

MINUTES
Faculty Senate Academic Affairs
May 20, 2008, 3:30 p.m.
K-State Student Union, Room 204

Present: Carroll, Chengappa, Hendrix, Holcombe, King, LeHew, Rintoul, Turvey-Welch

Absent: Charney, Devore, Huschka, Montelone, Staggenborg

Visitors: Elizabeth Dodd, Monty Nielsen

1. Doris Carroll, Chair, called the meeting to order at 3:30 p.m.
2. A motion was made and seconded to approve the May 6, 2008 minutes. Motion carried.
3. Farewell to outgoing members: Elizabeth Dodd, Dawne Martin, David Pacey, Mohan Ramaswamy
Introduction of new members: David Rintoul, Scott Hendrix, John Devore, Michelle Turvey-Welch, Andrew Huschka,
Starting in September, Gloria will be replaced by Danny Rogers as well.

Carroll took a moment to thank outgoing committee members for their perseverance in committee work this year.

4. Course and Curriculum Changes

A. Undergraduate Education

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

Journalism and Mass Communications

Change:

MC ~~630~~ 382 Public Relations Case Studies

MC ~~705~~ 539 Fund Raising ~~by~~ in Non-Profit Organizations

Motion carried.

2. A motion was made by King and seconded by Chengappa to approve the following course and curriculum changes as approved by the College of Engineering on April 25, 2008:

COURSE CHANGES

Department of Architectural Engineering and Construction Science

Changes to:

ARE 311 CAD in Engineering and Construction

New:

ARE 310 Introduction to AutoCAD

CNS 542 Ethics and Professional Standards

Department of Computing and Information Sciences

Changes to:

CIS 540 Software Engineering Project I

CIS 543 Software Engineering Design Project

CIS 560 Database System Concepts

CIS 562 Enterprise Information Systems

Department of Chemical Engineering

Changes to:

Drop:

CHE 354 Engineering Materials Laboratory

General Engineering

Changes to:

DEN 330 ~~Basic Geometric Dimensioning and Tolerancing I~~ Drawing Interpretation

DEN 431 ~~Intermediate~~ Basic Geometric Dimensioning and Tolerancing II

DEN 432 Advanced Geometric Dimensioning and Tolerancing ~~III~~

DEN ~~398~~ 310 Problems/ Project Management for Engineers and Technical Professionals

Department of Electrical and Computer Engineering

Changes to:

EECE ~~540~~ 410 Circuit Theory

EECE ~~544~~ 441 Design of Digital Systems

EECE 525 Electronics I

Department of Industrial and Manufacturing Systems Engineering

Changes to:

IMSE 201 Introduction of Industrial Engineering

IMSE 541 Statistical Quality Control

IMSE 555 Industrial Facilities Layout and Design

IMSE 563 Manufacturing Processes Engineering

IMSE 580 Manufacturing Systems Design and Analysis

IMSE 591 Senior Design Project I

IMSE 592 Senior Design Project II

CURRICULUM CHANGES:

Department of Architectural Engineering and Construction Science

Changes:

- Architectural Engineering: Drop ENVD 205 and Free Elective (3). Add ARE 310 and Free Elective (4).
- Construction Science and Management: Drop ENVD 205. Add ARE 310 and CNS 542.

Department of Computing and Information Sciences

Changes to:

- Reordering of courses in the Bachelor of Science in Information Systems (see pages 12-13 of white sheets for details)
- Reordering of courses in the Bachelor of Science in Computer Science – CS option (see pages 14-15 of white sheets for details)
- Reordering of courses in the Bachelor of Science in Computer Science – SE option (see pages 16-17 of white sheets for details)

Department of Chemical Engineering

Changes to:

- The Bachelor of Science in Chemical Engineering (footnotes on page 199 in undergraduate catalog). See pages 19-20 of white sheets for further details.

Department of Electrical and Computer Engineering

Changes:

- Reordering of courses in the Bachelor of Science in Computer Engineering (see pages 30-32 of white sheets for details)

Motion carried.

- B. Graduate Education – A motion was made by Turvey-Welch and seconded by Holcombe to approve the following course and curriculum changes as approved by the Graduate Council on May 6, 2008. After a brief comment, a

friendly amendment was made by Turvey-Welch to separate out the Ph.D. option from the rest of the Graduate Council items. There were no objections.

COURSE CHANGES

Changes:

ENGL 795	Literary Criticism
MC 625	Media Relations
MC 645	Public Relations Campaigns
MC 665	<u>Managing Integrated Strategic Communications</u>
MC 710	History of <u>Mass Communications</u>
MC 720	Ethics in <u>Mass Communications</u>
MC 725	International Communications
MC 730	Seminar on Issues in the Media
MC 740	Colloquium in Mass Communications
MC 765	Communication Theory
MC 770	Professional Journalism Practicum
CIS 625	Concurrent Software Systems
IMSE 605	Advanced Industrial Management
IMSE 610	Occupational Safety Engineering
IMSE 625	Work Environments
IMSE 633	Production Planning and Inventory Control
IMSE 641	<u>Quality Engineering</u>
IMSE 643	Industrial Simulation
IMSE 662	Computer Aided Manufacturing
IMSE 760	Stochastic Calculus Financial Engineering
IMSE 805	Management of Research and Engineering
IMSE 806	Engineering Project Management
IMSE 841	Advanced Topics in Quality Engineering
IMSE 842	Reliability Theory I
IMSE 850	Ergonomics (Human Factors) Engineering
IMSE 822	Advanced Engineering Economy
IMSE 890	Applied Methods in Industrial Engineering II

New:

AMETH 650	Seminar in American Ethnic Studies
AGCOM 610	Crisis Communication
ENGL 703	Critical Approaches to Children's Literature
ENGL 797	Professional Writing Internship
MC 662	International and Intercultural Public Relations
MC 682	Seminar in Public Relations
MUSIC 638	Concert and Ethnic Percussion Techniques
MUSIC 639	Jazz and Marching Percussion Techniques

Drop:

IMSE 820	Intelligent Manufacturing Systems
MC 715	History of Electronic Media

CURRICULUM CHANGES

Changes to the:

Master of Accountancy Students GPA Policy
Concurrent B.S./M.S.I.E. Degree

Motion carried.

A motion was made by LeHew and seconded by King to approve the Human Ecology Doctorate Option.

New Option:

Human Ecology Doctorate Option: Personal Financial Planning (**Attachment 2**)

Carroll opened the floor for questions. Dodd asked if the College of Business had any issues with this proposal. LeHew indicated conversations had taken place and there were not any objections. Rintoul questioned how will this be backed up with students? He is concerned there will not be the clientele for this program or that the market will not support it. LeHew responded they are anticipating a greater need for those who are currently in this business. Discussion continued regarding this topic. Other points made were that this program is taught partly on-line and partly on campus. Also, it was clarified that this will be an additional option to an already existing degree program and not a new Ph.D. program itself. It was requested that the documentation clarify this to avoid further confusion. Other questions were entertained regarding the proposal. Motion carried.

- C. General Education – A motion was made by LeHew and seconded by King to approve the following course changes as approved by the UGE Council on May 19, 2008:

Add:

- ◆ENGL 285 Introduction to American Ethnic Literatures
- ◆ENGL 386 African American Literatures
- ◆ENGL 387 American Indian Literatures
- ◆ENGL 388 Asian American Literatures
- ◆ENGL 389 Latina/o Literatures
- ◆PSYCH 370 Brain and Behavior

Change:

- ◆ENGL 385 Selected American Ethnic Literatures
- ◆POLSC 110 Introduction to Political Science

Motion carried.

5. Graduation list changes

- A. A motion was made by Chengappa and seconded to approve the following addition to the May 1996 graduation list:
Chris M. Curtin, Bachelor of Science, College of Arts and Sciences

Ms. Becker read the information submitted regarding the background on this request. There was concern voiced about back dating this degree. Discussion continued regarding this issue. Chengappa moved to table the motion until more information can be found out. Hendrix seconded. Motion was tabled.

6. Committee Reports

- A. University Library Committee – Michelle Turvey-Welch
The long-term strategic plan includes utilizing more of Hale Library space and so you will notice some changes on the second floor.
- B. Committee on Academic Policy and Procedures (CAPP) – Doris Carroll
CAPP met last week but there was nothing substantial to report.
- C. General Education Task Force – Melody LeHew
The proposal should be ready for submission on June 1st and will be then presented in September to Academic Affairs.
- D. Student Senate – Andrew Huschka
No report.

7. Old Business

- A. Plagiarism Definition – Elizabeth Dodd, **Attachment 1**
The document was presented for the second time with revisions made after the last meeting. A motion was made by Rintoul to approve the document as proposed. LeHew seconded the motion. Turvey-Welch made a friendly amendment to add the language “, but is not limited to:” to #2. The amendment was accepted. After further discussion, the motion carried.

8. New Business
 - A. Appointment of Laser Project steering committee Representative
Jennifer Gehrt has requested a faculty member to sit on this committee, which will have a significant role in the restructuring of IT on campus. Rintoul volunteered to serve on this committee.
 - B. Appointment of CAPP alternate
The Academic Affairs chair sits as a member on the Committee on Academic Policy Procedures and Carroll requested to have an alternate person for occasions where she is not able to attend.
 - C. 2008-2009 Co-Chair for Academic Affairs
Carroll asked committee members to think about this and either an appointment will be made via email during summer or at our first September meeting. The alternate for CAPP and the co chair could be the same person if they wish or it could be two different individuals.
9. Good of the University
10. Meeting was adjourned at 4:50 p.m.

Attachment 1
University Handbook Change: Appendix F, Section A. Cheating: Plagiarism
Approved by the Plagiarism Task Force on April 23, 2008
Approved, with minor revisions, by Faculty Senate Academic Affairs on May 20, 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 submitting 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, but is not limited to:

- 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 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 a 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, such as MLA ,APA, or CMS. 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.