

MINUTES
Faculty Senate Academic Affairs
December 2, 2003 3:30 pm K-State Union, Room 204

Present: Ackerman, Erickson, Fairchild, Grunewald, Hancock, Hedrick, Pacey, Simon, F. Smith, Stewart, Trussell

Absent: Marr, Meier

Visitor: Patricia Marsh

I. Call to Order

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

II. Approval of minutes of November 4, 2003 Academic Affairs Committee meeting.

A motion was made by Fairchild and seconded by Smith to approve the minutes of the November 4, 2003 Academic Affairs meeting. Motion passed.

III. Announcements

Ackerman apologized for cancelling the last meeting but both she and Stewart were unavailable to chair the meeting.

Ackerman announced that the January Faculty Senate meeting was moved from the 13th to the 20th so Academic Affairs will need to move their meeting scheduled for January 20th. Academic Affairs may meet on January 13th and/or January 27th depending on what items are on the agenda.

IV. Course and Curriculum Changes

A. Undergraduate Education

1. A motion was made by Stewart and seconded by Erickson to approve undergraduate course and curriculum changes approved by the College of Arts and Sciences November 6, 2003.

Dean of Arts & Sciences

ADD:

DAS 350	Topics in the Humanities (Study Abroad)
DAS 550	Advanced Topics in the Humanities (Study Abroad)

Department of Art

CURRICULUM CHANGES:

CHANGE: (page 101, undergraduate catalog)

Under Bachelor of fine arts section

Add ART 105 Art Careers and Seminar to Foundation Core classes

Under Art history elective, add or Portfolio Presentation to ART 410 B.F.A. Exhibition

*See page 10 of white sheets for details.

Department of Journalism and Mass Communications

ADD:

MC 295	Information Gathering
MC 522	Global Advertising
MC 557	Advanced Advertising Techniques

CHANGE:
MC 600 Public Affairs Reporting to: MC 590 Public Affairs Reporting

Department of Music

ADD:
MUSIC 254 Secondary Performance
MUSIC 323 Lower-Division Composition
MUSIC 523 Upper-Division Composition

DROP:
MUSIC 398 Musical Styles of the Baroque Period
MUSIC 406 Musical Styles to 1600 (Medieval and Renaissance)
MUSIC 407 Musical Styles of the Twentieth Century
MUSIC 473 Seminar in Comprehensive Musicianship
MUSIC 474 Problems in Musical Style and Music Pedagogy

CURRICULUM CHANGE:
CHANGE: (page 133, undergraduate catalog)

Bachelor of Arts
Rationale: Current requirement is illogical for students whose primary voice/instrument is anything other than piano. The new course numbers for Composition Music 523 replace the previous MUSIC 521 composition.
*See page 11 of white sheets for details.

CURRICULUM CHANGE:
CHANGE: (page 134, undergraduate catalog)

Bachelor of Music
(Additional requirements for composition)
*See page 12 of white sheets for details.

CURRICULUM CHANGE:

DROP:
(Page 135, undergraduate catalog)
Comprehensive musicianship courses
*See page 13 of white sheets for details.

Department of Physics

CHANGE:
PHYS 122 Computation and Experimentation in Physics to: Physics Today
PHYS 223 Physics I, Mechanics and Thermodynamics
PHYS 224 Physics II, Electromagnetism and Sound
PHYS 325 Physics III, Relativity and Quantum Physics
PHYS 506 Physics Laboratory to: Advanced Physics Laboratory
PHYS 522 Mechanics
PHYS 532 Electromagnetic Fields

ADD:
PHYS 123 Physics Today II

CURRICULUM CHANGE:
CHANGE: (page 140, undergraduate catalog)

Bachelor of arts
Rationale: We wish to provide more flexibility in the BA degree. We have decreased the number of credits in physics by 3 and brought the curriculum up-to-date to match our other curricula.
*See page 14 of white sheets for details.

CURRICULUM CHANGE:
CHANGE: (page 140, undergraduate catalog)
Bachelor of science in physics
*See page 15 of white sheets for details.

CURRICULUM CHANGE:
CHANGE: (page 140, undergraduate catalog)
Bachelor of science in general physics
*See page 16 of white sheets for details.

Department of Political Science

CURRICULUM CHANGES:
Political Science (p. 142 - under "Requirements for the major - Electives")
*See page 17 of white sheets for details.

Department of Sociology, Anthropology, and Social Work

ADD:
ANTH 526 Law and Culture

Motion passed.

2. A motion was made by Smith and seconded by Fairchild to approve undergraduate course and curriculum changes approved by the College of Architecture, Planning and Design November 13, 2003.

Department of Architecture

CHANGE:
ARCH 433 Building Construction Systems in Architecture I

DROP:
ARCH 434 Building Construction Systems in Architecture II

Changes to the Bachelor of Architecture
*See white sheets for details.

Department of Landscape Architecture/Regional and Community Planning

CHANGE:
PLAN 315 Introduction to Planning

Department of Interior Architecture and Product Design

NEW:
IAPD 405 Interior Architecture Design Studio III
IAPD 412 Design Workshop I Studio

CHANGE:
IAR 301 Interior Architecture Design Studio I to **IAPD 301** Interior Architecture Design Studio I
IAR 302 Interior Architecture Design Studio II to **IAPD 302** Interior Architecture Design Studio II
IAR 408 Design Workshop II to: **IAPD 608** Design Workshop II
IAR 409 Materials and Finishes to: **IAPD 409** Materials and Finishes
IAR 410 Interior Architecture Microcomputers to: **IAPD 410** Interior Architecture Microcomputers
IAR 416 History of Furniture to: **IAPD 416** History of Furniture

DROP:
IADP 413 Materials and Finishes Lab

Changes to the Bachelor of Interior Architecture degree:

*See white sheets for details.

Motion passed.

B. Graduate Education

A motion was made by Smith and seconded by Erickson to approve graduate course and curriculum changes approved by Graduate Council November 4, 2003.

CHANGE

ACCTG 833 Corporate Taxation
ACCTG 834 Partnership Taxation
ACCTG 842 Estate and Gift Taxation
BIOL 805 Advanced Mycology
GEOL 630 Stratigraphy-Sedimentation
GEOL 610 (708) Sedimentary Geochemistry
GEOL 644 (747) Computational Geophysics
PSYCH 840 Proseminar in Occupational Health Psychology

DROP

STAT 839 Probability and Asymptotic Theory I
STAT 840 Probability and Asymptotic Theory II
STAT 995 Advanced Inference I
STAT 996 Advanced Inference II

ADD

GEOL 605 Introduction to Geochemistry
GEOL 750 Geologic Evolution of Planet Earth
SOCIO 853 Political Sociology of Developing Societies
STAT 980 Probability and Asymptotics
STAT 981 Advanced Inference

Concurrent Degree Programs

Concurrent B.S. / M.S. Program in Department of Biochemistry

Motion passed.

C. General Education - none

V. Old Business

A. Degree Changes

Ackerman reported that she met with Steve White and Al Cochran to discuss the letter the Provost wrote last April regarding degrees being dropped and monitored. The Provost said there is nothing in the current policy regarding degrees being dropped that prohibits him from asking the Board of Regents (BOR) to drop degrees. He is aware that they policy may need to be brought forward to address concerns. Ackerman said that during the month of January she and Stewart will look at the policy and do more research on this issue. Ackerman will talk to the colleges that had degrees on the list to be monitored, finalize the list of degrees that did get dropped, and look at changing the current policy. It was reported that the letter that was sent to the BOR signed by Provost Coffman and President Wefald was dated April 10, 2003 while the letter that was sent to Jackie Spears, former chair of Academic Affairs, was dated April 11, 2003. Stewart said Academic Affairs should try to get a copy of that letter.

B. Policy on Dropping Students After First Class Day **ATTACHMENT 1**

Stewart said he discussed this issue with CAPP. He said he also talked with Gunille Devault in the

Registrar's Office and she said that dropping students after the first class day would not work for all courses. If you withdrew a student from a lab, it would also withdraw a student from courses related to the lab. She said that the policy currently in place works and should be left alone. CAPP felt that advisors should cover the policy with students at advising discussions. Some Academic Affairs members felt that having students notify the instructor before classes started if they were going to miss the first day, was having them take responsibility for their actions. Stewart said one problem he had heard of was that students cannot always find class locations the first day. Fairchild said that one of the problems with waiting to drop a student is that some semesters start mid-week and some students do not show up until Monday. Ackerman said that the operative word in the policy is "may." Instructors do not have to drop a student the first day, but they may. Academic Affairs discussed whether they needed CAPP's approval to send this item on to Faculty Senate. Stewart thought that Academic Affairs could accept or reject CAPP's decision. Pacey said the revised policy is not that different from the current policy; it just moves the drop day from one week to the first day. Erickson suggested that the first sentence of the current policy could be changed to say "The instructor may drop a student from a course **during** the first week of classes.. instead of **after** the first week of classes.., and not have to add anything else. Pacey will talk to Ray Hightower, Associate Dean of Engineering, and Gunille Devault, Registrar's Office, about this issue. Meier was unable to attend the meeting today, but Pacey said that Student Senate was not in favor of the change. Pacey said he would also like to hear the students' reactions to the change.

C. General Education Steering Task Force

Marsh reported that the existing UGE Committee is almost done with their proposal of things that need to be done to fix the current UGE program. The General Education Steering Task Force will be soliciting proposals for new ways to handle and assess general education. The task force is also looking into strategies to solicit proposals from departments, colleges, and individuals. Ackerman said she will ask Jerry Reeck to come to an Academic Affairs meeting once the proposals have come forward. Provost Coffman would like to have a new UGE program in place before the new provost takes over. Pacey said that the current UGE program makes advising difficult since there are so many variables in deciding if a class taken at a junior college can be accepted as UGE credit. Ackerman said that K-State can't do away from UGE entirely. We either have to strengthen the current program or replace it.

D. Plus/Minus Grading System

Ackerman said she would contact Phil Anderson and ask him to contact David Pacey to start discussion on the plus/minus grading system. The sub-committee should build on what has happened in the past.

E. Standardization of certificates

Marsh distributed a handout that listed certificates from two different websites: graduate and undergraduate. Stewart said that some certificates are run through Continuing Education rather than the Registrar's Office. Ackerman said that in January she would look at a list of requirements for each of the certificates and see if there is any kind of criteria. She may contact each of the colleges and ask if they have certificates so we have a complete list.

F. Learning Outcomes - Discussion Board

Trussell reported that the learning outcomes discussion board was to have been up only through November 25th but the time will be extended through the end of December. She said there were only a few postings but those were passionate. Marsh said that the departments that have degrees that go through accreditation is a more streamlined process. The process is harder for departments that do not have their degrees accredited. The learning outcomes were developed from the educational objectives. Each course does not have to meet every objective, but every degree program should meet all of the objectives. Trussell suggested that an e-mail be sent out again announcing that the discussion board will still be up until the end of December.

G. Standard Class Meeting Times Policy

Stewart reported that at the last CAPP meeting, he shared concerns raised at Faculty Senate about the current Standard Class Meeting Times Policy. Arts and Sciences had several concerns about the policy including the 45 minute dead time on Tuesdays and Thursdays. CAPP agreed to address the concerns and

Stewart said he would bring something back to Academic Affairs after CAPP looks at it.

VI. New Business

- A. A motion was made by Fairchild and seconded by Hedrick to approve addition to a graduation list

August 2003

William A. Mann, Arts and Sciences, BA - English (CW)

Motion passed.

VII. Committee Reports

- A. Hancock report on General Education Council

Hancock reported that the General Education Council met on November 13th. The council is processing new proposals and Academic Affairs should see some of these in the near future. They are also looking at survey reports from last spring and will approve courses to be surveyed in spring 2004.

- B. Trussell report on University Library Committee

Trussell reported that the University Library Committee met on November 5th and had philosophical discussions on several issues. One of the issues was tenure/promotion requirements and whether it was better for a professor to get published in an expensive journal that libraries don't carry or to get published in a less expensive, but still good quality, journal that is available to more people.

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

Stewart said he covered most of the issues discussed at CAPP earlier in the meeting. He reported that he took Academic Affairs' questions and issues with the academic definitions to CAPP and that they agreed to review the definitions. Stewart said he should have more to report at the next Academic Affairs meeting.

VIII. For the Good of the University

Smith asked if there was any mechanism in place for instructors to be notified when students drop a class. Ackerman said that if a student drops a class, their name no longer appears on the KSU online roll. It was suggested that he talk to the Registrar's Office about this issue. He thought that perhaps that if a student dropped a class on KATS that an automatic e-mail could be sent. Fairchild said that KSUVM has the information, but Smith said he does not have access to KSUVM. Smith said he would pursue the issue and that if anyone hears something on this issue, they can e-mail him.

Stewart announced that 70 students will receive degrees through distance education this semester. Some of these students will come to campus and go through graduation, but others will go through a virtual commencement. Stewart said that the website should be up tomorrow and it can be found at:
<http://www.dce.ksu.edu/commencement>.

IX. Adjournment

Meeting adjourned at 4:50 p.m.

ATTACHMENT 1

Proposed Undergraduate Catalog Policy Change 9-30-2003

2002-2004 Undergraduate Catalog, Enrollment, Drop/Add (page 14)
(Online at: <http://courses.k-state.edu/catalog/undergraduate/enrollment/dropadd.html>)

Replace the following paragraph:

The instructor *may* drop a student from a course after the first week of classes if the student has neither attended any of the scheduled course meetings nor notified the instructor of his or her intent to take the course. For purposes of this procedure enrollment in and payment of tuition for a course do not constitute notification of intent to take a course.

With this paragraph:

Instructors *may* drop students from any or all components (e.g., lecture, recitation, lab, etc.) of a course who are not present at the beginning of the first class period of each component of the course unless the student has received prior permission from the instructor.