College of Health and Human Sciences, Kansas State University  
College Academic Affairs Committee  
(College Curriculum Committee)

Structure and Procedures

University Handbook D1 By tradition, the faculties of colleges and universities have authority to grant degrees and control all matters dealing with courses and curricula offered by the institution. At Kansas State University, the exercise of these powers is subject to final approval by the Kansas Board of Regents. The faculty of Kansas State University also has authority to participate in the establishment of policies relating to many other all-university problems. To carry out these duties and responsibilities, the general faculty in 1951 created the faculty senate as its representative body.

Purpose:
To review course and curriculum changes proposed by academic units within the College.

Committee Structure:
Committee members serve as liaisons between their department/School/Center and the College Academic Affairs Committee. Members are responsible to:

- present the context and respond to questions regarding course and curricular changes to the College Committee on behalf of their Department/School/Center; and
- review and consider the impact of proposed changes by other units in the College as well as within the University on the College as a whole and their respective unit.

To do so, all members must be attentive to proposals in the Curriculum Management System known as Curriculog http://www.k-state.edu/curriculog/

Each college posts the agenda for their respective college course and curriculum meetings in Curriculog as well as all proposed course and curriculum changes. All voting faculty have access directly to this system. http://www.k-state.edu/curriculog/

Each department/School/Center is responsible for entering course and curriculum changes in Curriculog and coordinating with deadlines established by this committee to synchronize with the meeting dates and deadlines of subsequent committees (e.g., Graduate Council Academic Affairs, Graduate Council, Faculty Senate Academic Affairs, Faculty Senate Academic Affairs, Graduate Council, Faculty Senate Academic Affairs),

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Faculty Senate Executive Committee, Faculty Senate and KBOR). Adherence to these published deadlines is essential for an efficient and timely process and outcome.

**Committee Membership:**

Voting members:
- Two (2) faculty representatives per unit (department/school). Faculty will be unclassified, instructor or above, one of which must be a member of the graduate faculty [preferably certified to direct doctoral studies]. Each will serve a two year term with a staggered election in the spring (one member is elected each spring replacing one of the two members who will move off the committee).
- One (1) faculty representative from the Center on Aging. Faculty elect this representative in odd years for a two-year term.
- One (1) faculty representative from programs in General Human Ecology. Faculty elect this representative in even years for a two-year term.
- One (1) faculty member from MS Physician Assistant Studies

Non-voting members:
- Administrative Academic Program Specialist from the Dean’s office
- Associate Dean for Academic Affairs (ex-officio)
- Health and Human Sciences Faculty Senator on the Academic Affairs Committee (Ex-officio)

The Committee invites members from the Graduate Council from Health and Human Sciences to report as relevant.

**Committee Leadership:**

Committee leadership includes the Chair and Chair-elect. Faculty members fill this position on a rotating basis between departments/School/COA/GNHEPAS.

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organize the agenda, take minutes and post the results in Curriculog, review all
submissions for completion, administer the ballot for faculty voting within the College,
notify college faculty of results, send electronically notices of changes in course and
curriculum from the colleges at KSU and other duties as necessary.

All committee documents including the agenda, programs of study, this structure and
procedures document and links to relevant sites are on the S drive at S:\Dean\CHHS
AAC.

Meetings:
The College Committee dates are set to coordinate with the meeting dates of the faculty
senate in order to assure an efficient review and approval process. Generally, this means
that the College Committee will meet in three times in the fall (e.g., September, October,
and November) as well as three times in the spring (e.g., January, February, and April) of
each year. Specific day and time will be coordinated first to meet the deadlines of
subsequent committees, and second to accommodate, to a reasonable extent, teaching
responsibilities of the members of the committee. The chair may call additional
meetings at his or her discretion.

Each academic unit in the College is responsible for posting faculty-approved course
and curriculum change proposals in Curriculog a minimum of ten (10) days prior to the
agenda distribution. Each department/school/center as a point of contact (POC) for
entry in Curriculog. The meeting agenda will be published a minimum of six (6) class
days prior to committee/university meeting for review. The chair of the Academic Affairs
(aka Course and Curriculum) committee will notify each CHHS department head or
school director of these deadlines by August 15 or immediately following posting of
meeting dates by subsequent committees.

Two-thirds of the committee members must be present (including proxies) at the
meeting to conduct business. A simple majority of the committee members present
(and proxy votes) is required. Committee members unable to attend should notify the
chair of AAC and the administrative specialist including designated member proxy.

Following University procedures, (http://www.k-state.edu/registrar/faculty-staff/ccap/)
unit faculty are expected to have discussed/vetted thoroughly all proposals that come
before this College committee. This means that the department head (or his or her
designee) of the proposing department contacted all affected units and the affected
unit response regarding the impact of proposed changes is documented in Curriculog.
This applies to all affected units inside and outside of the College. AA Committee
members cannot review proposals without full and complete information including all

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relevant impact statements. With this understanding, all meetings are open to faculty and staff in the College of Health and Human Sciences.

**College Faculty Eligible to vote:**
All faculty on term, regular, and tenure appointments at .5 or greater within the College of Health and Human Sciences, excluding emeritus faculty, are eligible to vote on academic affairs in the College of Health and Human Sciences, consistent with the bylaws of the CHHS Faculty Advisory Council (approved May 2018). Unclassified professionals and university support staff do not vote on course and curriculum.

A minimum of 1/3 of all eligible faculty in the College is required, of which a simple majority decides. The Dean’s office will sent ballots by email to eligible faculty with a link to Qualtrics. Faculty have seven (7) days to vote including the weekend.

Refer to the most recent revision of the “Approval, Routing, and Notification Procedures for Course and Curriculum Changes” for routing protocol approved by Faculty Senate Academic Affairs, on the website of the Registrar’s office. [http://www.k-state.edu/registrar/faculty-staff/ccap/](http://www.k-state.edu/registrar/faculty-staff/ccap/)