Academic Affairs Committee

Meeting Notes
4 November 2010

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 EDCI (i.e. ACCTG) Catalog Nbr: 760 (i.e. 110)
Course short title: Teachers as Researchers (i.e. Intro to…)

Please note the following deadlines:
Course Adds, Drops, and Changes Must be submitted to Faculty Senate Must be approved by effective for Academic Affairs prior to: Faculty Senate by:
Fall 2nd April meeting May meeting
Spring 2nd September meeting October meeting
Summer 2nd January meeting February meeting

Effective term for requested action: Term Fall Year 2011

Revised 10-16-09
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.

*Credit Hours/Units: Select one

<table>
<thead>
<tr>
<th></th>
<th>Fixed Hours 3</th>
<th>Variable Hours</th>
<th>Minimum to Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*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)

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

University General Education:

□ Yes
□ No

*Terms Offered:

□ Fall
□ Spring
□ Summer

*Course Titles:
Choose from the following and complete appropriate fields:

- **TITLE MAY NOT VARY**
- **VARY BY SECTION**
- **TITLE MAY NOT VARY**
- **VARY BY SECTION**

*List topics needed:*
- Topic 1: ______
- Topic 2: ______
- Topic 3: ______
- Topic 4: ______
- Topic 5: ______

*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
  - Specify COLLEGE COE
  - VM (Select for all Veterinary Medicine courses)
  - UG (Select for Interdisciplinary Undergraduate courses)
  - GR (Select for Interdisciplinary Graduate courses)
- **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: ______
*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:*

<table>
<thead>
<tr>
<th>Component</th>
<th>Default Section Size</th>
<th>Component</th>
<th>Default Section Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT=Activity</td>
<td>OTH=Other</td>
<td>PRC=Practicum</td>
<td>AUD=Audio</td>
</tr>
<tr>
<td>AUD=Audio</td>
<td>PRC=Practicum</td>
<td>QZ=Quiz</td>
<td>FLD=Field experience</td>
</tr>
<tr>
<td>FLD=Field experience</td>
<td>REC=Recitation</td>
<td>RDG=Readings</td>
<td>HLP=Help</td>
</tr>
<tr>
<td>IND=Independent Study</td>
<td>RSH=Research</td>
<td>SEM=Seminar</td>
<td>LAB=Lab</td>
</tr>
<tr>
<td>INT=Internship</td>
<td>SLF=Self Paced</td>
<td>STD=Studio</td>
<td>LEC=Lecture</td>
</tr>
<tr>
<td>INS=Individual Instruction</td>
<td>TCH=Student Teaching</td>
<td></td>
<td>LES=Lessons</td>
</tr>
</tbody>
</table>

*Choose other required components:*

| ______ | ______ | ______ | ______ |
| ______ | ______ | ______ | ______ |

*Will one or more of 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
- Graduate
- Veterinary Medicine

*For Arts and Sciences courses only: (check all that apply):*
- Fine Arts
- Western Heritage
- Literary
- Social Science

Revised 10-16-09
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):