

MINUTES
Faculty Senate Academic Affairs
September 19, 2017, 3:30 pm
Business Administration Building, room 2046

Present: Kelli Almes, Olivia Baalman, Tim Bolton, Jenny Bormann, Volodymyr Chumachenko, Todd Easton, Todd Goodson, Amy Hageman, Teresa Hartman, Katie Kingery-Page, and Heather Reed

Proxies: Megan Kennelly and Phil Vardiman

Guests: Bill Banks, Huseyin Dogan, Hulya Dogan, Scott Finkeldei, and Kristin Waller

Liaisons: Monty Nielsen

1. Jenny Bormann, Co-Chair, called the meeting to order at 3:31 pm.
2. The September 5, 2017 minutes were approved as submitted.
3. Follow up – Athletic department Eligibility monitoring process – Observer Role in Canvas. Kristin Waller, Bill Banks, and Scott Finkeldei
Bormann welcomed the visitors and thanked them for coming to follow up on this proposal after the discussion at the last meeting. Kristin directed members' attention to the document sent to them via email and explained in more detail the purpose of this proposal. The main purpose is to assist the student. There were various concerns outlined last meeting about privacy, the ability to opt in versus opting out, and the balance of assisting a student in such a way as to help them become responsible and well equipped for their years at K-State versus something that could seem more like "hand-holding." Kristin spoke to the faculty viewpoint and the learning assistant viewpoint as well. The goal is to help the student progress. A committee member recommended allowing things to progress a little slower, such as piloting a certain college. Additionally this should be an opt-in versus opt out choice. Another committee member spoke to this point as well stating his college wants an opt-in choice not the other way around. Committee members recommended that an email be sent to an instructor requesting permission to be added in an observer role for a student. They would also want to know the name of the advisor, even perhaps having a short description of who they are. This should be done per course instead of per student. Other ideas were brainstormed. Members discussed in further detail what an observer could view. An observer cannot complete work for a student. It was highlighted having the observer role in place allows for an audit trail, which in light of recent circumstances around the nation, is important. It was inquired what student athletes commit to when they sign on with the university. Privacy concerns were a recurring theme. Bill and Kristin responded that students sign the Buckley amendment, but they would need to check to see what specifically it outlines. Bill noted, as the document states, that this approach was recommended after having an audit from a professional consulting group from the N4A (National Association of Academic & Student-Athlete Development Professionals). Other athletic departments across the country are doing this already. Lengthy discussion continued.

The consensus seemed to be that members could support trying it for one year with student and faculty opt in and then review how things are going. It was noted there is the ability with this system to make immediate changes when needed.

Bormann moved to approve this proposal, dependent upon student and faculty being able to opt in to allowing the observer role. It must be reviewed within one year of implementation. Almes seconded the motion. Motion carried. When Bormann and Hartman are notified that the above has been met, this proposal will then move forward to the next step of Faculty Senate.

4. Unfinished Business – Part 1 (2nd reading/action items)
 - A. Half-Hour Credit – suggested changes to Univ Handbook, Section F115 (action item)

The proposed changes were reviewed by this committee at the final May meeting and once again at the first meeting this month. Bormann moved approval of the University Handbook revisions to Section F115 related to the definition of a half-credit hour. Hageman seconded the motion. Motion carried. This will now move on to Faculty Affairs for final review and approval before going to Faculty Senate for approval.

B. Interdisciplinary Program Approval – revised process (action item)

The committee reviewed and discussed this proposal at the last meeting. Bormann moved approval of the revisions to the Interdisciplinary approval process. Bolton seconded. Motion carried. Faculty Senate will be informed of these changes; however, the revisions are final at this step.

C. Proposal from CAPP – suggested change to University Handbook, Section F83 (action item)

As with the other Bormann moved approval of the revisions to Section F83 from CAPP, Hartman seconded. Easton made a motion to amend the language in two parts, Bolton seconded. Discussion: Easton spoke to the first part of the amendment, which places the responsibility on the student to provide a written document of what will be done to complete the class. Members conversed about what happens and why requests for an Incomplete come about. There is a desire for the student and faculty member to agree on what will be done to complete the class.

After discussion, a vote was taken on the first part of the amendment. Motion failed. After discussion on the second part of the amendment, a vote occurred. Motion carried. Easton made a motion to amend the following sentence to include the underlined wording: “The Instructor may extend the incomplete deadline with departmental and college approval”. Seconded by Kingery-Page. After discussion, the motion to amend carried.

Bormann moved approval of the proposed changes to section F83, as amended. Motion was seconded and carried. This proposed handbook change will now go on to FS Faculty Affairs for their final review and approval before going to Faculty Senate for approval.

5. Unfinished Business – Part 2 (1st reading)

A. Proposal from CAPP – suggested change to University Handbook, Section F102.

Bormann highlighted the changes outlined in this revision. It is cleanup of language. Members were comfortable moving this forward. Bormann moved approval of the language, seconded by Reed. Motion carried. This will go to Faculty Affairs for final review and approval and then on Faculty Senate for approval.

B. Proposal from CAPP – suggested change to University Handbook, Section F121

Bormann made a motion to approve, seconded by Almes. There was a brief comment about the total credit requirements for bachelor’s degrees in that paragraph that will likely need changed in the future; that is for another time though. Motion carried. Again, this will go to Faculty Affairs for final review and approval before moving to Faculty Senate for approval.

6. New Business (action item)

A. Bakery Sciences and Management Minor - Request to continue offering to non-K-State graduates
Huseyin and Hulya Dogan were present to briefly give an overview of the request for approval to continue offering the minor to non-K-State graduates.

Bormann provided background to members about post-bacc minors and how they came about. Completion of minors is available to K-State students as part of an undergraduate degree program or following completion of the undergraduate degree program as outlined in the University Handbook, F160. Directors of minor programs can request approval to allow non-K-State graduates with baccalaureate or advanced degrees to earn an undergraduate minor through the normal course and

curriculum routing procedures. Directors of Minor programs must request continuation every five years to maintain their standing to accept non-K-State graduates.

Huseyin explained that it took time to get the courses online for the minor and there is the possibility now that more non-K-State graduates will take the minor and therefore they are requesting to continue allowing it for another five years. They had two other minors also approved to be offered to non-K-State graduates; however, they are not requesting continuation for those.

A motion was to approve this request to continue offering this as a post – bacc minor. Baalman seconded. Motion carried.

7. Course and Curriculum Proposals

A. Approve the following course proposals - Undergraduate, Graduate, Vet Med

CURRICULOG AGENDA: (<https://kstate.curriculog.com/agenda:74/form>)

Vet Med - DMP 814- Veterinary Bacteriology & Mycology Lecture

Vet Med - DVM 711 – Veterinary Clinical Skills and Professional Skills II

Human Ecology - FNDH 837- Descriptive Sensory Analysis: Rapid Methods

Committee members reviewed the proposals via Curriculog. Bormann moved approval and Easton seconded. Motion carried.

B. Interdisciplinary course proposals– please see supplemental information file:

A motion was made by Bormann and seconded by Almes to approve the following interdisciplinary course additions as approved by the Graduate Council on September 5, 2017.

FDSCI 805 Food Safety/ Public Health Journal Club

FDSCI 910 Foodborne Pathogenic Microbiology

Motion carried.

8. Committee reports:

A. Committee on Academic Policy and Procedures – Reed

- Reed reported on the proposal from CAPP related to nine hours of grad/undergrad credit counting towards a degree that AAC reviewed by at their last meeting. This will go to the graduate council first.
- At the request of FS Academic Affairs, the committee has begun work on reviewing the current Retake Policy as outlined in the University Handbook in order to clarify the intent.
- The Credit for Prior Learning policy is under discussion as it relates to transfer credit policy. If a community college has accepted prior learning credit and we have an agreement with the community college, how will that impact what can transfer to four-year colleges. This is discussion at the regents' level as well.

B. KSIS – Hartman

No report.

C. University Library Committee – Reed

No report.

D. Curriculog Implementation Committee

All course proposals, with the exception of interdisciplinary ones, are to be submitted through Curriculog. Curriculum proposals, again with the exception of interdisciplinary proposals, may be submitted via Curriculog at this time. Currently not all of the functionality for curriculum proposals are working as we need them to and therefore, the curriculum requirements in their tracked version format, are to be attached as Word documents in the system. Some revisions to the course forms in

the system will be updated in October and no other changes likely will be made until summer. The committee continues to discuss questions about process at their weekly meetings.

9. 2017-2018 docket

A. Continued Curriculog implementation

Discussed above.

B. Course and Curriculum Approval and Notification Procedures manual review

These procedures will need reviewed this year to update wording etc. to be in sync with Curriculog.

C. KBOR – 120 credit hours for graduation

As was mentioned at the last meeting, the Board of Regents are discussing the recommendation that undergraduate degree programs be changed to only 120 credit hour for graduation. Bormann noted there should be more information on this after the September KBOR meeting. This will continue to be monitored and members will be informed of decisions made.

10. Announcements/for the good of the University

As was briefly discussed during the CAPP report, Hartman made a follow up announcement that the request from CAPP, related to credit hours counting for undergrad/graduate credit, will first go through the Graduate Council for review.

The State of the University Address will be on September 29th at 3:30 pm in the Student Union Forum Hall.

11. The meeting adjourned at 4:58 pm.

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