

**Committee on Academic Policies and Procedures**  
**Minutes**

Wednesday, September 11, 2024

10:30 a.m. – 12:00 p.m.

**Call to Order/Welcome** [Note: Mitzi Farmer is on vacation, Katie Kingery-Page will serve in her stead]

**Approval of Minutes: Approved**

**New Business:**

1. I've had a question about auditing an online class. Handbook says we can (F66.1) but do we have any procedure for actually doing it? (Jenny)

ChatGPT:

**Auditing Online Classes:** Jenny raised a concern regarding the procedure for auditing online classes. According to Handbook section F66.1, students are permitted to audit classes; however, the exact process for auditing an online course remains unclear. She asked if there was a formal procedure in place, as some faculty members have faced difficulty in determining how to handle audit requests for online classes.

Discussion Points:

**Clarification Needed:** The group noted that while auditing is permitted, the current procedures for online auditing are either ambiguous or not uniformly applied. This has resulted in inconsistent practices, particularly in terms of tracking auditing students, ensuring they are correctly enrolled, and understanding what participation (if any) is required from auditing students in an online environment.

**Tracking in KSIS:** There was concern about how auditing students are represented in the university's student information system, KSIS, particularly since online audits might not be as straightforward as face-to-face class audits. It was also unclear how the auditing status would be reflected in student records.

**Faculty Concerns:** Some faculty members expressed concerns about whether auditing students in online courses should engage with course materials or simply observe. Jenny pointed out that there are no formal guidelines to address expectations for online audits.

Proposals and Next Steps:

Jenny suggested creating a procedural guide or policy that would clearly define the steps for auditing online classes, including how permissions are granted, how students are enrolled in KSIS, and what expectations are set for participation.

Karen Goos and Kelley Brundage volunteered to examine how current systems handle auditing for online classes and to propose a more formalized process at a future meeting.

### **Andy's notes:**

For on campus student policy is that the Dean's Office allows the person to sit in the class. Requires students not in KSIS system and not enrolled. Known risk and probably need to stand up some policy. Will probably wait for new VP Academic Affairs. People can create eID and be added to the Canvas course – this points to IT policies and academic policies that are out of sync. This is assuming all things are happening through Canvas.

For online auditing, there is a process for a person to get an eID and be matriculated into our students. Easiest thing to do is have person apply as NDG student and not enroll but then be added to the Canvas course.

### **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:

#### **Requisite Cleanup Writeup Proposal:**

Karen Goos introduced the proposal to streamline and clarify course requisites and corequisites across the university's academic offerings. She highlighted several issues with outdated or inconsistent requisite information that had caused enrollment challenges for students, particularly during registration periods.

The proposal aims to develop a standardized approach for departments to review and update requisites on a rolling basis. A task force will be formed to work with departments on auditing their existing course requisites and propose necessary changes.

Discussion: Several members noted the importance of faculty involvement in this process to ensure that course requirements remain aligned with the educational goals of each department. Others raised concerns about potential delays in implementing changes, given the complexity of some departmental requisites.

Action: A task force will be assembled, and their recommendations will be shared in upcoming meetings.

### **PERC Role and Responsibilities Split:**

Kelley Brundage presented a proposal to clearly define and separate roles within the PERC system. The current process involves multiple offices (e.g., academic advising, registrar's office, and departmental coordinators) but lacks clear boundaries regarding who is responsible for specific actions within the permission system.

The split will clearly delineate responsibilities between those who initiate permissions (e.g., advisors) and those who approve or manage course requisites (e.g., registrars or departmental coordinators).

Feedback: While most members supported the idea of clearer role definition, some raised concerns about potential gaps in responsibility during the transition. It was proposed that a pilot phase be tested in select departments to ensure a smooth implementation before it's rolled out university-wide.

Action: Kelley will follow up with further details on the pilot phase in the next meeting.

### **KSIS PERC Instructions Job Book:**

Updates to the KSIS PERC Instructions Job Book were discussed, focusing on how recent changes to the PERC system will be reflected in the job book. This resource provides step-by-step instructions for managing permissions in KSIS, and new content will be added to guide staff through the updated procedures.

Request for Feedback: The working group asked all members to review the draft updates and submit any feedback or suggestions for clarity by the next working group meeting.

### **Course & Section Overrides – Job Book:**

A new Course & Section Overrides Job Book was introduced to assist faculty and staff in managing course override requests, particularly during high-demand registration periods. The book outlines common scenarios for overrides, such as capacity restrictions or prerequisite issues, and provides troubleshooting tips.

Implementation: Training sessions for advisors and departmental staff will be scheduled to familiarize them with the new procedures and ensure a smooth transition. A brief pilot session is planned for select departments to test the new guidelines before they are implemented university-wide.

### **K-State College Deans Office Quick Enroll Guide:**

Karen Goos presented the Quick Enroll Guide, designed to assist the Deans Office in handling rapid enrollments and administrative adjustments. This resource provides a streamlined process for handling last-minute enrollment requests or correcting administrative errors that may arise during registration.

Action Items: The guide will be tested in the coming weeks, and departments are encouraged to provide feedback on its functionality and any improvements that might be needed.

2. HIPPA documentation: Andy Thompson

ChatGPT: Andy Thompson provided an update on the handling of HIPAA (Health Insurance Portability and Accountability Act) documentation and its implications for student data privacy, particularly in cases where health information intersects with academic records.

There was a discussion about ensuring compliance with HIPAA regulations, especially in situations where sensitive health data may be shared across departments. The need for a clear process on who is authorized to access such information was emphasized.

Next Steps: The group agreed to develop a brief training module for faculty and staff to better understand HIPAA compliance as it pertains to academic records. This module will be reviewed at the next meeting.

**Old Business:** [CAPP old business 24-25.docx](#)

1. Taking to Provost for guidance.

**Standing Reports:**

1. Academic Affairs/Faculty Senate (Kouba/Bilgili)
  - a) No report yet - have had two meetings so far and just getting new members up to speed on procedures. Working through previous Curriculog proposals but expecting the new ones to be coming through shortly. Dr. Gonzalez will be meeting with our committee next week to discuss some of the main issues that will be coming through our committee this year.
2. Provost Office (Goos)
  - a) Census is next Monday @ 5pm.
  - b) Finalizing SEP- will go out for comment and open forums the first week of October.
  - c) Reminder: VP of Academic Affairs and Innovation will begin in Oct—She will help coordinate needs in curriculum development and academic policies/ procedures for Provost office.
3. Student Support and Accountability (Thompson)
  - a) Threat Management Training – Friday, September 27th 9a-11a – Sign up through HRIS
  - b) Campus Demonstration Response Team – Trained and operational
  - c) Student of Concern Postcards – will be distributed to all faculty and staff in the next couple of weeks
4. Enrollment Management (Goos)
  - a) Unofficial transcripts and advising transcript should now be available in KSIS
  - b) We are exploring student data needs/queries, etc. with IT to allow data to be shared again
5. K-State Online (Erickson)
  - a) Online Director of Student Success make sure to submit candidate feedback
  - b) If any online student issues arise, I am the contact person until a new director is hired
6. Career and Academic Engagement (Watts/Erickson)
  - a) Math Pathways – K-State is meeting with statewide board, Gabe Kerr continues to represent us very well and will provide advising updates as needed.
  - b) New position coming to lead retention efforts – Director of Student Retention and Persistence – coordinate actionable data insights and associated outreach as well as supervising the AAC. The position will report to the AVP for ACE.

- c) UAC inviting DAIR to review Student Data Analytics dashboards
  - d) NISS/K-State Playbook prioritizing ongoing efforts in each of four areas (advising/retention, student facing communication, structured pathways, and financial aid
  - e) Recording student interactions in EAB Navigate – defaulting to recording more interactions creates a more robust student success picture and will help K-State serve students better.
7. Information Technology (Finkeldei)
- a)

**Announcements** - 24-25 CAPP Leadership will have a meeting with Provost Mendez Thursday, September 19.

**Adjournment**

**Next meeting:** October 9<sup>th</sup>, 2024