

MINUTES
Faculty Senate Academic Affairs
November 2, 2021, 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), Michael McGlynn (APD), DeAnn Presley (EXT), Carol Sevin (LIB), Don Von Bergen (TA-Co-Chair), and Steve Warren (EN)

Absent: Bryce Atchison (SGA)

Proxy: Jenny Bormann for Kim Hiller

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

Guests and visitors: Heather Bailey

1. The meeting was called to order at 3:31 pm
2. The October 19, 2021 minutes were approved as submitted.
3. Tabled course and/or curriculum proposals

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

Health and Human Sciences	Human Development and Family Science (M.S.) <i>(not ready for action yet)</i> Waiting on https://kstate.curriculog.com/proposal:5722/form to be approved at Grad Council in November.
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4. Course Proposals:

To view full proposals, see the Curriculog Agenda: <https://kstate.curriculog.com/agenda:1443/form>

Staley School of Leadership Studies	LEAD - 405 - Leadership in Practice
Undergraduate (GEN courses)	GEN - 200 - Undergraduate Education Abroad

A request was made prior to the meeting to hold the GEN course until the next meeting.

A motion was made by Von Bergen and seconded by Bormann to approve LEAD 405. Motion carried.

5. Expedited Proposals approved by colleges/Grad Council:

To view full proposals, see the Curriculog Agenda: <https://kstate.curriculog.com/agenda:1444/form>

Arts and Sciences	MC - 380 - Ideation, Strategy and Planning for Advertising & Public Relations MC - 404 - Public Affairs Reporting MC - 461 - Web Techniques MC - 502 - Strategic Communications Case Studies MC - 581 - Campaigns in Advertising & Public Relations MUSIC - 114 - Cat Band PSYCH - 350 - Experimental Methods in Psychology
Health and Human Sciences	ID - 399 - Interior Design Practicum
Staley School of Leadership Studies	LEAD - 212 - Introduction to Leadership Concepts

It was inquired whether any items needed moved to the discussion agenda. There was a question about the change to components, such as in LEAD 212, and whether these can be expedited or should they continue to be standard proposals. When the component definitions changed a couple years ago, in 2019, AAC had wanted to have these remain in the standard routing process. However, since that time, has the opinion of this body changed. What are everyone's thoughts? There was conversation about this, and it will be a future agenda item. However, for this particular course (LEAD 212) it seemed agreeable to leave it as expedited. No other discussion. Von Bergen moved and Sevin seconded to approve these. Motion carried.

Von Bergen reminded all that the Nov. 16th meeting looks to be heavy with course/curriculum proposals so we'll need to keep that in mind related to review of proposals.

6. 21-22 Committee work

A. Posthumous degree policy/procedures ([UH F150](#)) – no report

They met last Friday. Right now, they're reviewing what some of our peers are doing. There are some who handle it to the extremes on both sides. They're going to work to find the right balance of both criteria and compassion and to aid in the process being handled consistently across our university. She'll keep the committee updated.

B. Post Bacc Minor Policy review ([UH 160](#)) – no report

No report.

C. Undergraduate Academic Certificate Policy review ([UH 170](#)) (attachment-action item)

Von Bergen moved to approve the proposal as presented. Seconded by Bormann. No changes were recommended from the first review. Motion carried. This will be moved forward to Exec and FS for final approval.

D. Interdisciplinary program Policy review (attachment)

Bormann and Von Bergen met with graduate school on this proposal. They had a few suggested edits. Some were easy to incorporate, whereas others needed a little more discussion. There was a suggestion to have the associate dean of graduate school involved with the working group, and that will be incorporated; however, the recommendation of having a member of AAC in that group did not seem necessary and so will be left out. It was noted too that a known unit that is impacted should be consulted prior to something being put into Curriculog. At times, ones who are impacted are only found out after a proposal is launched in Curriculog and units review it, but this could still help when they know of an impact to make sure the proposal has that specific feedback. There was a suggestion that all new courses within the proposal be required to have syllabi. There was conversation about this and deemed not prudent at this time. There are pieces from a syllabus that are desired, but not all of the syllabus. Instead of a full syllabus, perhaps have the core components built into the Curriculog form for a new course (course objectives; overall learning outcomes, key activities, etc.). Consistency was discussed. This particular suggestion will have further conversation. It was also suggested to move the reasons that proposals are rejected up to the proposal development section and then reframe that to identify what things a proposal *should* have to be successful. This is something to consider as well.

A question was raised, from an administrative perspective, about how this incentivizes units to propose interdisciplinary programs and how does it streamline the process. It was noted the proposal can be voted on simultaneously between the colleges, instead of going from one to the next, which is an improvement. As far as incentivizing the process, AAC didn't believe that falls to this body's purview; but rather would need to be deliberated by the deans, etc. However, in the proposal, there was assistance asked for from provost staff to do a budget template, etc. and they were happy to help with that. Bormann hopes to incorporate the appropriate edits from Grad School and then distribute

to this body in the next few days and perhaps vote on this at the next meeting. If approved, communication will occur to notify the campus and key personnel of this change and when they can begin utilizing it. These communications may occur via memo, the listserv, and a K-State Today article or some combination thereof.

E. Cross-Listed definition for course

Von Bergen shared feedback he received from this committee via email about what should be included with cross-listed course requirements.

- 1) Course title the same – yes.
- 2) Course description – yes.
- 3) K-State 8 tags – yes.
- 4) Course attributes vs. components – conversation on this.

There was a fair bit of conversation about these types of courses. Some courses that are now cross listed do not share the exact title or number due to availability and other reasons. Should these be grandfathered in or do these need to have the exact same title/number? This will be carried forward for future conversation. If members can find some current examples of cross-listed courses that may be good to share at a future meeting.

F. Catalog deadlines (*placeholder for when this is ready to discuss*)

There was lengthy conversation about this, but no action taken. There were clarifying questions asked about timeframes for when things need to be approved to be in the catalog. More conversation appears to be needed, perhaps with a small workgroup. This will be discussed again at a later time. We all just want to be sure information is in harmony that is being shared out.

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

No discussion.

8. The meeting was adjourned at 4:56 pm.

Next meeting: Tuesday, November 16, 2021, 3:30 pm; Zoom ID: 442 684 782