

**MINUTES**  
**Faculty Senate Academic Affairs**  
**May 6, 2008, 3:30 p.m.**  
**K-State Student Union, Room 203**

Present: Carroll, Charney, Chengappa, Dodd, Huschka, Holcombe, King, LeHew, Montelone

Absent: Devore, Martin, Ramaswamy, Staggenborg

Visitors: Steve Smethers, Monty Nielsen, Karen Myers-Bowman

1. Doris Carroll, Chair, called the meeting to order at 3:35 p.m.
2. A motion was made and seconded to approve the April 17, 2008 minutes. Motion carried.
3. General Education Task Force Update  
Karen Myers-Bowman came to give an update on the progress of the General Education Task force. The forums that they held with faculty were very helpful. They have now come down to eight areas that general education should fulfill, which they have been calling "the K-State 8". A couple areas they've worked are technology and sustainability in the courses. Also, they requested help from department heads and deans in tagging certain courses that would fit these eight areas. After compiling this information, they will be bringing forward a brief proposal as to what general education at K-State should look like, how it should be run, and also how it should be assessed. The proposal should be ready to submit by June 1, 2008. The Academic Affairs committee will review it at the start of their fall meetings, with the first meeting being September 2, 2008. Chengappa asked if the task force is aware of any concerns that may need addressed. Karen responded that the overwhelming response has been positive; however, there are still some concerns that will need to be worked through as the new version of general education is implemented. Changes will need to be made in order to make this work for *all* curricula. Karen commended and thanked her task force publicly for all of their hard work. Nielsen asked about the impact of this on transcripts, etc. She responded that while they are not going to let the technology drive how business is done, they do still have to consider how the current technology will work *with* the process. Karen thanked the committee for their time and input and will look forward to seeing them at the September 2 meeting.
4. Course and Curriculum Changes
  - A. Undergraduate Education
    1. A motion was made by Holcombe and seconded by Chengappa to approve the following course additions as approved by the College of Agriculture on March 13, 2008:

**COURSE CHANGES**

Department of Communications

Add:

AGCOM 435 Documentary Production

AGCOM 590 New Media Technology

Carroll reported to the committee that she received an email today from Steve Smethers, in the Department of Journalism and Mass Communications, indicating concern over these courses by his department. Steve Smethers was a visitor to the meeting and briefly gave a history of why their department has concerns over these courses and what they are doing in order to resolve the issues involving the missions of these two departments. Smethers requested that these courses be held off the agenda until JMC and Agriculture Communications can resolve their issues. There was considerable discussion over the reoccurring concerns from JMC this year to other colleges' proposals. After a lengthy discussion, Chengappa commented that it appears the College of Agriculture had followed the process in an honorable way and should not be penalized by holding these courses back. Motion carried. (There were two members who abstained from the vote)

2. A motion was made by Chengappa and seconded by King to approve the following course and curriculum changes as approved by the College of Arts and Sciences on April 17, 2008:

**COURSE CHANGES**

*American Ethnic Studies*

Add:

AMETH 449 Comparative Ethnic Studies  
AMETH 450 Comparative Ethnic Studies II  
AMETH 451 African American Perspectives  
AMETH 452 American Indian Perspectives  
AMETH 453 Latino/a Perspectives  
AMETH 454 Asian American Perspectives  
AMETH 550 Research Methods in American Ethnic Studies

*Department of English*

Change:

ENGL ~~425~~ 210 Honors English II

Drop: ENGL 110 Honors English I

*School of Journalism and Mass Communications*

Add:

MC 310 Sports Reporting  
MC 380 Public Relations Strategy and Planning

Change:

MC 480 Public Relations Techniques  
MC 531 ~~Media, Race, Communication, Diversity~~ and Social Change  
MC 557 Advanced Advertising and Public Relations Techniques

*Department of Modern Languages*

Change:

SPAN 560 ~~Chicano Language and Literature~~ U.S. Latino/a Literature and Culture in Spanish

*Department of Music*

Add:

MUSIC 491 Vocal Pedagogy

*Department of Sociology, Anthropology, and Social Work*

Change:

SOCWK ~~260-100 Introduction to Social Work~~ Social Work: The Helping Profession

*Women's Studies*

Add:

WOMST 595 Internship in Women's Studies

**CURRICULUM CHANGES**

*Department of English*

Change:

FROM: Students may elect to earn a BA in the department through a course of study based on one of the following three tracks: literature, literature and creative writing, or literature with teaching certificate. For all three tracks, students must take at least 6 hours of American literature ~~and~~ 6 hours of British literature other than Shakespeare. Students also must achieve a C or better in all courses taken for major or minor credit.

TO: Students may elect to earn a BA in the department through a course of study based on one of the following three tracks: literature, literature and creative writing, or literature with teaching certificate. For all three tracks, students must take at least 6 hours of American literature, and 3 hours of a literature related to diversity in the U.S. or the world. Students also must achieve a C or better in all courses taken for major or minor credit.

RATIONALE: Both Kansas State University and the English Department have stated commitments to diversity. The English Department proposes to add a diversity overlay to our current requirements in order to increase our ability to fulfill our mission statements, to enhance our ability to recruit an increasingly diverse student population, and to fulfill the University's diversity SLO.

*School of Journalism and Mass Communications*

Change:

FROM:

**Public Relations**

MC 110	Mass Communication in Society	3
MC 180	Fundamentals of Public Relations	3
MC 200	News and Feature Writing	3
MC 241	Editing and Design	3
MC 280	Public Relations Writing	3
MC 396	Mass Communication Research	3
MC 466	Law of Mass Communications	3
MC 480	Public Relations Techniques	3
MC 491	Mass Communications Internship1-3	3
MC 645	Public Relations Campaigns	3
Electives (at least 3 hours at 500-level or above)		<u>9-11</u>
		<b>39</b>

TO:

**Public Relations**

Core Classes

MC 110	Mass Communication in Society	3
MC 396	Mass Communication Research	3
MC 446	Law of Mass Communications	3

Required Sequence Classes

MC 180	Fundamentals of Public Relations	3
MC 200	News and Feature Writing	3
MC 280	Public Relations Writing	3
MC 380	Public Relations Strategy and Planning	3
MC 382	Public Relations Case Studies	3
MC 480	Public Relations Techniques	3
MC 491	Mass Communications Internship	1-3
MC 645	Public Relations Campaigns	3

Public Relations Elective (choose at least one of the following)

MC 539	Fund Raising in Non-Profit Organizations	3
MC 557	Advanced Advertising and Public Relations Techniques	3
MC 625	Media Relations	3
MC 662	International and Intercultural Public Relations	3
MC 665	Managing Integrated Strategic Communications	3
MC 682	Seminar in Public Relations	3

Electives

Any MC course or courses		<u>3-5</u>
		<b>39</b>

RATIONALE: The five full-time faculty members in the Public Relations Sequence recommended these changes following a yearlong study undertaken following the November 2006 report of the nationwide Commission on Public Relations Education. The new Public Relations curriculum adopts most of the commission's recommendations.

Change:

FROM:

**Journalism**

**Electronic**

MC 110	Mass Communication in Society	3
<del>MC 195</del>	<del>Information Gathering</del>	<del>3</del>
MC 200	News and Feature Writing	3
MC 251	Video News Production	3
MC 303	Advanced News and Feature Writing	3
MC 306	Audio News Production	3

MC 406	Advanced Electronic News Reporting	3
MC 466	Law of Mass Communications	3

Select one of the following:

MC 404	Public Affairs Reporting	3
MC 471	Audio Techniques	3
MC 481	Video Techniques	3
MC 491	Mass Communications Internship	3

Select one of the following:

MC 685	Media Management	3
<del>MC 710</del>	<del>History of Journalism</del>	<del>3</del>
<del>MC 720</del>	<del>Ethics in Mass Communication</del>	<del>3</del>

Electives (at least 3 hours at 500-level or above)	<u>9</u>
	<b>39</b>

**TO:**  
**Journalism**

**Electronic**

MC 110	Mass communication in Society	3
MC 200	News and Feature Writing	3
MC 251	Video News Production	3
MC 303	Advanced News and Feature Writing	3
MC 306	Audio News Production	3
<del>MC 316</del>	<del>Internet Journalism</del>	<del>3</del>
MC 406	Advanced Electronic News Reporting	3
MC 466	Law of Mass Communications	3

Select one of the following:

MC 404	Public Affairs Reporting	3
MC 471	Audio Techniques	3
MC 481	Video Techniques	3
MC 491	Mass Communications Internship	3

Select one of the following:

MC 685	Media Management	3
<del>MC 564</del>	<del>History of Mass Communication</del>	<del>3</del>
<del>MC 573</del>	<del>Ethics in Mass Communication</del>	<del>3</del>

Electives (at least 3 hours at 500-level or above)	<u>9</u>
	<b>39</b>

**RATIONALE:** In a separate action currently before faculty senate, MC 195 Information Gathering is being dropped from our curriculum, and another class, MC 316, is being modified in title and description. The proposed action on this form represents the faculty's desire to substitute MC 195 with MC 316 as a core requirement for Print and Broadcast Journalism majors.

An earlier action in 2006, which creates undergraduate versions of some classes that were once only listed at the 700 level, is forcing a change in the bottom "choose from" option. MC 710 History of Journalism and MC 720 Ethics in Mass Communication were formerly part of that option, and now, those classes are being replaced with MC 564 and MC 573.

Change:

FROM:

**Journalism**

**Print**

MC 110	Mass Communication in Society	3
<del>MC 195</del>	<del>Information Gathering</del>	<del>3</del>
MC 200	News and Feature Writing	3
MC 241	Editing and Design	3
MC 303	Advanced News and Feature Writing	3
MC 341	Advanced Editing and Design	3
MC 466	Law of Mass Communications	3

Select one of the following:

MC 404	Public Affairs Reporting	3
MC 416	Photojournalism	3
MC 426	Magazine Article Writing	3

Select one of the following:

MC 685	Media Management	3
MC 710	History of Journalism	3
MC 720	Ethics in Mass Communication	3

Electives (at least 3 hours at 500-level or above) 9  
**39**

TO:

### Journalism

#### Print

MC 110	Mass Communication in Society	3
MC 200	News and Feature Writing	3
MC 241	Editing and Design	3
MC 303	Advanced News and Feature Writing	3
MC 316	Internet Journalism: Information Gathering	3
MC 341	Advanced Editing and Design	3
MC 466	Law of Mass communications	3

Select one of the following:

MC 404	Public Affairs Reporting	3
MC 416	Photojournalism	3
MC 426	Magazine Article Writing	3

Select one of the following:

MC 564	History of Mass Communication	3
MC 573	Ethics in Mass Communication	3
MC 685	Media Management	3

Electives (at least 3 hours at 500-level or above) 9  
**39**

**RATIONALE:** This action reflects a change in requirements for students in this sequence and a change in the numbers of classes that are part of this sequence's "choose from" option.

### Department of Music

Change:

FROM:

### Bachelor of Music

#### Additional requirements for vocal performance

MUSIC 225	Lower-Division Performance/Voice	8
MUSIC 455	Upper-Division Performance/Voice	44
MUSIC 206,207, or 255	Lower Division Performance/Piano	4
MUSIC 615	Canon and Fugue	2
or		
MUSIC 616	Twentieth Century Counterpoint	2
MUSIC 285, 287, or 465	Diction	3
MUSIC 492	Methods and Materials of the Studio	2
MUSIC 650	History of Opera	3
MUSIC 706	Song Literature	

TO:

### Bachelor of Music

#### Additional requirements for vocal performance

MUSIC 255	Lower-Division Performance/Voice	8
MUSIC 455	Upper-Division Performance/Voice	13
MUSIC 206, 207, or 255	Lower Division Performance/Piano	4
MUSIC 615	18 <sup>th</sup> Century Counterpoint	2
or		
MUSIC 616	Theories of Contemporary Music	2
MUSIC 285, 287, 465	Diction	3
MUSIC 491	Vocal Pedagogy	2
MUSIC 492	Methods and Materials of the Studio	2
MUSIC 650	History of Opera	3
MUSIC 706	Song Literature	

**RATIONALE:** In the Bachelor of Music/vocal performance degree we are proposing to decrease the number of credits for Music 455, UD Performance/Voice, from 14 to 13 credits, and add Music 491, Vocal

Pedagogy, for 2 credits. This will increase the total number of credits in the curriculum by 1, but the total still falls within the limits stated in the catalog – 129-134 credits for the degree. The addition of Vocal Pedagogy will strengthen our curriculum, making it more consistent with similar curricula at other colleges and universities.

Motion carried.

B. General Education –

1. A motion was made by Dodd and seconded by LeHew to approve the following course changes as approved by the UGE Council on April 24, 2008:

Course description changes to:

GRMN 221

GRMN 223

Drop from UGE status:

HIST 529 Civil War and Reconstruction

Motion carried.

5. Graduation list changes

- A. A motion was made by LeHew and seconded by Chengappa to approve the following addition to the Fall 2007 graduation list: Daniel J. Robbins, Bachelor of Science in Secondary, College of Education

Motion carried.

6. Committee Reports

- A. University Library Committee – Mohan Ramaswamy

No report

- B. Committee on Academic Policy and Procedures (CAPP) – Doris Carroll

Pat Bosco was a guest at their last meeting and gave them an update on enrollment statistics and admission processes.

Nielsen asked for feedback from Academic Affairs committee members on how the enrollment process appears to be going with iSIS. There were a few concerns noted on the part of faculty and students, but overall the process seems to be proceeding without any major issues. Please send your concerns via email to David Delker ([ddelker@ksu.edu](mailto:ddelker@ksu.edu)).

- C. General Education Task Force – Melody LeHew

No further report.

- D. Student Senate – Andrew Huschka

Turn over just took place with new senators beginning their terms. The smoking ban is on their agenda to bring back to the Manhattan Commission this year. Also, the Big 12 student conference will be held here in Manhattan for the first time from October 16-19, 2009.

7. Old Business

- A. Course and Curriculum Policy Proposal update

Ms. Becker reported that Kelli Cox, Doris Carroll, and she met with Registrar Office personnel and reviewed the new course and curriculum process, specifically the data sheets. Plans are under way to meet with key personnel in each college to take the process step by step and to answer any questions. This will be done starting in a few weeks after the end of this semester. The changes will be implemented in fall 2008.

- C. Plagiarism Definition - **Attachment 1**

Dodd gave a brief history of how the task force produced this definition. They reviewed around 10 other universities policies and then outlined a list of what items of importance should be included in K-State's definition. Chengappa questioned research methodology and the use of the word "original" when referring to concept under #2, the second bullet. Charney had deep concern about the second set of bullets under #2. He felt that unless this is an exhaustive list, there could be repercussions for putting this type of list in the handbook. He also commented that it should be the instructor's responsibility to share with students what types of things are

encompassed by plagiarism. LeHew feels that to have this as part of the Handbook language benefits students. Dodd also highlighted that having this language available in the University Handbook empowers GTAs who teach courses. Committee members were encouraged to review this document and send their comments to Doris and copy them to Elizabeth. It will be reviewed again next meeting and also over the summer. It was the decision of the committee that this should come before senate in the fall and not at the June meeting.

8. New Business

A. Election of 2008-2009 Academic Affairs Chair

There were three nominations via electronic mail from our last meeting: Carroll, LeHew, and Montelone. LeHew and Montelone were unable to accept their nominations. Carroll accepted. The floor was opened for further nominations. No other nominations were made. Dodd moved to close nominations. Motion carried. Carroll was unanimously voted as chair of Academic Affairs for the 2008-2009 year.

9. For the good of the University

Carroll distributed a handout to committee members of all the activities Academic Affairs has worked on this year and thanked them for their dedicated participation on the committee.

10. The meeting adjourned at 5:08 p.m.

**Attachment 1**  
**University Handbook Change: Appendix F, Section A. Cheating: Plagiarism**  
**Approved by the Plagiarism Task Force on April 23, 2008**

Appendix F, Section A. Cheating: Plagiarism.

1. Definition of Plagiarism.

Plagiarism is taking credit for someone else's ideas, work, or words. In a university setting, it means turning in academic, scholarly, or literary work in which you either claim or imply the material to be your own, when that is not the case. Webster's New Collegiate Dictionary, eleventh edition, defines plagiarism simply: "to steal and pass off the ideas or words of another as one's own without crediting the source" (2003).

2. Avoidance of Plagiarism.

In practical terms, plagiarism could include:

- Buying a term paper, or copying another person's paper, even if she or he gives you permission.
- Cutting and pasting information from the Internet into your own paper without properly identifying it as a quotation and properly attributing the source.
- Using someone else's original concept and presenting it as if it is your own original creativity, without acknowledging the source of the idea.

While some acts of plagiarism are obvious attempts to deceive, like buying a term paper, others result from sloppy scholarship or failure to follow proper format for crediting sources. For example:

- If you copy directly from another source and acknowledge it in your bibliography or list of works cited, yet fail to put it in quotation marks, this is plagiarism. The reason is because, although you have indicated that the idea is someone else's, the lack of quotation marks implies that the words are your own.
- Paraphrasing is summarizing a source so that you have re-written the material in your own words but maintained the original author's ideas. When you paraphrase, you do not need to put the words in quotation marks, but you do need to properly attribute the original source. Paraphrasing does not mean simply changing one or two words, or leaving out a sentence, while the rest remains the same. Even if you identify the original author, but have used faulty paraphrasing that retains too much of the original, the result is inadvertent plagiarism.
- If you use another researcher's specific methodology, you should acknowledge doing so. While some research protocols are widespread and general enough to need no citation, if the protocol, analysis, or technique can be attributed to specific publication it should be cited.

3. Discipline -specific Guidelines.

Different departments and disciplines may have specific guidelines and standards for how to properly acknowledge and document sources. For example, some departments will require students to use a certain citation format: MLA or APA. If instructors or departments have specific requirements concerning citation or paraphrasing, it is their responsibility to make these requirements clear to the students. If students have

any question about how to properly attribute work, it is their responsibility to ask the instructor. Departments that encourage collaborative learning and scholarship should make clear to students what constitutes fair academic collaboration, and what constitutes academic dishonesty.

#### 4. Academic Community.

The ethical standards outlined above apply throughout the academic community. These guidelines apply to faculty and research assistants in their possible use of students' and colleagues' research and ideas, as well as to students' use either of source materials and authorities or of other students' ideas and work.