

**Committee on Academic Policies and Procedures
Minutes**

Wednesday, November 13th, 2024

10:30 a.m. – 12:00 p.m.

The meeting was called to order at 10:35 am

Approval of Minutes: October minutes were approved

New Business:

1. Old business priorities discussion and plan of work
 - a. Dropping last course in KSIS barrier (9 votes)
 - b. Student program and plan changes (7 votes)
 - c. Academic standing notifications (7 votes)

Kelley Brundage emphasized the need for these priorities to align with technological and policy frameworks. Suggestions included forming working groups to create executive summaries and develop actionable plans for leadership approval. Members will add their names to subcommittee document in Teams.

2. Add Olathe to membership and officer rotation -
https://ksuemailprod.sharepoint.com/:w:/s/CommitteeonAcademicPolicyandProceduresCAPP/Ee-3_5eZ9LVLPSPBvVerFHEBg1PWTds8EoKg6AYxOTbFzQ?e=Z9uzwl

Updated and available on Teams: [CAPP Membership and Chair Rotation Updated 11-18-2024.docx](#)

3. Can a student receive their diploma with a balanced owed? **YES** Minimum amount? **NO**
Per Kelley Brundage, University Registrar: Yes: Effective July 1, 2024, we removed the transcript/diploma barrier if money was owed and released transcripts and diplomas for any pending in our queue. There is no longer a financial barrier in place preventing the release of a transcript or diploma at K-State.
4. K-State Core issues
 - a. Concerns were raised about course numbering changes and their impact on credit recognition in DARS for K-State Core. Specific examples, such as ARCH 301→299, illustrated challenges with equivalency decisions. The need for clearer communication and procedural adjustments was acknowledged, with follow-up actions planned by Gen. Ed. Council members.

Working Group Updates:

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

- a. Finalizing this week the update to the timeline and transition of ERG/Pre-req builds moving to the Office of the Registrar and then gaining final approval/permission from Administration/Academic Affairs to move forward
 - b. Recent upgrades to KSIS are exposing some issues with pre-reqs and how they were built. Causing enrollment issues.
- 2. HIPPA documentation: Andy Thompson
 - a. No updates

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

Standing Reports:

1. Academic Affairs/Faculty Senate (Kouba/Bilgili)
 - a) FSAAC held its regular meeting on Nov 5, this time in-person. We discussed course and curriculum proposal submissions and approved several of them, tabling a few other proposals due to insufficient information (e.g., impact statement). Dr. Mohr-Schroeder, Vice Provost for Academic Affairs and Innovation, joined our committee meeting, and we held a productive discussion on how our committee can collaborate and work with her office. In a prior meeting, we reviewed and approved a document proposing micro-credentials language addition in the Approval, Routing, and Notification (ARN) manual and university handbook and sent it back to Jo Maseberg-Tomlison for implementation. Dr. Kouba and I are currently coordinating with Dr. Gonzalez's office on Math Pathways, which is in the early stages — discussions held among the Office of the Registrar, Department of Statistics, Mathematics, Salina Campus, and FSAAC.
 - b) There is a major increase in the number of course proposals that will be processed at our meeting next week (200+)
2. Provost Office/Enrollment Management (Goos/Brundage)
 - a)
3. Student Support and Accountability (Thompson)
 - a) Group meeting weekly to discuss campus climate, student impact, and University awareness as administration transitions. Handful of incidents/trends have popped up and SSA has reached out to impacted students.
 - b) High number of SOC's rolling in. Multiple serious self-harm attempts over the past two weeks with high impact on communal living environments. CAPS and SSA provided multiple weekend and evening visits to support the students.
4. K-State Online (Erickson)
 - a) Two academic advisor positions are in the process of interviewing and should be filled soon.
 - b) New online BS degrees: Sports Nutrition, Addictions Counseling, Social Work, Accounting, & Diversified Agriculture.
 - c) If faculty/instructors wish to have proctored online exams, they should complete the Honorlock registration form on the website. Costs and more details are also on the website.
5. Career and Academic Engagement (Watts/Erickson)

- a) The outside consultant report assessing career development at K-State should be delivered in December – thanks to all who participated in their visit and provided input.
- b) Director of Retention and Persistence candidates this week and next – one candidate had to be moved from today to next Tuesday – apologies for any confusion on the change.
- c) WABASH refresh guide for Spring '25 has been distributed to all colleges
https://ksuemailprod.sharepoint.com/:w:/s/AcademicAchievementCenter2/ERw_Ch2r6T9OnGof1AoFiklBaxtfme9L95hVRSSjL3f0Qg?e=C8jKUc
- d) Planning WellCat One Minute Survey in the spring – target all new first time FR and TR students who start in January
- e) DASSA is having a demo of a new retention tool which actively gathers student voice throughout the term across 4 domains – academic, wellbeing, social, financial. You can check out the vendor here: <https://www.edsights.io/our-approach>
- f) In conjunction with Kelley and team we are progressing toward being able to discontinue the KSU Advisor Center Tab in KSIS. Kelley's team is rolling out new tiles/easy access in KSIS, and Ashley Blake will be providing training sessions to review with advisors where information previously found in KSU Advisor Center tab will be found in delivered KSIS Advisor Center, Navigate, and new tiles/navigation in KSIS.

6. Information Technology (Finkeldei)

a)

Announcements

Adjournment

Next meeting: December 11th, 2024