Fort Hays State University

FHSU Scholars Repository

Faculty Senate   Archives Online

9-25-2018

FHSU Academic Affairs - Faculty Senate Subcommittee Minutes, September 25, 2018

FHSU Faculty Senate

Follow this and additional works at: https://scholars.fhsu.edu/sen_all

FORT HAYS STATE UNIVERSITY
Forward thinking. World ready.

Proceedings

Date: September 25, 2018
Time: 3:00 p.m.
Location: 339 Tomanek Hall

The meeting was called to order at 3:02 p.m. by Co-Chair Stephen Donnelly.
Notes: Faculty Senate, hereafter referred to as "FS"; Academic Affairs Subcommittee, hereafter referred to as "AAS."

Roll Call (3:02 p.m.)
- Those in attendance: Laura Andrews, Stephen Donnelly, Carol Ellis, Robyn Hartman, Jung Lee, Candace Mehaffey-Kultgen, Helen Miles, Robb Scott, April Terry, Brett Whitaker

Reading and Approval of Previous Minutes
- Motion to approve the minutes of the May 1, 2018 meeting by Helen Miles, seconded by Carol Ellis.
- **After no discussion, the minutes were approved. (10 in favor, 0 opposed, 0 abstained)**

Report: Officers and Standing Committees (3:08 p.m.)
a. **Chair's Report**
- Stephen Donnelly reviewed the charge of the AAS, and directed the committee to the Blackboard course shell where all documents will be uploaded prior to meetings. Stephen explained that the AAS approves courses at the undergraduate and graduate level. The Graduate Council must also approve graduate courses. Currently, General Education course proposals are submitted to this committee and to the General Education Committee for approval. Approval forms are processed through Lotus Notes, but will be moving to Workday. The committee is encouraged to review the pdf files, "New Course Approval Process," and "New Program Approval Workflow," attached in the "Course/Program Approval Workflow" section of Reference Material in the AAS course shell. Stephen explained that the course syllabus should be submitted with each course approval form. The AAS invites representatives from departments to the meeting to provide additional information about proposed courses and to answer questions.
- Stephen referred to the course approval guidelines, posted in the Blackboard course shell and emphasized that the student should be able to glean from the syllabus what is required and how individual assignment and final course grades are determined.
- Helen Miles informed the AAS of current discussion among General Education courses as they pertain to respective program learning outcomes and the number of outcomes one General Education course may fulfill.
- Stephen and Helen met with Brad Will and Doug Drabkin to discuss the General Education program. Brad Will is presenting a report in draft form to the Faculty Senate at its Oct 2nd meeting.
- When a new General Education course is submitted for approval, it must include a set of program learning outcomes that will be met. If the AAS is involved in this process, a subcommittee will need to be established to address General Education courses. Helen explained that General Education courses already in the system will be reviewed. Additionally, a General Education course offered within a program might be counted as both a General Education requirement and as a course contributing within the student's program of study.

Report: Special Committee (3:27 p.m.)
    No report.

Special Orders (3:27 p.m.)
>   No report.

Unfinished Business (3:28 p.m.)
>   No unfinished business.

New Business (3:28 p.m.)
>   The General Education program was discussed in the Chair's Report.

Good of the Order (3:30 p.m.)
  a. **Discussion of the application process and documents**
- Application for a New Course has been approved but not implemented. Stephen will be working with Tim Crowley on the development of this application. The syllabus template will be revised so that departmental representatives who submit new course proposals will be asked by the AAS to use the new template in order to review syllabus components in a common location.
  b. **Determination of the date and time of our next meeting (3:35)**
- Stephen asked the committee to check Outlook calendars so that we might meet   before the November Faculty Senate meeting.

Announcements (3:41 p.m.)
>   **INT program change and two new course applications**
- Stephen will place information in a folder in the course shell and he will be contacting INT representatives. Ginger Loggins reported that the biggest change in the program will be moving new course content into Informatics, rather than into INT.

Adjournment (3:46 p.m.)
- Helen moved to adjourn, Robb Scott seconded.
- **Motion passed. (10 in favor, 0 opposed, 0 abstained)**
  The meeting was adjourned at 3:46 p.m.

>   Submitted by Laura Andrews, Secretary