<p align="center">**Committee on Academic Policies and Procedures**
Minutes (with ChatGPT help)
Wednesday, August 14, 2024
10:30 a.m. – 12:00 p.m.</p>

Call to Order/Welcome

The meeting was called to order by Mitzi Farmer at 10:32 AM. She welcomed the attendees and informed them that the meeting would be recorded for note-taking purposes.

Attendees: Mitzi Farmer (chair), Andy Fund (secretary), Kelley Brundage, Pamela Erickson, Bill Watts, Jenny Borman, Joann Kouba, Andy Thompson, Scott Finkeldei,

Approval of Minutes: Pamela Erickson motion, Kelley Brundage second.

New Business:

1. WellCat One-Minute Survey – Bill Watts
   a. Survey Questions:
      i. I want assistance in becoming involved on campus.
      ii. I am consistently attending all of my classes (in-person and/or remotely).
      iii. I am struggling in one or more classes.
      iv. I have the course materials I need for all my classes.
      v. I am having technological difficulties in completing my coursework.
      vi. I would like some support for my emotional wellbeing.
      vii. I have a friend or group of friends at K-State.
      viii. I sometimes feel alone or isolated because of my sexual orientation and/or gender identity.
      ix. I sometimes feel alone or isolated because of my racial, ethnic, or cultural identity.
      x. I am experiencing financial distress.
      xi. I know who my academic advisor is.
      xii. I am considering not returning to K-State next semester.
      xiii. I have questions but I do not know who to ask for answers
   b. Survey will be sent to students' K-State e-mail on either Sept 15th or 16th
   c. How can we best encourage faculty in high enrollment first year courses to offer 1 minute of class during the first week of classes to encourage students to complete the survey? They would direct students to their K-State e-mail OR their Navigate portal – the survey will be available both places.

ChatGPT summary:

William introduced a new initiative focused on assessing the sense of belonging among new freshmen through a survey called the "Wellcat 1-Minute Survey."

The survey comprises 12 questions and is designed to take just one minute to complete. It will be distributed via the Navigate system to students' K-State email addresses.

The survey will be sent out either on Sunday, August 15th, or Monday, August 16th. The implementation team is finalizing this decision.

William highlighted the importance of the first four weeks of the term for students' sense of belonging. The survey will be launched just after this critical period.

Faculty, especially those teaching high-enrollment freshman courses, are encouraged to take a minute during the fifth week of the semester to ask students to complete the survey.

Peer institutions have reported a 65-75% completion rate for similar surveys, indicating strong potential for student engagement.

K-State is preparing an outreach team to respond to students who indicate challenges in their survey responses, such as struggling academically or socially.

Key Personnel Involved: Jenny Borman and Shauna Jordan are assisting with the implementation. The outreach team composition is being finalized, with the possibility of involving additional college staff.

Action Items*:*

Finalize the survey distribution date.

Engage faculty in promoting survey completion in high-enrollment freshman courses.

Finalize the outreach team composition and determine whether additional college support is needed.

2. Clarification on future dating PPC changes: The process has an inconsistency. the process is used 8/1, 1/1 but now see from the Registrar's Office an actual date example of 8/19, 8/15 are needing communication on what is the business process and best practice. (Shawna)

   Per Kelley B: We are trying to determine what is happening and why the 8/1 date is not working as expected. The Office of the Registrar has run into some scenarios with currently enrolled students where we have tried to put in 8/1/24, and it will not let us; instead, we are getting an error that is forcing us to put in the first day of fall 2024.

   Research indicates we have had this occasional error since go-live. Resolutions included either changing the Admit Term or using the first date of the term as an effective date. I searched Oracle support, HEUG, and recent PUM documentation to find any clues as to if something within the system regarding program/plan stack functionality changed, or if other schools were having issues, and did not find anything. The only thing that sounded remotely similar was a post from 2004 where the same error could occur when a plan was changed in the academic plan table and there were more than one effective dated rows. While the issue described there is not exactly the same as our situation, the commonality is that in recent years many effective dated rows have been added to the Academic Plan table to accommodate name changes, degree code changes and the like, so that we have more of those in our system today than we did several years ago. So that could explain the increase in these errors. I can file a ticket with KSU IT, and they in turn with Oracle, to see what they say, but doubtful for any quick resolutions.

3. AY 24-25 Catalogs (UG and Grad) - timeline for last year's approved course/curriculum changes to appear accurately? (Katie)
   Answers from Kelley B below:
   a. Since we had over 1600 changes, we are aiming for no later than semester start, 8/19/24 to have all changes synced. If by 8/20/24 you still see a course listing incorrect that was passed in the 24/25 cycle, please email IS and Acalog as all course changes, etc. are actually built to sync between the systems.
   b. If a course is wrong in a curriculum map or academic degree map those are turning out to be manual fixes and we do need an email to curriculum@ksu.edu as well from a dean's office designated person so we can work through the fix and confirm what change is needed.

4. K-State Core: Institutional Electives --> now Free Electives? (Andy)
   a. When did this terminology change and why?
   b. Inconsistencies across web pages (catalog, K-State Core page, etc.)
   c. Will this cause confusion across the academy?
   d. DARS concerns with K-State Core "free electives" - program required 100-200 level courses are falling into both UCORE requirement and program requirements that follow. This is confusing because it seems to complete both requirements, but there is actually a shortage of hours.

Working Group Updates:

1. PERC (Electronic Course Permission): Karen Goos/Kelley Brundage
   a. [Requisite Cleanup Writeup Proposal](#)
   b. [PERC Role and Responsibilities split](#)
   c. [KSIS PERC Instructions Job Book](#)
   d. [Course & Section Overrides – Job Book](#)
   e. [KState College Deans Office Quick Enroll Guide](#)

   ChatGPT Summary:

   Overview*: The discussion focused on the updates and improvements needed for the PERC system, which handles electronic course permissions.*

   Role and Responsibilities*: Karen Goos and Kelley Brundage provided updates on the roles and responsibilities associated with PERC. They emphasized the need for clear communication and proper documentation to support the process.*

   Job Books and Guides*: There was a discussion on the necessity of updating job books and guides to reflect the current processes and ensure that all stakeholders are informed about their roles.*

   Course and Definition Review*: Approximately 289 courses and 247 definitions need to be reviewed and updated. The goal is to have these changes in place by October 2024 for implementation in Spring 2025.*

__Issues with Overrides__: Kelley Brundage highlighted issues with the current system where many entities have been able to do overrides without proper tracking. The new process aims to reduce the use of quick enroll functionality and improve documentation and tracking through the course permission functionality.

__Timeline__: The team is working towards having the updates completed by October 2024, with the changes to be implemented in Spring 2025.

2. HIPPA/AF & AFS/documentation: Andy Thompson
    a. Members = Kathy Sanders, Jenny Bormann, Jim Roush, Bill Watts, ITS, OTR, GC

Andy Thompson provided a brief update on the documentation working group, which is looking into streamlining the submission and management of student documentation across various processes, such as late fee waivers and scholarship appeals.

Old Business: [CAPP old business 24-25.docx](CAPP%20old%20business%2024-25.docx)

1. COMM 322 resolution, per Dr. Brundage: (Erickson)

"I reviewed the 22 students enrolled in the COMM 322 section offered in the Summer of 2024. Of the 22 students **only 5** needed to be addressed as they had a Fall 2024 requirement/catalog year in place with their DARS.

- 2 AS students (Transfer, New admits - MBB Athletes – 1 Senior and 1 Sophomore)
- 1 HHS student (Freshman)
- 1 AG student (Freshman)
- 1 ED student (Freshman)

Per conversation with Dr. Gonzalez, I was granted permission to do a course substitution/exception allowing COMM 322 to apply to UCORE—Requirement #2. This exception has a visual note indicating it was approved per the AP of Academic Affairs and then a longer internal note that can be seen by the college degree analysts for history/background.

This exception/substitution was done at the requirement level, so it will follow the student forward in the UCORE.

I have notified the college dean's office, assistant dean liaison, DARS Analyst, the student's academic advisor, and the appropriate athletic points of contact for the two men's basketball players."

Standing Reports:

1. Academic Affairs/Faculty Senate (Kouba/Bilgili)
    a) Math pathways
        i) *ChatGPT summary: Curriculum Design: The Math Pathways are designed to offer different sequences of math courses that align more closely with the specific needs of various*

disciplines. For example, students in STEM fields may follow a pathway emphasizing calculus and advanced mathematics, while students in social sciences might focus on statistics and quantitative reasoning.

    ii) *Rationale: Data on student performance in math courses suggests that a one-size-fits-all approach may not be optimal. The new pathways aim to reduce attrition rates by providing courses that are more directly applicable to students' future careers and academic goals.*

    iii) *Department Collaboration: The initiative requires close collaboration with academic departments to ensure the pathways meet the needs of each discipline. Departments will also be responsible for advising students on the best pathway based on their major.*

    iv) *Implementation Challenges: Potential challenges were discussed, including the need to revise advising materials, train advisors, and ensure students are adequately supported during the transition to the new pathways.*

    v) *Pilot Program: A pilot program may be launched in the coming semester to test the effectiveness of the new pathways. Feedback from this pilot will inform the broader rollout*

2. Provost Office (Goos)
3. Student Support and Accountability (Thompson)
   a) Campus Demonstration Response Team being stood up this Fall.
      i) DASSA staff members for the initial launch with expansion to other campus partners in future teams
      ii) Team members will be present at student demonstrations to provide support/guidance for a successful event without University policy violations
      iii) Members will be training in de-escalation techniques, First Amendment rights, and campus policies
   b) Health Promoting University Committee Kickoff this week
   c) Excused Absence Policy – K-State Today announcement
   d) Threat Management Policy Training - Friday, September 27th – 9a-11a
4. Enrollment Management (Goos)
   a)
5. K-State Online (Erickson)
   a) Search for Director of Student Success and Advising for K-State Online underway
   b) Worldwide Wildcat Publication is discontinued until university-wide comms plan to students is stood up (Student Success Playbook).
   c) A [new website](#) is published for online student success, resources and advising.
6. Career and Academic Engagement (Watts/Erickson)
   a) WellCat One Minute Survey – see agenda item
   b) Tutoring is moving to Hale Library – watch for social media and k-state announcements
   c) Career Center consultant review scheduled for October 9-10 – if you have responded to invite from Kerri Keller please do so. E-mail Bill if you did not receive an invitation.
   d) University-wide Academic Advisor training is now available! Check out the [website](#) for events, updates, resources, etc.
7. Information Technology (Finkeldei)
   a)

Announcements - 24-25 CAPP Leadership with have a meeting with Provost Mendez Thursday, August 29th 3:30PM

Adjournment

Next meeting: September 11th, 2024