Faculty Senate Academic Affairs
January 16, 2018, 3:30 pm
Business Building, room 2046

Present: Baalman, Bolton, Bormann, Chumachenko, Easton, Hageman, Hartman, Kingery-Page, Reed, and Vardiman
Absent: none
Proxies: Almes, Goodson, and Kennelly
Guests: Cliff Hight, Bente Janda, Chwen Sheu
Liaisons: Brian Niehoff and Monty Nielsen

1. The meeting was called to order at 3:30 pm.

2. The December 19, 2017 minutes were approved as edited. One correction was made on page 1, second to the last paragraph.

3. Previously Tabled Courses:
    To view full proposals, see the Curriculog Agenda: https://kstate.curriculog.com/agenda:228/form

Agriculture	AGCOM - 600 - Capstone Seminar in Agricultural Communications
Arts and Sciences	BIOL - 340 - Structure and Function of the Human Body BIOL - 341 - Human Body I BIOL - 342 - Human Body II SPAN – 411 - Spanish for heritage speakers: Composition and grammar STAT - 760 - Optimization for Data Science STAT - 761 - Discrete Optimization and Scalability for Data Science
Veterinary Medicine	DVM - 712 - Veterinary Clinical and Professional Skills III

The consensus was that the STAT courses would remain tabled until a response is received from the Engineering faculty.

The other courses were brought back to the table for consideration. A motion was made by Hartman and seconded by Bormann to approve all of the other courses. Hartman and Bormann reported that all of the requested edits were made and reminded members of what these were. Motion carried.

4. Previously Tabled Curricula:
    To view full proposals, see the Curriculog Agenda: https://kstate.curriculog.com/agenda:236/form

Agriculture	Agricultural Education (B.S.)
Business Administration	Accounting (B.S.) Entrepreneurship (B.S.) Finance (B.S.) – Change #1 Finance (B.S.) – Change #2 General Business Administration (B.S.) via Distance Education Management (B.S.) Management Information Systems (B.S.) Marketing (B.S.) Pre-Professional Program (BAPP) for the B.S. in Business Administration

All the curricula listed were brought back to the table for consideration. A motion was made by Hartman and seconded by Bormann to approve the curricula. Bormann and Hartman conveyed that the requests made by Academic Affairs were made. Motion carried.

5. New Business
   Course Content Retention – Guests: Cliff Hight
   Cliff Hight was present to discuss recommended guidelines for retention of course content. This was originally brought forward in Faculty Senate from the Technology committee. However, its impact on both the academic side of things and what action faculty will need to take led the discussion to this body and it will also be presented to Faculty Affairs. Cliff shared proposed guidelines with committee members. The hope is these will provide consistent retention in future. Canvas also plays a role in this because some automated retention management can be accomplished via that means.

   Committee members and visitors discussed this topic and shared ideas with Cliff. He thanked members for the conversation because it helps identify what faculty may perceive as a record. It was noted some faculty use documents more as "living" documents. The definition of "course content" was clarified by reviewing the information Cliff sent. This would not include things such as lecture notes, which are typically working documents. If a professor uploads to canvas, there are certain things retained by using that method. This would include documents such as their syllabus and reading lists. This topic, of course, has impact on the IT side as far as how long they can retain information.

   It was noted these guidelines haven't been provided in response to a state obligation, but rather it's in order to provide the best practices for K-State. It was recommended that the language include words such as "may" or "should." Cliff will check with Scott Finkeldei in IT to inquire if there is a way to identify content that hasn't been accessed in five years in Canvas. It was also recommended to educate faculty that having a backup outside of Canvas would be a good idea. Ryan Leimkuehler, in his records management position, will be helping Cliff with this project. The request was made that some kind of automated message be sent to faculty notifying them prior to items being deleted from Canvas. Again, Cliff thanked members for their input. If you have other feedback or questions please contact him.

6. Old Business
   A. Retake Policy – University Handbook, Section F65.1
      Bormann provided some background on where the recommendation came from to change the wording in the current handbook language related to the Retake Policy. A motion was made by Bormann and seconded by Reed to approve the proposed revised language in Section F65.1. There was conversation about using the number of hours instead of the number of courses, but this wording was not altered. After further discussion, an amendment was made by Easton and seconded by Bormann to edit the third to last sentence in F65.1 to read:
      > "Although there is no limit to the number of times a course may be retaken, a student may retake a course with subsequent removal of the prior grade from calculation of the grade point only once for each course, and only for the first five retaken courses during the student's academic career at K-State."
      It was noted that a student and their advisor need to work together to plan accordingly when discussing course retakes. After further discussion the motion to approve the policy as amended passed. This proposed change will move forward to the Executive Committee for approval to be placed on the February Faculty Senate agenda.

   B. Incomplete Policy – University Handbook, Section F83
      There has been quite a lot of discussion on changes to this policy. A working group of CAPP brought the proposed changes forward, which were approved and sent on to FS Academic Affairs and Faculty Affairs for further review. Edits were made by those committees and it came to Exec and then Faculty Senate. However, due to various concerns at its first reading it was returned back to committee. It is now back with the working group of CAPP and will come back to AAC for consideration when ready.

C. K-State 8 tags

Co-Chairs Bormann and Hartman asked for input on how best to communicate with the colleges what the expectations are when new K-State 8 tags are proposed with a course. It was recommended they notify the course and curriculum committees of each college. This was agreeable to all.

7. Committee reports:
A. KSIS – Hartman
- KSIS met and discussed the GDPR (General Data Protection Regulations), which are guidelines adopted in Europe that protect their students' information. It is comparable to FERPA, but enhanced. It is quite complex and the K-State Office of General Counsel has been working on recommendations on what K-State will need to do in order to comply. Its intent is to protect a student's personal data and heightens security.
- Hartman also reported transcripts were discussed and how these get routed through K-State. It was asked that if you are *not* the appropriate person and you receive an email about a transcript, do not download it before inquiring first where it needs sent.
- There was conversation about the KSIS committee and what the committee's purpose should be, if it continues on.

7. Announcements/for the good of the University

Bormann reported that members may have received an email from a student with a request; however, it's not within the committee's purview and she will respond to it.

Baalman inquired about optional syllabus statements and suggested that perhaps one could be added to make students aware of the assistance provided for them by things such as the Food Pantry and Counseling sessions. Bormann and Hartman will take this idea to leadership.

8. Adjourned at 4:41 pm.

Next meeting: Tuesday, February 6, 2018; 3:30 pm; 2046 Business Building