

Committee on Academic Policies and Procedures

Minutes

Wednesday, April 9, 2025

10:30 a.m. – 12:00 p.m.

<https://ksu.zoom.us/j/97925436280?pwd=c5LjJXvsDbEmDgx8D0u10RNwChe3uV.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, Diane Murphy, Kimberly Voight, Christie Launius, Bill Watts, Pamela Erickson, Hanson Bilgili, Andy Thompson, Roger Schieferecke, Jenny Bormann, Katie Kingery-Page, Shawna Jordan

Approval of Minutes: Approved

New Business:

1. 75-hour implementation? ***Response from Kelley B. below***
 - a. With administrative approval, the Office of the Registrar will implement the new 75-hour requirement in DARS, effective for requirement terms beginning Fall 2022 and forward.
 - b. This update will be fully integrated into DARS by the start of the Fall 2025 semester. We are currently collaborating with the Vendor to rebuild the requirement so that the 75-hour cap is automatically enforced, eliminating the need for manual coding by Degree Analysts.
2. Physics and Chem (and others) enforcing high school pre-reqs? ***Response from Kelley B. Below***
 - a. The pre-reqs have been removed from PHYS 113 and CHM 210 only since we are not yet able to pull in the HS course and grades for courses beyond Math at the moment.
 - b. An [email message](#) was shared about this on 3/27/25 at 4:42PM to the Advisor Forum from Christie Launius on behalf of the College of Arts and Sciences:

As part of the university effort to ensure better enforcement of requisites, the prerequisites for Math, Physics, and Chemistry courses were reviewed, updated, and rebuilt in KSIS where needed. Some of these prerequisites allow placement based on high school coursework. With much-appreciated effort, ORA and the registrar's office were able to bring some information about high school math grades into KSIS and built corresponding requisite coding to support the pilot of math pathways. However, we are not yet able to do the same for other courses. This led some students to be blocked from enrollment in several courses, including PHYS 113 and CHM 210 in particular, even though they met the high school requirement.

Because of the volume of students who meet the prereqs for PHYS 113 and CHM 210 through their high school coursework, the ERGs enforcing the prerequisites for these two courses (and only these two courses) have been removed, for enrollment in fall 2025 only. Students who determine that they meet the

requirements will now be able to enroll without needing special permission. We will be working to have a more robust process to enforce prerequisites for these courses in the future.

If you have any problems, please contact office@phys.ksu.edu, chemdept@ksu.edu, or artsci@ksu.edu.

Working Group Updates:

1. PERC (Electronic Course Permission): Kelley Brundage
 - a. We had a meeting on March 24th and the group reviewed the Quick Enroll processes and access and will be making some adjustments as the new KSIS role for Baseline Quick Enroll: Enrollment Only functionality becomes an option for assignment.
 - b. Next meeting is in process of being scheduled and permissions in KSIS will be discussed along with access/security expectations
2. HIPPA documentation: Andy Thompson
 - a.

Old Business: [CAPP Old Business.xlsx](#) -currently on hold due to IT prioritization

Standing Reports:

1. Academic Affairs/Faculty Senate (Kouba/Bilgili)
 - a) The proposal to allow the transfer of up to 75 credit hours from community colleges without a transfer articulation agreement has been approved by the Faculty Senate on April 8th
 - b) An expedited process to approve the Math Pathways courses was approved and the list was voted on by the Faculty Senate on April 8th
 - c) Will be reviewing a new proposal that allows all K-State units (e.g., Center for Academic Innovation) submit a non-credit micro-credential (not just major academic units)
2. Provost Office/Enrollment Management (Goos/Brundage)
 - a) The Gateway Math review will commence based on the Math Pathways proposal recently reviewed and approved by Faculty Senate. This approval allows the Office of the Registrar to begin evaluating whether each Gateway course is appropriately placed within the major requirements. If a Gateway course is not currently included in the major requirements, the Registrar's Office will collaborate with the Dean's Office and Department Head to determine the most effective way to reflect it in the curriculum and academic degree maps.
 - b) For calculus-based majors, Calculus will remain the designated Gateway Math course within the major requirements. Additional language will be added to clearly indicate that the program is calculus-based.
3. Student Support and Accountability (Thompson)
 - a)
4. K-State Online (Erickson)
 - a)
5. Career and Academic Engagement (Watts/Erickson)
 - a) Work on Career Milestones (CLC report) will begin as part of USCALE

- b) In conjunction with SEM, will be arranging demos of three-degree planning tools late spring/early summer – strictly preliminary efforts to understand what functionality exists and what K-State wants to prioritize in this space
 - c) Career Center staffing updates & impact on PPEAC – Kerri Keller has announced phased retirement starting in June. Anthony YBarra will be taking on some additional leadership during a year of transition. Along with the leadership change, the career exploration component of the Career Center is transitioning reporting/alignment with PPEAC to build cohesion with exploratory advising efforts.
 - d) An Academic Advising survey will be sent to all UG students and advisors and faculty advisors on Monday, April 14 from [K-State NACADA@qualtrics-survey.com](mailto:NACADA@qualtrics-survey.com) and will be open until May 2. More in today's K-State Today.
 - e) DASSA transitioned Student Belonging and Inclusion to Student Belonging. Actively working with student organizations and their affiliation so they can continue to operate. Drs. Lane and Chavez have been actively meeting with student orgs and the President is joining discussions as well.
 - f) NSO Academic Sessions: Each college has been asked to include 5 common items in their June NSO Academic/College sessions during NSO. Slides will be provided, but colleges can choose to deliver the content in different formats if they choose.
6. Information Technology (Finkeldei)
- a) [AI Notetaker Application](#): asking for feedback regarding the idea of blocking commonly used 3rd party AI notetakers such as Read.ai and otter.ai so they can no longer join K-State Zoom meetings AND enabling the Zoom provided AI Companion features for Zoom Meetings as the supported replacement.

Announcements

Adjournment

Next meeting: May 14th, 2025