

Committee on Academic Policies and Procedures

Minutes

Wednesday, May 14, 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 10:34AM

Mitzi Farmer, Andy Fund, Kelley Brundage, Shawna Jordan, Terri Gaeddert, Bente Janda, Jenny Bormann, Sonya Baker, Joann Kouba, Hallie Alaniz, Patrick Winter, Molly McGaughey, Christie Launius, Pamela Erickson, Kim Voight, Jim Roush, Roger Schieferecke, Bill Watts, Kathy Sanders, Katie Kingery-Page, Di Murphy, Andy Thompson

Approval of Minutes Approved (KB moved, JB second)

New Business:

1. Curriculum user access updates - CAPP Committee.xlsx
 - a. Please update by 5/19 with appropriate representation for CAPP processes (non-standard class times, group final examinations).
2. Undergraduate Admissions Deadline: Informational Only {Patrick Winter/Molly McGaughey}
 - a. Students applying for admission 7-days prior to term beginning or after term beginning. Concerns about student success – very little time for student to get affairs in order before school starts. Change: students would have additional requirements to achieve admission. Students can still apply within 7 days prior to term starting but there will be a follow up conversation by ORA and the academic unit that will determine whether or not the student's situation qualifies for admission. Students admitted within 7 days to term start will be required to participate in academic coaching and they will monitor student to ensure student is on track. Less than 1.4% of total admits (last fall 24 admits 7 days prior and 7 after term start). Extenuating circumstances (military, international) will be considered. Starting F2025 semester. If situation does not qualify, student will be admitted for future semester.
 - b. More detail provided by Bill Watts:

Background and Context

Kansas State University currently accepts undergraduate applications through the first 3-4 days of the academic semester. While the Office of Recruitment and Admissions works independently with students who request to apply late in the cycle to explain the challenges that they will potentially face, students often acknowledge and accept those risks. However, late admission processing often poses challenges, including:

- Limited time for students to prepare for and transition to the academic and administrative requirements of being an enrolled student.
- Limited runway for academic advising, class registration, and financial aid processing.

- Higher likelihood of academic struggles and attrition among students admitted in the 7 days prior to the start of the term and students admitted after term start.

Recent analysis from the Office of Data Analytics and Institutional Research illustrates the persistence and performance gaps in the Fall Semester for students admitted prior to August 1, 1 week prior to the start of the fall term and after the term begins. While these late admits comprise a very small percentage of the overall admitted pool of students (>1.5% between Fall 2019 – Fall 2024), these students perform and persist at a significantly lesser level of success than other students.

Goals and Objectives

- Enhance the academic preparedness of late applicants.
- Improve retention and academic success rates for students admitted close to the start of the semester.
- Streamline admissions and onboarding processes for late applicants.
- Align Kansas State University's admissions practices with best practices in higher education while maintaining institutional mission and access focus.

Proposed Modifications

1. Application Accessibility

The Application for admission will remain open but with clear language that the term deadline has passed.

2. New Admissions Deadline

K-State will establish an Admissions Deadline of 7 days before the first day of classes for Fall or Spring Terms. Applicants submitting complete and actionable degree-seeking applications within seven days of the start of the fall or spring semester may be admitted and must complete a required academic coaching program. No degree-seeking applications for admissions will be processed on or after the first day of classes unless:

- There are extenuating circumstances (medical emergencies, military assignment, financial exigency, other documented reasons).
- Approval is granted by the Director of Admissions Operations in consultation with the Dean's Office of the applicant's intended program.

3. Required Academic Coaching

Students applying within 7 days or less prior to the start of the term will be required to complete a mandatory academic coaching program. Academic Achievement Center recommendations:

- Students will be required to participate in an initial academic coaching meeting within the first two weeks of the term to determine cadence of meetings and need.
- Academic Achievement Center will monitor and record the following data points for late admit students:
 - Coach meeting within first two weeks (yes/no)
 - # of progress reports by week five
 - Response to progress report (yes/no)
- If students meet the following conditions, they will have successfully "completed" the requirements:
 - Meet with coach within first two weeks OR
 - ≤1 progress report within the first five weeks OR
 - >1 progress report and responses to post-report outreach within a week.

4. Extenuating Circumstances

Students applying 7 days prior to or after the term start will be contacted by a representative from the Office of Recruitment and Admissions to discuss their situation. If deemed necessary, Admissions will connect with the student's undergraduate college to discuss the next steps for admission and enrollment. A decision to permit late admission will only be made by the Office of Recruitment and Admission in consultation with the student's Dean's Office and will only be communicated to the student by ORA.

5. Evaluation/Assessment

ORA and ACE will annually review and report on multiple data points tied to 'late admit' students.

- Total number of late admits each term for a 5 year window – do the numbers decline as a result of the proposed changes.
- GPA, Persistence and Retention rates broken down each semester for a 5 year window – we expect an increase in all three values as a result of a more intentional late admission process.

3. Student Transfer Advisory Board: Informational Only {Patrick Winter/Molly McGaughey}

- [PowerPoint Presentation for Items #2 & #3](#)
- [Readmission Information](#)
- Benefit to students who are in good standing – extra semester before reapplication is required. No change to academic policies. No policy change required. Language will be updated in Admission section of the UG catalog. The way we discontinue students in KSIS will be updated.

4. Line Schedule – everything redirected to new landing page so everyone goes to a common landing page. People were not seeing updated information so new redirects were put in place. Current line schedule (HTML) has issues that will prevent its update. Have created PowerBI solution and working to improve based upon feedback. PowerBI does not connect to KSIS –

cannot enroll via KSIS, does not connect to KSIS shopping cart. Please send any feedback to Kelley Brundage or Karen Goos. If we want to keep what we have (current line schedule view) we would have to purchase software.

Working Group Updates:

1. PERC (Electronic Course Permission): Karen Goos/Kelley Brundage
 - a. No update due to end of semester responsibilities
2. HIPPA documentation: Andy Thompson
 - a. Planning to have subcommittee meeting over the summer

Old Business:

Standing Reports:

1. Academic Affairs/Faculty Senate (Kouba/Bilgili)
 - a) FSAA has approved an update to Section C of the Univ Handbook proposed by Dr. Goos and the Section C working group. The new language deals with concurrent instructor credentials and a provisional approval process for high school instructors that don't meet the minimum requirements.
 - b) FA and the office of Academic Affairs and Innovation will have additional discussions this summer regarding the microcredential process, including allowing all units to propose non-credit micros that provide professional development/learning opportunities for KSU faculty and/or staff.
2. Provost Office/Enrollment Management (Goos/Brundage)
 - a) Updated FAQs connected to Math Pathways Questions are on the website: <https://www.k-state.edu/general-education/staff-and-faculty/>
3. Student Support and Accountability (Thompson)
 - a) Continue to see high mental health concerns across the board. Lots of older students presenting with high needs.
 - b) New Executive Director of Lafene/CAPS - July start date
 - c) Continue to see Housing numbers remain high
 - d) Former Honors House property will be opened for the Fall for returning students
 - e) Alcohol and Drug module – Vector Solutions – Holds will be put in place for any new student who does not complete the module by the deadline (Spring 2026 hold).
 - f) Student Legal Services – will be vacant this summer. Will have information on the website for whom students can contact for legal support.
4. K-State Online (Erickson)
 - a) No report
5. Career and Academic Engagement (Watts/Erickson)
 - a) EdSights – proactive texting/nudging tool completed the semester:
 - i) 96% of students stayed opted in, 58% engaged/replied with Willie, 13K+ texts
 - ii) Student Voice Score – would you recommend K-State to a friend (scale of 0-10 with ten being the highest recommendation) – 25 points above national average, 992 students

responded 59% were promoters (scored 9-10), 28% passive (scored 7-8) and 14% were detractors (scored 6 or below)

b) Kudos to everyone's outreach efforts to support enrollment:

i) FTF Freshmen retention point in time comparison to last year up 1.7% - still need to pick up 9% to reach 92% goal so please keep working

ii) Persistence rates – spring to fall registration of eligible students is down .4%

(1) Undergraduate is up .8%

(2) Both Grad and Vet med are down – drill down shows lag in international students

(3) Overall persistence by demographics shows international and African American students are lagging

(4) First Gen persistence is actually ahead of non-first gen!

6. Information Technology (Finkeldei)

Announcements

- New CAPP Leadership 25-26 (BA – Chair and AG- Secretary) - [CAPP Membership and Chair Rotation Updated 11-18-2024.docx](#)

Adjournment

Next meeting: Wednesday, August 13th, 2025