

**MINUTES**  
**Faculty Senate Academic Affairs**  
**February 4, 2020, 3:00 pm**  
**Business Building, room 3042**

Present: Kelli Almes, Spencer Clark, Teresa Douthit, Todd Easton, Mark Linville, Jason Maseberg-Tomlinson, Michael McGlynn, Carol Sevin, Scott Tanona, Phil Vardiman, and Don Von Bergen

Absent: Ignacio Ciampitti and Alex Hornung

Visitors: Tanya González, Charlotte Self, Jenny Bormann, Dan Ireton, Don Saucier, Michael Crow, Vicki Sherbet, Neal Hubbell, Michael Oetken, Sara Rosenkranz, Steve Warren.

Liaisons: Brian Niehoff, Kelley Brundage, and Shannon Castleberry

1. The meeting was called to order at 3:02 pm.
2. The January 21, 2020 minutes stood approved as written.
3. A motion was made by Von Bergen and seconded by Easton to approve the following Posthumous Degree Request: May 2020, Jarrad Kutina, B.S., College of Engineering

Motion carried.

4. Unfinished Business

A. Optional Syllabus statement regarding mental health

President González shared the background on where this proposal came from as a reminder to members and guests in attendance. FAC members were in attendance and contributed to the conversation as well. One goal of providing this statement is to assist faculty in opening the conversation regarding mental health awareness with their students. General counsel has seen this and Lafene is reviewing as well.

Various edits were discussed and having a hyperlink to the definition of the word “discrimination” to help fulfill compliance. Discussion ensued among committee members and visitors regarding the statement itself, but also about making sure students are getting directed to the right places for help. It was suggested to add polytechnic student life as well in the links. There was caution was given about making too many links, but it was determined this would be a good one.

It was noted this is optional syllabus language. It was the consensus a few more edits should be made. Therefore, AAC will vote at the next AAC meeting.

B. University Excused Absence Policy (**FAC to join at 3:30 pm**)

A brief overview of the work on this policy was provided. In order for the most efficient use of time, both AAC and FAC met together to review this proposed policy. Von Bergen moved approval of the policy as it is currently written. Saucier seconded. Discussion: the question of illness was brought up. It was believed that the language regarding non-disability related health issues should cover this. The policy is, of course, not perfect, but the vast majority of areas are covered by it. Discussion moved towards consistent application of the policy. It was agreed there likely will be some inconsistencies and instructor variability. However, this is offering protections to students where there was none before.

Some proposed edits were discussed in the Court Appearances and Religious Observance sections. Also, it was requested to change “law” to “laws” wherever it is found and the same for “disability” to change it to “disabilities” where appropriate. Removing the specific links to Vet Med was recommended. It was agreed not having them is better. The last paragraph was edited as well.

A motion to amend was made by Easton and seconded by Saucier to change law and laws, disability to disabilities. Also links at the bottom were removed and last paragraph was edited. A further edit was made. Motion carried to amend. The document will be updated and sent back out to committee members. This will be on the March FS agenda.

Motion carried to approve the proposed Policy as amended.

C. K-State 8 – future direction

Niehoff shared a document regarding some K-State 8 data at the last meeting and it was sent out again via email. He will be working with Fred Burrack and other on providing a more comprehensive report near the end of the semester. A full cycle of review has been completed, so this is a good time to look at the data. Additionally, the website will be updated slightly.

D. Approval, Routing, and Notification manual discussion

Kudos was given to Easton and Tanona for working diligently to add to what had already been done on the manual. Todd is working with final edits provided by committee members and will then send the document out to various bodies for input. There was discussion on elective lists in colleges and departments and what they include. This varies by college. Questions were raised about how often those lists should reasonably be changed, who approves the changes, and how they are archived by the college. Once the manual has received wide input and AAC approves it, likely near the end of March, it will then go to Faculty Senate for approval. This is being done since it is a complete rehaul. Once the manual is finalized, some appendices (course form, etc.) on the Registrar’s website will be updated as well. Many of those appendices are no longer required, but some units are using them as templates still so it would be good to just update them.

5. Tabled course and curriculum proposals

To view full proposals, see the Curriculog Agenda: <https://kstate.curriculog.com/agenda:919/form>

Agriculture	ENTOM - 505 - Introduction to Insects of Stored Products ENTOM - 521 - Introduction to Biological Control ENTOM - 530 - Introduction to Molecular Entomology ENTOM - 545 - Introduction to Insect Chemical Ecology ENTOM - 549 - Introduction to Arthropod vectors of human pathogens ENTOM - 557 - Introduction to Toxicology of Insecticides ENTOM - 560 - Introduction to Insect Genetics ENTOM - 575 - Introduction to Insect Physiology
Arts and Sciences	BIOL - 521 - Evolution of Infectious Diseases
Health and Human Sciences	KIN - 112 - Electrocardiography Technician Certification Preparation KIN - 114 - Phlebotomy Certification Preparation

Easton provided an update on the ENTOM courses. He and Von Bergen had a conversation with Ag faculty and after that discussion and email verification with the college, it was determined these should be returned to the college. The college will work to make changes to the numbering and the requisites. The 500 numbering will be changed to 600 numbering.

Members visited about the cross listing of 600 and 800 level courses. It seemed there are no major issues as long as there are clear instructions for the students taking the course and as long as KBOR standards are being followed regarding the percentage of students in the course that are undergraduate. Discussion ensued regarding other details related to making best practices for these. It was reported that the university handbook section related to course numbering needs updates.

A motion was made by Von Bergen to bring the BIOL and KIN courses back to the table. Seconded by Tanona. Motion carried. All changes discussed previously in these meetings have been cared for. The prerequisites field has been modified in all three courses. Von Bergen moved to approve, seconded by Easton. Motion carried.

**Update:** Von Bergen provided an update to all on the BS in Public Health, which was rejected in November by Faculty Senate. A new curriculum has been collaborated on and a new BSPH proposal will be coming forward yet this spring. Members discussed the collaboration and some lessons learned in this process. It's a different proposal from what was presented previously and much work has been done to be sure overlap concerns are cared for.

**Course and Curriculum Proposals - Changes listed below were approved at the college or graduate level prior to this meeting unless otherwise indicated.**

6. Expedited Proposals approved by colleges/Grad Council:

To view full proposals, see the Curriculog Agendas: <https://kstate.curriculog.com/agenda:920/form>

These proposals do not require approval unless one is deemed to be standard instead of expedited.

Arts and Sciences	American Ethnic Studies B.A./B.S. BIOCH - 521 - General Biochemistry BIOCH - 522 - General Biochemistry Laboratory BIOCH - 571 - Medical Biochemistry BIOL - 433 - Introduction to Fisheries, Wildlife, Conservation and Environmental Biology Biology B.A./B.S. DAS - 001 - Medical Laboratory Science Clinical Training DAS - 401 - Clinical Microbiology DAS - 402 - Clinical Chemistry DAS - 403 - Clinical Hematology DAS - 404 - Clinical Immunology DAS - 405 - Topics in Medical Laboratory Science Gender, Women, and Sexuality Studies B.A./B.S. Gender, Women, and Sexuality Studies Minor Geography B.A./B.S. GWSS - 550 - Gender and Popular Culture HIST - 102 - Western Civilization II: Europe in the Modern World Medical Laboratory Science B.A./B.S. PSYCH - 470 – Psychobiology U.S. Multicultural Overlay
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No objection; these will move forward. Brief overview was provided about what the US multicultural overlay. It's a college requirement.

7. Ongoing Business – Updates if available

A. Graduating with Research

No update. Easton will follow up with Jeremy Marshall during the spring semester. Registrar's office would like to be involved in these future conversations as well.

B. University-wide concurrent Bachelors and Masters degrees

It was determined this item will be removed from agendas this semester. It's not a dead idea, but a separate proposal will likely be worked on in future with the various parties that are impacted.

8. Committee Reports and Curriculog updates

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

The last meeting held was mostly spent discussing concurrent bachelor/master programs and the need to better track students participating in those.

B. CAPP (Committee on Academic Policy and Procedure) – Almes

Almes shared a document with members that CAPP discussed. New federal regulations to the Higher Education Act were adopted Nov. 1, 2019 and are effective July 1, 2020. They were provided a summary of the new regulations. Also, in the fall semester, Student Life helped over 500 students of concern, which was more than the total number in the 18-19 academic year.

C. Curriculog Team

The team discussed the projected term field. There seems to be lack of understanding with newer proposals regarding the length of time it takes to get a proposal through the process. Reminders were recommended to those at the department level and beyond about the steps each proposal goes through. Bulk changes were discussed. There have been a few rare exceptions to using a single Curriculog form for a proposal. However, to uphold the integrity of the filter features and archives, bulk changes are not used for regular changes. Lastly, a request for Curriculog data regarding the number of proposals submitted over the past few years is being requested though this may take some time to process as it has to go through the parent company, Digarc.

D. University Library Committee – Vardiman

It was reported that various sections of the Library will be opening up with full open in fall. They were given a tour of the facility and presentation on the innovation center that will be in the Library.

Related to the Library, Sevin added that by Feb. 14<sup>th</sup>, units will need to identify what books they want and the desire location for their placement in the Library. There are three options: Hale, the annex, or to withdraw. They have 350 spreadsheets they are pouring through. If any college wants to look them over, they are welcome. The books slated to be withdrawn will be held one year in storage. Basically, the books will be moved back in shortly so if you have a specific place you want to find them, you'll want to act quickly. The project has been fast-tracked.

9. Announcements/for the good of the University

The spring Open Forum with President Myers will be Feb. 5 at 9:30 am in the Alumni Center

10. The meeting was adjourned at 4:50 pm.

Next meeting: Tuesday, February 18, 2020; 3:00 pm; 3042 Business Building