

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

Present: Pat Ackerman, Fred Fairchild, Tanner Klingzell, Charles Marr, David Pacey, Patrick Pesci, John Selfridge, Fred Smith, Jackie Spears, David Stewart, Joyce Yagerline

Absent: Nelda Elder, Jim Roush

Visitor: Alfred Cochran

I. Call to Order

The meeting was called to order by Jackie Spears, Chair, at 3:32 p.m. Spears had members introduce themselves and tell which college/unit they represent.

II. Approval of minutes of May 21, 2002 Academic Affairs Committee meeting.

A motion was made by Marr and seconded by Selfridge to approve the minutes of the May 21, 2002 Academic Affairs Committee meeting. Motion passed.

III. Announcements

Spears announced that the Portfolio Assessment Committee has been released from any further work. Academic Affairs will convene a new general education assessment committee. Spears said Academic Affairs members should think of individuals in their colleges who would be interested in this area.

Spears also announced that the Plus/Minus Grading System needs to be looked at by Academic Affairs. A subcommittee will be appointed to look into this. In the past, students have agreed to having a plus grading system but did not want the minus. Klingzell said he would ask students if they are interested in having a plus/minus system.

IV. Course and Curriculum Changes - Spears explained the process involved in getting items on the Academic Affairs agenda from the groups listed below.

- A. Undergraduate Education - none
- B. Graduate Education - none
- C. General Education - none

V. Old Business

A. Course and Curriculum Changes

1. On-line form filler/paper format - John Selfridge

Selfridge reported that a committee has been formed to look into an on-line form filler for course and curriculum changes. They are waiting for the development of a portal to have access and security. KSU will also need to come up with money for the system and also hire employees. Selfridge said that the paperwork needs to be organized better and we can proceed with that. A form can be created in Word or Word Perfect and the campus could start using that.

2. Format for Course and Curriculum Changes

Selfridge said that a pressing issue is getting a basic system in place for general education, graduate education, and undergraduate education. General Education has an existing template and could just add a cover sheet to it. Stewart said that Continuing Education has a credit course worksheet and perhaps it could be used as a model. Spears thought that a standard form could be used and then have some parameters could be set up for some special needs. Selfridge said he would like to have a paper format set up by the end of the year and that he would send information to the General Education Council and Graduate Council.

B. Definition of certificates and other academic definitions

Spears reported that a definition is needed for certificates due to the increase of certificate programs at the undergraduate and graduate level in the last year or two. There are questions about the number of credit hours needed for a certificate, if it should be attached to a degree program or be independent, and maintaining academic integrity. Spears said a committee will be formed with members from Continuing Education and academic programs on the main campus to look into this issue. She encouraged members to let her know if someone is interested in this topic.

C. Credit hour requirements for graduating with honors

Spears reported that CAPP is currently looking into this issue.

D. Secondary Majors and Minors

Spears reported that CAPP has resolved this issue. Students will be allowed to have up to two years to complete a secondary major, but a minor will still have to be completed at the same time as their major. Spears said the language will be revised in the new catalog that comes out two years from now, but the policy for this starts this fall.

E. Yagerline mentioned that Biology still has issues with the Out Of Class Exam Policy and she was asked to bring up the issue. Spears gave background information on this issue for new members. The issue came up because of room scheduling becoming increasingly difficult and also students setting up schedules for work, etc. and then finding out later that instructors had scheduled out-of-class exams that weren't listed in the line schedule. Also, students are putting in more hours for a course than they are getting credit for when exams are scheduled outside of class. Spears said that most issues with the policy have been worked out. This policy will be voted on at the next Faculty Senate meeting. Spears said that another policy that Faculty Senate will vote on at their next meeting is the Standard Class Meeting Times Policy that will schedule the day from 7:30 a.m. to 10:30 p.m. Spears mentioned that both of these policies only apply to courses below the 800 level.

VI. New Business

A. Approve the May 2002 graduation list.

A motion was made by Selfridge and seconded by Marr to approve the May 2002 graduation list. Motion passed.

B. Approve additions to graduation list.

A motion was made by Yagerline and seconded by Fairchild to approve the additions to the May 2002 graduation list.

May 2002

Joshua H. Chamoff, Technology & Aviation, BS - Airway Science, Professional Pilot,
degree codes U1

Peter John Pauzauskie, Arts & Sciences, BS - Chemistry/Mathematics

Elizabeth M. Robinson, Arts & Sciences, BS - Sociology

Dagny Lowery Waldmeier, Technology & Aviation, BS & Associate of Science - Technology
Management, degree codes T9, and Associate of Applied Business, U3

Ryan H. White, Technology & Aviation, Associate of Technology - Professional Pilot,
degree codes T3

Mike G. Zbreski, Master of Science

Motion passed.

- C. Yagerline reported that it was suggested that white sheets be handled electronically at their Arts and Sciences caucus meeting. Spears said we are moving in that direction, but more work needs to be done.
- D. Spears said that last spring the Board of Regents adopted a policy that requires all undergraduate degrees to have at least 45 hours of upper level course (300 and above) and that all undergraduate degrees have a minimum of 124 hours. CAPP was not in favor of this policy, but it was already approved by the Board of Regents. Spears suggested that if programs add the extra hours as electives, then they could all be handled as one program. If programs add specific courses for the extra hours, then those would go through the course and curriculum revision process. A motion was made by Stewart and was seconded by Marr to allow programs that add the extra hours to the electives be handled as one program and that courses added to other areas be go through the course and curriculum change process. There was discussion about the different kinds of electives - restricted and unrestricted electives. Selfridge said that every category has a list of courses, but it doesn't change the curriculum. Fairchild mentioned that in the past, the goal was to keep the required credit hours at 120 so students graduate could graduate on time. Cochran said that the high number of required credit hours is more characteristic of our sister institutions. Motion passed.

VII. Committee Reports

- A. Pesci report on General Education Council
Pesci reported that the General Education will have their first meeting on Thursday.
- B. Report on University Library Committee
Spears said that Academic Affairs needs to appoint a representative to the University Library Committee and to let her know if someone is interested. The committee will be working on some hot topics this year and meets once a month.
- C. Spears report on Committee on Academic Policy and Procedures (CAPP)
Spears reported that CAPP will have its first meeting next week.

VIII. For the Good of the University

Stewart reported that 39 students received degrees through distance education this summer and that 89 students received degrees spring semester. Selfridge asked if Stewart could get an executive summary of the report. Stewart said that some of the students get absorbed into campus programs, but he would find out additional details and share them with Academic Affairs.

IX. Adjournment

Meeting adjourned at 4:50 p.m.