

Committee on Academic Policies and Procedures

Minutes

Wednesday, March 12, 2025

10:30 a.m. – 12:00 p.m.

<https://ksu.zoom.us/j/97925436280?pwd=c5LjXvsDbEmDgx8D0u10RNwChe3uV.1>

Meeting ID: 979 2543 6280 // Passcode: 962160

Call to Order/Welcome

Mitzi Farmer, Andy Fund, Bente Janda, Joann Kouba, Kelley Brundage, Jim Roush, Sonya Baker, Trisha Gott, Terri Gaeddert, Hallie Alaniz, Diane Murphy, Kimberly Voight, Christie Launius, Di Murphy, Bill Watts, Pamela Erickson, Hanson Bilgili, Andy Thompson, Roger Schieferecke, Jenny Bormann, Katie Kingery-Page, Karen Goos, Shawna Jordan

Approval of Minutes: January minutes approved

New Business:

1. Math Pathways Update (Bormann)
 - a. Plan for curriculum changes to incorporate pathway courses into bucket 3 by catalog deadline?
 - i. How are we supposed to get curriculum updates done for F25? Margaret More-Schroeder working with KBOR on this.
 - b. Support courses are at senate now?
 - i. Support courses will be available for F2025 enrollment
 - c. Will students have the state placement test scores by mid-April NSO?
 - i. ERGs are being built and will put it into KSIS
 - ii. KSU paying for ALEKS exams for first 2 years of implementation
 - iii. What about NSO? Will we hold up students who don't have math placement metrics? No, don't want to prevent this.
 - iv. Working through reporting permissions to math department for overrides.
 - v. Math placement metrics info:
<https://www.math.ksu.edu/academics/courses/placement/>
 - vi. Building up process for pre-req/permission tracking
 - vii. Have stood up a few websites to help answer questions: <https://www.k-state.edu/general-education/students/math-pathways.html>, [FAQ](#)
 - d. How will KSIS ensure students enroll in the correct math course and the correct support course if required?
 - i. Highschool course work will show in the exams area of the student center in KSIS and will be part of the ERG in KSIS.
2. [Proposal to FSAAC 2025 Concerning Course Schedules.docx \(FSAAC, Bilgili\)](#)
 - a. Addressing 45-minute gap between 10:45AM – 11:30AM. Seeking to better utilize time and space needs especially as we grow enrollment. 45 minute gap does not seem to serve any sort of practical purpose and students are favoring morning classes to open up the afternoon periods for working. TU course commencement time will be 7:15 instead of 8:05, 8:40-9:55, 10:05-11:20. Rest of TU schedule would stay the same.

- b. Would require a big IT lift and will shift final exam schedule a little bit. Would take some time to implement. May need to add an implementation date in the proposal. Not sure how this would look with IT prioritization – would have to understand a lot to see what kind of priority it would have.
 - c. Go ahead and make the decision on desired outcome and then submit forward.
 - d. Have we considered impacts on our Health Promoting University mandate.
 - e. Everyone will look at current SCT policy and see if we recommend any changes to the language. SCT working group will also meet and look at this.
- 3. Retention schedule for student work (Bormann)
 - a. Do faculty know and follow the retention schedule for course work – faculty didn't have documents from grade grievance appeals process. SeriesID: 0025-367 - Coursework Assessment Records, SeriesID: 0624-367 - Course Content Records
 - b. Need to publicize to faculty/staff – talk to Margaret More-Schroeder, more of an Academic Affairs issue.
- 4. Applied Learning graduation requirement required for students starting fall 25?
 - a. Misinformation. Lots of things to still be worked out – steering committee has been created. R1 accreditation requires experiential learning to be reported. Planning to send out follow up communication to correct misinformation.

Working Group Updates:

- 1. PERC (Electronic Course Permission): Karen Goos/Kelley Brundage
 - a. Continuing implementation and working through KSIS permissions
- 2. HIPPA documentation: Andy Thompson
 - a. Info in online agenda. Units were asked to report any HIPPA collection to SSA.

Old Business: [CAPP Old Business.xlsx](#)

OTR currently in phase 1.0 in Laserfische – slow progress (not ADA compliant with current imaging) – could address some of our issues – getting away from fillable pdf (addresses PPC issues)

Standing Reports:

- 1. Academic Affairs/Faculty Senate (Kouba/Bilgili)
 - a) The MATH and STATS Pathway co-req support courses have been approved by FSAA, MATH passed the full Senate yesterday and STATS will be on the next Senate agenda (one meeting behind MATH). Dr. Mohr-Schroeder's team continues to work on developing and implementing the changes.
 - b) The Transfer Hour Policy (75 hours policy) has passed both FSAA and FSFA and will be moving forward soon to the full Senate for a vote.
 - c) We also had our first committee discussion on transitioning from the post-bacc minor to the traditional minor model. Senator Gott and Dr. Brundage developed and presented a proposal for FSAA to consider. Dr. Goos is currently revising the proposal to include language to remove

the Handbook language pertaining to the post-bacc minor and will then present a revised proposal for approval by FSAA. Following approval it will move on to FSFAC.

2. Provost Office/Enrollment Management (Goos/Brundage)
 - a) K-State Core: The courses that are listed with KBOR will be allowed for AY25-26. As we move to AY 26-27 we are awaiting final feedback about how the Math and English pathways may change what is allowed in the Math and English buckets. There is some discrepancy between what is in the FAQ vs verbal guidance we have received. We expect to have final written guidance in late March.
 - b) KBOR deadlines- We are now required to submit any new general education and SWT courses by March 1st each year. We will begin to work on aligning our processes to ensure this is met.
 - c) ALEKS: Contract has been finalized. The goal is to have this implemented by April NSO. We are unsure how many students will need this as we have a multiple measures approach that has not previously been available. The ORA/REG teams are working to build a pre-requisite clearance process with the multiple measures.
 - d) Public Class Schedule: Concerns have been shared related to the current line schedule and public class search options. What is currently available is based on a working group and multiple focus group feedback done in 2022. EM is actively working with DCM to explore additional options. It has been shared that any updates to the line schedule would completely break the line schedule, so we have been hesitant to do anything until a more robust and modern option is available to meet the community needs.
3. Student Support and Accountability (Thompson)
 - a) Executive Director of Lafene/CAPS finalists should be announced soon.
 - b) Executive Director of the Union is posted.
 - c) DASSA is close to completion/updates of websites and print material to comply with recent round of Executive Orders and DCL
 - d) The Testing Center (Unger) is officially closed.
4. K-State Online (Erickson)
 - a)
5. Career and Academic Engagement (Watts/Erickson)
 - a) EdSights – Willie AI Chat – 98% opt in, with 47% of students having engaged with Willie
 - b) Progress reports – AAC sent messages as reports were received – 2598 messages sent (past years messages were sent after all progress reports were completed) AAC saw increases in responses and coaching appointments with the new approach.
 - c) Career Leadership Collective report about Career Center has been presented to ALC
 - d) K-State First is working with Orientation to plan an alternative event to Convocation due to the Ireland game.
 - e) NACADA Survey launching this spring – surveying students and advisors.
6. Information Technology (Finkeldei)
 - a)

Announcements

Adjournment

Next meeting: April 9th, 2025