

**MINUTES**  
**Faculty Senate Academic Affairs**

**February 1, 2022, 3:30 pm**

**ZOOM ONLY: 442 684 782 or <https://ksu.zoom.us/j/442684782>**

**Present:** Sara Blankley (GU), Jenny Bormann (Ag-Co-Chair), Gerry Craig (AS), Mary Lynn Higginbotham (VM), Brandon Kliewer (Ed), Terry Mason (BA), Suzanne Reese (TE), and Don Von Bergen (TA-Co-Chair), and Steve Warren (EN)

**Absent:** Bryce Atchison (SGA) and Michael McGlynn (APD)

**Proxy:** Jenny Bormann for DeAnn Presley (EXT) and Emily Finch for Carol Sevin (LIB)

**Nonvoting liaisons present:** Kelley Brundage (REG), Karen Goos (PROV), Shannon Castleberry (REG)

**Guests and visitors:** Troy Harding, Mindy Markham, and Bill Turnley

1. Von Bergen called the meeting to order at 3:31 pm.
2. The January 18, 2022 minutes were approved as submitted
3. Tabled course and/or curriculum proposals... none for this agenda.
4. Course Proposals:

**To view full proposals, see the Curriculog Agenda: <https://kstate.curriculog.com/agenda:1548/form>**

Salina Aerospace and Technology Campus	CMST - 190 - Information Engineering for Data Science CMST - 290 - Scientific Programming and Machine Learning PAV - 217 - Airframe A PAV - 227 - Powerplant A PAV - 318 - Airframe B PAV - 328 - Powerplant B
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A motion was made by Von Bergen and seconded by Bormann to approve the courses. Minor edits were made to the course description of CMST 190 and 290; the last sentence was removed. This was with approval of unit. Motion carried.

5. New Curriculum Proposal(s):

**To view full proposals, see the Curriculog Agenda: <https://kstate.curriculog.com/agenda:1549/form>**

Salina Aerospace and Technology Campus	STEM Foundations Minor
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A motion was made by Von Bergen and seconded by Bormann to approve the new minor. Various edits were made to this proposal in advance of the meeting in order to bring it in compliance with board (KBOR) regulations. Motion carried.

6. Curriculum Proposal(s):

**To view full proposals, see the Curriculog Agenda: <https://kstate.curriculog.com/agenda:1549/form>**

Health and Human Sciences	Human Development and Family Science (B.S.)
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Salina Aerospace and Technology Campus	Aviation Maintenance (AAS) (AAVMN)
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A motion was made by Von Bergen and seconded by Bormann to approve the curriculum proposals. No discussion; motion carried.

7. Expedited Proposals approved by colleges/Grad Council:

**To view full proposals, see the Curriculum Agenda: <https://kstate.curriculog.com/agenda:1550/form>**

Business Administration	ENTRP - 466 - Digital Business
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A motion was made by Von Bergen and seconded by Bormann to approve the expedited course. Motion carried.

8. Old Business (withdrawn from FS agenda for further edits)

A. Undergraduate Academic Credit Certificates ([UH F170](#))

Von Bergen is working to incorporate changes received from our Registrar, CAPP members, and others. He and Blankley will review the language and provide members with an updated proposal in time for the next meeting.

9. 21-22 Committee work

A. Posthumous degree policy/procedures ([UH F150](#))

Bormann has been working with Duane Dunn, Andy Thompson, and Kelley Brundage on this policy. It will go to CAPP next week for their review. They've researched what other institutions do and it seems a stricter policy for actual posthumous degrees is prudent; however, an "In Memoriam" certificate or recognition will also be part of the proposal, which can be more flexible. Wording will be crafted for the actual policy outlined in the University Handbook, section F150, however, this will not house the procedures. An appropriate place to house the procedures will be discussed.

B. Post Bacc Minor Policy review ([UH 160](#))

No update at this time.

C. Interdisciplinary program Policy review

Bormann and Kliewer met a few days ago. They will begin a draft of something that can be shared with CAPP, associate deans, and Grad School. This basic idea of this will also be shared with caucus chairs during the exec meeting at the end of February to get their feedback and that of their caucus. If, once seeing both the options, it is decided to veer away from current process, this may be something academic affairs wants to have FS vote on or at least endorse. It is hoped to have this completed this year.

D. Cross-Listed definition for course

It is agreed a definition is necessary first of all. Then, having a definition in place, other criteria can be identified, such as what may be unique to a cross-listed course and what must be identical to its counterparts. There was consensus that a variety of existing courses noting they are cross-listed do not even harmonize with the current definition.

E. Catalog deadlines – updates as needed

No update.

10. Committee Reports – No committee reports today.

- A. ARPS (Academic Records, Processes and Systems Committee) – Blankley
- B. CAPP (Committee on Academic Policies and Procedures) – Higginbotham
- C. Curriculog Team – Bormann/Castleberry/LaBerge
- D. University Library Committee – Hiller

11. Announcements and/or for the good of the University

- A. Grad Council pilot of simultaneous review –  
Bormann related that she met with Sarah Reznikoff this week. The Grad School is piloting a simultaneous review of proposals at Grad Council levels. We'll see how this works for them this spring and then see if there is a way to incorporate their steps in line with FS AAC where possible, to perhaps pilot that in the fall. We'll await to see how it goes. The concern is not with proposals that are in good shape, but rather those that need work because if a proposal is undergoing simultaneous review by several bodies, there could be issues with getting the correct changes made within the proposal itself.
- B. Online delivery for existing curriculum –  
Von Bergen wanted the committee's input on a process. In the past FS AAC has not taken a vote on a course or curriculum where nothing is changing except to offer it in an online format. However, within our systems now, a curriculum that is being offered also online will need a separate KSIS code. Therefore, it is being asked by the Registrar's office that these go through the curriculum process via Curriculog to be transparent, provide a record of these, and be able to search for them in the future. In keeping with their current process, FS AAC does not see it necessary to give formal approval by placing this specific kind of item on their agendas. **ACTION:** Therefore, a motion was made by Von Bergen and seconded by Bormann to allow Candace, our Office Specialist for Faculty Senate, to approve these in Curriculog and move them forward for processing by the appropriate offices once they come to the FS AAC step in the system. Motion carried.
- C. Final exam policy – related to inclement weather and/or university closure etc.  
Von Bergen wanted to discuss a possible addition to the final exam policy with members because this issue has created problems on the Salina Campus. During the recent final exam week of December 2021, there was a windstorm that caused a power outage for the Salina campus for several days. This interfered with final exams and grades, which was troublesome to say the least. In the event there is inclement weather or something which creates a university event/closure, etc. during Final Exam Week, it would be prudent to have something which allows the instructor options, including to not hold the final exam and give a student their grade, prior to the final exam. Von Bergen would like to work on this and finalize it prior to the end of this semester. Goos was very willing to assist him with this endeavor as she is supportive of this kind of policy. However, we want to be careful it's not so flexible that it creates other issues for a student, perhaps even related to financial aid. This will be added to the committee's work for this spring. Von Bergen shared an example of one policy from the University of Nebraska Kearny for the committee's review:  
[https://www.unk.edu/academic\\_affairs/faculty\\_handbook/AcademicPolicies/weather.php](https://www.unk.edu/academic_affairs/faculty_handbook/AcademicPolicies/weather.php).

12. The meeting was adjourned at 4:20 p.m.

Next meeting: Tuesday, February 15, 2022, 3:30 pm; Zoom ID: 442 684 782