

MINUTES
Faculty Senate Academic Affairs

April 20, 2021, 3:30 pm

ZOOM ONLY: 442 684 782 or <https://ksu.zoom.us/j/442684782>

Present: Kelli Almes (Vet Med), Sara Blankley (Gen. Univ.), Jenny Bormann (Ag), Elizabeth Dodd (A&S), Pamela Erickson (Gen. Univ), Mark Linville (BA), Michael McGlynn (APD), Carol Sevin (LIB), Phil Vardiman (HHS-Co-Chair), Don Von Bergen (TA-Co-Chair), Steve Warren (EN), and Erin Yelland

Absent: Spencer Clark (Ed)

Guests/Visitors: Tom Barstow, Kurt Barnhart, Andy Bennett, Christy Craft, Pam Evans, Bronwyn Fees, Terri Gaeddert, Tanya González, Brie Heidbreder, Terry Hunt, Sonya Lutter, Martin Seay, Scott Schiff, Becky Stuteville, Bill Turnley, Kevin Wanklyn

Nonvoting liaisons present: Kelley Brundage (REG) and Shannon Castleberry (REG)

1. Vardiman called the meeting to order at 3:30 pm.
2. The April 6th minutes were approved as submitted.
3. KBOR General Education Working Group report – Brie Heidbreder
Brie reminded all of the skills areas being discussing. Two of these were discussed in more detail at the last meeting and whether they should be stand-alone skills or incorporated within others. There will be a validation process for each institution to go through to see how to incorporate these into their individual general education programs. Other items, such as student learning outcomes, are next in line. Discipline specific groups would write program level baseline learning outcomes. These groups would likely tap into committees that the universities already have in place, such as general education councils, etc. Also, the timeframe will need created to review these to verify compliance. There was much discussion at their April meeting, with more decisions to be made in May. There were various comments and questions.

These are the skills areas under consideration:

1. Written Communication
2. Oral Communication
3. Quantitative Literacy
4. Problem Solving & Critical Thinking
5. Artistic Expression, creativity, and Innovation
6. Intercultural Awareness and Diversity
7. Inquiry & Analysis*
8. Information Literacy*

*Working Group is still discussing these areas. These are the KBOR “Common Elements” that they are working through.

4. Mandatory Syllabus statement on Mutual Respect and Inclusion in K-State Teaching and Learning Spaces – Tanya González
Past President González shared the statement with Academic Affairs members and provided background details on its creation. This statement has been approved by Faculty Affairs and is ready for placement on the May 11th Faculty Senate agenda for approval. Members were asked if they have questions/concerns about the syllabus statement. Here is a link to current mandatory syllabus statements for our university: <https://www.k-state.edu/provost/resources/teaching/course.html>. There was one minor edit made to the last sentence. A motion was made by Dodd and seconded by Almes to approve. Motion carried.
5. Tabled course and/or curriculum proposals
To view full proposals, see the Curriculog Agenda: <https://kstate.curriculog.com/agenda:1310/form>

Business Administration	ENTRP - 340 - Business Innovation and the Entrepreneurial Mindset MANGT - 521 - Managerial Decision Analytics MANGT - 541 - Management of Quality MANGT - 550 - Organizational Training and Development
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A motion was made by Vardiman and seconded by Von Bergen to bring these items back to the table. Motion carried. Changes were made as requested to course descriptions. Motion carried to approve.

6. Course Proposals:

To view full proposals, see the Curriculog Agenda: <https://kstate.curriculog.com/agenda:1310/form>

Arts and Sciences	ANTH - 515 - Creativity and Culture: the Anthropology of Art
Business Administration	MANGT - 623 - Compensation and Performance Management MANGT - 630 - Sports Management MANGT - 643 - Organizational Staffing MANGT - 660 - Supply Chain Planning and Control MANGT - 662 - Procurement, Logistics and Supply Chain Design MANGT - 663 - Supply Chain Analytics
Education	EDCEP - 860 - Trauma and Crisis Counseling
Engineering	BAE 101 – Introduction to Biological and Agricultural Engineering and Technology BAE - 536 - Biological Systems Engineering Senior Design I CIS 533 – Introduction to Data Science Foundations ME - 519 - Electrical Circuits for Mechanical and Nuclear Engineering
Health and Human Sciences	GERON - 600 - Seminar in Gerontology GERON - 610 - Seminar in Long-Term Care Administration PFP - 863 - Advanced Personal Income Tax Planning
Technology and Aviation (Polytechnic)	AVT - 703 - Project Management for Aerospace Professionals AVT - 707 - Research Methods AVT - 744 - Aviation Human Factors Analysis and Design AVT - 751 - Aerospace Policy AVT - 771 - Leadership in the Aerospace Sector AVT - 790 - Aerospace Topics AVT - 799 - Advanced Topics in Aeronautics AVT - 838 - MSA Thesis AVT - 841 - Management of Aerospace Safety

A motion was made by Vardiman and seconded by Von Bergen to approve the AS course. Motion carried.

A motion was made by Vardiman and seconded by Almes to approve the BA courses. There was a question about MANGT 660, 662, and 663 and the reference to graduate standing. There was conversation about whether or not to include the language in these courses in particular. No changes were made. Motion carried.

A motion was made by Vardiman and seconded by Almes to approve the ED course. Motion carried.

A motion was made by Vardiman and seconded by Von Bergen to approve the EN courses. Impact verification occurred for a couple of the courses. Motion carried.

A motion was made by Vardiman and seconded by Bormann to approve the HHS courses. Question on gerontology courses was addressed to make sure they still cover the K-State 8 tag content. This was verified. Motion carried.

A motion was made Vardiman and seconded by Von Bergen to approve the TA courses. Question on AVT 771 course description. With agreement from the unit, the wording “in case-study format” was removed from the description. Question on AVT 799. Pre-req was listed in two different places. This was verified with the unit and removed within the course description portion. Motion carried with those changes.

7. New Curriculum Proposal(s):

To view full proposals, see the Curriculog Agenda: <https://kstate.curriculog.com/agenda:1311/form>

Arts and Sciences	Certificate in Quantitative Techniques of Data Science (graduate)
Engineering	Concurrent B.S./M.S. in Civil Engineering
Health and Human Sciences	Advanced Financial Planning Graduate Certificate Concurrent B.S. Integrative Physiology/M.S. Kinesiology Minor in Well-Being
Technology and Aviation (Polytechnic)	Aeronautics (M.S.)

A motion was made by Vardiman and seconded by Dodd to approve the AS curriculum. A couple questions were raised and addressed. It appeared in the file the total number of hours required was missing. It was verified that 15 credit hours are required and that will be added to the file and uploaded to Curriculog. It was also clarified there are different admissions processes and catalogs for undergraduate and graduate certificate programs so this individual proposal will not be viewed as both a graduate and an undergraduate certificate. After discussion, it was decided this one will be voted on as the graduate proposal and an undergraduate certificate program proposal will come through in the near future. Motion carried.

A motion was made by Vardiman and seconded by Dodd to approve the EN curriculum. There were some questions about the format of this new concurrent program. After discussion, no changes were deemed necessary. Motion carried.

A motion was made by Vardiman and seconded by Von Bergen to approve the HHS curriculum. There were some questions about the hour requirement on the new concurrent degree, but after discussion no changes were needed. Motion carried.

A motion was made by Vardiman and seconded by Von Bergen to approve the TA curriculum. Motion carried.

8. Curriculum Proposal(s):

To view full proposals, see the Curriculog Agenda: <https://kstate.curriculog.com/agenda:1312/form>

Education	Leadership in Academic Advising (Ph.D.)
Engineering	Civil Engineering (CE) (B.S.)
Health and Human Sciences	Personal Financial Planning (M.S.)
K-State Olathe	Professional Science Master's in Applied Biosciences

A motion was made by Vardiman and seconded by Von Bergen to approve the ED curriculum. Motion carried.

A motion was made by Vardiman and seconded by Dodd to approve the EN curriculum. Motion carried.

A motion was made by Vardiman and seconded by Dodd to approve the HHS curriculum. Motion carried.

A motion was made by Vardiman and seconded by Von Bergen to approve the Olathe curriculum. Motion carried.

9. Expedited Proposals approved by colleges/Grad Council:

To view full proposals, see the Curriculog Agenda: <https://kstate.curriculog.com/agenda:1313/form>

Agriculture	ASI - 655 - Behavior of Domestic Animals ASI - 658 - Animal Growth and Development
Education	EDCI - 991 - Internship in Curriculum and Instruction
Engineering	BAE - 636 - Biological Systems Engineering Senior Design II
Health and Human Sciences	Financial Counseling Minor GNHE 208 – Human Ecology Colloquium HHS 385 – Problems in Health and Human Sciences HHS 499 – Undergraduate Research Experience Kansas Insurance Certificate

A motion was made by Vardiman and seconded by Bormann to approve the expedited proposals. It was inquired whether the K-State 8 tag content is still being fulfilled with the changes made to the ASI courses. It was verified they are still fulfilling it. Motion carried.

10. Graduation list addition and/or posthumous degree requests

- A. Kayela Ullmer, B.S. in Business Administration, College of Business Administration, Dec. 2020
A motion was made by Vardiman and seconded by Von Bergen to approve the graduation list addition. Motion carried.

11. New Business/Discussion

- A. Future Joint meeting with FSCOT regarding TopHat
FSCOT has requested to meet with this committee regarding TopHat. **Update:** this was a request to meet with Faculty Affairs, not Academic Affairs.
- B. University Calendar Committee
Vardiman informed committee members that the University Calendar Committee is considering a change in their reporting structure and membership. It is being proposed to move this committee from a subcommittee of this body to being a presidential level committee. Since directives for calendar changes typically come from administration and are then finalized by the Board of Regents, it seems appropriate this be a presidential committee. More faculty representation is being recommended. There were various questions and concerns about this potential change. This will be discussed and voted on in the university calendar committee first before coming to this body for consideration.
- C. Posthumous Degree policy (University Handbook, Section F150)
It was noted, sadly, there have been several requests for posthumous degrees this year. It has been quite some time since this policy has been reviewed and it may be appropriate to consider updating the university handbook language. In 2013, CAPP and Academic Affairs had detailed conversation

about what should occur related to these requests. Each dean's office should have information on how to proceed, yet what is in the handbook could be clearer. Committee members were asked to review the handbook language in preparation for future work on this section. It was also noted that it would be best to have those policy changes be driven by this committee.

12. Ongoing Committee work

- A. Optional syllabus statement on University Excused Absences (*May 4th joint meeting with FAC*)
A draft statement was sent out to committee members via email prior to this meeting. Members briefly discussed this. The start of the May 4th meeting will be a joint meeting of AAC and FAC to discuss and vote on this syllabus wording and have it ready for the June FS agenda.
- B. Undergraduate Academic Certificate Policy review (University Handbook, Section F170)
No update.
- C. Post Bacc Minor Policy review (University Handbook, Section F160)
No update.
- D. Interdisciplinary program Policy review
Dodd shared they are still working through many questions and discussing these with constituents across campus.

13. Committee Reports

- A. ARPS (Academic Records, Processes and Systems Committee) – Blankley
No report.
- B. CAPP (Committee on Academic Policies and Procedures) – Almes
No report.
- C. Curriculog Team
No report.
- D. University Library Committee – Linville
Met April 7th and had a tour of the library. Very impressive and will be a great aid to the university.

14. Committee Chair(s) 2021-2022

As was mentioned at the last meeting, Vardiman is not continuing on Academic Affairs next year. Therefore, a vacancy exists for a co-chair as needed. Von Bergen is willing to serve. Bormann is willing to step up, but her term ends in 22. Dodd will be going off. A vote will occur for this on May 4th.

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

- A. 2021 Faculty and Unclassified Professionals Retiree Ceremony – April 29th at 4 pm
There are around 85 retirees this year and about 40 will be attending. The ceremony can be viewed via [YouTube Live](#) streaming. A virtual reception will be announced along with its Zoom meeting information.
- B. New degree program proposals - estimated headcounts (informational)
Members were alerted to a future change regarding new degree program proposals. The Board Academic Affairs Standing Committee (BAASC) has now asked Board staff to provide them with how well newly approved programs (years 1-3) are performing relative to their estimated headcounts. It will be important for those proposing new programs to be very intentional about the estimates they provide in their approval application document. Those numbers will matter in the future.

16. The meeting was adjourned at 5:33 pm.

Next meeting: Tuesday, May 4, 2021, 3:30 pm; Zoom ID: 442 684 782