

MINUTES
Faculty Senate Academic Affairs
March 6, 2007, 3:30 p.m.
K-State Union, Room 204

Present: Carroll, Chengappa, Fairchild, King, Ramaswamy, Sachs, Stewart
Absent: Atkinson, Couvelha, Hohenbary, Martin, Pacey, Wang
Visitors: Karen Pence, Monty Nielsen

1. Fred Fairchild, Chair, called the meeting to order at 3:35 p.m.
2. The February 20, 2007 minutes stood approved as written.
3. Announcements
Faculty Senate elections are taking place and will be announced in April. This also means within the month a new chair of Academic Affairs will need to be identified.

The April 17th meeting will be at 2:30 p.m. due to the Annual Retiree reception taking place at 4 p.m. Ms. Ortega will be unavailable to take minutes due to preparations for that event.

Fairchild reported that the University Honors Program curriculum has been sent out by Stephen Kiefer for approval by the colleges. Once the majority of the colleges have approved the curriculum, it will be formally brought to Academic Affairs. At that time, colleges may begin submitting their proposals. The Human Ecology proposal from January 29th was held back by the Executive Committee until the University Honors Program curriculum has been approved by the majority of colleges. It was questioned whether the College of Technology & Aviation should have been included on the green sheets. Fairchild and Ms. Ortega will clarify this with Stephen Kiefer. The college may have been inadvertently left off.

Fairchild thanked Carroll for volunteering to give the Academic Affairs report at the March 13 Faculty Senate meeting.

4. Course and Curriculum Changes - none
5. A motion was made by Ramaswamy and seconded by Carroll to approve the following additions to the December 2006 graduation list:

Steven E. Reece – Bachelor of Science, College of Arts & Sciences
Kelly B. Simon – Bachelor of Arts, College of Arts & Sciences
Chris T. Duke – Bachelor of Science in Business Administration, College of Business Administration
Gustavo V. Lopez – Master of Science, Graduate School
David Louis Black – Master of Science, Graduate School

Motion carried.

6. A motion was made by Chengappa and seconded by Stewart to approve awarding the Bachelor of Architecture degree posthumously to Timothy Michael Bennett for May 2007. Timothy died in a tragic drowning accident while a student in the College of Architecture Planning and Design. His classmates and professors would like to honor him with the award of the degree he was working to earn at the time of his death. A brief discussion came up surrounding the reason for awarding these types of degrees. Motion carried.
7. Committee Reports
 - A. University Library Committee – Mohan Ramaswamy
At their last meeting, the ULC discussed two documents that will be reviewed by Academic Affairs in the near future. One dealt with the composition of the ULC and the other dealt with adding the Library to the list of units consulted when a new program is proposed. In this way they will be informed with regard to new materials necessary for new programs and options.

B. Committee on Academic Policy and Procedures (CAPP) – Fred Fairchild

CAPP has not met yet this month.

C. Student Senate – Gavin Couvelha

Couvelha was not present.

D. Course and Curriculum ad hoc committee – David Sachs

The committee has not met recently, but is making progress via email. Kelli Cox sent out a draft of a revised proposal to present to Academic Affairs in the coming months and is asking for feedback from ad hoc committee members. It has been mentioned that a new position will possibly be created entitled “Dean of Undergraduate Studies”. This position will allow for an individual to be involved in undergraduate course and curriculum changes and house these changes, much like the Graduate School does. Loren Wilson (Office of Mediated Education) gave the committee cost projections regarding the creation and implementation of a database system. He will have different cost projections for a more complex system. There was a lengthy discussion about the course and curriculum process and the many details that are involved. The Academic Affairs committee asked if Kelli Cox would be willing to visit to give Academic Affairs an update on the progress of the ad hoc committee. An invitation will be made for her to come to our April 3 meeting if possible.

8. Old Business

9. New Business

A. CAPP Final Exam Schedule Proposal – Karen Pence, **Attachment 1**

Karen Pence again visited the committee and brought back more information on the Final Exam proposal that was informally presented to Academic Affairs in December. A motion was made by Chengappa and seconded by Carroll to approve the proposal approved by CAPP on December 13, 2006 with the following amendments: Change the effective date to fall 2008 and remove “for day courses meeting once weekly” from the changes to Section F71 of the University Handbook. Motion carried.

Discussion: This proposal was brought about by faculty who noticed the conflict of final exams taking place in classes meeting once a week before 5 p.m. and the University Handbook. The proposal has been created due to this request. A lengthy discussion ensued regarding the affect this will have on a number of courses. The College of Education has the potential for the most conflicts. Also, it was noted that even though there are a minimal number, there are courses taught on Saturday and Sunday. No particular policy for final exams exists for these courses at this time.

It was the desire of the Academic Affairs committee for Ms. Pence to take back the request to research Saturday and Sunday classes’ final exam times. She thanked the committee for their time and consideration of this proposal.

B. Academic Affairs second meeting in March

Fairchild reported that due to Spring Break, the second March meeting was originally scheduled for March 27th. However, the Executive Committee meets on March 26th and this will not allow for course and curriculum items from the second meeting to be included on their agenda. He asked the committee whether they would be willing to meet during the week of Spring Break or whether they were in favor of approving course and curriculum items electronically. A motion was made and seconded to vote electronically on next meeting’s action items. Motion carried.

10. For the good of the University

Ramaswamy reported on the following items:

The University Libraries’ strategic plan is posted and you can get to it from the Library’s home web page. It is available for review and comment from anyone. There is a blog area available for this purpose. You may also email Ramaswamy your comments if you so wish.

More journals are moving to electronic version this year. This is the second year of the “Moving Beyond Paper” initiative. This year they are considering moving even more journals from print to electronic format. They’ve had many good comments about this initiative. If there are any comments about going from print to electronic versions please feel free to email comments to Ramaswamy or Dean Goetsch.

The “Stacks to You” program is a service the Library provides and it is very helpful in saving time. It is a free service for the faculty in which they can request a journal article, for example, from the Library and they will scan it from and send it to the faculty member. It takes about 1-2 days so if it is urgent you have the article that day, you should probably go directly to the library.

The Library Copy Center will be discontinued shortly, but the Library itself will be trying to help compensate for this in different ways by offering services of their own. For more information, email Ramaswamy.

11. The meeting was adjourned at 4:55 p.m.

Attachment 1

Proposal to Modify the Semester Final Examination Schedule and University Handbook Section F71

Approved by CAPP on December 13, 2006

Approved by Academic Affairs with a minor modification and change to effective date on March 6, 2007

Change: Time period for Group Exams and Evening Course Exams

Change from: 7:00 p.m. – 8:50 p.m. on MTWU

Change to: 6:20 p.m. – 8:10 p.m. on MTWU

Add: Time period for courses that begin before 5:00 p.m. and meet only once a week

Add: 8:30 p.m. – 10:20 p.m. on MTWUF

(Courses meeting on Monday will be examined on Monday evening, courses meeting on Tuesday will be examined on Tuesday evening, etc.)

Rationale: Proposed changes will allow final examinations for *courses that begin before 5:00 p.m. and meet only once a week* to be scheduled during final examination week. Currently final examinations for these courses are scheduled on the last class meeting day prior to final examination week. Faculty have expressed concern that the current schedule eliminates a week of instructional time and contradicts the University Handbook (Section F70).

Effective

Date: Fall 2008

Proposal to Modify the University Handbook, “Examinations – F71”

Modify: University Handbook, “Examinations – F71.” Add the phrase indicated.

F71 Faculty members may not give the last examination at a time other than that published in the class schedule. The final examination may be given to an individual student under special circumstances at another time during final examinations. In particular, students who have more than two examinations scheduled in a 24-clock hour period (a 24-hour period starting at any time) **or who have conflicting examination times** may petition the instructor(s) of the highest numbered course(s) and schedule an alternate time for taking the final examination(s) at some other time during final examinations. If a student is unable to arrange the necessary rescheduling through the instructors involved, then the academic dean will resolve the overload problem, if all the scheduled examinations are within the same college. If the examinations in question are within the jurisdiction of different colleges, decisions regarding rescheduling shall be made by the university provost.

Rationale: The proposed changes in the Final Examination Schedule may cause exam schedule conflicts for day courses that meet once weekly. This change indicates how to resolve those conflicts.

Effective

Date: Fall 2008