

**MINUTES**  
**Faculty Senate Academic Affairs**  
**October 15, 2002 3:30 pm K-State Union, Room 204**

Present: Ackerman, Elder, Fairchild, Klingzell, Marr, Pacey, Pesci, F. Smith, Spears, Stewart, Yagerline

Absent: Roush, Selfridge

I. Call to Order

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

II. Approval of minutes of October 1, 2002 Academic Affairs Committee meeting.

A motion was made by Marr and seconded by Smith to approve the minutes of the October 1, 2002 Academic Affairs meeting. An amendment was proposed by Pacey to correct a mistake in the second paragraph of Section III. Announcements - the sentence should read "Spears said that there" instead of "Spears said that their". Motion passed with the amendment.

III. Announcements

Marr announced that several colleges are using on-line surveys to get faculty input on the domain name change from ksu.edu to k-state.edu. Student Senate will also get student input with an on-line survey.

IV. Open House Class Schedule - Jim Coffman and Pat Bosco

Spears said that Coffman and Bosco were unable to attend the meeting today, but would be at one of the next Academic Affairs meetings to discuss the Open House class schedule. Spears said that discussion on this item would wait until Coffman and Bosco were present.

V. Course and Curriculum Changes

A. Undergraduate Education

1. A motion was made by Smith and seconded by Yagerline to approve Undergraduate Course and Curriculum Changes approve by the College of Arts and Sciences October 3, 2002.

Department of Art

CHANGE:

ART 399 Sophomore Honors Seminar in Art to: **Honors Seminar in Art**

Department of Chemistry

CHANGE:

CHM 215 Environmental Science: A Chemistry Perspective to:

**CHEM 315 Environmental Science: A Chemistry Perspective**

Department of Mathematics

CHANGE:

MATH 570 History of Mathematics

CHANGE:

(Pages 125 and 126 in the undergraduate catalog)

Change to allow students to take MATH 570 as a fulfillment of advanced math.

Rationale: Mathematics majors in the B.S. program will now have the opportunity of taking MATH 570 to fulfill the advanced math requirement of 15 hours at the 400 level or above. See pages 2 and 11 of white sheets for details.

**College of Arts and Sciences**

List of courses being dropped due to a college-wide curriculum clean up. These courses are listed as active in the SIS database, but are not listed in a catalog and are no longer being offered through the department. See pages 8 - 9 of white sheets for list of courses

Arts & Sciences Curriculum Changes:

CHANGE: (Page 93, undergraduate catalog)

MATH 210 was deleted from the list of LEVEL III courses under 3. Equivalent competency.

Rationale: Math 210 should be a Level II course only. \*See page 10 of white sheets.

Undergraduate Certificate: American Language and Culture Certificate Program

Motion passed.

**B. Graduate Education**

1. A motion was made by Marr and seconded by Yagerline to approve Graduate Course and Curriculum Changes approved by Graduate Council October 1, 2002.

**CHANGE**

FSHS                      Family Financial Planning

**DROP**

CS 701                    Clinical Skills I  
CS 703                    Clinical Skills II  
CS 704                    Clinical Skills III

**NEW**

CS 739                    Dermatology/Medicine  
CS 742                    Clinical Skills  
CS 743                    Grand Rounds I  
CS 744                    Grand Rounds II  
CS 745                    Grand Rounds III

**New Graduate Certificate Program**

Food Science Graduate Certificate Program

Motion passed.

**C. General Education - none**

**VI. Old Business**

**A. Course and Curriculum Changes**

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

Selfridge was absent, but Spears reported that she talked with him earlier in the day and he had nothing new to report on this issue.

**B. Definition of certificates and other academic definitions**

Spears said she is still trying to recruit people to be on the committee to work on academic definitions.

**C. Credit hour requirements for graduating with honors**

Spears reported that a subcommittee has been appointed by CAPP to look into credit hour requirements for graduating with honors, but they have not reported back to CAPP.

D. Draft policy - Revised Policy for Standard Class Meeting Times

Website: <http://www.ksu.edu/facsen/policies/ClassTime.htm>

Spears said that corrections will be made to this policy and be posted on the website soon. She said that the long list of definitions that were in the document has been deleted to make it a more compact version. The policy will only apply to all undergraduate courses (below the 800 level). Courses at the 800 level or above are exempt if they do not use general classroom use space. Spears is not expecting much controversy on this policy at the November Faculty Senate meeting. The policy is rigid about starting times but the length of classes can be different. If faculty have questions about the policy, they can consult their CAPP representative. The policy will take effect for the spring 2004 semester. Spears said an e-mail message will be sent to senators after the policy has been revised on its website.

E. 45 Hour Rule

Fairchild said that he heard there was further discussion at CAPP about the 45 hours of upper level courses rule. Spears said she was unable to attend the meeting but would check with CAPP to find out what was discussed. The 45 hour rule can be handled in two ways - either as a general requirement or as a program requirement. A statement has been added to the undergraduate catalog that all students must complete 45 hours of upper level courses in order to graduate.

VII. New Business

- A. A motion was made by Yagerline and seconded by Stewart to approve additions to graduation lists.

August 2002

Heather Smith, Education - Secondary Education

Anna M. Weckenborg, Architecture, Planning, and Design - Bachelor of Interior Architecture

Motion passed.

VIII. Committee Reports

- A. Pesci report on General Education Council

Pesci reported that the General Education Council did not meet in the last two weeks, but will meet this Thursday.

- B. Elder report on University Library Committee

Elder reported that the University Library Committee met for the first time this semester on October 4<sup>th</sup>. Tweed Ross is the chair of the committee and the committee will meet the first Friday of every month at 11:00 a.m. Elder said that they are still needing representatives from several colleges. Discussion centered around the budget and the Library's hours of service. For now, the library has restored hours to what they had been previously. The President came up with additional funding so the library could increase their hours. Hobrock made cuts across all cost centers. Colleges have been absorbing cuts through the years, but we have now reached the point where we are cutting the core.

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

Spears said that items for this committee were covered earlier in the meeting.

- D. Spears report on Academic Calendar Committee

Spears reported that the Academic Calendar Committee met this morning. They looked at the calendar for the next five years. She said that there is dissatisfaction among faculty because Monday classes meet one fewer day than other days. The committee recommended that instead of starting classes on a Thursday in August, that they start on a Wednesday instead. This will add a day in the Monday/Wednesday/Friday sequence of classes but it does not help classes that just meet once a week on Monday. Also, the spring semester was scheduled to start after Martin Luther King Day, but the Calendar Committee recommended that we start classes the Wednesday, Thursday, and Friday before Martin Luther King Day. Spears said this also keeps classes within the 9-months covered by faculty

contracts. Spears also said that Fall Break will be two days starting with the fall 2003 semester and will be scheduled for a Monday and Tuesday. The committee also added a study day for both fall and spring semesters starting with Friday, December 12, 2003. Spears said that Don Foster, Registrar, will finalize the calendar and it will be reported on the floor of Faculty Senate.


IX. For the Good of the University - none

X. Adjournment  
Meeting adjourned at 4:20 p.m.



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## MEMORANDUM

**Date:** 7 November 2002  
**To:** Al Cochran, President, Faculty Senate  
Jackie Spears, Chair, Faculty Senate Academic Affairs  
**From:** James R. Coffman, Provost   
**Subject:** Student Senate Concerns Regarding Dead Week

Attached is a copy of a letter sent to President Wefald and me by John O'Hara, Student Senate Chair, and Beth Bridge, Academic Affairs and University Relations Chair of Student Senate. They have outlined some concerns students have raised with regard to the policy on Examinations (Section F70) in the University Handbook. They are asking that consideration be given to increasing the time frame restricting the giving of exams prior to the beginning of the week of final exams. The current time frame is five calendar days prior to the beginning of finals week, and the students would like to increase that time frame to seven calendar days. When final exams begin on a Monday, the increased time frame would mean that no exams, except those exempted in Section F70, could be given starting with the Monday before the beginning of finals week. The current language is most probably left over from a time when final exams began on a Saturday.

The President and I are supportive of this increase in the time frame from five to seven calendar days, and we would like for Faculty Senate to consider this change. The students were hoping that this issue could be discussed at the December Faculty Senate meeting. I am not sure if both Academic Affairs and Faculty Senate Executive Committee can accommodate review of this within the necessary time to place it on the December Faculty Senate agenda, but if that is possible, I know the students would appreciate it. I think they hope that the policy could be revised in time to become effective for the Spring 2003 semester. Many faculty plan the dates of their exams prior to the beginning of the semester and include the exam dates on their syllabi. Thus, the December Faculty Senate meeting would be the only time that this issue could be addressed and still provide adequate time for faculty to make any necessary adjustments in the timing of their exams to meet new guidelines for Spring 2003. If there is not sufficient time to include this on the December agenda, then if it was considered and passed at one of the Spring 2003 Faculty Senate meetings, the new guidelines would be in effect for the Fall 2003 semester.

Please let me know if you have any questions. Thank you for your consideration of this issue.

Enclosure  
cc: Jon Wefald, President



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October 31, 2002

TO: President Jon Wefald  
Provost James Coffman

FROM: John O'Hara, Student Senate Chair  
Seth Bridge, Academic Affairs and University Relations Chair

SUBJECT: KSU Dead Week Procedures

Upon careful review of Section F: Instruction: Academic Procedures in the Kansas State University 2002-2003 University Handbook, we respectfully ask that you review the Examinations section F70 listed on page 64. Our constituents have expressed their concerns about the considerable amount of inconsistency the University maintains with the week prior to Final examinations week. We believe that the policy in place is outdated, incoherent, and consequently creates inconsistency the last two weeks of the semester. As a result, we believe this is an issue we need to re-examine. For example, line 6 of this section states the following, "No examinations other than those listed above may be given during the last five calendar days before final examinations." One question we present and challenge is the reasoning behind the "five calendar days" mandate. Why does this policy distinguish between allowing students to be able to have an exam on Tuesday and not on the Wednesday prior to final examinations week?

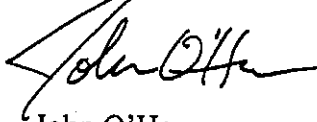
We believe it is important to re-evaluate this mandate and would propose that examinations, not exempted in the first line of section F70, not be allowed seven calendar days prior to final examinations week. The question may arise why this is such an important issue to students. The answer unequivocally hinges upon 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.

Furthermore, we understand the need to not limit the academic integrity of our professors and classes. The goal is not to decrease the amount of material that is taught in class but allow for enough time for students to successfully prepare for their finals. In our estimation, any new material covered in the week immediately prior to finals week is acceptable. However, we believe there is contradiction in allowing some tests, projects, quizzes, and papers during the week prior to final examinations week while not allowing others. Perhaps Faculty Senate, Student Senate, and the Administration should evaluate

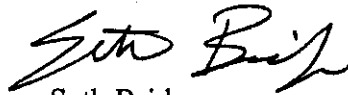
the current philosophy surrounding the last two weeks of the semester. Clearly, there are several important and relevant academic concerns about the week prior to finals week.

The Student Governing Association is looking forward to discussing the important issues that surround final examinations. We are committed to working with the Administration and Faculty Senate to attain a sound proposal.

Sincerely,



John O'Hara  
Student Senate Chair



Seth Bridge  
Academic Affairs and University Relations Chair

## PROPOSED CHANGE TO UNIVERSITY HANDBOOK

**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 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 seven 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.

**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 this change be made in the University Handbook. 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:** Spring 2003