

MINUTES
Faculty Senate Executive Committee
Monday, January 7, 2008 3:30 pm
Union Room 213

Present: Adams, Arck, Bontrager, Carroll, Cauble, Fairchild, Gehrt, Guzek, Hosni, Kearns, Knapp, McCulloh, North, Piper, Smith, Spikes
Absent: DeLuccie, Miller, Turnley
Guests: Al Cochran, Tom Roberts

1. President Frank Spikes called the meeting to order at 3:30 p.m.
2. The December 3, 2007 minutes were approved as submitted.
3. Reports from Standing Committees and Student Senate
 - A. Academic Affairs Committee – Doris Carroll
 1. Course and curriculum changes - Pages 3-10
 2. Final Exam Policy – **Attachment 1** – Pages 11-15
 - B. Faculty Affairs Committee – Betsy Cauble
 1. Appendix G University Handbook changes update
Senator Betsy Cauble reported that the committee will delay the approval of Appendix G until probably next month. She also announced that Susanna Valdovinos has accepted the Director of Academic Personnel position currently held by Jane Rowlett.
 - C. Faculty Senate Committee on University Planning – Roger Adams
Senator Roger Adams reported that Bruce Shubert attended the committee's December meeting to explain the budgeting process. The committee discussed the City/University fund at their meeting last week. The City/University Fund comes from the city sales tax collections on campus. The Good Neighbor program pilot was highly successful and will be continued. Senator Adams will be on a one-month leave next month so they are looking for an interim chair. Senator Cauble expressed concern about snow removal near Waters Hall and others noticed problems with handicap stalls. Senator Adams said he will look into these issues. He also reported that a dedicated re-cycling center is likely to be built in the north part of campus.
 - D. Faculty Senate Committee on Technology – Michael North
Senator Michael North reported that there will be a series of technology-related forums in the next couple of months. According to Ruth Dyer, there will be a technology survey issued to understand what technology we currently have in use. Senator North inquired on the possibility of inviting Dr. Dyer to the January Faculty Senate meeting. Senator Hosni suggested that this be part of the FSCOT report and not necessarily invite Dr. Dyer to speak at the Faculty Senate meeting. Senator Knapp said that we should encourage this information sharing. Senator Arck inquired on the status of the e-mail. Senator North reported that no decisions have been made yet but they are beginning to solidify what features should be part of an e-mail package.
 - E. Report from Student Senate – Nick Piper
Senator Nick Piper reported that Student Senate is working on a financial planning center for students. They have a dead week committee to propose changes to dead week. Student ambassadors are still visiting various organizations. He reported that they are working on Community Service programs and sustainability for becoming a green campus. They are continuing to work to improve the re-cycling program. A committee is continuing to look at the K-State Student Union funding structure to develop a strategic plan to address the operating deficits. He reported there will be a voting campaign for the student elections and partnering with organizations to focus on the presidential elections. The student tuition 5-year plan may not fit our needs in a few years. Some universities are looking at school specific

tuition plans for business or engineering and possibly others where graduates earn higher starting salaries. Senator Hosni reported that Engineering and Business already charge extra fees. Senator Carroll expressed concern on receiving broad faculty impact on dead week policies and tuition matters. She particularly expressed concern about creating a caste-based or class-based system. Senator Hosni recognized that about 88% of our students are from Kansas and we do not want to overprice the university tuition and fees.

4. Announcements

A. Presidential announcements/Faculty Senate Leadership Council

President Frank Spikes announced that the final stage of the promotion and tenure recommendations will soon be completed. He reported that the advisory committee on Continuing Education will meet with the Provost later this month. President Spikes reported that there is good progress on the focused meetings with the President's Staff and Faculty Senate Leadership Council. At the last meeting technology was discussed and the need for a plan for regular technology replacements. Later this month the legislative initiatives as well as dispute resolution will be discussed with the President's Staff. He reported the IT surveys will soon go out. He has discussed with the provost that the multitude of initiatives need to be brought together and reviewed to see what overlap there is. He announced that a report on Dr. Holland's evaluation is expected from the provost later this month.

B. Kansas Board of Regents

President Spikes reported that the Board and staff are not in concert at this time. There is a new director of academic affairs to start next month. He reported that at the last meeting that the Board had requested a definition for general education from the council of chief academic officers and the Board was not satisfied with the definition presented. The KU hospital affiliation with St. Luke's has been approved by the Board of Regents. This is the first step towards a national cancer center. The higher education student day with the legislature will be on February 5.

5. Old Business - none

6. New Business

The Calendar for 2008 Faculty Senate Elections was distributed.

7. For the Good of the University

Senator Carroll announced that she will be working as a special assistant to the provost this semester. She will be looking at on-line assessment.

President Spikes thanked the committee for their support of our various initiatives.

Dr. Al Cochran announced that on January 24 the department head retreat will be held with a focus on mentoring faculty. He also reported that twelve pre-proposals for Targeted Excellence funding were asked to submit final proposals.

8. Adjournment

The meeting was adjourned at 5:20 p.m.

Submitted by:
Jennifer Gehrt

ACADEMIC AFFAIRS

1. Course and Curriculum Changes

A. Undergraduate Education

1. Senator Doris Carroll moved for approval to place the following course change as approved by the College of Agriculture on October 8, 2007 on the January Faculty Senate agenda:

COURSE CHANGES

Entomology

Add:

ENTOM 589 Turfgrass Insects and Their Management

Motion carried.

2. Senator Carroll moved for approval to place the following course and curriculum changes as approved by the College of Arts & Sciences on November 1, 2007 on the January Faculty Senate agenda:

COURSE CHANGES

Department of English

Changes to:

ENGL ~~320~~ 253 The Short Story

ENGL 330 ~~The Novel~~ Fiction

Department of Kinesiology

Changes to:

KIN 220 Biobehavioral Bases of ~~Exercise~~ Physical Activity

KIN 330 Biomechanics

KIN 345 ~~Physical Activity and Public Health~~ Social and Behavioral Epidemiology of Public Health Physical Activity

KIN 520 Practicum in ~~Exercise Science~~ Fitness Settings

Drop:

KIN 340 Physical Activity in Contemporary Society

Add:

KIN 346 Laboratory Experience for Social and Behavioral Epidemiology of Public Health Physical Activity

Department of Modern Languages

Changes to:

ARAB 281 Arabic III

ARAB 282 Arabic IV

Add:

ARAB 501 Arabic V

ARAB 502 Arabic VI

Department of Women's Studies

Add:

WOMST 480 Women and Environmentalism

CURRICULUM CHANGES

- Changes to the Primary Texts Certificate program requirements. See pages 7 and 8 of the November 1, 2007 Arts & Sciences white sheets for further detail and rationale.

- Changes to the undergraduate curriculum outline and course requirements for Kinesiology majors. See pages 9-11 of the November 1, 2007 Arts & Sciences white sheets for further detail and rationale.

Motion carried.

3. Senator Carroll moved for approval to place the following curriculum changes as approved by the College of Human Ecology on November 5, 2007 on the January Faculty Senate agenda:

CURRICULUM CHANGES

Changes to the Bachelor of Science in apparel and textiles:

- Under General Studies courses: Delete MATH 220, CHM 110, CHM 111, and CHM 210. Add 3-4 credit hours of Physical Science electives.
- Under the Specialization in apparel marketing add 1-6 credit hours of Apparel and Textile electives and change unrestricted electives from 14-17 to 15-17. See page 3 of white sheets for rationale.

Changes to the Bachelor of Science in Human Nutrition, Nutritional Sciences:

- Under Professional Studies: Change HN 620 from 4 to 3 credit hours; delete HN 630; add HN 535, HN 631, and HN 632. This will change the overall hours in this section from 30 to 31.
- Change unrestricted electives from 11-12 hours to 10-11 hours. See page 5 of white sheets for rationale.

Changes to the Bachelor of Science in Human Nutrition, Public Health Nutrition:

- Under General requirements: Replace ENGL 300 with ENGL 417 and add HRIMD 443.
- Under Professional Studies: Change HN 620 from 4 to 3 credit hours; delete HN 630; add HN 631 and HN 632.
- Change unrestricted electives from 22-24 to 23-25. See page 7 of white sheets for rationale.

Motion carried.

4. Senator Carroll moved for approval to place the following course and curriculum changes as approved by the College of Engineering on November 7, 2007 on the January Faculty Senate agenda:

COURSE CHANGES

Architectural Engineering

Changes to:

ARE 522 Loading and ~~Stability of Structures~~ Load Paths in Buildings

ARE 590 Integrated Building System Design

Biological and Agricultural Engineering

Changes to:

BAE ~~500~~ 345 Properties of Biological Materials

BAE ~~530~~ 560 Natural Resource Engineering

BAE 535 ~~Fundamentals of Structures and Environment~~ Engineering

BAE 536 ~~Agricultural~~ Biological Systems Engineering Senior Design I

BAE ~~575~~ 545 ~~Fundamentals of Agricultural~~ Biological Process Engineering

Add:

BAE 231 Biological Systems Engineering Project I

BAE 331 Biological Systems Engineering Project II

Drop:

BAE 531 Natural Resources Engineering Field Laboratory

Computing and Information Sciences

Drop:

CIS 112 Advanced Personal Computing

CIS 411 Global Information System

CIS 580 Numerical Computing

Industrial and Manufacturing Systems Engineering

Changes to:

IMSE 563 Manufacturing Processes Engineering

CURRICULUM CHANGES

UNIVERSITY HONORS PROGRAM – College of Engineering Requirements

INTRODUCTION

The college of engineering honors program welcomes qualified students to join the honors program at any point in their academic career in which they become academically eligible for admission into the university honors program. The honors program is intended to recognize the high achievements of outstanding students who go beyond the curriculum requirements for a given degree program to meet the challenges of completing advanced study, scholarship, leadership, and citizenship activities.

The information that follows is for discussion only and is limited to the portion of the university honors program requirements for which the College of Engineering will be responsible. When finalized, this will be an internal document to the College of Engineering and will provide guidance to students and faculty in the College as they develop individual programs for completion of the honors requirements.

I. College of Engineering Requirements8 credits or equivalent required

A. Engineering Honors Colloquium DEN399.....1 credit hour
Colloquium available in the Fall and Spring Semesters

B. Honors Project (Required) 3 - 4 credit hours
Capstone research or creative project - including presentation of findings to faculty and/or students. Requires Supervision by a faculty mentor.

The remaining 3 to 4 credits or equivalent necessary to complete a total of the 8 required by the College of Engineering may be obtained by completing any combination of the following courses or activities. The activities listed in item D must be approved by the College of Engineering honors coordinator in consultation with the departmental honors advisor and the University Honors Program Director prior to participating in the activity.

C. University Honors Courses.....Up to 4 credit hours
These are in addition to any courses taken for the University Level Requirements listed in the University Honors Program.

D.*Leadership/Other Honors Activities Up to 4 *PDU's
(*PDU: Professional Development Units)

Activities for earning professional development units and the number of PDU's to be earned for each activity must be agreed to by the departmental honors advisor (DHA)

prior to participation by the student. An activities plan and a method to determine satisfactory completion of the activity must be presented to and approved by the DHA prior to participation by the honors student.

The activities shown in the following list are only intended as examples of ways by which professional development units may be earned. The professional development units listed for each example are not intended to be absolute. Note that no one activity can be repeated for additional professional development units.

- International Study Abroad or National Student Exchange (3)
- Faculty led study tour (1)
- Summer professional internship (2)
- Semester COOP Experience (3)
- Community Service including that organized by Engineers Without Borders, Kansas State University, etc (1 to 2)
- Submission of a design or written paper or poster for regional and/or national student competition (2). Personally presenting the paper or poster at a national meeting add (1) point. Placing in the top 3 at the national level add (1) point.
- Participation on an engineering sponsored student competition team at the regional or national level (2). If the team leader, add (1) point.
- Student organization leadership position (local chapter president or vice president or equivalent) (1)
- Engineering Ambassador Executive (1)
- Application for Nationally Competitive Scholarship Awards (Rhodes, Marshal, Truman, Goldwater, Udall or equivalent) (2)
- Graduate coursework (1 PDU for each credit hour of 700 level or higher taken for graduate credit)
- Modern Languages (1 PDU for each credit of 200 level or higher of a spoken modern language course or other as approved. Does not include literature or history courses)
- Participation in a formal Learning Community (1)
- Steel Ring

Effective Date: Spring 2008

Biological and Agricultural Engineering

Changes to the Bachelor of Science in Biological and Agricultural Engineering, including changes to its options

Degree Program Name Change:

From: Bachelor of Science in ~~Biological and Agricultural~~ Engineering

To: Bachelor of Science in Biological Systems Engineering

See page 9 of white sheets for rationale.

Drop:

General Curriculum Option

Rationale: Students do not choose to enroll in the General Option. The biological, environmental and machinery options better align with the coursework taught in Biological and Agricultural Engineering.

Name Change and curriculum changes:

From: ~~Machinery~~ Option

To: Machine Systems Option

Credit hours for graduation will change from 130 to 128.

Courses to be dropped: BAE 200, Biology elective, CIS 209, Technical elective, DEN 275, DEN 015, Machinery technical elective. Total hours to be dropped: 15.

Courses to be added: BAE 101, BAE 131, BAE 231, BAE 331, BAE 536 plus one additional hour of credit, BAE 560, BAE 561, DEN 325 and BAE 636 plus one additional hour of credit. Total hours to be added: 13.

See page 22 of white sheets for rationale.

Changes to the Environmental Option

Credit hours for graduation will change from 130 to 128.

Courses to be dropped: BAE 200, BAE 636, Engineering tech elective, CIS 209, CE 533, CE 333, ME 512, DEN 275, ME 212, BAE 531, BAE 350, DEN 015, BAE 690. Total hours to be dropped: 23.

Courses to be added: BAE 101, BAE 131, BAE 231, BAE 331, BAE 536 plus one additional hour to original course, BAE 545, BAE 660, CE 530, Ecoengineering elective, DEN 325, GEOG 508. Total hours to be added: 21. See pages 25-26 of white sheets for rationale.

Changes to the Biological Option

Credit hours for graduation will change from 130 to 128.

Courses to be dropped: BAE 200, BAE 636, Biology/Biochemistry/Chemistry elective, one credit hour of COE electives, DEN 275, DEN 015, ME 212. Total hours to be dropped: 11.

Courses to be added: BAE 101, BAE 131, BAE 231, BAE 331, BAE 545, BAE 536 plus one additional hour of credit, DEN 325. Total hours to be added: 9. See page 29 of white sheets for rationale.

Electrical and Computer Engineering

Changes to the Bachelor of Science in Electrical Engineering:

The department wishes to move two course sequences to an earlier position in the curriculum to provide the necessary prerequisite material coverage prior to more advanced courses. These sequences are:

EECE 510 Circuit Theory 1, EECE 511 Circuit Theory 2
EECE 525 Electronics 1, EECE 526 Electronics 2

The sole reason that these changes have not been made in years past was that EECE 511 requires as prerequisite certain topics from MATH 240 Differential Equations and this course occupied the final position in a four-course chain including Calculus 1-3. An agreement has been reached (see attached) with the mathematics department to allow EECE students to take the Differential Equations course prior to Calculus 3. This allows the changes indicated above to be made.

Movement of these courses within the program structure has necessitated the repositioning of several other courses as indicated in the attached materials.

Finally, DEN015 New Student Orientation has been replaced by EECE 015.

Impact: An agreement has been reached (see attached) with the mathematics department to allow EECE students to take the Differential Equations course prior to Calculus 3. No impact beyond the EECE Dept.

Senator McCulloh inquired if a student not in the Honors Program would receive any sort of recognition for participation in leadership activities. Assistant Dean Tom Roberts replied there is no intention to place this on the transcript.

Motion carried.

5. Senator Carroll moved for approval to place the following course and curriculum changes as approved by the College of Technology and Aviation on November 20, 2007 on the January Faculty Senate agenda:

COURSE CHANGES

Changes to:

AVM 132 Aircraft Fluid Power

AVM 142 Airframe Systems
AVM 241 Navigational Aids and Communication Systems
PPIL 386 Aerodynamics
CMST 137 Fundamentals of ~~Web Design~~ of Visual Literacy
CET 210 ~~Introduction to Construction~~ Problem Solving with Computer Applications

Add:

CMST 115 Graphics Software Applications
CMST 146 Digital Photography
CMST 216 Digital Media I
CMST 306 Digital Media II
CMST 323 Game Programming
CMST 326 Page Layout and Type
CMST 336 Digital Media Project
CET 222 Construction Safety
CET 341 Mechanical Systems
CET 342 Electrical Systems

Drop:

AVMR 220 Aviation Maintenance Review/General
AVMR 230 Aviation Maintenance Review/Airframe
AVMR 250 Aviation Maintenance Review/Powerplant
CET 340 Mechanical and Electrical Systems

CURRICULUM CHANGES

Changes to the Bachelor of Science in Aeronautical Technology, Professional Pilot:

Change to the Senior Spring Semester: Replace the aviation elective with a culminating aviation experience with one of the following courses: COT 495, PPIL 416, or PPIL 455. Delete the following language: ~~**Marked electives must be upper division courses, 300 and above. Upper Level hours in aviation electives required.....3.~~ See page 8 of white sheets for rationale.

Changes to the Associate of Technology in Electronic and Computer Engineering Technology:
Replace CMST 110 with CMST 103 in the Freshman Spring Semester. See pages 9-10 of white sheets for rationale.

Changes to the Associate of Technology in Engineering Technology, Construction Option:

Freshman Fall Semester: Replace 3 credit hours of University General Education with CMST 108.
Freshman Spring Semester: Delete MATH 220 and ETA 020. Add CET 222 and 3 credit hours of University General Education elective.

Sophomore Fall Semester: Delete CET 211, change course title to CET 210. Add CET 341.

Sophomore Spring Semester: Delete CET 340 and MET 245. Add CET 342 and CET 211.
See pages 11-12 of white sheets for rationale.

Add:

Associate of Technology in Engineering Technology, Digital Media Option (ETA-DM)
See pages 13-18 of white sheets for further detail and rationale.

Senator Carroll clarified that Academic Affairs approved these changes in early December and subsequently received an inquiry of concern from Angela Powers, Journalism and Mass Communications, regarding possible duplication of Manhattan communication courses. Senator Hosni suggested that this be resolved prior to forwarding to the senate. Senator McCulloh moved to divide the motion and remove CMST 115, CMST 146, CMST 306, CMST 326 and CMST 336 from the list for approval. Motion seconded and carried. Senator Carroll moved to place the revised course and curriculum changes absent the five courses listed above on the January agenda. Motion carried.

- B. Graduate Education – Senator Carroll moved for approval to place the following course and curriculum changes as approved by the Graduate Council on November 6, 2007 on the January Faculty Senate agenda:

Changes

AGCOM 810 Scientific Communication
ASI 777 Meat Technology
FDSCI 791 Advanced Application of HACCP Principles
HORT 625 Floral Crops Production and Handling
HORT 815 Plant Nutrition and Nutrient Management
♦GEOG 620 Mexico, Central America, and Caribbean (UGE course)
SOCWK 610 Topics in Social Work
HN 620 Nutrient Metabolism
HN 632 Clinical Nutrition II
CS 732 Diagnostic Techniques in Equine Medicine
DMP 854 Disease Epidemiology
DMP 871 Molecular Diagnostics of Infectious Diseases

Plant Pathology MS Graduate Curriculum (See pages 43-45 of the Nov. 6 Grad Council agenda)
Plant Pathology PhD Graduate Curriculum (See pages 45-46 of the Nov. 6 Grad Council agenda)

New

ASI 602 Equine Genetics
GRSC 745 Fundamentals of Bioprocessing
HORT 600 Herbaceous Landscape Plant Production
PLPTH 837 Plant-Virus-Vector Interactions
PLPTH 921 Special Topics in Plant Pathology
PLPTH 922 Teaching Practicum in Plant Pathology
CHM 939 Topics in Analytical Chemistry
♦GEOG 622 Geography of South America (UGE course)
HIST 854 History and Security: South Asia
ANTH 677 Digital Ethnography
SOCWK 612 Fundamentals of Communication for the Agriculture and Food Science Community
HRIMD 975 Research and Applied Theories in Consumer Behavior in Foodservice and Hospitality Management
HN 631 Clinical Nutrition I
DMP 954 Design and Interpretation of Epidemiologic Research

Master of Science in Dietetics (College of Human Ecology- See pages 51-71 of the Nov. 6 Grad Council agenda)

Master of Arts in Theatre (College of Arts & Sciences- See pages 72-95 of the Nov. 6 Grad Council agenda)

Master of Arts in Theatre with concentration in Drama Therapy (College of Arts & Sciences)

Graduate Certificate in Teaching and Learning (College of Education- See pages 96-104 of the Nov. 6 Grad Council agenda)

Drop

CS 723 Core Food Animal Rotation
CS 744 Grand Rounds II

Senator Carroll reported that within the Master of Science in Dietetics there was a course numbering error made by Human Ecology for HN 840 as this number is in use already. The course number was approved to be HN 842 instead.

Motion carried.

- C. General Education

1. Senator Carroll moved for approval to place the following course changes as approved by the UGE Council on November 9, 2007 on the January Faculty Senate agenda:

Changes: (College Arts & Sciences October 4, 2007 white sheets)

GEOG 620 Mexico, Central America, and Caribbean

New: (College of Arts & Sciences October 4, 2007 white sheets)

GEOG 622 Geography of South America

GERM 515 Topics in German Cultural Studies

Motion carried.

- D. Graduation additions – Senator Carroll moved for approval to place the following addition to the August 2007 graduation list on the Faculty Senate agenda for approval: Jessel Reuen Coomansingh, B.S. in Human Nutrition, College of Human Ecology

Motion carried.

2. Revised Final Exam Policy – **Attachment 1**

Senator Carroll moved for approval to place the attached proposed Revised Final Exam Policy change on the January Faculty Senate agenda. Motion carried.

ATTACHMENT 1
Proposal to Modify Semester Final Exam Policy
Approved by CAPP on October 10, 2007
Approved by Academic Affairs on December 4, 2007

Proposal: Semester final exams for courses that begin before 5:00 PM and meet only once weekly will be scheduled according to the regular semester final examination schedule.

Rationale: The proposal will move semester final exams for courses *that begin before 5:00 PM and meet only once weekly* from the last week of classes to the semester final examination period. This change will bring current practice into compliance with current policy (University Handbook, F70) and resolve faculty concerns about instructional time lost when semester final exams are scheduled during the last class period.

Effective Date: Spring 2009

Approved by Committee on Academic Policies and Procedures, October 10, 2007
Approved by Faculty Senate Academic Affairs Committee, December 4, 2007

Semester Final Exam Schedule

(F07 exam schedule used as example)

Change from:

II. Exams for Other Courses that Begin Before 5:00 p.m.

1. Courses that meet on MTWUF, MTWF, MW, TWUF, WF, MWF, MT, MU, ~~and~~ MF will be examined during the period designated by a W and the time that the regular course session begins. For example a course that regularly meets MWF at 11:30 a.m. will be examined on Thursday, December 13, 11:40 to 1:40 p.m.
2. Courses that meet on TU, TUF, MTU, TF, ~~and~~ UF will be examined during the period designated by a T and the time that the regular course session begins. For example, a course that regularly meets TU at 8:05 a.m. will be examined on Monday, December 10, 2:00 p.m.-3:50 p.m.

~~3. Courses that meet only once a week will be examined as follows:~~

~~Monday: December 3~~

~~Tuesday: December 4~~

~~Wednesday: December 5~~

~~Thursday: December 6~~

~~Friday: December 7~~

Change to:

II. Exams for Other Courses that Begin Before 5:00 p.m.

1. Courses that meet on MTWUF, MTWF, MW, TWUF, WF, MWF, MT, MU, MF, M, W, and F will be examined during the period designated by a W and the time that the regular course session begins. For example a course that regularly meets MWF at 11:30 a.m. will be examined on Thursday, December 13, 11:40 to 1:40 p.m.
2. Courses that meet on TU, TUF, MTU, TF, UF, T, and U will be examined during the period designated by a T and the time that the regular course session begins. For example, a course that regularly meets TU at 8:05 a.m. will be examined on Monday, December 10, 2:00 p.m.-3:50 p.m.

Student Exam Conflicts

(F07 exam schedule used as example)

Change from:

IV. General Information

A. Student Exam Conflicts

1. Students scheduled to take a group examination at the time of the evening final examination will take the evening course examination at a time to be arranged during final exam week in consultation with the evening course instructor.
2. Students who have more than two examinations scheduled in a 24-clockhour period (a 24 hour period starting at any time) may petition for a final exam change in the following manner:
 - a. Petition the instructor(s) of the highest numbered course(s) to schedule an alternative time to take the final examination(s) during final exam period.
 - b. If the necessary rescheduling cannot be resolved through the instructor(s) involved and both courses are in the same college, the academic dean will make the rescheduling decision.
 - c. If the scheduling cannot be resolved through the instructors and the courses are in different colleges, the University Provost will make the rescheduling decision.
3. Students must notify the instructor(s) involved and have resolved final examination conflicts at least seven days prior to the beginning of finals week.

Change to:

IV. General Information

A. Student Exam Conflicts

1. Students scheduled to take a group examination at the time of the evening final examination will take the evening course examination at a time to be arranged during final exam week in consultation with the evening course instructor.
2. Students who have more than two examinations scheduled in a 24-clockhour period (a 24 hour period starting at any time) **or who have conflicting exam times** may petition for a final exam change in the following manner:
 - a. Petition the instructor(s) of the highest numbered course(s) to schedule an alternative time to take the final examination(s) during final exam period.
 - b. If the necessary rescheduling cannot be resolved through the instructor(s) involved and both courses are in the same college, the academic dean will make the rescheduling decision.
 - c. If the scheduling cannot be resolved through the instructors and the courses are in different colleges, the University Provost will make the rescheduling decision.
3. Students must notify the instructor(s) involved and have resolved final examination conflicts at least seven days prior to the beginning of finals week.

Resolution of Exam Room Conflicts (F07 Exam Schedule used as example)

Change from:

IV. General Information

B. Faculty Information

1. No course shall meet after December 7, and all examinations shall be given as scheduled.
2. Departmental schedulers should schedule general use classroom space for final examination for evening courses **and** group examinations by contacting University Facilities Management Room Scheduling and completing a "Request for Use of University Buildings and Grounds" form.
3. Grades should be submitted before or on the due date/time to the Enrollment Services Office, 210 Willard Hall.
 - a. Monday, December 17, NOON
 - 1) For all scheduled final exams given on December 10, 11 or 12.
 - ~~2) For day courses (starting before 5:00 p.m.) that meet only once a week.~~
 - 3) For section type "appt" courses.
 - 4) For evening courses that have scheduled final examination on December 3, 4, or 5 evenings.
 - b. Wednesday, December 19, NOON
 - 1) For scheduled final examinations given December 13 or 14.
 - 2) For evening courses that have scheduled final examinations on December 6 or 7 evenings.
4. Faculty Senate Handbook—Final Exam Policy – <http://www.k-state.edu/academicservices/fhbook/fhsecf.htm>

Change to:

IV. General Information

B. Faculty Information

1. No course shall meet after December 7, and all examinations shall be given as scheduled.
2. Departmental schedulers should schedule general use classroom space for final examination for evening courses, group examinations, **and courses with room conflicts** by contacting University Facilities Management Room Scheduling and completing a "Request for Use of University Buildings and Grounds" form.
3. Grades should be submitted before or on the due date/time to the Enrollment Services Office, 210 Willard Hall.
 - a. Monday, December 17, NOON
 - 1) For all scheduled final exams given on December 10, 11 or 12
 - 2) For section type "appt" courses.
 - 3) For evening courses that have scheduled final examination on December 3, 4, or 5 evenings.
 - b. Wednesday, December 19, NOON
 - 1) For scheduled final examinations given December 13 or 14.
 - 2) For evening courses that have scheduled final examinations on December 6 or 7 evenings.
4. Faculty Senate Handbook—Final Exam Policy – <http://www.k-state.edu/academicservices/fhbook/fhsecf.htm>

Effective Date: Spring 2009

University Handbook – Change to Section F71 Examinations

Change from:

F70 Semester final examinations are scheduled by the Committee on Academic Policy and Procedures. Once the final examination time for a course is published on the web under “Course Schedules,” it may be changed only with the concurrence of the university provost. Faculty members may assign take-home examinations, projects, papers or other media in lieu of a written final examination. In such instances, the deadline for submittal of the alternative assessment may not be earlier than the end of the scheduled final examination period for the course.

Except for honors, problems, seminar, reports, research, laboratory practical, language, studio and fine arts performance classes, the last examination (either unit or comprehensive) must be given during the final examination period published on the web. No examination (unit or final) may be scheduled seven calendar days prior to the first scheduled day of semester examinations. (FSM 5/13/03)

F71 Faculty members may not give the last examination at a time other than that published in the class schedule. The final examination may be given to an individual student under special circumstances at another time during final examinations. In particular, students who have more than two examinations scheduled in a 24-clock hour period (a 24-hour period starting at any time) may petition the instructor(s) of the highest numbered course(s) and schedule an alternative time for taking the final examination(s) at some other time during final examinations. If a student is unable to arrange the necessary rescheduling through the instructors involved, then the academic dean will resolve the overload problem, if all the scheduled examinations are within the same college. If the examinations in question are within the jurisdiction of different colleges, decisions regarding rescheduling shall be made by the university provost.

Effective Date: Spring 2009

Change to:

F70 Semester final examinations are scheduled by the Committee on Academic Policy and Procedures. Once the final examination time for a course is published on the web under “Course Schedules,” it may be changed only with the concurrence of the university provost. Faculty members may assign take-home examinations, projects, papers or other media in lieu of a written final examination. In such instances, the deadline for submittal of the alternative assessment may not be earlier than the end of the scheduled final examination period for the course.

Except for honors, problems, seminar, reports, research, laboratory practical, language, studio and fine arts performance classes, the last examination (either unit or comprehensive) must be given during the final examination period published on the web. No examination (unit or final) may be scheduled seven calendar days prior to the first scheduled day of semester examinations. (FSM 5/13/03)

F71 Faculty members may not give the last examination at a time other than that published in the class schedule. The final examination may be given to an individual student under special circumstances at another time during final examinations. In particular, students who have more than two examinations scheduled in a 24-clock hour period (a 24-hour period starting at any time) **and students who have conflicting exam times** may petition the instructor(s) of the highest numbered course(s) and schedule an alternative time for taking the final examination(s) at some other time during final examinations. If a student is unable to arrange the necessary rescheduling through the instructors involved, then the academic dean will resolve the overload problem, if all the scheduled examinations are within the same college. If the examinations in question are within the jurisdiction of different colleges, decisions regarding rescheduling shall be made by the university provost.