

MINUTES
Faculty Senate Academic Affairs
April 17, 2018, 2:30 pm
Business Building, room 2046

Present: Almes, Bolton, Bormann, Chumachenko, Easton, Hageman, Kingery-Page, Vardiman

Absent: Goodson and Kennelly

Proxies: Reed

Non-voting Liaisons: Brian Niehoff, Monty Nielsen

Guests: Arnaud Temme, Esther Swilley, and Zeb Walker

1. The meeting was called to order at 2:35 pm.
2. The April 3, 2018 minutes were approved as recorded.
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:358/form>

Arts and Sciences	GEOG - 742 - Digital Geomorphology MUSIC - 696 - Jazz Theory I MUSIC - 697 - Jazz Theory II MUSIC - 698 - Jazz Improvisation I MUSIC - 699 - Jazz Improvisation II
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

A motion was made by Hartman and seconded by Bormann to approve the Arts and Sciences courses previously tabled.

Discussion: Arnaud Temme presented the rationale for the historic content tag in GEOG 742.

Motion passed.

B. Course proposals:

To view full proposals, see the Curriculog Agenda: <https://kstate.curriculog.com/agenda:358/form>

Arts and Sciences	AMETH - 300 - Cultural Competence in Institutions ART - 302 - Art and Insects BIOCH - 266 - Elementary Organic and Biochemistry with Home and Virtual laboratory BIOCH - 522 - General Biochemistry Laboratory BIOCH - 523 - Introduction to Biochemical Methods DAS - 214 - Introduction to Arts & Sciences Education Theory and Practice GWSS - 275 - Gender and Sex in Science Fiction GWSS - 335 - Transgender Studies GWSS - 435 - Race/Sex/Science GWSS - 551 - The History and Politics of Family Violence HIST - 311 - Race & US Foreign Relations
Education	EDCEP - 160 - Development and Integrity

Engineering	BAE - 345 - Properties of Biological Materials BAE - 450 - Off Road Machine Power Components BAE - 550 - Hydraulics and Mechatronics DEN - 160 - Engineering Orientation DEN - 161 - Engineering Problem Solving DEN - 300 - Introduction to Total Quality Management and Six Sigma DEN – 325 - Engineering Professionalism and Decision Making DEN - 420 - Introduction to Alternative Energy Sources DEN - 425 - Introduction to Energy and Environmental Technology IMSE - 250 - Introduction to Manufacturing Processes and Systems IMSE - 562 - Materials and the Impact of Manufacturing Processes NE - 350 - Reactor Operations Laboratory
Human Ecology	CSD - 443 - Language Assessment and Intervention I CSD - 446 - Disorders of Articulation and Phonology ECED – 797 - Home Visiting Programs for Young Children and Families HM - 895 - Financial Management and Cost Controls for the Hospitality Industry

A motion was made by Teresa Hartman and seconded by Jenny Bormann to approve the Arts and Sciences and Education course proposals.

There were questions on the following course proposals from Arts and Sciences: All the BIOCHEM courses.

Discussion: Discussion included pros and cons of separate course numbers for online versus in person labs.

Motion passed.

Main motion to approve Human Ecology and Engineering was made by Teresa Hartman and seconded by Jenny Bormann.

Discussion: CSD 443 CSD 446 HM 895 course proposals seem to have only expedited changes. This will be verified. If so, the proposals will be approved through the final steps in Curriculog. *Update:* It was confirmed that these are expedited changes. They are therefore approved and do not need FS executive or Faculty Senate final steps.

Motion passed.

C. Curriculum proposals:

To view full proposals, see the Curriculog Agenda: <https://kstate.curriculog.com/agenda:359/form>

Arts and Sciences	Biochemistry (B.A.) Biochemistry (B.S.) Mass Communications B.A./B.S. Medical Laboratory Science (B.A./B.S.) Music Education (B.M.E.) Political Science B.A./B.S.
Business Administration	Undergraduate: Business of Sports and Entertainment Certificate - New
Engineering	Biomedical Engineering (BME) (B.S.) Computer Science (B.S.) Industrial Engineering (IE) (B.S.)

A motion was made by Teresa Hartman and seconded by Jenny Bormann to approve all the above curriculum proposals.

Discussion: Esther Swilley and Zeb Walker attended to discuss the Sports and Entertainment certificate. Discussion included rationale for certificate, procedure on approving certificate

before/after courses show up in Curriculog (courses went through Graduate Council) and assessment plan readiness.

Motion passed.

4. Graduation list addition: December 2017, Ashley Nicole Denney, Master of Arts, Graduate School

A motion was made by Teresa Hartman and seconded by Jenny Bormann to approve the graduation list addition. Motion passed.

5. New Business - none

6. Old Business

A. Approval process for offering half credit hours to existing variable credit hour courses: Information from enrollment is that changing ability to select .05 hr increments would not be available for just select courses, it would have to be there for all variable credit courses. This brings back the need to think carefully about the process for changing variable credit courses to the 0.5 hr. increment. Suggestion from Brian Niehoff to wait and have Charlotte Pfaff, associate registrar, come in and discuss with us the enrollment scenarios before the committee makes any choices, and/or wait until this kind of a proposal comes before us. At this point, a 0.5 increment course would need to be approved. Changing credit hours (say from whole to 0.5 increment) would be an expedited change as credit hour changes currently are.

B. Optional Syllabus statement – Diversity and Inclusion

The policy has been sent to University diversity officers for review. Tabled until we hear this feedback.

C. Incomplete Policy – University Handbook, Section F83

Motion to approve the policy made by Teresa Hartman, seconded by Jenny Bormann. Members made minor suggested changes to the proposal provided by the Task Force. These were accepted. Motion passes. The proposal will move forward to Faculty Senate for final approval.

D. K-State 8 tags

Discussion: In general, the committee's sense is that policy should favor the unit's judgement on the tag but allow tag removal if it truly seems unsubstantiated by course content. The need for policy is generated by the potential of a controversial case—who would be final arbiter on whether a tag should remain or be removed after unit's review process with K-State 8 Council? Academic Affairs seems like the place for such a case to come...or is it? Should there be a place for such cases to come or should it ultimately be left to the unit? This is still an ongoing discussion.

E. Observer role in KSIS Follow up – Hartman

If any large body or outside entity requests observer status, their request should come through Academic Affairs.

7. Committee Reports

A. KSIS – Hartman

Discussion in KSIS committee was about encrypted file transfer. IT is looking for a way to accomplish this. Discussion in this committee: Could it be handled by KSIS, Canvas, or OneDrive? KSIS is looking into it with IT. Multi-factor authentication is being tried by pilot users right now. KSIS Taskforce determining whether to keep same name, adopt more permanent name, or disband.

B. CAPP – Reed

No report. Reed not able to attend today's committee meeting.

C. Library Committee – Reed

No report. Reed not able to attend today's committee meeting.

D. Curriculog – Hartman/Bormann

No update.

8. Announcements/for the good of the University

A. Annual Faculty and Professional Staff Retiree Ceremony **today at 4 pm**, Alumni Center.

B. Chair / Co-Chairs for 2018-2019

Jenny Bormann will continue to serve and Todd Easton offers to co-chair.

9. The meeting adjourned at 4:02 pm.

Next meeting: Tuesday, May 1, 2018; 3:30 pm; 2046 Business Building

Incoming committee members are welcome to attend the May 1st and May 15th meetings to observe