

**MINUTES**  
**Faculty Senate Academic Affairs**  
**May 7, 2019, 3:30 pm**  
**Business Building, room 2046**

Present: Bormann, Clark, Culbertson, Easton, Hageman, Kennelly, McDiffett, McGlynn, Vardiman, Von Bergen  
 Absent: Chumachenko  
 Proxies: Almes, Culbertson  
 Incoming members present: Alex Hornung, Carol Sevin, Scott Tanona  
 Guests: Trisha Gott, Fred Guzek, Kait Long  
 Liaison: Shannon Castleberry, Registrar's office

1. The meeting was called to order at 3:31 pm.
2. The April 16, 2019 minutes stood 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 proposals:

**To view full proposal, see the Curriculum Agenda: <https://kstate.curriculog.com/agenda:704/form>**

Architecture, Planning & Design	INDD - 435 - INDD Design Studio III
Arts and Sciences	MUSIC - 248 - Songwriting MUSIC - 493 - Music Business
Education	LEAD - 200 - Foundations of Leadership in Society

A motion was made by Bormann and seconded by Easton to take LEAD 200 off the table. Motion carried. Discussion: Kait Long and Trisha Gott were present to give some background. There is a request for the regents' institutions to have a course available that meets the system-wide transfer parameters. Since LEAD 212 does not work across the board, LEAD 200 was created. This course will be the receiving course for our university stating we'll meet the agreed upon set of outcomes. Questions: Why is it 0 credit? This was an oversight, but should be 1-2. It was inquired if there are other courses similar to this, as a receiving course, at the university. It is unique at this time. It was commented by a committee member that the medical nomenclature course at K-State is similar, in that it is the system-wide transfer course here that fulfills the KBOR requirements for that particular field. Motion was made to approve the course with the approved amendment in the credit hour change from 0 to 1-3. As a side note, since there was an amendment this proposal will be on the June FS agenda and not the May 14<sup>th</sup> agenda.

A motion was made by Bormann and seconded by Easton to take the other courses off the table. Motion carried. Discussion: The recommended changes and amendments were made to the courses, as requested by Academic Affairs. No further discussion. Motion carried to approve these.

B. Tabled curriculum proposal:

**To view full proposal, see the Curriculum Agenda: <https://kstate.curriculog.com/agenda:705/form>**

Arts and Sciences	Minor in Music - Musical Theatre (new)
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A motion was made by Bormann and seconded by Easton to take this proposal off the table. Motion carried. Members were reminded that there were two separate minors initially, but after discussion

with the department it was revamped into one minor and Curriculog was updated. Motion carried to approve the proposal.

C. Course proposals:

To view full proposals, see the Curriculog Agenda: <https://kstate.curriculog.com/agenda:704/form>

Technology & Aviation	BUS - 366 - Management with Information Technology BUS - 390 - Foundations of Business Law BUS - 400 - Marketing Techniques and Applications BUS - 420 - Management Perspectives BUS - 421 - Applied Operations Management BUS - 450 - Integrated Finance BUS - 530 - Practices of Industrial and Labor Relations BUS - 531 - Strategic Human Resource Management BUS - 542 - Personal Selling and Sales Management
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A motion was made by Bormann and seconded by Easton to approve the above course proposals. Motion carried.

D. Curriculum proposals:

To view full proposals, see the Curriculog Agenda: <https://kstate.curriculog.com/agenda:705/form>

Technology & Aviation	Applied Business and Technology (TCMG) (B.S.)
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A motion was made by Bormann and seconded by Von Bergen to approve the above curriculum proposal. Discussion: Fred Guzek provided the background for this degree change proposal. The degree name as well as course prefixes are part of the changes. Also, there will be a minor on the next AAC agenda that is connected to these courses. A few brief comments and questions were addressed. Motion carried to approve the degree change.

4. New Business

A. Graduating with Research – Discussion

K-State offers graduation with “honors,” however, other universities offer the possibility of graduating with “research.” It was inquired if this something committee members are interested in pursuing. It seemed appropriate since it is part of the K-State 2025 outcomes. Members were encouraged to discuss this with their faculty and constituents so that if it is deemed an appropriate path to take, it can be worked on next year.

B. Course Syllabi – SALSA – Discussion

SALSA is a software product that will tie in with Canvas, and apparently will be the default for course syllabi in the future. However, it appears it will be optional for a time, in that a faculty member can still do things themselves as well. It was commented that this will be piloted in Arts and Sciences in the fall. This will likely be a topic on the agenda for next year. It was noted that as university education utilizes more digital options in future, these will need to be accessible to those with disabilities. Transcription services were also briefly touched on. Discussion ensued on this topic and it was noted that this is a much larger issue than just Faculty Senate; this is a university-wide issue.

C. Course proposals - semester typically offered

Conversation was had regarding changes to the “typically offered” portion in the catalog for courses. Background was provided that in October 2016 FS Academic Affairs agreed it was possible to allow a change to be made by a department to the typically offered section of a course without going through the regular path of course approvals, but that another path may be taken. This conversation confirmed those changes are occurring via email at this point, but that in the future a form will be

used via Curriculog to submit these so that better tracking is available. There was discussion about notifying units about this kind of change, which led to a lengthier, more fundamental conversation about notification to units when there are changes to courses and curricula. It was noted that it is really professional courtesy and a best practice to determine who may be impacted by a change and make them aware of it.

This is the excerpt from the October 2016 minutes when the first discussion occurred: *“When a department changes the semester offered for a course, if that is the only change, does it need to come through the expedited process or can it be handled via a shorter process in Curriculog and updated by Registrar office personnel? The consensus was these specific changes do not need to come through the expedited process for approval, but rather can have a separate path. This might assist in keeping the catalog up-to-date.”*

D. Election of 2019-2020 Co-Chair

Nominations were confirmed for Easton and Von Bergen. Motion carried to elect both as co-chairs for FS Academic Affairs for the 2019-2020 year.

5. Ongoing Business

A. University-wide concurrent Bachelors and Masters degrees

This item will be on the docket for this coming year. It is hoped that the questions and concerns related to the financial aid issues will be resolved.

E. Updates to Approval, Routing, and Notification procedures for Course and Curriculum changes – No update. This was worked on during winter break and some progress was made. Todd, Jenny and Candace hope to complete this over the summer.

F. Template - Tracking of proposals that have objections – No update

A template will be discussed and the hope is to work on it over the summer as well.

6. Committee Reports and Curriculog updates

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

There will be a meeting tomorrow.

B. CAPP (Committee on Academic Policy and Procedure)

Meeting tomorrow.

C. Curriculog Team

They met in April and received a report from Charlotte Pfaff related to the Digarc conference she attended in March. Various Curriculog enhancements continue to be worked on. Curriculog will be unavailable from July 1-15 for annual updates to be made.

D. University Library Committee

McDiffett reported at their last meeting journal subscriptions were reported on related to the recent survey. There were several journals that had no comments and that made it a little easier to make decisions about which ones to keep and which ones to delete. It was noted that they took feedback very seriously. Renovations to Hale were discussed and the first floor should be open in Fall 2019. They had their meeting with the Provost and the budget was a larger part of the conversation.

7. Announcements/for the good of the University

Bormann was sincerely thanked for her work and service as co-chair on the committee.

8. The meeting adjourned at 4:39 pm.

Next meeting: Tuesday, May 21, 2019; 3:30 pm; 2046 Business Building – Final meeting of the academic year