 Physical Methods of Food Analysis  
FDSCI 740 Research & Develop. of Food Products  
FDSCI 791 Advanced Application of HACCP  
GRSC 602 Cereal Science  
GRSC 610 Electricity Control Grain Process Ind.  
GRSC 625 Flour and Dough Testing  
GRSC 630 Mangmt. Appl. Grain Processing Ind.  
GRSC 635 Baking Science I  
GRSC 636 Baking Science I Laboratory  
GRSC 640 Advanced Flow Sheets

GRSC 651 Food and Feed Production Protection  
 GRSC 655 Cereal Food Plant Design Construction  
 GRSC 661 Qualities of Feed & Food Ingredients  
 GRSC 670 Bakery Layout  
 GRSC 701 Practicum in Bakery Technology  
 GRSC 710 Fundamentals of Grain Storage  
 GRSC 712 Vibrational Spectro Anal Chemometrics  
 GRSC 713 Contemp Chromatographic Anal Food  
 GRSC 720 Extrusion Process Food & Feed Ind  
 GRSC 725 Feed Manufacturing Processes  
 GRSC 730 Milling Science II  
 GRSC 734 Milling Processing Tech Mangmt  
 GRSC 737 Baking Science II  
 GRSC 738 Baking Science II Laboratory  
 GRSC 750 Feed Technology II  
 GRSC 785 Advanced Flour and Feed Technology  
 GRSC 786 Particle Tech for Grain Processing Ind  
 GRSC 805 Nutritional Prop Cereals & Legumes  
 GRSC 811 Principles of Food Analysis  
 GRSC 815 Fund of Processing Grains for Food  
 GRSC 820 Advanced Extrusion Processing  
 GRSC 825 Novel Uses of Biopolymers  
 GRSC 830 Physical Prop of Cereal Polymers  
 GRSC 880 Advanced Processing Series: Breakfast Cereal Technology  
 GRSC 885 Advanced Processing Series: Pasta and Noodle Technology  
 GRSC 901 Starch Chemistry and Technology  
 GRSC 902 Carbohydrates in Food  
 GRSC 905 Enzyme Applications  
 GRSC 906 Food Proteins  
 GRSC 915 Advanced Cereal Chemistry  
 FOR 643 Agroforestry Systems  
 HORT 625 Floral Crop Production & Handling  
 HORT 775 Plant Nutrition & Nutrient Mangmt.  
 AT 610 Computer-Aided Design of Apparel  
 AT 625 Apparel and Textile Store Planning  
 AT 645 Private Label Apparel Product Development  
 AT 650 Apparel and Textile Study Tour  
 AT 655 Apparel Pattern Development I  
 AT 695 Apparel Pattern Development II  
 AT 830 Fashion Theory  
 HRIMD 640 Entrepreneurship in Hospitality Management and Dietetics  
 HRIMD 664 Lodging Management Theory  
 FSHS 705 Practicum in Speech-Language Pathology  
 FSHS 706 Practicum in Audiology

Motion carried.

- C. General Education – A motion was made by Wright-Carroll and seconded by Pacey to approve the following courses for UGE status approved by the UGE Council on April 20, 2006:

STAT 325 Introduction to Statistics  
 AERO 410 Aerospace Studies/Civil Military Relationship

Motion carried.

## 6. Committee Reports

- A. University Library Committee – Alice Trussell  
No report.
- B. Committee on Academic Policy and Procedures (CAPP)  
Fairchild reported that Kiefer also visited CAPP and there was quite a discussion within that committee regarding the Honors Program. K-State is participating in the GoArmyEd portal that allows soldiers to become aware of courses and degree programs at K-State. Also, the Academic Fresh Start policy was discussed and a sub-committee will be reviewing the policy.
- C. Student Senate – Gavin Couvelha  
No report.
- D. General Education committee – Melody Lehew  
At the last two meetings committee members shared their view point of what does and does not work in the current UGE system. They are also looking at other universities to see what their process is. From June 9-14, 2006 select members from that committee will be traveling to Washington D.C. to the Institute on General Education. They are hoping this will give them some insight on where to go from here. Lehew invited Academic Affairs committee members to share comments with her to take to this committee. The General Education committee feels strongly that they need a way to assess general education at Kansas State University.

## 7. New Business

- A. Committee Assignments – Fairchild  
Fairchild addressed the need for Academic Affairs committee representation on several committees. The University Library committee needs an Academic Affairs representative. Mohan Ramaswamy volunteered to do this. The committee on Academic Policy and Procedures also needs a representative from Academic Affairs. Fairchild will try for the most part to be there but asked for an alternate for him. Doris Wright-Carroll volunteered to serve as his alternate. Pacey volunteered to be an alternate for Melody Lehew to the General Education committee. Fairchild will contact Jennifer Gehrt at the beginning of the fall semester to see if an Academic Affairs representative is still wanted on the LASER steering committee.
8. For the good of the university  
Stewart recognized the death of Randall Higgins, a previous Academic Affairs committee member and faculty senator, and asked that we keep his family in our thoughts.
9. The meeting was adjourned at 4:55 p.m.

**ATTACHMENT 1**  
**HONOR SYSTEM**

**INVESTIGATION AND ADJUDICATION PROCEDURES**  
**(Formerly Honor System Bylaws)**

**Kansas State University has an Honor System based on personal integrity, which is presumed to be sufficient assurance in academic matters that one's work is performed honestly and without unauthorized assistance. All full and part-time students enrolled in undergraduate and graduate courses on-campus, off-campus, and via distance learning, by registration in those courses, acknowledge the jurisdiction of the Honor System.**

**A. Purpose**

The Investigation and Adjudication Procedures have been developed for the purpose of administering the Kansas State University Honor System. As set out in Article X of the Honor System Constitution, the Investigation and Adjudication Procedures were approved by the Honor Council, Student Senate, and Faculty Senate in 2006 and are subsequently subject to periodic review by those three governance bodies at 5 year intervals beginning in 2010. Interim revisions to the Investigation and Adjudication Procedures may be made upon approval by a 2/3 vote of the Honor Council and upon approval by the Provost. The Investigation and Adjudication Procedures must be posted at the Honor System website (<http://www.k-state.edu/honor>) and updated regularly.

**B. Reporting Honor Pledge Violations**

Faculty and students report violations of the Honor Pledge to the Honor System Director by filling out the Honor System Violation Report form available at <http://www.k-state.edu/honor/faculty/reportform.html>. When the report is made by a student, the Director will consult with the faculty member who is the instructor of the course about filing an Honor Pledge Violation Report.

Faculty members are urged to report the alleged violation to the Office of the Honor System when:

- a. the faculty member alleges a violation and imposes an academic sanction, (An academic sanction is any action that would lower a student's grade on an assignment.)
- or b. the faculty member alleges a violation and requests an investigation. The case investigation concludes once a decision has been made as to whether there is sufficient information to proceed to the adjudication stage.

Faculty members who allege an Honor Pledge violation need not report an alleged violation to the Office of the Honor System when:

- a. a faculty member alleges a violation and issues a warning but imposes no academic sanction;
- or b. a faculty member alleges a violation, issues a warning, provides the

- student an opportunity to correct the transgression, but imposes no academic sanction;
- or c. a faculty member alleges a violation, issues a warning, provides an opportunity for the student to redo the assignment or take the exam again, but imposes no academic sanction.

Honor Pledge Violation reports shall be submitted to the Honor System Director within twenty (20) class days of the violation or of the discovery of the violation. In certain situations, it is acceptable for a verbal notification to be given within the notification period. This situation might occur when a faculty member is conducting an internal investigation. A written report must follow the verbal report within a reasonable amount of time.

Faculty members have two options for filing an Honor Pledge Violation Report. Option One allows the faculty member to conduct her/his own investigation and identify the specific sanction for the violation. In this situation, Alleged Violators may contest only the allegation. If they do so, the case is turned over to the Honor System for investigation and adjudication. Option Two allows the faculty member to turn the case directly over to the Honor System for investigation and adjudication. The faculty member may recommend a sanction. Alleged Violators may contest the allegation and propose an alternate sanction during the adjudication phase, but the Honor System Hearing Panel makes the final determination of the sanction.

Once a report has been filed by the faculty member, hereafter referred to as the Faculty Reporter, the Director notifies the Alleged Violator(s) of the allegation, of the right to review the Violation report, and of the right to contest the allegation. The Faculty Reporter and the Alleged Violator are encouraged to resolve the issue prior to proceeding to the investigation process. If the issue is resolved, a report of the agreed upon resolution is filed with the Office of the Honor System. If the matter is not resolved, the Director initiates a case investigation.

### C. Investigating Honor Pledge Violations

When the Director initiates a case investigation, the Associate Director appoints a member of the Honor Council or the Honesty & Integrity Peer Educators (HIPE) to serve as an Advisor to the Alleged Violator during the investigation and adjudication process, if the violation proceeds to adjudication. The Alleged Violator may at any time appoint someone else to serve as his/her Advisor, by notifying the Director.

The Faculty Reporter may, in consultation with the Director, withdraw the allegation at any time during the investigation process. Such withdrawal will cause the investigation to be terminated. In the event that a report is withdrawn, the Director shall ensure that all documentation is sealed and retained in the Office of the Honor System.

The Director appoints two members of the Honor Council (one faculty and one student) to serve as Case Investigators. If the Alleged Violator is a graduate student, the student Case Investigator is a graduate student and the faculty Case Investigator is a member of the Graduate Faculty.

The Director arranges for the Case Investigators to meet separately with the Faculty Reporter and the Alleged Violator to review the Violation Report and other relevant information to determine if it appears an Honor Pledge violation has occurred. If needed, the Director arranges a meeting between the Case Investigators and any witness(es) as part of the investigative process.

During the course of the investigation the Alleged Violator is advised not to contact the Faculty Reporter to discuss aspects of the case. In the same manner, the Faculty Reporter is advised not

to discuss the case with the Alleged Violator. Normal academic contact is permitted, however. In the event that the Director feels the need to protect the Faculty Reporter, Alleged Violator, or any witnesses involved in the investigation, the Director may take appropriate steps to protect the integrity of the process.

The Case Investigators submit a report to the Director that concludes whether there IS or IS NOT sufficient information to proceed to an adjudication hearing. If the Case Investigators conclude that there IS NOT sufficient information to proceed to a hearing, the Director notifies the Alleged Violator and the Faculty Reporter that no further action will be taken. The records are sealed and retained in the Office of the Honor System. If the Case Investigators conclude that there IS sufficient information to proceed to a hearing, the Director informs the Alleged Violator and the Faculty Reporter and appoints an Honor Council Hearing Panel.

#### D. Adjudicating Honor Pledge Violations

When an Honor Pledge violation has proceeded to the adjudication stage, the Director appoints a panel of six members drawn from the membership of the Honor Council. Each panel consists of five voting members and one non-voting chairperson. If the Alleged Violator is a graduate student, student members of the hearing panel are graduate students and faculty members are members of the Graduate Faculty. The Director appoints the chair, alternating in successive cases between a faculty member and a student member of the Honor Council. Voting membership of hearing panels consists of three students and two faculty members.

Hearing panels are normally convened within ten class days of the conclusion of the investigation. During the summer as well as January, May and August Intersessions, the Director may postpone Honor Council hearings until the beginning of the subsequent fall or spring semester. At the request of the Alleged Violator, the Director can convene a Special Hearing Panel whose make-up may deviate from that prescribed in this document in order to facilitate resolution of an alleged violation delayed by either Intersessions or the summer. Those notified of the date, time, and place of the hearing are the Alleged Violator and the HIPE Advisor, the Faculty Reporter, the Case Investigators, and any witnesses.

In preparation for the hearing, the Director prepares copies of all necessary documentation required by the Hearing Panelists, Faculty Reporter, and/or Alleged Violator. A copy of the Case Investigation Report and supporting documentation will be made available to the Alleged Violator and Faculty Reporter at least three (3) class days prior to the hearing date. The Alleged Violator will sign a record of notification acknowledging that he/she received the information and will honor expectations of confidentiality.

Alleged violations filed under this policy are confidential and should not be disclosed to anyone who does not have a need to know. The University cannot guarantee absolute confidentiality because the University is obligated to investigate complaints. Supervisors and administrators are obligated to keep complaints confidential and protect the privacy of all parties to the extent possible consistent with preventing future acts of academic dishonesty, providing a remedy to persons injured and allowing Alleged Violators to reply to a complaint if any disciplinary action is anticipated. Alleged Violators as well as student witnesses are similarly bound by this expectation of confidentiality. Complaint information may be disclosed to state or federal anti-discrimination agencies for investigations and during litigation.

At the hearing, the Alleged Violator represents himself/herself. During the hearing, the Alleged Violator may consult as necessary with his/her Advisor. Voluntary failure by the Alleged Violator to appear before the Hearing Panel neither halts nor interrupts the proceedings.



The Director prepares the hearing panel script to be followed during the hearing. The script includes a specific sequence for introducing information by each of the involved parties. The Faculty Reporter, Alleged Violator, and Case Investigators are to inform the Director of any witnesses to be introduced during the hearing at least 3 class days prior to the scheduled hearing. The script is read by the Hearing Panel Chair.

The Hearing Panel Chair accepts for consideration all information that reasonable persons would accept as having evidentiary value during hearing panel proceedings. Character witnesses and personal references are not permitted. Formal rules of evidence are not applied.

Whether an Honor Pledge Violation occurred is determined by a simple majority of the five voting members on the Hearing Panel.

The decision of the Honor Council Hearing Panel is reported to the Director, who then notifies in writing the Alleged Violator, Faculty Reporter, the Faculty Reporter's Department Chair or Head, and (in the event there is a sanction of XF) the Dean of the Faculty Reporter's and Violator's College of the Hearing Panel's decision. In a case involving a graduate student the Director will notify the above individuals as well as the Dean of the Graduate School and the student's Graduate Program Coordinator. If the hearing Panel determines that a violation of the Honor Pledge occurred, it imposes or upholds the appropriate sanction.

All hearings are recorded and kept as part of the permanent record of the adjudication procedures. Records are confidential and subject to applicable privacy laws. Records are made available to authorized parties upon the determination of the Director.

#### E. Sanctions

The standard sanction for an Honor Pledge violation shall be the assignment of an XF on the student's transcript. The XF denotes failure in the course due to academic dishonesty – an Honor Pledge violation. If a sanction includes an XF, the Director shall contact the Registrar's office and authorize the grade of XF when:

- the Violator does not contest the allegation, or
- the case has been adjudicated, the hearing panel has issued a sanction, and the Violator chooses not to appeal the Hearing Panel's decision, or
- the time period for contesting the violation has expired and the Violator has failed to contact the Director.

When the appeals process is initiated immediately following the hearing, the Director shall postpone the grade change until such time as the appeals process is resolved.

If a sanction includes the requirement that the Violator complete the Development and Integrity course, described at the Honor System web site <[ksu.edu/honor](http://ksu.edu/honor)>, the Faculty Reporter records an Incomplete for the course grade. If the Violator fails to successfully complete the Development and Integrity course in two semesters, then the Associate Director authorizes the Registrar to change the Incomplete to an XF. If the Violator successfully completes the Development and Integrity course, then the Associate Director contacts the Faculty Reporter who then replaces the Incomplete with the final grade earned in the course.

The Hearing Panel may deviate from the XF grade sanction and consider any of the following sanctions for violations of the Honor Pledge:

- A failing grade for the assignment in connection with which the violation of the Honor Pledge occurred
- A requirement to complete the Development and Integrity course prior to receiving a final grade in the class in which the Honor Pledge violation occurred
- Recommendation to the Provost that the student be suspended from the University
- Recommendation to the Provost that the student be expelled from the University
- Other appropriate educational sanction such as community service

In the event that an Honor Pledge Violation report cannot be resolved prior to the end of a semester, the Faculty Reporter records an Incomplete until such time as the alleged violation is resolved. The Honor System Director will make every effort to resolve these conflicts prior to the end of the semester but does have the right to postpone the Investigation and Adjudication process during Intersessions and summer semesters.

#### F. Appeal of a Hearing Panel Decision

Appeals are to be based on procedural irregularities or substantial new information. Appeals based on procedural irregularities must be presented in writing to the Director within 15 days of an Honor Council Hearing Panel decision. Appeals based on substantial new information must be presented in writing to the Director within one year from the date of an Honor Council Hearing Panel decision. The Director determines whether an appeal based on substantial new information or procedural irregularities might have impacted the investigation or adjudication procedure. Following this determination, the Director may:

1. reconvene the Hearing Panel to hear new information, or
2. appoint a new Hearing Panel and conduct a new hearing, or
3. appoint new Case Investigators and a new Hearing Panel, or
4. take such other action as the Director feels appropriate.

The Director then notifies the Faculty Reporter and Alleged Violator in writing of the decision and the process to be followed.

#### G. Conflict of Interest

Members of the Honor Council involved in the investigation or adjudication procedures of a case will immediately notify the Director of any conflicts of interest. The Director may remove an Honor Council member from the investigation and adjudication process if sufficient information exists to support a conflict of interest.