

Committee on Academic Policies and Procedures

Minutes

Wednesday, July 10, 2024 (Rescheduled May Meeting)
10:30 a.m. – 12:00 p.m.

Call to Order/Welcome

Agenda (approve or modify)

Minutes: [10-CAPP Minutes 05-08-2024 .docx](#) (approve or modify)

Shawna moved, Pamela second. Approved.

New Business: (add any new items here)

1. K-State Core question about exception for students that enrolled and are completing COMM 322 this summer? Since we didn't get the official notification until last week about this not counting we were not able to adjust summer schedules. Can this be stated moving forward Fall 2024 and not retroactively applied. Advisors are working to adjust fall schedules but summer is almost completed (Shawna)

Need to request COMM 322 be applied retroactively to KSC 020 requirement for students taking the course this summer. Some students taking this course specifically to fulfill K-State Core requirements. Andy advised that a request be sent to the Gen Ed council requesting any student taking COMM 322 U24 be allowed to count this in Bucket 2. Bill asks that Pamela and Shawna draft a message to Tanya/Gen Ed council and ask for a blanket exception for COMM 322 for U24.

2. Change to F104 Academic Forgiveness part e (**Academic Forgiveness and Handling of Medical Documentation**)

Documentation confirming the extenuating circumstance must accompany the student's application, to the Academic Standards Committee or its equivalent in the college Dean's office. We don't want HIPPA and similar information to be collected/stored in the deans office or by faculty on committees. The Office of Student Support and Accountability is where that kind of documentation belongs. In addition, students with extenuating circumstances should be connected with SSA to receive the support and resources they need. For reinstatement, if students have extenuating circumstances, we require them to meet with SSA and then we connect with SSA to provide their recommendation to the reinstatement committee. Hoping the same process could be used for Academic Forgiveness.

Change part e to: Students applying for Academic Forgiveness must make an appointment with the Office of Student Support and Accountability ([link](#)) and provide documentation of the extenuating circumstance to SSA. The application for Academic Forgiveness will be submitted to the college Dean's office.

The wording and contact info on the application itself would also need changed.

AG received an application with lots of HIPPA documentation. Suggestion to change the wording on the AF/AFS petition documents so that documentation goes to SSA and application goes to

dean's office. Andy T. wonders who should be the custodian of these records? According to general council, whoever is making the decision can/should be custodian of the documentation. The group decides this is a bigger discussion (reinstatements, late fee appeals, scholarship appeals, etc.) about who makes these decisions as well as IT involvement in the security of and the storage of these records. Andy T. suggests a work group to look at bigger picture and strategy. Bill W suggests leveraging the Late drop appeal committee structure. Andy T makes comments about centralization. Working group volunteers: Kathy Sanders, IT member, OTR member, GC, Jenny B, Jim Roush, Andy T., Bill W.

Summary from ChatGPT:

- Discussion: The meeting delved into the process for handling medical documentation as part of academic forgiveness applications. The discussion included:
 - The proposal to redirect all medical documentation to SSA instead of the dean's office to ensure that students receive proper support before their application is processed.
 - Concerns about the centralization of medical records and who should hold them to ensure consistency in decision-making.
 - The need for general counsel's input on policy guidance to avoid potential discrimination issues.
- Data Requested: Participants asked about the frequency and categories of academic forgiveness applications, especially those related to medical needs. It was noted that there are few cases per year, but there are more instances of reinstatement due to extenuating circumstances.
- Action: A working group was formed to further explore these issues and develop recommendations.

3. ARN requires elective list updates to be made in curriculog. Is anyone doing this https://www.k-state.edu/facsen/acadaff/documents/Approval_Routing_and_Notification_Policies_manual_updated_071823.pdf page 12-13

Yes, others are doing this.

Working Groups:

1. PERC (Electronic Course Permission) Working Group – Karen Goos
 - a. [PERC Topics to be Addressed.docx](#)

Old Business:

2. K-State Core Questions: [CAPP Questions on K-State Core & Appeals.docx](#)
 - a. Additions? [New or Remaining KState Core Questions](#) - *these are in progress and if there are others not on the KState Core FAQ section of the website they should be added here and tag Kelley so she knows a new question was added.*

Standing Reports

1. Academic Affairs/Faculty Senate (Bennett/Kliewer)
2. Provost Office (Goos)
3. Student Support and Accountability (Thompson)
 - Excused Absence Policy Changes – Approved through Faculty Senate in June. Goes into effect for this Fall semester. SSA will be issuing a K-State Today article announcing the change.
 - Wildcat Pause Day – October 11th – Kathleen Hatch taking the lead in DASSA on some programming that will be made available for students on during the 11th.
 - Expressive Policy refresh being worked on this summer.
 - Campus Demonstration Safety Team formation – should be in place for Fall.
4. Enrollment Management (Goos)
5. K-State Online (Erickson)
 - K-State has switched proctoring companies from Examity to Honorlock. With the reorganization and disbanding of Global Campus, faculty will now be responsible for setting up and organizing all aspects of proctoring if they choose to use it. The costs of proctoring will be the responsibility of the academic depts./colleges.
 - There will be an upcoming national search for the position of Director, K-State Online Student Success and Advising (unit reports to Pamela Erickson under Academic and Career Engagement).
6. Career and Academic Engagement (Watts/Erickson)
 - Playbook working groups are defining and problems and working on recommendations in three areas – common technology in advising, major change process, and advising load
 - ACE team members are working with Registrars team and developing a map of KSIS and Navigate functionality per discussions at UAC
7. Information Technology (Finkeldei)

Announcements

Adjournment

Next meeting(s): **August 08/14/2024**