1. Alice Trussell, Chair, called the meeting to order at 3:33 p.m.

2. The minutes of December 6, 2005 were approved as corrected. There was a slight change under the Senior and Alumni Surveys.

3. Announcements
   Trussell welcomed members from the College of Architecture.

4. Course and Curriculum Changes

   A. Undergraduate Education
      1. A motion was made by Sachs and seconded by Stewart to approve undergraduate course and curriculum changes approved by the College of Architecture on October 27, 2005:

         **COURSE CHANGES**

         **Landscape Architecture**

         Changes:
         LAR 220 Landscape Architecture Design Studio I Site Design Studio I
         LAR 248 Building Science Landscape Architecture Materials and Methods
         LAR 310 Design Graphics and Visual Thinking
         LAR 320 Landscape Architectural Design Studio II Site Design Studio II
         LAR 410 Landscape Architecture Design Studio Planting Design Studio
         LAR 438 Land Construction I
         LAR 442 Landscape Architecture Design Studio IV Site Planning and Design Studio
         LAR 501 Landscape Architecture Seminar I
         LAR 502 Landscape Architecture Seminar II
         LAR 510 Landscape Architectural Delineation Techniques Landscape Architecture Tech Module I

         Add:
         LAR 520 Landscape Architecture Tech Module II
         LAR 530 Landscape Architecture Tech Module III
         LAR 540 Landscape Architecture Tech Module IV
         LAR 550 Landscape Architecture Tech Module V
         LAR 560 Landscape Architecture Tech Module VI

         **Regional and Community Planning**

         Changes:
         PLAN 315 Introduction to Planning

         Add:
Somehow has not been in the undergraduate catalog and needs put back in. It has been an approved course since at least 1984.

**Interior Architecture and Product Design**

Changes:
- IAPD 406 Problems in Interior Arch & Prod Design
- IAPD 407 Design Workshop I
- IAPD 409 Materials and Finishes
- IAPD 410 Interior Arch. Microcomputers
- IAPD 412 Design Workshop I Studio
- IAPD 416 History of Furniture
- IAPD 456 Theory of Product Design
- IAPD 520 Design Graphics Workshop

Add:
- IAPD 307 IAPD Design Studio 1
- IAPD 320 IAPD Design Studio 2
- IAPD 391 Contemporary Design
- IAPD 435 IAPD Design Studio 3
- IAPD 440 IAPD Design Studio 4

Questions were asked about the changes taking place in the College of Architecture. Wendy Ornelas, Associate Dean of the College of Architecture, Planning & Design, responded to questions and briefly described how the transition will be made. John Keller also briefly described his area’s transition in now delivering undergraduate courses. Each department within the College of Architecture is making modifications to their programs in order to keep in step with other universities. Various comments were made by committee members and visitors. Fairchild noted that students could apply to the Graduate School without completing an undergraduate degree in this college now. This is correct and precedence has been set for this by the Graduate School. Lovely asked about how this might affect their recruitment. Lynn Ewanow responded they feel this will affect the college in a positive way. Motion carried.

2. A motion was made by Anderson and seconded Sachs by to approve undergraduate course and curriculum changes approved by the College of Human Ecology December 2, 2005:

**CURRICULUM CHANGES**

Curriculum changes to the Bachelor of Science in apparel and textiles. See page 2 of the white sheets for rationale.

Curriculum changes to the Bachelor of Science in Human Ecology. See page 14 of white sheets for details.

Change to Teacher Licensure requirements for Family and Consumer Sciences Education. See pages 15-16 of the white sheets for details.

Motion carried.

B. Graduate Education – A motion was made by Stewart and seconded by Fairchild to approve graduate course and curriculum changes approved by the Graduate Council on December 6, 2005:

**CHANGES:**

- EDEL 620 Foreign Language Methods of Elementary Schools
- ENTOM 830 Molecular Entomology
- ENTOM 875 Insect Physiology
- IAPD 606 Design Studio 6
- IAPD 644 Interior Architecture Internship
- IAPD 645 Interior Architecture Internship Report
C. General Education – A motion was made by Lovely and seconded by Anderson to approve the following courses for UGE status as approved by the UGE Council December 7, 2005:

GRMN 510 German Film
FREN 113 Beginning Accelerated French
CHINE 101 Chinese I
CHINE 102 Chinese II
CHINE 201 Chinese III
CHINE 202 Chinese IV

Committee members made various positive comments about these courses being added to UGE. Motion carried.

5. Committee Reports

A. University Library Committee – Alice Trussell
   No report.
B. Committee on Academic Policy and Procedures (CAPP) – Alice Trussell
Much discussion in CAPP has surrounded the implementation of LASER and questions colleges are having. Trussell mentioned to CAPP members the inconsistency in terminology used by different colleges in describing possibly the same things in their course and curriculum changes. Trussell also spoke to CAPP members about the change to Graduation Scholastic honors in the university handbook. CAPP as a whole felt this will be a change for the better.

C. Student Senate – Alex Lovely
   Student senate has passed a resolution opposing TABOR. The 5-year tuition committee plan is also working hard.

D. Laser Steering Committee – Robert Stokes
   Stokes was not present. He did email Trussell and has attended two of these meetings. He mentions difficulty in following the theme of the meetings due to new terminology. He will try and keep us informed.

E. University General Education Council – Judy Collins – Not present

F. University General Education Steering committee – Melody Lehew – Not present
   Barbara Anderson, who serves on the UGE Council, gave us an update. The Committee met two weeks ago and was given its charge from the Provost. Anderson also mentioned the broad definition for General Education is changing and she feels this is a widespread shift in academia. This elicited a variety of comments from committee members.

6. Old Business

   A. Senior and Alumni Surveys update – Alice Trussell
      Trussell and Cia Verschelden are working closely together to finalize things. They are very close to sending their memo to the Provost.

   B. Enrollment cap – Attachment 1 (Action item)
      Trussell briefly reviewed the proposal with the committee. Fairchild made a motion to approve this proposal and Stewart seconded the motion. Lovely mentioned that it would be nice to make a note on the DCE website so students understand that DCE courses will count towards the 21 credit hours. Stewart will explore this suggestion. Motion carried.

   C. Approval, Routing and Notification Policy – Attachment 2 (Action item)
      Trussell mentioned this is the proposal which was returned to Academic Affairs by the Executive Committee. She explained the various changes that have been made. Fairchild made a motion to approve the proposal and it was seconded by Lovely. Motion carried.

7. New Business

   A. Course and Curriculum policy committee update
      Trussell updated Academic Affairs committee members on her findings regarding setting this new committee up. Trussell spoke with Ruth Dyer and discussed how this was done last time through an Ad Hoc committee. It is in the discussion phase right now. In the near future a joint committee will be proposed.

8. For the Good of the University
   Higgins mentioned he was just at a meeting the Provost has initiated to start an advisory committee to help Kansas State University reach Top 10 status. There is a document on the Provost’s website that discusses this more in detail. You can find it at: http://www.k-state.edu/provost/planning/strategy/priority/engage.htm. Higgins feels this document really explains the purpose behind this committee. He asked for any input to be emailed to him.

   Lovely commented that over the Christmas break, student senators and alumni from their districts will be meeting with representatives in Topeka. He also mentioned the Higher Education day coming up in February.

   Sachs mentioned the ranking for the design programs in the College of Architecture. They are in the top 5 in the country!

   Stewart commented about K-State’s ranking in distance education programs. K-State is highly regarded and is probably in the top ten, maybe the top five, among distance education programs in the nation. (If we look at land grants only, we are easily in the top five.) Distance education programs and staff have won more than 40 regional and national awards during the last ten years. We now have students in all 50 states and in 93 Kansas counties. The economic impact on those Kansas counties is very significant.

9. The meeting was adjourned at 4:40 p.m.
Proposed change to the University Handbook: Section F12

Rationale:

With the implementation of the new iSIS system, a review has been needed of the current cutoff for maximum enrollment hours. The new system will count the waitlisted classes as well as the classes in which the student is enrolled. Increasing the hours from 18 to 21 will give students greater flexibility and fewer frustrations at the time of enrollment. Therefore, the Committee on Academic Policies and Procedures and the Faculty Senate Academic Affairs recommend that the cap for enrollment be increased from the current 18 hours to 21 hours effective with enrollment for the fall 2006 semester. Wording in the University Handbook should be updated as follows:

F12 An undergraduate student may not enroll for more than 21 Kansas State University credit hours in a semester unless the student is granted permission to do so by the student's academic dean or the dean's representative.
ATTACHMENT 2
Approval Routing and Notification Policy for the Change Process for Courses, Curriculums, Degrees, and Programs (Revised March 4, 1999)
Course and Curriculum policy and procedural changes—December 20, 2005

The Board of Regents Policy and Procedures Manual, Appendix G, revised 03-01 and 01-04, establishes specific requirements of institutions requesting approval of new academic programs. Section 4.f., Program Review, Assessment and Accreditation, states the requirement for the institution to “establish clearly the institution’s plan to monitor, maintain and enhance the quality and effectiveness of the program.” The K-State BOR Performance agreement and the NCA accreditation visit reinforce the need to address assessment as an integral component of the design academic programs.

To be inserted in the procedure at I. D.5., Undergraduate Degrees, Programs, and Majors. Subsequent items currently listed as 5., 6., 7., 8., and 9., shall be renumbered 6., 7., 8., 9., and 10.

“For new degree programs, including majors, secondary majors and certificate programs, list student learning outcomes. Attach an Assessment of Student Learning Plan for the first three years of the degree program following the template found as provided by the Office of Assessment.”

To be inserted in the procedure at I.E. 5., Graduate Degrees and Programs. Subsequent items currently listed as 5. and 6. shall be renumbered 6. and 7.

“In accordance with Board of Regents Policy and Procedures manual for new degrees and programs, list student learning outcomes. Attach an Assessment of Student Learning Plan for the first three years of the degree program following the template found as provided by the Office of Assessment.”