Present: Elder, Fairchild, Klingzell, Marr, Pacey, Pesci, Smith, Spears, Stewart,
Absent: Ackerman, Roush, Selfridge, Yagerline
Visitor: Alfred Cochran

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

II. Approval of minutes of February 18, 2003 Academic Affairs Committee meeting.
A motion was made by Marr and seconded by Elder to approve the minutes of the February 18, 2003 Academic Affairs meeting. Motion passed.

III. Announcements
Spears thanked everyone for rearranging their schedules to attend this meeting since it was rescheduled due to the university closing on March 4, 2003.

IV. Course and Curriculum Changes
A. Undergraduate Education

1. A motion was made by Elder and seconded by Pacey to approve Undergraduate Course and Curriculum Changes approved by the College of Arts and Sciences February 13, 2003. Motion passed.

   Chemistry
   CHANGE:
   CHM 350 General Organic Chemistry
   CHM 566 Instrumental Methods of Analysis
   CHM 585 Physical Chemistry I
   CHM 586 Physical Chemistry I Laboratory
   CHM 595 Physical Chemistry II
   CHM 598 Physical Chemistry II Laboratory

   (Page 107, undergraduate catalog)
   CHANGE:
   General Requirements for undergraduate major
   Change to: A total of 120 credit hours are required for graduation. (Students who entered KSU before the fall of 2003 require only 120 hours for graduation.
   *See page 10 of white sheets for details.

   English
   ADD:
   ENGL 076 Reading Skills for Non-native Speakers of English
   ENGL 081 Advanced Integrated Skills
CHANGE:
ENGL 079  Oral Communication Skills for International Teaching Assistants to: ENGL 079
Pronunciation and Speaking Skills for Non-native Speakers of English

Geography
ADD:
GEOG 495  Capstone Seminar in Geography

(Page 113, undergraduate catalog)

CHANGE: Geography (B.A. or B.S.)
Changes to the class list for a major in geography.
Rationale: The changes to the geography undergraduate major reflect changes in the discipline over
the last several years, and bring the requirements more in line with the expertise and interests of the
geography department faculty.
*See page 11 of white sheets for details.

Physics
CHANGE:
PHYS 562  Introduction to Quantum Mechanics to: PHYS 662  Introduction to Quantum
Mechanics

College of Arts and Sciences
Curriculum Changes
CHANGE:
(Page 91; Undergraduate Catalog) Degree Requirements
FROM: At least 120 credit hours as required for graduation.
TO: At least 124 credit hours are required for graduation. (Students who entered KSU before
the fall of 2003 require only 120 hours for graduation.
Rationale: To make the catalog compliant with University/Board of Regents policy.
*See page 6 of white sheets for details.

CHANGE:
(Page 92, undergraduate catalog) Bachelor of Arts and Bachelor of Sciences
Add the statement to basic requirements:  At least 124 credit hours are required for graduation.
(Students who entered KSU before the fall of 2003 require only 120 hours for graduation.
Rationale: To make the catalog compliant with University/Board of Regents policy.
*See page 7 of white sheets for details.

CHANGE:
(Page 93, undergraduate catalog) Bachelor of Fine Arts
Change wording to change graduation credit hours from 120 to 124 and some other minor wording
changes.
Rationale: To make the catalog compliant with University/Board of Regents policy.
*See page 8 of white sheets for details.

CHANGE:
(Page 95, undergraduate catalog)
FROM: Secondary teacher certification
TO: Secondary teacher license
Change the word certification to license throughout the document, change 120 to 124 (hours of
coursework) and add the statement: Students who enter KSU before the fall of 2003 require only
120 hours for graduation.
Rationale: To make the catalog compliant with University/Board of Regents policy.
*See page 9 of white sheets for details.

Mathematics
(Page 125, undergraduate catalog) Requirements
Changes to the list of classes required.
Rationale: CIS has revised/introduced the courses CIS 105, CIS 111, CIS 200 and CIS 209. The change here better reflects what our math majors need.
*See page 12 of white sheets for details.

**Music**
(Page 133, undergraduate catalog) Bachelor of Arts
FROM:
+20 hours required for graduation
TO:
124 hours required for graduation (Students who entered KSU before the fall of 2003 require only 120 hours for graduation).
Rationale: To make our catalog compliant with University/Board of Regents policy.
*See page 13 of white sheets for details.

**Political Science**
(Page 142, undergraduate catalog) Specialized curricula
CHANGE:
....+20 hours for graduation.
TO:
...124 hours for graduation. (Students who entered KSU before the fall of 2003 require only 120 hours for graduation).
Rationale: To make the catalog compliant with University/Board of Regents policy.
*See page 14 of white sheets for details.

**Sociology, Anthropology, and Social Work**
(Page 147-148, undergraduate catalog)
Add the following statement: A student earning a B.A. or B.S. in social work must complete 124 hours (students who entered KSU before the fall of 2003 require only 120 hours for graduation).
Rationale: To make the catalog compliant with University/Board of Regents policy.
*See page 15 - 16 of white sheets for details.

**Statistics**
(Page 156, undergraduate catalog)
Change to the classes listed as general requirements for bachelor of arts or bachelor of science degrees
Rationale: These changes are responses to several changes in the university. The CIS 200 course has changed dramatically from the time it became a required course; it is no longer primarily a programming course. The including of 300 level statistic courses is to give our majors credit for courses that they take early on in their career. Changing STAT 410 and IMSE 541 (formerly IE 541) from requirements to electives gives greater flexibility to the curriculum.

Motion passed.

2. A motion was made by Klingzell and seconded by Pesci to approve Undergraduate Course and Curriculum Changes approved by the College of Human Ecology February 14, 2003.

UNDERGRADUATE CATALOG CHANGES:

*School of Family Studies and Human Services*

**Curriculum: Family Life and Community Services**
Bachelor of Science in Family Studies and Human Services
Pages 222 -223, K-State Undergraduate Catalog 2002-2004

Changes unrestricted electives from 21-21 to 24-25 and total for graduation from 120 to 124.
Rationale: The Board of Regents requires an additional 4 hours be added to increase the total number of hours needed for graduation.
School of Family Students and Human Services

Curriculum: Family and Consumer Economics
With Family Financial Planning Emphasis
Bachelor of Science in Family Studies and Human Services
Page 222, K-State Undergraduate Catalog 2002-2004
Deletes FSHS 550 from professional studies and increases total hours for graduation from 120 to 124.
Rationale: The Board of Regents requires and additional 4 hours to be added to increase the total number of hours needed for graduation to 124.
*See pages 3 and 4 of white sheets for details.

Human Nutrition
Public Health Nutrition
Bachelor of Science in Human Nutrition
Pages 231 and 232, K-State Undergraduate catalog 2002-2004
Changes to the requirements for the degree.
*See pages 14 - 15 of white sheets for details.

Hotel, Restaurant, Institutional Management, and Dietetics
ADD:
HRIMD 441  Professional Club Management

Family and Consumer Sciences Education licensure requirements
Bachelor of Science in Human Ecology
Changes in the requirements for the degree.
*See pages 6 - 8 of white sheets for details.

General Human Ecology
Bachelor of Science in Human Ecology
Changes in the requirements for the degree.
*See pages 9 - 10 of white sheets for details.

Human Ecology and Mass Communications
Bachelor of Science in Human Ecology and Mass Communications
Changes in the requirements for the degree.
*See pages 11- 13 of white sheets for details.

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
      Spears said that there will be nothing to report on this item until the new portal is in place.

B. Academic definitions
   Spears reported that CAPP will meet this Wednesday and will be discussing academic definitions. A committee will be appointed to look at academic definitions.

C. Credit hour requirements for graduating with honors
   Spears said she would check with CAPP and see where they are on this issue. A subcommittee was set up last fall, but there has not been a report yet.

D. Proposed change to Section F in University Handbook  ATTACHMENT 1
Spears reported that students made a presentation to Academic Affairs in December regarding the proposed changes to Section F and that the Provost supports these changes. Besides minor editorial changes, the main change is that the number of calendar days instructors cannot give unit or comprehensive tests before finals week will change from five to seven. Pacey made a friendly amendment to delete “week” from the following sentence: No examination (unit or final) may be scheduled during the seven calendar days prior to the start of final examination(s) week. It was suggested that SGA pass a policy that social activities also be curtailed during this time. A motion was made by Fairchild and seconded by Marr to place the proposed change to Section F with the amendment on the April Faculty Senate agenda. Motion passed.

E. Open House Class Schedule
Spears distributed a draft version of a memo the Provost sends out every year regarding Open House. She incorporated the changes discussed at the last Academic Affairs meeting: 1) change the 1:30 p.m. dismissal time on the Friday of Open House to 2:30 p.m.; and 2) the cancellation of a multi-section course that would result in the loss of an entire class day would be left up to the instructor. A motion was made by Elder and seconded by Fairchild to place the Open House Policy change on the April Faculty Senate agenda. Motion passed. ATTACHMENT 2

F. Summer School Schedule (See http://www.ksu.edu/facsen/policies/summer.htm)
Spears reported that she met with Ray Hightower this afternoon and will take a proposal to CAPP on Wednesday. The current summer school schedule has classes starting every week through August and is very chaotic. The proposed summer school schedule will protect intersession. Summer school will start the first Monday in June and run eight weeks and will consist of two four-week sessions. Classes that are one-three weeks will have to fit into one of the four-week frameworks. Spears said they hope to also establish standard class meeting times. Currently, classes have to meet everyday, but Spears is hoping they can change that so instructors can teach three or four days a week if they prefer that. Classroom space is not a problem in the summer, but the complexity of student schedules and the number of credit hours they take does present problems. Spears said there are some six-week courses that will have to become either eight-week or four-week courses. Hopefully the new summer school schedule will protect some flexibility for faculty as well as make it easier for students to enroll without conflicts. Spears also said the schedule will apply to undergraduate courses. Flexibility for adults enrolled in graduate courses is needed to work around their work schedules.

G. UGE Assessment
Spears said she is in the process of making telephone calls to get people on the UGE Assessment Committee. The committee will assess student learning outcomes for UGE. Pesci said the UGE Council is concerned about the evaluation of UGE courses.

VI. New Business
A. A motion was made by Stewart and seconded by Klingzell to approve additions to the December 2002 graduation list.

December 2002
Alex C. Gilliland, Arts & Sciences - BS-Biology
Sharla Renee Hughes, Technology & Aviation - BS-Technology Management and the Associate of Applied Science degree in Business
Boris E. Sanjur, Master of Science

Motion passed.

VII. Committee Reports
A. Pesci report on General Education Council
Pesci said that he did not have anything to report on the General Education Council.
B. Elder report on University Library Committee
Elder said that the entire meeting of the University Library Committee was used to discuss serials cancellations. The committee decided a letter should be sent to President Wefald regarding the budget situation asking him to protect the funding of serials. Dean Hobrock will be at the Faculty Senate meeting tomorrow to discuss the Library’s budget.

C. Spears report on Committee on Academic Policy and Procedures (CAPP)
Spears said that she covered everything regarding CAPP earlier in the meeting.

Spears mentioned she had received several letters from instructors asking that their finals be moved for the spring semester. The committee agreed that these requests should be passed on to CAPP and Academic Affairs should only deal with policy issues and not individual requests. Spears said she would take them to the CAPP meeting this Wednesday.

VIII. For the Good of the University
Smith asked if there was some way that instructors could be notified when a student drops a class so another student could be added to the class. The listserv gets updated but the information comes two to three weeks later. Klingzell reported that Student Senate is discussing this issue. Smith said he would check with the Registrar’s Office to see if it possible to notify instructors sooner when students drop courses. Spears said that CAPP is discussing students enrolling in multiple classes that meet at the same time and then deciding their schedules later. CAPP is trying to have the system set up so that a student’s schedule will be purged if there are conflicts in it.

Marr asked if Cochran would write a letter of commendation to Facilities for their work in getting the campus streets and sidewalk taken care of rapidly during last week’s ice storm. Cochran said he would send them a thank you letter.

Spears thanked Cochran for his help in getting her response to a Collegian editorial printed in the Collegian.

IX. Adjournment
Due to spring break, the next Academic Affairs meeting will be held on April 1, 2003. Meeting adjourned at 4:25 p.m.
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 Final examinations are scheduled by the Joint Committee on Academic Policy and Procedures. 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. 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 as published in the class schedule.

Except for honors, problems, seminar, reports, research, laboratory practical, language, studio and fine arts performance classes, the last examination for a class (either unit or comprehensive) must be given during the final examination period published in the class schedule. No examinations (unit or final) may be scheduled during the seven calendar days prior to the start of 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
FROM:

This reminder is being sent early to facilitate planning for the XXXXXXX semester. The All-University Open House is scheduled for XXXXXX. 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, XXXXXX. 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 XXXXXX. Thank you for your support of this recruitment activity and community event.

TO:

This reminder is being sent early to facilitate planning for the XXXXXXX semester. The All-University Open House is scheduled for XXXXXX. 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 2:30 p.m. on Friday, XXXXXX. If instances arise where rescheduling in specialized classroom or laboratory environments is not feasible or cancelling 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. 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 XXXXXX. 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.