MINUTES
Faculty Senate Academic Affairs
September 5, 2017, 3:30 pm
Business Administration Building, room 2046

Present: Almes, Baalman, Bolton, Bormann, Easton, Goodson, Hageman, Hartman, Kennelly, Kingery-Page, Reed, and Vardiman
Absent: Chumachenko
Guests: Scott Finkeldei, Jill Shields, Kristin Waller, Shannon Washburn, and Alison Wheatley
Liaisons: Ruth Dyer and Monty Nielsen

1. A committee photo was taken and the meeting was called to order at 3:34 pm. Introductions were made.

2. Scott Finkeldei, Jill Shields, Kristin Waller (10-15 minutes) - NCAA eligibility monitoring process as related to Athletic Counselors
   Jill and Kristin introduced themselves and discussed with committee members the Observer role in Canvas that is being worked on in relation to student athletes. They gave a brief overview of what this would do and how it could assist the administrative side of advising student athletes. Currently, the students meet with the athletics department in person, but this Observer role would reduce those meetings substantially. Lengthy discussion ensued and various comments and concerns were raised. There was concern that this role is added automatically rather than opting in. It was recommended this be an opt in feature instead of an opt out. Scott Finkeldei showed a demo on how this would be handled in KSIS. There was also concern voiced about privacy issues. A student's coursework is not currently seen, just the grade. It was recommended this stay the same and that the observer role not be allowed to view a student's assignment. Finkeldei reported that customizable features, such as ones discussed today, would take approximately 9-12 months to implement. Changing the permissions for what an observer can see doesn't take as much time, but the custom populated version does. After further discussion, it seemed that limiting the information to the grade only could be sufficient to address some of the concerns conveyed here today. This will be brought back to the next meeting for final discussion and consensus of the committee.

3. Unfinished Business
   A. Half-Hour Credit – suggested changes to Univ Handbook, Section F115 - Dyer
      This proposal was viewed at the May 16th meeting, and committee members were encouraged to review it over the summer. Dyer reminded committee members of the background for this proposal. In March 2017, the Board of Regents approved K-State to offer contractual market-based education courses. In follow up to that approval, a definition for one-half credit hour is necessary. The proposed language would be added to the University Handbook, Section F. Things are proportional for a half-credit hour, such as tuition, etc. However, it was noted that contractual market-based education opportunities, such as badges or courses for non-degree students, would not necessarily be charged at the same rate. They could be less or more depending on the market. Grade point averages were discussed. It was commented that we can't anticipate every possible scenario that might come from this, but having the definition in place is important. Dyer thanked members for their thoughtful input and comments. This is the second reading and will be voted on at the next meeting. If approved, the Faculty Affairs committee (FAC) will review and vote on this and it will then go to Faculty Senate.

4. New Business
   A. Interdisciplinary Program Approval – revised process
      Hartman provided background about the interdisciplinary program approval process, which is now part of the Approval, Routing, and Notification procedures for course and curriculum changes. It went into effect in the Fall of 2014. After being used for a couple years, it was seen that clarification and

some revisions were needed. Hartman outlined the key items that have been revised, such as how many designated units need to vote and who is responsible for making edits to the proposal as it moves through the process. A concept paper template was also created and is now available on the [website](). This will be voted on at the next meeting. Once approved, the process will be updated in the procedures manual and Faculty Senate will be informed about the changes, but will not need to vote on them. This has been the process followed for changes to the manual and does not set a precedent.

B. Impact of KBOR 120 credit hours for graduation – Curriculum revisions
Bormann reported that the Board of Regents is recommending that undergraduate programs be at 120 hours for graduation. This only applies to undergraduate programs. There should be more information available after the September Board of Regents meeting on the 20th. No firm deadlines have been given yet, but it's definitely something to keep in mind for future programs. It was inquired if K-State 8 courses would be impacted in the curriculum and it is not likely.

5. Course and Curriculum Proposals – none
Hartman reviewed with the committee the differences between expedited changes and non-expedited changes. She strongly encouraged members to review the proposals prior to coming to meeting; which makes effective use of the meeting time. If you have questions on a proposal, please inquire about it prior to the meeting day, if possible, so that perhaps an answer can be provided. Hartman reported that on occasion an expedited proposal may actually be non-expedited and encouraged members to review these to be sure they don't impact other units.

6. A motion was made by Easton and seconded by Hageman to approve the following graduation list and additions:
May 2017 Graduation List as submitted by Registrar's office
May 2017 Addition: William Tyler Davis, Master of Accountancy, Graduate School

Motion carried.

7. Committee reports:
A. Committee on Academic Policy and Procedures
 • Proposal from CAPP – 9 Hours grad/undergrad language
There was much conversation about the proposed language. Committee members suggested some edits, including removing 500 level courses and reminding students that graduate programs of study are determined by the supervisory committee. It was determined this language will need to go through the Graduate Council first. If approved, Academic Affairs will review it. There was also a question about what undergraduate policies this would change or where it would be located. Perhaps the undergraduate catalog or university handbook.
 • Proposal from CAPP – suggested change to University Handbook, Section F83
Shannon Washburn and Karen Pence served were present to discuss this proposal. They served on a task force regarding the Incomplete Grade Policy. Issues arose due to a large number of students who have either graduated or have otherwise left the university and still have an Incomplete grade on their transcripts. A report run by the Registrar's office shows there are approximately 1,100 students who have "incompletes" as a part of their permanent record. Therefore, revised language to Section F83 of the University Handbook has been drafted to address this. Conversation ensued. Several comments were made about why this happens, whose responsibility it is, and the like. It was reported the revised language provides documentation of what is agreed upon by both parties. Also, the last sentence was highlighted in F83 that indicates a student would not be able to graduate if they do not complete the course. This item will be voted on at the next meeting. If approved, it will receive final review and a vote by FAC before going on to Faculty Senate.

DUE TO TIME CONSTRAINTS– THE NEXT TWO ITEMS WILL BE MOVED TO THE SEPT 19TH MEETING.

- Proposal from CAPP – suggested change to University Handbook, Section F102
- Proposal from CAPP – suggested change to University Handbook, Section F121

B. KSIS – no report.
C. Curriculog Implementation Committee

Hartman reminded members that all course changes, as well as some curriculum changes, are now going to be coming through Curriculog, an automated system being used by K-State. She gave members a brief overview of how to view a proposal. You must login to Curriculog with your eid and password. In the left hand side, at the proposal you wish to view, you'll select either "view proposal" or "edit proposal" depending on which tab (My Tasks or All Proposals) you're in - then in the right hand column, under User Tracking, you'll select the "show current with markup" option. If it is a new proposal, there likely will be no markup. However, sometimes there are changes as a proposal move forward, even if it is new, therefore the best practice is to turn this option on when viewing a proposal.

8. 2017-2018 Committee Appointments
   A. University Library Committee – new appointment needed
   The committee meets approximately once a month. They need a volunteer to serve on this committee. Heather Reed is willing to serve.

9. 2017-2018 docket
   A. Continued Curriculog implementation
   B. Course and Curriculum Approval and Notification Procedures manual review

10. Announcements/for the good of the University – none made

11. The meeting was adjourned 5:17 pm.

Next meeting: Tuesday, September 19, 2017; 3:30 pm; Business Administration Building, room 2046