

MINUTES
Faculty Senate Academic Affairs
September 6, 2016, 3:30 pm
Union room 204

Present: Aramouni, Bolton, Bormann, Charney, Chumachenko, Goodson, Hartman, Kennedy, Reinert, Schlup
Absent: Fallin, Narayanan, and Vardiman
Liaisons: Ruth Dyer and Monty Nielsen

1. Teresa Hartman, Chair, called the meeting to order at 3:32 p.m. and introductions were made.
2. Curriculog Update –
Hartman reviewed with committee members where we are in implementation of Curriculog. All the appropriate approval forms as well as user roles, such as Teresa is the Chair of the FS Academic Affairs committee, etc. have been entered into Curriculog. The team is now testing the workflow. The hope is to have the pilot colleges begin working with the system in the Spring. A brief question was addressed about how this will interface with KSIS. The four pilot colleges who will begin using the system once testing is complete are Agriculture, Architecture, Planning, and Design, Human Ecology, and Technology and Aviation.
3. Updates to Course forms and signature sheet (<http://www.k-state.edu/registrar/ccap/>):
 - A. Course form (Appendix C) – removal of references to UGE
Hartman reported that as the implementation committee was going through the approval forms they noted some forms needed to be updated. The course change form still references UGE, which is the general education program used prior to instituting K-State 8. Since K-State 8 was implemented in Fall 2011 it seems reasonable to remove references to UGE in the course change form. There was brief discussion about the impact of this change and how many students may still be using UGE. No objections were raised to removing these references. Therefore, the form will be updated.
 - B. Course form (Appendix R) – Change from expedited to non-expedited proposal
A few years ago there was a push to begin tracking research courses and FS Academic Affairs created a new course approval form solely for undergraduate research courses and it was approved that these specific new courses would be able to gain approval through the expedited process. However, with the implementation of Curriculog beginning and the fact that there has been adequate time offered to allow for these courses to be proposed it has been recommended to return this new course back to a non-expedite process just like other new courses. After discussion of a time frame to set this for with committee members, it was decided that in Spring 2017 the process to have these courses approved will return to the non-expedited process.
 - C. Signature sheet – Is the continued use of this form necessary?
Hartman directed members to the signature sheet included with the email. In times past this may have been used to verify the appropriate persons were in favor of a new program or discontinuing a program. However, the use of the form is now outdated and it seems unnecessary to require this form to be completed in addition to using Curriculog, which will require multiple layers of approval. There was no objection to discontinuing the use of this form.
4. Course and Curriculum Instruction Manual – update to pages 5-6 regarding assessment language
Hartman reported that a few minor changes were requested that are housekeeping changes to the manual and they will be updated.
5. Interdisciplinary programs approval process – request to review this year (pages 30-36 and 51-54 of C&C Instruction Manual)
There was a request to have this approval process reviewed. The process to get an interdisciplinary program, one involving more than one college, approved has been used a few times in the last year and is

a very long process. In view of this it was requested that it be looked at with the possibility of improvement. A brief history was provided about how this approval process came about. Hartman reported she will attend a meeting next week and provide an update at the next meeting on who will review this and when that might begin.

6. Course and Curriculum Changes

A. Undergraduate

1. A motion was made by Bormann and seconded Reinert to approve the following curriculum change as approved by the College of Technology and Aviation on April 15, 2016 (this proposal was sent out to the listserv by Katherine Sanderson on August 15, 2016):

Changes to the ~~Avionics Maintenance~~ Aviation Electronics Technology Certificate
(Discussion whether this is a new program vs. a change)

Hartman reported that after this proposal came out to the listserv there was a question raised about whether this should be a “change” or instead be a deletion of a certificate program and a proposal for a new one. Hartman provided background and detail about the changes. After discussion among committee members all were in favor of these changes moving forward as they are. Aviation had revamped their program and merged a few courses and updated course titles. Also those in industry made recommendations to the college which showed that not as many courses were needed within the certificate. After discussion of what the impacts are and the fact the student learning outcomes are the same the motion carried.

7. Graduation List

- A. A motion was made by Charney and seconded by Bormann to approve the May 2016 graduation list as submitted by the Registrar’s office. Motion carried.

8. Polytechnic restructuring – approval of course and curriculum changes within college levels

Hartman reminded members that K-State Salina became K-State Polytechnic last year. The three departments were combined into one department technically, which is a School - the School of Integrated Studies. When it comes to the approval process, there is a department approval prior to the college level approval. However, with their college now basically being one large department, they are working with the process to make sure the appropriate layers of approval are in place. Their college is going to be discussing this in the very near future. This is not something Academic Affairs needs to vote on, however, Hartman opened the floor for any input or suggestions for members. Dyer reported she had visited recently with other schools within colleges here, such as the school of music, theatre of dance. She indicated there are a few models that could be looked to and identified that will be useful to their college.

9. Committee reports:

- A. Committee on Academic Policy and Procedures – Reinert
Reinert reported that summer school hours, with regard to the number of credit hours a student can take, are being discussed. In the fall and spring terms 21 hours is the cap on enrollment, with approval for further hours needed during a semester. The committee is also reviewing cross-listed courses in order to keep these up-to-date. ACT and SAT scores are being discussed as well.
- B. KSIS – Reinert
No report.
- C. University Library Committee - Bormann
No meeting to report on yet.

10. Co-Chair of Academic Affairs

Hartman indicated that due to circumstances that have arisen she will need a co-chair. She asked members to think about this and it will be an item on the Sept. 20th agenda.

11. Academic Affairs report to Faculty Senate for Sept. 13th meeting

Hartman will need to attend the FS meeting by Polycorn next week and asked that someone be her backup for the AAC report if that is needed. Goodson will be able to do this if needed.

12. Announcements/for the good of the University

The Professional Staff Affairs committee is meeting with HCS currently to discuss the upcoming Total Rewards announcement. This will be an important topic of discussion this year.

Nielsen announced that the University Calendar Committee, which he chairs, has approved an upcoming academic calendar. The calendar will be approved by Faculty Senate prior to submission to the Board of Regents for their final approval. Nielsen has submitted the proposed calendar to President Andy Bennett for placement on the FS Executive Committee at their next meeting.

Kennedy mentioned a Teval work group that is being formed, which he will serve on. Hartman added that this was discussed late last semester. The Faculty Affairs committee has been charged with organizing this group and it will be formed soon. Charney will also be recommended for this group as a voice from Academic Affairs.

Kennedy also mentioned career fair coming up and announcements that will be going out regarding it. He also reported that the Office of Institutional Equity has put out the revisions to the sexual assault policy that should provide some clarity.

13. The meeting was adjourned at 4:19 p.m.

Next meeting: Tuesday, September 20, 2016; 3:30 pm; Union room 204