

MINUTES
Kansas State University Faculty Senate Meeting
May 13, 2003 3:30 p.m. Big 12 Room, K-State Union

Present: Ackerman, Adams, Anderson, Arck, Atkinson, Baker, Behnke, Bloomquist, Brockway, Cauble, Chang, G. Clark, R. Clark, Clegg, Cochran, Cox, Dandu, Dodd, Eckels, Elder, Erickson, Fairchild, Fick, Frieman, Gehrt, Gormely, Grunewald, Haddock, Hamilton, Hancock, Holden, Johnston, Jones, Jurich, Knapp, Maatta, Mack, Maes, Marr, McCulloh, Meier, Michie, Minton, Molt, Morrow, Nafziger, Newhouse, O'Hara, Olsen, Pacey, Pesci, Pickrell, Prince, Quaife, Ransom, Rietcheck, Rintoul, Rolley, Roozeboom, Rys, Schlup, Schmidt, Schumm, Selfridge, Simon, F. Smith, M. Smith, Spears, Spikes, Stadlander, Stewart, Stockham, Trussell, Verschelden, Warner, Watts, Wilkie, Willbrant, Yagerline, Zabel

Proxies: Burton, DeLuccie, Dubois, Kirkham, Montelone, Reese

Absent: De Bres, Dhuyvetter, Dryden, Fritz, Greene, Gwinner, Hedrick, Heublein, Hosni, Jackson, Krstic, Mathews, McHaney, Mitchell, Oberst, Paulsen, Rahman, Reddi, Ross, Roush, Sherow, Spooner, Staggenborg, Thompson

Visitors: Dennis Law, Ralph Richardson

- I. President Al Cochran called the meeting to order at 3:30 p.m.
- II. Senator Michie moved to approve the minutes of the April 8, 2003 meeting. Motion was seconded and passed.
- III. Announcements
 - A. Faculty Senate Leadership Council
See attachment to the agenda. President Cochran reported that Leadership met with the President's staff on May 8 and discussed the legislative session. We managed to get through the year without more budget cuts. Leadership expressed concern about lack of salary increases. Instead of the 1.5% increase approved by the legislature, the administration has agreed to approve a 2% increase for next fiscal year beginning July 20, 2003. The University Distinguished Professor matter evolved into a discussion of other ways that more faculty members could be rewarded. Those discussions will be continued by Faculty Affairs.
 - B. Kansas Board of Regents meeting
See attachment to the agenda.
 - C. Report from Student Senate
 1. John O'Hara reported on the student-centered tuition enhancements that have been discussed with the administration. They will include a student wage increase to ensure a minimum wage of \$5.75/hour and a Graduate Student increase of 9% which includes 1.5% passed by the legislature. They have also requested \$100,000 for diversity programming and a student leadership program.

2. Student Senate will be presenting three proposals on changes to the wait list and enrollment procedures:
 - a. Limit students to enrollment in 18 credit hours per semester;
 - b. Do not allow enrollment in more than one section of the same course per semester
 - c. Limit enrollment to only one class per specific time period.
 He reported that discussions have been held with the technology area to see if these changes are technically possible. Their leadership will meet with the deans to discuss further.
3. Student Senate will continue to review the university smoking policy.

D. Other - none

- IV. Honor System Constitutional Change - Phil Anderson **ATTACHMENT 1**
 Phil Anderson reported that he has received comments relative to the lack of diversity on the Honor Council. The current membership includes 17 faculty members--13 male, 4 female, all Caucasian except one Asian female. The student membership includes 9 males and 8 females, all Caucasian. In addition, most student members are from the Greek system. The Honor Council and Student Senate passed the proposed constitutional change and now Faculty Senate approval is requested. Discussion was then held on the appointment of three members from the Student Affairs area. Senator Selfridge moved to approve the change to the Honor System Constitution as presented. The motion was seconded and passed.
- V. Presentation on budget issues - Deans Dennis Law and Ralph Richardson
 Dennis Law, Dean of the College of Architecture, Planning and Design, discussed budget issues within his college. He reported that the college is on the verge of bankruptcy. Even so, the Department of Architecture is ranked 6th nationally, Interior Architecture, 3rd and Landscape Architecture has 48 students who have received national awards, which is 40 more than any other school. No other program is ranked in the top 10 nationally in three different areas. Most of their budget cuts have come from vacant faculty positions. Because of the nature of the programs they have very little grant funding. They are attracting top students, including National Merit Scholars, and the successful recruiting has yielded numbers of students that exceed enrollment limits in several studios. He has met with student groups to discuss a tuition differential surcharge and has received student support. They have proposed a \$14 per credit hour equipment fee that will go forward to the Kansas Board of Regents for approval this year.

Ralph Richardson, Dean of Veterinary Medicine, reported that his college is a separate budgetary agency apart from the rest of the university, as are the Extension Service and the Research Programs sub-agency. They do not receive support from main campus. State appropriations have been relatively flat or trending downward over the last several years. Budget increases have been mostly in the Teaching Hospital and Diagnostic Lab, as these areas generate income. To meet their \$1.6 million budget decrease in FY 2003, Veterinary Medicine froze six vacant faculty positions and one unclassified professional position for all or part of the year and eliminated one vacant faculty position. They have expanded research and development efforts to mitigate the shortfalls. In FY 2004, they will continue the third year of phasing in linear tuition, increase tuition 13% for residents and 7% for non-residents, increase class size from 100 to 108, and continue to increase research revenue and diversification of funding. Their goals are to increase salaries,

absorb the \$300,000 Foundation shortfall, provide for unfunded mandates and reserve 4% for potential shortfalls.

VI. Report from Standing Committees

A. Academic Affairs Committee - Jackie Spears

1. Course and Curriculum Changes

a. Undergraduate Education

1. Senator Spears moved to approve Undergraduate Course and Curriculum Changes approved by the College of Education February 25, 2003.

Department of Secondary Education

Change the curriculum leading to licensure to teach Business (6-12)
See white sheets for details.

MINOR MODIFICATIONS:

EDSEC 710 Occupational Family and Consumer Sciences Education to: EDSEC **510**

Secondary Speech/Theatre (EDSPH)

Change requirement from SPCH 322 OR SPCH 326 to SPCH 322 **AND** SPCH 326

Rationale: Revised KSDE standards require knowledge of both small-group and interpersonal communications.

Journalism (EDJOR)

Add MC 410 and MC475. Change requirement of 12 hours of MC electives to 6 hours of MC electives. Other changes reflect minor updating of course offerings, titles, etc.

Rationale: Revised KSDE standards require knowledge of electronic media production.

Secondary English/Journalism (EDENJ)

Change requirement from 3 to 4 British and American literature surveys to one British and one American literature survey. Add ENGL 400. Drop 320 or above ENGL elective and 600-level literature elective. Add MC 410 and MC 475.

Rationale: Revised program reflects changes in KSDE standards.

Secondary Education - Second Teaching Option

Changes to the courses for Journalism as a second teaching option

Motion passed.

2. Senator Spears moved to approve Undergraduate Course and Curriculum Changes approved by the College of Business Administration March 6, 2003.

Department of Accounting

CHANGE:

ACCTG 442 Auditing I

Motion passed.

3. Senator Spears moved to approve Undergraduate Course and Curriculum Changes approved by the College of Technology and Aviation March 14, 2003.

Engineering Technology

ADDITIONS:

CET 210 Introduction to Construction Computer Applications
CET 320 Construction Materials
MET 381 Quality Control

DELECTIONS:

MET 383 Advanced CAD/CAM

MODIFICATIONS:

MET 314 Computer-Aided Solid Modeling to: Computer-Aided Design and Modeling
MET 333 Advanced Material Science
MET 365 Machine Design Technology II
MET 471 Thermodynamics and Heat Transfer
MET 481 Automated Manufacturing Systems II

CURRICULUM MODIFICATION (CET):

Associate of Technology in Civil and Construction Engineering Technology(CET)
All courses having a CNS prefix will be removed from the existing CET curriculum and replaced with the equivalent CET courses.

Rationale: Construction Science and Management has requested that no courses on the Salina campus utilize the CNS prefix, thus, minimizing the confusion among CNS students on the Manhattan campus. CNS courses have been replaced with equivalent CET courses.

*See page 6 - 7 of white sheets for further details.

CURRICULUM MODIFICATION (METB):

Bachelor of Science in Mechanical Engineering Technology
Changes that are part of a comprehensive revision of the METB curriculum.

*See page 8 of white sheets for details.

Motion passed.

4. Senator Spears moved to approve Undergraduate Course and Curriculum Changes approved by the College of Engineering March 13, 2003.

Chemical Engineering

NEW:

CHE 110 Current Topics in Chemical Engineering
CHE 416 Computational Techniques in Chemical Engineering
CHE 497 Undergraduate Research in Chemical Engineering
CHE 535 Transport Phenomena Laboratory

DROP:

CHE 522 Chemical Engineering Laboratory I
CHE 532 Chemical Engineering Laboratory II

CHANGE:

CHE 320 Introduction to Process Analysis to: Chemical Process Analysis
CHE 520 Ch.E. Thermodynamics I
CHE 521 Ch.E. Thermodynamics II
CHE 531 Transport Phenomena II

CHE 542 Chemical Engineering Laboratory III to: Unit Operations Laboratory

CURRICULUM CHANGES:

Curriculum changes for Chemical Engineering degree

*See pages 6 - 9 of white sheets for details

Civil Engineering

CHANGE:

CE 572 Highway Engineering and Management

CURRICULUM CHANGES:

DROP:

NE 385 Engg Comp Tech 2 cr

Option Elective 4 cr

Total 6 cr

ADD:

CIS 209 C Programming for Engineers 3 cr

Option Elective 3 cr

CE015 Engineering Assembly (1st semester) 0 cr

Total 6 cr

*See page 11 of white sheets for details.

Curriculum changes for Civil Engineering degree

*See pages 12 -13 of white sheets for details.

Computing and Information Sciences

Curriculum Changes:

DROPPED:

CIS 505 Programming Languages3

TOTAL.....3

ADDED:

Free elective3

TOTAL.....3

*See page 14 of white sheets for details.

Curriculum changes for Computing and Information Sciences degree

*See pages 15 - 16 of white sheets for details.

Electrical & Computer Engineering

NEW:

EECE 210 Introduction to Electrical Engineering

DROP:

EECE 501 Electrical Engineering Laboratory I

CHANGE:

EECE 502 Electrical Engineering Laboratory II to: Electronics Laboratory

EECE 510 Circuit Theory I

EECE 511 Circuit Theory II

EECE 512 Linear Systems

EECE 525 Electronics I

EECE 557 Electromagnetic Theory I

CURRICULA CHANGES:

DROP:

EECE 501 EE Lab I 2

EECE 557 Electromag. Theory I 4

Net changes involve 6 hours

*No change in total degree hours

ADD:

EECE 210 Intro. To Elect.Engg. 3

EECE 557 Electromag. Theory I 3

Net change involve 6 hours

CURRICULUM CHANGES for Bachelor of Science in Computer Engineering

*See pages 21 - 22 of white sheets for details.

CURRICULUM CHANGES for Bachelor of Science in Electrical Engineering

*See pages 23 -24 of white sheets for details.

Industrial and Manufacturing Systems Engineering

CHANGE:

IMSE 252 Welding Laboratory

IMSE 530 Industrial Project Evaluation to: Engineering Economic Analysis

IMSE 541 Statistical Quality Control

IMSE 560 Introduction to Operations Research I to: Operations Research I

Mechanical & Nuclear Engineering

NEW:

NE 250 Reactor Operations Laboratory

Dean of Engineering

NEW CERTIFICATE PROGRAM:

ADD: Leadership in Undergraduate Technical Studies Certificate Program

*See pages 31 - 33 of white sheets for details.

CHANGES AFFECTING ALL ENGINEERING CURRICULA:

ADD: Satisfactory Academic Progress Policy for all KSU Engineering Students

*See pages 34 - 35 of white sheets for details.

DROP:

Present "C" Prerequisite Policy for all courses in the College of Engineering

Rationale: The implementation of the new "Satisfactory Academic Progress" policy is expected to negate the need of the "C" policy. Students will quickly learn it is in their best interest to not earn D and F grades.

*See page 35 of white sheets for details.

Motion passed.

5. Senator Spears moved to approve Undergraduate Course and Curriculum Changes approved by the College of Human Ecology March 14, 2003.

School of Family Studies and Human Services

CHANGE:

FSHS 506 Middle Childhood and Adolescence

Department of Apparel, Textiles, and Interior Design

UNDERGRADUATE CATALOG CHANGE:

Page 216-217, KSU Undergraduate Catalog, 2002-2004

*See pages 21 -22 of white sheets for details.

Motion passed.

6. Senator Spears moved to approve Undergraduate Course and Curriculum Changes approved by the College of Agriculture March 17, 2003.

Agronomy

CHANGE:

AGRON 330 Weed Management to: Weed Science

CHANGE IN COURSE PREFIXES FROM ASI to FDSCI

ASI COURSES

ASI 302 Introduction to Food Science to: FDSCI 302 Introduction to Food Science

ASI 305 Fundamentals of Food Processing to: FDSCI 305 Fundamentals of Food Processing

ASI 307 Applied Micro for Meat and Poultry Processors (DCE only) to:

FDSCI 307 Applied Micro for Meat and Poultry Processors (DCE only)

ASI 430 Food Product Evaluation to: FDSCI 430 Food Product Evaluation

ASI 501 Food Chemistry to: FDSCI 501 Food Chemistry

GENAG COURSES

GENAG 500 Food Science Seminar to: FDSCI 500 Food Science Seminar

*See list of courses on third page of white sheets.

CURRICULUM PROPOSALS:

Agricultural Communications and Journalism

Agricultural Option

Rationale: Changes to the curriculum to ensure that the 45 hour rule is met.

Agronomy

CHANGE:

Major with 6 options to:

Business & Industry

Crop Consulting

Soil and Water Science

Science

Range Management

*See white sheets for details.

Major with 5 options

Business and Industry (includes modifications)

Consulting and Production (combination of

Crop Consulting Production and Production options with modifications)

Soil and Environmental Science(name change and modifications of Soil and Water Science Option)

Plant Science and Biotechnology (name change and modifications of Science option)

Range Management (no change)

Bakery Science and Management

Changes to the Cereal Chemistry Option

*See white sheets for details.

Food Science and Industry

Changes to the Science Option

*See white sheets for details.

Changes to the Food Business & Operations Management Option

*see white sheets for details.

Motion passed.

7. Senator Spears moved to approve Undergraduate Course and Curriculum Changes approved by the College of Education March 25, 2003.

Educational Administration and Leadership

NEW:

EDADL 350 Culture and Context in Leadership

MINOR MODIFICATION:

Leadership Studies Minor

Add a fourth required core course focusing on leadership across cultures and contexts to the current three required core courses. The total number of credit hours in the minor will remain 18.

*See white sheets for details.

Secondary Education

MINOR MODIFICATIONS:

1) Biology

1. Add BIO 330 (Public Health Biology; 3cr.)
2. Add the option of BIOL 450 (Modern Genetics;4 cr.) or ASI 500 (Genetics; 3 cr.)
3. Add BIOL 541 (Cell Biology; 3 cr.)
4. Add CHM 230 (Chemistry II; 4 cr.) and CHM 350 (General Organic Chemistry; 3cr.)
5. Drop BIOL 455 (Microbiology; 4 cr.)
6. Drop MATH 312 (Finite Applications of Mathematics; 3cr.)

2) Chemistry

1. Drop the requirement of MATH 312 (Finite Applications of Mathematics; 3 cr.)

3) Earth Science

1. Require GEOL 502 (Mineralogy; 3 cr.)
2. Add CHM 230 (Chemistry II; 4 cr.)
3. Drop the requirement of MATH 312 (Finite Applications of Mathematics; 3 cr.)

4) Physics

1. Replace MATH 210 (Technical Calculus I; 3 cr.) and MATH 211 (Technical Calculus II; 3 cr.) with MATH 220 (Analytical Geometry and Calculus I; 4 cr.) and MATH 221 (Analytical Geometry and Calculus II; 4 cr.)
2. Drop MATH 312 (Finite Applications of Mathematics; 3 cr.) as a requirement.

Rationale: These changes reflect new licensure standards from the Kansas State Department of Education.

DROP PROGRAM:

SPEECH - Second Teaching Option

Rationale: It is no longer possible to meet Kansas State Department of Education licensure standards with any program other than the major.

MINOR MODIFICATIONS:

Modern Language Teaching fields:

Rationale: The proposed changes in French, Spanish, and German teaching fields address new Kansas State Department of Education licensure regulations as well as some minor content and numbering alterations in the Department of Modern Languages.

*See white sheets for details.

MODIFICATIONS:

Social Studies teaching fields:

Change the social studies program design from specific discipline teaching fields to a comprehensive social studies program.

Rationale: The Kansas State Department of Education will no longer license teachers in individual social science disciplines. The proposed program addresses the new licensing standard requiring a single comprehensive social studies endorsement.

*See white sheets for details.

Motion passed.

8. Senator Spears moved to approve Undergraduate Course and Curriculum Changes approved by the College of Arts and Sciences April 3, 2003. (BIOL 198 Principles of Biology is not included and will be discussed at the May 6, 2003 Academic Affairs meeting.)

Art

CHANGE:

ART 410 BFA Exhibition or Portfolio Presentation

Biology

DROP:

BIOL 560 Human Oncology

English

CHANGE:

ENGL 079 Pronunciation and Speaking Skills for Non-native Speakers of English

ADD:

ENGL 085 Teaching and Cultural Orientation for International Teaching Assistants

Geology

CHANGE:

GEOL 520 Geomorphology

UNDERGRADUATE CATALOG CHANGES:

CHANGE: (page 115, undergraduate catalog)

Geology Option

Rationale: To accommodate change to course GEOL 520

*See page 10 of white sheets for further details.

Kinesiology

ADD:

KIN 592 Sports and Exercise Personality

UNDERGRADUATE CATALOG CHANGES:

CHANGE: (page 123, undergraduate catalog)

Rationale: The content of KIN 655 and 625 is appropriate for inclusion in Categories B and C, respectively. Their adoption will provide students with additional options in meeting graduation requirements.

*See page 11 of white sheets for further details.

Modern Languages

ADD:

CHINE 201 Chinese III

CHINE 202 Chinese IV

Sociology, Anthropology, and Social Work

CHANGE:

ANTH 420 ~~Ethnography of Language~~ to: ANTH 514 Language and Culture

ANTH 570 North American ~~Indian~~ Archaeology to North American Archaeology

Arts and Sciences

UNDERGRADUATE CATALOG CHANGES:

CURRICULUM CHANGES: (page 92, undergraduate catalog)

Literary or rhetorical arts

*See page 9 white sheets for further details.

Motion passed.

b. Graduate Education

Senator Spears moved to approve Graduate Course and Curriculum Changes approved by Graduate Council April 1, 2003.

CHANGE

ACCTG 642 Accounting Research

ACCTG 844 Design of Accounting and Business Information Processes

ACCTG 845 International Accounting

EDCEP 829 Learning Principles

EDSEC 621 Program Planning in Vocational Education

EDSEC 710 (510) Occupational Family and Consumer Sciences Education

EDSP 778 Technology for Special Education

EDSP 841 Interventions: Functional Special Education

EDSP 848 Transitions in Special Education

EDSP 885 Practicum in Education of Individuals with Functional Special Education Needs

LAR 645 Professional Internship Report

MANGT 867 Enterprise Information Systems Management

PHYS 562 (662) Introduction to Quantum Mechanics

PHYS 564 (664) Thermodynamics and Statistical Physics

PHYS 709 Applied Quantum Mechanics

STAT 713 Applied Linear Statistical Models

STAT 717 Categorical Data Analysis

ADD

ACCTG 870 Problems in Accounting

ACCTG 884 Enterprise Information Systems Assurance

EDCEP 835 Foundations of Academic Advising

EDSP 849 Interventions: Autism Spectrum Disorders

CERTIFICATE PROGRAM

Proposal for certificate in **Academic Advising** within the College of Education

Motion passed.

c. General Education

Senator Spears moved to approve general education course proposals approved by the General Education Council March 24, 2003.

ECON 682 Economics of Underdeveloped Countries

LAR 758 Land Resource Information Systems
PLAN 315 Introduction to Planning
POLSC 326 U.S. Politics, Honors

Motion passed.

2. Senator Spears moved to approve additions to graduation lists:

December 2002

Brandy Sue Hearting, Technology & Aviation - BS-Airway Science, Professional Pilots degree code UI

Patrick Cory Lafferty, Engineering - Computer Engineering

Janine Elizabeth Nunes, Technology and Aviation-, Associate of Science-Applied Business, degree code U3

August 2002

Matthew T. Saylor, Business Administration - BS-Marketing and International Business

Motion passed.

3. Senator Spears moved to approve proposed change to Section F in University Handbook.

Motion passed. **ATTACHMENT 2**

4. Senator Spears moved to approve proposed changes to Open House Policy . Senator Frieman recommended including this information in the University Calendar. Motion passed.

ATTACHMENT 3

5. Senator Spears reported that Academic Affairs is looking at the Summer School policy to eliminate the two 6-week sessions. There would be a May Intersession, two 4-week sessions and one 8-week session. They will bring a proposal to Faculty Senate in early fall.

B. Faculty Affairs Committee - Eric Maatta

1. Senator Maatta reported that the Subcommittee on Faculty Salaries and Benefits 2002 Annual Report is now posted on the web at . KSU salaries continue to lag significantly behind in all comparison groups.

2. Progress is being made on developing a tuition waiver policy for faculty, unclassified professionals, and classified staff.

C. Faculty Senate Committee on University Planning - Walter Schumm

Senator Schumm reported that the committee met with the Provost and administration plans for tuition increases. Most increases are going to fund infrastructure.

D. Faculty Senate Committee on Technology - Beth Montelone

Senator Rintoul reported for Senator Montelone that the committee has been devoted to campus Information Technology security. See the committee minutes for progress and recommendations in that area, . Recently Computing & Network Services has made improvements to information technology security and blocking of access to Social Security Numbers. They have been discussing centralizing e-mail services.

VII. Old Business

A. Calendar Issues

Cia Verschelden reported that the calendar committee has rescinded the stop date and changed back to a one-day fall break for Fall 2004. Senator O'Hara reported that Student Senate passed a resolution to continue the stop date and 2-day fall break. The calendar

committee with be reconstituted and reporting and procedures defined for that committee in the near future.

- VIII. New Business
- A. Professors of the Week for fall
President Cochran has requested nominations from the caucus chairs now before the semester ends.
 - B. Request for portal demonstration
A prototype of the university portal will be demonstrated at the June Faculty Senate meeting.
 - C. Council of Faculty Senate Presidents' research collaboration initiative - The COFSP intends to present a proposal to the BOR for their consideration at the upcoming May BOR meeting.
 - D. Ombudspersons' reports
This will be included on the June agenda.
 - E. Selection process for University Distinguished Professors
See the announcements.
 - F. Degree discontinuation
This has been a topic of discussion with the administration.
- IX. For the Good of the University
- A. Year End Report by President Cochran **ATTACHMENT 4**
- X. Adjournment of 2002 - 2003 Faculty Senate
Meeting was adjourned at 5:05 p.m.
- XI. President Bob Zabel called to order the 2003 - 2004 Faculty Senate at 5:05 p.m.
- XII. Election of President-Elect
Senator Michie nominated Jackie Spears for President-Elect. Senator Knapp moved that nominations be closed. The motion was seconded and carried. Senator Jurich moved to elect Senator Spears by acclamation. Motion was seconded and carried.
- XIII. Election of Faculty Senate Secretary
Senator Ransom nominated Jennifer Gehrt and moved that nominations be closed and elect Senator Gehrt by acclamation. Motion was seconded and carried.
- XIII. The meeting was adjourned at 5:15 p.m.

ATTACHMENT 1

Article II.1. ADD: "and the College of Technology & Aviation which is represented by four student members and four faculty members. In addition, the Dean of Student Life will appoint three student affairs staff and the Associate Provost for Diversity will appoint three students to serve on the Honor Council. The Honor Council will total 44 members."

PROPOSED CHANGE TO UNIVERSITY HANDBOOK
Appendix F (p. 64)
Examinations
(Revised 4/13/03)

FROM:

F70 Except for honors, problems, seminar, reports, research, laboratory practical, language, studio and fine arts performances, and these courses, the last examination (last unit or comprehensive test) in a course must be given during the examination period specified by the Joint Committee on Academic Policy and Procedures and which is published in the class schedule. Once the final examination time for a course is published in the class schedule, it may be changed only with the concurrence of the Joint Committee on Academic Policy and Procedures, university provost, president of Faculty Senate, and president of the student body. No examinations other than those listed above may be given during the last five calendar days before final examinations. Classes may have take-home examinations, projects, papers, or other media in lieu of written final examinations as the last evaluation instrument in the class. In such instances, a deadline for submittal of the medium may not be earlier than the time of the end of the scheduled examination period for the course published in the class schedule. (FSM 3/20/90)

TO:

F70 Semester final examinations are scheduled by the Committee on Academic Policy and Procedures. Once the final examination time for a course is published on the web under "Course Schedules," it may be changed only with the concurrence of the university provost. Faculty members may assign take-home examinations, projects, papers or other media in lieu of a written final examination. In such instances, the deadline for submittal of the alternative assessment may not be earlier than the end of the scheduled final examination period for the course.

Except for honors, problems, seminar, reports, research, laboratory practical, language, studio and fine arts performance classes, the last examination (either unit or comprehensive) must be given during the final examination period published on the web. No examinations (unit or final) may be scheduled during the seven calendar days prior to the first day of the academic calendar reserved solely for semester final examinations.

Rationale

In a letter to President Wefald and Provost Coffman dated October 31, 2002, John O'Hara (Student Senate Chair) and Seth Bridge (Academic Affairs and University Relations Chair) requested that no examinations (unit or comprehensive) be given during the last seven calendar days before final examination week. They cite "the students' need to be free during the week preceding the most important week of the semester, finals week. For many students the grade that they will receive for the semester relies heavily on their performance on the final exam. We believe that it is essential to allow students the freedom to put in the necessary work that will ensure success on their final exams. " In a letter to Al Cochran and Jackie Spears dated November 7, 2002, Provost Coffman conveyed his and President Wefald's support of the change.

Effective: Fall 2003

Proposed Change - Open House Policy
Found in Memo Sent by Provost
(Revised 4/13/03)

FROM:

This reminder is being sent early to facilitate planning for the XXXXXXXX semester. The All-University Open House is scheduled for XXXXXXXX. I am writing to inform you that we will again cancel classes on Friday afternoon prior to the All-University Open House. Classes will be canceled starting at 1:30 p.m. on Friday, XXXXXXXX. If instances arise where rescheduling in specialized classroom or laboratory environments is not feasible, then instructor prerogative will determine whether classes will be canceled; this determination should be clearly noted on the course syllabus handed out at the beginning of the semester so that students are aware of it far in advance of Open House. Faculty are encouraged to reschedule classes and laboratories that will be canceled on the afternoon of XXXXXXXX. Thank you for your support of this recruitment activity and community event.

TO:

This reminder is being sent early to facilitate planning for the XXXXXXXX semester. The All-University Open House is scheduled for XXXXXXXX. I am writing to inform you that we will again cancel classes on Friday afternoon prior to Open House. Classes will be canceled starting at 2:30 p.m. on Friday, XXXXXXXX. If instances arise where rescheduling in specialized classroom or laboratory environments is not feasible **or canceling sections of a multi-section course would result in the loss of an entire class day**, then instructor prerogative will determine whether classes will be canceled. **In these cases, faculty members choosing to hold classes at or after 2:30 PM must notify Room Scheduling by the start of the Spring Semester to ensure that their classrooms will be available.** This determination should be clearly noted on the course syllabus handed out at the beginning of the semester so that students are aware of it far in advance of Open House. Thank you for your support of this recruitment activity and community event.

RATIONALE:

The request for this change to the policy arose out of two concerns. First, the Standard Class Time Policy will shift some of the two-hour laboratories that meet once a week to a 12:30 PM - 2:30 PM time slot. Dismissal at 1:30 PM falls in the middle of that time slot. Second, faculty who teach sections of a multiple section class have expressed frustration with losing an entire class day because of the policy and questioned whether students actually participated in Open House preparations during the time they were released. An analysis of the classes for Spring 2003 revealed that the current policy (classes released at 1:30 PM) affected a total of 299 courses/course sections involving 9403 students. Of these, 124 sections are part of multiple section courses. Moving the dismissal time to 2:30 PM decreases the number of sections involved to 125 and involves 4932 students. That still leaves 57 sections of multiple-section courses affected, involving 2249 students directly. If faculty who teach multiple-section courses feel that they must dismiss the entire day of classes to accommodate the loss of a day for those sections meeting after 2:30 PM, then even more students are involved. Conservative estimates suggest that canceling an entire class day to accommodate Open House would affect approximately 10,000 students. Data gathered by Dr. Bosco's office suggest that approximately 1500-2000 students are involved in Open House.

Members of the Faculty Senate Academic Affairs Committee expressed strong support of Open House and the learning opportunities made available to the students. However, the data suggests that far more students are affected by the policy than actually participate in Open House. Moving the dismissal time to 2:30 PM reduces the number of students affected significantly. Giving faculty who teach multiple-section courses the option to hold class rather than lose an entire class day of instruction seems justified.

5 May 2003

Faculty Senate
End of Year Summary 2002-2003
Al Cochran, President

The year now waning has seen a preoccupation for most of the university with budget-related issues, this amidst a financial crisis of unprecedented proportions for the state of Kansas. The impact of these pressures upon Kansas State University and the responses they engendered from us have taken much of my thought and energy this past academic year, along with that of so many other individuals on our two campuses and across the state. We noted, with alarm, that university employees, classified and unclassified alike, have been asked to do more with less, even as departmental OOE accounts have continued to shrink. And while we relied on keeping open positions that could ill afford to be kept open, that strategy, among others, allowed us to avoid dismissing employees, for the most part. Yet, some individuals did lose their jobs, and we lament that fact. Underlying all of this lay the certainty of no across-the-board pay raises and markedly higher health insurance costs. Especially demoralizing were the cuts associated with our library system, causing some to wonder if we might not be changing fundamentally, and for years to come, the very nature of our institution. To help us get through these events, Faculty Senate's Executive Committee and Leadership Council sought to increase the level of communication on campus, and to that end we invited a number of individuals to share their observations with us. These included Kansas Senator Steve Morris, President Rodney Stanfield (KSU Classified Senate), Gary Hellebust and Alan Klug (KSU Foundation), Board of Regents members Bill Docking and Janice DeBauge, Don Foster, Mike Crow, and Gunile DeVault (KSU Registrar's Office), Provost Jim Coffman, Vice Provost Beth Unger, Vice Presidents Tom Rawson and Bob Krause, Director of Academic Services Jane Rowlett, Legislative Liaison Sue Peterson, and Deans Yar Ebadi, Brice Hobrock, Mike Holen, Marc Johnson, Carol Kellett, Terry King, Dennis Kuhlman, Dennis Law, Ralph Richardson, and Steve White.

During the past year, Faculty Senate passed an extension of the Interim Policy on Approval, Routing, and Notification, and studied ways to improve that process. We passed new policies regarding Standard Class Meeting Times and for Quizzes, Tests, and Examinations Scheduled Outside of Class Time. We revisited existing policies and procedures regarding Intellectual Property, Grievance Procedures, and Mediation, and heard reports on a variety of technology-related issues, including KEAS (K-State Enterprise Authentication System), the domain name issue, online transcript availability, online course schedules, a university portal, the Integrated Information Infrastructure and database compatibility, a digital library beta-test roll-out, online survey system, LASER, and K-State Online and Mac support related to it. Of special significance were changes made to the Faculty Senate Constitution and By-laws regarding proxies, representation, and membership. For these, special thanks go to Senator Jerome Frieman, whose committee laid the groundwork for these changes and who devoted considerable personal effort to making them a reality. The Faculty Senate worked to come to terms with the Board of Regents' decisions regarding the 60/45 rule, as part of their revision of the definition of the Baccalaureate degree, including a change in number of hours required for graduation from 120 to 124. We grappled with proposed changes to the university calendar and responded to legislative intrusion into the academy, as contained in Kansas Senator Wagle's amendment to the appropriations bill, this in a letter to Governor Kathleen Sebelius. We came to

terms with the potential need to declare a state of Financial Stress, along with naming members to a Financial Stress-related Committee of Seven. We learned more about the university's plans to invest in the future through Targeted Excellence and saw the approval of an energy savings contract with Viron Energy Services. We passed changes to the Final Examination policy and are set to act on making changes to the Open House policy and the Honor System Constitution in order to create more diversity within the hearing panels of that group. And we discussed many other issues of importance to the university.

I would like to offer my special thanks to each member of the Executive Committee and Leadership Council. They did a wonderful job, individually and collectively, and they made a positive difference that benefited us all. I would also like to thank the President, Provost, Vice Presidents, Vice Provosts, and Deans, all of whom listened to our concerns and actively sought out, and valued, input from Faculty Senate. So, too, thanks go to Former President Mickey Ransom, whose experience, wisdom, and insight I sought out frequently, and to Kristi Harper, whose daily contributions to Faculty Senate allow it to function efficiently. Without Kristi, the wheels of Faculty Senate would grind to a sudden halt. Lastly, I thank each of you for your help, guidance, assistance, good humor, and dedication this past year. You made my job so much easier, and I trust that my efforts have been to your satisfaction; that, certainly, was my intent. I know that we can look forward to a productive year under President-Elect Bob Zabel's capable leadership, and I ask that we each extend him our good wishes, support, and assistance throughout the coming academic year. Thank you for the privilege and honor of working with you. It is an experience that I shall not soon forget!

