

MINUTES
Faculty Senate Academic Affairs
September 3, 2013, 3:30 pm
Union room 204

Present: Bennett, Bolton, Bormann, Fees, Goodson, Linville, Mosier, Pacey, Pankl, Satzler, Unruh, and Zajac

Absent: Jani

Liaisons/Visitors: Ruth Dyer, Monty Nielsen

1. Andy Bennett, Chair, called the meeting to order at 3:30 pm and made introductions.
2. The minutes of May 21, 2013 were approved as submitted
3. Course and Curriculum Changes – none
4. Graduation list/Posthumous degree requests
 - A. A motion was made by Goodson and seconded by Satzler to approve the following graduation list as submitted by the Registrar's office:
Spring 2013

Motion carried.

- B. A motion was made by Zajac and seconded by Unruh to approve the following graduation list corrections and additions:
Bruce Kamanga, BS in Business Administration, December 2012.
Brandan Rooney, Master of Science, Graduate School, May 2013.

It was noted that it has been normal procedure to back date a degree when an error is corrected since this affects students' resumes and various other items. Motion carried.

- C. A motion was made by Zajac and seconded by Unruh to approve the following posthumous degree requests:
John Hull, MS in Gerontology, December 2013.
Denver Barr, Master of Interior Architecture and Product Design, May 2014.
Rachael Stueder, Master of Interior Architecture and Product Design, May 2014.

There was a brief question about whether there are requirements for how long a student has to have been in class prior to being awarded a posthumous degree. There isn't at this time, but it seems this topic should be discussed. Motion carried.

5. Old Business
 - A. Update on Approval, Routing, and Notification for Course and Curriculum changes
Bennett noted there is no action today, but hopefully in the next month or so will have something to consider. He briefed new members on this project.
 - B. Update on University Handbook revisions to Section F
Bennett reported that members of CAPP are considering the changes in detail to be sure they match up with current practice. This section discusses academic procedures, grading scales, and many other policy matters. It is hoped to come before Academic Affairs in the near future. Once the changes are reviewed by AAC members and they are in favor it will go to Faculty Affairs, as that committee works with University Handbook items. Therefore, it will come to senate from that committee when final.
6. New Business
 - A. Appointment to Library Committee for 2013-2014

Debra Sellers is no longer serving on this committee and a new member is needed. Jenny Bormann volunteered for this committee. All were in favor of appointing Bormann. Motion carried.

7. Committee reports:

A. CAPP – Bennett

Bennett informed AAC members that CAPP is discussing dual degrees and how students are admitted to this. This is an “exception” with regard to the current software and so it is being resolved how to care for this in the system. Again, section F of the University Handbook is being worked on. Undergraduate certificates are being reviewed; current policy states that these be part of a degree program; however, many were set up as stand-alone certificates. Therefore, a new policy is being crafted to address this issue. In connection with this, a non-degree seeking student can take 15 hours without being admitted, but some certificates are 18 credit hours thereby causing a student to enroll after 15 hours in order to complete the “stand-along” certificate, which causes much frustration. Kansas residents over 60 years of age can audit a course for free. However, DCE is considering what auditing an on-line class encompasses. AAC members discussed auditing classes in more detail as this raised questions in their minds as well. There may be a proposal in future months from CAPP that provides more clarity on this topic, especially with regard to on-line settings. Currently there is no way to track auditors and this can also cause problematic issues.

B. iSIS – Satzler

Satzler reported that the course and curriculum process is in the beginning stage of becoming automated. This is a large project and will take two or more years to complete. However, in the end the hope is it will provide a better, more user friendly and accessible system for course and curriculum changes with an archive. Also, a new screen in iSIS for advisors is being created. That project is estimated to take around a year to process. Student pictures *are* in iSIS now. A question arose and was answered that final exam schedules get posted to iSIS during middle of the term. Registrar Monty Nielsen commented that the due date for final grades is being amended this year due to the holiday schedule. This has been announced previously, but it seemed an appropriate time to remind everyone. Grades will be due Monday, December 23 at 5pm.

C. Library Committee

The committee has not met at this time.

8. Announcements/for the good of the University

Bennett announced that changes are desired in the Honor and Integrity procedures; therefore, Steve Starrett will be bringing these proposals forward to Academic Affairs for approval and then the full senate.

A General Faculty meeting will be held this Thursday, September 5 at 5:00 pm. Bennett noted the most substantial change is the addition of the Professional Staff Affairs. There will be representatives on this committee from each college/unit and it will be set up like FSCOT and FSCOUP. These members are not required to be senators.

Bennett may be unavailable to present the AAC report at the Sept. 10 FS meeting and requested another committee member to present the information if needed. Zajac will offer the report if needed.

Bennett will also be missing from the September 30 Exec meeting and requested a volunteer for this meeting to present the September AAC items to that committee. Derek Mosier offered to care for this meeting on behalf of Bennett.

Nielsen announced that the University Calendar committee has submitted their three-year (Fall16-spring 19) plan to FS President Keen. The plan will be submitted to the Board of Regents in mid-January 2014. It will go on the Exec agenda as new business and then be on the FS agenda for approval prior to going to BOR.

9. Meeting adjourned at 4:30 pm.

Next meeting: Tuesday, September 17, 2013; 3:30 pm; 114 Hale Library