<div align="center">

MINUTES
Faculty Senate Academic Affairs
August 17, 2021, 3:30 pm
ZOOM ONLY: 442 684 782 or https://ksu.zoom.us/j/442684782

</div>

Present: Sara Blankley (Gen. Univ.), Jenny Bormann (Ag-Co-Chair), Gerry Craig (A&S), Mary Lynn Higginbotham (Vet Med), Kim Hiller (HHS), Brandon Kliewer (Ed), Michael McGlynn (APD), DeAnn Presley (EXT), Carol Sevin (LIB), Don Von Bergen (TA-Co-Chair), Steve Warren (EN)
Absent: Bryce Atchison (Student), Terry Mason (BA)
Other guests: Yolanda Broyles-Gonzalez, Jess Falcone, Alisa Wolfe
Nonvoting liaisons present: Kelley Brundage (REG), Shannon Castleberry (REG), and Karen Goos

1. Bormann called the meeting to order at 3:31 pm and made introductions.

2. The May 18th minutes were approved electronically before the summer.

3. Tabled course and/or curriculum proposal(s)
   To view full proposals, see the Curriculog Agenda: https://kstate.curriculog.com/agenda:1349/form

Arts and Sciences	Intercultural Competence Certificate

   A motion was made by Bormann and seconded by Von Bergen to bring take this off the table and approve it. Brief conversation occurred to make sure all were looking at the correct document. Motion carried. This will be on the Sept. 14th FS agenda.

4. New Curriculum Proposal(s):
   To view full proposals, see the Curriculog Agenda: https://kstate.curriculog.com/agenda:1349/form

Arts and Sciences	Undergraduate Certificate in Quantitative Techniques of Data Science

   A motion was made by Bormann and seconded by Sevin to approve the new certificate program. Motion carried.

5. Curriculum Proposal(s):
   To view full proposals, see the Curriculog Agenda: https://kstate.curriculog.com/agenda:1349/form

Arts and Sciences	Global Health, Medicine, and Society Certificate
Health and Human Sciences	Personal Financial Planning Minor

   A motion was made by Bormann and seconded by Kliewer to approve the curriculum changes as listed. There was a question about some wording in the Global Health, Medicine, and Society Certificate related to the Pass/Fail wording that was added. After brief conversation, it was determined that this was unnecessary. So, the wording about "Except in exceptional circumstances" will be removed. Jess Falcone was in attendance and confirmed that was agreeable. Motion carried to approve both curriculum changes, with the minor edit to the Global Health, Medicine, and Society Certificate.

6. Expedited Proposals approved by colleges/Grad Council:
   To view full proposals, see the Curriculog Agenda: https://kstate.curriculog.com/agenda:1350/form

Technology and Aviation (Polytechnic)	Applied Business (AABA) (A.S.) BUS - 400 - Marketing Techniques and Applications BUS - 421 - Applied Operations Management ECET - 101 - Circuits I ECET - 304 - Electric Power and Devices ECET - 335 - Industrial Control Topics

Bormann reminded all that regular, or standard, approvals will move forward now to the senate for their approval. However, expedited changes, that are more minimal in nature, receive final approval at the FS Academic Affairs committee. Therefore, a motion was made by Bormann and seconded by Von Bergen to approve these changes. Motion carried.

7. Graduation list addition and posthumous degree requests:
    List addition: Deral Danis, Master of Science, Graduate School, Spring 2009
    Posthumous degree: Jared Gaynor, Bachelor of Science, Engineering, Spring 2021
    Posthumous degree: Jace Ryan Ward, Bachelor of Science, Business Administration, Summer 2021
    Posthumous degree: Tyler Waddingham, Bachelor of Science, Agriculture, Fall 2021

    A motion was made by Bormann to approve the above requests. Motion was seconded and carried.

8. 2021-2022 committee work
    A. Online courses (schedule/final) (**Email #1** below)
        Bormann referred to the email information and briefly share the questions/concerns that had been raised. When there are online courses, should there be scheduled components, including the final. It was asked if, when a course is online and asynchronous, should it ever have scheduled times/exams. Goos interjected that she believed a work group in CAPP is already beginning to discuss this and existing policies etc. All agreed it would be good to have that work group in CAPP continue their work on this and FSAAC can communicate on next steps when something is ready to review. It was noted that we'll work to do a better job this year of working with CAPP on items that need to be addressed.

    B. Final exam/project timeframe Policy ([UH F70](#)) (**Email #2** below)
        This was somewhat similar with the above item, but a bit separate. It may be that some language needs clarified, either in handbook language, or perhaps in the procedures portion that will help identify that a final exam/project could be administered within the final exam period, but not necessarily taking the whole exam timeframe, and so on. It was believed that the small workgroup on CAPP can add this into the discussion they are already having surrounding final exam policy. FSAAC will keep in touch regarding their work and next steps and we'll follow up on these two items.

    C. Coordination between FSAAC and CAPP – what should FS AAC be requesting their help with, etc.
        i. Cross-listed courses – definition needs to be consistent about what is required to be identical. Could CAPP assist with this definition?
        It was discussed that work with CAPP will likely be more active this year and collaboration is a good thing. We just don't want to have multiple groups working on the same thing and not be aware of what the other is doing.

        Therefore, it was asked if perhaps we should have CAPP address a definition for cross-listed courses. Some clarity is needed about criteria, outside of just the name and number, for a course to be cross listed. Does the description need to be identical, do the K-State 8 tags need to match, does the retake policy need to match, and so on? It was noted that in the past CAPP has taken lead on definitions such as this, so it makes sense to inquire whether they would be willing to work on this. We will follow up.

    D. Review of Posthumous Degree Policy ([UH F150](#))

It has been asked that FS AAC work on a little more detail for criteria on these. All agreed that offering these to a family who has lost a student in death is worthwhile. There have been a lot of questions about navigating the policy. There isn't really a business process or consistency on these. Since, sadly, there have been more of these come through recently. FS AAC will work on this and perhaps put together a small working group to think/work on this at the next meeting. It was suggested that perhaps working on a draft and circulating it to a few people and CAPP. Discussion ensued about other details related to this policy and process and wanting to make sure we are transparent and consistent.

E. Half credit hours - process for changes to courses with variable credit hours (**Email #3** below) (and email excerpt from 2018 AAC minutes)
A few years ago, the option to utilize half credit hours was made possible. At the time, since it was new, this body had decided they wanted these to come through as course proposals for approval, even if it was using a half credit for a variable course. Since time has passed and these are more established, the conversation occurred as to whether this should still be required. After discussion it was determined that if a course already has variable credit hours and the desire for using a half credit is within the already established variable credit, no proposal is needed for approval. A motion was made by Von Bergen to this effect that courses with variable credit do not need to take further steps in Curriculog to utilize half credit increments for the course. Bormann seconded the motion. Motion carried. There had been a course in question recently and there will be follow up that no course proposal needs to be submitted in Curriculog related to this request.

F. Process for submitting GEN courses for approval – via Curriculog, etc. (**Email #4** below)
There are two courses in process right now, one for GEN and one for GRAD. Since these are the first two being utilized after the process was put in place in the instruction manual, there are a few process questions about how to move forward in Curriculog.

It was suggested that perhaps one person in the provost office and one person in the Graduate School needs trained on how to submit these types of proposals in the system when they are initiated from those areas. A workflow will be setup in Curriculog to make sure the key bodies are involved. This may be a future conversation, but for now, it seems we can move forward with these initial requests.

G. Course/Curriculum timelines (*clearer communication or further tiered approach perhaps*)
This is often a conversation. As has been shared previously, it was noted that the holdup often happens early on, within the college, and that can be an area where clearer expectations can be conveyed. If there is a specific issue and suggestion, these can be addressed as we move forward. As of right now, we'll continue to communicate the timeline, discuss best practices, and perhaps share information near the beginning of the semester with our contacts and the colleges.

9. Ongoing Committee work
    A. Post Bacc Minor Policy review (UH 160)
       This will be worked on this semester.
    B. Undergraduate Academic Certificate Policy review (UH 170)
       This will be worked on this semester.
    C. Interdisciplinary program Policy review (attachment)
       This document was shared with members at the last meeting and today. Please review the files and bring forward any questions etc. This was worked on heavily by Jenny Bormann, Elizabeth Dodd, and Carol Sevin. We'd like to work on finalizing this soon.

10. Committee Reports
    A. ARPS (Academic Records, Processes and Systems Committee) – Blankley

B. CAPP (Committee on Academic Policies and Procedures) – Higginbotham *(?)*
It was confirmed that Higginbotham is willing to serve on this committee and so she will be ready to attend their next meeting.
C. Curriculog Team
Shannon briefly updated members that Curriculog has received a face lift and as of today looks different, but she feels it is more user friendly and we'll enjoy using it. Forms for this year are being worked on and will be available on Monday, Aug. 23rd.
D. University Calendar Committee – Brundage
Kelley shared that the calendar committee reviewed proposed changes to membership and wording, even though there was a delay on some portions of an earlier proposal. This was shared with committee members and a vote will likely occur at the next meeting.
E. University Library Committee – TBD
No representative yet for this committee. Please let us know if you're willing to serve. The committee meets about once a month, and it is very informative. They usually wait until receiving all members before setting the meeting day/time so please let us know at your earliest convenience if you're able to serve.

11. Announcements and/or for the good of the University
Candace reminded all there will be a general meeting of the faculty and unclassified professionals on August 31st at 1:30 pm to vote on the FS Constitution revisions that were approved by Faculty Senate in May.

12. Meeting was adjourned at 4:56 pm

Next meeting: Tuesday, September 7, 2021, 3:30 pm; Zoom ID: 442 684 782

Email #1

Tanya,

Thanks for keeping us "in the loop."   I agree that these procedures need to be clarified, especially with regard to final exam times. Something we will need to look at this fall.

Don

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From: Jennifer Bormann <jbormann@ksu.edu>
Sent: Tuesday, June 22, 2021 8:53 PM
To: Tanya Gonzalez <tgonzale@ksu.edu>; Donald Von Bergen <dvb@ksu.edu>
Cc: Laurel Littrell <laurlit@ksu.edu>; Melinda Markham <mmarkham@ksu.edu>; Candace LaBerge <candaceb@ksu.edu>; Donald Saucier <saucier@ksu.edu>
Subject: Re: Policy on scheduling final exam/project for online courses

Hi Tanya! Thanks for the heads up. I think this is definitely something that we should look at. And probably not just in the context of final exams. If a course is listed as asynchronous, is it appropriate to ever have anything at a scheduled time? We can put it on the list for academic affairs to consider in the fall. The list is getting longer....

Jenny

Jennifer Minick Bormann, Ph.D.
Professor of Animal Breeding and Genetics
Department of Animal Sciences and Industry
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785-532-1222
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From: Tanya Gonzalez <tgonzale@ksu.edu>
Sent: Tuesday, June 22, 2021 4:41 PM
To: Jennifer Bormann <jbormann@ksu.edu>; Donald Von Bergen <dvb@ksu.edu>
Cc: Laurel Littrell <laurlit@ksu.edu>; Melinda Markham <mmarkham@ksu.edu>; Candace LaBerge <candaceb@ksu.edu>; Donald Saucier <saucier@ksu.edu>
Subject: Fwd: Policy on scheduling final exam/project for online courses

Hello Jenny and Don,

I hope this note finds you well and that you are finding moments of much-needed rest during the summer months. A question has come up about policy on scheduling final exams or final projects for

asynchronous online courses. Given that more of us are using this modality moving forward, and given the new fee structure that lessens distinctions between teaching modalities, I thought I would raise this question through faculty senate to see if you all want CAPP to look at the policy and/or procedures needed moving forward.

The thread below is what I found and the initial inquiry. If I am missing something in my interpretation of current policy, please let me know.

Thanks! Take care,
Tanya

Tanya González, PhD | Professor of English | Acting Associate Provost for Institutional Effectiveness | Kansas State University | Manhattan, KS 66506 | tgonzale@ksu.edu | 785.320.1222 | she, her, hers

Begin forwarded message:

From: Tanya Gonzalez <tgonzale@ksu.edu>
Subject: Re: Policy on scheduling final exam/project for online courses
Date: June 22, 2021 at 2:55:41 PM CDT
To: Trina McCarty <trina@ksu.edu>
Cc: Lisa Shappee <lmccraft@ksu.edu>, Donald Saucier <saucier@ksu.edu>

Hi Trina,

Thank you (and your faculty participant) for raising this question. Currently, our policies (in UH F70) and explanation of policies do not account for asynchronous online courses. The only reference that would pertain to asynchronous courses are the "non-standard class meeting time" references in the Guidelines for Interpreting Term Final Examination Schedule which was published 2009. It currently states that all non-standard class meeting times should conduct final examinations during the last class, which is not the most helpful in this circumstance.

I think we need to work with the Faculty Senate Academic Affairs and the Committee on Academic Policies and Procedures (CAPP) to review and revise the policy in our handbook.

In the meantime, could you give me a sense of how folks teaching asynchronously have been handling the final exam assessment? If we do not have hard data, any anecdotal practices would benefit the future conversation. It would be good if any future policy adjustments aligned with good current practices.

Thanks again for bringing this up. These are the kinds of issues that we need to address in our constantly developing teaching landscape. I appreciate your attention to the issue.

Take care,
Tanya

Tanya González, PhD | Professor of English | Acting Associate Provost for Institutional Effectiveness | Kansas State University | Manhattan, KS 66506 | tgonzale@ksu.edu | 785.320.1222 | she, her, hers

On Jun 22, 2021, at 11:34 AM, Trina McCarty <trina@ksu.edu> wrote:

Good morning, Tanya. This is Trina McCarty and I'm not sure we've had a chance to meet. I am an instructional designer with Global Campus, and I am co-teaching the Course Design Institute (CDI) this

summer along with Lisa Shappee at the Polytechnic campus. Don has also been a great partner in developing the CDI and I will copy him in case he has the answer to the following.

This morning, one of the faculty participants asked for the K-State policy for scheduling final exams/projects for asynchronous online courses. I have read through [Section F of the University Handbook](#) and I am not finding an answer for her as far as a formal written policy. I called the TLC and Jackie suggested I contact you for an answer. Do you know if that policy exists and where I could find it? Thank you in advance. Trina

Trina McCarty, Instructional Designer
[Schedule an appointment](#)
Chat with me on [Teams](#)
K-State Global Campus
https://global.k-state.edu/faculty
trina@ksu.edu
785-532-5575

Email #2

Hi Andy, Have to admire the student for a thorough review of handbook language looking for a loophole! It ought to be an easy fix to add a phrase or two to clear up confusion. We'll put it on the agenda for fall. Thanks!

Jenny

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From: Donald Von Bergen <dvb@ksu.edu>
Sent: Tuesday, May 18, 2021 11:29 AM
To: Andrew Bennett <bennett@ksu.edu>; Alison Wheatley <aliwheat@ksu.edu>; Phill Vardiman <pvardiman@ksu.edu>; Jennifer Bormann <jbormann@ksu.edu>; Candace LaBerge <candaceb@ksu.edu>
Subject: Re: question about the finals

Andrew, thanks for sharing.

Sure, we can take a look at this at a future Academic Affairs meeting.

From my perspective, I don't think the student has a case. In fact, I did something similar for my final. Although it was comprehensive, they had a time limit of 60 minutes to complete the exam. There isn't any language that states or implies that students be allowed the entire 110 minutes, any more than it has to be a written final, or multiple choice, or ... In fact, the final exam doesn't even have to be a final but can be a project they submit, as long as the project isn't due earlier than the allotted final exam time frame. So, I see the 110 minutes simply as a period in which the final has to be submitted (a project) or taken (an exam) but in no way dictates the format or length of the exam.

I hope this helps. I copied Jenny Borman as she is replacing Phill Vardiman as Co-Chair.

Don

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From: Andrew Bennett <bennett@ksu.edu>
Sent: Tuesday, May 18, 2021 10:01 AM

To: Alison Wheatley <aliwheat@ksu.edu>; Donald Von Bergen <dvb@ksu.edu>; Phill Vardiman <pvardiman@ksu.edu>
Subject: FW: question about the finals

A department head I know is dealing with a complaint that a class had a final exam that lasted only 50 minutes. The final was the last unit exam, so the instructor gave the same 50 minutes as all the previous unit exams. The exam policy in section F of the university handbook specifically allows for the last exam to be a unit exam instead of a comprehensive exam. The specific wording (in paragraph F70) is, "the last examination (either unit or comprehensive) must be given during the final examination period." So everything turns on the meaning of during. You can certainly make the case that a 50-minute exam can take place during the final exam period without needing to use the full 110 minutes allowed. But I can also see the student's point of view. Perhaps Academic Affairs and/or CAPP can work to edit this passage to avoid future misunderstandings.

Thanks
Andy

Related to half credit hours, here is an excerpt is from the April 3rd, 2018 FS AAC minutes:

New Business

A. Approval process for offering half credit hours within existing variable credit hour courses
In November 2017, a one half-credit hour definition was approved and is now found in the University Handbook, Section F115.1. There are now some colleges interested in using this for some of their courses. The question was raised about the appropriate procedures for approving changes to existing courses with variable hour credit. For example, if a course if offered currently for variable hours from 1-3, but now they want 1.5, 2.5, etc. what is the correct procedure for approval, or is there one? Graduate research hours were brought up as well. Currently, a credit hour change to a course is an expedited change. Members believed if there is a course that has variable hours from 1-3, but want .5, they would need to submit the change for approval through the normal process. However, what about those courses which offer 0-3 hours and they want to add in the ½ credit hours (0.5, 1.5, 2.5). It was suggested that this be an expedited change. A question was raised about whether this is a drop down field in KSIS or whether it would be something entered in. Members were unsure. After further discussion, it was believed this should be a deliberate request from a department; not something that can just happen with no real thought about what the impact is for the department or other consequences for the student or coursework, etc. It was suggested that some follow up be done on the questions regarding KSIS and programming and then a vote can be taken on this at the next meeting.

Then these are from the April 17th, 2018 meeting minutes:

Approval process for offering half credit hours to existing variable credit hour courses: Information from enrollment is that changing ability to select .05 hr increments would not be available for just select courses, it would have to be there for all variable credit courses. This brings back the need to think carefully about the process for changing variable credit courses to the 0.5 hr. increment. Suggestion from Brian Niehoff to wait and have Charlotte Pfaff, associate registrar, come in and discuss with us the enrollment scenarios before the committee makes any choices, and/or wait until this kind of a proposal comes before us. At this point, a 0.5 increment course would need to be approved. Changing credit hours (say from whole to 0.5 increment) would be an expedited change as credit hour changes currently are.

Email #3

I am on board with the suggestion candace made.

 "What about using the Course System request form for this, since it has a variable credit already. It could fit the "other" category and then it would still be documented that the half credit option is being included, but then it would go from the college directly to the Registrar personnel."

Don

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From: Candace LaBerge <candaceb@ksu.edu>
Sent: Tuesday, August 3, 2021 8:23 AM
To: Kelley Brundage <kbrundage@ksu.edu>; Jennifer Bormann <jbormann@ksu.edu>; Duane Dunn <ddunn@ksu.edu>; Shannon Castleberry <shannon@ksu.edu>
Cc: Dan Moser <dmoser@ksu.edu>; Donald Von Bergen <dvb@ksu.edu>
Subject: RE: Question about 0.5 credit hour course designation

Kelley,

I'll work with Jenny and Don to add this to the appropriate FS Academic Affairs agenda.

Thanks!

Candace

Candace LaBerge
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Positivity | Developer | Learner | Responsibility | Intellection

From: Kelley Brundage
Sent: Monday, August 2, 2021 10:16 AM
To: Jennifer Bormann <jbormann@ksu.edu>; Candace LaBerge <candaceb@ksu.edu>; Duane Dunn <ddunn@ksu.edu>; Shannon Castleberry <shannon@ksu.edu>
Cc: Dan Moser <dmoser@ksu.edu>; Donald Von Bergen <dvb@ksu.edu>
Subject: RE: Question about 0.5 credit hour course designation

It sounds like we have to allow for some type of submission at the moment based on FSAAC policy. I would like to ask that we readdress this issue and really determine if we want to keep it this way. Is this really a concern still?

Kelley Brundage, Ed.D.
(she/her/hers)
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From: Jennifer Bormann <jbormann@ksu.edu>
Sent: Monday, August 2, 2021 8:29 AM
To: Kelley Brundage <kbrundage@ksu.edu>; Candace LaBerge <candaceb@ksu.edu>; Duane Dunn

<ddunn@ksu.edu>; Shannon Castleberry <shannon@ksu.edu>
Cc: Dan Moser <dmoser@ksu.edu>; Donald Von Bergen <dvb@ksu.edu>
Subject: Re: Question about 0.5 credit hour course designation

Hi all, I remember that discussion years ago, and I always thought that it made sense to allow 0-x credit classes to use the 0.5 since it's included in 0-x. I think everyone was just really cautious because we had never offered 0.5 before.

I'm fine with the Course System form if that makes the process work for everyone.

Jenny

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From: Kelley Brundage <kbrundage@ksu.edu>
Sent: Friday, July 30, 2021 4:51 PM
To: Candace LaBerge <candaceb@ksu.edu>; Duane Dunn <ddunn@ksu.edu>; Shannon Castleberry <shannon@ksu.edu>
Cc: Daniel Moser <dmoser@ksu.edu>; Jennifer Bormann <jbormann@ksu.edu>; Donald Von Bergen <dvb@ksu.edu>
Subject: RE: Question about 0.5 credit hour course designation

That is a good idea and I think it will work.

Shannon – do you see any issues I am not seeing with this approach?

Kelley Brundage, Ed.D.
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KANSAS STATE UNIVERSITY | Office of the Registrar

From: Candace LaBerge <candaceb@ksu.edu>
Sent: Friday, July 30, 2021 4:44 PM
To: Kelley Brundage <kbrundage@ksu.edu>; Duane Dunn <ddunn@ksu.edu>; Shannon Castleberry <shannon@ksu.edu>
Cc: Daniel Moser <dmoser@ksu.edu>; Jennifer Bormann <jbormann@ksu.edu>; Donald Von Bergen <dvb@ksu.edu>
Subject: Re: Question about 0.5 credit hour course designation

I believe Vet Med put a change through on one of their courses like this some time ago via Curriculog. They documented in the rationale what the request was. I'd need to hunt for it. I'm not saying that's the best thing, or resolution to this, or a few other things that I continually mull over for that matter. 😕 It's just what I recall being done previously, given the conversation FS Academic Affairs had regarding these .5 credits.

I have an idea and I'd be curious about your thoughts, as well as FS AAC. What about using the Course System request form for this, since it has a variable credit already. It could fit the "other" category and then it would still be documented that the half credit option is being included, but then it would go from the college directly to the Registrar personnel. Would that be a reasonable solution? If that sounds off the deep end, free to tell me. 😁

Happy Friday all!

Candace LaBerge
Faculty Senate Office
Kansas State University
candaceb@ksu.edu

GetOutlook for Android

From: Kelley Brundage <kbrundage@ksu.edu>
Sent: Friday, July 30, 2021, 4:17 PM
To: Candace LaBerge; Duane Dunn; Shannon Castleberry
Cc: Daniel Moser; Jennifer Bormann; Donald Von Bergen
Subject: RE: Question about 0.5 credit hour course designation

I guess I misread what you sent but I am very concerned as there is no way for our office to know if a course was approved or not for .5 credit – if a course if variable the answer has to be yes or no it can go this way – if you require an expedited request I have no idea how you would actually do this in Curriculog nor is there any change I make to the course in KSIS – especially in Duane's situation. The course is created to be offered 0-1 credit – KSIS allows .5 credit increments as built. So what do you all envision this expedited process would be and how we would know if something is approved or not to be .5 credit in a variable course.

Kelley Brundage, Ed.D.
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E-mail: kbrundage@ksu.edu

From: Candace LaBerge <candaceb@ksu.edu>
Sent: Friday, July 30, 2021 3:59 PM
To: Duane Dunn <ddunn@ksu.edu>; Kelley Brundage <kbrundage@ksu.edu>
Cc: Daniel Moser <dmoser@ksu.edu>; Jennifer Bormann <jbormann@ksu.edu>; Donald Von Bergen <dvb@ksu.edu>
Subject: Re: Question about 0.5 credit hour course designation

Hi Kelley,

Can you please let me know who confirmed it from FS academic affairs, or forward that communication to me? I'd like to have that for my records for future questions, since what I shared from the minutes is the last discussion I have from Faculty Senate on those courses.

Thanks!

Candace LaBerge
Faculty Senate Office
Kansas State University
candaceb@ksu.edu

GetOutlook for Android

From: Duane Dunn <ddunn@ksu.edu>
Sent: Friday, July 30, 2021, 3:54 PM
To: Kelley Brundage; Candace LaBerge
Cc: Daniel Moser
Subject: RE: Question about 0.5 credit hour course designation

Thanks for this Kelley -this will be very helpful.

Duane

From: Kelley Brundage <kbrundage@ksu.edu>
Sent: Friday, July 30, 2021 3:52 PM
To: Duane Dunn <ddunn@ksu.edu>; Candace LaBerge <candaceb@ksu.edu>
Cc: Daniel Moser <dmoser@ksu.edu>
Subject: RE: Question about 0.5 credit hour course designation

I received confirmation that it is possible to build a separate section that would be .5 – no additional approvals needed from Faculty Senate Academic Affairs because it falls in the 0-1 credit hour threshold

Kelley Brundage, Ed.D.
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From: Duane Dunn <ddunn@ksu.edu>
Sent: Friday, July 30, 2021 12:33 PM
To: Kelley Brundage <kbrundage@ksu.edu>; Candace LaBerge <candaceb@ksu.edu>
Cc: Daniel Moser <dmoser@ksu.edu>
Subject: RE: Question about 0.5 credit hour course designation

Great- thanks Kelley

From: Kelley Brundage <kbrundage@ksu.edu>
Sent: Friday, July 30, 2021 12:21 PM
To: Duane Dunn <ddunn@ksu.edu>; Candace LaBerge <candaceb@ksu.edu>
Cc: Daniel Moser <dmoser@ksu.edu>
Subject: RE: Question about 0.5 credit hour course designation

I am checking right now as in theory yes but I need to make sure we don't have any KSIS barriers that don't allow decimals when creating a course

Kelley Brundage, Ed.D.
(she/her/hers)
University Registrar
E-mail: kbrundage@ksu.edu

KANSAS STATE UNIVERSITY | Office of the Registrar

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From: Duane Dunn <ddunn@ksu.edu>
Sent: Friday, July 30, 2021 12:01 PM
To: Kelley Brundage <kbrundage@ksu.edu>; Candace LaBerge <candaceb@ksu.edu>
Cc: Daniel Moser <dmoser@ksu.edu>
Subject: Question about 0.5 credit hour course designation

Can a variable credit course (0-1 credit hours) be offered for 0.5 credit hours without going through a separate approval process?

I'm working with a department that has not offered a 0.5 credit course and we'd like to apply that to a late start course if possible.

Thanks for any guidance you can provide.

Duane M. Dunn, Ed.D.
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Email #4

Good question! The grad one seems ok because Timon or someone can enter the proposal. Is anyone in the provost's office knowledgeable enough about curriculog to enter a proposal?

Jenny

Jennifer Minick Bormann, Ph.D.
Professor of Animal Breeding and Genetics
Department of Animal Sciences and Industry
Kansas State University
131 Weber Hall
1424 Claflin Rd.
Manhattan, KS 66506
785-532-1222
jbormann@ksu.edu

From: Candace LaBerge <candaceb@ksu.edu>
Sent: Tuesday, July 13, 2021 3:36 PM
To: Jennifer Bormann <jbormann@ksu.edu>; Donald Von Bergen <dvb@ksu.edu>
Subject: Fwd: Next Steps: Request for a study abroad placement course

Fyi. If you two have any further thoughts, or other ideas, feel free to follow up with me or Kelley, etc.

Thanks!

Candace LaBerge
Faculty Senate Office
Kansas State University
candaceb@ksu.edu

GetOutlook for Android

From: Kelley Brundage <kbrundage@ksu.edu>
Sent: Tuesday, July 13, 2021 2:36:19 PM
To: Candace LaBerge <candaceb@ksu.edu>; Shannon Castleberry <shannon@ksu.edu>
Cc: Grant Chapman <grantchapman@ksu.edu>; Joseph Milostan <milosta1@ksu.edu>
Subject: RE: Next Steps: Request for a study abroad placement course

Thanks Candace. I will touch base with Shannon to see what options we have in Curriculog so we can figure out next steps and let you know if we need to do via a memo and reverse add or not.

Yes, you are free to share with Jenny and Don.

Kelley Brundage, Ed.D.
(she/her/hers)
University Registrar
E-mail: kbrundage@ksu.edu

From: Candace LaBerge <candaceb@ksu.edu>
Sent: Tuesday, July 13, 2021 1:41 PM
To: Kelley Brundage <kbrundage@ksu.edu>; Shannon Castleberry <shannon@ksu.edu>
Cc: Grant Chapman <grantchapman@ksu.edu>; Joseph Milostan <milosta1@ksu.edu>
Subject: RE: Next Steps: Request for a study abroad placement course

Hi Kelley,

Thanks for the information. 😊 I recall the conversations in FSAAC, and beyond, when adding these prefixes to the manual in 2020. It was my understanding these courses still need to be submitted through Curriculog as a proposal. Much like other courses in Curriculog, interested persons would then be able to see when a course was created and approved for historical purposes. Even though not coming from an academic unit, the language in the manual states the following: "The creation, change or dropping of these courses begins in the Provost's office and moves to FSAAC and then FS."

Since this is the first GEN course proposal to come forward after its availability, I'm not sure an abbreviated work flow was created in Curriculog for it that allows it to be put in by someone in the Provost office and then follow the steps required. However, I believe the Graduate School does have a workflow set up, even though I don't think it's been used since Curriculog began. It may be that Timon Smock, or some other person in the Graduate School tasked by Dean Petrescu, would need to enter the proposal on behalf of International Programs and others in the future who may wish to propose such a course. So there may need to be hierarchy setup for the provost office in order for GEN courses to be processed.

Just a side note, if these are to be ready for Spring 22, the GRAD course needs reviewed by GSAAC in August and approved by Grad Council in September so that it can be considered by FSAAC at their second Sept. meeting and then go to FS in October.

If the GEN prefix is not in Curriculog, perhaps Charlotte (or Shannon?) could add it so that the proposal can be submitted. The memos can be uploaded into the appropriate Curriculog course proposal as an attachment to provide documentation, but the basic information for a new course in Curriculog would still need completed. As far as where it will be housed in the catalog, that, of course, would be in your jurisdiction. 😊

If there isn't time currently for the workflow for the GEN course to be set up, perhaps FSAAC could consider the course proposal via the memo, and any other information they may request, and it could be entered in Curriculog retroactively by the provost office, or something similar.

These are my initial thoughts, so please forgive me for not having them more cleaned up here. 😊

I'd like to share this with Jennifer Bormann and Don Von Bergen, as co-chairs of the FS Academic Affairs committee, if that's alright with you?

Candace LaBerge
Office Specialist II | Faculty Senate Office
Kansas State University | 211 Fairchild Hall | Manhattan, KS 66506-1105
Tel: 785-532-6053 | Email: candaceb@ksu.edu

Positivity | Developer | Learner | Responsibility | Intellection

From: Kelley Brundage
Sent: Tuesday, July 13, 2021 12:42 PM
To: Candace LaBerge <candaceb@ksu.edu>; Shannon Castleberry <shannon@ksu.edu>
Cc: Grant Chapman <grantchapman@ksu.edu>; Joseph Milostan <milosta1@ksu.edu>
Subject: Next Steps: Request for a study abroad placement course
Importance: High

I wanted to make both of you aware that two memo's/proposals coming forward from Dr. Chapman's area connected to a request for a new course under the GEN and GRAD prefix options (per the ARN manual, pg. 28 – General University Courses)

Per the manual, the GEN prefix requires Provost approval and then it goes to Faculty Senate Academic Affairs for consideration. I have attached that memo that has Dr. Chapman's signature along with the email chain below with the Provost approval.

The other proposal for the GRAD prefix appears to need to go to Dr. Petrescu for Grad School and then Grad Council review before coming to FSAAC. Can you let us know the best way to get these on the agendas and in the system or is it easier to just send the memo's?

Please let Dr. Chapman and Joe Milostan know what, if anything you may need for next steps as we are trying to assist them in navigating this process.

Kelley Brundage, Ed.D.
(she/her/hers)
University Registrar
E-mail: kbrundage@ksu.edu

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From: Charles Taber <ctaber@ksu.edu>
Sent: Friday, July 9, 2021 8:58 PM
To: Grant Chapman <grantchapman@ksu.edu>
Cc: Craig Bourne <cbourne@ksu.edu>; Lynn Ewanow <ewanow@ksu.edu>; Joseph Milostan <milosta1@ksu.edu>; Kelley Brundage <kbrundage@ksu.edu>; Karen Goos <goos@ksu.edu>
Subject: RE: Request for a study abroad placement course

Grant, I support the proposal to create a study abroad placement course. Thank you,

Chuck

--
Charles Taber
Provost and Executive Vice President
Professor of Political Science
Kansas State University

From: Grant Chapman <grantchapman@ksu.edu>
Sent: Friday, July 9, 2021 1:58 PM
To: Charles Taber <ctaber@ksu.edu>
Cc: Craig Bourne <cbourne@ksu.edu>; Lynn Ewanow <ewanow@ksu.edu>; Joseph Milostan <milosta1@ksu.edu>; Kelley Brundage <kbrundage@ksu.edu>; Karen Goos <goos@ksu.edu>
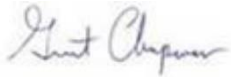**Subject:** Request for a study abroad placement course

Chuck

I realize you are away. Once back, I would like you to look these proposals over for your approval before I send them on to faculty senate and graduate council. Education Abroad (working with the Registrar) are wanting to create education abroad placement courses for our students. Currently, we are using an archaic modern languages course as placement. This really does not make sense. I hope the proposals are self-explanatory, however, I would be happy to discuss with you any concerns or questions.

Thanks,

Grant

Grant Chapman
Associate Provost for International Programs
Kansas State University

K-State International Programs