

MINUTES
Faculty Senate Academic Affairs
April 3, 2018, 3:30 pm
Business Building, room 2046

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

Guest: Stacia Gray

Liaisons: Brian Niehoff, Monty Nielson

1. Hartman called the meeting to order at 3:30 pm.
2. The March 6, 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 Curriculum Agenda: <https://kstate.curriculog.com/agenda:340/form>

Arts and Sciences	ENGL - 500 - Writing Center Theory and Practice MC - 469 - Drone Photography and Video
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A motion was made and seconded to approve ENGL 500. Motion carried. Hartman reported that after discussions between Polytechnic and Communications MC 469 has been withdrawn, but they will be putting forward a similar course in the near future. No action is necessary on that course.

B. Course proposals:

Arts and Sciences	BIOL - 670 - Immunology ENGL - 669 - Advanced Creative Writing: Special Topics GEOG - 742 - Digital Geomorphology GEOG - 747 - Soil Mapping GEOG - 842 - Advanced Digital Geomorphology MUSIC - 690 - Survey of Vocal Solos for Adolescents MUSIC - 696 - Jazz Theory I MUSIC - 697 - Jazz Theory II MUSIC - 698 - Jazz Improvisation I MUSIC - 699 - Jazz Improvisation II
Education	EDCI - 400 - New Literacies in Contemporary Classrooms
Human Ecology	ECED - 528 - Research and Inquiry in Early Childhood Education ECED - 530 - Teaching & Learning in Early Childhood Education ECED - 531 - Developmental Curriculum in Early Childhood Education ECED - 541 - Curriculum for Emotional, Social, and Physical Development of Young Children ECED - 556 - Early Childhood Practicum 4: Home Visiting
Technology & Aviation	ECET - 250 - Digital Logic
Veterinary Medicine	DVM - 713 - Veterinary Clinical and Professional IV

A motion was made and seconded to approve the Arts & Sciences courses.

Discussion: There were questions on the GEOG and some of the MUSIC courses. There were questions on GEOG 742 and 747 related to the tags in general and being on a 700 level course. It seemed appropriate to table GEOG 742 to clarify whether the tags are, in fact, desired and to determine whether there is 40 % coverage of the tags. After discussion, committee members believed GEOG 747 was fine to move forward. There was discussion on the Music course changes rationale. All give the rationale that they are changing the course number from 200 to 600 in order for graduate students to take it. Members believed a little more explanation is appropriate. Tabled 696-699 courses.

A motion was made by Bormann and seconded by Almes to table GEOG 742 and MUSIC 696-699. Motion passed. The motion to approve all other A&S courses passed.

A motion was made by Hartman and seconded by Bormann to approve all other course proposals. A question was raised about ECED 528, 530, 531 related to whether the tags are appropriate. After discussion, a motion was made and seconded to table those three courses to clarify the tags. Motion to table carried.

Motion to approve all other courses carried.

C. Curriculum proposals:

To view full proposals, see the Curriculog Agenda: <https://kstate.curriculog.com/agenda:341/form>

Agriculture (informational - these items are on hold at Exec)	<i>Horticulture (B.S.) - Golf Course and Sports Turf Operations Option</i> <i>Horticulture (B.S.) - Horticulture Production Option</i> <i>Horticulture (B.S.) - Horticulture Science Option</i> <i>Horticulture (B.S.) - Landscape Horticulture Option</i>
Arts and Sciences	Concurrent B.A./B.S. and M.A. in Sociology
Business Administration	Professional Strategic Selling, B.S.
Education	Elementary Education (B.S.)
Human Ecology	Apparel and Textiles (B.S.)
Technology & Aviation	Engineering Technology-Electronic and Computer Engineering Technology Option (BETB-EC) Engineering Technology-Robotics and Automation Option (BETB-RA)
Veterinary Medicine	Agricultural Biosecurity Research Graduate Certificate - New

Hartman and Bormann reported that the Horticulture curriculum proposals are on hold at the Exec committee level. At Exec, it was noted that not all of the units were notified and rather than have further questions at Faculty Senate, the proposals were tabled so additional impact information can be relayed prior to these being on a Faculty Senate agenda.

A motion was made by Hartman and seconded by Bormann to approve the curriculum proposals above. A question was raised about the Apparel and Textiles impact. Since there were free electives being deleted does anyone need informed or what is the appropriate process. Committee members discussed this as an overall topic since this has happened in the past and will likely continue to occur. Because this type of a change could affect several various colleges or none at all, it doesn't seem reasonable to try and have a proposer contact all colleges related to that change. The decision was made this was fine.

Committee members agreed that if units do their due diligence to make sure ones are notified ahead of time, this is fulfilling what is required. It was questioned whether emails/memos must be uploaded in Curriculog or if noting this information in the Impact statement field is fine. There is an option to upload documentation if desired, but having it at least in the impact statement field is appropriate. The thought was reiterated that if a dept/unit has made effort to contact units being impacted, they are fulfilling their obligation as best they can.

There was a comment about the Polytechnic curriculum that is 122 hours. Hartman reported this has been discussed with the Provost office and their justification will be for accreditation. It was decided this was fine to move forward.

Motion passed to approve the curriculum proposals.

4. Posthumous degree request – May 2018, Anthony Berg, College of Engineering
A motion was made and seconded to approve this request. Motion passed.

5. New Business

- A. Approval process for offering half credit hours within existing variable credit hour courses
In November 2017, a one half-credit hour definition was approved and is now found in the University Handbook, Section F115.1. There are now some colleges interested in using this for some of their courses. The question was raised about the appropriate procedures for approving changes to existing courses with variable hour credit. For example, if a course is offered currently for variable hours from 1-3, but now they want 1.5, 2.5, etc. what is the correct procedure for approval, or is there one? Graduate research hours were brought up as well. Currently, a credit hour change to a course is an expedited change. Members believed if there is a course that has variable hours from 1-3, but want .5, they would need to submit the change for approval through the normal process. However, what about those courses which offer 0-3 hours and they want to add in the ½ credit hours (0.5, 1.5, 2.5). It was suggested that this be an expedited change. A question was raised about whether this is a drop down field in KSIS or whether it would be something entered in. Members were unsure. After further discussion, it was believed this should be a deliberate request from a department; not something that can just happen with no real thought about what the impact is for the department or other consequences for the student or coursework, etc. It was suggested that some follow up be done on the questions regarding KSIS and programming and then a vote can be taken on this at the next meeting.
- B. Optional Syllabus statement – Diversity and Inclusion
Some universities are including diversity and inclusion statements on the syllabus. Bormann provided some background information for committee members to consider and discuss. There was some concern over adding multiple syllabus statements. The more items listed, it seems the less people read. It was also commented that having optional language provides faculty with an example of wording that can be used. This can help if they want to present information in their syllabus, but may not feel comfortable with drafting their own language. Discussion ensued. The bigger picture is making students feel comfortable and welcomed here.

Members are open to an optional statement. Kingery-Page and Hageman volunteered to work together to develop something to bring back to the committee.

6. Old Business

- A. Incomplete Policy – University Handbook, Section F83
No update at this time. Still being worked on in a subcommittee of CAPP.
- B. K-State 8 tags
Hartman, Bormann, and Easton will get together to review the tagging and criteria for K-State 8 tags to determine if changes are desired. They may also discuss the overall role of the FS Academic Affairs committee within the K-State 8.

7. Committee Reports – from March

A. KSIS – Hageman on behalf of Hartman

Hageman attended this and the biggest item discussed was the European Union privacy law. This is quite complex. Nielsen also provided further information on this. The Office of General Counsel is seeking additional outside counsel on this matter in order to gain further advice. This will assist them in making recommendations to the president's cabinet. Neilson reported that May 25, 2018 is the date to become compliant with the changes.

B. CAPP - Reed

Reed reported on the last meeting. The undergraduate reinstatement process will undergo some changes. A complex situation brought to light some necessary revisions. They also discussed the role of the KSIS committee. It may go away or be transitioned into a newly charged committee.

C. Library Committee – Reed

Reed reported the committee was pleased the resolution on maintaining library support was passed by Faculty Senate. They are fund raising and will be able to begin renovation to the first floor.

D. Curriculog

*The Course form in Curriculog has a distance education field which asks whether any sections will be taught by distance. It was inquired whether that particular field is needed. After discussion over what it may be used for and the history of where the field came from, it was determined that it does not seem necessary on the course form. The Curriculum form does need it though.

*The UHP 189 course is now in the catalog under "undergraduate studies." There was brief discussion on finding it in the course scheduler.

*Effective dates. Determining when a proposal can be effective can sometimes be a difficult process. There are deadlines in place to correspond with enrollment. For example, if changes are made after March, students are already enrolling for Fall and it isn't best practice to make changes after that time. Therefore, currently, if a proposal comes to FS AAC and is past the deadline, Candace goes in and makes that change in Curriculog with a comment that the deadline has passed. However, is there a better way perhaps to handle this. Discussion ensued. Members suggested perhaps as the forms are being updated over the summer, an additional field could be added such as "Effective upon earliest availability." Sometimes it ends up being a judgement call and it was asked who should make this. This information will be relayed to the Curriculog committee and we will follow up.

8. Announcements/for the good of the University

A. Hartman reported on the Observer roles in Canvas for Polytechnic that she had mentioned at a past meeting. There seems to be overall confusion on this. What is an appropriate procedure for a college/unit to implement this? Should the college make a request for this be approved? Members believed the request should be made – it shouldn't be automatic, even though it may be a similar process. It was highlighted that the Observer role for Athletics went through a lengthy discussion in Academic Affairs before being approved on a one-year trial. Hartman will follow up with Scott Finkeldei on the technology side. It seemed reasonable that a request should be made to this committee from Polytechnic if they want to utilize this role.

B. Faculty Senate elections are complete – committee assignments should be worked on this month.

C. Annual Faculty and Professional Staff Retiree Ceremony will be on April 17th at 4 pm.

D. Chair / Co-Chairs for 2018-2019

Hartman is on her sixth year and she will be rotating off. Members were encouraged to consider serving in this capacity.

9. Meeting adjourned at approximately 4:50 pm.

Next meeting: Tuesday, April 17, 2018; 2:30 pm; 2046 Business Building