MINUTES  
Faculty Senate Academic Affairs  
December 16, 2003  3:30 pm  K-State Union, Room 204  

Present: Ackerman, Fairchild, Grunewald, Hancock, Hedrick, Pacey, Simon, Stewart, Trussell  

Absent: Erickson, Marr, Meier, F. Smith  

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 December 2, 2003 Academic Affairs Committee meeting.  
A motion was made by Stewart and was seconded to approve the minutes of the December 2, 2003 Academic Affair Committee minutes. Three amendments were proposed: 1) Stewart asked that under V. Old Business B., the fifth sentence should read “Devault felt that advisors..... instead of CAPP felt that advisors.... 2) Trussell said that under V. Old Business F., the fourth sentence should read “The process is harder for departments that do not have their degrees accredited” instead of “The process is harder for departments that do not have there degrees accredited;” and 3) Ackerman said that under V. Old Business C., the fifth sentence should read “Provost Coffman would like to have proposals on the table for consideration by the new Provost” instead of “Provost Coffman would like to have a new UGE program in place before the new provost takes over. The motion along with the three amendments passed.  

III. Announcements  
Ackerman announced that Academic Affairs would not meet on January 6th and that the committee could not meet on January 20th due to the January Faculty Senate meeting being moved to that day. A meeting will be scheduled for January 13th but it may be cancelled if there isn’t any urgent business.  

IV. Course and Curriculum Changes  

A. Undergraduate Education  
1. A motion was made by Fairchild and seconded by Hancock to approve undergraduate course and curriculum changes approved by the College of Education November 25, 2003.  

   Secondary Education  
   Changes to the curriculum. See white sheets for details.  
   
   Motion passed.  

B. Graduate Education  
A motion was made by Pacey and seconded by Grunewald to approve graduate course and curriculum changes approved by Graduate Council December 2, 2003.  

CHANGE  
AGRON 630  Crop Improvement and Biotechnology  
AGRON 980  Molecular Tools for Genetic Analyses  
AT 610  Computer-Aided Design of Apparel  
CE 732  Advanced Structural Analysis I  
CE 775  Traffic Engineering  
CE 802  Advanced Mechanics of Materials and Applied Elasticity  
CE 875  Traffic Flow Theory  
EECE 643  Computer Engineering Design Lab  
MC 590 (600)  Public Affairs Reporting
ME 610  Finite Element Applications in Mechanical Engineering
ME 620  Internal Combustion Engines
ME 622  Indoor Environmental Engineering
ME 628  Aerodynamics
ME 631  Aircraft and Missile Propulsion
ME 633  Thermodynamics of Modern Power Cycles
ME 635  Dynamics of Flight-Stability and Control
ME 640  Control of Mechanical Systems II
ME 656  Machine Vibrations I
ME 720  Intermediate Fluid Mechanics
ME 721  Thermal Systems Design
ME 722  Human Thermal Engineering
ME 728  Computer Control of ElectroMechanical Systems
ME 738  Experimental Stress Analysis
ME 811  Thermodynamic Analysis
ME 831  Boundary Layer Theory
ME 836  Introduction to Fracture Mechanics
ME 840  Intermediate Topics in Solid Mechanics and Machine Design
ME 846  Vibrations of Continuous Media
ME 862  Finite Elements
ME 871  Mechanics of Composite Materials
ME 920  Advanced Topics in Thermal and Fluid Mechanics
ME 940  Advanced Topics in Solid Mechanics and Machine Design
ME 947  Boiling Heat Transfer
NE 630  Nuclear Reactor Theory
NE 761  Radiation Measurement Systems
NE 851  Nuclear Engineering Laboratory
PHYS 636  Physical Measurements and Instrumentation
PHYS 662  Introduction to Quantum Mechanics
PLPTH 905  Ecology and Epidemiology of Plant Pathogens
POLSC 784  Internship in Government, Public Administration, and Politics

DROP
AGRON 780  Orientation to Field Crop Breeding
AGRON 885  Conventional and Molecular Methods for Evaluation of Crop Plant Resistance to Pests
ME 650  Introduction to Computer-Aided Design
ME 732  Robotic System Analysis
ME 735  Geometric Modeling
ME 736  Applied Elasticity
ME 756  Machine Vibrations II
ME 757  Kinematics
ME 762  Finite Elements
ME 775  Optimal Mechanical Design
ME 815  Gas Dynamics
ME 818  Introduction to the Theory of Continuous Media
ME 913  Thermodynamics and Transport Properties
NE 602  Radiation Protection Engineering I
NE 694  Nuclear Reactor Thermal Design
NE 847  Nuclear Power Engineering
NE 890  Nuclear Engineering Colloquium
NE 947  Boiling Heat Transfer
PHYS 616  Advanced Physics Laboratory
PLPTH 885  Conventional and Molecular Methods for Evaluation of Crop Plant Resistance to Pests

ADD
BAE 768  Geoenvironmental Engineering Design
CE 625  Principles of Geoenvironmental Engineering
CE 768                Geoenvironmental Engineering Design
CE 777                Portland Cement Concrete Pavements
CE 864                Unit Operations and Processes in Environmental Engineering
CHE 768                Geoenvironmental Engineering Design
HN 850                Public Health Field Experience
MC 665                Advertising/Public Relations Management
ME 701                Development of Computer Applications in Mechanical Engineering
ME 802                Advanced Mechanics of Materials and Applied Elasticity
ME 902                Theory of Plasticity
ME 910                Computational Methods in Design
MUSIC 675             Arranging for Bands
MUSIC 685             Organization and Administration of School Music Programs
NE 898                Master’s Report
PHYS 633              Electromagnetic Fields II
STAT 901              Rank and Robustness
STAT 902              Generalized Linear Models
STAT 903              Spatial and Longitudinal Data
STAT 904              Resampling Methods

Degree Name Changes
Master of Science in Counseling and Student Development
Doctor of Education in Counseling and Student Development
Doctor of Philosophy in Counseling and Student Development

Certificate Program
Geoenvironmental Engineering Certificate Program

Motion passed.

C. General Education - none

V. Old Business

A. Degree Changes
Ackerman said that she and Stewart would do research on degree changes in January and report back to
Academic Affairs.

B. Policy on Dropping Students After First Class Day     ATTACHMENT 1
Pacey reported he visited with Ray Hightower and Gunile Devault about the Policy on Dropping Students
After First Class Day. He said that Hightower was supportive of the policy change but wanted to change
the wording. Pacey said that Devault was not supportive of the change, but the only change the proposed
policy makes is the amount of time and instructor waits to drop a student. Concern was raised about students
being dropped from all components of a course when perhaps they didn’t need to enroll in all components.
Stewart felt that the proposed change to the policy was irrelevant to distance education students. Pacey
mentioned that the undergraduate catalog just came out so a change to the policy could not be updated for
almost two years. The change could be made to take effect when the new catalog comes out students could
be informed in advance of the change. There was also concern about a student losing financial aid if they
are dropped from a course after the first day. Ackerman said she would like to get input from a broader
cross-section of faculty on their response to this change. Simon mentioned that instructors are not always
listed in the line schedules. Hedrick said that some instructors may drop students the first day and not really
need to. Pacey said he thought the change would be a way of managing enrollment and should not be used
to reduce the workload. He also said that Physics drops students after the first day of class. There was
discussion on how to accommodate students that do have an emergency the first day of class. Fairchild said
there will always be exceptions and they will have to be handled on an individual basis. Pacey said he will
talk to the Physics department to see how they are able to drop students after the first day of classes and also
to Sam Meier to find out why Student Senate was not in favor of it.
C. General Education Steering Committee
   Ackerman reported that she met with Provost Coffman and Faculty Senate President Bob Zabel and two
   issues are to be addressed: 1) identify problems with the current UGE system; and 2) the steering committee
   should work on a definition of what general education students should know. The committee that is working
   on procedures to fix some problems with the current system will send their ideas to the UGE Council and
   they will review the suggestions. The new UGE proposals should be to given to Provost Coffman by April
   or May as a new provost may be in place by then. Ackerman said she will ask Jerry Reeck to attend an
   Academic Affairs meeting to discuss general education.

D. Plus/Minus Grading System - nothing to report

E. Standardization of certificates - nothing to report

F. Learning Outcomes - Discussion Board
   Trussell reported that the learning outcomes discussion board will be extended through January. She said
   that comments are being put on the discussion board frequently.

VI. New Business
   A. A motion was made by Stewart and seconded by Hancock to approve an addition to a graduate list.

       December 2001
       Jennifer M. Ross, Arts & Sciences, BA-Sociology CR

       Motion passed.

VII. Committee Reports
   A. Hancock report on General Education Council
      Hancock reported that the General Education Council met on December 4th and looked at surveys of courses
      done in the fall. She said that these surveys received the highest ratings she has seen and that no further
      scrutiny of these UGE courses is needed. There weren’t as many surveys since the courses were smaller
      sections rather than large lecture courses. She said it was very positive to see higher scores. Hancock
      mentioned that the writing component is still the lowest area of UGE and that the active learning and
      discussion area is strong. The council also approved several courses for second readings. She also reported
      that the council received a letter from the procedures committee that is looking at UGE and the content of
      that letter will be discussed at their next meeting on February 5th.

   B. Trussell report on University Library Committee
      Trussell reported that the University Library Committee will meet tomorrow and discuss copyright issues
      and scholarly publications.

   C. Stewart report on Committee on Academic Policy and Procedures (CAPP)
      Stewart reported that CAPP discussed the Standard Class Meeting Time Policy but nothing was finalized,
      but hopefully something will be decided in the near future.

VIII. For the Good of the University
     There were no items for the good of the university.

IX. Adjournment
    Meeting adjourned at 4:30 p.m.
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.