MINUTES
Faculty Senate Academic Affairs
September 17, 2019, 3:30 pm
Business Building, room 2047

Present: Kelli Almes, Sara Blankley, Spencer Clark, Teresa Douthit, Todd Easton, Alex Hornung, Mark Linville, Carol Sevin, Scott Tanona, Phil Vardiman, Don Von Bergen
Absent: Ignacio Ciampitti
Guests: Troy Brockway via ZOOM, K-State Polytechnic
Liaisons: Brian Niehoff and Shannon Castleberry

1. Todd Easton, co-chair, called the meeting to order at 3:30 pm.

2. The September 3, 2019 minutes were approved as presented.

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 proposals, see the Curriculog Agenda: https://kstate.curriculog.com/agenda:749/form

| Veterinary Medicine | DMP - 313 - Introduction To Epidemiology |
| | DMP - 314 - Introduction To Environmental Health |

   These courses were tabled at the last meeting to be sure proper notification and conversations were had with any impacted units. These courses were left tabled by Easton with support from Almes as further discussion with impacted departments is ongoing.

   B. Course Proposals:
      To view full proposals, see the Curriculog Agenda: https://kstate.curriculog.com/agenda:764/form

Business Administration	MANGT - 661 - Logistics and Warehouse Management
	MANGT - 663 - Supply Chain Analytics
Health & Human Sciences	KIN - 657 - Integrative Human Pathophysiology
Technology & Aviation	COT - 405 - Methods of Problem Solving for Integrated Professional Studies
Veterinary Medicine	AP 780 – Introduction to Nanomedicine
	CS 743 – 3rd Year Clinical Sciences II
	CS 898 – MS Report in Clinical Sciences
	DMP 840 Public Health Practice – change
	DMP 898 – MS Report in Pathobiology
	VCS 902 – Shelter Operations Consultation (new prefix)

   A motion was made by Easton and seconded by Douthit to approve the course proposals as listed above.

   Discussion: Minor friendly amendments were made as follows:

   DMP 898
   Course Description
   The course will be offered in the Fall, Spring, and Summer semesters.

1

A written report of either a laboratory-based research, a field-based research, or a review paper on a topic in the major field.

Prerequisite: Consent of the major professor

AP 780
Course Description
This course is a brief introduction to nanomaterials and nanomedicine with a focus on clinical applications of nanotechnology. The course ==presents== ~~will be split into three sections~~: basic principles of nanotechnology; current clinical applications of nanomedicine; future horizons in nanomedicine. ~~The course will consist of one hour lecture per week.~~

CS 743
Course Description
~~Domonstration~~ ==Demonstration==, instruction and experience in physical examination and diagnostic skills necessary for routine veterinary practice.

Motion carried.

C. Curriculum proposals:
To view full proposals, see the Curriculog Agenda: https://kstate.curriculog.com/agenda:773/form

Technology & Aviation	Aeronautical Technology - Professional Aviation Option (B.S.) – New Aviation Electronics Technology Certificate

A motion was made Easton and seconded by Vardiman to approve the course proposals as listed above.

Discussion: Todd Easton asked why a certificate and not a minor in Aviation Electronics Technology. Troy Brockway responded that some students don't pursue a degree and therefore the certificate becomes the best option.

Motion carried.

D. Expedited Proposals approved by colleges:
To view full proposals, see the Curriculog Agenda: https://kstate.curriculog.com/agenda:774/form

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

Technology & Aviation	AVM - 303 - Introduction to Aircraft Composite Structures AVT - 317 - Composites I AVT - 400 - Composites II AVT - 417 - Composites III AVT - 429 - Avionics Maintenance Composite Repair Certificate

4. A motion was made Easton and seconded by Sevin to approve the following Graduation list addition: May 2019, Lexy Leitner, Bachelor of Arts, College of Arts and Sciences

Motion carried.

5. New Business

A. Amendment to Policy on Standard Class Meeting Times - Summer Schedule (from CAPP)
A proposed change to the Policy on Standard Class Meeting Times related to the summer scheduled was submitted by CAPP. This portion of the policy has been needed for some time.

This item was tabled until the next meeting on October 1 due to the incorrect schedule provided and several questions that needed to be answered. Von Bergen will invite Duane Dunn of the Global Campus to attend the next meeting. The correct schedule will be provided before that meeting.

6. Unfinished Business
   A. Proposed revision to University Handbook, Section F103 – transfer students (action item)
   A motion was made Easton and seconded by Douthit to approve the proposed revision to University Handbook, Section F103. Motion carried.

   B. University-wide concurrent Bachelors and Masters degrees
   No new updates. Todd plans to present this to the Graduate School in November.

   C. Updates to Approval, Routing, and Notification procedures for Course and Curriculum changes
   The new edition should be out within a month. It is being proof-read by a few people.

7. Committee Reports and Curriculog updates
   A. ARPS (Academic Records, Processes and Systems Committee) – Maseberg-Tomlinson
   - Health and Human Sciences, Bronwyn Fees,
     - Change core curriculum to include a set of 6 half hour courses on wellness.
     - Early stages and note ready for prime time yet.
     - Charlotte has found that our system can accept half credits.
   - ITS Update
     - Relocation underway for data center
   - Sierra Cedar vendor helping move items to Amazon Web Service (AWS)
   - November go live, there will be a downtime on a weekend
   - Registrar
     - 16th was last day for full refund
     - Monday 23rd census day
     - Mid-term progress reports open for 2 weeks starting 23rd (until October 7th)
     - Friday after 23rd Spring schedule will open up to all for viewing
     - Advising survey open October 14, and shortly after the intern survey will open up
     - Early enrollment October 28th
     - Class permissions
   - Should we let all instructors give permission to enroll for their classes, whereas some departments send it to unit heads to do so?

   B. CAPP (Committee on Academic Policy and Procedure) – Almes
   CAPP notes Meeting on 9/11/19

   Back dated withdrawal and refund
   -   Working on forming a more inclusive group to work on this
   TB Hold policy
   -   Major problem for advisors during August 2019 enrollment
   -   Working on making this less of an issue for advisors/students
   -   Holds will be placed on Sept. 20th if students have not had their 2nd MMR vaccination or have failed to complete necessary documentation
   Half credit courses

- College of Health and Human Sciences will be bringing forward proposal for six ½ credit hour courses that will be part of core curriculum

Non-Standard Class Meeting Times
- Working to improve record keeping and enforcement

Student Organizations
- Registration must be completed by Sept. 27th

IT
- Remember to take a device for Duo secondary approval into classrooms if needed

C. Curriculog Team
A meeting was held on the 12th. Some Digarc updates in functionality were shared that should be helpful for system administrators. Training will be offered by Charlotte Pfaff on an as needed basis. If you wish for some in your college to receive training, please contact Charlotte or look at her Outlook calendar for an available time.

Course components – the list and definitions have both been modified by CAPP at the end of last semester and they are now in the HELP section of Curriculog under course component type definitions.

Discussion was raised about terminology used and the fact that options, specializations, tracks, and emphasis terms are all used and mean similar things, but are used differently in all the colleges. In future, it may be requested to have FS Academic Affairs and CAPP reviews these terms with the goal of reducing the number of terms used.

D. University Library Committee - Vardiman
No meeting yet. Nothing to report.

8. Announcements/for the good of the University
Easton: 1) As per Federal guidelines related to federal aid, full-time summer school status must now be 12 hours. 2) Carol Leeds, Office of Student Financial Assistance, will be sending out emails regarding students that have dropped classes and have received financial aid. Federal regulations require that we determine if the student was engaged in any academically related activity for this course.

Brian Niehoff: 1) The Empirical Reasoning K-State 8 tag is being reviewed this semester. 2) Faculty needs to insure they are following HLC guidelines that all online courses have substantive student-faculty interaction.

9. The meeting adjourned at 4:45 pm.

Next meeting: Tuesday, October 1, 2019; 3:30 pm; 2047 Business Building