

**MINUTES**  
**Faculty Senate Academic Affairs**  
**May 15, 2018, 3:30 pm**  
**Business Building, room 2046**

Present: Almes, Bormann, Clark, Easton, Hageman, Hartman, Kennelly, McDiffett, and Von Bergen

Proxies: Kingery-Page for McGlynn

Absent: Chumachenko, Pitts, Reznikoff, and Vardiman

Liaisons: Brian Niehoff and Shannon Castleberry for Monty Nielsen

1. Jenny Bormann called the meeting order at 3:30 pm.
2. The May 1, 2018 minutes stood approved as submitted.
3. Overview of activities/charge of FS Academic Affairs committee
  - A. Course/Curriculum approvals  
 FS Academic Affairs (AAC) reviews all non-expedited course and curriculum changes. When questions cannot be answered, at times proposals are tabled in order to address these. If you have a question ahead of time, please send an email to either one of the co-chairs, Candace, or the originator of the proposal. Individuals are invited to attend at times to answer questions.
  - B. Graduation List / Posthumous Degree approvals  
 This committee officially approves the full lists of graduation candidates as well as list additions or corrections and posthumous degree requests.
  - C. Requests that are academic in nature  
 A couple examples of proposals that Academic Affairs has worked on in the past are proposed changes to the Incomplete policy, the K-State 8 general education program was vetted through this body, and the like.
  - D. Committees related to AAC (CAPP, University Library, Curriculog)  
 A brief review of the subcommittees that Academic Affairs gets reports from were discussed, such as CAPP – the Committee on Academic Policies and Procedures, ARPS (previously KSIS taskforce), and the University Library committee.
4. Course and Curriculum Proposals

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

A. Course proposals:

**To view full proposals, see the Curriculog Agenda: <https://kstate.curriculog.com/agenda:386/form>**

Arts and Sciences	MATH - 707 - Theory of Numbers II MC - 701 - Proseminar in Mass Communication MC - 799 - Independent Study in Mass Communication MC - 801 - Advanced Research Methods: Qualitative MC - 802 - Advanced Research Methods: Quantitative MC - 820 - Digital Media Audiences and Analytics STAT - 610 - Introduction to Mathematical Statistics I STAT - 611 - Introduction to Mathematical Statistics II
Business Administration	MANGT - 630 - Sports Management MKTG - 625 - Entertainment Marketing
Engineering	ARE - 733 - Advanced Mechanical Hydronic Systems Design NE - 690 - Radiation Protection and Shielding NE - 730 - Applied Reactor Physics

	NE - 740 - Nuclear Systems and Design
Human Ecology	FNDH - 320 - Care and Prevention of Athletic Injuries FNDH - 551 - Evaluation of Athletic Injuries of the Extremities FNDH - 552 - Emergency Procedures and Evaluation of Core Athletic Injuries FNDH - 553 - Pharmacology in Athletic Training FNDH - 554 - General Medical Conditions in the Athlete ID - 330 - Textiles for Interior Design PFP - 805 - Statistical Software Applications in Personal Financial Planning PFP - 806 - Statistical Methods in Personal Financial Planning I PFP - 825 - Survey of Personal Financial Planning Research and Theory PFP - 888 - Research Methods in Personal Financial Planning I PFP - 889 - Theories and Models in Personal Financial Planning PFP - 890 - Research Methods in Personal Financial Planning II PFP - 894 - Professional Issues in Personal Financial Planning PFP - 900 - Research Seminar PFP - 906 - Statistical Methods in Personal Financial Planning II PFP - 979 - Global Issues in Personal Financial Planning PFP - 990 - Dissertation Proposal Seminar PFP - 999 - Dissertation Research

A motion was made by Bormann and seconded by Hartman to approve the course changes. There were a couple suggestions about the PFP and FNDH courses that Bormann will follow up on. Motion carried.

B. Curriculum proposals:

**To view full proposals, see the Curriculog Agenda: <https://kstate.curriculog.com/agenda:392/form>**

Engineering/ Business	Concurrent B.S.-Computer Science/M.B.A. - NEW
Human Ecology	Athletic Training (B.S.) Health Coach Certificate - NEW Human Nutrition (B.S.)-Nutrition and Health Human Nutrition (B.S.)-Nutritional Sciences Nutrition Minor – NEW Personal Financial Planning (Minor) – NEW
Technology & Aviation	Unmanned Aircraft Systems Minor (RUAS)

A motion was made by Bormann and seconded by Hageman to approve the curriculum proposals. Motion carried.

5. Co-Chairs for Academic Affairs 2018-2019

Bormann and Easton were elected as co-chairs for the 2018-2019 year. Committee members offered their thanks to Teresa Hartman for her dedicated leadership and service as chair and co-chair for these past three years.

6. Committee Reports

A. ARPS (Academic Records, Processes and Systems Committee)

This is the newly renamed KSIS taskforce. Hartman reported the username field was discussed in KSIS, related to preferred name vs. legal name and how to handle issues that arise from that. There was also discussion regarding when a student's last name changes. Another topic was the GDPR (General Data Protection Regulation – European privacy law). The General Counsel's office is working

with a few other regents' universities to share the cost of getting outside advice/counsel on the implementation of required changes.

B. CAPP (Committee on Academic Policy and Procedure)  
No report.

C. University Library Committee  
No report.

D. Curriculog  
The committee is discussing a new name, as they are no longer the implementation committee. The members agree their meeting monthly is appropriate to discuss possible changes to process and procedure, to answer questions that arise, and to review updates in the software, and the like. They will not meet during the month of June due to orientation and enrollment. There will be down time during July 1-15 to allow for updates to the forms and to begin requesting updates to committee members from the colleges. A new form will be created over the summer to process minor changes that do not need college course and curriculum or faculty senate approval, such as an change in semester offering, if that is the *only* thing changing in a course or if there is a typographical error *only*, such as a word spelled incorrectly. A CIP code change form will also be created; which allows a college to request a change to a program. These requests do not come to FS Academic Affairs for approval. Brian Niehoff briefly discussed what a CIP code is and why they are important.

#### 7. Committee assignments

A. CAPP

CAPP meets the second Wednesday of the month at 10:30 am. Don Von Bergen volunteered to serve.

B. Part of CAPP: Academic Records, Processes and Systems Committee (ARPS) – *Previously KSIS*  
Amy Hageman volunteered to serve.

C. University Library Committee

Amanda McDiffett volunteered to serve. There was discussion over the value of continuing to have an AAC member as a representative on the committee or whether a report can be given to AAC once or twice a year. McDiffett will attend and report back.

#### 8. Ongoing Business

A. K-State 8 tag review

K-State 8 began in 2011 and a review of tags began a few years later. AAC has been discussing the process for tag review this year and will continue this conversation in the fall. The K-State 8 Council is still in place, but the chair, Steve Dandaneau, will be leaving the university in June. Bormann, Easton, and Hartman created a possible process for handling tags that have been reviewed by the K-State 8 Council and are deemed to no longer fit the course, but the department does not agree with the assessment. That document still needs to be reviewed by the K-State 8 Council before being presented to AAC.

B. Updates to Approval, Routing, and Notification procedures for Course and Curriculum changes

The procedures manual needs reviewed and updated to bring it in line with the changes that have occurred in the last two years. Bormann, Easton, and Candace will begin work on this over the summer.

#### 9. Announcements/for the good of the University

There was brief discussion about the consensual romantic relationship PPM chapter that passed Faculty Senate on May 8<sup>th</sup>.

#### 10. The meeting adjourned at 4:22 pm.

Next meeting: Tuesday, September 4, 2018; 3:30 pm; 2046 Business Building