Present: Bennett, Bolton, Bormann, Goodson, Linville, Narayanan, Pacey, Pankl, Satzler, Zajac, and Wang
Absent: Jani, Unruh
Visitors/Liaisons: Monty Nielsen

1. Andy Bennett, chair, called the meeting to order at 3:35 pm

2. The minutes of November 5, 2013 were approved as submitted.

3. Course and Curriculum Changes
   A. Undergraduate Education
      1. A motion was made by Zajac and seconded by Wang to approve the following curriculum change as approved by the College of Human Ecology on October 1, 2013 (sent out to the listserv by Marqueleta Wall on October 2, 2013):

         CURRICULUM CHANGES
         Center on Aging
         Changes to the Secondary Major in Gerontology. See supplemental information.

         Motion carried. Bennett made committee members aware of possible future proposals from Gerontology. They idea of having post bacc secondary majors is being considered. Some remember when post bacc minors were discussed and a new policy had to be created to allow for this. The same would apply with post bacc secondary majors, since this has not been done yet.

      2. A motion was made by Wang and seconded by Bormann to approve the following course additions as approved by the College of Human Ecology on October 29, 2013 (sent out to the listserv by Marqueleta Wall on November 7, 2013):

         COURSE ADDITIONS
         School of Family Studies and Human Services
         FSHS 475 Introduction to Child Life
         FSHS 575 Research Practicum

         Motion carried.

      3. A motion was made by Linville and seconded by Zajac to approve the following course addition as approved by the College of Business Administration on October 30, 2013 (sent out to the listserv by Alice Neidfeldt on November 1, 2013):

         COURSE ADDITION
         College of Business Administration
         GENBA 430 K-State Business: Professional Advantage

         A brief question was asked about the terminology in the course description stating students are not able to enroll. They’ve seen instructor permission, etc before, but this language seems a bit confusing. Bennett will contact Business Administration to clarify wording at the end of the course description. Motion carried.

      4. A motion was made by Satzler and seconded by Zajac to approve the following course and curriculum changes as approved by the College of Technology & Aviation, K-State Salina on November 1, 2013 (sent out to listserv by Karen Solt on November 7, 2013):
COURSE CHANGES

Aviation
Add:
AVT 120. Aeronautical Programs Flight Familiarization
AVT 200. Introduction to Airport Management
AVT 462. Airport Planning and Management II

Changes:
AVT 461. Airport Planning and Management; K-State 8: Ethical Reasoning and Responsibility; Historical Perspective

CURRICULUM CHANGES

Aviation
DROP: Bachelor of Science in Aviation Technology, Air Traffic Control Management Option (BATN-AT)
RATIONALE: This degree option has had chronic low enrollment. The department feels that departmental resources are better utilized in other degree options.
DROP: Air Traffic Control Certificate (CATCC)
RATIONALE: This certificate option has had chronic low enrollment. The department feels that departmental resources are better utilized elsewhere.

Changes to the Bachelor of Science in Aeronautical Technology, Airport Management Option (BATN-AP)

Motion carried.

5. A motion was made by Zajac and seconded by Pankl to approve the following course changes and curriculum addition as approved by the College of Arts and Sciences on November 7, 2013 (sent out to listserv by Karen Solt on November 7, 2013):

COURSE CHANGES

Biology
Add:
BIOL 504 – Plant Ecology; K-State 8: Natural and Physical Sciences

Communication Studies
Add:
COMM 465 – Communication and Conflict; K-State 8: Ethical Reasoning and Responsibility

Dean of Arts and Sciences
Add:
DAS 155 – Business Communications for Non-Native Speakers; K-State 8: Human Diversity within the US
DAS 400 – Undergraduate Research in Arts & Sciences

English
Changes:
ENGL 287 – Great Books; K-State 8: Aesthetic Experience and Interpretive Understanding; Historical Perspectives

Modern Languages
Add:
ITAL 333 – Italian 5; K-State 8: Global Issues and Perspectives; Historical Perspectives

Physics
Changes:
PHYS 115 – Descriptive Physics
PHYS 213 – Engineering Physics I
PHYS 214 – Engineering Physics II

Women’s Studies
Add:
WOMST 325 – Queer Studies: Concepts, History, and Politics; K-State 8: Human Diversity within the US; Historical Perspectives
WOMST 460 – Coming Out and Sexual Identity; K-State 8: Human Diversity within the US; Ethical Reasoning and Responsibility

CURRICULUM CHANGES
Women’s Studies
Add:
Queer Studies Minor

Questions were raised about Physics 213 and 214 with regard to the pre and co requisites. A motion was made by Satzler to table PHYS 213 & 214 until next meeting; motion was seconded by Pacey. Motion to table passed. Bennett will contact the department regarding the concern. It was noted the effective date of this was Spring 2014; however, since spring enrollment has already occurred and this would not have been approved by FS until December, this delay will not change that.

Also, The appropriateness of the title of the new minor being proposed was briefly discussed. It was noted the designation “Queer Studies” has been used for many years already in that unit.

Main motion carried.

B. Graduate Education – A motion was made by Zajac and seconded by Bormann to approve the following course additions and curriculum change as approved by the Graduate Council on November 5, 2013:

COURSE ADDITIONS
Veterinary Medicine
DMP 893 Principles of Biosafety and Biocontainment
CS 795 Advanced Surgical Experience

Human Ecology
GERON 705 Sexuality and Aging
GERON 715 Aging Veterans
GERON 720 Design for Aging in the Modern World
FSHS 808 Research Application in Personal Financial Planning
HMD 800 Topics in Hospitality Management and Dietetics
HMD 896 Financial Management and Cost Control in Dietetics

Education
EDACE 824 Teaching Online in Adult Education
EDACE 835 Developing Teams and Leaders in Adult Education
EDACE 837 Quality Programs and Staff Management in Adult Education

CURRICULUM CHANGE
Human Ecology, Gerontology
Changes to the Gerontology Graduate Certificate

Motion carried.
4. Follow-up items from Nov. 5 meeting
   A. ECON 599 – technical issue
      Bennett reported that in discussion with Registrar office personnel, they asked it be put through the process, either as expedited or non-expedited to have the approval trail documented. Bennett asked for the committee’s consensus as to whether this should be expedited or non-expedited. It appears this course was dropped from the iSIS catalog many years ago, but not the undergraduate catalog. In order to re-establish authenticity of the course it would seem it appropriate to go through the course approval process. The question was posed again whether this should be expedited or non-expedited. It was moved by Satzler and seconded by Narayanan to treat this correction as an expedited change. Something such as this could be included under “other minor changes” in course changes in the future. Motion carried.
   B. ATM courses – pre-requisites
      Bennett reported these are pre-requisites.
   C. Modern Language courses – tagging question
      A motion was made by Bormann and seconded by Zajac to bring these courses back to the table. The department would like to keep the Global Issues tag and remove the other. A general question was asked as to whether tagging could be variable. Bennett smiled, along with many other committee members, and reported that when K-State 8 tagging was being created that very question was raised and it was determined it would be extremely difficult to manage. Motion carried to accept department’s request and move these courses forward with the one tag.

5. Graduation list request – Approve the following graduation list addition:

   December 2012: Kaitlyn Marie Tompkins, BS in Education

   This was added to the agenda late in order to allow it to be on the FS agenda in December rather than February. However, there was a question though about some of the details. Bennett contacted the college of Education and was awaiting a response. On occasion due to licensure, etc. backdating the degree is acceptable. Committee members speculated it could be the course was incomplete and is now completed. If the committee would like to wait on more details that would be fine, or if the committee wishes to vote conditionally, that would be acceptable as well. Zajac moved to vote electronically on this when the details are relayed. Narayanan seconded. During the conversation the details were learned. The earlier motion was withdrawn and Goodson moved approval of the request, Bolton seconded. Motion carried.

6. Old Business
   A. University Handbook revisions to Section F
      Committee members picked up their review beginning at section F87 and continued through the rest of the section. Several edits were made. Committee members were reminded that this section, once approved by Academic Affairs, will go forward to Faculty Affairs. Background: This was originally put forward as part of the review by the University Handbook and Policy committee and made its way through Faculty Affairs. However, at the Executive committee meeting it was noted Section F had many academic policies, which should be reviewed to be sure they are accurate and current; therefore it was sent to the Committee on Academic Policy and Procedure and was then sent to FS Academic Affairs for their input and review prior to going forward again through Faculty Affairs.

      A motion was made by Pacey and seconded by Zajac to send Section F, along with the edits by Academic Affairs, on to Faculty Affairs for their final review and edits before sending it back through Executive committee to be placed on Faculty Senate’s agenda. Motion carried.

   B. Approval, Routing, and Notification for Course and Curriculum changes
      Jackie Spears has sent the revised version of the approval, routing, and notification policy to subcommittee members for their review. This will be on Academic Affairs agenda for December.

7. New Business - none
8. Committee reports:
   A. CAPP – Bennett  
      In response to the request made by Academic Affairs, the Committee on Academic Policy and 
      Procedure reviewed current procedures for posthumous degrees and how they are handled in each 
      college. It was determined not to make changes to the University Handbook. However, to be sure 
      these are handled equitably within each college it was decided to add another item to the list of items 
      that are cared for when a student dies. If a student dies who was in good academic and conduct 
      standing, the dean’s office will contact the family to see if they wish to pursue a posthumous degree. 
      Internal policies will be amended to reflect this.
   B. iSIS – Satzler  
      Satzler reminded all that grades are due on Monday, December 23. Since grades are not typically due 
      on a Monday, and this only happens once every six years, more reminders will be given. Also, DARS 
      will be updated. This is scheduled to occur on December 9. The biggest impact will be to the dean’s 
      offices with regard to reports offered.
   C. Library Committee – Bormann  
      Bormann reported the committee’s main discussion at their last meeting was their collections. Also 
      there budget is six million, but five and a half of that is committed to journal subscriptions, so they 
      have a small budget for new things.
   D. CCAPIC - Bennett/LaBerge  
      Bennett reported the two subcommittees gave reports at the full committee meeting. Many ideas were 
      shared. This project will take some time, and much will depend on the system the university can afford 
      to purchase or create.

9. Announcements/for the good of the University

10. The meeting adjourned at 5:04 p.m.

Next meeting: Tuesday, December 3, 2013; 3:30 pm; Union room 204