

MINUTES
Faculty Senate Academic Affairs
September 4, 2001 3:30 pm K-State Union, Room 204

Attending: Herald, Mortensen, Pesci, Selfridge, Spears, Yagerline

Absent: Callahan, Haddock, Molt, Olsen, Roush, Schlup, Smith

I. Call to Order

The meeting was called to order by Jackie Spears, Chair, at 3:35 p.m.

II. Approval of minutes of May 15, 2001 Academic Affairs Committee meeting.

A motion was made by Herald and seconded by Yagerline to approve the minutes of the May 15, 2001 Academic Affairs meeting. Motion passed.

III. Announcements

- A. Session on Course and Curriculum Changes - Thursday, September 6, 2001, 3:00 - 5:00 p.m., Union 206
Spears announced that the training session on course and curriculum changes will be this Thursday and encouraged Academic Affairs members to attend and for them to get in touch with their college course and curriculum chairs and encourage them to attend also. Spears will address procedures regarding the changes and Selfridge will discuss the on-line form filler that he has been working on.

IV. Course and Curriculum Changes

A. Undergraduate Education

1. A motion was made by Selfridge and seconded by Herald to approve Undergraduate Course and Curriculum Changes approved by the College of Human Ecology May 16, 2001. Motion passed.

School of Family Studies and Human Services

Changes to K-State Undergraduate Catalog, 2000 - 2002, page 216 - 217

(Changes in course numbers were approved May, 2000; this proposal reflects the number changes.

See white sheets for specific changes.)

B. Graduate Education - none

C. General Education - none

V. Old Business

A. Course and Curriculum Changes

1. On-line form filler

Selfridge distributed handouts with information regarding the on-line form filler he has been working on. Since the training session on course and curriculum changes in Union 206 and it does not have videoconferencing capabilities, Spears and Selfridge said they would do a special training session for Salina. One handout has the web sites for Table 1 in the Approval, Routing, and Notification Policy, variations of the course and curriculum change process, and for draft copies of the course-change forms. Four categories will be used to define courses: undergraduate, graduate, regular, or general education. Selfridge reported that the on-line form filler may be ready to use by the end of

the month. For degree programs, the Board of Regents requirements will be used since these changes eventually have to be submitted to them. If curricula are new or dropped, they must also be submitted to the Board of Regents. Spears said the goal would be to have everyone using the on-line form filler starting next fall. Spears and Selfridge will discuss the process with the Provost since he is our link to the Board of Regents. The committee wished to express their thanks to John Selfridge for all of his hard work on this project.

B. Academic definitions

Spears reported that issues are arising in Continuing Education regarding academic definitions. They are offering certificates that are non-credit. Unger has asked Spears about the process and how non-credit certificates are treated vs. credit certificates. How do we offer these and still protect the quality of our programs? Herald suggested Spears contact Planning and Analysis Office and the Registrar's Office and see what information they have on certificates, minors, and secondary majors. Spears said she will draft two or three options on a process to follow and then surface the issues before defining the process. Herald suggested that this item be brought up at the course and curriculum training session. Spears said we need to give flexibility to programs that need it, but we still need to protect the programs that don't. Yagerline commented that we need to be careful that we don't offer so many certificates, that they end up not meaning anything.

VI. New Business

- A. A motion was made by Herald and seconded by Yagerline to approve May 2001 Graduation List. Motion passed.
- B. A motion was made by Herald and seconded by Yagerline to approve additions to the following Graduation Lists. Motion passed.

May 2001

Katie Marie Hurt, Master of Arts, English
John Thomas Moon, Bachelor of Architecture
James Ottaway, Bachelor of Architecture

May 2000

Shannon Gilbert, Associate of Technology - Electronic Engineering Technology - T3
John Michael Collier, Bachelor of Architecture
Bradley H. Kiekbusch, College of Engineering, BS - Construction Science and Management

- C. Change Name of Committee: From "Non-Traditional Study Advisory Committee" to "Bachelor's Degree Completion Program Advisory Committee"

Spears reported that this committee works with Cyndy Trent in Continuing Education. The committee monitors students that return to college to complete degree programs. Spears said they only monitor undergraduate programs; not graduate. The new name seems better because it cites a degree rather than characteristics of the student. A motion was made by Mortensen and seconded by Yagerline to accept the change in name of the committee. Motion passed.

- D. Yagerline said she had two questions that the Arts and Sciences caucus wanted her to ask Academic Affairs. The first question was whether departments need to submit course changes when the only thing different is the semester a class is taught in. Herald said this question had come up before and that they do need to submit this change as it can affect a student's schedule for completing coursework. The second question was if minors and secondary majors were included in statistics. Some departments feel that they are losing majors, but they may have more minors and secondary majors. Spears said she would talk to Ron Downey in Planning and Analysis to find out what information is included in their statistics.

VII. Committee Reports

A. Report on General Education Council

Spears reported that the UGE Portfolio Assessment Committee is supposed to give Academic Affairs a report, but because the committee is overworked, they have not had a chance to do the report yet. Hopefully they will have a report ready in October. John Slocombe and Steve Benton have agreed to stay on as Co-Chairs of this committee, but that there is not much participation from other colleges. Members are needed from the colleges of Business, Architecture, Arts and Sciences, and Technology and Aviation. The committee will be moving into the final process for ongoing assessment. They are having trouble getting students to participate in the evaluation process.

B. Yagerline report on University Library Committee

Yagerline reported she has not heard from the Library Committee. A chair has not yet been appointed for the committee. Yagerline also said that she will be in Director of the Dance Department next semester and will probably not be able to continue being the Academic Affairs representative on the committee. It was suggested that Mike Haddock may be able to report on this committee since he is from the Library caucus and will be attending the meeting anyway. Spears said she would contact Haddock about being the Academic Affairs representative.

C. Report on Academic Policy and Procedures Committee

A representative is needed for this committee. Herald said it would be advantageous to get some of the new members of Academic Affairs to participate as representatives on committees since many of the members present are serving their third year and may not be on the committee next year. This item will be discussed again at the next meeting.

VIII. For the Good of the University

Selfridge mentioned that Academic Affairs needs to elect a Chair-Elect during the fall semester. Spears said perhaps it would be better to wait a month or so and members can see what the job entails. This item will be added to the next agenda.

Spears reported that the Provost asked her to reschedule the October 16th Academic Affairs meeting because Allan Johnson will be giving a lecture entitled "Unraveling the Gender Knot" in the Hale Library Hemisphere Room at 3:00 p.m that day and he is encouraging faculty to attend. Spears said we will cancel the meeting unless there is a long agenda and then we can reschedule it.

IX. Adjournment

Meeting adjourned at 4:45 p.m.

**Semester Quizzes, Tests, and Exams Scheduled Outside of
Regular Class Times***

Draft Draft Draft Draft Draft Draft Draft

Policy and Procedures
For
Undergraduate Courses

- I. Issues (a sampling)
- A. Students
- a. Students have indicated that the scheduling of course related quizzes, tests, or exams outside of the regular class time (i.e., ORC's) is not always known at the time of enrollment and many times only known after the semester has begun. (ORC's are not consistently noted in the Semester Course Schedule booklets.)
 - b. With no policies/procedures to govern ORC's, their make-up varies greatly from course to course; some of these have the look and feel of final examinations.
- B. Faculty and Department Heads
- a. Faculty and Department Heads are unsure what the qualifications are for having ORC's.
 - b. Some have questioned if ORC's are needed at KSU.
- C. Room and Space Schedulers
- a. Registrar Office and Facilities Schedulers have time, date, and space conflicts and limitations when attempting to schedule courses and course related activities (i.e. ORC's).
 - b. Other non-academic activities need to fit around course and course related activities for assigned space; this is often difficult to manage when the ORC's are not known to be part of the course until after the semester has begun.

* "Semester Tests and Quizzes Scheduled Outside of Regular Class Times" abbreviated as "ORC" in the remainder of the document.

II. Action Plan

A. Approval Deadline

- a. The following policy and procedures should be reviewed and approved by CAPP, Academic Affairs and Faculty Senate no later than December 2001 for implementation for fall 2002.

B. Notification

- a. The approved policy should be noted in the Faculty Handbook.
- b. The approved policy and approved procedures should be noted in the Department Heads Handbook.
- c. The approved policy and procedures will be published in college and student handbooks, and in the University Catalog.

III. ORC Policy

A. Definition of "ORC"

- a. An "ORC" is a scheduled written quiz, test, or exam that is associated with a course and occurs during a semester at an approved day and/or time different than when the course meets.

B. ORC Description

- a. A course may have more than one scheduled ORC during a semester.
- b. The maximum length of each written ORC is the equivalent to the length of the class period that it replaces. (E.g., if a course meets M-W-F for 50 minutes, the maximum length of the ORC would be 50 minutes.)
- c. The quiz, test, or exam is part of the instructional time of the course. Therefore, the previous class period, prior to the scheduled ORC, will be either cancelled or used as a review session. (E.g., an ORC is scheduled for a Tuesday evening for a course that meets M-W-F at 10:30 am class period, prior to the Tuesday evening ORC, will be cancelled or used as a review session.)

C. Course Qualifications

- a. Courses with ORC's that are listed in a course schedule prior to January 2001 have been grandfathered into the policy/procedures.
- b. A course considered for an ORC status can qualify by having a minimum of 100 students enrolled in its section or combined 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 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. Technological requirements for some testing, such as computers or lab space, but unavailable at the regular class time, may determine the

need for an ORC. (The department head is responsible for the verification of the technological needs.)

IV. Approval Procedures and Deadlines

A. Departmental Responsibilities

- a. The department head should determine if an ORC is appropriate for a course and if a specific course qualifies for having an approved ORC.
- b. The department head completes the **Request for ORC Form and submits it to the CAPP committee. For a fall or summer course, this form should be submitted by the end of November to be approved at the regularly scheduled December CAPP meeting. For a spring course, this form must be submitted by the end of July to be approved at the regularly scheduled August meeting.

NOTE: If department head determines it would be appropriate to have an approved ORC but a course does not meet the course qualifications, a **Request for ORC Form still could be submitted to CAPP.

B. CAPP Responsibilities

- a. CAPP will review the ORC proposal. If CAPP approves the proposal, the CAPP chairperson will inform the department head and the Registrar. The ORC for the course will be noted in the Semester Course Schedule booklet along with appropriate dates or day(s) and times.

V. Review Procedures

A. Periodic Review

- a. CAPP will review all previously approved ORC's every 3 years. This includes those courses initially grandfathered.
 - i. The three-year review for fall and summer courses will occur in September.
 - ii. The three-year review for spring courses will occur in March.
- b. CAPP will request that department heads justify the need for continued approval of ORC's by course. The **Request for ORC Form should be used by the department head.

**CAPP needs to develop the forms by which an ORC is requested.

July 25, 2001

Semester Final Examinations

- I. Draft Proposal for changing the wording of the Semester Examination Schedule that is printed in the Semester Course Schedule booklets.
 - A. Proposed changes are in *bold italics* and are written based on information from the Spring 2001 Course Schedule Booklet.
 - B. Proposed changes should be approved by September 2001
 - i. The changes would become effective for the Fall/Summer 2002 Semester.
 - ii. Appropriate notification should be made to the University during the Spring 2002 Semester.
 - iii. The approved changes would be noted in the Fall/Summer 2002 Course Schedule booklet (booklet preparation begins in summer 2001).
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II. Some of the Issues

- A. Adding Saturday final examinations.
- B. Saturday final examinations and final examination for courses that meet only once a week and on Saturday will have the same day for final examinations.
- C. In the fall semester, Saturday final examinations would occur on the Saturday of commencement.
- D. When does a section of a course that meets at night, in which all of the other sections of the course have a group examination, have its final examination? (at the night or group examination time/place)
- E. When do short courses give their final examination? (at the last class period or at some other time determined by the instructor/etc.)
- F. Should DCE courses adhere to the final examination schedule?

- VIII. Students who have more than two *final* examinations scheduled in a 24-clockhour period (a 24-clockhour period starting at any time) may petition the instructor(s) of the highest numbered course(s) to schedule an alternate time to take the final examination(s) during the final examination *week*. If the necessary rescheduling cannot be done through the instructor(s) involved, the academic dean will resolve the overload problem for the scheduled *examinations* within the same college. If the *examinations* are within the jurisdiction of different colleges, decisions regarding rescheduling shall be made by the University Provost.
- IX. Evening courses, *those that start at 5:00 p.m. or later*, will be examined during *the* final examination week at 7:00 p.m. on the night the course would regularly meet. Courses with multiple meeting nights including Wednesday will be examined on Wednesday, May 9, at 7:00 p.m. Courses with multiple meeting nights including Tuesday will be examined on Tuesday, May 8, at 7:00 p.m. Students scheduled to take a special group examination at the time of the evening course will take the evening course examination at the time to be arranged in consultation with the evening course instructor.
- X. Department *schedulers* should schedule general use classroom space for final examinations for evening courses and group examinations by contacting *Division of Facilities* Room Scheduling and completing a *Request for Use of University Buildings and Grounds* form.
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Semester Examination Schedule Spring 2001

Examination Hour		Group Exams 7:30am to 9:20 am	9:40am to 11:30am	11:50 am to 1:40pm	2:00pm to 3:50pm	4:10 to 6:00pm	Group Exams 7:00pm to 8:50pm
DAY OF EXAMINATION	Monday May 7	ENGL 200 ENGL 100 FSHS 350	T- 2:05 2:30	W- 10:05 10:30	T- 9:05 9:30	W- 4:05 4:30	ACCTG 231 FINAN 450 ME 212 PHYS 114 PHYS 113
	Tuesday May 8	ME 512 SPCH 106 SPCH 105	T- 12:05 12:30	W- 11:05 11:30	T- 1:05 1:30	W- 7:30	ACCTG 241 CHEM 351 CHEM 230 CHEM 210 CHEM 111 CHEM 110
	Wednesday May 9	ECON 120 ECON 110	T- 11:05 11:30	W- 1:05 1:30	T- 4:05 4:30	W- 3:05 3:30	MATH 221 MATH 220 MATH 205 MATH 100 STAT 330 STAT 320
	Thursday May 10	BIOL 198 CIS 200	T- 3:05 3:30	W- 9:05 9:30	T- 8:05 8:30	W- 12:05 12:30	CIS 104 CIS 101 PHYS 115 SPAN 263 SPAN 261 SPAN 162 SPAN 161
	Friday May 11	FSHS 214 FSHS 110 PHYS 213	T- 10:05 10:30	W- 8:05 8:30	T- 7:30	W- 2:05 2:30	

- I. Seven days prior to the beginning of the examination period, a student must notify the instructor involved of and must have resolved final examination conflicts: refer to VI. and VII.
- II. Students enrolled in courses that meet Wednesday (MTWUF, MTWF, MW, TWUF, WF, MWF) and all courses at the various hours on MT, MU, and MF will be examined during the period designated by W and at the hour of the regular course session. (See the chart above for special examination periods for certain courses.) For example, a course that regularly meets MWF at 11:30 will be examined on Tuesday, May 8, 11:50 a.m. to 1:40 p.m.
- III. Students enrolled in courses that meet on a schedule which includes Tuesday, but does not include Wednesday (TU, TUF, MTU) and courses meeting at the various hours of TF and UF, will be examined during the period designated by T and at the hour of the regular course session.
- IV. Day courses meeting only once a week will be examined as follows:

Monday--April 30	Thursday--May 3
Tuesday--May 1	Friday--May 4
Wednesday--May 2	

 Examination time is at the hour of the regular course session.
- V. No courses shall meet after Friday, May 4, and all examinations shall be given as scheduled.
- VI. Students who have more than two examinations scheduled in a 24-clockhour period (a 24-hour period starting at any time) may petition the instructor(s) of the highest numbered course(s) to schedule an alternate time to take the final examination(s) during the final examination period. If the necessary rescheduling cannot be done through the instructor(s) involved, the academic dean will resolve the overload problem for scheduled exams within the same college. If the exams are within the jurisdiction of different colleges, decisions regarding rescheduling shall be made by the University Provost.
- VII. Evening courses that meet after 5:00 p.m. will be examined during final exam week at 7:00 p.m. on the night the course would regularly meet. Courses with multiple meeting nights including Wednesday will be examined on Wednesday, May 9, at 7:00 p.m. Courses with multiple meeting nights including Tuesday will be examined on Tuesday, May 8 at 7:00 p.m. Students scheduled to take a special group exam at the time of the evening course will take the evening course exam at a time to be arranged in consultation with the evening course instructor.
- VIII. Departmental representatives should schedule general use classroom space for final examinations for evening courses and group examinations by contacting University Facilities Management Room Scheduling and completing a "Request for Use of University Buildings and Grounds" form.