

**MINUTES**  
**Faculty Senate Academic Affairs**  
**May 5, 2020, 3:00 pm**  
*Via Zoom (During Covid-19 limited operations)*

**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

**Liaisons:** Kelley Brundage, Shannon Castleberry, and Brian Niehoff

**Guests:** Elizabeth Dodd, Jerry Johnson, Royce Ann Collins

1. Easton called the meeting to order at 3:02 pm.
2. The April 21, 2020 minutes were approved as submitted.

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

3. Tabled curriculum proposal

**To view full proposals, see the Curriculog Agenda: <https://kstate.curriculog.com/agenda:1034/form>**

Engineering	Biological Systems Engineering (BSE) (B.S.)
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A motion was made by Easton and seconded by Von Bergen to untable the proposal. The units discussed the proposal and an edit was made that was agreeable to both. Motion carried to approve the curriculum.

4. Course Proposal:

**To view full proposals, see the Curriculog Agenda: <https://kstate.curriculog.com/agenda:1035/form>**

Agriculture	AGED - 537 - Planning Programs in Extension & Non-Formal Education
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A motion was made by Easton and seconded by Von Bergen to approve the course. Motion carried.

5. Curriculum Proposal:

**To view full proposals, see the Curriculog Agenda: <https://kstate.curriculog.com/agenda:1036/form>**

Education	Teaching English as Second Language (TESL) for Adult Learners Graduate Certificate (discontinue)
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A motion was made by Easton and seconded by Von Bergen to approve the proposal. Royce Ann Collins provided the background on the certificate program and noted that since its inception, only four students have completed it. Therefore, it is being requested to be discontinued. Motion carried.

6. Expedited Proposals approved by colleges/Grad Council: None at this time

7. Unfinished Business

- A. Election of Co-Chair 2020-2021

Vardiman and Von Bergen were nominated to serve as co-chairs for the 2020-2021 year. No other nominations were made. A vote in favor of these two was unanimous.

- B. Approval, Routing, and Notification manual discussion

Easton shared the latest draft with members via email this morning. A few additional edits and suggestions were recommended. The request was made to send Easton any further suggested edits

by Friday, May 8. He will incorporate these and email the final version to committee members early next week. With input from members, it was agreed the committee will vote on this at their May 19<sup>th</sup> meeting and present the document to FS in June for final approval. It will then be updated online for use beginning in the fall. The interdisciplinary program approval process within the manual was not edited at this time. However, it was reported that a working group will likely begin work on it in the fall.

8. Announcements and/or for the good of the University

A. Transition of committee members

If current members can continue service on this committee through the May 19<sup>th</sup> meeting in order to complete end-of-year business this would be ideal. However, if an outgoing member is not able to attend, their caucus' incoming member should be brought up to speed in order to be able to vote for that group on items presented at the final meeting.

9. Meeting was adjourned at 3:32 pm. Recognition was given to outgoing members: Ignacio Ciampitti, Teresa Douthit, Todd Easton, and Scott Tanona. Members and co-chairs were thanked for their dedicated work this year, especially in view of recent circumstances and additional loads on all.

Final meeting of : Tuesday, May 19, 2020; 3:00 pm