

**MINUTES**  
**Faculty Senate Academic Affairs**  
**March 6, 2018, 3:30 pm**  
**Business Building, room 2046**

Present: Baalman, Bolton, Bormann, Chumachenko, Easton, Goodson, Hageman, Hartman, Kennelly, Kingery-Page, and Vardiman

Proxies: Almes and Reed

Guests: Naomi Wood

Liaisons: Brian Niehoff and Monty Nielsen

1. Jenny Bormann called the meeting to order 3:30 pm.
2. The February 20, 2018 minutes were approved as submitted.
3. Course and Curriculum Proposals

Changes listed below were approved at the college or graduate level at least 10 days prior to this meeting.

A. Previously tabled course proposals:

**To view full proposals, see the Curriculog Agenda: <https://kstate.curriculog.com/agenda:304/form>**

Arts and Sciences	ARAB - 300 - Arabic III ENGL - 224 - Television as Literature ENGL - 324 - Television ENGL - 424 - Topics in Television ENGL - 500 - Writing Center Theory and Practice MC - 469 - Drone Photography and Video
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Bormann thanked Naomi Wood for attending to answer questions raised at the last meeting regarding the English courses. Wood began by discussing the television courses. She described the rationale for having the three differing courses. There are three levels of other similar courses, such as the film courses, and these are parallel to those. She also provided the course descriptions for the film courses as a comparison. A general question was raised about the title for ENGL 324. It could be confusing for students not in the major to determine what they're really taking, also it provides some difficulty for their advisors to help them determine which course to take. It was mentioned again that these are parallel to the other courses like these within English and they are seen as clustered together. Wood also conveyed that from their perspective as a department, there is no disconnect. Discussed ensued on the overall issue, in general, of short title and course descriptions. This is a larger issue than just these courses. Members recommended that course titles, in general, need to be reviewed over time to make sure they are descriptive enough to be useful. There has been a long-term trend and over time has been seen that course titles and descriptions are becoming too short. Additionally, members conversed about catalog limitations and KSIS issues related to title length and course descriptions.

Discussion on ENGL 500: Reviewed the description with Wood. She will discuss this with her department and work on providing a revised description in the near future. This will remain tabled until the revised description is provided.

A motion was made by Bormann and seconded by Hartman to approve ENGL 224, ENGL 324, and ENGL 424. Motion carried.

Discussion on Arab 300: A revised course description was provided. All were satisfied with the revision. A motion was made by Bormann and seconded by Hageman to approve the course. Motion carried.

Discussion over MC 469: In process of being discussed by the two units. This will remain tabled until the next meeting.

B. Curriculum proposals:

To view full proposals, see the Curriculog Agenda: <https://kstate.curriculog.com/agenda:305/form>

Agriculture	Entomology Minor Horticulture (B.S.) - Golf Course and Sports Turf Operations Option Horticulture (B.S.) - Horticulture Production Option Horticulture (B.S.) - Horticulture Science Option Horticulture (B.S.) - Landscape Horticulture Option
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A motion was made by Bormann and seconded to approve the curriculum proposals. There was conversation about the impact statements and whether appropriate contact was made. It was commented that a good faith effort was made to contact the impacted units. Fundamental conversation occurred regarding contact to other colleges, what documentation should be included, and so on. Motion carried.

4. A motion was made by Bormann and seconded by Hartman to approve the Posthumous Degree Request: May 2018, Graduate School, Moustapha Soumaila Issa. Motion carried.

5. Old Business

A. Incomplete Policy – University Handbook, Section F83

Bormann reported this is still with the Committee on Academic Policies and Procedures (CAPP). It will come forward when ready.

B. K-State 8 tags

Members discussed the tagging review going on. The K-State 8 Council is having each department review their own tags and make a determination whether a tag still fits. Those that are determined not to fit any longer are recommended for removal. The Council is currently working on reviewing one tag per semester. It seems there are two main issues. One is that if we just focus on the tags, we need authority to remove a tag and likely the criteria and tagging document needs to be reviewed. It was reiterated that a course title and description should assist in identifying how a tag fits. The second, and larger issue, is whether K-State 8 is doing the job of providing a general education. Conversation ensued. The consensus is the program is doing its job; however, the governance piece over the tagging process and review should be more fine-tuned. We need to make sure the program stays strong and that students are benefiting. The Diversity tag was highlighted as one tag that needs to more intentionally thought about. Perhaps this body needs to identify a standing subcommittee to oversee the management of the tags. A suggestion was made to have a meeting of the appropriate personnel to move forward in an effective way. In view of the fact a new provost will be hired in short order, should this wait? Consensus was that review of the tagging criteria and the original proposal documents can begin and will be reviewed within the next month. Hartman, Bormann, and Easton will begin on this.

Bormann and Hartman directed members' attention to the letter that will go out to course and curriculum chairs as well as dean's office contacts to disseminate. The letter discusses what is needed when submitting a new K-State 8 tag or a change to a tag; the need to clarify course titles and descriptions to make sure it is easily seen how a tag fits; and what is needed related to impact

statements and documentation when an impact isn't directly to a unit, but rather a college. Some minor changes were recommended and the letter will go out this week.

C. Optional syllabus statement

Bormann reminded members that our student representative recommended an optional syllabus statement be included regarding what resources are available to students. Hartman drafted a brief optional syllabus statement and circulated it to members via email. Bormann moved to endorse the optional syllabus statement. Motion was seconded. Motion carried. The statement will move forward to Faculty Senate for approval and if approved, will be sent to the Provost as recommended optional syllabus language to be included.

6. Announcements/for the good of the University

Faculty Senate Elections: primary ballots completed, final elections beginning March 8

Next Wednesday is the KSIS meeting. Hartman asked for a volunteer to attend this meeting on her behalf. Amy Hageman will go.

Hartman will follow up on the KSIS observer role question that she related to members a couple meetings ago. This was regarding advisors at the Polytechnic campus being in a "pilot" program as observers. There was some confusion about this and who was running the pilot, etc.

A question was raised during the last Curriculog implementation team meeting regarding internal minors. There is no official policy on internal minors needing an assessment plan, but it was inquired whether it is best practice to include this. In short, the answer is no. Niehoff was able to share some history on this. He reported that the assessment process is happening within the classes the students take for these internal minors. For internal minors, you basically find out a student has taken a minor when they complete it, not when they start it. Additionally, the board does not require assessment pieces on these. This sufficiently answered the question and Candace will pass this information on to the team.

7. The March 20<sup>th</sup> meeting, which is during spring break, will be canceled.

8. The meeting adjourned at 4:37 pm.

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