

**MINUTES**  
**Faculty Senate Academic Affairs**  
**May 7, 2002 3:30 pm K-State Union, Room 204**

Present: Haddock, Herald/Fairchild, Klingzell, Molt, Pesci, Selfridge, Smith, Spears, Yagerline

Absent: Mortensen, Olsen, Roush, Schlup

I. Call to Order

The meeting was called to order by Jackie Spears, Chair, at 3:33 p.m.

II. Approval of minutes of April 16, 2002 Academic Affairs Committee meeting.

A motion was made by Herald and seconded by Klingzell to approve the minutes of the April 16, 2002 Academic Affairs meeting. Motion passed.

III. Announcements

Spears announced that two faculty members from the College of Technology and Aviation have asked to speak at the next Academic Affairs meeting to discuss the GIS option. The Department of Engineering Technology is in the process of dropping the option and some members of the Department of Arts, Science, and Business wants to add it to an Associate Degree in Business. There are some problems regarding whether it should be considered as a curriculum change or simply dropped from one program and created as a new option in another.

IV. Course and Curriculum Changes

A. Undergraduate Education

1. A motion was made by Herald and seconded by Smith to approve Undergraduate Course and Curriculum Changes approved by the College of Arts and Sciences November 8, 2001 - has received approval by the College of Education.

Undergraduate Catalog Change:

Page 130 (undergraduate catalog) - Bachelor of Music Education

The format for the music requirements has been changed to conform to the other degrees and for better readability. New course titles and numbers are necessary because of changes in the core curriculum of the music department. \*See pages 28 - 29 of white sheets for details.

Motion passed.

2. A motion was made by Herald and seconded by Yagerline to approve Undergraduate Course and Curriculum Changes approved by the College of Business Administration April 3, 2002.

*Department of Finance*

CHANGES in Prerequisites:

FINAN 531    Commercial Banking

*Department of Management*

Proposed Changes to MIS Program - Undergraduate Catalog:

Rationale: Demand for MIS courses continues to exceed resources to staff classes. In addition, the current quality standard - students must maintain a 2.5 GPA (overall KSU) to remain in the program - is not sufficient.

\*\*See white sheets for further details on rationale and changes.

Motion passed.

3. A motion was made by Klingzell and seconded by Haddock to approve Undergraduate Course and Curriculum Changes approved by the College of Architecture, Planning and Design April 18, 2002.

*Department of Architecture*

Change in Credit Hours in the 8<sup>th</sup> Semester - spring of 4<sup>th</sup> year) from 15 to 14. More specifically, the number of Professional Support Electives in this semester is reduced from 10 - 9. For students electing to do an internship this semester, the credits for ARCH 505 Arch. Internship Part A are reduced from 12 to 11. This reduces the total number of credits required for graduation from 165 to 164 and the total number of professional support elective credits from 25 to 24.

\*\*See white sheets for more details.

FROM: ARCH 505 Architecture Internship, Part A (12)

TO: ARCH 505 Architecture Internship, Part A (11)

*Bachelor of Architecture*

*Environmental Design Studies Program*

Reflects the changes in credit hours for Professional Support Electives and ARCH 505.

\*\*See white sheets for further details.

*Interior Architecture*

Proposal to Change Department Name:

FROM: The Department of Interior Architecture

TO: The Department of Interior Architecture and Product Design

\*\*See white sheets for further details.

Motion passed.

B. Graduate Education - none

C. General Education

1. A motion was made by Herald and seconded by Yagerline to approve general education course proposals approved by the General Education Council April 4, 2002.

PSYCH 115 General Psychology (Honors)

Motion passed.

V. Old Business

A. Course and Curriculum Changes

1. On-line form filler/paper format - John Selfridge
2. Format for Course and Curriculum Changes

Selfridge said that they are still waiting on the portal before starting work on the on-line form filler and a format for course and curriculum changes.

B. Academic definitions

Spears reported that she has been asked by the Faculty Senate Executive Committee to develop a definition for certificates due to the rise in numbers of certificates being approved by Faculty Senate. Academic Affairs will work on this item next fall and also look at other academic definitions.

C. Exams Scheduled Outside of Regular Class Times/Extended Uniform Class Time

Spears reported that this item is on CAPP's agenda tomorrow. They may not be able to make a decision on this item until fall. The College of Arts and Sciences has not yet been able to examine the proposed policy in terms of needed exceptions. Most of the late afternoon and evening courses offered by the College of Education will have to be exceptions. Course starting times are limited by the times at which the public school day concludes. The College of Architecture also needs an extra block of time for some of their courses. Spears said the process has been moving smoothly.

D. Semester Final Examinations

Spears said that some of the complaints about the days for some final examinations have been taken care of by the Registrar's Office. She will see where this issue is in CAPP.

E. Credit hour requirements for graduating with honors

Spears reported that the proposal for this item is still in CAPP. It will not come forward until some other issues are off the table.

F. Secondary Majors and Minors

Spears reported that CAPP is prepared to let students complete a secondary major after they receive a bachelor's degree, but not a minor. Spears said that she will ask that a statement be added to the minors section in the undergraduate catalog saying they cannot complete a minor after receiving a bachelor's degree. She will also ask that a statement be added to the secondary majors section of the undergraduate catalog saying a secondary major can be completed after receiving a bachelor's degree.

G. Line Schedule Issues

Spears said she has not made any progress on getting interdisciplinary courses cross-referenced in the line schedule.

VI. New Business - none

VII. Committee Reports

A. Pesci report on General Education Council

Pesci said the UGE Council has looked at the document used to set up UGE in 1998. Academic Affairs is supposed to be involved in developing assessment tools. Amy Gross helped with assessment but she has left campus. Academic Affairs needs to discuss how the committee should be involved with this. Spears said this will be an item on the next agenda. Spears said that the portfolio assessment has been dropped and student assessment will now be done on a course by course basis. Academic Affairs will need to assign a committee for this.

B. Haddock report on University Library Committee

Haddock reported that the University Library Committee had a short meeting yesterday. Questions were raised about funding for monographs and subscriptions. Haddock said that the Library needs to find a better way to let new faculty know the process on how to order things.

C. Spears report on Committee on Academic Policy and Procedures (CAPP)

Spears said that tomorrow will be CAPP's last meeting this semester. They will be looking at the uniform class time but will probably need an extension on this item.

VIII. For the Good of the University

Spears reported last fall the Board of Regents considered requiring students to take 54 credit hours of upper level courses as part of degree requirements, but have now reached a compromise of 45 credit hours. The Provost has asked Spears to bring the issue forward and look into correcting the undergraduate catalog section on undergraduate degree requirements. Spears said that some of the programs in Arts and Sciences may be affected and she will get in touch with those departments.

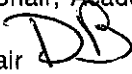
IX. Adjournment

Meeting adjourned at 4:40 p.m.

MEMO

May 14, 2002

To: James Coffman, Provost  
Jackie Speers, Chair, Academic Affairs

From: Diane Barker, Chair   
Committee on Academic Policy and Procedures (CAPP)

Subject: A revised policy for Standard Class Meeting Times  
and a "draft" of Academic Definitions

Because of input from the Registrar's staff and the University Facilities Room Scheduling staff, CAPP undertook the task of updated the policy for Standard Class Meeting Times. Approximately two years was spent on this project. The proposal attached is being sent to both of you since it involves faculty and administrative areas of responsibility.

The primary areas of concern were:

- 1) The number of classes being taught during academic semesters with starting times after 4:30 p.m. have greatly increased and are expected to continue to increase. With no standard class meeting times for evening classes, class conflicts for students have abounded and use of space has been very inefficient.
- 2) The number of classes being offered on Saturdays also have increased and are expected to continue increasing in number.
- 3) There are no standard class meeting times for shorter 2, 3, 4, 6, and 8 week academic sessions (at the discretion of the department head). Efficient scheduling of rooms by the facilities staff and reasonable class schedules by students has become nearly impossible.
- 4) Some faculty are listing 1-2 "help" sessions with their class schedules in order to prevent Schedule-25 from bumping them out of a room assignment. However this listing of help sessions implies they are required periods and cause the students to believe they cannot take other required classes during those periods (lots of confusion).
- 5) Since no responsibilities have ever been assigned to monitor class schedules for possible abuse of the policy for Standard Class Meeting Times, classes have been scheduled that do not meet this policy.
- 6) Academic terms needed to be provided and clearly stated, not only for present use of academic policies, but in order to provide a foundation in which the effort required for courses offered through the electronic media will be arranged to be equivalent to on campus courses.

CAPP members composed the attached policy with input from their faculty and a representative from the Schedule-25 committee (space scheduling). Basic assumptions include a week being six days, a day begins at 7:30 a.m. and ends at 10:30 p.m., and a semester is 15 weeks of 75 instructional (contact) days with one week for final exams. This is in accord with Board of Regents' requirements.

In order to maximize the opportunity for students to take classes, the goals were to minimize the number of class periods conflicting with other class periods and maximize the efficient use of University space. This includes the extension of the academic day to 10:30 p.m. For example, see Figure 1: scheduling 110 minute classes sequentially with ten minute breaks would provide one additional 110 minute class period during the middle of the day, but depending on when the periods begin, one 110 minute class period would either conflict with two instead of one 170 minute class (1:30-3:20 p.m.), or conflict with two instead of one 75 minute class (10:30-12:20 p.m.). Space has become a premium commodity, so it is desirable for departments to consider the lead of other departments and offer classes after 5:20 p.m. However members of CAPP realize that there is no ideal system, so reasonable, justifiable exceptions would be allowed.

The first formal policy for class meeting times can be found in the 1957 Faculty Handbook. "During regular semesters the length of the class period is 50 minutes. Class bells ring on the hour to signal the start of classes and at 10 minutes before the hour to signal the end of the period." (C-11-8-37)

Teachers should start and stop classes promptly when the starting or closing bell rings. (C-12-16-31) Most Summer School classes are either 50 or 60 minutes, with 20- or 10-minute intervals between. Summer class schedules begin at 7:30 a.m." (C= Administrative Council minutes, 11-8-37; formerly Council of Deans)

Effective for the 1980 spring semester, a totally new policy was implemented, based primarily on the changes in procedures that had evolved since 1957. The 1980 policy included class periods in the evening up through 9:50 p.m., but none for Saturdays because the Saturday laboratory classes scheduled earlier were no longer being offered.

The 1980 policy was modified in June, 1990 with a slight changes in the Tuesday/Thursday time periods, and the evening standard class meeting periods were completely removed. Reasons for these changes are not known.

CAPP's new proposal for Standard Class Meeting Times reverts to the 1980 policy, because it provides a minimum opportunity for class conflict, provides the most efficient use of space, and provides standard class meeting times after 4:30 p.m. on weekdays (see attached charts). The new proposal also provides standard class meeting times for Saturdays and the many different lengths of summer sessions (pages 3-4 of policy document). The new policy assigns CAPP the responsibilities for monitoring adherence to this policy as well as being responsible for exceptions.

#### Appendix

While developing the Standard Class Meeting Time proposal it was discovered that many academic terms were either not clearly defined or not defined at all. The appendix provides definitions for terms used in the proposal and others that are important for academic policies and procedures. It is recommended that when they are approved, these definitions replace or be added to any official list of published definitions, such as those in the Undergraduate Catalog.

The proposed Standard Class Meeting Times are in final form to be considered by Academic Affairs, who after proper consideration will present it to Faculty Senate; and by the Provost who will consult with the appropriate administrative heads. Implementation will occur if and when Faculty Senate and the Provost have approved this proposal. In order not to delay approval of the proposal for Standard Class Meeting Times, it is recommended that the Academic Definitions (draft) be considered as a separate proposal.

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(March 13, 2001)

Standard scheduling times for classes (course sections) provide students with maximum scheduling flexibility, allow departments to meet unique needs and to more efficiently utilize instructional space.

Courses exempt from these standard class meeting time policies, are 1) specialized programs such as institutes, non-university credit training sessions, workshops, conference courses, certificate programs, grant related courses, intersession courses, and off campus courses which do not conflict with the use of campus space by on campus academic activities, 2) any course which is remotely taught using various delivery methods such as an audio tapes, audio communication lines, electronic blackboards, tv links, video tapes, CD-ROMs, and all forms of internet communications.

Any time periods associated with a course in which a student is not required to participate in order to earn academic credit, such as help sessions, will not be listed in the official "Course Schedule." These sessions must be scheduled through the Facilities Room Reservation Office and care should be exercised to prevent conflicts with course sections required for credit and course tests.

The policies below are to be used for scheduling all classes (course sections) for all academic sessions. A draft of definitions important to the academic sessions and the time periods used are in Appendix I.

**A standard academic day begins at 7:30 a.m. and ends at 10:30 p.m., Monday through Saturday.**

**I. All fifteen week semester lecture/recitation class periods are to adhere to the following guidelines and Table 1 (Figure 1 provides visual clarification):**

**A. One Credit Hour Courses**

1. One credit hour course sections should be scheduled in time slots left open due to two hour course sections being scheduled on any two day combination sequence. Standard 50 minute period starting times must be used.

**B. Two Credit Hour Courses**

1. Two credit hour courses with sections meeting on two separate days each week, must utilize Standard 50 minute periods with the preferred combination days, MW, MF, TU, TS, WF, and US.

**C. Three Credit Hour Courses**

1. Three credit hour courses with sections meeting on three separate days each week, must schedule Standard 50-minute periods on a Monday, Wednesday, Friday sequence, or a Tuesday, Thursday, Saturday sequence.
2. Three credit hour courses with sections meeting on two separate days each week, must use Standard 75 minute periods on Tuesday and Thursday. A Monday-Wednesday or Wednesday-Friday sequence, could be scheduled because of extenuating circumstances and if approved by CAPP.

**D. Four Credit Hour Courses**

1. Four credit hour course sections may be scheduled for Standard 50-minute periods during any four day sequence at the following starting times: 7:30 a.m., 8:30 a.m., 9:30 a.m., 10:30 a.m., 11:30 a.m., 12:30 p.m., 1:30 p.m., 2:30 p.m., 3:30 p.m., 4:30 p.m., 5:30 p.m., 6:30 p.m., 7:30 p.m., 8:30 p.m., 9:30 p.m.

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**E. Five or greater Credit Hour Courses**

1. Five credit hour course sections must seek guidance and approval from CAPP to enhance the opportunity of students to enroll in additional classes and provide efficient use of space.

**F. Variable Credit Hour Courses**

1. Variable credit hour courses must follow A through E above, or be arranged by appointment to meet the needs of the students enrolled.

**TABLE 1. STANDARD STARTING and ENDING TIMES for FIFTEEN WEEK SEMESTER**

**LECTURE/RECITATION CLASS and TEST PERIODS**

	M-W-F, T-U-S, or <u>Two Day Combinations of</u> MW, MF, TU, TS, WF, US <u>(50 min. periods)</u>	T - U * Sequence <u>(75 minute periods)</u>	SINGULAR SATURDAY CLASSES <u>(170 minutes periods)</u>
A.M.	7:30-8:20		
	8:30-9:20	8:05-9:20	8:30-11:20
	9:30-10:20	9:30-10:45	
	10:30-11:20		
	11:30-12:20	11:30-12:45	11:30-2:20
P.M.	12:30-1:20		
	1:30-2:20	1:05-2:20	
	2:30-3:20	2:30-3:45	2:30-5:20
	3:30-4:20		
		4:05-5:20	
	4:30-5:20		
	5:30-6:20	5:30-6:45	5:30-8:20
	6:30-7:20	7:05-8:20	
	7:30-8:20		
	8:30-9:20	8:30-9:45	
	9:30-10:20		

\* This schedule for 75 minute periods for Monday-Wednesday or Wednesday-Friday sequence, requires approval (IV-A).

- II. All fifteen week semester laboratories and studios meeting one or more times per week, and classes with multiple-hour periods are to adhere to the following guidelines and Table 2 (Figure 1 provides visual clarification):

**A. Laboratories and studios with 50 minute class periods**

1. Laboratory classes with 50 minutes periods are to be scheduled to correspond with the starting/ending times of the Standard 50 minute class periods.

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**B. Laboratories, studios, and classes with multiple-hour class periods meeting only one day per week during a regular semester.**

1. Laboratories, studios, and classes with multiple-hour class periods meeting only one day per week are to be scheduled according to the appropriate standard class meeting time according to Table 2 (see also Figure 1).
2. A morning section of a multiple-hour laboratory class may be scheduled only if an afternoon section is also provided. If an afternoon lab is offered there is no requirement that a morning lab also be offered.

**TABLE 2. STANDARD STARTING and ENDING TIMES for FIFTEEN WEEK SEMESTER  
LABS and MULTIPLE-HOUR CLASS PERIODS**

	<u>M - T - W - U - F - S</u>				
	<u>1-hour class (50 min.)</u>	<u>2-hour class (110 min.)</u>	<u>3-hour class (170 min.)</u>	<u>4-hour class (230 min.)</u>	<u>5-hour class (290 min.)</u>
A.M.	*	7:30-9:20		7:30-11:20	
	*		8:30-11:20**		
	*	9:30-11:20			
	*		11:30-2:20		
P.M.	*	12:30-2:20		12:30-4:20***	12:30-5:20
	*	2:30-4:20	2:30-5:20		
	*	5:30-7:20	5:30-8:20	5:30-9:20	
	*	7:30-9:20			

\* Same as Standard Class Periods (Table 1)

\*\* 7:30-10:20 a.m. is an alternate period

\*\*\* 1:30-5:20 p.m. is an alternate period

**III. Summer session classes will be scheduled according to the following guidelines and Table 3 (Figure 2 provides visual clarification). The first class of a session must begin according to the Registrar's published starting date for the academic session in which the course is to be taught.**

**A. Eight week summer session (38 days)**

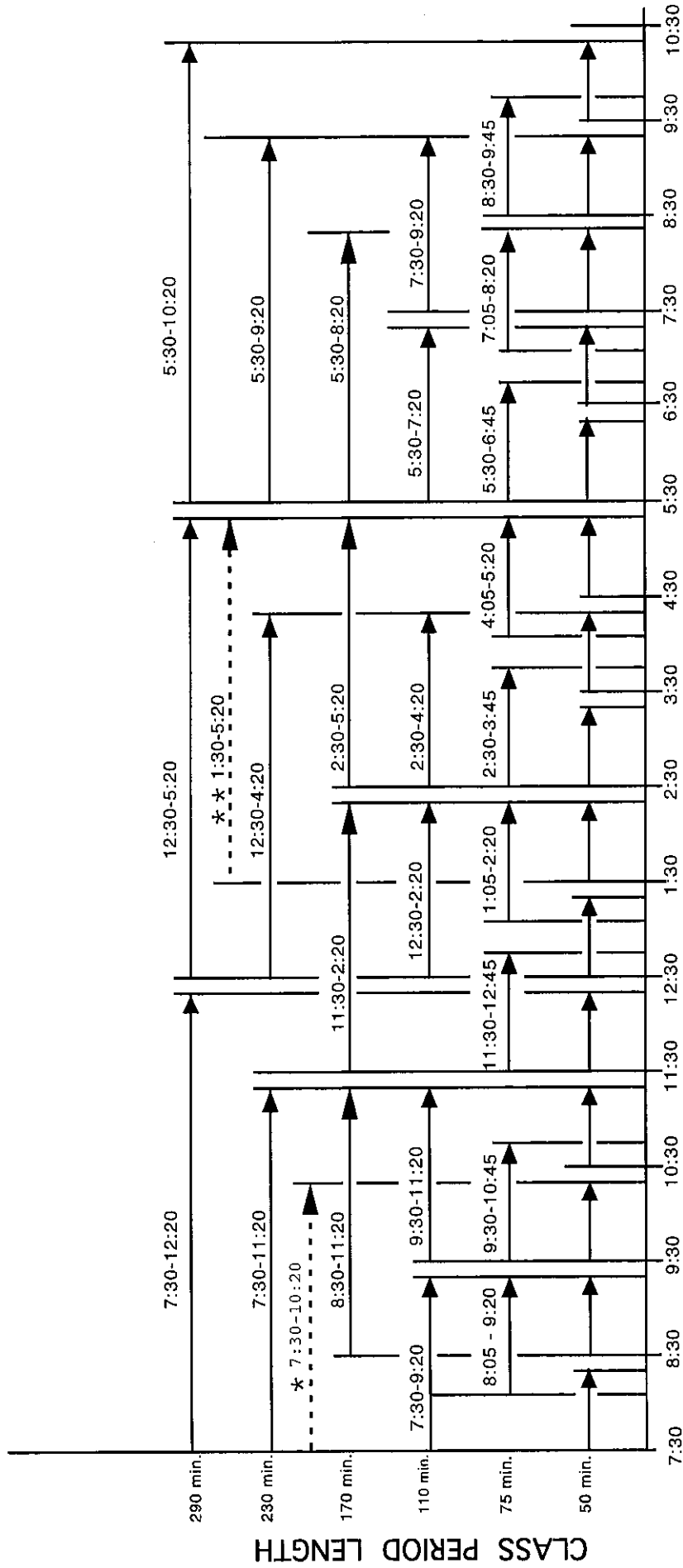
1. Class periods for three credit hour courses shall use the starting/ending times of the Standard 60 minute class periods, shall meet five days per week.
2. Class periods for four credit hour courses shall use the starting/ending times of the Standard 80 minute class periods and meet five days per week.
3. Class periods for two credit hour courses shall use the starting/ending times of the Standard 80 minute class periods, meet five days per week, but for a period of 27 days.

**B. Six week summer session (28 days)**

1. Class periods for three credit hour courses shall use the starting/ending times of the Standard 80 minute class periods, shall meet five days per week.
2. Class periods for two credit hour courses shall use the starting/ending times of the Standard 60 minute class periods, meet five days per week, but for a period of 27 days.



**Figure 1. KANSAS STATE UNIVERSITY STANDARD CLASS PERIODS for FALL and SPRING SEMESTERS**  
 (Proposed by Committee on Academic Policy and Procedure (CAPP), May 7, 2002)



\*An alternative in place of the 8:30-11:20 a.m. period

\*\*An alternative in place of the 12:30-4:20 a.m. period

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**C. Four week summer session (19 days)**

1. Class periods for three credit hour courses shall use the starting/ending times of the Standard 120 minute class periods, meet five days per week, but for a period of 19 days.
2. Class periods for two credit hour courses shall use the starting/ending times of the Standard 80 minute class periods, meet five days per week, but for a period of 20 days.

**D. Three week summer session (15 days)**

1. Class periods for three credit hour courses shall use the starting/ending times of the Standard 170 minute class periods, meet five days per week, but for a period of 14 days.
2. Class periods for two credit hour courses shall use the starting/ending times of the Standard 120 minute class periods, meet five days per week, but for a period of 14 days.

**E. Two week summer session (10 days)**

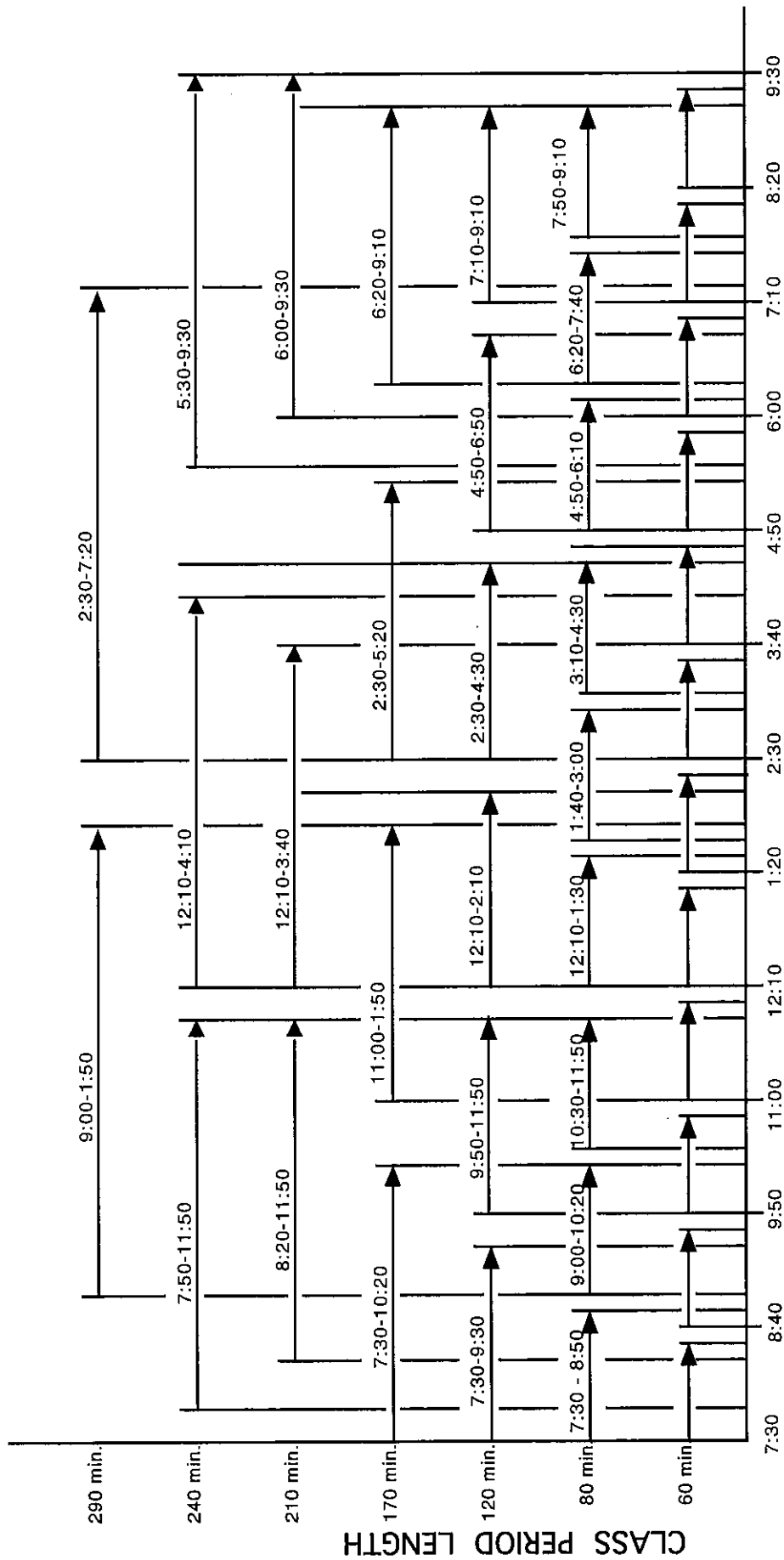
1. Class periods for three credit hour courses shall use the starting/ending times of the Standard 240 minute class periods, meet five days per week, but for a period of 10 days.

**TABLE 3. STANDARD STARTING and ENDING TIMES for SUMMER SESSION CLASS PERIODS  
SCHEDULED for ANY COMBINATION of DAYS. MONDAY THROUGH SATURDAY**  
(Norman Sequence: M-T-W-U-F)

	<b>60 min.</b>	<b>80 min.</b>	<b>120 min.</b>	<b>170 min.</b>	<b>210 min.</b>	<b>240 min.</b>	<b>290 min.</b>
<b>A.M.</b>	7:30-8:30	7:30-8:50	7:30-9:30	7:30-10:20		7:50-11:50	
	8:40-9:40	9:00-10:20			8:20-11:50		9:00-1:50
	9:50-10:50	10:30-11:50	9:50-11:50				
	11:00-12:00			11:00-1:50			
<b>P.M.</b>	12:10-1:10	12:10-1:30	12:10-2:10		12:10-3:40	12:10-4:10	
	1:20-2:20	1:40-3:00					
	2:30-3:30		2:30-4:30	2:30-5:20			2:30-7:20
	3:40-4:40	3:10-4:30					
	4:50-5:50	4:50-6:10	4:50-6:50				
	6:00-7:00				6:00-9:30	5:30-9:30	
	7:10-8:10	6:20-7:40	7:10-9:10	6:20-9:10			
	8:20-9:20	7:50-9:10					

**Figure 2. KANSAS STATE UNIVERSITY STANDARD CLASS PERIODS for NON-SEMESTER SESSIONS**

(Proposed by Committee on Academic Policy and Procedure (CAPP), May 8, 2002)



**DAILY CLASS SCHEDULE for 2, 3, 4, 6 and 8 WEEK SESSIONS**

**KANSAS STATE UNIVERSITY  
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**IV. Non-Standard class times**

**A. Petitions**

1. Petitions for any variations from standard class times must be approved by the Committee on Academic Policy and Procedures (CAPP).
2. A petition form may be obtained from the instructor's Dean's Office. The form must be returned to the instructor's Dean's Office and given to the Dean's representative on CAPP, who will present it to CAPP for consideration.
3. Petitions for spring semester courses must be considered by May. Petitions for fall semesters and summer session courses must be considered by November (CAPP meets the second Wednesday of each month, August through May).

**B. Reviews**

1. Petitions that have been approved for non-standard times will be reviewed annually each March by CAPP.
2. The Standard Class Meeting Times policy will be reviewed annually, between the Spring and Fall semesters by CAPP, to determine its effectiveness and to improve any problem areas that arise in the implementation of the policy.

**Appendix I**

See draft of the attached proposed policy, "Kansas State University Academic Definitions"

# KANSAS STATE UNIVERSITY ACADEMIC DEFINITIONS

(May 8, 2002)

# DRAFT

In order to interpret academic policies, everyone must use the same definitions for academic terminology. However many of the present definitions published in the Undergraduate Catalog are vague and/or are common to only one of the KSU colleges. It is proposed that the following definitions replace all previously published definitions for these terms. Several of these definitions are used in the "Kansas State University Standard Class Times" policy being considered. This document is therefore included as Appendix I of that policy.

However it is desirable that these definitions be approved separately from the considerations of the "Kansas State University Standard Class Times" policy.

## DEFINITIONS

**Program of Study (curriculum):** a list of courses from "an organized branch or department of learning"<sup>1</sup> which defines a certificate, diploma, or degree of higher learning, such as a Certificate for A Graduate Emphasis in Gerontology, Associate Degree in Technology, Bachelor of Arts Degree, Bachelor of Science Degree, Master of Science, Doctor of Philosophy Degree, etc. A program of study will contain courses in the student's major, and complementary courses as required by accrediting agencies, the University, student's college, and student's department faculty.

**Field:** "an area, category, or division wherein a particular activity or pursuit is carried out (the field of analytical chemistry)"<sup>1</sup> Other examples: business, engineering, humanities, science, etc.

**Major:** "a subject of academic study chosen as a field of specialization ... characterized by the majority of courses required at the junior/senior level, generally from a specific academic department."<sup>1</sup> Examples: management, electrical engineering, philosophy, physics, etc.

**Secondary major:** a secondary field of specialization, generally an interdisciplinary program of study which is completed in addition to a major. These programs are administered by a director and a supervisory committee of faculty representing the various academic departments offering courses for the secondary major. Examples: American Ethnic Studies, International Studies, Natural Resources and Environmental Sciences, Women's Studies, etc.

**Minor:** a program of study with a minor emphasis in a field of specialization outside a student's major field of study. Minors are offered by academic departments and administered by a director, a faculty member of the academic department which offers the minor. Examples: Minor in Agronomy, Minor in Biology, Minor in Computer Science, Minor in Leadership Studies, etc.

**Academic Session:** a period of the year in weeks with the standard being an academic semester of 15 weeks of 75 instructional days, plus an additional week for final exams. A summer session is a period of twelve weeks containing several shorter sessions of 2, 3, 4, 6, and 8 weeks, with final exams given during the last day of class. Academic sessions may be any length as long as time is provided for an equivalent credit hour of student effort.

**Course:** a unit of study offered by an academic department. Courses are offered as one or a combination of different types of classes during academic sessions. The amount of effort required to achieve the defined course "outcomes" determines the number of credit hours earned. Generally this is determined by the amount of time a student spends in class (contact time) and the estimated amount of time spent outside of class to complete course assignments (see "one credit hour").

**Retake:** a course that a student completes an additional one or more times with the intent to earn a higher grade. There is no limit to the number times a course may be retaken.

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<sup>1</sup>"Webster's Third International Dictionary," Encyclopaedia Britannica, Inc., William Benton, Publisher

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**DRAFT**

**Replacement Retake:** the second time a course is completed by a student in which neither the credit or the grade points earned for completing the course the first time enrolled count towards the student's accumulative gpa. A student may have five replacement retakes, but only one per course.

**Class (or course section):** a period of time assigned to students to enhance their learning the course material. Faculty may use different types of classes to enhance the student's learning process. These are the lecture, recitation, laboratory, studio, and practicum.

**Lectures:** Course material is presented to students with the instructor using oral and/or visual techniques (blackboard, transparencies, slides, movie film, video, computers, demonstrations, etc.). Primary emphasis by the instructor is to develop the theoretical foundation for the area of study, providing additional insight not available in the text used for the class, and providing assignments to perform outside of the class periods.

**Recitations:** Course material is studied by students with emphasis on completing or checking the validity of class assignments, projects, or analytical problem assignments during the class period. Primary activity is the instructor presenting application examples of the theory developed in previous lectures, answering student questions, and leading individual and/or group activities.

**Laboratory:** Students are given assignments requiring the collection of data to prove existing theories or developing new theories, or using experimental techniques to demonstrate and reinforce the theory being studied. Generally a report about this effort is then prepared. Primary activity may involve the use of raw materials, models, various types of equipment and/or computers. A student completes the laboratory assignment by themselves or in assigned groups. The instructor may require the assignments completed during class or outside the class period (see "one credit hour"). Other KSU terms used are independent study, self-paced study, auto-tutorial, activity, seminar, field experience, and research.

**Studio:** Students perform tasks designed to develop specific skills such as those used in the performing arts (art, music, and theater), architecture and computer application or simulation.

**Practicum:** Similar to laboratories, except learning primarily involves performing specific tasks related to career objectives under the guidance of a professional in the field. Depending on the field and the situation, students will receive academic credit and/or pay for their efforts. Other KSU terms used are experiential learning, internship, COOP, work experience, pre-professional practice program, experience requirement, participation experience, student teaching, music lessons, band, chorus, production work (theater), clinical procedures, and physical education.

**Independent Study:** A class which allows a student to perform self-paced tasks to fulfill the requirements of the class and the credit hours enrolled. Student effort is similar to a laboratories, studios or practicums. The student is self directed with the instructor serving as a mentor and resource for the student. The level of self direction depends on the academic level of the class. A student enrolled in an independent study in senior honors research would be expected to be more self directed than a student enrolled in an independent study of intermediate algebra.

**Test:** A list of questions concerning material covered during a specified number of class periods. The length of time allowed for a test varies depending on the type of test. Three types of tests are used, pop-quiz, quiz, and final exam. Tests must be given during class periods, unless otherwise specified or permission has been approved by CAPP for another period of time.

**Pop-quiz:** A short duration test of from five to fifteen minutes, generally given at the beginning of a class period.

**Quiz:** A test covering the course material since the beginning of the academic session, or since the last quiz. The duration of this test is equivalent to one standard 50 minute class period.

**Final exam:** Generally a comprehensive test over the material covered since the beginning of the academic session or since the previous quiz, generally 110 minutes in length.

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ACADEMIC DEFINITIONS**

(May 8, 2002)

**DRAFT**

**One Credit Hour:** the amount of effort required to attain a specific amount of knowledge or skill equivalent to three hours of effort per week for 15 weeks. Any combination of contact time and effort outside of class is allowed. Common practice is for a lecture period to meet one hour per week, with two hours per week of outside assignment and study effort expected each week for 15 weeks, being equivalent to one academic hour of credit. A laboratory class period equivalent to an academic hour of credit would either meet for one three hour period each week for 15 weeks with all effort by the student expected to be completed during the laboratory period; or one two hour period each week for 15 weeks with one hour of student effort expected outside of the class period.

**Contact Period:** for a regular semester session, each academic day is divided into standard contact periods of 50 minute each and a 10 minute period for travel time between classes, or a standard 75 minute contact period and a 10 minute period for travel time between classes. In order to maintain consistency of contact time per credit hour for 8 week summer sessions, each summer session academic day is divided into standard contact periods of 60 minutes each and a 10 minute period for travel time between classes. Depending on the credit hours assigned to a course and the type of classes used for the course, different combinations of these standard contact periods are used.

**Lecture/recitation classes:** for each credit hour assigned, a course containing lecture or recitation classes will have one standard-contact-period class each week during the semester.

**Laboratory/studio classes:** for each credit hour assigned, a course containing laboratory or studio classes will have a class with three sequential standard-contact-periods each week during the semester, or a two sequential standard-contact-periods each week during the semester plus one hour of effort assigned outside of class. Traditionally the extra 60 minutes outside of class was for writing reports or completing graphics or studio assignments (defined in 1957 Faculty Handbook).

The Kansas Board of Regents require each academic year minimally consist of two sixteen week semesters totaling 150 instructional days plus five final exam days each semester. Therefore each semester contains 15 weeks of 75 instructional days (5 days per week). They also define the starting and ending dates, and require the vacation periods occur at the same time at all the Regent's schools.

The following requirements define the amount of contact time in minutes for standard class periods during a six day week (MTWTFSS). Lengths of sessions other than 16, 8, 6, 4, 3, and 2 weeks should be determined using the same methods.

**For a 15 week semester (75 contact days):**

A one credit hour lecture or recitation course would have one 50 minute contact period each of 15 weeks for a total of **750** minutes contact time (final exam the 16th week). It is common to expect a student to spend 2 hours of effort per week, outside of class for each hour enrolled. This additional expected 1800 minutes of effort would be used to complete assigned homework or in learning the course material. It is of interest to note that this would give a total effort time of 2550 minutes per semester, which is the same total effort as for the one credit hour laboratory/studio course per semester below.

A two credit hour lecture or recitation course would have two 50 minute contact periods each of the 15 weeks for a total contact time of **1500** minutes contact time (final exam the 16th week);

A three credit hour lecture or recitation course would have a total 15 week contact time of **2250** minutes (final exam the 16th week); and

A four credit hour lecture or recitation course would have a total 15 week contact time of **3000** minutes (final exam the 16th week).

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As stated above, a typical laboratory/studio course has two formats which has been a tradition for decades:

- 1) a one credit hour laboratory/studio course with a 170 minute contact period each of 15 weeks, will have a total contact time of **2550** minutes.
- 2) a one credit hour laboratory/studio course with a 60 minute out of class assignment and a 110 minute contact period each of 15 weeks, will have a total contact time of 1650 minutes and 900 minutes effort outside of class, giving the same total effort of 2550 minutes per semester.

A multiple credit hour laboratory/studio course contact period will be based on either of the one credit hour laboratory/studio course definitions, and is simply the total effort for a one credit hour laboratory/studio course (case 1 or 2) multiplied by the number of credits awarded.

For example a two credit hour laboratory/studio course would either have 1) a contact period of 170 minutes twice a week for 15 weeks which equals  $2 \times 2550 = 5100$  minutes per semester (same as  $170 \times 2 \times 15 = 5100$  minutes); or 2) a contact period of 110 minutes and 60 minutes effort outside class twice a week for 15 weeks which is  $110 \times 2 \times 15 = 3300$  contact minutes plus  $60 \times 2 \times 15 = 1800$  minutes out of class effort equals the same total effort of **5100 minutes** per semester.

**Shorter academic sessions are prorated:**

Prorating the semester requirements to the more common 4, 6, and 8 week summer sessions, will change the number of minutes in the standard contact period each day. Total contact time per credit hour should be within 2% of the value for a similar 15 week session class. Final exams are given during the final class periods for these sessions. Therefore for an eight week summer session:

a three credit hour lecture or recitation course has a 60 minute class period every day for **38** days, or a total 8 week summer session contact time of 2280 minutes;

a four credit hour lecture or recitation course has a 80 minute class period every day for **38** days, or a total 8 week contact time of 3040 minutes;

The similar summer six week session contains a total of 28 days. Therefore:

a three credit hour lecture or recitation course has a 80 minute class period every day for **28** days, or a total 6 week contact time of 2240 minutes;

a four credit hour lecture or recitation course has a 110 minute class period every day for **28** days, or a total 6 week contact time of 3080 minutes;

The similar summer four week session contains a total of 19 days. Therefore:

a three credit hour lecture or recitation course has a 120 minute class period every day for **19** days, or a total 4 week contact time of 2280 minutes;

The similar summer three week session contains a total of 15 days. Therefore:

a three credit hour lecture or recitation course has a 160 minute class period every day for **15** days, or a total 3 week contact time of 2400 minutes;

The similar summer two week session contains a total of 10 days. Therefore:

a three credit hour lecture or recitation course has a 230 minute class period every day for **10** days, or a total 2 week contact time of 2300 minutes.



MEMO

May 14, 2002

TO: Faculty Senate Academic Affairs

FROM: Jackie Spears

RE: Revised Policy for Quizzes, Tests, and Exams Scheduled Outside of Regular Class time (ORCs)

Because of concerns raised by faculty, Room Scheduling staff and students, CAPP undertook the task of creating a policy governing the scheduling of student time and university facilities for exams given at times other than the regularly scheduled class times. You approved a draft policy that went forward to the floor of Faculty Senate. A number of concerns were raised on the floor of Faculty Senate and CAPP was simultaneously considering a uniform class schedule that would affect this policy. Consequently, the draft policy was tabled. Attached is a revised form of the policy for your consideration.

Concerns:

- (1) Students are not always aware of course-related quizzes, tests, or exams outside of the regular class time (ORCs) at the time of enrollment and then later experience conflicts with work schedules or evening classes. (ORCs are not consistently included in Semester Course Schedules).
- (2) The increase in the number of evening classes has created conflicts between faculty, as ORCs in one class may conflict with student participation in a regularly scheduled evening class.
- (3) Faculty who use ORCs do not always compensate the students for the additional class time required.
- (4) Room Scheduling staff are encountering an increased number of conflicts in scheduling general classrooms in the evening hours.

## Quizzes, Tests and Exams Scheduled Outside Of Regular Class Times (ORCs)

1. An "ORC" is a scheduled written quiz, test or exam that is associated with a course and occurs during the semester at an approved day and/or time different than when the course meets.
2. Course Qualifications
  - (a) The use of ORCs is restricted to courses with large enrollments, multiple sections needing to complete an exam at a common time, or the need for access to special classrooms.
  - (b) A course considered for ORC status can qualify by having a minimum of 100 students enrolled in one section or a combination of sections. If a course has never been offered before, the department head must confirm that the enrollment capacity of the course will be set at at least 100 students. If a course is being considered for renewal of ORC status, then the department head must provide evidence that during the past three years at least 100 students enrolled in the section or combined sections whenever the course was offered.
  - (c) The need for specialized classrooms, such as computer labs or laboratory space, that are not available at the regular class time, may qualify courses for the use of ORCs. (The department head is responsible for the verification of these needs.)
3. Required Procedures
  - (a) A course may have more than one scheduled ORC during a semester.
  - (b) All ORCs must be scheduled at currently approved standard class meeting times. ORCs may be scheduled for more than one 50 minute period, but must begin at an approved standard class meeting time.
  - (c) In accordance with Board of Regents policy, the quiz, test or exam is considered part of the instructional time of the course. Therefore, faculty are expected to either cancel regularly scheduled class meetings or use such meetings for review purposes in order to compensate for the time used in ORCs. Faculty members can make this accommodation at any time during the semester, with the exclusion of final exam week.
  - (d) The day of week and time of ORCs must be included in the Semester Course Schedule used for enrollment. The specific dates for the exams must then be listed in the course syllabus distributed at the beginning of the semester.
4. Approval Procedures and Deadlines
  - (a) The Department head should complete a Request for ORC Form and submit it to CAPP by October 1 for a summer or fall offering and by May 1 for a spring offering.

- (b) CAPP will review the ORC proposal. If the proposal is approved, the CAPP chairperson will inform the department head and the Registrar so that the day and time can be included in the Semester Course Schedule used at enrollment.
- (c) Approval can be granted for a maximum of three years, at which point CAPP will review the need for continued approval of the ORCs.

5. This policy applies only to undergraduate classes (course numbers below 800). It will take effect for the Spring 2003 Semester. Requests for approval need to be submitted to CAPP by October 2002.