

MINUTES
Faculty Senate Academic Affairs
September 18, 2012, 3:30 pm
Union room 204

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

Absent: Sellers

Guests: Carla Bishop, Ruth Dyer, Monty Nielsen

1. Andy Bennett, Chair, called the meeting to order at 3:30 pm
2. The September 4, 2012 minutes were approved as submitted.
3. Course and Curriculum Changes - none
4. Graduation List Additions:
 - A. A motion was made by Dille and seconded by Easton to approve the following graduation lists and corrections:

August 2012:

Graduation lists: As submitted by the Registrar's Office (undergraduate, graduate, and vet med)

May 2012

Belinda Jeanne Baber, Bachelor of Science, College of Arts and Sciences

Background: Belinda completed the requirements in time, however, due to an error in the college she was listed on the August 2012 graduation list. This needs to be corrected.

Isabel Troncoso, Bachelor of Science, College of Arts and Sciences

Background: Isabel completed the requirements in time; however, due to a technical error with DARS, the student was not graduated.

Motion carried.

5. Old Business
 - A. Approval, Routing, and Notification for Course and Curriculum changes - manual revisions
Spears reported she continues work on the draft changes to the manual. She also announced the Interdisciplinary Programs task force began meeting again and has been charged to complete their work in December. She would propose looking at the draft document after that task force has finished its work and she can include their recommendations in the revisions. This way changes can be looked at all at one time rather than piece by piece. Spears reported on the first task force meeting. The task force members were given background as to their charge and why this issue has been ongoing. The taskforce was arranged into two subcommittees; one regarding graduate interdisciplinary programs and the other regarding undergraduate interdisciplinary programs. In order to avoid confusion, it was suggested both the undergraduate and graduate process should be similar. Spears commented once the two groups come back together this will be the eventual goal. Interdisciplinary graduate programs versus undergraduate were discussed. Dyer commented when reviewing interdisciplinary programs it is important to have a commitment of resources. In this way, suitable structure and oversight is provided for a program, benefiting the program itself and its students.
 - B. Definition of Certificate and its use at K-State
Bennett reminded committee members he and Dyer were going to discuss proposing a request of units on campus to find out how they use the word certificate. After discussing the matter in more detail, it appeared this was perhaps not the best use of the time and energy of this committee to delve into this. Focusing attention on the real area of concern regarding credit-bearing certificates would be better. Dyer also reported back on the university seal. The embossing equipment resides in the Registrar's office and has limited use. Stewart did urge that Jeff Morris or someone in Marketing and

Communications have a conversation with DCE about certificates of completion and attendance, etc. and how these are advertised as this will have an impact on external parties. Committee members briefly viewed the DCE website and looked at the professional development page which lists non-credit bearing development. It was suggested that perhaps this page clarify that these programs are, in fact, non-credit bearing. Stewart will look into this. Bennett asked for the recommendation of the committee on how and what to pursue from this topic. At this stage a more limited approach would be better. Committee members suggested perhaps Stewart could provide them with the vetting process used for approving these non-credit bearing programs that are offered through DCE. Stewart would be happy to share this information. Members want to be sure the vetting process is in writing, since this question will most likely arise sometime again in the future. It appears outside of that happening Academic Affairs does not need to be more involved. Bennett and Dyer will continue to have conversations with Morris about how to advertise these types of programs from DCE.

6. Committee Reports

A. iSIS – Bennett/Dille

Dille reported the iSIS planner demonstration took place and that she, Bennett, and Dave Rintoul (FSCOT chair) were in attendance as well as many others. The presentation was very good; however, it was recommended that the planner have more testing, especially with students, before going live. Another topic was the “iSIS crisis” that happened during the first few days of class. The spike in use of iSIS during these few days is usual. However, with a higher student enrollment this year and the use of technology by students in looking up their course schedules, the servers just couldn’t provide for the demand. Easton suggested when these kinds of situations happen, and iSIS isn’t available for a certain length of time it would be wise to be flexible with deadlines that have to do with iSIS. Nielsen agreed that kind of discussion would be reasonable to have. Discussion continued. Dille reported iSIS will be down on Saturday, September 29 for updates. She also reported on completing FERPA training. It is strongly suggested you complete this. Nielsen commented that those who work with student records need to take this; Dyer recommended taking this as well. Going back to iSIS, Zajac recommended sending an email to students a couple days prior to school starting with their schedules that way a student can refer back to the email if there are issues with iSIS. Many voiced this was a good suggestion. Dille offered a reminder that final exam schedules rotate, so please make sure to check your schedule for each semester.

B. CAPP – Bennett

Bennett reported back on Graduation list corrections. He spoke with CAPP and got their feedback. The best process is not a clear cut answer. Outside of approving the complete graduation lists each year as submitted by the Registrar’s office, many of the requests that come from deans of the colleges are basic in nature. For example, perhaps a technical error is made and a student is left off the graduation list or they are listed as graduating the following semester accidentally. For these types of requests, committee members agreed no discussion is necessary. However, there are other special requests made, such as adding a student to a graduation list from years ago, etc. For example, there is a request that will be coming forward for an addition to a 1960s graduation list. However, that degree is no longer offered at K-State. A question was raised if perhaps the Board of Regents might allow for a student to receive a degree for a program that has been discontinued in this kind of a special circumstance. Some of the details of the request were related to members. Discussion continued. It seems when there are corrections within a normal range, those do not need further scrutiny; however when there are special circumstances, those need more of a rationale with the request.

Bennett reported another topic discussed at CAPP by the new Vice Provost for Undergraduate Studies, Steve Dandenau, was that of +/- grading. It was highlighted this has been done before at K-State and then removed as an option and the conversation about it happens every few years. It was pointed out that having a +/- grading system can have an effect on athletics. Bennett was curious what committee members’ thoughts were on having CAPP review this option once again. It was noted that kind of proposal would have to come here for approval, but the conversation about it doesn’t have to *start* here. Other items discussed by the new Vice Provost were the withdrawal policy and priority registration or early enrollment. The Vice Provost for Undergraduate Studies noted a couple benefits for +/- grading at CAPP would be that it more accurately reflects a student’s standing in the class, and could assist in

keeping a student engaged. It was suggested perhaps he could be invited to visit Academic Affairs. There is most likely much literature on +/- grading that gives an overview of benefits and disadvantages. Ehie noted that for such types of conversations it is important to keep an open mind. It was commented as this conversation progresses it will be important to find out how students feel about the prospect of the proposal.

- C. Library Committee – Sellers
No report.

7. Announcements/for the good of the University

State of the University Address:

Manhattan campus: Friday, September 28, 3:30 pm, Alumni Center

Salina campus, Friday, October 12, 9:30 am, College Center Conference Room

Bennett announced that the E-Textbooks proposal he put forward at the Special Session in May is being taken up by the Faculty Senate Committee on Technology (FSCOT). Their Chair, Dave Rintoul, asked if Academic Affairs would be interested in having a joint meeting in the future to discuss this proposal.

Dyer announced that Ayers Saint Gross will be returning October 2-4. They will hold three open campus meetings. Two will be held on October 3; one at 12 pm and one at 5:30 p.m. The third will be held on October 4 at 12 p.m. Their visit will be announced in an upcoming K-State Today as well as the Collegian. Dyer encouraged all to attend at least one of those open sessions.

- 8. The meeting was adjourned at 4:56 p.m.

Next meeting is Tuesday, October 2, 2012 Union room 204, 3:30 p.m.