Present: Kelli Almes, Sara Blankley, Jenny Bormann, Spencer Clark, Elizabeth Dodd, Mark Linville, Michael McGlynn, Carol Sevin, Reagan Stonestreet, Phil Vardiman, Don Von Bergen, and Steve Warren
Absent: Jason Hackett
Guests: Royce Ann Collins, Trisha Gotts, Troy Harding, Rod Howell, and Chad Jackson
Liaisons: Kelley Brundage, Shannon Castleberry, and Karen Goos

1. Vardiman, co-chair, called the meeting to order at 3:31 pm and began with introductions.

2. University Calendar Committee
   A. Proposed change to membership and policies/procedures – action
   Committee members reviewed the proposed changes to the membership and other items in the policies/procedures. A motion was made and seconded to approve. Motion carried.
   B. Proposed change to Spring 2021 Academic Calendar – notification
   Committee members and guests discussed the proposed calendar revision. Various comments and concerns were shared with Brundage and Goos. These included such things as how this change may impact the mental health of students and faculty alike. The proposal will move forward to the September 8 Faculty Senate agenda and guests will be present to address comments or questions at that time.

   Due to guests being in attendance for course/curriculum proposals, items 4-7 were acted on first and then the committee came back to item 3 on the agenda.

3. Overview of 20-21 committee work - Discussion
   A. Optional syllabus statement on University Excused Absences
   Vardiman offered to take the lead in crafting some language to bring back to the committee. Dodd will assist him as needed. This is in follow up to the policy that was passed in Section F related to what are now considered University Excused Absences. There were comments made about the number of syllabi statements available now and what, if any, are best practices to address these with students.
   B. Undergraduate Academic Certificate policy review
   Blankley offered to be a part of the group that works on either the certificate or minor policy review. However, she would not be able to chair.
   C. Post Bacc Minor policy review
   Again, Blankley offered to be a part of the group that works on either the certificate or minor policy review. However, she would not be able to chair.
   D. Interdisciplinary program policy review
   Bormann, Dodd, and Sevin offered to be a part of the group who reviews this policy. It was noted this particular workgroup will need involvement from various stakeholders, such as the graduate school, provost office, and perhaps a college dean/asst. dean from one of the larger colleges.

   No action was taken on items B, C, or D. These will be discussed at the next meeting.

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

4. Tabled course and/or curriculum proposals
   To view full proposals, see the Curriculog Agenda: https://kstate.curriculog.com/agenda:1071/form

Education	Adult Learning and Leadership (Ed.D.)
	Adult Learning and Leadership (M.S.)
	Adult Learning and Leadership (Ph.D.)

A motion was made by Von Bergen and seconded by Almes to approve the proposals from ED. Members were reminded there were minor edits and clarification needed on these related to credit hours being accurate along with rationale statements being updated, etc. It was also related these were entered as standard, but can be expedited as they meet the criteria. There was no concern about approving these as expedited. Therefore, they will not need to go on next month's senate agenda. Motion carried.

5. Course Proposals:
   To view full proposals, see the Curriculog Agenda: https://kstate.curriculog.com/agenda:1072/form

Business Administration	ENTRP - 411 - Intrapreneurship
	ENTRP - 435 - Entrepreneurial Experience
	ENTRP - 575 - Entrepreneurship and Innovation Capstone
Technology & Aviation (Polytechnic)	CMST - 285 - Web Certificate Capstone Studio
	DIGME - 163 - Fundamentals of Design Thinking
	DIGME - 365 - User Experience (UX) Design in Digital Media

A motion was made by Von Bergen and seconded by Bormann to approve the Business courses. Motion carried. A motion was made by Von Bergen and seconded by Sevin to approve the TA courses. Motion carried.

6. New Certificate Proposal(s):
   To view full proposals, see the Curriculog Agenda: https://kstate.curriculog.com/agenda:1073/form

| Technology & Aviation (Polytechnic) | Digital Media User Experience (UX) Design Certificate |
| | Front-end Web Development Certificate |

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

7. Curriculum Proposal(s):
   To view full proposals, see the Curriculog Agenda: https://kstate.curriculog.com/agenda:1074/form

Business Administration	Entrepreneurship and Innovation BS (name change)
	Entrepreneurship and Innovation Minor (name change)
Education	Leadership Studies Minor (Proposed to be offered to non-K-State Graduates)
Engineering	Computer Science (B.S) (*held from spring awaiting new ENTRP courses*)
Technology & Aviation (Polytechnic)	Aeronautical Technology BS–Helicopter Pilot Option (discontinue)
	Engineering Technology-Digital Media Technology Option (AETA-DM) (discontinue)

A motion was made by Von Bergen and seconded by Linville to approve the BA curriculum. A small edit was noted as being needed in the fifth paragraph of the Entrepreneurship and Innovation BS file. The Advanced Manufacturing Institute is now called the Technology Development Institute. (*Note – it was also noticed after the meeting that NISTAC is now Innovation Partners). Edits were made. Motion carried.

A motion was made by Von Bergen and seconded by Sevin to approve the Education curriculum. It was conveyed that an assessment plan is needed since this minor is being proposed for external use. Additionally, the Curriculog proposal indicated no distance for the minor, but in the file attached it as indicated the core courses will be available online; therefore, that will need updated. Finally, the curriculum itself was requested to be uploaded to Curriculog. Trisha Gott was present to answer questions. She indicated she could make those edits and provide them next week. Motion was made by Von Bergen and seconded by Sevin to table. Motion carried. This proposal will be on the next meeting agenda.

A motion was made by Almes and seconded by Sevin to approve the ENG curriculum. Members were reminded this item came before AAC as an expedited change in March. It was reviewed at that time, but due to the fact there were new courses from another college, it was voted to be a standard proposal and it was also tabled until those new courses from the College of Business were put through. The new courses (ENTR) were voted on at today's meeting. Therefore, after brief discussion, motion carried.

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

8. Committee's process for review of incoming course/curriculum proposals
    Lengthy discussion occurred around the idea of dividing up proposal review between committee members. This way it would not be an overwhelming task for any one member or the chair(s). Part of the objective of this committee is to believe a proposal is good for the university, to the best of its ability, and that impacts between units have been communicated and resolved, where possible. It's reasonable to put the onus on the colleges to make sure it is a good proposal; however, this committee should do its due diligence to review and confirm and ask the questions that need asked.

    There were some concerns noted about this method of dividing the proposals and members brainstormed ideas. After lengthy discussion, Von Bergen made a motion for each member to select two colleges, outside of their own, to review proposals from and we'll do this on a trial basis for two months to see how things go. Motion seconded by Vardiman. Motion carried. Please email Von Bergen with your top choices. First come, first served. This will be followed up on at the next meeting.

9. Approval, Routing, and Notification Policies – Review of changes – *not discussed today due to time available*.

10. Committee Appointments
    A. University Library Committee (AY21)
        A representative from AAC is needed. If you have an interest, please notify the committee chairs.

11. Committee Reports – *No reports shared today due to time*
    A. ARPS (Academic Records, Processes and Systems Committee) – Bormann
    B. CAPP (Committee on Academic Policies and Procedures) - Almes
    C. Curriculog Team
    D. University Library Committee

12. Announcements and/or for the good of the University - none

13. Meeting adjourned at 5:04 pm

Next meeting: Tuesday, September 15, 2020, 3:30 pm; Zoom ID: 442 684 782