

**MINUTES**  
**Faculty Senate Academic Affairs**  
**September 1, 2009, 3:30 p.m.**  
**K-State Student Union, Room 204**

Present: Baillargeon, Bennett, Charney, DeRouchey, Devore, Hornsby, King, Miller, Moser, Roberts, Stoskopf, Sump

Absent: Ganta

Guests: Monty Nielsen

1. Barney King, Chair, called the meeting to order at 3:30 p.m.  
King went over charge of committee and indicated why Academic Affairs still approves graduation lists and additions. Currently, the Faculty Senate Constitution indicates this is part of Academic Affairs duties. When the constitution is next reviewed, this will be addressed. Another committee associated with Academic Affairs is CAPP (Committee on Academic Policy and Procedure) who approves non-standard time requests and final exam policies as well as other various issues. The iSIS task force is also part of CAPP.
2. Welcome and Introductions/charge of committee  
Members introduced themselves and what area they were representing.
3. A motion was made by Roberts and seconded by Moser to approve the May 19, 2009 minutes. Motion carried.
4. Announcements  
King briefly addressed that the following items were returned to Academic Affairs for further work prior to their being presented to Faculty Senate for a vote. King met with Professor Kisangani, the originator of much of the proposals, and reviewed with him the suggested changes to the proposal. There were questions regarding the required number of credit hours, as well as certain courses being used in the assessment process. It should be coming back to Academic Affairs in the near future.

King indicated the need for coordination between colleges on proposals. More is just required than stating a college has been informed of their involvement. There needs to be correspondence with department heads and indication of approval by them when courses are to be used in programs.

- Items returned to Academic Affairs by the Faculty Senate Executive Committee (at their June 1, 2009 meeting):  
Approved by Arts and Sciences on April 2, 2009:  
*Arts and Sciences Dean's Office, AFRICAN STUDIES*  
Add:
  - A new African Studies Minor and Certificate

5. Graduation list additions – A motion was made by Miller and seconded by Roberts to approve the May 2009 Graduation list as submitted by the Registrar's office and the following graduation list additions:

May 2003

Dustin Ray Bell, Associate of Technology, College of Technology and Aviation (completed all requirements)

August 2008

Bryan Justin Whitehill, Bachelor of Science and Associate of Technology, College of Technology & Aviation (completed all requirements)

Joshua J Stuchlik, Bachelor of Science, College of Technology & Aviation (completed all requirements)

December 2008

Erica N. Stirn, Bachelor of Science, College of Arts & Sciences (all requirements were completed during Fall 2008 semester – did not need to complete class with incomplete)

Sylvia A. Reaser, Associate of Technology, College of Technology & Aviation (completed all requirements)

Ryan M Reid, Bachelor of Science, College of Technology & Aviation (completed all requirements)

Tyler Beau Yeik, Bachelor of Science, College of Technology & Aviation (completed all requirements)

May 2009

Kassandra Buss, Bachelor of Science, College of Arts & Sciences

Belinda Post, Bachelor of Arts, College of Arts & Sciences

Maxwell Wright, Bachelor of Science, College of Arts & Sciences

Keaton Brewer, Bachelor of Science in Business Administration, College of Business Administration

Jessica Anne Kolde, Bachelor of Science in Business Administration, College of Business Administration

Tyler Krehbiel, Bachelor of Science in Computer Engineering, College of Engineering

Wayne Messbarger, Bachelor of Science in Mechanical Engineering, College of Engineering

Motion carried.

6. Committee Reports

A. Committee on Academic Policy and Procedures (CAPP) – Barney King

- Summer session courses are monitored by the Dean's council. It was noted there does not seem to be a standard meeting time for these courses. This item will be addressed by the Dean's council in the near future. Nielsen commented that the University Calendar committee formulates the spring and fall classes and even though there are standards, a lot of exceptions are made which have allowed for flexibility. The same with summer courses, there is structure to them, but flexibility has been allowed.
- The deadline for submission of final grades will be December 22<sup>nd</sup> at 5 p.m.
- The census survey will be next spring. This is federally mandated. Advising will be done in the fall and the census survey in the spring. King mentioned a concern was raised by one of the FS Executive Committee members that the census is voluntary, but it appears the university is making it mandatory for students to participate. Is it possible for a student to opt out? Nielsen will take this question to Mike Crow, who is working with Carla Jones, in the creation of this for the students. They are also working with the attorney's office so this will no doubt be addressed prior to its start.
- Textbook reporting work group – In fall 2010, textbook information in the class schedule will need to be provided earlier than in previous years. There were many questions regarding this. One was: Will there be a disclaimer since a book may not be available after it has been announced as being used for a course? There will no doubt be more questions as this working group gets further into its charge. It was noted this is a federal law. You may address further questions to Lynn Carlin and Yolanda Howard.
- iSIS upgrade status – November 2010 is when the upgrade of iSIS goes into effect. This will happen during the week long student break near the end of that month. A taskforce is currently working on a fit/gap analysis. Looking at what needs to be done in order to implement changes that were desired the first time around.

B. iSIS Steering Committee – Dave Rintoul (report attached via email)

C. Student Senate – Wayne Stoskopf

The first student senate meeting is Thursday, Sept 3<sup>rd</sup>. Their executive committee met two Sundays ago to get things started and President Schulz met with that group to discuss some of the issues coming up this year. Retention efforts are evolving. The Week of Welcome was part of this and it was very successful, about 4,500 students attended. The Rental inspection program for the city of Manhattan system was acted on by students this past semester and they are looking forward to future work on this by the city.

7. New Business

A. Alternate member for CAPP and iSIS Task Force

As Academic Affairs chair, King attends the CAPP meetings and iSIS Task Force meetings. An alternate is needed for these as he will not be able to attend each meeting. These committees meet the second Wednesday of each month. iSIS meets first and then CAPP directly afterwards. He explained briefly what is involved with these two committees. King asked for interested individuals to contact him.

Also discussed were the guidelines for final exam schedules that CAPP provided over the summer. It was noted that there were not any changes really from what is currently being done. Sump commented that now, at least, there are guidelines in writing, which were not available before and this provides guidance for many who were not familiar with the process, such as new faculty members. That was part of the motivation for instituting these guidelines. It was thought that one change was made in that now students

need to notify the instructor 21 days prior to the final exam if they have a conflict on the day of the final. There was some confusion about whether this was in place before. It was pointed out that these are *guidelines*. It was requested that the concern (as found in section 3. A3 – C1) be taken to CAPP regarding the letters needing to be written and the 21 day rule for students. King will do so.

8. For the good of the University
9. The meeting adjourned at 4:20 p.m.