

MINUTES
Faculty Senate Academic Affairs
April 2, 2019, 3:30 pm
Business Building, room 2046

Present: Bormann, Easton, Hageman, Pitts, Vardiman, Von Bergen

Absent: Chumachenko, McGlynn,

Proxies: Almes, Kennelly

Guests: Christine Wilson, Chwen Sheu, Roger McHaney

Liaisons: Shannon Castleberry and Brian Niehoff

1. Easton called the meeting to order at 3:30 pm.
2. The March 19, 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. Tabled course proposal:

To view full proposal, see the Curriculog Agenda: <https://kstate.curriculog.com/agenda:667/form>

Human Ecology	PFP - 305 - Advanced Personal Financial Planning
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A motion was made to bring course PFP 305 back to the table. Motion was seconded and passed.

Discussion: agreement was made at the last meeting and changes were made to the course. Motion carried to approve the course.

B. Course proposal returned by Exec:

To view full proposal, see the Curriculog Agenda: <https://kstate.curriculog.com/agenda:667/form>

Agriculture	AGEC 560 – Data Analytics for Agricultural Economics
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A motion was made to approve the course by Easton and seconded by Von Bergen.

Discussion: Easton provided some background as to why this course was returned to the committee. A member of the Executive committee had a concern about impact and the proposal was sent back to this committee for further discussion and resolution if possible. Easton invited Christine Wilson to describe why the course was needed. She did so, highlighting that farm precision data and agriculture-based data will be used, rather than business data. Ag sent notification to the department head in Business and no response was received indicating concerns after they had reached out. Chwen Sheu and Roger McHaney were present from Business. They apologized for the lack of response and in future they will communicate better. It was indicated that there really wasn't objection, so much as a desire to work together to make sure the course fits in with other data analytics courses on campus. Primarily the concern is to make sure that students who take AGEC 560 wouldn't have overlap if they took other data analytics courses. The syllabus they saw was mainly what gave them concern, but agreement was reached that it will be further developed to make certain it conveys it is specific to farm precision and agriculture-based. After discussion it was believed this course can fit within existing programs and both departments want to be collaborative.

Fundamental conversation ensued about course overlap, how to define it, and so on. The university would like to have collaboration, but also if there is too much overlap then it could be viewed as

inefficient. Members noted there isn't a formal process for handling this, but believe the faculty will be committed to working with each other. Longer term issues were raised, in general.

Motion carried to approve. No objections were made and no changes to Curriculog. Therefore, since this proposal was already on Exec last week, it was decided to move it forward to the April FS agenda as a consent agenda item.

C. Course proposals:

To view full proposals, see the Curriculog Agenda: <https://kstate.curriculog.com/agenda:667/form>

Arts and Sciences	COMM - 850 - Political Communication PHYS - 915 - Quantum Field Theory II SOCWK - 650 - Assessment and Treatment of Substance Use Disorders
Education	EDCI - 770 - Advanced Approaches in World Lang Ed EDSEC - 621 - Program Planning in Career and Technical Education

A motion was made by Easton and seconded by Hageman to approve the course proposals as listed above. There was a general question about variable credit, which committee members discussed.

A motion was made by Easton and seconded by Tanona to table EDSEC 621 to get further clarification. Motion carried to table.

Motion carried to approve all other courses.

D. Curriculum proposals:

To view full proposals, see the Curriculog Agenda: <https://kstate.curriculog.com/agenda:668/form>

Human Ecology	Human Services Administration Graduate Certificate
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A motion was made by Easton and seconded by Von Bergen to approve the new certificate proposal. Motion carried.

4. A motion was made by Easton and seconded by Hageman approve the December 2018 graduation lists as submitted by the Registrar's office. Motion carried.

5. New Business

A. Proposed revision to University Handbook, Section F83 – Incomplete Policy (handout)

Easton referred members to the language distributed with the meeting agenda. After the policy was updated last year, the implementation process began. However, in process of designing the form, the necessity of some signature lines was questioned. Bormann and Easton had a meeting with Registrar Office personnel and a compromise was reached whereby the dean's office was removed from the signature line on the form. Therefore, the language in the handbook will need updated to be in line with this. Easton inquired if there were other comments from committee members prior to voting. There was a statement of support offered for removing the academic dean from the signature. Technically, the incomplete is between the instructor and the student, so it makes sense the advisor would sign, but not necessarily the dean. Motion was made to approve the new language, seconded by Von Bergen. Motion carried. This will be on the May FS meeting.

6. Ongoing Business

A. 2019-2020 Co-Chair

Von Bergen has volunteered to serve as co-chair during the 2019-2020 year. The vote will take place at the first May meeting.

- B. University-wide concurrent Bachelors and Masters degrees
Easton inquired if there was any feedback after caucus meetings where this was discussed. There are ongoing conversations behind the scenes and this likely will be moved forward in the fall. Right now it's in a holding pattern, but will remain on the docket.
- C. K-State 8 tag review – draft policy
Proposed policy language was reviewed related to tagging criteria and removal of a tag. Committee members discussed whether additional language needs added in the University Handbook. After discussion it was agreed this isn't necessary, but rather the new policy, one voted on by Faculty Senate will be updated on the K-State 8 webpage noting that it supersedes any previous K-State 8 policies and that all previous documents are for historical purposes only. Final language will be presented to AAC on the 16th to be voted on and included with the April Exec agenda. It was also mentioned that, as a best practice, it would be good to share information related to K-State 8 and tagging at the department level when a new faculty member begins. One difficulty commented on is that when a tag is changed it's not always readily known to advisors and others who need to be aware. It was reported that the list of courses associated with a tag is available on the K-State 8 website and that should be check. Also, if there is any question over a specific course, you can find out by consulting the course scheduler as to whether it has the tag a student needs.
- B. Updates to Approval, Routing, and Notification procedures for Course and Curriculum changes
No updates at this time.
- C. Template - Tracking of proposals that have objections
No updates at this time.
- D. Departmental/college lists
It was confirmed best practices will go into the instruction manual relating to these lists.

7. Committee Reports

- A. Library committee – McDiffett shared information from their last meeting. There is a cost for inter-library loan of \$35 that most are unaware of that the Library pays. Also, there is a survey regarding library serials, which is open until next week. If you have not provided input yet, please do so. Finally, McDiffett believes having an AAC member on the committee continues to be beneficial.
- B. CAPP – No report

8. University Calendar Committee (UCC)

The policies and procedures for the UCC are changing and the Academic Calendar is being submitted. Committee members were sent a few handouts prior to this meeting but did not have sufficient time to review them, therefore, this will be discussed at the next meeting. The changes to the UCC's policies and procedures and the proposed Academic Calendar will be on the May FS agenda for a vote, but President Wood would like this committee's feedback on both prior to the Exec meeting.

9. Announcements/for the good of the University

The annual retiree ceremony is on April 16th at 4 pm in the Alumni Center. Therefore, the AAC meeting will be held at 2:30 pm for those who want to attend and Senator Hageman has graciously offered to take minutes at the meeting that day.

10. The meeting was adjourned at 4:34 pm.

Next meeting: Tuesday, April 16, 2019; 2:30 pm; 2046 Business Building