

MINUTES
Faculty Senate Academic Affairs
September 4, 2012, 3:30 pm
Union room 204

Present: Bennett, Bonella, Dille, Easton, Garcia, Hill, Mosier, Spears, Stewart, and Zajac

Absent: Ehie, Hoag, and Sellers

Guests: Carla Bishop, Ruth Dyer, and Monty Nielsen

1. Chair Andy Bennett called the meeting to order at 3:30 pm
2. Introductions were made and Bennett briefly reviewed the committee's work and responsibilities.
3. Course and Curriculum Changes
 - A. Undergraduate Education
 1. A motion was made by Spears and seconded by Bonella to approve the following curriculum changes approved by the College of Education on May 22, 2012 (approval sheets sent out by Janel Harder on May 25, 2012):

CURRICULUM CHANGES

Curriculum and Instruction

Modern Languages (EDMLA) Teacher Licensure Program

Additional sections in Japanese and Chinese.

Rationale: Proposed changes in required content courses for licensure in modern languages have been suggested in order to increase program rigor and teacher candidate caliber. In an attempt to help better prepare our candidates for the Praxis II and to have a higher qualified teacher candidate, the total number of credit hours has been increased for all programs.

(See supplemental information for more detail)

Spears gave a brief background on the changes. Motion carried.

B. Old course and curriculum Business

1. Graduate Certificate in Homeland Security – Update
Bennett reminded members of the previous actions taken with the Homeland Security certificate. This certificate will not be brought back for action at this time. This was a new approach to certificates; however, a home department for this graduate certificate was not acquired. It seems if it were to come back again later down the road it should go through the non-expedited process.
4. Graduation List Addition:
 - A. A motion was made by Zajac and seconded by Easton to approve the following graduation list, additions, and posthumous degree:

May 2012: Graduation List as submitted by the Registrar's office

May 2012

Calder Sagen, Bachelor of Science, College of Engineering (requirements completed)

December 1998

Patrick Downing, Bachelor of Science, College of Engineering (paperwork was misfiled in college)

May 2008

Susan Clair Barr, Bachelor of Science, College of Human Ecology (technical error)

December 2011

Posthumous Degree request: Amy Suzanne Hopkins, Bachelor of Science, College of Arts & Sciences
Background: Amy was a senior, in good standing, with 87 credit hours earned towards a Bachelor of Science degree in Biochemistry.

Monty Nielsen, Registrar, wondered about backdating and the reason for it, such as with the request for the student to be added to the 1998 list. Also, is it appropriate to backdate the degree when a student does not complete the requirements in time? Members responded with some of the reasons this may occur and why a student may not finish on time. In addition, if K-State has made the error, it should definitely be corrected. Bennett offered to take the question to CAPP in order to determine how often this may happen. Stewart commented this is important because it could cause a student future issues if they were not granted a position, promotion, etc. because of a technical error and a diploma was not received. One member related how this actually did happen with a student he knew in Nebraska.
Motion carried.

5. Old Business

A. K-State 8 Tagging and Criteria – update (3:55pm)

The revised tagging criteria were approved at the June 12, 2012 Faculty Senate meeting. There was some question about process, however, it was researched and determined this proposal followed the correct route. Even so, to be sure all parties were aware of the changes, and at the request of a senator, the proposal was sent out, in a modified format, to the course and curriculum listserv notifying pertinent individuals of its approval. Monty Nielsen, Registrar, brought forward some questions from his office personnel regarding the change that would allow for certain courses to tag a section. Zajac commented the same discussion is taking place at Salina as well. Currently, the answers are not concrete.

B. Approval, Routing and Notification manual revisions – update

Bennett gave some background for new committee members regarding why this document is under review. Spears informed committee members of progress to date. She also highlighted concerns that have been raised in reviewing the document. One item that keeps coming up is interdisciplinary programs. Spears reported that the task force which had begun meeting in the spring regarding this topic will again be meeting this fall; she will join that committee in its work. She will also continue work on the instruction manual.

C. DCE non-credit courses

Bennett reminded members of the conversation that took place near the end of last semester regarding non-credit courses that were being offered through DCE that were not K-State courses. Once a student completes the course, he or she is given a certificate of completion from K-State. Bennett turned things over to Stewart. Stewart gave some background. This has been done for a number of years. Basically, DCE brokers to K-State constituents after they perceive that these courses will be of value to our students. One example was the paralegal course, which is a course offered by the Center for Legal Studies. A small amount of revenue is received. Appeal and demand is necessary for these courses to be selected and approved. Stewart reported that DCE carefully vets these courses with faculty on campus to determine worthiness before giving consent to have K-State be a point of contact for pursuing them. Easton commented this is done on other levels as well, for example the Great Plains IDEA (Interactive Distance Education Alliance) where courses are taught elsewhere, however K-State approves of them and includes them with a student's credit going toward their degree. Engineering also has similar offerings. This is a service to our students and lets them know K-State is here to help them achieve their goal. However, the question arises: is there a particular process being followed for choosing and approving these particular courses? Conversation continued. Dyer gave another example where a CEU (continuing education unit) is offered to persons who attend a DCE conference. This conference may not be taught by a K-State faculty member, yet *we* still award the CEU. Dille highlighted that the definition of certificate differs across not only disciplines, but within the university as well, and this can cause confusion. Nielsen wondered about the printing of certificates. Who does this and is a seal from the university placed on the document. Discussion continued. Bennett asked committee members whether they want to pursue this topic further. It was agreed this topic is deserving of more attention. Dyer mentioned three questions she wants to find the answer to. Who is the keeper of the university seal? What documents is it placed on? Who approves placing the seal on

the document? Spears pointed out that once you go down this road for non-credit courses that can then lead to extension, and someone else mentioned UFM. So where does the line get drawn. Perhaps first tackling the way in which the word “certificate” is being used now and what items are offered as certificates would be wise. Bennett suggested two things: 1) getting a listing of certificates offered here and 2) perhaps including something in the approval, routing and notification document about this process. Bennett requested that he and Dyer draft something to go out asking for a listing of certificates. Also, committee members are to ask locally to see what terms their units are using. Zajac added that perhaps asking what else is offered; just under certificate level would be good as well.

Action: Bennett and Dyer will draft a few specific questions for committee members to use.

6. New Business

A. First Year Experience work group – Senate representative needed

Bennett briefly described work on the First Year Experience work group. He indicated a volunteer from the FS Academic Affairs committee is requested to serve on this committee. Easton volunteered to do this.

B. iSIS - Demo of Planner Functionality

The iSIS task force has been working on a student planner module that would allow a student to determine and map out their four-year schedule. However, this becomes difficult when particular courses become unavailable during a student’s time here and their graduation date is then pushed back. Bennett noted that it cannot be guaranteed that a course will be available, such as an elective. For example, the professor may be on sabbatical and then a particular course is not offered that semester, etc. Even though there are some concerns to the planner, it has been pursued. Bennett informed committee members that a demo will be offered on Friday morning at 10:30. He and Dille will both be attending.

7. Announcements/for the good of the University - none

8. The meeting was adjourned at 4:54 pm

Next meeting is Tuesday, September 18, 2012 Union room 204, 3:30 p.m.