

Educational Affairs

Meeting Minutes

April 19th, 2023

3:00 pm

MTC 107 or Zoom

Voting Members Present: Andrew Lutz (chair), Justin Dunham (vice chair), Judy Guzzy, Nick Mancini, Terri Teal, Darryl Luton, Tonia Hughes, Kurt Christiansen, Ashley Rader, Jacob Kier, Maureen Fitzpatrick, Matthew Schmeer, Scott Craig, Susan Brown, Tim Brown, Casey Buchanan, Dan Mueller, Theresa McChesney, Doug Patterson, and Heather Seitz

Absent Voting Members: Chris Bell and Charlie Randazzo

Resource Members: Gurbhushan Singh, Kris Perales, Susan Roberts, and Cathy Almai-Mahurin

(1) Call to Order

Andrew Lutz called the meeting to order at 3:01 PM.

(2) Roll Call

Andrew Lutz completed the Roll Call.

(3) Agenda Agreement (consent item)

The agenda was agreed to by consent.

(4) Meeting Minutes Draft from April 5th, 2023

The meeting minutes from April 5th, 2023, were edited to reflect that Matthew Schmeer's first name is misspelled in the "Voting Members Present" section; that Matthew was elected to Chair, not Vice Chair, for AY 2023-2024, and that Tonia Hughes' last name is misspelled on the last page, then agreed to by consent.

(5) Curriculum*

Computing Science & Information Technology

Course Edit

- WEB 172: WordPress I

Program Edit

- 2030-AAS: Web Development and Digital Media

Whitney Bandel informed the committee that students in WEB 172 are sometimes unprepared, while others are not taking the class even though they are prepared, so changes were made in order to add WEB 110 as a corequisite to the course in order to increase enrollment.

For the AAS degree, specific individual courses are now listed as the electives, replacing the previous statement that “any course with certain prefixes” would count as electives.

Doug Patterson moved to accept the changes to both the course and the degree, Jacob Kier seconded, and the motions carried.

Program Edits, effective AY 2023-2024

- 6620-CERT: Computer Support Specialist Networking+/Security+ Certificate
- 2060-AAS: Computer Support Specialist

Carol Smith informed the committee that the program edits are due to a course (ELEC 250) being retired; students now have four alternative courses to replace the retired course in the certificate and the degree program.

Doug Patterson moved to accept the changes, and Theresa McChesney seconded. The motion carried.

KS Systemwide General Education Degree Alignment

Program Deactivations

- 2180-AS: Emphasis in Health Information Systems
- 264A-AA: Emphasis in Paralegal
- 2940-AS: Emphasis in Information Systems Technology
- 2990-AA: Emphasis in Criminal Justice

Gurbhushan Singh and Jim Lane informed the committee of the nature of these changes; the programs being deactivated will still allow for current students to complete their degrees, but future students will not be able to start in these programs.

Matthew Schmeer moved to accept the deactivations; Tonia Hughes seconded, and the motion carried.

(6) Subcommittee and Liaison Assignments and Updates

- Cultural Diversity/General Education
Matthew reported on the updates to the Cultural Diversity Statement. Most of the updates came in the bullet points that courses are expected to satisfy in order to receive a Cultural Development designation. The application questions were changed to reflect the desired outcomes determined by the subcommittee, and the subcommittee will have more flexibility in determining which courses should receive the designation.

- **Procedures**
Jacob Kier brought the Syllabus Template back to the committee; the only changes are in the way links are presented in the template. The actual content is not different. All links are now functioning in the template. Gurbhushan added that there are now software programs that can assist in syllabus creation, which will allow for easier creation, more uniform syllabi, and easier sharing with HLC. The syllabus template will be voted upon at the next meeting.
- **ABC**
Judy Guzzy updated the committee that there will be a new method of determining representation starting in the Fall. More information and links are in the ABC minutes. Matthew updated the work from the Academic Integrity subcommittee; digital cheating is rampant with programs such as Transcript, ChatGPT, ChatPDF, etc., and the subcommittee is working on recommendations for the campus to limit student cheating as much as possible.
- **OLAC**
Susan Brown updated the committee on new Canvas tools that might be made available to faculty; OLAC is also discussing digital cheating. Course delivery methods are also still in discussion; some courses are being delivered in ways that may not quite match their description.
- **Faculty Association**
Justin Dunham reported that the next FA meeting is Monday, April 24th. Nominations for next year's officers will close at the end of that meeting and voting will follow over the next week.
- **Committee Day**
There is no update as there has been no meeting since the last Educational Affairs meeting.

(7) **Announcements and Updates**

Nick Mancini requested that members message him about any EarlyAlert experiences and/or thoughts on more frequent grade reporting.

(8) **Adjournment**

The meeting was adjourned at 3:59 PM.

**Curriculum updates are effective Academic Year 2023-2024 Catalog which covers Summer 2024, Fall 2024 and Spring 2025 terms unless otherwise noted.*