MINUTES
Faculty Senate Executive Committee
Monday, January 7, 2002 3:30 pm
K-State Union, Room 205

Present: Bradshaw, Cochran, Gormely, Holden, Prince, Ransom, Tom Herald for Karen Schmidt, Spears, Verschelden, Zabel

Absent: Clegg, Dandu (videoconference did not work), Gehrt, Johnson, Jurich, Krstic, Pickrell, Ross, Schrock, Wolters, Youngman

Visitor: Ruth Dyer

I.   Call meeting to order
        President Cia Verschelden called the meeting to order at 3:35 p.m.

II.   Approval of minutes, November 26, 2001
        It was moved and seconded to approve the minutes of the November 26, 2001 meeting. Minutes were approved.

III.   Announcements

   A.   Faculty Senate Leadership Council
        The schedule for the presentation, consideration, and approval of our tuition principles and strategies is as follows: January 16 - presentation to KBOR of tuition principles in a five-year context; March13/14 - presentation to KBOR of specific strategies (with % increases, waiver plans, differential charges, etc.) for Fall, 2002; and April17/18 - approval of tuition plan by KBOR.

        Since our last Senate meeting, the issue of the idea of charging "extra" tuition in the Colleges of Business and Engineering to address faculty salary concerns, has been further discussed. The current concept is stated as follows in the presentation that will go to the KBOR next week:

        When an academic college experiences unusually high faculty turnover because of a long-term inability to pay competitive salaries, a surcharge for courses taught by that college should be considered to supplement salaries. The need for the surcharge would be reviewed periodically.

   B.   Kansas Board of Regents meeting
        1.   The Council of Faculty Senate Presidents is discussing the impact of the "54-hour rule" that was passed by the KBOR in November, requiring that every baccalaureate student be required to take a minimum of 54 hours of upper-division courses. Data is being gathered on each campus to present to the Board in March.

        2.   At the January 16 KBOR meeting, the six Regents institutions will each make a half-hour presentation of their tuition "principles." In each case, the Faculty Senate and Student Senate Presidents will make brief statements on the principles.

3. On January 17, the KBOR and the entire Kansas State Legislature will met at KSU to hear presentations on the proposals for the 1) Food Safety and Security Building at KSU; 2) Life Sciences Building at KU; and 3) Aviation Building at WSU. KSU Faculty Senate Leadership Council will attend.

C. Report from Student Senate - report will be given at the Faculty Senate meeting

D. Other
Dyer announced that four speakers have been scheduled this semester for the Provost Lecture Series. The first lecture has been scheduled for February 1 in the afternoon (time to be determined) in the Hale Library Hemisphere Room. Dr. Drew Appleby, Director of Undergraduate Studies in Psychology at Indiana University, will present a lecture entitled "Teaching, Advising, and Scholarship: Independent Activities or Complementary Endeavors?".

IV. Faculty Salary and Fringe Benefits Committee Report - Jana Fallin - to be presented at the Faculty Senate meeting

V. Report on PILOTS Program - Mike Lynch, Associate Vice President for Personal Development - to be presented at the Faculty Senate meeting

VI. Reports from Standing Committees

A. Academic Affairs Committee - Jackie Spears

1. Course and Curriculum Changes

a. Undergraduate Education

1. Spears moved placing on the January 15, 2002 agenda approval of Undergraduate Course and Curriculum Changes approved by the College of Arts and Sciences November 8, 2001 with the following deletion from the Department of Music: Page 130, undergraduate catalog - Bachelor of music education (Final approval was pending approval by the College of Education and they will not vote on this on this item until their February meeting).

Health Professions Advising
CHANGE:
DAS 001 Medical Technology to "Clinical Laboratory Science"
DAS 405 Topics in Medical Technology to "Topics in Clinical Laboratory Science"

CHANGE TO UNDERGRADUATE CATALOG:
(Page 94, undergraduate catalog) **see page 24 of white sheets for details
Name change for the major Medical Technology to: Clinical Laboratory Science
(Medical   Technology)

Department of English
CHANGE:
ENGL 030 Writing Laboratory
ENGL 110 Honors English I
ENGL 125 Honors English II

ENGL 150 English Studies Abroad
ENGL 220 Fiction into Film

ENGL 230, 231, 233, 234 Introduction to Western Humanities
ENGL 230 Humanities: Classical Cultures to "Classical Cultures"
ENGL 231 Humanities: Medieval and Renaissance to "Medieval and Renaissance"
ENGL 233 Humanities: Baroque and Enlightenment to "Reformation to Enlightenment"
ENGL 234 Humanities: modern to "Modern"
ENGL 251 Introduction to Literary Studies
ENGL 261 British Literature: Medieval and Renaissance
ENGL 262 British Literature: Enlightenment to Modern
ENGL 287 Great Books
ENGL 295 Selected Studies in English
ENGL 299 Honors Topics in English
ENGL 300 Expository Writing III
ENGL 330 The Novel
ENGL 340 Poetry
ENGL 345 Drama

CHANGE:
ENGL 361 British Survey I
ENGL 362 British Survey II
ENGL 381 American Survey I
ENGL 382 American Survey II
ENGL 280 Selected American Ethnic Literatures to: **ENGL 385** Selected American
            Ethnic Literatures
ENGL 390 Fable and Fantasy
ENGL 395 Topics in English
ENGL 399 Honors Seminar in English
ENGL 400 Advanced Expository Writing for Prospective Teachers
ENGL 420 Literature and Film
ENGL 430 The Structure of English
ENGL 440 Themes in Literature
ENGL 445 Literary Kinds
ENGL 450 Literature and Society
ENGL 461 Introduction to Fiction Writing
ENGL 463 Introduction to Poetry Writing
ENGL 470 English Bible to "The Bible"
ENGL 476 American English
ENGL 485 Introduction to History and Theory of Composition and Rhetoric
ENGL 490 Development of the English Language
ENGL 498 Honors Tutorial in English
ENGL 499 Senior Honors Thesis
ENGL 516 Written Communication for the Sciences
ENGL 525 Women in Literature
ENGL 545 Literature for Adolescents
ENGL 562 Playwriting
ENGL 580 Selected World Literature
ENGL 599 Special Research in English

ADD:
ENGL 270 American Literature

DROP:
ENGL 271 American Literature: Colonial through Romantic
ENGL 272 American Literature: Realists and Moderns
ENGL 535 Literature of Aging

Department of Modern Languages
CHANGE:
FREN 502 French Literature in Translation

Department of Music
CHANGE:
MUSIC 200 Styles I, Elements of Music to: **MUSIC 210**   Music Theory I
MUSIC 201 Styles II, Textures of Music to: **MUSIC 230**   Music Theory II
MUSIC 202 Styles III, The Classical Period to: **MUSIC 320**   Music Theory III
MUSIC 218 Aural Skills Proficiency to: **MUSIC 322**   Aural Skills Proficiency
MUSIC 213 Styles IV, The Romantic Period to: **MUSIC 360**   Music Theory IV
MUSIC 417 Conducting

ADD:
MUSIC 225 Freshman Survey
MUSIC 231 Aural Skills I
MUSIC 321 Aural Skills II
MUSIC 361 Aural Skills III
MUSIC 517 Choral Conducting
MUSIC 518 Instrumental Conducting
MUSIC 525 Instrumentation and Arranging
MUSIC 530 Music History I: Ancient Greece through 1700
MUSIC 531 Music History II: 1700 to 1850
MUSIC 532 Music History III: 1850 to the Present

CHANGES TO UNDERGRADUATE CATALOG:
(Page 129, undergraduate catalog)
Music Minor   **see page 26 of white sheets for details
The list of courses reflects changes to the core curriculum.

(Page 130, undergraduate catalog)
Proficiencies **see page 26 of white sheets for details
Change in Course numbers because of changes to the core curriculum

(Page 129, undergraduate catalog)
Bachelor of arts with a music major   **see page 28 of white sheets for details
The list of music courses reflects changes in course names and credit hours for the core curriculum.

(Page 129 - 130, undergraduate catalog)
CHANGE in Bachelor of Music **see pages 31 - 32 of white sheets for details
The list of music courses reflects changes in course names and credit hours for our core curriculum. THTRE 268 for 267 which is not regularly offered.

(Page 90, undergraduate catalog)
CHANGE in Bachelor of Music **see page 33 of white sheets for details
To clarify general education requirements and give more flexibility for the science area.

Department of Women's Studies
CHANGE:
WOMST 150 Introduction to Women's Studies
WOMST 405 Senior Seminar in Women's Studies to: **WOMST 610** Senior Seminar in

Women's Studies

ADD:
WOMST 205 Gender, Ethnicity, and Class
WOMST 410 Feminist Thought
WOMST 550 Women and Popular Culture
WOMST 560 Women and Violence
WOMST 580 Women and Religion
WOMST 590 Field Experience in Women's Studies

DROP:
WOMST 506 Approaches to Women's Studies

Department of Kinesiology
CHANGE TO UNDERGRADUATE CATALOG:
(Page 119, undergraduate catalog)   **see page 25 of white sheets for details
Reflects changes in course titles and curriculum passed through Faculty Senate in January
1998, but   not yet listed in printed catalog.

Department of Physics
CHANGE TO UNDERGRADUATE CATALOG:
ADD (list of basic courses and additional requirements)
(Page 135, undergraduate catalog) **see page 34 of white sheets for details
Minor in Physics
Some students in the other sciences and engineering now take one or two physics courses
beyond their basic requirements of Engineering Physics 1 & 2. These students could
obtain formal recognition by having a minor. We expect that the existence of the minor
will encourage more students in other disciplines to take 1 - 2 advanced physics courses.

Department of Statistics
CHANGE TO UNDERGRADUATE CATALOG:
(Page 151, undergraduate catalog) **see page 35 of white sheets for details
CIS has rearranged course offerings. CIS 203 no longer exists. That laboratory has been
included as a component in CIS 200, with that course changed to 4 credits.

Motion passed.

2. Spears moved placing on the January 15, 2002 agenda approval of Undergraduate Course
   and Curriculum Changes approved by the College of College of Engineering November
   9, 2001 with the following deletion from the Department of Biological and Agricultural
   Engineering: remove BAE 551 Hydrology from the list of DROP courses (this course
   was a requirement in the College of Agriculture so they want further discussion).

   Biological and Agricultural Engineering
   CHANGE:
   BAE 200 Engineering Methods to "Introduction to Biological and Agricultural
       Engineering and Technology
   BAE 530 Natural Resource Engineering
   BAE 536 Agricultural Engineering Design I

DROP:
BAE 512 Functional Analysis of Agricultural Machinery
BAE 521 Energy in Biological Systems
BAE 566 Design of Agricultural Structures

ADD:
BAE 350 Agricultural Machinery Systems
BAE 351 Agricultural Machinery Systems Lab
BAE 531 Natural Resource Engineering Field Laboratory
BAE 535 Fundamentals of Structures and Environment Engineering

CURRICULUM CHANGES:
General Option   **see pages 7, 11, and 12 of white sheets for details
Environmental Option **see pages 8, 13, and 14 of white sheets for details
Food Engineering Option **see pages 9,10A, and 15 of white sheets for details

NAME CHANGE:
FROM: Food Engineering Option
TO: Procession Option   **see pages 10A and 16 of white sheets for details

NEW OPTION:
Machinery Option   **see pages 10B and 17 of white sheets for details

CHANGES:
CIS 605 Programming Languages to   **CIS 505**   Programming Languages
CIS 570 Introduction to Formal Language Theory

Computer Science
CURRICULUM CHANGES:
Bachelor of Science in Computer Science
CIS 605 is being renumbered to CIS 505 **see pages 20, 21, and 22 of white sheets for details

Information Systems
CURRICULUM CHANGES:
Bachelor of Science in Information Systems
CIS 605 is being renumbered to CIS 505 **see page 20, 23, and 24 for details

General Engineering Course Modifications
MODIFICATIONS:
DEN 120 Minority Engineering Enrichment Seminar to "Multicultural Engineering
              Enrichment Seminar"
DEN 220 Minority Engineering Colloquium to "Multicultural Engineering Colloquium

Electrical and Computer Engineering
ADD:
EECE 542   Local Area Networking

Embedded Systems Minor - the Computer Engineering program of the Dept. of
Electrical and Computer Engineering offers an interdisciplianry minor in Embedded
Systems. The minor requires 15 semester hours. **see page 28 of white sheets for details

Industrial and Manufacturing Systems Engineering
Course changes - Industrial Engineering Program
CHANGE:
IMSE 560 Introduction to Operations Research I
IMSE 251 Manufacturing Processes Laboratory
IMSE 555 Industrial Facilities Layout and Design
IMSE 591 Senior Design Project I
IMSE 592 Senior Design Project II
IMSE 580 Manufacturing Systems Design and Analysis
    **see pages 29 - 35 of white sheets for details

Course Changes - Manufacturing Systems Program
   DROP: Restrictive Elective   3 credit hours
            CE 530   4 credit hours
   ADD: CE 530   3 credit hours
   Credit hours required for graduation change to 130.
      **see pages 33, 36, and 37 of white sheets for details

   Motion passed.

3. Spears moved placing on the January 15, 2002 agenda approval of Undergraduate
   Course and Curriculum Changes approved by the College of Technology and Aviation
   November 27, 2001.

   COURSE ADDITIONS:
   BUS 320 Total Quality Management for Technology

   CURRICULUM MODIFICATIONS:
   The Arts Sciences and Business Department of the College of Technology and Aviation
   is modifying the curriculum for the Bachelor of Science in Technology Management to
   require 40 hours of upper division course work in addition to the current program
   requirements, and incorporate the change in the TQM course from IET 265to BUS 320.
   *See pages ASB-2 through ASB-4 for details.

   Associate of Technology in Construction Engineering Technology - Add CET 120
   Materials Samp. & Testing to the program. *See pages ET-5 through ET-6 for details.

   Bachelor of Science in Electronic and Computer Engineering Technology - no changes
   in lower division (Associate Degree) portion of the curriculum.   Moving courses to
   different semesters during Junior year. *See pages ET-7 through ET-9 for details.

   COURSE DELETIONS:
   CET 210 Civil CAD
   CET 231 Construction Surveying
   CET 232 Surveying Astronomy
   CET 236 Topography Surveying Practicum
   CET 237 GPS and Network Surveying Practicum
   CET 238 Boundary Surveying Practicum
   CET 252 Internship
   CET 310 Strength of Materials
   CET 314 Structural Steel Design
   CET 315 Reinforced Concrete Design

CET 330 Land Surveying II
CET 420 Sub-Division Design
CET 430 Map Projection
CET 434 Survey Adjustment
CET 450 Engineering Technology Database
CET 460 Engineering Technology Surveying
CET 490 Senior Seminar
CET 534 Projects in GPS
CET 550 Projects in Photogrammetry
CET 560 Remote Sensing Applications
EVET 100 Introduction to Environmental Engineering Technology
EVET 150 Microbiology for Environmental Engineering Technology
EVET 215 State and Federal Regulations
EVET 220 Waste Water Treatment
EVET 235 Safety and Industrial Hygiene
EVET 240 Applications of Fluid Flow
EVET 245 Waste Handling and Disposal
EVET 250 Pollution Prevention
EVET 255 Environmental Sampling and Analysis
EVET 265 Recycling and Pollution Prevention
EVET 290 Problems in EVET
IET 263 System Analysis and Quality Control
IET 265 Total Quality Management for Technology

COURSE MODIFICATIONS:
ECET 352 Digital Circuits and Systems
CMST 101 Applied BASIC Programming to Applied <u>Basic</u> Programming

CURRICULUM DELETIONS:
Associate of Technology in Surveying Technology (SRVT). This proposal includes the Geographic Information Systems option (SRVT-GIS) within the Surveying Technology curriculum

Bachelor of Science in Land Information Technology (LIT) degree program

Associate of Technology in Civil Engineering Technology - Surveying Option (CET-SV)

Associate of Technology in Computer Information Systems Technology (CMIS) degree program

Associate of Technology in Environmental Engineering Technology (EVET) degree program

Motion passed.

4. Spears moved placing on the January 15, 2002 agenda approval of Undergraduate Course and Curriculum Changes approved by the College of Business Administration December 5, 2001.

    Change the GPA requirements for Students in the College of Business - First-time Students, Transfer Students   *See pages 1 - 2 for details

    Change in requirements for BAPP. *See pages 2- 7 for details

Motion passed.

b. Graduate Education

1. Spears moved placing on the January 15, 2002 agenda approval of the Graduate Course & Curriculum Changes approved by Graduate Council December 4, 2001 (postponed from their November 6, 2001 agenda). Executive Committee requested that a description be included regarding the new M.S. in Curriculum and Instruction.

    CHANGE
    EDCEP 721 Mental Health in Schools
    EDSP 750   Characteristics and Needs of Individuals Who are Gifted
    EDSP 847   Methods and Materials for Learners who are Gifted

    DROP
    CS 864   Equine Advanced Hard Tissue Surgery
    CS 865   Equine Advanced Soft Tissue Surgery
    STAT 807   Applied Geostatistics

    NEW
    ANTH 684   Forensic Medicine and the Investigation of Death
    BIOL 622   Cellular and Developmental Biology of the Nervous System
    BIOL 823   Demographic Methods
    MC 712   Environmental Communications
    POLSC 655 International Politics of Latin America

    Motion passed.

2. Spears moved placing on the January 15, 2002 agenda approve of the Graduate Course & Curriculum Changes approved by Graduate Council December 4, 2001.

    CHANGE
    AGCOM 810 Agriscience Communication
    AGEC 680   Risk Management
    ATM 653   Water Management and Irrigation Systems
    BAE 636   Agricultural Engineering Design II
    BAE 705   Irrigation Engineering
    BAE 750   Analysis and Design of Off-Highway Vehicles
    CIS 605   Programming Languages
    CIS 705   Programming Language Design
    CIS 706   Translator Design I
    EDCIP 803   Curriculum Development
    EDCIP 808   Curriculum in the Inner City
    EDCIP 831   Contemporary Issues in Teaching and Learning
    EDCIP 832   The Role, Organization, and Function of Community Colleges
    EDCIP 882   Teaching and Learning Models
    EDCIP 879   The Community College Curriculum and Instructional Services
    EDEL 821   Contemporary Mathematics in Elementary/Middle Schools
    EDEL 822   Trends in Elementary/Middle-Level Social Studies
    EDEL 834   Improving Elementary/Middle-Level Science Teaching
    EDEL 840   Assessment in Reading/Language Arts
    EDEL 841   Individualized Reading and Writing Instruction
    EDETC 718   Learning Technologies

EDSEC 776   Teaching in Middle Schools
EECE 636   Introduction to Computer Graphics
EECE 885   Power Systems Operation and Control
GEOG 801   Graduate Colloquium II
IMSE 633   Production Planning and Inventory Control
IMSE 780   Methods of Operations Research
MUSIC 714   Advanced Orchestration
PLPTH 676   Fusarium Laboratory Workshop
PLPTH 915   Chromosome and Genome Analysis
WOMST 810   Gender: An Interdisciplinary Overview

DROP
EDCIP 704   Extra-Class Activities
EDCIP 805   Curriculum Construction for Elementary and Secondary Schools
EDCIP 836   Individualized Instructional Programs
EDETC 719   Microcomputers in Instruction Lab
EECE 742   Data Communications

NEW
AGCOM 712 Environmental Communication
AGEC 710   Comparative Food and Agriculture Systems
ATM 654   Water Management and Irrigation Systems Lab
BAE 650   Energy and Biofuel Engineering
BAE 761   Natural Treatment Systems
EDADL 770 Educational Change and Technology
EDCIP 740   Curriculum Materials for Dual Language Learners
EDCIP 890   Master's Project
EDEL 755   Tradebooks in Elementary/Middle Schools
EDEL 758   Reading/Writing Connections
EDEL/EDSEC 760 Teachers as Researchers
EDEL/EDSEC 768 Enhancing Instruction Through Technology
EDETC 765   Computer Networking in Schools
EDETC 766   Multimedia for Teachers
EDETC 864   Hypermedia for Teachers
EDETC 887   Proseminar I: Educational Computing, Design, and Distance Education
EDETC 888   Proseminar II: Technology, Change, Research, and Theory
EDETC 890   Cognitive Issues in Educational Computing
EDSEC 720   Study Skills Instruction
EECE 641   Advanced Digital Design using Logic Synthesis
EECE 841   Wide Area Networking
KIN 818   Social and Behavioral Bases of Public Health
THTRE 673   Theatre for Conflict Resolution
THTRE 674   Drama Therapy with Adolescents
THTRE 675   Drama Therapy with Older Adults

Graduate Certificate Program in Real-Time Embedded System Design

New degree - M.S. in Curriculum and Instruction
*Remove two related degrees (the M.S. in Elementary Education and the M.S. in Secondary Education) and to add one degree (the M.S. in Curriculum and Instruction)

Motion passed.

c. General Education

Spears moved placing on the January 15, 2002 agenda the following three general education items:

1. Approve the following course for general education that was approved by the University General Education Council on May 18, 2000. (This course was inadvertently not forwarded on to Academic Affairs.)

   CHM 350 General Organic Chemistry

2. Approve the following course for general education that was approved by the General Education Council March 1, 2001 and by Academic Affairs on April 3, 2001 but was not forwarded on to Faculty Senate.

   HIST 511 Environmental History

3. Approve the following courses for general education that were approved December 6, 2001 by the General Education Council.

   ENGL 220 Fiction into Film
   ENGL 233 Humanities: Baroque and Enlightenment
   ENGL 234 Humanities: The Modern Period
   SOCIO 363 Global Problems

   Motion passed.

2. Spears moved placing on the January 15, 2002 agenda approval of additions to the following graduation lists. Cochran said he had Jorge Eduardo Narino in a class last summer and questioned whether the graduation date was correct. Spears said she would check the date and   the correct date would be given on the Faculty Senate agenda.

   May 2001
   Emily K. Jung, Bachelor of Architecture
   Jon Korey Mayronne, BS - Airway Science Professional Pilot, degree codes U1
   Jorge Eduardo Narino, Bachelor of Architecture

   Motion passed.

3. Spears moved placing on the January 15, 2002 agenda approval of the granting of a Social Science degree to Jennifer Andres as requested by the Dean of the College of Arts and Sciences.   Motion passed.

4. Spears moved placing on the agenda the approval of the Policy on Semester Quizzes, Tests and Exams Scheduled Outside of Regular Class Times (**ATTACHMENT 1**). Motion passed.

B.   Faculty Affairs Committee - Cia Verschelden for Vicki Clegg
     Verschelden reported that Faculty Affairs had no action items to bring forward.

C.   Faculty Senate Committee on University Planning - Mickey Ransom for John Johnson

Ransom had two items to report from FSCOUP.:
1. HNTB will make presentations on the campus master plan in February. Executive committee members agreed that they would like HNTB to make a special presentation prior to the February Faculty Senate (3:00 - 3:30 p.m.).
2. The Galichia Center on Aging is going through a reorganization process that FSCOUP is involved in. It is currently under three colleges: the College of Arts & Sciences, the College of Architecture, Planning, and Design, and the College of Human Ecology. All three colleges seem to be in agreement to have it housed in the College of Human Ecology. This move will make it easier for the Galichia Center for Agin to do fundraising and receive grants. A formal report on the reorganization will be given at the February Faculty Senate meeting.

   D.   Faculty Senate Committee on Technology - Cia Verschelden for John Pickrell
A resolution concerning website access was discussed and sent back to committee.

VII.   Old Business - none

VIII.   New Business - none

IX.   For the Good of the University - none

X.   Adjournment
Meeting adjourned at 4:40 p.m.

Semester Quizzes, Tests, and Exams Scheduled Outside of
Regular Class Times*

Draft   Draft   Draft   Draft   Draft   Draft   Draft

Policy and Procedures
For
Undergraduate Courses

I.   Issues (a sampling)
   A.   Students
       a.   Students have indicated that the scheduling of course related quizzes, tests, or
            exams outside of the regular class time (i.e., ORC's) is not always known at
            the time of enrollment and many times only known after the semester has
            begun. (ORC's are not consistently noted in the Semester Course Schedule
            booklets.)
       b.   With no policies/procedures to govern ORC's, their make-up varies greatly
            from course to course; some of these have the look and feel of final
            examinations.

   B.   Faculty and Department Heads
       a.   Faculty and Department Heads are unsure what the qualifications are for
            having ORC's.
       b.   Some have questioned if ORC's are needed at KSU.

   C.   Room and Space Schedulers
       a.   Registrar Office and Facilities Schedulers have time, date, and space conflicts
            and limitations when attempting to schedule courses and course related
            activities (i.e. ORC's).
       b.   Other non-academic activities need to fit around course and course related
            activities for assigned space; this is often difficult to manage when the ORC's
            are not known to be part of the course until after the semester has begun.

       * "Semester Tests and Quizzes Scheduled Outside of Regular Class
          Times" abbreviated as "ORC" in the remainder of the document.

II.   Action Plan
        A.   Approval Deadline
                a. The following policy and procedures should be reviewed and approved by
                    CAPP, Academic Affairs and Faculty Senate no later than January 2002 for
                    implementation for fall 2002.

        B   Notification
                a. The approved policy should be noted in the Faculty Handbook.
                b. The approved policy and approved procedures should be noted in the
                    Department Heads Handbook.
                c. The approved policy and procedures will be published in college and student
                    handbooks, and in the University Catalog.

III.   ORC Policy
        A.   Definition of "ORC"
                a. An "ORC" is a scheduled written quiz, test, or exam that is associated with a
                    course and occurs during a semester at an approved day and/or time different
                    than when the course meets.

        B.   ORC Description
                a. A course may have more than one scheduled ORC during a semester.
                b. The maximum length of time for an ORC itself is the equivalent to the length
                    of the class period that it replaces. (E.g., if a course meets M-W-F for 50
                    minutes, the maximum length of the ORC would be 50 minutes.) For large
                    lecture classes of 100 students or more, up to twenty minutes may be added to
                    the total meeting time to handle the logistics of getting the exam started. This
                    extra time may be used for administration of the exam only.
                c. The quiz, test, or exam is part of the instructional time of the course.
                    Therefore, the previous class period, prior to the scheduled ORC, will be
                    either cancelled or used as a review session. (E.g., an ORC is scheduled for a
                    Tuesday evening for a course that meets M-W-F at 10:30 am class period,
                    prior to the Tuesday evening ORC, will be cancelled or used as a review
                    session.)

        C.   Course Qualifications
                a. Courses with ORC's that are listed in a course schedule prior to January 2001
                    have been grandfathered into the policy/procedures.
                b. A course considered for an ORC status can qualify by having a minimum of
                    100 students enrolled in its section or combined sections. If a course has
                    never been offered before, the department head must confirm that the
                    enrollment capacity of the course will be set at least 100 students. If a course
                    is being considered for renewal of ORC status, then the department head must
                    provide evidence that during the past three years at least 100 students enrolled
                    in the section or combined sections whenever the course was offered.

c. Technological requirements for some testing, such as computers or lab space, but unavailable at the regular class time, may determine the need for an ORC. (The department head is responsible for the verification of the technological needs.)

IV. Approval Procedures and Deadlines
    A. Departmental Responsibilities
        a. The department head should determine if an ORC is appropriate for a course and if a specific course qualifies for having an approved ORC.
        b. The department head completes the **Request for ORC Form and submits it to the CAPP committee. For a fall or summer course, this form should be submitted by the end of November to be approved at the regularly scheduled December CAPP meeting. For a spring course, this form must be submitted by the end of July to be approved at the regularly scheduled August meeting.

> NOTE: If department head determines it would be appropriate to have an approved ORC but a course does not meet the course qualifications, a **Request for ORC Form still could be submitted to CAPP.

    B. CAPP Responsibilities
        a. CAPP will review the ORC proposal. If CAPP approves the proposal, the CAPP chairperson will inform the department head and the Registrar. The ORC for the course will be noted in the Semester Course Schedule booklet along with appropriate dates or day(s) and times.

V. Review Procedures
    A. Periodic Review
        a. CAPP will review all previously approved ORC's every 3 years. This includes those courses initially grandfathered.
            i. The three-year review for fall and summer courses will occur in September.
            ii. The three-year review for spring courses will occur in March.

        b. CAPP will request that department heads justify the need for continued approval of ORC's by course. The **Request for ORC Form should be used by the department head.

**CAPP needs to develop the forms by which an ORC is requested.

Revised January 1, 2002