

MINUTES
Faculty Senate Academic Affairs
September 21, 2021, 3:30 pm
ZOOM ONLY: 442 684 782 or <https://ksu.zoom.us/j/442684782>

Present: Bryce Atchison (SGA), Jenny Bormann (Ag-Co-Chair), Mary Lynn Higginbotham (VM), Kim Hiller (HHS), Derek Jackson (GU), Brandon Kliewer (Ed), Terry Mason (BA), Deann Presley (EXT), Carol Sevin (LIB), Don Von Bergen (TA-Co-Chair), Steve Warren (EN)

Proxies: Don Von Bergen for Gerry Craig

Other guests: Candice Shoemaker, Becky Stuteville,

Nonvoting liaisons present: Karen Goos (Provost)

1. Bormann called the meeting to order at 3:31 pm.
2. The September 7, 2021, minutes were approved as submitted.
3. New Business
 - A. Academic Forgiveness and Fresh Start proposals for FS consideration – CAPP (Goos)
 These revisions are proposed for the University Handbook, Section F104.

Goos provided the background on why these policies are being revised. There were some best practices that needed to be incorporated into the handbook. Also, they have recommended a common form be used university-wide versus a different form per college. FS Academic Affairs members will review the proposed changes, share it with FAC and the University Handbook and Policy committee. The hope will be to have a brief joint meeting of Academic Affairs and Faculty Affairs at their next regularly scheduled meeting time to vote on these changes and move them forward to Exec in October and Faculty Senate in November. Bormann will follow up with Faculty Affairs to invite them to the next meeting.

4. Course Proposals:
To view full proposals, see the Curriculog Agenda: <https://kstate.curriculog.com/agenda:1383/form>

Engineering	CIS 733 Data Science Foundations
Health and Human Sciences	FNDH - 600 - Public Health Nutrition FNDH - 631 - Clinical Nutrition I
Salina Aerospace and Technology Campus	AVM - 121 - Aircraft Drawings ETB - 352 - Microcontroller applications in Unmanned Systems PAV - 497 - Senior Capstone

A motion was made by Bormann and seconded by Von Bergen to approve the course proposals. Motion carried.

5. New Curriculum Proposal(s):
To view full proposals, see the Curriculog Agenda: <https://kstate.curriculog.com/agenda:1384/form>

Interdisciplinary	Urban Food Systems Graduate Certificate
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A motion was made by Bormann and seconded by Kliewer to approve the new curriculum. There was a comment raised that perhaps conversation with Olathe campus and Education can occur as well to maximize opportunities. Candice Shoemaker was in attendance to represent the proposal and offered

to follow up. The name of Royce Ann Collins was provided to her, and she will follow up to ensure collaboration. There was no desire to hold the proposal up as it seems well crafted. Motion carried.

6. Curriculum Proposal(s):

To view full proposals, see the Curriculog Agenda: <https://kstate.curriculog.com/agenda:1384/form>

Health and Human Sciences	Human Development and Family Science (M.S.) Interior Design (B.S.)
Olathe campus	Professional Interdisciplinary Sciences Graduate Certificate Professional Skills for STEM Practitioners Graduate Certificate
Salina Aerospace and Technology Campus	Aeronautical Technology BS--Aviation Maintenance Management Option

A motion was made by Bormann and seconded by Von Bergen to approve the curriculum proposals. Bormann had a question on the HDFS MS proposal from HHS. That proposal was contingent on another curriculum proposal being approved, which has yet to receive approval. No representative was present, therefore, Bormann moved to table this proposal and Von Bergen seconded. Motion carried. She will follow up with the unit. There was also a question on the Interior Design BS. A typo was identified in the TO column that will be corrected, and a new file uploaded. With that edit made, all other proposals were approved.

7. Expedited Proposals approved by colleges/Grad Council:

To view full proposals, see the Curriculog Agenda: <https://kstate.curriculog.com/agenda:1385/form>

Education	EDCI - 910 - Multicultural Curriculum Programming
Engineering	Architectural Engineering (ARE) (B.S.) CIS - 580 - Fundamentals of Game Programming DEN - 020 - University Honors Program DEN - 200 - Kansas State Engineer Publications DEN - 201 - Amateur Radio Theory I DEN - 202 - Amateur Radio Theory II IMSE - 255 - Computer Numerical Control Laboratory
Salina Aerospace and Technology Campus	Engineering Technology-Unmanned Aircraft Systems Option (BETB-US)
Veterinary Medicine	VAP - 844 - Veterinary Pharmacology I VAP - 846 - Veterinary Pharmacology II VCS - 947 - Advanced Bovine Palpation

A motion was made by Bormann and seconded by Von Bergen to approve the expedited proposals. Motion carried.

8. Graduation list addition and/or posthumous degree requests

- A. Fall 2020 and Spring 2021 graduation lists as received from the Registrar's office
- B. Spring 2021 list addition: Abhilekha Dalal, Master of Science, Graduate School

A motion was made by Bormann and seconded by Jackson to approve these. Motion carried.

9. Committee work

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

Bormann noted we have been asked to work on the procedures portion of this policy to provide some consistency across colleges related to the process when a student death occurs. Bormann is willing to take the lead on this. It was noted that perhaps Kelley Brundage should join this group as well as Andy Thompson and Duane Dunne was also suggested. Bormann will reach out to these individuals. Goos has done some background research already that she offered to provide.

B. Post Bacc Minor Policy review ([UH F160](#))

Von Bergen is working on this agenda item and the next. He is close to bringing something forward. He would like to have input from Sara Blankley and then finalize these and bring them to the full committee for feedback in the next couple of meetings. Goos shared some information for consideration about these programs and how they are entered in the system. As it stands, these are not eligible for student aid, which may affect student enrollment and viability of the programs. It's possible that could be changed in the future, but colleges would need to provide CIP codes for these stand-alone programs. That led to discussion about who would educate colleges that this can be done and also how would those requests be submitted. Would it need FS academic affairs approval, or is it more of a behind-the-scenes approval by Registrar's office? Or is it some combination of the two? There were not answers to these questions, but there was good conversation. This could be a larger piece of changes in the future. Goos will do some further inquiring about the education process and ways this could perhaps move forward.

C. Undergraduate Academic Certificate Policy review ([UH F170](#))

See above comments.

D. Interdisciplinary program Policy review (attachment)

No action today. Bormann will follow up with Kelley Brundage to see if there were changes requested since she indicated she had some areas that needed editing.

E. Coordination with CAPP

- i. Related to final exam procedures; cross-Listed definition for course; other
No update.

F. GEN/GRAD course submission – point person in Provost/Graduate School

It was inquired if we have a point person in the Graduate School and Provost Office who will enter these kinds of proposals when they come through for submission into Curriculog. It was believed that Timon Smock in the Graduate School would enter GRAD courses and that Sandra Brase would enter GEN courses. Goos will follow up to confirm the provost office point person. There are two of these in the process, but they haven't come to this committee step yet in Curriculog.

G. Catalog deadlines

Had lengthy discussion about deadlines to changes for courses and curriculum, both new and changes, and how these deadlines affect both the students enrolling and faculty proposing these. We would like to be nimble enough to allow changes as quickly as possible, but also need to be mindful of compliance pieces. This will be discussed further in future to see what best practices are. Goos will follow up with Brundage about questions that were posed on this as well.

10. Committee Reports

A. ARPS (Academic Records, Processes and Systems Committee) – Blankley

No report.

B. CAPP (Committee on Academic Policies and Procedures) – Higginbotham

Discussed non-standard class requests and a new process via Curriculog that is in the works for the future. Bormann will follow up with CAPP on the two items we would like to work with them on as listed above.

C. Curriculog Team

The committee met on the 1st and received an overview regarding changes to the forms. All forms in Curriculog have been updated. As noted above, a new form is also being worked on for CAPP related to non-standard time requests. There are new fields in curriculum forms related to online programs, having to do with reporting. The new interface is more user friendly, so this is helpful. Updated training pages have not been completed, perhaps these can be done in the next couple of months. In

the interim, you can visit with your college dean's office contact or Candace, Shannon, Charlotte, etc. to have questions answered as needed. Thank you for your cooperation and continued hard work with the course and curriculum process.

- D. University Calendar Committee – Brundage
No report.
- E. University Library Committee – Hiller
No report.

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

12. The meeting was adjourned at 4:39 pm.

Next meeting: Tuesday, October 5, 2021, 3:30 pm; Zoom ID: 442 684 782