MINUTES
Faculty Senate Executive Committee
Monday, January 7, 2002 3:30 pm
K-State Union, Room 205

Present: Bradshaw, Cochran, Gormely, Holden, Prince, Ransom, Tom Herald for Karen Schmidt, Spears, Verschelden, Zabel

Absent: Clegg, Dandu (videoconference did not work), Gehrt, Johnson, Jurich, Krstic, Pickrell, Ross, Schrock, Wolters, Youngman

Visitor: Ruth Dyer

I. Call meeting to order
President Cia Verschelden called the meeting to order at 3:35 p.m.

II. Approval of minutes, November 26, 2001
It was moved and seconded to approve the minutes of the November 26, 2001 meeting. Minutes were approved.

III. Announcements

A. Faculty Senate Leadership Council
The schedule for the presentation, consideration, and approval of our tuition principles and strategies is as follows: January 16 - presentation to KBOR of tuition principles in a five-year context; March 13/14 - presentation to KBOR of specific strategies (with % increases, waiver plans, differential charges, etc.) for Fall, 2002; and April 17/18 - approval of tuition plan by KBOR.

Since our last Senate meeting, the issue of the idea of charging "extra" tuition in the Colleges of Business and Engineering to address faculty salary concerns, has been further discussed. The current concept is stated as follows in the presentation that will go to the KBOR next week:

When an academic college experiences unusually high faculty turnover because of a long-term inability to pay competitive salaries, a surcharge for courses taught by that college should be considered to supplement salaries. The need for the surcharge would be reviewed periodically.

B. Kansas Board of Regents meeting
1. The Council of Faculty Senate Presidents is discussing the impact of the “54-hour rule” that was passed by the KBOR in November, requiring that every baccalaureate student be required to take a minimum of 54 hours of upper-division courses. Data is being gathered on each campus to present to the Board in March.

2. At the January 16 KBOR meeting, the six Regents institutions will each make a half-hour presentation of their tuition “principles.” In each case, the Faculty Senate and Student Senate Presidents will make brief statements on the principles.
3. On January 17, the KBOR and the entire Kansas State Legislature will meet at KSU to hear presentations on the proposals for the 1) Food Safety and Security Building at KSU; 2) Life Sciences Building at KU; and 3) Aviation Building at WSU. KSU Faculty Senate Leadership Council will attend.

C. Report from Student Senate - report will be given at the Faculty Senate meeting

D. Other
   Dyer announced that four speakers have been scheduled this semester for the Provost Lecture Series. The first lecture has been scheduled for February 1 in the afternoon (time to be determined) in the Hale Library Hemisphere Room. Dr. Drew Appleby, Director of Undergraduate Studies in Psychology at Indiana University, will present a lecture entitled “Teaching, Advising, and Scholarship: Independent Activities or Complementary Endeavors?”.

IV. Faculty Salary and Fringe Benefits Committee Report - Jana Fallin - to be presented at the Faculty Senate meeting

V. Report on PILOTS Program - Mike Lynch, Associate Vice President for Personal Development - to be presented at the Faculty Senate meeting

VI. Reports from Standing Committees

A. Academic Affairs Committee - Jackie Spears

1. Course and Curriculum Changes

   a. Undergraduate Education

      1. Spears moved placing on the January 15, 2002 agenda approval of Undergraduate Course and Curriculum Changes approved by the College of Arts and Sciences November 8, 2001 with the following deletion from the Department of Music: Page 130, undergraduate catalog - Bachelor of music education (Final approval was pending approval by the College of Education and they will not vote on this on this item until their February meeting).

      Health Professions Advising
      CHANGE:
      DAS 001 Medical Technology to “Clinical Laboratory Science”
      DAS 405 Topics in Medical Technology to “Topics in Clinical Laboratory Science”

      CHANGE TO UNDERGRADUATE CATALOG:
      (Page 94, undergraduate catalog) **see page 24 of white sheets for details
      Name change for the major Medical Technology to: Clinical Laboratory Science (Medical Technology)

      Department of English
      CHANGE:
      ENGL 030 Writing Laboratory
      ENGL 110 Honors English I
      ENGL 125 Honors English II

      ENGL 150 English Studies Abroad
      ENGL 220 Fiction into Film
ENGL 230, 231, 233, 234 Introduction to Western Humanities
ENGL 230 Humanities: Classical Cultures to “Classical Cultures”
ENGL 231 Humanities: Medieval and Renaissance to “Medieval and Renaissance”
ENGL 233 Humanities: Baroque and Enlightenment to “Reformation to Enlightenment”
ENGL 234 Humanities: modern to “Modern”
ENGL 251 Introduction to Literary Studies
ENGL 261 British Literature: Medieval and Renaissance
ENGL 262 British Literature: Enlightenment to Modern
ENGL 287 Great Books
ENGL 295 Selected Studies in English
ENGL 299 Honors Topics in English
ENGL 300 Expository Writing III
ENGL 330 The Novel
ENGL 340 Poetry
ENGL 345 Drama

CHANGE:
ENGL 361 British Survey I
ENGL 362 British Survey II
ENGL 381 American Survey I
ENGL 382 American Survey II
ENGL 280 Selected American Ethnic Literatures to: ENGL 385 Selected American Ethnic Literatures
ENGL 390 Fable and Fantasy
ENGL 395 Topics in English
ENGL 399 Honors Seminar in English
ENGL 400 Advanced Expository Writing for Prospective Teachers
ENGL 420 Literature and Film
ENGL 430 The Structure of English
ENGL 440 Themes in Literature
ENGL 445 Literary Kinds
ENGL 450 Literature and Society
ENGL 461 Introduction to Fiction Writing
ENGL 463 Introduction to Poetry Writing
ENGL 470 English Bible to “The Bible”
ENGL 476 American English
ENGL 485 Introduction to History and Theory of Composition and Rhetoric
ENGL 490 Development of the English Language
ENGL 498 Honors Tutorial in English
ENGL 499 Senior Honors Thesis
ENGL 516 Written Communication for the Sciences
ENGL 525 Women in Literature
ENGL 545 Literature for Adolescents
ENGL 562 Playwriting
ENGL 580 Selected World Literature
ENGL 599 Special Research in English

ADD:
ENGL 270 American Literature

DROP:
ENGL 271 American Literature: Colonial through Romantic
ENGL 272 American Literature: Realists and Moderns
ENGL 535 Literature of Aging
Department of Modern Languages

CHANGE:
FREN 502 French Literature in Translation

Department of Music

CHANGE:
MUSIC 200 Styles I, Elements of Music to: MUSIC 210 Music Theory I
MUSIC 201 Styles II, Textures of Music to: MUSIC 230 Music Theory II
MUSIC 202 Styles III, The Classical Period to: MUSIC 320 Music Theory III
MUSIC 218 Aural Skills Proficiency to: MUSIC 322 Aural Skills Proficiency
MUSIC 213 Styles IV, The Romantic Period to: MUSIC 360 Music Theory IV
MUSIC 417 Conducting

ADD:
MUSIC 225 Freshman Survey
MUSIC 231 Aural Skills I
MUSIC 321 Aural Skills II
MUSIC 361 Aural Skills III
MUSIC 517 Choral Conducting
MUSIC 518 Instrumental Conducting
MUSIC 525 Instrumentation and Arranging
MUSIC 530 Music History I: Ancient Greece through 1700
MUSIC 531 Music History II: 1700 to 1850
MUSIC 532 Music History III: 1850 to the Present

CHANGES TO UNDERGRADUATE CATALOG:
(Page 129, undergraduate catalog)
Music Minor  **see page 26 of white sheets for details
The list of courses reflects changes to the core curriculum.

(Page 130, undergraduate catalog)
Proficiencies  **see page 26 of white sheets for details
Change in Course numbers because of changes to the core curriculum

(Page 129, undergraduate catalog)
Bachelor of arts with a music major  **see page 28 of white sheets for details
The list of music courses reflects changes in course names and credit hours for the core curriculum.

(Page 129 - 130, undergraduate catalog)
CHANGE in Bachelor of Music  **see pages 31 - 32 of white sheets for details
The list of music courses reflects changes in course names and credit hours for our core curriculum. THTRE 268 for 267 which is not regularly offered.

(Page 90, undergraduate catalog)
CHANGE in Bachelor of Music  **see page 33 of white sheets for details
To clarify general education requirements and give more flexibility for the science area.

Department of Women’s Studies

CHANGE:
WOMST 150 Introduction to Women’s Studies
WOMST 405 Senior Seminar in Women’s Studies to: WOMST 610 Senior Seminar in
Women’s Studies

ADD:
WOMST 205  Gender, Ethnicity, and Class
WOMST 410  Feminist Thought
WOMST 550  Women and Popular Culture
WOMST 560  Women and Violence
WOMST 580  Women and Religion
WOMST 590  Field Experience in Women’s Studies

DROP:
WOMST 506  Approaches to Women’s Studies

Department of Kinesiology
CHANGE TO UNDERGRADUATE CATALOG:
(Page 119, undergraduate catalog)  **see page 25 of white sheets for details
Reflects changes in course titles and curriculum passed through Faculty Senate in January 1998, but not yet listed in printed catalog.

Department of Physics
CHANGE TO UNDERGRADUATE CATALOG:
ADD (list of basic courses and additional requirements)
(Page 135, undergraduate catalog)  **see page 34 of white sheets for details
Minor in Physics
Some students in the other sciences and engineering now take one or two physics courses beyond their basic requirements of Engineering Physics 1 & 2. These students could obtain formal recognition by having a minor. We expect that the existence of the minor will encourage more students in other disciplines to take 1 - 2 advanced physics courses.

Department of Statistics
CHANGE TO UNDERGRADUATE CATALOG:
(Page 151, undergraduate catalog)  **see page 35 of white sheets for details
CIS has rearranged course offerings. CIS 203 no longer exists. That laboratory has been included as a component in CIS 200, with that course changed to 4 credits.

Motion passed.

2. Spears moved placing on the January 15, 2002 agenda approval of Undergraduate Course and Curriculum Changes approved by the College of College of Engineering November 9, 2001 with the following deletion from the Department of Biological and Agricultural Engineering: remove BAE 551 Hydrology from the list of DROP courses (this course was a requirement in the College of Agriculture so they want further discussion).

Biological and Agricultural Engineering
CHANGE:
BAE 200  Engineering Methods to “Introduction to Biological and Agricultural Engineering and Technology
BAE 530  Natural Resource Engineering
BAE 536  Agricultural Engineering Design I
DROP:
BAE 512  Functional Analysis of Agricultural Machinery
BAE 521  Energy in Biological Systems
BAE 566  Design of Agricultural Structures

ADD:
BAE 350  Agricultural Machinery Systems
BAE 351  Agricultural Machinery Systems Lab
BAE 531  Natural Resource Engineering Field Laboratory
BAE 535  Fundamentals of Structures and Environment Engineering

CURRICULUM CHANGES:
General Option  **see pages 7, 11, and 12 of white sheets for details
Environmental Option  **see pages 8, 13, and 14 of white sheets for details
Food Engineering Option  **see pages 9, 10A, and 15 of white sheets for details

NAME CHANGE:
FROM:  Food Engineering Option
TO:  Procession Option  **see pages 10A and 16 of white sheets for details

NEW OPTION:
Machinery Option  **see pages 10B and 17 of white sheets for details

CHANGES:
CIS 605  Programming Languages to  CIS 505  Programming Languages
CIS 570  Introduction to Formal Language Theory

Computer Science
CURRICULUM CHANGES:
Bachelor of Science in Computer Science
CIS 605 is being renumbered to CIS 505  **see pages 20, 21, and 22 of white sheets for details

Information Systems
CURRICULUM CHANGES:
Bachelor of Science in Information Systems
CIS 605 is being renumbered to CIS 505  **see page 20, 23, and 24 for details

General Engineering Course Modifications
MODIFICATIONS:
DEN 120  Minority Engineering Enrichment Seminar to “Multicultural Engineering Enrichment Seminar”
DEN 220  Minority Engineering Colloquium to “Multicultural Engineering Colloquium

Electrical and Computer Engineering
ADD:
EECE 542  Local Area Networking

Embedded Systems Minor - the Computer Engineering program of the Dept. of Electrical and Computer Engineering offers an interdisciplinary minor in Embedded Systems. The minor requires 15 semester hours.  **see page 28 of white sheets for details
**Industrial and Manufacturing Systems Engineering**

**Course changes - Industrial Engineering Program**

**CHANGE:**
- IMSE 560  Introduction to Operations Research I
- IMSE 251  Manufacturing Processes Laboratory
- IMSE 555  Industrial Facilities Layout and Design
- IMSE 591  Senior Design Project I
- IMSE 592  Senior Design Project II
- IMSE 580  Manufacturing Systems Design and Analysis

**see pages 29 - 35 of white sheets for details**

**Course Changes - Manufacturing Systems Program**

**DROP:** Restrictive Elective 3 credit hours
- CE 530 4 credit hours

**ADD:**
- CE 530 3 credit hours

Credit hours required for graduation change to 130.

**see pages 33, 36, and 37 of white sheets for details**

Motion passed.


**COURSE ADDITIONS:**
- BUS 320  Total Quality Management for Technology

**CURRICULUM MODIFICATIONS:**
The Arts Sciences and Business Department of the College of Technology and Aviation is modifying the curriculum for the Bachelor of Science in Technology Management to require 40 hours of upper division course work in addition to the current program requirements, and incorporate the change in the TQM course from IET 265 to BUS 320.

*See pages ASB-2 through ASB-4 for details.*

Associate of Technology in Construction Engineering Technology - Add CET 120 Materials Samp. & Testing to the program. *See pages ET-5 through ET-6 for details.*

Bachelor of Science in Electronic and Computer Engineering Technology - no changes in lower division (Associate Degree) portion of the curriculum. Moving courses to different semesters during Junior year. *See pages ET-7 through ET-9 for details.*

**COURSE DELETIONS:**
- CET 210  Civil CAD
- CET 231  Construction Surveying
- CET 232  Surveying Astronomy
- CET 236  Topography Surveying Practicum
- CET 237  GPS and Network Surveying Practicum
- CET 238  Boundary Surveying Practicum
- CET 252  Internship
- CET 310  Strength of Materials
- CET 314  Structural Steel Design
- CET 315  Reinforced Concrete Design
CET 330  Land Surveying II
CET 420  Sub-Division Design
CET 430  Map Projection
CET 434  Survey Adjustment
CET 450  Engineering Technology Database
CET 460  Engineering Technology Surveying
CET 490  Senior Seminar
CET 534  Projects in GPS
CET 550  Projects in Photogrammetry
CET 560  Remote Sensing Applications
EVET 100  Introduction to Environmental Engineering Technology
EVET 150  Microbiology for Environmental Engineering Technology
EVET 215  State and Federal Regulations
EVET 220  Waste Water Treatment
EVET 235  Safety and Industrial Hygiene
EVET 240  Applications of Fluid Flow
EVET 245  Waste Handling and Disposal
EVET 250  Pollution Prevention
EVET 255  Environmental Sampling and Analysis
EVET 265  Recycling and Pollution Prevention
EVET 290  Problems in EVET
IET 263  System Analysis and Quality Control
IET 265  Total Quality Management for Technology

COURSE MODIFICATIONS:
ECET 352  Digital Circuits and Systems
CMST 101  Applied BASIC Programming to Applied Basic Programming

CURRICULUM DELETIONS:
Associate of Technology in Surveying Technology (SRVT). This proposal includes the Geographic Information Systems option (SRVT-GIS) within the Surveying Technology curriculum

Bachelor of Science in Land Information Technology (LIT) degree program

Associate of Technology in Civil Engineering Technology - Surveying Option (CET-SV)

Associate of Technology in Computer Information Systems Technology (CMIS) degree program

Associate of Technology in Environmental Engineering Technology (EVET) degree program

Motion passed.

4. Spears moved placing on the January 15, 2002 agenda approval of Undergraduate Course and Curriculum Changes approved by the College of Business Administration December 5, 2001.

Change the GPA requirements for Students in the College of Business - First-time Students, Transfer Students  *See pages 1 - 2 for details

Change in requirements for BAPP. *See pages 2- 7 for details
Motion passed.

b. Graduate Education

1. Spears moved placing on the January 15, 2002 agenda approval of the Graduate Course & Curriculum Changes approved by Graduate Council December 4, 2001 (postponed from their November 6, 2001 agenda). Executive Committee requested that a description be included regarding the new M.S. in Curriculum and Instruction.

**CHANGE**
- EDCEP 721 Mental Health in Schools
- EDSP 750 Characteristics and Needs of Individuals Who are Gifted
- EDSP 847 Methods and Materials for Learners who are Gifted

**DROP**
- CS 864 Equine Advanced Hard Tissue Surgery
- CS 865 Equine Advanced Soft Tissue Surgery
- STAT 807 Applied Geostatistics

**NEW**
- ANTH 684 Forensic Medicine and the Investigation of Death
- BIOL 622 Cellular and Developmental Biology of the Nervous System
- BIOL 823 Demographic Methods
- MC 712 Environmental Communications
- POLSC 655 International Politics of Latin America

Motion passed.


**CHANGE**
- AGCOM 810 Agriscience Communication
- AGEC 680 Risk Management
- ATM 653 Water Management and Irrigation Systems
- BAE 636 Agricultural Engineering Design II
- BAE 705 Irrigation Engineering
- BAE 750 Analysis and Design of Off-Highway Vehicles
- CIS 605 Programming Languages
- CIS 705 Programming Language Design
- CIS 706 Translator Design I
- EDCIP 803 Curriculum Development
- EDCIP 808 Curriculum in the Inner City
- EDCIP 831 Contemporary Issues in Teaching and Learning
- EDCIP 832 The Role, Organization, and Function of Community Colleges
- EDCIP 882 Teaching and Learning Models
- EDCIP 879 The Community College Curriculum and Instructional Services
- EDEL 821 Contemporary Mathematics in Elementary/Middle Schools
- EDEL 822 Trends in Elementary/Middle-Level Social Studies
- EDEL 834 Improving Elementary/Middle-Level Science Teaching
- EDEL 840 Assessment in Reading/Language Arts
- EDEL 841 Individualized Reading and Writing Instruction
- EDETC 718 Learning Technologies
EDSEC 776  Teaching in Middle Schools  
EECE 636  Introduction to Computer Graphics  
EECE 885  Power Systems Operation and Control  
GEOG 801  Graduate Colloquium II  
IMSE 633  Production Planning and Inventory Control  
IMSE 780  Methods of Operations Research  
MUSIC 714  Advanced Orchestration  
PLPTH 676  Fusarrium Laboratory Workshop  
PLPTH 915  Chromosome and Genome Analysis  
WOMST 810  Gender: An Interdisciplinary Overview  

DROP  
EDCIP 704  Extra-Class Activities  
EDCIP 805  Curriculum Construction for Elementary and Secondary Schools  
EDCIP 836  Individualized Instructional Programs  
EDETC 719  Microcomputers in Instruction Lab  
EECE 742  Data Communications  

NEW  
AGCOM 712  Environmental Communication  
AGEC 710  Comparative Food and Agriculture Systems  
ATM 654  Water Management and Irrigation Systems Lab  
BAE 650  Energy and Biofuel Engineering  
BAE 761  Natural Treatment Systems  
EDADL 770  Educational Change and Technology  
EDCIP 740  Curriculum Materials for Dual Language Learners  
EDCIP 890  Master's Project  
EDEL 755  Tradebooks in Elementary/Middle Schools  
EDEL 758  Reading/Writing Connections  
EDEL/EDSEC 760  Teachers as Researchers  
EDEL/EDSEC 768  Enhancing Instruction Through Technology  
EDETC 765  Computer Networking in Schools  
EDETC 766  Multimedia for Teachers  
EDETC 864  Hypermedia for Teachers  
EDETC 887  Proseminar I: Educational Computing, Design, and Distance Education  
EDETC 888  Proseminar II: Technology, Change, Research, and Theory  
EDETC 890  Cognitive Issues in Educational Computing  
EDSEC 720  Study Skills Instruction  
EECE 641  Advanced Digital Design using Logic Synthesis  
EECE 841  Wide Area Networking  
KIN 818  Social and Behavioral Bases of Public Health  
THTRE 673  Theatre for Conflict Resolution  
THTRE 674  Drama Therapy with Adolescents  
THTRE 675  Drama Therapy with Older Adults  

Graduate Certificate Program in Real-Time Embedded System Design  

New degree - M.S. in Curriculum and Instruction  
*Remove two related degrees (the M.S. in Elementary Education and the M.S. in Secondary Education) and to add one degree (the M.S. in Curriculum and Instruction)  

Motion passed.
c. General Education

Spears moved placing on the January 15, 2002 agenda the following three general education items:

1. Approve the following course for general education that was approved by the University General Education Council on May 18, 2000. (This course was inadvertently not forwarded on to Academic Affairs.)

   CHM 350 General Organic Chemistry

2. Approve the following course for general education that was approved by the General Education Council March 1, 2001 and by Academic Affairs on April 3, 2001 but was not forwarded on to Faculty Senate.

   HIST 511 Environmental History

3. Approve the following courses for general education that were approved December 6, 2001 by the General Education Council.

   ENGL 220 Fiction into Film
   ENGL 233 Humanities: Baroque and Enlightenment
   ENGL 234 Humanities: The Modern Period
   SOCIO 363 Global Problems

Motion passed.

2. Spears moved placing on the January 15, 2002 agenda approval of additions to the following graduation lists. Cochran said he had Jorge Eduardo Narino in a class last summer and questioned whether the graduation date was correct. Spears said she would check the date and the correct date would be given on the Faculty Senate agenda.

May 2001
Emily K. Jung, Bachelor of Architecture
Jon Korey Mayronne, BS - Airway Science Professional Pilot, degree codes U1
Jorge Eduardo Narino, Bachelor of Architecture

Motion passed.

3. Spears moved placing on the January 15, 2002 agenda approval of the granting of a Social Science degree to Jennifer Andres as requested by the Dean of the College of Arts and Sciences. Motion passed.

4. Spears moved placing on the agenda the approval of the Policy on Semester Quizzes, Tests and Exams Scheduled Outside of Regular Class Times (ATTACHMENT 1). Motion passed.

B. Faculty Affairs Committee - Cia Verschelden for Vicki Clegg
   Verschelden reported that Faculty Affairs had no action items to bring forward.

C. Faculty Senate Committee on University Planning - Mickey Ransom for John Johnson
Ransom had two items to report from FSCOUP:

1. HNTB will make presentations on the campus master plan in February. Executive committee members agreed that they would like HNTB to make a special presentation prior to the February Faculty Senate (3:00 - 3:30 p.m.).

2. The Galichia Center on Aging is going through a reorganization process that FSCOUP is involved in. It is currently under three colleges: the College of Arts & Sciences, the College of Architecture, Planning, and Design, and the College of Human Ecology. All three colleges seem to be in agreement to have it housed in the College of Human Ecology. This move will make it easier for the Galichia Center for Aging to do fundraising and receive grants. A formal report on the reorganization will be given at the February Faculty Senate meeting.

D. Faculty Senate Committee on Technology - Cia Verschelden for John Pickrell
A resolution concerning website access was discussed and sent back to committee.

VII. Old Business - none

VIII. New Business - none

IX. For the Good of the University - none

X. Adjournment
Meeting adjourned at 4:40 p.m.
Semester Quizzes, Tests, and Exams Scheduled Outside of Regular Class Times*

Policy and Procedures
For
Undergraduate Courses

I. Issues (a sampling)
A. Students
   a. Students have indicated that the scheduling of course related quizzes, tests, or exams outside of the regular class time (i.e., ORC’s) is not always known at the time of enrollment and many times only known after the semester has begun. (ORC’s are not consistently noted in the Semester Course Schedule booklets.)
   b. With no policies/procedures to govern ORC’s, their make-up varies greatly from course to course; some of these have the look and feel of final examinations.

B. Faculty and Department Heads
   a. Faculty and Department Heads are unsure what the qualifications are for having ORC’s.
   b. Some have questioned if ORC’s are needed at KSU.

C. Room and Space Schedulers
   a. Registrar Office and Facilities Schedulers have time, date, and space conflicts and limitations when attempting to schedule courses and course related activities (i.e. ORC’s).
   b. Other non-academic activities need to fit around course and course related activities for assigned space; this is often difficult to manage when the ORC’s are not known to be part of the course until after the semester has begun.

* “Semester Tests and Quizzes Scheduled Outside of Regular Class Times” abbreviated as “ORC” in the remainder of the document.
II. Action Plan
   A. Approval Deadline
      a. The following policy and procedures should be reviewed and approved by
         CAPP, Academic Affairs and Faculty Senate no later than January 2002 for
         implementation for fall 2002.
   B. Notification
      a. The approved policy should be noted in the Faculty Handbook.
      b. The approved policy and approved procedures should be noted in the
         Department Heads Handbook.
      c. The approved policy and procedures will be published in college and student
         handbooks, and in the University Catalog.

III. ORC Policy
   A. Definition of “ORC”
      a. An “ORC” is a scheduled written quiz, test, or exam that is associated with a
         course and occurs during a semester at an approved day and/or time different
         than when the course meets.
   B. ORC Description
      a. A course may have more than one scheduled ORC during a semester.
      b. The maximum length of time for an ORC itself is the equivalent to the length
         of the class period that it replaces. (E.g., if a course meets M-W-F for 50
         minutes, the maximum length of the ORC would be 50 minutes.) For large
         lecture classes of 100 students or more, up to twenty minutes may be added to
         the total meeting time to handle the logistics of getting the exam started. This
         extra time may be used for administration of the exam only.
      c. The quiz, test, or exam is part of the instructional time of the course.
         Therefore, the previous class period, prior to the scheduled ORC, will be
         either cancelled or used as a review session. (E.g., an ORC is scheduled for a
         Tuesday evening for a course that meets M-W-F at 10:30 am class period,
         prior to the Tuesday evening ORC, will be cancelled or used as a review
         session.)
   C. Course Qualifications
      a. Courses with ORC’s that are listed in a course schedule prior to January 2001
         have been grandfathered into the policy/procedures.
      b. A course considered for an ORC status can qualify by having a minimum of
         100 students enrolled in its section or combined sections. If a course has
         never been offered before, the department head must confirm that the
         enrollment capacity of the course will be set at least 100 students. If a course
         is being considered for renewal of ORC status, then the department head must
         provide evidence that during the past three years at least 100 students enrolled
         in the section or combined sections whenever the course was offered.
c. Technological requirements for some testing, such as computers or lab space, but unavailable at the regular class time, may determine the need for an ORC. (The department head is responsible for the verification of the technological needs.)

IV. Approval Procedures and Deadlines
A. Departmental Responsibilities
   a. The department head should determine if an ORC is appropriate for a course and if a specific course qualifies for having an approved ORC.
   b. The department head completes the **Request for ORC Form and submits it to the CAPP committee. For a fall or summer course, this form should be submitted by the end of November to be approved at the regularly scheduled December CAPP meeting. For a spring course, this form must be submitted by the end of July to be approved at the regularly scheduled August meeting.

   NOTE: If department head determines it would be appropriate to have an approved ORC but a course does not meet the course qualifications, a **Request for ORC Form still could be submitted to CAPP.

B. CAPP Responsibilities
   a. CAPP will review the ORC proposal. If CAPP approves the proposal, the CAPP chairperson will inform the department head and the Registrar. The ORC for the course will be noted in the Semester Course Schedule booklet along with appropriate dates or day(s) and times.

V. Review Procedures
A. Periodic Review
   a. CAPP will review all previously approved ORC’s every 3 years. This includes those courses initially grandfathered.
      i. The three-year review for fall and summer courses will occur in September.
      ii. The three-year review for spring courses will occur in March.
   b. CAPP will request that department heads justify the need for continued approval of ORC’s by course. The **Request for ORC Form should be used by the department head.

**CAPP needs to develop the forms by which an ORC is requested.

Revised January 1, 2002