

The University of Kansas  
College of Liberal Arts & Sciences  
**COMMITTEE ON UNDERGRADUATE STUDIES & ADVISING**

**AGENDA**  
OCTOBER 14, 2008, 11:00AM  
STRONG HALL – ROOM 210

- I. Approval of CUSA Minutes from September 23, 2008
  
- II. Chair's Report
  
- III. Dean's Office Report
  
- IV. CLA&S Student Academic Services Report
  - A. University-Wide Academic Policy & Procedure Update
  - B. University's current "Incomplete Policy"
  
- V. Subcommittee Chair Reports
  - A. Advising & Awards
  
  - B. Curricular Changes/Degree Requirements
    - 1. Curricular Changes  
BIOL 593, ECON 526, SCAN 560, SWED 330-H, LA&S 490, JWSH 492
  
    - 2. Degree Requirements
      - a. Principal Course Status Change EVRN 150, GEOG 150
      - b. Change to existing BA and BGS Major in Economics
      - c. Change to Existing BS Major in Economics
      - d. Principle Course Changes for Discussion  
ANTH 320, ANTH 321, LING 320, LING 321
  
  - C. Academic Standards
  
- VI. Old Business
  - A. Determining Year's Agenda Items & Priorities
  
- VII. New Business

**College of Liberal Arts & Sciences**  
Committee on Undergraduate Studies & Advising

**Minutes – September 23, 2008**

Committee members in attendance: Mary Banwart, Bridget Bradley, Diann Burrigh, Ann Cudd, Stephen Dickey, Claudia Dozier, Dietrich Earnhart, Krzysztof Kuczera, Karen Ledom, Greg Madden, Jonathan Mayhew, Patricia Manning, Laura Mielke, Kim McNeley, Mark Mort, Patrick Phillips, Jen Roberts, DonnaTucker

The meeting was called to order by Greg Madden at 11:00 AM

**Minutes**

A motion was made and seconded to approve the September 9, 2008 minutes of Committee on Undergraduate Studies & Advising as written. The motion was approved unanimously.

**Chair's Report**

Greg Madden reviewed the CAC Meeting from September 9, 2008.

- Dean Steinmetz had discussed budget for Academic year.
- Instructors signature no longer required on drop sheets.

**Dean's Office Report**

No report.

**CLA&S Student Academic Services Report**

- University-Wide Academic Policy & Procedure Update
- University's current "Incomplete Policy"
- University-Wide minimum GPA requirement for graduation
- KU Advising Assessment, Brown Bag Thursday 9/25 at 12:00pm

**Subcommittee Reports and Assignments**

- Advising & Awards
- Academic Services
- AP&P topics
- Curricular Changes approved:  
AAAS 433, ANTH 315, BIOL 582, COMS 440, COMS 544, TIB 104, TIB 108, EURS 329, EURS 550, EURS 565, HA 315, HA 504, HA 551, HA 555, HA 590, HIST 329, HIST 568, HWC 120, HWC 329, HWC 424, HWC 550, HWC 560, HWC 565, HWC 570, HWC 650, INS 530, POLS 330, POLS 331, PUAD 330, PUAD 331, SLAV 600, TH&F 526, LA&S 101, LA&S 292
- Degree Requirements approved

**Old Business**

- Determining Year's Agenda Items & Priorities
- Handout from Greg Madden (Chair)
  1. Admission criteria for major

**New Business**

Legal counsel requests a review of the Academic Misconduct Policy to remove of the portion of the policy which informs the student within 10 days of discovery.

**The meeting was adjourned at 12:15P.M.**

**AP&P Charge: Provide recommendations to SenEx regarding policies and procedures (esp. deadlines) for drops and adds for classes that do not meet on the regular university schedule (distance learning, continuing education with rolling start dates, independent study and other by appointment courses, other seminars and internships). Report recommendations for action to SenEx by November 3, 2008.**

Enrollment Guidelines:

5.4.4 A student may enroll in a course or change class sections after the semester has been in session for four weeks only if the course has met fewer than 25% of the class sessions. The College or a school may adopt a policy setting a shorter period for courses/classes offered by the College or School, provided that the policy is announced in the Timetable of Classes for the affected term. ***Students may enroll in courses with rolling start dates (KUCE, independent study, seminars, and internships) with the permission of the instructor at any point in the semester.***

Withdrawal Guidelines:

2.2.5 The University fall and spring semesters each consist of seventy-five instructional days. The withdrawal period is divided into three instructional-day time segments:

Period 1: the first fifteen (15) instructional days of the semester or the first seven (7) instructional days of summer session (See 2.2.5.1 and 2.2.5.2);

Period 2: beginning with the sixteenth (16th) instructional day through the sixtieth (60th) instructional day of the semester or the eighth (8th) instructional day through the thirtieth (30th) instructional day of summer session (See 2.2.5.1 and 2.2.5.3);

Period 3: beginning with the sixty-first (61st) instructional day through the last day of classes for the semester or the thirty-first (31st) instructional day through the last day of classes for the summer session (See 2.2.5.4).

NOTE: The three time periods of instructional days for any course that has fewer ***or greater*** instructional days than a normal semester shall be calculated on the basis of a percentage that the instructional days of the course in question represent relative to a normal semester of 75 instructional days. ~~For example,~~ A course of five weeks duration with a total of 25 instructional days represents one-third the length of a normal semester. Thus, Period 1 would include the first five (5) instructional days of the course, Period 2 would begin with the 6th and continue through the 20th instructional day and Period 3 would begin with the 21st instructional day and continue through the last day of the class. KUCE courses allow 6 months for completion. ***Thus, Period 1 would include the first 1.5 months from the date of enrollment. Period 2 would end 4.5 months from the date of enrollment. Period 3 would continue the day after the last day of Period 2 until the course completion deadline.***

2.2.5.1 Course withdrawal policy and procedure are determined by the individual time period (see 2.2.5, 2.2.5.2, 2.2.5.3, 2.2.5.4 and 2.2.5.5). These rules apply to both undergraduate and post-baccalaureate courses, other than Law School courses, unless specifically excluded in accordance with 2.2.5.2.

2.2.5.2 Each academic dean shall submit to the Provost a list of courses such as internships and practica that are to be excepted from 2.2.5. Upon approving the list of proposed exceptions, the Provost shall provide it to the University Registrar.

2.2.5.3 During Period 1, a student may withdraw from a course by canceling his/her enrollment in that course. The course will not appear on the student's official record

2.2.5.4 During Period 2, a student seeking to withdraw from a course must **follow the withdrawal procedures of the College or School in which the student is enrolled. A student who withdraws during Period 2 shall receive a grade of W, which will appear on the student's academic record but will not be included in computing the grade point average. Neither the instructor nor the College or School is entitled to withhold approval of the withdrawal. The University Registrar shall maintain and make available information regarding withdrawal procedures of each school and the College. It is the responsibility of the student to take the necessary steps to effect the withdrawal before the deadline established under USRR 2.2.5, above.**

2.2.5.5 During Period 3, a student cannot withdraw from a course. The course grade will be determined by the student's overall academic performance.

2.2.5.6 After a student completes a course and a letter grade has been assigned, including an "Incomplete" where appropriate, retroactive withdrawal from the class is not allowed, except in accordance with USRR 2.3.3.

**[This section was last updated on 6/17/08: most recent changes are shown in bold font]**

2.2.6 The withdrawal of a student from the University shall be reported by the dean of the College or the school to the University Registrar for posting to the permanent record after consultation with the appropriate personnel dean. The rules in USRR 2.2.5 shall apply except in accordance with USRR 2.3.3.

## KU Incomplete Policy Information

### USRR

2.2.3 The letters W and I may be given. The letter I shall indicate incomplete work, such as may be completed without re-enrollment in the course. The letter W shall indicate withdrawal for which no credit or grade point is assigned.

2.2.3.1 The letter I should not be used when a definite grade can be assigned for the work done. It shall not be given for the work of a student in any course except to indicate that some part of the work has, for good reason, not been done, while the rest has been satisfactorily completed. When an I is reported, the character and amount of work needed to remove it should be indicated on the "Explanation of Incomplete" card for the student's dean.

2.2.3.2 An I must be made up in the next semester of enrollment, except when the removal of the I involves the repetition of a portion of the classroom work, in which case it shall be removed in the first semester of residence in which the course is offered. An I not removed according to this rule shall be regarded as a grade of F, U, or NC on request of the student's dean, with the consent of the instructor, if possible, or the department chairperson if the instructor is not available, and so indicted on the permanent record.

### Undergraduate Catalog Copy

The grade of I indicates that some part of the work in a course has, for ~~good reason~~ **reasons beyond the student's control**, not been done, while the rest has been completed satisfactorily. Before reporting a grade of I, the instructor may require the student to submit a justifiable request and an acceptable plan for completing the remaining work.

The regulated due date for completion is ~~determined by whether the instructor specifies that repetition of a portion of the classroom work is required. If repetition is required, the regulated due date is the end of the student's first semester of enrollment during which the course is again offered. In such cases the student may attend classes but should not officially enroll in the course again. If repetition is not required, the regulated due date is the end of the student's next fall or spring semester of enrollment.~~ **one academic calendar year, or at time of graduation; ; whichever occurs first.**

The instructor may establish a due date earlier than the regulated due date. If the remaining work is completed before the due date, the instructor reports the change of grade following regulated policies and standard procedures.

If the remaining work is not completed before the regulated due date, a grade change is initiated by the dean of the school or college to which the student is currently admitted. The grade of F is recorded routinely unless the instructor has previously requested that another grade be recorded instead. Once the grade of F has been recorded, the option to obtain a better grade is normally no longer available.

### College of Liberal Arts & Sciences

The course instructor must stipulate the final date for completing work when the Incomplete grade is recorded. The final date may be no later than the regulated due date, explained above. Extensions to the time limit may be granted by the dean's representative on the written request of the instructor (contact College Student Academic Services). If the Incomplete is not changed by the stipulated date, the grade is automatically changed to whatever final grade the instructor recorded when the report was filed.

### Graduate Catalog Copy (p. 25)

For enrollments other than thesis, dissertation, or research, the letter I indicates course work that has been of passing quality, some part of which is for good reason, unfinished. The grade of I for graduate courses remains unchanged on the student's record except that, should the student subsequently complete the course, the instructor would then change the I to a letter grade: A, B, C, D, or F.

## USRR Proposal for Discussion

2.2.3 The letters W and I may be given. The letter I shall indicate incomplete work, such as may be completed without re-enrollment in the course. The letter W shall indicate withdrawal for which no credit or grade point is assigned.

2.2.3.1 The letter I should not be used when a definite grade can be assigned for the work done. It shall not be given for the work of a student in any course except to indicate that some part of the work has, for ~~good reason~~ **reasons beyond the student's control**, not been done, while the rest has been satisfactorily completed. When an I is reported, the character, amount of work, **and submission deadline** needed to remove it, **as well as the date required for completion**, should be indicated ~~on the "Explanation of Incomplete" card for the student's dean.~~ **at the time the grade is submitted on the electronic grade roster.**

2.2.3.2 An **I posted for undergraduate courses** must be made up ~~in the next semester of enrollment, except when the removal of the I involves the repetition of a portion of the classroom work, in which case it shall be removed in the first semester of residence in which the course is offered.~~ **by the date determined by the instructor, within one calendar year, or at the time of graduation; whichever occurs first.** An I not removed according to this rule shall be regarded as a grade of F, U, or NC ~~on request of the student's dean, with the consent of the instructor, if possible, or the department chairperson if the instructor is not available,~~ and so indicated on the permanent record. Extensions to the time limit may be granted by the dean's representative.

**2.2.3.3 An I posted for graduate courses remains unchanged on the student's record except that, should the student subsequently complete the course work, the instructor would then change the I to a letter grade: A, B, C, D, or F.**

### Procedure Proposal

1. Upon recording an I, the instructor will stipulate outstanding work and date required for completion.
2. Upon submission, the student will be notified of stipulated outstanding work, date required for completion, and procedures for completion. Student should be instructed to NOT re-enroll in the course.
3. Instructor will submit a change of grade if work is completed by the date required for completion.
4. Six weeks prior to lapse deadline, students with outstanding Incomplete grades **and the appropriate faculty member** will be reminded/notified electronically through Online Advising Tool, Academic Notices.
5. All undergraduate grades will lapse at deadline (grade submission deadline for term).

## **Bachelors of Liberal Arts & Sciences**

- A degree for students who study broadly and have no major.
- A degree that students in Western Kansas could complete online or through distance education.
- Should the revised BGS degree be retained if a new BLA&S degree is approved?
  - The current BGS is an alternative to the BA for students who do not wish to study foreign language.
  - Perhaps the existing BGS could be made an option under either the BLA&S or the BA.
  
- BLA&S *Draft* Degree Requirements
  - 124 credit hours, 45 of which are numbered 300+
  - Common Degree Requirements (unchanged 27 hrs)
    - English (3 courses)
    - Argument & Reason (1 course)
    - Mathematics (2 courses)
    - Western Civilization (2 courses)
    - Non-western Civilization (1 course)
  - Principal Course Requirements (54 hrs; 18 of which are numbered 300+)
    - Humanities (6 courses; 2 of which must be numbered 300+)
      - Could two of these be Western Civilization to address concerns that humanities are over-represented in the degree requirements?
      - At least one course in HT, HL, & HR
    - Natural Sciences & Mathematics (6 courses; 2 of which must be numbered 300+)
      - At least one course in NB, NE, NM, and NP
    - Social & Behavioral Sciences (6 courses; 2 of which must be numbered 300+)
      - At least one course in SC, SI, and SF
  - Elective Credits (43 hrs; 23 of which must be numbered 300+ if the student takes no more than the 18 junior/senior hrs required in the principle courses)

## 1. Curricular Changes

### **BIOLOGY**

	CHANGE: PREREQUISITE NUMBER TITLE
BIOL 493 (OLD)	INTRODUCTION TO ORNITHOLOGY 3 N A lecture course on the biology, evolution, and diversity of birds. Prerequisite: BIOL 152, or BIOL 153, or permission of instructor.
BIOL 593 (NEW)	ORNITHOLOGY 3 N A lecture and laboratory course on the biology, evolution, and diversity of birds. Prerequisite: BIOL 412 (or BIOL 413), or permission of instructor.

### **ECONOMICS**

	CHANGE: NEW COURSE
ECON 526	INTRODUCTION TO ECONOMETRICS 3 S An introduction to the statistical analysis of economic data and its application to economic inquiry. Includes extensive use of statistical software. Prerequisites: ECON 142, ECON 144, and MATH 526 or equivalent.

### **GERMAN**

	CHANGE: NEW COURSE
SCAN 560	SCANDINAVIA PAST AND PRESENT 3 H This course presents a historical survey of Denmark, Finland, Iceland, Norway and Sweden. In a comparative framework, the course focuses on a variety of central aspects that shaped Scandinavia from the Viking Age to the present.
	CHANGE: NEW COURSE
SWED 330	INTERMEDIATE SWEDISH COMPOSITION & CONVERSATION 3 H Extensive practice in writing and speaking Swedish with grammar and review and selected readings. Not open to native speakers of Swedish. Prerequisite: SWED 216 or equivalent.

### **LIBERAL ARTS & SCIENCES**

	CHANGE: NEW COURSE
LA&S 490	INTERNSHIP EXPLORATION 1-5 U This course provides credit for supervised practical experiences in an occupational area of interest. In addition to the work-related activity, students complete reading and writing assignments, participate in an on-line discussion and create a final portfolio of internship accomplishments. Hours of credit recorded (1-5) are based on number of hours at internship site and agreement of instructor. Credit hours will be assigned a letter grade. Prerequisite: Consent of Instructor

### **RELIGIOUS STUDIES**

	CHANGE: NEW TOPIC
JWSH 492	TOPICS IN JEWISH STUDIES:_____ 3 Examination of special topics in Jewish Studies. Topic and instructor to be announced in Schedule of Classes. May be repeated if topic varies.

## 2. Degree Requirements

### a) Principal Course Status Change

**EVRN 150**      ACTION: Existing Course  
**ENVIRONMENT AND SOCIETY**

#### **DESCRIPTION**

An introduction to geographic approaches to the study of the environment, emphasizing societal and cultural factors that influence human interaction with the biosphere, hydrosphere, lithosphere, and atmosphere. The course involves analysis of a broad range of contemporary environmental issues from the local to global scales. (Same as GEOG 150)

#### **JUSTIFICATION**

The course was designed to become an essential introductory course to the newly revised EVRN major, a course that provides students with the basic conceptual frameworks by which social scientists and humanists in our discipline examine environmental issues along side factors of the natural and physical environment. The course complements perfectly our existing EVRN 148, also a principals course, which covers the scientific, natural and physical principals of the environment. The course would be listed as an SC course.

**GEOG 150**      ACTION: Existing Course  
**ENVIRONMENT AND SOCIETY**

#### **DESCRIPTION**

An introduction to geographic approaches to the study of the environment, emphasizing societal and cultural factors that influence human interaction with the biosphere, hydrosphere, lithosphere, and atmosphere. The course involves analysis of a broad range of contemporary environmental issues from the local to global scales. (Same as EVRN 150)

#### **JUSTIFICATION**

The course was designed to become an essential introductory course to the newly revised EVRN major, a course that provides students with the basic conceptual frameworks by which social scientists and humanists in our discipline examine environmental issues along side factors of the natural and physical environment. The course complements perfectly our existing EVRN 148, also a principals course, which covers the scientific, natural and physical principals of the environment. The course would be listed as an SC course.

### b) Change to existing BA and BGS Major in Economics

#### **PROPOSAL**

BA and BGS in Economics – Change to existing major

Proposed changes:

1. Raise the number of hours required for the major from 27 to 30, by requiring a new course – ECON 526, Introduction to Econometrics.
2. Amend the electives requirement to state that three of the five required elective courses must be chosen from courses numbered 600 or above.

The economics department would like two changes to the BA and BGS Economics major. The first change is to require economics majors to take at least three of the five required economics elective from courses numbered 600 or above. Currently economics majors must take five economics electives, but all of them can be below the 600 level.

The second change is to require a new course called Econ 526: Introduction to Econometrics. This course may be used as a prerequisite of courses numbered 600 or above, but not for courses numbered below 600.

The course requires Math 526 as a prerequisite. A letter of support from the Math Department accompanies this form.

### **JUSTIFICATION**

The reasons for the change in economics elective courses are

- Economics majors need to apply the theoretical tools they learn in the intermediate theory courses to the traditional fields of economics
- Senior economics majors are taking up seats in classes below the 600 level that are designed primarily for less advanced economics students. Courses at this level, such as Economic Growth in Latin America, Game Theory, and Environmental Economics are of unusual interest to non-majors, and the Economics Department teaches these courses with those students in mind.

The reasons for the additional required course in Econometrics are

- We would like to provide economics majors with a stronger background in quantitative methods and empirical research.
- This change moves the economics major toward the college goals of increased emphasis on social science statistics and increases the multidisciplinary nature of the Economic Major by requiring our students to take more classes in the Math Department.

c) Change to Existing BS Major in Economics

### **PROPOSAL**

BS in Economics – Change to existing major

Proposed changes:

1. Add MATH 223 and MATH 290 as requirements for the Mathematics area of the general education requirement.
2. Change the requirement from the “Economics Area Requirement” that requires students to choose six course from at least five areas to simply requiring students to complete six additional elective courses.

The economics department would like to make two changes in the Bachelor of Science requirements. The first change is to require Bachelor of Science majors to take additional mathematics courses, specifically Math 122 (or 142), Math Math 290, Math 223, and Math 526. These courses would have to be completed before taking Econ 700 and Econ 715. Currently the Bachelor of Science degree requires only Math 122 (or 142) and Math 526.

The second change is to require Bachelor of Science students to take six economics elective courses. Currently Bachelor of Science students are required to take six electives, but these must be distributed over five subfields. This change drops the distribution requirement.

### **JUSTIFICATION**

The reasons for the additional mathematics requirements

- The field of economics has become increasingly mathematically sophisticated since the original Bachelor of Science program was implemented. The new math requirements are adequate preparation for graduate study in economics, while the old requirements were inadequate
- This change moves the Bachelor of Science requirements toward the college goal of increasing the multidisciplinary nature of study by requiring eighteen credit hours of mathematics for a Bachelor of Science degree in economics.

The reason for dropping the distribution requirement for the economics elective requirements is that personnel and position changes in the department have made it difficult for the department to schedule classes in the required subfields frequently enough to allow students to graduate in a timely manner.

### 3. Curricular Changes for Discussion

#### **ANTHROPOLOGY**

- CHANGE: CREDIT
- ANTH 320 (OLD) LANGUAGE IN CULTURE AND SOCIETY 3 S  
Language is an integral part of culture and an essential means by which people carry out their social interactions with the members of their society. The course explores the role of language in everyday life of peoples in various parts of the world and the nature of the relationship between language and culture. Topics include world-view as reflected in language, formal vs. informal language, word taboo, and ethnography speaking. (Same as LING 320)
- ANTH 320 (NEW) LANGUAGE IN CULTURE AND SOCIETY 3-4 S  
Language is an integral part of culture and an essential means by which people carry out their social interactions with the members of their society. The course explores the role of language in everyday life of peoples in various parts of the world and the nature of the relationship between language and culture. Topics include world-view as reflected in language, formal vs. informal language, word taboo, and ethnography speaking. (Same as LING 320)
- CHANGE: CREDIT COURSE IS CURRENTLY CROSSLISTED
- ANTH 321 (OLD) LANGUAGE IN CULTURE AND SOCIETY, HONORS 3 S  
An honors section of ANTH 320 for students with superior academic records. Not open to students who have had ANTH 320 or LING 320. Prerequisite: Membership in the University Honors Program or consent of instructor. (Same as LING 321)
- ANTH 321 (NEW) LANGUAGE IN CULTURE AND SOCIETY, HONORS 3-4 S  
An honors section of ANTH 320 for students with superior academic records. Not open to students who have had ANTH 320 or LING 320. Prerequisite: Membership in the University Honors Program or consent of instructor. (Same as LING 321)

#### **LINGUISTICS**

- CHANGE: CREDIT
- LING 320 (OLD) LANGUAGE IN CULTURE AND SOCIETY 3 S  
Language is an integral part of culture and an essential means by which people carry out their social interactions with the members of their society. The course explores the role of language in everyday life of peoples in various parts of the world and the nature of the relationship between language and culture. Topics include world-view as reflected in language, formal vs. informal language, word taboo, and ethnography of speaking. (Same as ANTH 320.)
- LING 320 (NEW) LANGUAGE IN CULTURE AND SOCIETY 3-4 S  
Language is an integral part of culture and an essential means by which people carry out their social interactions with the members of their society. The course explores the role of language in everyday life of peoples in various parts of the world and the nature of the relationship between language and culture. Topics include world-view as reflected in language, formal vs. informal language, word taboo, and ethnography of speaking. (Same as ANTH 320.)
- CHANGE: CREDIT
- LING 321 LANGUAGE IN CULTURE AND SOCIETY, HONORS 3 S

(NEW) An honors section of LING 320 for students with superior academic records. Not open to students who have had ANTH 320 or LING 320. (Same as ANTH 321.) Prerequisite: Membership in the University Honors Program or consent of instructor. LEC

LING 321 LANGUAGE IN CULTURE AND SOCIETY, HONORS 3-4 S

(OLD) An honors section of LING 320 for students with superior academic records. Not open to students who have had ANTH 320 or LING 320. (Same as ANTH 321.) Prerequisite: Membership in the University Honors Program or consent of instructor.