MINUTES
Faculty Senate Academic Affairs
November 21, 2017, 3:30 pm
Business Building, room 2046

Present: Bolton, Bormann, Goodson, Hartman, and Vardiman
Proxies: Almes, Easton, Hageman, Kennelly, Kingery-Page, and Reed
Absent: Baalman and Chumachenko
Guests: Louise Benjamin, Bronwyn Fees, Ashley Rhodes

1. Jenny Bormann, Co-Chair, called the meeting to order at 3:32 pm.

2. The November 7, 2017 minutes were approved as submitted.

3. Course and Curriculum Proposals:

    A. A motion was made by Bormann and seconded by Goodson to approve the following COURSE
        PROPOSALS:
        To view full proposals, see the Curriculog Agenda: https://kstate.curriculog.com/agenda:180/form

Agriculture	AGCOM - 300 - Careers in Agricultural Communications
	AGCOM - 345 - Application of Layout and Printing Techniques in Agriculture and Natural Resources
	AGEC - 420 - Commodity Futures
	AGEC - 535 - Agricultural Sales
	AGED - 210 - Equipment and Material Management
	AGED - 212 - Emerging Technologies in Power, Structural, and Technical Systems
	ASI - 500 - Genetics
	ENTOM - 302 - Art and Insects
	HORT - 515 - Basic Turfgrass Culture
	WOEM - 350 - Fauna and Flora of the Great Plains
Arch, Planning and Design	LAR - 646 - Community Engagement Studio
	LAR - 705 - Master's Project Studio 1
	LAR - 710 - Master's Project Studio 2
Arts & Sciences	*Tabled course proposal from 11/7:* ART 563 Intermediate Photography Studio

	BIOL - 340 - Structure and Function of the Human Body
	BIOL - 341 - Human Body I
	BIOL - 342 - Human Body II
	CHINE - 300 - Chinese III
	FREN - 300 - French III
	GRMN - 300 - German III
	ITAL - 300 - Italian III
	JAPAN - 300 - Japanese III
	MC - 345 - Application of Layout and Printing techniques in Agriculture and Natural Resources
	MLANG - 301 - Languages and Your Future
	PSYCH - 500 - Junior Seminar in Psychology
	RUSSN - 101 - Russian I
	RUSSN - 102 - Russian II
	RUSSN - 300 - Russian III
	SPAN - 300 - Spanish III
	SPAN - 411 - Spanish for heritage speakers: Composition and grammar
Education	DED - 895 - Preparing for the Professoriate in Education
	EDCI - 845 - ELD/Dual Language Methods
	EDCI - 846 - ELD/Dual Language Culture and Language in Classroom Practice
	EDCI - 847 - ELD/Dual Language Assessment
	EDCI - 900 - Introduction to Ed.D. Doctoral Studies
	EDCI - 901 - Literature Reviews for Doctoral Research
Engineering	CIS - 018 - Computer Science Professional Development Seminar
	CIS - 526 - Web Interface Design
	CIS - 580 - Fundamentals of Game Programming
Human Ecology	CNRES - 300 - Introduction to Conflict Resolution
	HM - 427 - Travel and Dining Auction Event Management
Tech & Aviation (Polytechnic)	COT - 741 - Aerospace Manufacturing and Materials
	COT - 770 - Material Properties of Bulk Solids
	COT - 771 - Storage and Flow of Bulk Solids
	COT - 772 - Pneumatic Conveying of Bulk Solids
	COT - 773 - Instrumentation and Safety of Bulk Solids Handling
	COT - 774 - Mechanical Conveying of Bulk Solids

Discussion: Bormann inquired if any courses needed pulled from the main motion. BIOL 340, BIOL 341, and BIOL 342 were removed from the main motion. Motion carried.

A motion was made to approve BIOL 340, 341, and 342 and seconded by Bolton. Discussion: Louise Benjamin began by sharing that she and Bronwyn Fees have been discussing these proposals extensively. They are working on matching up the content material between the two colleges so that delivery will be best for the students. Ashley Rhodes, the instructor for these courses, made a brief presentation on the proposals. She reviewed the rationale and benefits for the changes as requested. Vardiman brought forward the concerns from Human Ecology related to the credit hours and requisites along with concern over a student now having to be enrolled in two courses sequentially instead of one and the impact of this on their college. The credit hours will affect six of their degree programs in a negative way, effectively pushing them over the 120 credit hours for graduation. Various questions and comments were entertained. Detailed discussion occurred over the B or better requisite in course 342. Is it possible this could be a C or better instead in view of the fact there is a B or better requisite on the 341 course? There was also discussion about revising the credits from five to four in 341. It was inquired if there will be issues raised if students retake these, trying to meet the

B requirement, and then limit others from getting in. No, this would not cause any issues. However, it was reported the good majority of students work very hard to get a B or better currently. Rhodes indicated revising the credits from five to four in 341 should be acceptable; however, she wasn't certain changing the B or better would be acceptable to the Biology department. There was conversation about making sure students are prepared for transfer to medical school after taking these courses and their content. Members and visitors thanked all for the dialogue.

After lengthy discussion, the consensus of the committee was to table these three course proposals until a future meeting. Benjamin agreed Rhodes should take back the recommendations to the Biology department to inquire if they would approve changing the credits from five to four in BIOL 341 as well as amending the requisite in BIOL 342 to a C or better instead of a B or better. It was also requested with regard to KSIS, that they program in a method in order to allow students to enroll in 342 while still in 341. Committee members agreed; therefore, no vote on these courses occurred.

B. A motion was made by Bormann and seconded by Bolton to approve the following CURRICULUM PROPOSALS:
To view full proposals, see the Curriculog Agenda: https://kstate.curriculog.com/agenda:181/form

Agriculture	Agricultural Communications and Journalism (B.S.) - Agriculture Option
	Agricultural Communications and Journalism (B.S.) - Environment Option
	Animal Sciences and Industry (B.S.) - Bioscience/Biotechnology Option
	Animal Sciences and Industry (B.S.) - Communications & Marketing Option
	Food Safety and Quality Certificate
	Horticulture (B.S.) - Golf Course and Sports Turf Operations Option
	Horticulture (B.S.) - Horticulture Production Option
	Horticulture (B.S.) - Horticulture Science Option
	Horticulture (B.S.) - Landscape Horticulture Option
	Park Management and Conservation (B.S.)
	Wildlife and Outdoor Enterprise Management (B.S.)
Arch, Planning & Design	Master of Landscape Architecture (M.L.A.)
Arts & Sciences	Drop: American Language and Culture Certificate
	Mass Communications B.A./B.S.
	Mass Communications Minor
	Sociology B.A./B.S.
Business Admin	Master of Business Administration (M.B.A.)
Engineering	Chemical Engineering (CHE) (B.S.)
	Computer Science (B.S)
	DROP: Real-time Embedded System Design Graduate Certificate
Human Ecology	Communication Sciences and Disorders (B.S.)
	DROP: Financial and Housing Counseling Graduate Certificate (*not in Curriculog - see supplemental information attachment*)
Tech & Aviation (Polytechnic)	New option: Bachelor of Science in Engineering Technology, Robotics and Automation Option

Discussion: Motion carried.

4. A motion was made by Bormann and seconded by Auten to approve the following posthumous degree request and graduation list addition:

Posthumous degree: May 2018, Matthew Eugene Nelms, Bachelor of Science, College of Agriculture
List addition: May 1978, Teresa Woelk Bilbrey, Associate of Science, College of Arts and Sciences

Motion carried.

5. Old Business
   A. Observer Role in Canvas – update
      Bormann related that during the November 14 FS meeting a question came up as to whether the Observer in that role could see the discussion of all students in the class or just the one being observed. They were told the observer could see only the student's comments. However, when tested afterward it was discovered that they could see all the discussion, including that of other students. Therefore, that particular feature will be turned off. Again, this proposal should be reviewed in one year.

   B. Incomplete Policy – University Handbook, Section F83
      Bormann recapped the conversation on the floor of the Faculty Senate last week related to the recommended revisions to the Incomplete Grade policy. The proposal had a first reading yet senators believed the changes to the policy needed further discussion and scrutiny before coming back to Senate for a vote. AAC members discussed whether to send this back to CAPP for revisions to the two main concerns since they were the originators of the proposal or to work on them in AAC/FAC. When is an "Incomplete" grade appropriate versus doing a backdated withdrawal? Should more detailed rules apply? Lengthy conversation took place. Should CAPP specifically delineate the two options? As far as when the faculty member should provide written notification to the student regarding what is required to complete the grade it should be prior to final grade reporting.

      The consensus was to send this back to CAPP for some delineation about when an Incomplete vs Withdrawal. Not that it needs to be part of the written policy, but it would be helpful guidance. Members thought a substantial amount of the course must be completed for an Incomplete grade to apply. It still seems that the sentence starting "Typically, allowing…" should be left in the changes; however, perhaps the word "entire" should be included just prior to the word "course." A few scenarios from members were conveyed of current use of the Incomplete grade. Having some guidance, yet making the policy flexible for all different types of experiences, such as internships, student courses, and the like is important. Bormann will follow up with the chair of CAPP and the co-chairs of Faculty Affairs.

   C. Retake Policy – University Handbook, Section F65.1
      A request was sent to CAPP over the summer to review and revise the Retake policy to alleviate some confusion regarding this policy that has occurred in recent years. CAPP submitted a proposal for Academic Affairs' consideration that revises the language found in Section F65.1 of the University Handbook. However, there were still some concerns brought up that need addressed further. The courses applied to the degree were the ones in question. Are there other areas the policy language needs to clarify? Perhaps this should be considered the university-wide policy, but it would not prevent individual colleges from adding stricter requirements for their students. They would still be compliant with university policy, but would have additional requirements? Bormann will send this back to CAPP for additional work with members' comments.

6. Committee reports:
   A. Committee on Academic Policy and Procedures – Reed
      No Report.
   B. KSIS – Hartman
      No Report.
   C. University Library Committee – Reed
      No report.
   D. Curriculog Implementation Committee

- Guidelines for Course Descriptions
  Bormann reported that the Curriculog Implementation committee would like FS Academic Affairs input/endorsement on the guidelines. After review, all agreed this is appropriate guidance and the team should move forward with posting it.

7. Course and Curriculum Approval and Notification Procedures manual review
   No discussion. This manual will be worked on later.

8. Announcements/for the good of the University

9. The meeting was adjourned at 5:00 pm.

Tentative Next meeting: Tuesday, December 5, 2017; 3:30 pm; Business Building, room 2046