

Academic Affairs Committee

Meeting Notes

4 November 2010

Attendance: T. Miller, B. Grauer, L. Larson, D. Mercer, W. White, P. Burden, D. Murphy, B. Burenheide

Guest: Jeong-Hee Kim

Meeting called to order at 8:00 am

Minutes from September meeting approved (No October meeting).

EDCI 760 course title change proposal from Dr. Jeong-Hee Kim and C&I:

Discussion was made and suggestions offered to help format the proposal to what will be required from the Graduate School. Paul Burden moved and Warren White seconded to accept the proposal with the suggested changes. Motion approved unanimously.

Chair Miller informed the committee of some issues with the EDEL 600 courses from the Foreign Language program that were passed last Spring. The proposals have now been forwarded for approval from the Executive Council and then the college.

No old business was taken up.

No new business was taken up.

Meeting was adjourned at 8:15 am.

Next Meeting: December 2, 2010, 8:30 a.m., BH 341-D

Appendix C: Course Data Sheet Form – Change Kansas State University

(See below to determine whether this change can go through expedited process)

(Please check one of the boxes below)

Expedited Process includes: (CANNOT AFFECT OTHER COLLEGES)

- + Course number changes within the same level (LD = 0-299; UD = 300-699; GR1 = 700-899; and GR2 = 900-999).
- + Changes in description of the course to update it with current practices or terminology.
- + Change in course name based upon changes in current practices or terminology; course remains the same.
- + Change in term offered.
- + Change in credit hours.
- + Change in course subject (possibly due to department name change)
- + Change in course prerequisites (only if the change does not affect other units outside the college)
- + Deleting a course or a course that is no longer offered (only if the change does not affect other units outside the college).
- + Curriculum change (only if the change does not affect other units outside the college)
- + Other minor changes (to be identified and defended by the department).

Non- Expedited Process includes:

- + Course number changes outside the current level.
- + Course description changes reflecting a “rewrite” in the curriculum for the department and the major.
- + Change in the delivery method of the course.
- + Dividing a course into two or more courses.
- + Combining two or more courses into one.
- + Deleting a course if it affects students outside the college.
- + Adding a new course.
- + Changing the required number of credits for completion of a program
- + Curriculum change (when this affects another unit outside the college)
- + Addition or deletion of an academic sub plan or plan (option, specialization, minor, certificate, etc.).

Other minor changes:

If the change is very minor and will not affect other departments (i.e. a typographical error, etc.), then this course change needs DEPARTMENT approval only. The department may submit this form directly to Enrollment Services for processing.

Fill out ALL sections in CURRENT columns.

Fill out CHANGE TO sections for ONLY the items that are changing.

Additional Information:

If you are dividing one course into two or more courses with one course retaining the existing number

- *CHANGE for existing course; ADD for new course(s)*

If you are combining two or more courses into one course

- *DROP for course not being retained; CHANGE for course being retained*

If you are combining two or more courses into one course with a new number

- *ADD for each new course; DROP for old course*

Department: Curriculum & Instruction	
Dept Head Signature:	Date:
Contact person(s) for this proposal: Dr. Jeong-Hee Kim	
Subject <u>EDCI</u> (i.e. ACCTG)	Catalog Nbr: <u>760</u> (i.e. 110)
Course short title: Teachers as Researchers (i.e. Intro to...)	

Please note the following deadlines:

Course Adds, Drops, and Changes effective for:
 Fall
 Spring
 Summer

Must be submitted to Faculty Senate Academic Affairs prior to:
 2nd April meeting
 2nd September meeting
 2nd January meeting

Must be approved by Faculty Senate by:
 May meeting
 October meeting
 February meeting

Effective term for requested action: Term Fall Year 2011

Rationale:

- 1) The existing title limits the enrollment to teachers. The proposed title would invite more varied audience of educators including teachers, teacher leaders, administrators, counselors, superintendents, and educators in other fields.
- 2) The proposed title clearly depicts that it involves action research, which is a term that is widely used in the field of teacher education.

Impact (i.e. if this impacts another unit): N/A

CURRENT

* = Required Fields

***Subject** EDCI *Nbr* 760

***Short Title (Description):** *Length=30* (use Initial Caps)

~~Teachers as Researchers~~

***Long Course Title:** *Length=100* (use Initial Caps)

~~Teachers as Researchers~~

***Course Description (including course components and time dedicated to them (rec, lec, lab, etc.):**

This course introduces the theoretical and practical dimensions of ~~classroom~~-based action research about curriculum and instruction topics, and students conduct an action research project. ~~Classroom access required.~~

CHANGE TO

Subject EDCI *Nbr* 760

Action Research in Education

Action Research in Education

This course introduces the theoretical and practical dimensions of school-based action research about curriculum and instruction topics, and students conduct an action research project. Access to the research site is required.

***Credit Hours/Units:** *Select one*

Fixed Hours 3
 Variable Hours _____ to _____
Minimum *Maximum*

Fixed Hours _____
 Variable Hours _____ to _____
Minimum *Maximum*

***Grading Basis:** Select ONE

X Graded (Letter grade; Non-exempt)
 Graded-IH (Letter grade; Exempt)
Credit/No Credit (Credit/No Credit)
 Student Option (Graded and APassF; Non-exempt)
 Student Option-IH (Graded and APassF; Exempt)

X

Graded
 Graded-IH
Credit/No Credit
 Student Option
 Student Option-IH

Note: Non-exempt=grades of Incomplete may convert to F
Exempt=grades of Incomplete will never convert to F

Repeat for Credit: Select if applicable:

CHECKED - student may reenroll to accumulate additional credit
 NOT CHECKED - retake rules apply when student reenrolls

CHECKED
 NOT CHECKED

University General Education:

Yes
 No

Yes (notify or receive approval from UGE Council)
 No (notify or receive approval from UGE Council)

***Terms Offered:**

Fall Spring Summer
 Other (explain)

Fall Spring Summer
 Other (explain)

***Course Titles:**

Choose from the following and complete appropriate fields:

TITLE MAY NOT VARY

VARY BY SECTION

List topics needed:

Topic 1: _____

Topic 2: _____

Topic 3: _____

Topic 4: _____

Topic 5: _____

TITLE MAY NOT VARY

VARY BY SECTION

Add topics:

Note: Topics created here are available for assignment to individual Class Sections when scheduling class sections

VARY BY STUDENT

VARY BY STUDENT

***Academic Group:** Select one of the following

Specify COLLEGE (AG,AR,AS,BA,ED,EN,HE, TC) COE

VM (Select for all Veterinary Medicine courses)

UG (Select for Interdisciplinary Undergraduate courses)

GR (Select for Interdisciplinary Graduate courses)

Specify COLLEGE COE _____

VM

UG

GR

***Academic Career:** Select ONE

UGRD (000-799)

GRAD (800-999)

UGRD (000-799)

GRAD (800-999)

Enrollment Requirement Group: List pre-requisites and co-requisites here

Required

Recommended

Required

Recommended

Pre-Requisite: _____

Pre-Requisite: _____

Co-Requisite: _____

Co-Requisite: _____

***Components:** (Choose all that apply)

The course component indicates the parts of the course offering (lecture, lab, seminar, etc). One course offering can have multiple components.

Choose ONE to be considered the Graded/Primary/Enrollment

component:

Component

Default Section Size

Component

Default Section Size

Choose other required components:

ACT=Activity

OTH=Other

AUD=Audio

PRC=Practicum

FLD=Field experience

QZ=Quiz

HLP=Help

REC=Recitation

IND=Independent Study

RDG=Readings

INS = Individual Instruction

RSH=Research

INT=Internship

SEM=Seminar

LAB=Lab

SLF=Self Paced

LEC=Lecture

STD=Studio

LES=Lessons

TCH=Student Teaching

Will one or more the sections in this course be offered as distance education? Yes No

If yes, please be sure to make contact with DCE office.

For Veterinary Medicine courses only: Course is offered for types of credit (check all that apply)

Undergraduate

Undergraduate

Graduate

Graduate

Veterinary Medicine

Veterinary Medicine

For Arts and Sciences courses only: (check all that apply)

Fine Arts

Western Heritage

Literary

Social Science

- Natural Sciences*
- Physical Sciences*
- Quantitative*
- International Overlay*
- General Education (complete gen ed template if required)*

For Office Use

Date approved by Department Faculty: Oct. 28, 2010

Date approved by College Course and Curriculum committee: Nov. 4, 2010

Date approved by College Faculty (if needed):

Date approved by UGE Council:

Date approved by Graduate Council:

Date approved by Faculty Senate (if needed):