

Committee on Academic Policies and Procedures

Minutes

Wednesday, October 9th, 2024

10:30 a.m. – 12:00 p.m.

Call to Order/Welcome Provost Jesse Mendez will join us for a brief personal introduction, discussion of his current focus areas and short Q&A.

Provost Jesse Mendez joined for a personal introduction and shared his focus areas. His primary objectives include enhancing student retention and streamlining administrative processes. He also opened the floor for a brief Q&A session. Key questions centered around enrollment trends and the university's ongoing efforts to improve faculty-student engagement.

Approval of Minutes: September minutes approved.

New Business:

1. Prioritization of old business discussion

After many small conversations all members of CAPP were asked to vote on three initiatives they would like to see progress on or resolved this academic year. CAPP's jurisdiction and authority were discussed. While CAPP is not an approving body, it is certainly a recommendation body working through various groups. Smaller working groups/subcommittees need to develop policy/procedure that can get funneled through FS/SEM/NISS/Provost's office for prioritization and implementation.

2. [Request](#) from PHYS to change final exam day/time of PHYS 115

Request was discussed at length. The premise of the request was based upon student and faculty comfort. The group decided that honoring requests such as this would violate the group exam policy and open the door for others to seek similar approval. Request was denied.

3. [Retake Policy](#) clarification on "the first five retaken courses" and DARS gpa calculations of the first five original taken courses. (Mitzi)

Concern from EN regarding how retake policy was being applied in DARS and whether or not the policy in the handbook needed to be clarified. First need to understand how the policy is being implemented in KSIS (appears to be that retakes are applied to gpa calculations in the order in which the retakes occur). DARS attempts to replicate this behavior – it's not shared between KSIS and DARS. There may be instances where the two are not in agreement. When issues arise, colleges should contact the Registrar's Office. CAPP did not feel the handbook language needed to be adjusted at this point.

Working Group Updates:

1. PERC (Electronic Course Permission): Karen Goos/Kelley Brundage

Feedback still being accepted. S2025 requisites for MATH, PHYS, CHM will not be in place as initially planned (October).

2. HIPPA documentation: Andy Thompson

HIPPA working group has met. No updates.

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

Created new document to show topic, AY year, and responsible party. Please let Andy know of any adjustments needed.

Standing Reports:

1. Academic Affairs/Faculty Senate (Kouba/Bilgili)
 - a) Proposal numbers continue to be light, but that will increase in Nov/Dec. No consistent issues we are seeing yet with approving those proposals, but we would ask that your colleges be mindful about including impact statements, not just running a report, particularly if the course/program is new.
 - b) We recently provided our support/approval for the APRR document that Dr. Gonzalez, following some suggested edits. That document will now move forward to Faculty Affairs for additional review.
 - c) Also currently working on Handbook language for microcredentials. Jo Maseberg-Tomlinson provided some recommended updates that are currently being reviewed in committee for a first reading/review at our next meeting.
 - d) MATH Pathway discussions are moving forward with meetings being planned for later this month between the appropriate parties (Provost office, Registrar, Math dept, FSAAC, etc.). Hope to provide further guidance soon on how those will be handled including for entering info into Curriculumlog.
2. Provost Office/Enrollment Management (Goos/Brundage)
 - a) Beginning to begin implementation discussions on Math and English Pathways
https://www.kansasregents.org/academic_affairs/math-pathways/gateway-math-course-decisions
 - i) May require changes to requirements for admitted students to implement multiple measures
 - ii) We received some feedback regarding the upgraded DARS and are reviewing the documentation to see what is possible. We would appreciate any concerns documented to the Registrar office if there are concerns so we can address them firsthand.
 - (1) Currently exploring options for possible options for academic planning tools as this was brought up as an issue related to the DARS upgrade and Navigate dissatisfaction.
3. Student Support and Accountability (Thompson)
 - a)
4. K-State Online (Erickson)
 - a) New Director for On-line student success & advising – Beth Stuewe is in place
 - b) With Beth's hiring & one transition 2 advisor searches underway now posted.
5. Career and Academic Engagement (Watts/Erickson)

- a) WildCat One Minute Survey – 44.8% response rate, yielded 1500+ responses and outreach to 1000+ students.

Flagged Responses by Question

Question	Flagged Responses	Total Responses	% Flagged
Struggling in Class	406	1532	26.5%
Want to Become Involved	388	1534	25.3%
Experiencing Financial Distress	313	1524	20.5%
Know Who My Advisor Is	239	1523	15.7%
Emotional Wellbeing	205	1526	13.4%
Other Questions	164	1519	10.8%
Have Friends	97	1525	6.4%
Technological Difficulties	97	1527	6.4%
Have Course Materials	92	1531	6.0%
Considering Not Returning	88	1520	5.8%
Sexual Orientation/Gender Identity	53	1524	3.5%
Consistently Attending Classes	46	1533	3.0%
Racial, Ethnic, or Cultural Identity	42	1524	2.8%
Total Distinct Respondents	1008	1534	65.7%

- b) Director of Retention priority application date is Sunday
- c) “Journey’s” functionality in Navigate (essentially a to-do list) is going to be piloted by PowerCat Financial with possibility of additional Journey’s in other Wellness areas.
- d) I need Help –hand raise function use is increasing. 102 so far: I need Help/Hand Raise – 66 want a tutor, 14 have advising questions
- e) As of October 1, tutoring usage is up 64% this fall – attributed to both increased outreach to faculty and students AND the move to Hale Library.

6. Information Technology (Finkeldei)

a)

Announcements

Adjournment

Next meeting: November 13th, 2024