

**MINUTES**  
**Faculty Senate Academic Affairs**  
**February 19, 2019, 3:30 pm**  
**Business Building, room 2046**

Present: Bormann, Chumachenko, Clark, Culbertson, Easton, Hageman, Kennelly, McDiffett, McGlynn, Pitts, Vardiman, and Von Bergen

Proxies: Almes

Liaison: Brian Niehoff

Guests: Lou Benjamin, Bronwyn Fees, Robert Gamez

1. The meeting was called to order at 3:29 pm.
2. The February 5, 2019 minutes were approved as submitted.
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. A motion was made by Culbertson and seconded by Bormann to bring he tabled course proposal:  
**To view full proposal, see the Curriculog Agenda: <https://kstate.curriculog.com/agenda:611/form>**

Human Ecology	FNDH 321 Medical Documentation
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Vardiman moved to approve the course and it was seconded by Culbertson. Motion carried.  
 Discussion: An amicable agreement was reached and both parties look forward to working together in the future.

- B. A motion was made by Easton and seconded by Pitts to approve the following course proposals:  
**To view full proposals, see the Curriculog Agenda: <https://kstate.curriculog.com/agenda:611/form>**

Arts and Sciences	MUSIC - 815 - The Undergraduate Music Curriculum MUSIC - 816 - Field Experiences in an Undergraduate Music Curriculum
Business Administration	GENBA - 861 - International Field Study MANGT - 643 - Staffing Organizations
Human Ecology	CNRES - 752 - Culture and Conflict
Veterinary Medicine	CS - 701 - Supplemental Dentistry for Small Animals

Motion carried.

- C. A motion was made by Easton and seconded by Bormann to approve the following curriculum proposals:  
**To view full proposals, see the Curriculog Agenda: <https://kstate.curriculog.com/agenda:612/form>**

Arts and Sciences	B.A./B.S. Political Science and M.A. Security Studies Concurrent Degree
Technology and Aviation	Engineering Technology-Web Development Technology Option (AETA-WD)

Discussion occurred about the BA/BS and MA degree surrounding when to apply to the MA program. Motion carried. It was discussed that once a standard policy is in place these concurrent programs will be more consistent.

4. A motion was made by Easton and seconded by Culbertson to approve the following posthumous degree request:

May 2019, Jeremy A. Bowen, Masters of Music Education, Graduate School

Motion carried.

5. New Business

- A. Tracking form for proposals that have objections (Handout - Vardiman)

Committee members discussed objections that have come up recently and that it may be nice to have a template to use. There was an example provided. The main goal is to track the conversation between both sides and have a neutral independent person prior to a proposal being on an FSAAC meeting agenda. We'll work on a basic template form with instructions that can be used when an objection is raised. This was agreeable to the committee.

- B. Consent agenda items from FSAAC – timeline for getting on Faculty Senate agendas – Discussion Co-Chairs provided some background and it was discussed whether it would be possible that items from the first meeting of the month on the FSAAC agenda that are not amended and approved without opposition could go to the FS meeting the next week. Feedback was given. There are complexities with doing this, but if it's possible to move even some items forward more quickly, we'd like to help where we can. It seems this would only be reasonable to try if the changes in a proposal are basic and unopposed. It will be heavily dependent on administrative handling so it was agreed to try it out through the Spring and see whether it is logistically possible to do on a continued basis.

6. Ongoing Business

- A. University-wide concurrent Bachelors and Masters degrees

Easton thanked Robert Gamez, from the office of Financial Aid, for coming today. Easton shared with members the modifications made from the discussion during the last meeting as well as edits provided by Global Campus and others. He was able to meet with the Registrar's office and determine a way forward to identify a concurrent degree and courses on a student's transcript. Niehoff shared a little bit of research he did related to financial aid and highlighted some differences, for between universities and how they handle these. Discussion ensued in the committee between members and visitors about federal aid and student loans. Gamez described the federal law as it is, which identifies a student either as undergraduate or graduate, there isn't a hybrid. So the question becomes when does a student become a "graduate" student? He gave various scenarios that occur related to financial aid for graduate students. Graduate students basically can only get student loans, not financial aid. It becomes rather complicated with concurrent degrees. After discussion, it seemed perhaps possible to move this forward in the future. Financial aid will undergo an audit over the summer so it may be beneficial to wait for this to go forward in the fall. Gamez highlighted from an administrative perspective, the systems and tracking mechanisms must be in place prior to this becoming effective so implementation is possible. There is also in-depth reporting that would be involved. All agreed it's wise to have a policy and template in place for these kinds of concurrent degrees; therefore, this will continue to be worked on.

Committee members discussed the proposal aside from the financial aid piece. There was support from various committee members who had discussed it with their units. It was recommended to continue to do work on this proposal and Easton would like to get approval from CAPP as well while moving forward.

- B. Departmentally approved course lists

Members were asked whether they found out the number of college and department lists for course electives that are out there. Are these lists available online to be viewed? It was noted there list is in

DARS as far as ones know. Also, there are times when exceptions or variances are made. As with other topics discussed today, this is of a complex nature. The question is whether there should be some kind of management of these lists. The goal is that colleges or departments needs to define these lists and make sure there is a fair approach to adding or removing courses by a vote of the college and/or department for example. The consensus was that the co-chairs draft a memo to college course/curriculum committee chairs and identify some best practices for these lists and who at the minimum should approve them.

C. K-State 8 tag review

Bormann and Easton had a meeting with the K-State 8 Council and will have another meeting in March. A handout of a possible revised policy for approving, reviewing, and removing K-State 8 tags was provided to FSAAC members prior to today's meeting for their review. The goal is to have this policy change approved during this semester. Members discussed a few recommended revisions to the document.

D. Updates to Approval, Routing, and Notification procedures for Course and Curriculum changes  
No update right now.

7. Committee Reports and Curriculog updates

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

Duo two-factor authentication is rolling out. There was concern raised about employees being asked to pay the cost to purchase a token or fob in order to be able to get access into the system if they are traveling internationally. This concern was also brought up at the FS meeting last week. Course auditing was also discussed by ARPS.

B. CAPP (Committee on Academic Policy and Procedure)

Von Bergen reported the Student Success task force requested a policy relating to the number of academic holds on a student's account. CAPP will discuss this. Also, definitions related to course components are being worked on by CAPP. Once approved by them is was noted these will need to come to FSAAC for final review.

C. University Library Committee – McDiffett

An open forum by the Library related to the moratorium on serials was held last week. Another open forum will be in March 19. It was highly encouraged for members to attend.

D. Curriculog Team

Tabled for next meeting due to time constraints.

8. Announcements/for the good of the University

None.

9. The meeting adjourned at 5:04 pm.

Next meeting: Tuesday, March 19, 2019; 3:30 pm; 2046 Business Building