

MINUTES
Faculty Senate Academic Affairs
April 3, 2007, 3:30 p.m.
K-State Union, Room 204

Present: Carroll, Fairchild, Hohenbary, King, Martin, Ramaswamy, Sachs, and Stewart

Absent: Atkinson, Chengappa, Couvelha, Pacey, and Wang

Visitors: David Allen, Kelli Cox, Jim Machor, and Monty Nielsen

1. Fred Fairchild, Chair, called the meeting to order at 3:35 p.m.
2. A motion was made and seconded to approve March 16, 2007 minutes for items on the second March Academic Affairs agenda. Motion carried.
3. Announcements
Fairchild reminded committee members of the Retiree Reception for Faculty and Unclassified Professionals on April 17, 2007 at 4:00 p.m. in the Alumni Center Ballroom. He also requested additional input regarding the April 17 Academic Affairs meeting. The meeting has been moved to 2:30 p.m. that day, but Ms. Becker will not be available to take minutes. Martin was willing to take them for the April 17 meeting.
4. New Business
 - A. Motion from ULC regarding new curricula, programs, initiatives, etc. (**Attachment 1**)
Fairchild introduced attachment 1 regarding the motion from the University Library Committee and he deferred to Jim Machor, Chair of the ULC, to expound a little bit on the motion. Machor briefly reviewed the rationale behind the motion presented. A lengthy discussion took place as to where this motion needs to be made, whether here in Academic Affairs, or elsewhere. Kelli Cox, Director of Planning and Analysis, referred to the Board of Regents Policy manual, Appendix G, regarding new programs and how there is actually a section that already requires the proposing unit to discuss budgetary needs, including a budget for library resources. These proposals are included in the green and white sheets and are available to Library faculty who receive those. It was also noted that new “initiatives”, unless they produce new programs, do not come under the Approval, Routing, and Notification Policy. In light of this information, Machor felt it would be best to withdraw this motion and confer with the ULC on how to proceed. A discussion regarding the function of the ULC also took place. Machor thanked the committee for their time and information.
 - B. Course and Curriculum Ad Hoc Committee update – Kelli Cox
Kelli Cox, Chair of the Ad Hoc Course and Curriculum committee, came to give an update to Academic Affairs. She briefly reviewed the charge they were given, as outlined by Alice Trussell, past Chair of the Academic Affairs committee. She passed out a handout with the simplified version of some of the changes the ad hoc committee is bringing forth. A revised version of the Approval, Routing, and Notification policy along with new flow charts is in progress. A recommendation is being made to institute a possible coordinator of undergraduate studies. This would help with communication across campus regarding undergraduate programs. Monty Nielsen discussed briefly the on-line undergraduate catalog. Starting June 1, 2008 there will *only* be an on-line version. There will no longer be a printed version. Each subsequent June, there will be an updated undergraduate catalog. The ad hoc committee is working with Charlotte Pfaff in the Registrar’s office regarding input for what course changes can be expedited and be updated on the on-line catalog during the year. Nielsen also mentioned they are looking to find ways to make this catalog more interactive. Cox mentioned this is one of the hopes of the ad hoc committee to work along with the new student system so another version of this policy will not need to be created again in within the next year. Academic Affairs thanked Cox for the information.
 - C. Honor and Integrity System constitution changes – David Allen (**Attachment 2**)
Fairchild introduced David Allen to discuss briefly the changes to the Honor & Integrity System constitution. Allen reminded the committee that at the start of the Honors Program last year there was much confusion between the Honors Program and the Honor System. It was recommended that the Honor System name be changed to Honor & Integrity System and the Provost was in support of this. A motion was made by Martin and seconded by Carroll to approve the proposal from the Honor Council. Ramaswamy asked for clarification about Article V as it refers to removal from the Honor Council and so does Article XI. It was decided the document should be amended to transfer the information from Article XI to under Article V and delete the current sentence under

Article V, then Article XII will be renamed Article XI. Hohenbary briefly questioned the Investigation and Adjudication Procedures. Allen expounded on this. There was an additional amendment under Article X where it referred to Article XII, this needed to be changed to Article XI. Also, it was discussed and decided that under Article X in the first paragraph, third line down, that "Graduate Council" needed to be inserted after "Approved by Faculty Senate". The original motion was withdrawn by Martin and the second was withdrawn by Carroll. A new motion was made by Martin to approve the proposed document as it was amended, subject to approval by the Honor & Integrity System Council prior to the May Faculty Senate meeting. Motion was seconded by Carroll. Motion carried.

5. Course and Curriculum Changes

A. Undergraduate Education

1. A motion was made by Martin and seconded by King to approve the following course and curriculum changes approved by the College of Agriculture on March 6, 2007:

COURSE CHANGES

Agricultural Economics

Add:

AGEC 121 Honors Agricultural Economics and Agribusiness

Agricultural Technology Management

Change:

ATM 460 Internship in Agricultural Technology Management (For credit/no-credit only)

Add:

ATM 101 Introduction to Biological and Agricultural Engineering and Technology

ATM 250 Chemical Application Systems

ATM 251 Chemical Application Systems Laboratory

ATM 455 Engines and Power Transfer

Drop:

ATM 500 Chemical Application Systems

ATM 571 Mechanisms for Power and Materials Handling

General Agriculture

Change:

GENAG 000 ~~Honors Program~~ Agriculture Scholars Program

GENAG 295 Introduction to ~~the Honors Program~~ Scholarship and Discovery

GENAG 395 ~~Honors Project~~ Research Topic Development

GENAG 396 ~~Honors Research~~ Proposal and Research Methods

GENAG 495 ~~Agriculture~~ Honors Seminar

GENAG 515 Honors ~~Presentation~~ /Scholars Project

Add:

GENAG 260 Agricultural Construction

GENAG 262 Agricultural Structures

GENAG 264 Agricultural Power

CURRICULUM CHANGES

Horticulture, Forestry, and Recreation Resources

Change:

Horticulture Major Requirements - Options in Horticulture science, Fruit/vegetable, Greenhouse management, Landscape design, Landscape and turf management, and Nursery management.

FROM: BIOL 210, General Botany
TO: BIOL 198, Principles of Biology

Horticulture Major Requirements - Options in Golf course management and Horticultural therapy.

FROM: BIOL 210, General Botany or BIOL 198, Principles of Biology
TO: BIOL 198, Principles of Biology

RATIONALE: The Division of Biology will no longer be offering BIOL 210, General Botany, as of Fall 2007. As a result, on all curriculum options in the Horticulture major where BIOL 210 is listed as a requirement it must be replaced with BIOL 198. On all curriculum options where BIOL 210 is listed as an option to BIOL 198, BIOL 210 will be removed as a choice.

IMPACT: The Division of Biology has recommended this change.
EFFECTIVE DATE: Fall 2007

Animal Sciences & Industry

Change:
Equine Science Certificate

FROM: Equine Science Certificate. This program enhances equine knowledge and job opportunities for K-State students. The certificate requires completion of 20 credit hours of select equine courses. For more information go to: www.asi.k-state.edu/equine

TO: Equine Science Certificate. This program enhances equine knowledge and job opportunities for K-State students. The certificate requires completion of ASI 521, Horse Science, and 17 credit hours of select equine courses. For more information go to www.asi.k-state.edu/equine.

RATIONALE: This change was made to ensure every student completing the certificate will have completed the capstone course to the program. This change will also allow the department to better assess the students within the program.

IMPACT: No impact on other departments.
EFFECTIVE DATE: Fall 2007

Biological and Agricultural Engineering

Change:
Changes to the Agricultural Technology Management curriculum (see supplemental white sheets)

RATIONALE: To update curriculum to reflect ATM course name and number changes and more specifically define major course requirements.

IMPACT: No impact on other departments
EFFECTIVE DATE: Fall 2007

Motion carried.

2. A motion was made by Stewart and seconded by Martin to approve the following course and curriculum changes approved by the College of Engineering on March 9, 2007:

COURSE CHANGES:

Biological & Agricultural Engineering

Add:

BAE 101 Introduction to Biological and Agricultural Engineering and Technology
BAE 131 Introductory Design for Biological and Agricultural Engineers

Drop:

BAE 200 Introduction to Biological and Agricultural Engineering and Technology

Computer and Information Sciences

Add:

CIS 530 Introduction to Artificial Intelligence

CIS 590 Special Topics in Computer Science

Industrial and Manufacturing Systems Engineering

Change:

IMSE 541 Statistical Quality Control

CURRICULUM CHANGES:

Computer and Information Sciences

Changes to the Bachelor of Science in Information Systems. Delete STAT 320 and add STAT 325.

Industrial and Manufacturing Systems Engineering

Changes to the Industrial Engineering Program:

- Drop Literature Elective Requirement (3 hours)
- Change Professional Electives from 6 to 9 hours. No change in total hours for the BSIE degree.
- Move STAT 510 and 511 from the Junior to Sophomore year. With this change, several other classes also changed semesters.

See white sheets for further detail

Motion carried.

- B. Graduate Education – A motion was made by Sachs and seconded by Hohenbary to approve the following course and curriculum changes as approved by the Graduate Council on March 6, 2007:

COURSE CHANGES:

Changes:

GEOG 830 Seminar in Rural Geography

POLSC 612 The Judicial Process

POLSC 619 Comparative Agricultural Politics and Policy

POLSC 623 South Asian Politics

POLSC 625 East Asian Politics

POLSC 629 Development Policy and Administration

POLSC 663 Political Thought: Since the Sixteenth Century

POLSC 671 Modern Political Thought

POLSC 672 Ideologies: Their Origins and Impact

POLSC 731 Comparative Civil-Military Relations

POLSC 742 International Conflict

Add:

ENGL 765 Creative Writing Workshop: Creative Nonfiction

KIN 608 Body Image, Eating Disorders & Obesity

POLSC 641 Global Security Threats

PSYCH 816 Psychology of Health

SOCIO 880 Social Movements

CURRICULUM CHANGES:

Add:

Graduate Certificate in Food Safety and Defense (College of Agriculture)

Motion carried.

C. General Education – A motion was made by Martin and seconded by Stewart to approve ENGL 385 (American Ethnic Literature) for UGE status as approved by the UGE Council on March 15, 2007. Motion carried.

6. A motion was made by Stewart and seconded by King to approve the following additions to the December 2006 Graduation List:

Rachel Elizabeth Mullet - Bachelor of Science, College of Arts & Sciences

Scott William Miller – Bachelor of Science, College of Arts & Sciences

Justin Hawley – Bachelor of Science, College of Arts & Sciences

Motion carried.

7. Committee Reports

A. University Library Committee – Mohan Ramaswamy

No report. Fairchild mentioned that the University Library Committee wishes to change its composition and charge. This is being discussed by FSLC before coming to this body.

B. Committee on Academic Policy and Procedures (CAPP) – Fred Fairchild

The committee is still working on the Academic Fresh Start policy. The plagiarism definition has been approved, but still needs to be put in a motion format and sent to Academic Affairs. The committee is also working on Saturday and Sunday once a week courses for the final exam schedule. Concern was raised about the Honors Program regarding credit hours from the college. There may be some comments from CAPP regarding the 8 credit hours specified by each college. They feel these should be equal in intensity.

C. Student Senate

No report.

D. Course and Curriculum ad hoc committee – David Sachs

Cox was here to report on the committee's activities. There were no further comments.

8. Old Business

Fairchild reported that the Honors Program has been approved by 5 of the 7 colleges and will be on our agenda most likely at the next meeting.

9. For the good of the University

Fairchild mentioned that he formally announced his candidacy for President Elect of Faculty Senate this coming year. He also noted that at the next Academic Affairs meeting on April 17 nominations for Chair of this committee need to be made and the vote will be taken at the May 1 meeting. The turn over for senators will take place on May 8th.

Fairchild thanked all the committee members for their support and participation on this committee.

10. The meeting was adjourned at 5:05 p.m.

ATTACHMENT 1
Motion from the University Library Committee

12 March 2007

Fred Fairchild, Chair
Academic Affairs Committee
201 Shellenberger Hall
Campus

Dear Fred:

Attached is a document from the University Library Committee proposing a motion that we would like the Academic Affairs Committee (AAC) to examine, with the object of bringing the motion up for consideration and a vote before the full Faculty Senate this spring. The motion involves a stipulation requiring that a Library Impact Statement be part of all proposals for new curricula, programs, and initiatives. The document itself consists of the proposal as worded and a rationale for it.

If you need any more information, please let me know. Additionally, if you believe it would be useful for me to attend the meeting at which the AAC considers this motion, in case there are any questions, do let me know that as well.

Sincerely,

Jim Machor, Chair
University Library Committee

Request for a motion to be made to the Faculty Senate:

Problem and Rationale:

The Faculty Senate document "Change Process for Courses, Curriculums, Degrees and Programs" states that when any new curricular and degree programs are proposed, it is required that "all affected departments are adequately informed" to assure "that the college and university administrators may incorporate those into their budget and planning process" (p. 5). That document further specifies that in such proposals for new curricular and degree programs "other departments and colleges possibly effected [sic] shall be informed *and consulted* about the proposed change" (pp. 20 and 22, emphasis added).

During the last several years it repeatedly has come to the attention of the University Library Committee (ULC) that, while such information is being passed along to the faculty and staff of the university libraries, new programs and initiatives are being proposed without an explanation of the impact of such programs and initiatives on the resources of the K-State libraries. Because new programs and initiatives (e.g., the Olathe campus, international programs such as the one in Afganistan) have been initiated and implemented without taking into account their effect on the staff and fiscal resources of the libraries, there repeatedly has been little to no effort by departments, colleges, and other university units outside the library to make certain that the libraries are allocated the funding necessary to provide the materials and delivery systems that many of these new programs and initiatives require.

Motion:

To remedy this problem, the ULC proposes that a motion be made to add to the "Change Process" document the following requirements: 1) All new curricula, programs, initiatives, and similar projects must include, as part of the proposal process, a Library Impact Statement (LIS) specifying what new library resources and/or services the curriculum, program, or initiative will require and what sources have been procured to provide additional funding for the libraries to cover those resources/services. 2) The process will include approval of the LIS by the library.

Approved by the University Library Committee 28 February 2007

ATTACHMENT 2
Honor & Integrity System Constitution

March 5, 2007

I am submitting, for approval by Faculty and Student Senate the following changes to the Constitution of the Kansas State University Honor System.

1. During the past year efforts have been made to address the confusion between the Honor System and the University Honors Program. In order to alleviate some of the confusion I am recommending that the name of the Honor System be changed to the Honor & Integrity System. The proposed name change has been inserted into the constitution found below and upon approval will be changed in the Investigation and Adjudication Procedures posted on the Honor System Website.
2. As a result of the recent revisions to the Investigation and Adjudication Procedures, two articles were left out of the new procedures formerly known as the Bylaws. These changes were not related to the investigation process and were not included in the new document. However, due to the significance of the articles they need to remain as a part of the constitution. Therefore I submit for your approval Articles X and XI listed below. Please note that these were previously approved by both Faculty and Student Senate as a part of the By-Laws.
3. As per the request of Faculty Senate, I have established Article XII governing the review process for the Constitution and Investigation and Adjudication process.

Each of these changes has been approved by the Honor Council by at least a $\frac{3}{4}$ majority vote.

Thank you,

David S. Allen
Director, KSU Honor System

Constitution

Approved by The Kansas State University Honor Council February 22, 1999

Ratified by Student Senate, April 1, 1999

Ratified by Faculty Senate, April 13, 1999

Amended May, 2003

Amended February, 2004

Proposed Amendment March 2007

Kansas State University Honor & Integrity System Constitution

Amended May, 2003

Amended February, 2004

We, the undergraduate and graduate students and faculty of Kansas State University, in order to conduct our academic endeavors under high standards of individual responsibility, thereby promoting personal honor and integrity, set forth this constitution of the Honor & Integrity System.

ARTICLE I. ROLE/PURPOSE

1. The Honor & Integrity System is intended to contribute to an environment at Kansas State University that fosters academic honesty and integrity.
2. All members of the academic community, both students and faculty, are urged to report violations of the honor pledge.
3. The honor pledge statement: On all assignments, examinations, or other course work undertaken by students, the following pledge is implied, whether or not it is stated: "On my honor, as a student, I have neither given nor received unauthorized aid on this academic work."
4. The K-State Honor & Integrity System specifies how alleged violations of the honor pledge are adjudicated by the Honor Council.
5. The Honor Council employs the Faculty Senate definitions for academic dishonesty in interpreting and applying this Honor & Integrity System.
6. Grading disputes and non-academic, behavior-related issues are handled elsewhere by existing K-State systems.
7. Breaches of faculty honesty and integrity are covered by existing university policies that are published in the Faculty Handbook.

ARTICLE II. SELECTION OF HONOR COUNCIL MEMBERS

1. The Honor Council includes faculty and undergraduate students from each of the following colleges: Agriculture, Architecture Planning and Design, Arts and Sciences, Business Administration, Education, Engineering, Human Ecology, Technology and Aviation. Each college is represented by two student and two faculty members, with the exception of the College of Arts and Sciences, which is represented by three students and three faculty members, and the College of Technology and Aviation, which is represented by four students and four faculty members. In addition, the dean of student life will appoint three staff members and the associate Provost for diversity will appoint three students at large to serve on the Honor Council. Ten graduate students will be appointed at large by the graduate student council president upon the recommendation of the Graduate Student Council.
2. Undergraduate student members:
 - A. Undergraduate students are nominated to the Honor Council by the student body president.
 - B. Student nominees must have completed two semesters at Kansas State University, be in good academic standing and be enrolled in a minimum of 6 credit hours.
 - C. Diversity may be a consideration in appointing members.
 - D. The student body president nominates student members from each of the previously mentioned colleges.
 - E. All nominations are subject to approval by Student Senate.
 - F. The student body president forwards the names of nominees to the Provost, who ensures eligibility.
3. Graduate student members:
 - A. Graduate student nominees must be currently enrolled and in good academic standing.
 - B. Diversity may be a consideration in appointing members.
 - C. Graduate student nominees are forwarded to the Provost who ensures eligibility.
4. Faculty Members:
 - A. Faculty apply for membership to their respective dean.

- B. Deans' nominations are forwarded to the Provost and the president of the Faculty Senate who jointly approve members from each college.
- C. Diversity may be a consideration in appointing members.
- D. All appointments are subject to approval by Faculty Senate.

ARTICLE III. DUTIES OF HONOR COUNCIL MEMBERS

- 1. Attend scheduled meetings of the Honor Council.
- 2. Communicate and promote the Honor & Integrity System to the Kansas State University community.
- 3. Advise students and faculty who report violations of the honor pledge.
- 4. Serve as neutral investigators of alleged honor pledge violations.
- 5. Serve as panel members during hearings of alleged honor pledge violations.
- 6. If elected, serve as Chair or vice-Chair of the Honor Council.

ARTICLE IV. HONOR COUNCIL TERM OF OFFICE

- 1. Members' terms are two years, except for initial appointments, which are divided equally between one-year and two-year terms.
- 2. Members' terms begin at the end of the spring semester and end at the conclusion of the spring semester of the final year of their appointment.
- 3. No member of the Honor Council may serve two consecutive full terms.
- 4. Members participate in a training process developed by the Director of the Honor & Integrity System.
- 5. If members resign or are removed from office, replacement appointments are made by the respective entity for the remaining portions of their terms.

ARTICLE V. REMOVAL FROM HONOR COUNCIL

~~Members are subject to removal from office pursuant to the procedures and grounds for removal in the bylaws.~~

The Honor Council may remove any member on grounds of malfeasance, misfeasance or nonfeasance in office by two-thirds vote of the membership. Positions on the Honor Council that are unfilled at the time of a vote are not considered part of the membership.

The Honor Council may recommend that the provost remove the Director or Associate Director on the grounds of malfeasance, misfeasance or nonfeasance in office by two-thirds vote of the membership.

ARTICLE VI. OFFICERS OF THE HONOR COUNCIL

- 1. Chair
 - A. The Chair is chosen annually from the membership of the Honor Council by majority vote.
 - B. The Chair presides at meetings of the Honor Council and serves in a parliamentary role.
 - C. The Chair, with the assistance of the Honor Council, annually evaluates the performance of the Honor & Integrity System Director and forwards the evaluation and a recommendation to the Provost.
 - D. If the Honor & Integrity System Director has a conflict of interest in an alleged violation, the Honor Council Chair serves in the role of Honor & Integrity System Director for that case.
- 2. Vice Chair
 - A. The vice Chair is chosen annually from the membership of the Honor Council by majority vote.
 - B. The vice Chair performs the duties of the Chair when the Chair is unable to do so.
- 3. Director
 - A. The Director of the Honor & Integrity System is appointed by the Provost to oversee the Honor Council.
 - B. Director's responsibilities:
 - 1. Communicate and promote the Honor & Integrity System to the Kansas State University community.
 - 2. Receive alleged violations of the Honor & Integrity System.
 - 3. Determine whether alleged violations should proceed to a hearing panel.
 - 4. Select investigators, panels for hearings and appeals, and panel Chairs.
 - 5. Provide the equipment and technical assistance for recording hearings.
 - 6. Record findings of the hearing and appeal panels.
 - 7. Maintain the records of all Honor Council proceedings.
 - 8. Review Honor & Integrity System policies and report annually to the Provost, Faculty Senate and Student Senate.
 - 9. Serve as an ex-officio member of the Honor Council.

10. Develop and conduct a training program for members of the Honor Council.

ARTICLE VII. EX-OFFICIO MEMBERS OF THE HONOR COUNCIL

1. The Provost and the dean of student life, or their representatives, may serve an advisory role at Honor Council meetings.
2. The Director of the Honor & Integrity System and staff members of the Honor Council have speaking rights during Honor Council meetings.

ARTICLE VIII. STUDENT RIGHTS

Students' rights are enumerated under Article XII of the K-State Student Governing Association constitution.

ARTICLE IX. CONSTITUTIONAL AMENDMENTS

1. Amendments to this constitution may be proposed by any member of the faculty, undergraduate or graduate student at Kansas State University.
2. All amendments must be approved by 3/4 vote of the Honor Council selected and qualified.
3. All amendments are subject to approval by Faculty Senate and Student Senate.

ARTICLE X. BYLAW REVISIONS

~~Bylaw revisions must be approved by a 2/3 vote of the total Honor Council selected and qualified.~~

Proposed Amendment to the Constitution

ARTICLE X: ANNUAL REVIEW

The Director and Associate Director annually review the Honor & Integrity System Constitution and Investigation and Adjudication Procedures and when appropriate, present amendments to the Honor Council for consideration and approval. Amendments to the Honor & Integrity System Constitution must then be approved by Faculty Senate, Graduate Council, and Student Senate. Changes in the Investigation and Adjudication Procedures must be reviewed at five-year intervals by Student Senate and Faculty Senate as specified in Article XI of the Constitution.

The Honor & Integrity System Director and Associate Director prepare an annual report of the previous year's Honor & Integrity System activities at the beginning of fall semester and present it to the Provost, Faculty Senate, Student Senate, Graduate Student Council and Graduate Council.

The Honor Council Chair annually initiates and organizes the Honor Council evaluation of the job performance of the Director and Associate Director and forwards that evaluation and recommendation to the Provost at the conclusion of the spring semester.

ARTICLE XI: INVESTIGATION AND ADJUDICATION PROCEDURES

Upon adoption by the Faculty Senate and Student Senate, the Investigation and Adjudication Procedures shall be subject to periodic review by Faculty Senate, Graduate Council, Graduate Student Council, and Student Senate, at 5 year intervals beginning in 2005. Interim revisions to the Investigation and Adjudication Procedures may be made upon approval by a 2/3 vote of the Honor Council, and the Provost. The Investigation and Adjudication Procedures must be posted at the Honor & Integrity System website (<http://www.ksu.edu/honor>) and updated regularly.

- Excludes the School of Veterinary Medicine