

**MINUTES**  
**Faculty Senate Academic Affairs**  
**October 5, 2021, 3:30 pm**  
**ZOOM ONLY: 442 684 782 or <https://ksu.zoom.us/j/442684782>**

**Present:** Bryce Atchison (SGA), Sara Blankley (GU), Jenny Bormann (Ag-Co-Chair), Gerry Craig (AS), Mary Lynn Higginbotham (VM), Kim Hiller (HHS), Brandon Kliewer (Ed), Terry Mason (BA), Michael McGlynn (APD), DeAnn Presley (EXT), Carol Sevin (LIB), Don Von Bergen (TA-Co-Chair), and Steve Warren (EN)

**Faculty Affairs members and liaisons present for agenda item #2:** Marcellus Caldas, Veronica Denison, Tanya González, Justin Kastner, Melody LeHew, Chris Little, Nick Saia, Brandon Savage, Charlotte Self, Vicki Sherbert, and Jessica Spare

**Nonvoting liaisons present:** Kelley Brundage (Reg), Karen Goos (Prov), and Shannon Castleberry (Reg)

1. Von Bergen called the meeting to order at 3:31 pm.
2. Proposed revisions to [University Handbook, Section F104](#): Academic Forgiveness and Fresh Start – (joint discussion and vote with Faculty Affairs committee)

A motion was made by Von Bergen and seconded by Bormann to approve the proposed changes to the Academic Fresh Start and Forgiveness policy. Additionally, request forms for these two processes were created to assist with uniformity and consistency. Members were provided the documentation and one typo was noted that will be corrected. After brief discussion the motion carried. Academic Affairs and Faculty Affairs members were supportive of the proposal.

3. Distance Delivered Program or Course definitions

While the two committees were together, Acting Associate Provost Tanya González wanted to share with them the updated to definitions for distance delivered programs and courses. These had been brought up a couple of years ago, but are now being finalized as the HLC visit is looming and the tuition and fees structure has been quite altered. Below are the definitions that were shared.

**Distance delivered program:** Certificate or degree programs in which 67% or more of the required courses may be taken as distance-education (distance delivered) courses.

*(NOTE: the HLC language is 50% or more of the required courses may be taken as distance-delivered courses- this change is due to the analysis of current K-State online programs and the need lower tuition charges for online programs to meet budget revenues.)*

**Distance delivered course:** Courses in which at least 75% of the instruction and interaction occurs via electronic communication, correspondence or equivalent mechanisms, with the faculty and students physically separated from each other.

*( NOTE: This is the same as the current HLC language).*

A few questions were addressed. One was related to high flex courses. For example, if an instructor has a synchronous course but it has an option to be asynchronous would that be considered distance delivered. The answer was no.

4. The September 21, 2021 minutes were approved as submitted.
5. KBOR General Education Working Group report – Brie Heidbreder (*next meeting*)

6. Tabled course and/or curriculum proposals

Health and Human Sciences	Human Development and Family Science (M.S.) <b>(not ready for action)</b>
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7. Expedited Proposals approved by colleges/Grad Council:

To view full proposals, see the Curriculog Agenda: <https://kstate.curriculog.com/agenda:1398/form>

Agriculture	AGEC - 411 - Agricultural Policy
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A motion was made by Von Bergen and seconded by Sevin to approve the course change. Motion carried.

8. 21-22 Committee work

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

Bormann has reached out to Andy Thompson and Duane Dunn and they agreed to serve on this work group. Kelley Brundage will also join. Bormann will put a charge together and the group will begin its work in short order.

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

Nothing to report on this as of yet.

C. Undergraduate Academic Certificate Policy review ([UH 170](#))

Von Bergen shared he has made progress on this. He and Blankley will meet this week and finalize things and will send their proposed revisions on to this body. It will have a first read next meeting and hopefully in November it can be acted on.

D. Interdisciplinary program Policy review (attachment)

Bormann indicated they are still waiting on comments from the Registrar's office and any other AAC members that have feedback were encourage to reach out. This is hoped to be approved by the end of this semester. Brundage indicated she will submit her comments by the end of the week. There were a few clarifications made.

E. Coordination with CAPP - update

i. Final exam procedures; cross-Listed definition for course; other Update:

Bormann reached out to Andy Fund, chair of CAPP this year, and discussed the topics with him that AAC may like to partner on. Procedures related to Final exams were discussed. Part of that process is under discussion with CAPP right now and once completed those will likely come before FSAAC. As far as the timing allotted for final exams and handbook language changes, it was agreed if there have been minimal issues, there doesn't really seem to be a need for language change.

Related to the cross-listed definition, that will be follow up on. It was noted what is desired is clarity on what is required for a course to be cross-listed. Must it have matching course title, number, along with description, retake policies, K-State 8 tags and so forth. Bormann will follow back up with Fund on this.

F. GEN/GRAD course submissions – point person in Provost office? Verification

It is going to be confirmed who the provost office liaison is to enter the GEN courses once they're approved by through the process. Update: Karen Goos confirmed currently this will be Jackie Harmon.

G. Catalog deadlines – further conversation when needed

No discussion on this today.

9. Committee Reports

- A. ARPS (Academic Records, Processes and Systems Committee) – Blankley  
No report.
- B. CAPP (Committee on Academic Policies and Procedures) – Higginbotham  
No report.
- C. Curriculog Team – Bormann/Castleberry/LaBerge  
No report.
- D. University Library Committee – Hiller  
First meeting will be possibly next week.

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

Von Bergen reminded members that upcoming meetings may be particularly heavy with course and curriculum changes and all will need to review, at the minimum, the colleges they are assigned to review and if they can review more that will be helpful.

11. The meeting adjourned at 4:39 pm.

Next meeting: Tuesday, October 19, 2021, 3:30 pm; Zoom ID: 442 684 782