

MINUTES
Faculty Senate Academic Affairs

August 22, 2023, 3:30 pm

ZOOM ONLY: 442 684 782 or <https://ksu.zoom.us/j/442684782>

Present: Grant Alford (APD), Andy Bennett (AS-Co-Chair), Elizabeth Berney (LIB), Hansin Bilgili (BA), Jessica Binckley (SGA), Pamela Erickson (GU alternate), Shane Lyon (VM), Laurel Moody (GU), Kim Hiller (HHS), Brandon Kliewer (ED-Co-Chair), and Steve Warren (EN)

Absent: Nicky Cassell (VM), Deborah Kohl (EXT), Joann Kouba (Ag), Sujatha Prakash (Term Appt), and Drew Smith (TA)

Nonvoting liaisons: Kelley Brundage (REG), Shannon Castleberry (REG), and Karen Goos (PROV)

Guests and/or visitors: Tanya González, Phillip Lancaster, and Charlotte Pfaff

1. Brief introductions were made and the meeting was called to order by Kliewer.
2. Brief overview of Academic Affairs work/service: Curriculog proposals, Approval, Routing, and Notification policy manual, graduation list additions, posthumous degree requests, interdisciplinary programs, microcredentials, other academic policies, and so on.

Co-Chair Kliewer shared a brief overview of the committee’s work and members’ responsibilities along with various websites that are resources.

3. Demonstration from Registrar’s office of new curriculum forms – Charlotte Pfaff
 Charlotte Pfaff, Associate Registrar, showed committee members and guests the Curriculog course picker and templates, so to speak, that they have been diligently working on over the past several weeks. This will also move us to the system showing tracked changes for curriculum and not just courses. There will likely be some growing pains with changing over to this, but in the long term it will be better for not only those processing the many proposals, but those inputting as well. With Gen Ed Core changes taking place, there will be hundreds of proposals this year.
4. 2022-2023 Curriculog Data (informational) – Kelley Brundage
 Registrar, Kelley Brundage, shared with the committee a report that showed the number of proposals which were approved and processed during the last academic year (see below). This report shows a mostly typical year, but as has already been highlighted, this academic year will produce a significant increase in yield of proposals. This represents a lot of time and energy on the part of many reviewing bodies and office personnel who input these into the system, so she thanked all for their hard work as part of this team.

Curriculum Proposals	Received	Completed
Course Proposals	791	668
Course: New	188	130
Course: Change	324	264
Course: Discontinue	41	40
Course: System Request	234	234
Curriculum Proposals	179	135
Curriculum: Certificate Change	15	13
Curriculum: Major Change	105	77
Curriculum: Minor Change	16	16
Curriculum: Certificate Discontinue	1	1
Curriculum: Major Discontinue	5	5
Curriculum: Minor Discontinue	-	-

Curriculum: Certificate New	20	15
Curriculum: Major New	10	2
Curriculum: Minor New	3	2
Elective List Update	4	4
Aalog		
Curriculum Proposal Updates in Aalog		135

DARS/uAchieve		
Curriculum Proposal		135
Course Number Changes	200 requirements	34
Graduate Certificates		63
<i>Special Projects</i>		
UCORE Encoding Creation	360 Programs	

5. The May 23, 2023 minutes were approved electronically and are already posted.

6. New Curriculum Proposal(s):

To view full proposals, see the Curriculog Agenda: <https://kstate.curriculog.com/agenda:2045/form>

Veterinary Medicine	Veterinary Medicine Sustainability Certificate
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A motion was made by Kliewer and seconded by to Berney approve the new curriculum proposal.

There were several typos in the rationale and a couple in the catalog description that were corrected.

Though noting he believes this certificate should be approved, Kliewer acknowledged that there have been discussions in the last couple years of trying to operationalize a definition of “sustainability” across K-State units. Some have expressed concerns and interest in having academic programs related to “sustainability” relying on different understandings of sustainability. Perhaps an institutional effort around coordinating academic programs related to sustainability would be strategically prudent.

There was interest in this and Bilgili volunteered to assist if there is movement on a definition for sustainability, within the university. It was noted that sustainability appears to be a key component in the new strategic plan to be announced on September 8th by the president, so it’s likely there will be a lot of momentum around this topic in the near future. Once we get an idea of where that is going, it’ll be good to be involved in the academic side of that.

Motion carried.

7. New Microcredential programs approved over the summer – *informational*

Agriculture	Introduction to Entomology: Applied Entomology: https://kstate.curriculog.com/proposal:9447/form Introduction to Entomology: Insect Biology: https://kstate.curriculog.com/proposal:9444/form Introduction to Entomology: Morphology, Classification, and Identification: https://kstate.curriculog.com/proposal:9443/form
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Arts and Sciences	Independent English for Academic Professionals (EFL/ESL): https://kstate.curriculog.com/proposal:9351/form Basic English for Academic Professionals (EFL/ESL): https://kstate.curriculog.com/proposal:9349/form Practical English for Academic Professionals (EFL/ESL): https://kstate.curriculog.com/proposal:9350/form
Technology & Aviation	Supporting Microsoft SQL Server: https://kstate.curriculog.com/proposal:9583/form

The above microcredentials were approved over the summer and are shared here for information.

8. Graduation list, addition(s), and posthumous degree requests, etc. (*action item*)
 - A. List addition: May 2023, Brenden Bickel, BS, Health and Human Sciences
 - B. Posthumous degree request: May 2024, Jerrad Kutina, BS, College of Engineering

A motion was made by Kliewer and seconded by Binckley to approve the graduation list addition and posthumous degree request. Motion carried.

9. Upcoming committee work for AY 2023-2024 (**new and/or ongoing**)
 - A. Micro-credentialing – University Handbook language (new)

Kliewer noted that an approval process was completed last semester, but now a university handbook addition needs to be worked on for inclusion. Erickson shared there is desire on the part of several, including herself, Jo Maseberg-Tomlinson, Karen Pederson, and others to start work on a possible definition and language for the handbook as perhaps a small working group. There was discussion among members and liaisons regarding where a definition, and also crafting of the handbook language, would begin. CAPP, or a small working group comprised of CAPP members and others, was suggested. This will be kept on the radar and Kliewer will follow up on this. It was acknowledged that the work on this is important and moving forward is desirable.

As was shared in a recent [K-State Today](#), a website was launched related to Microcredentials: <https://microcredentials.k-state.edu/>.

- B. Interdisciplinary program Policy review

This has been on the AAC docket for a while now. It is nearing completion and the associate deans have seen the process, but it needs pushed towards the finish line, hopefully this year.
- C. Follett – Inclusive Access Program pilot (guests to be at September Faculty Senate meeting)

Kliewer reminded all of the pilot proposal being moved forward. Andy shared a little more detail about this. There is interest from the Libraries and Student Senate in this conversation as the pilot and the process moves forward. We want to make sure the impacted units are represented in the conversation. This committee will remain involved in these conversations.
- D. Undergraduate Post Bacc minors in general – future of these

During the last couple of years, there has been discussion on these types of credentials, and they continue to grow. It was shared these came into existence in 2010, but not many individuals are completing these. However, there are compliance issues and logistical issues involved. Due to other heavier work on the committee’s plate last year, this didn’t move forward. Right now this seems to be a deferred maintenance issue, so to speak. One suggestion was to move post-bacc minors to be certificates. There was some feedback received a couple of years ago when inquired about, but no further action was taken. If anyone wants to champion this item, let Kliewer and Bennett know.
- E. [Course components](#) – which changes can be expedited?

- *Determine which changes to components should be processed through standard routing and which may be expedited. Component definitions were updated in 2019. At that time, AAC wished to have more time to determine if certain changes could be expedited. Since that time, there has been a lack of consistency applied to processing these changes.*

This topic also rolled over from last year that needs discussion.

10. Committee Reports – as available

A. CAPP (Committee on Academic Policies and Procedures) – Kliewer

It was shared that CAPP would like to review their committee membership and scope of work.

Melinda Cro and a few others offered to work on this and once completed, bring possible changes to FS Academic Affairs and the Provost for consideration. This includes outdated wording membership is and so on.

B. Curriculog Team – No report

See agenda items above for work comp There is much work going on in Curriculog, but a Curriculog Team meeting has not yet been held.

C. Library – *AAC representative for this committee needs appointed.*

There is no liaison for this committee as of yet and it is unknown when they next meeting. If you are interested, please let us know as soon as possible. **UPDATE:** Grant Alford indicated interest in serving on this committee. If there are no other members interested, he will be appointed.

11. Announcements and/or for the good of the University

A. Updates were made to the Approval, Routing, and Notification policy manual over the summer.

- Microcredential approval process included (page 53)
- K-State Core, general education, information included (pages 54-56)

B. State of the University Address – Friday, Sept. 8th, 3 pm, Student Union Forum Hall

C. Binckley shared that Student Senate begins their meetings next week. These will be held at 7 pm each Thursday and any are welcome to join as their schedules allow.

12. The meeting was adjourned at 4:44 pm.

Next meeting: September 5, 2023, 3:30 pm; Zoom: <https://ksu.zoom.us/j/442684782>