

Form: _____

Status:



Central Christian College of Kansas

COLLEGE COUNCIL

Date: _____

Title of the Policy/Action: _____

Department Making Request: _____

Proposal: _____

Reasoning: _____

Proposed Start Date: _____

Actions

Date of Action

- **Overseeing Affairs Committee Approval:** _____
- **College Council**
 - **Support:** _____
 - **Approve:** _____
 - **Confer:** _____
 - **Recommendation:** _____
- **Presidential Response**
 - **Affirm:** _____
 - **Refer:** _____
 - **Decline:** _____
- **Board of Trustees**
 - **Sent for Affirmation:** _____
 - **Date Affirmed:** _____

Minutes Attached Below.



Central Christian College of Kansas

OFFICE OF THE CHIEF ACADEMIC OFFICER

FORM A01 – REQUEST FOR ADMINISTRATIVE APPROVAL

Date: 8-15-23

This request is for:

- ☐ Course Description ☐ Policy ☐ Course Title
☒ Program Title ☐ Minor ☐ Other: _____

Delivery Method:

(Check all that apply)

- ☒ Residential ☐ Hybrid (Residential/Online) ☐ Online

Title: Change Degree Names to Bachelor of Science and Bachelor of Arts

Name of Individual Making Request: Steven Smith: General Education Committee Chair

Sponsoring Department: General Education Committee for the Business Department, Exercise Science Department, and Ministry Department

Proposed Effective Date: 2023-2024 Academic Year

This form, along with supporting documentation addressing the points outlined below, is required *before* the request can be considered.

- Description:** Provide a detailed description of what the request entails. Be sure that any policy, course description, or other official expression is clearly articulated and identified.

Science Department	<i>MA</i>	Bachelor of Science Natural Science
Psychology Department	<i>MA</i>	Bachelor of Science in Psychology
Exercise Science Program	<i>MA</i>	Bachelor of Sport Science (Exercise Science)
		Bachelor of Sport Science (Fitness & Recreational Leadership)
		Bachelor of Science in Healthcare Administration
		Bachelor of Science in Health & Human Service
Ministry Department	<i>ML</i>	Bachelor of Arts in Ministry (Applied Ministry)
		Bachelor of Arts in Ministry (Ministry Leadership)
		Bachelor of Arts in Ministry (Pastoral Ministry)
		Bachelor of Arts in Ministry (Student Ministry)
		Bachelor of Arts in Ministry (Online)
Business Department	<i>MB</i>	Bachelor of Science in Business (Residential)
		Bachelor of Science in Business ((Accounting)
		Bachelor of Science in Business (Entrepreneurship)
		Bachelor of Science in Business (Management)
		Bachelor of Science in Business (Marketing)
		Bachelor of Science in Business (Risk Management)
		Bachelor of Science in Business (Sport Management)
		Bachelor of Science in Business (Organizational Leadership)
		Bachelor of Business Administration (Online)
Criminal Justice Program	<i>AA</i>	Bachelor of Science in Criminal Justice

- Rationale:** Provide a reason for the request. Be sure to include a detailed description of how assessment was used to derive this request.

The rationale that guided this change was reviewing the degrees and how it translates for the graduates and workforce attainment, the data for Financial and Non-financial indicators have been examined in the HLC document. It is in this section of the Non-financial Indicators that an area of concern has been identified by members of the committee to ensure clarity of degrees offered is reflected clearly as it relates to faculty members ratio.

3. **Documentation:** Provide any and all meeting minutes and other documentation supporting the request. If the request includes a modification of an already-stated name, description, or policy, be sure to include the old and new wording for comparative analysis.
The General Education Committee minutes for the February 7th, 2023 and February 21st, 2023 have been included. It should also be noted that there were a packet of courses that were in need of the degree name change provided by Ms. McKenzie Cook that are not attached, however they are listed in the table provided under the Description portion of this document.
4. **Effect:** How will this request affect current programs, loads, faculty, and students? Provide data illustrating who will be affected by this request.
The effect on current academic programming at the college will be non-existent. No alterations to programs, majors, or course offerings will be necessary.
5. **Departmental Alignment:** Describe how this request aligns with the mission and stated outcomes of the department. How will this request enhance departmental outcomes?
All academic departments reflected in this request understand that alignment with the mission and departmental outcomes remain integral to the process.
6. **Mission Alignment:** How does this request align with the missions of the department and the College? How will this request benefit the student? In what way does the request enhance the achievement of student learning outcomes?
This request align with the departmental missions and the College. It will provide a clearer picture of the numbers of full-time faculty based upon degrees and programs. The student benefit remains consistent with the current status of the college's academic programs. The student learning outcomes achieved through the addition of this request will not be negatively altered or changed.
7. **Assessment Plan:** Provide a comprehensive description of how this request will be assessed, if approved.
This request will be monitored in a manner that will be reflected in the CCK Catalog, Department Program major information sheet, and graduation degrees.

Division/Dept. Approval:

Minda Cronce
Division Chair

[Signature]
Division Chair

[Signature]
Division Chair

Michael A. Ay
Division Chair

[Signature]
Division Chair

8/15/23
Date

8/15/23
Date

8-15-23
Date

8-15-23
Date

8/15/23
Date

Chief Academic Officer Approval:

[Signature]
Chief Academic Officer

8/15/23
Date

Signature blocks are to be completed in order as outlined by Table 1.1: Academic Proposal Resource Chart as it stands in the Faculty Handbook.

<p>General Education Committee:</p> <p><input type="radio"/> Action Required</p> <p><input type="radio"/> Notification Only</p> <p><input type="radio"/> No Action Required</p> <p><u>2/27/2023</u> Date of minutes</p> <p><input checked="" type="checkbox"/> Approve</p> <p><input type="checkbox"/> Reject</p> <p><input type="checkbox"/> N/A</p>	<p>Academic Affairs and Assessment Committee:</p> <p><input type="radio"/> Action Required</p> <p><input type="radio"/> Notification Only</p> <p>_____ Date of minutes</p> <p><input type="checkbox"/> Approve</p> <p><input type="checkbox"/> Reject</p> <p><input type="checkbox"/> N/A</p>	<p>Faculty Senate:</p> <p><input type="radio"/> Action Required</p> <p><input type="radio"/> Notification Only</p> <p><u>8/15/2023</u> Date of minutes</p> <p><input checked="" type="checkbox"/> Approve</p> <p><input type="checkbox"/> Reject</p> <p><input type="checkbox"/> N/A</p>
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College Council

~~President's Cabinet:~~

- ☐ Action Required
- ☐ Notification Only
- ☐ No Action Required

Date of minutes _____

- ☐ Approve
- ☐ Reject
- ☐ N/A

Board of Trustees:

- ☐ Action Required
- ☐ Notification Only
- ☐ No Action Required

Date of minutes _____

- ☐ Approve
- ☐ Reject
- ☐ N/A

Status

Date _____

General Education Committee Meeting Minutes
Archer Center on Tuesday, February 7, 2023 @ 3:00 pm

GEC Attendance: Mr. Steven Smith, Mr. Michael Craig, Mr. Heath Whitehouse, Mr. Tanner Lemrick, Dr. Jacob Kaufman, Ms. McKenzie Cook, Mr. Jacob Rudolph, and Dr. Lara Vanderhoof

Others in Attendance:

I. Opening Prayer: Dr. Jacob Kaufman

Old Business

1. **Review and approval of January GEC Meeting Minutes:** Meeting minutes from 1/24/23 were approved with the revision noted below under the Accuplacer Policy Discussion.
2. **Is the college where it needs to be with the General Education course offerings?**
 - **Service Course Identification: Why are they offered? Purpose??**
 - Suggested we fix degree names (Bachelor of Science and Bachelor of Arts).

Dr. Jacob Kaufman made the following motion: "All CCKK bachelor level degrees will formally titled as either a Bachelor of Science or a Bachelor of Arts (ie. Not a Bachelor of Science in ????) regardless of the major emphasis." Professor Heath Whitehouse seconded this motion. A short discussion reemphasized the need to align all Bachelor degree level names in an effort to prepare for meeting the HLC standards with their upcoming visit. A vote was taken and the motion passed unanimously.

- ~~Defining what is needed and required for a student getting a bachelor's of science or arts.~~
- ~~General education should be the same between all majors, but they aren't. Different general education requirements for differing programs.~~
 - ~~Can cause difficulties for students if they switch majors because they may have to retake certain general education courses based upon degree/program requirements.~~
- ~~Cross-coded statistics between business and science. Think about moving all statistics into just one general statistics course.~~
- ~~Activity course for one credit hour required as part of general education requirements.~~
 - ~~Do we need to require this of students even though over 90% of students are involved in athletics?~~

3. Accuplacer Policy Discussion?

- **Basic Algebra/Survey of Contemporary Math?**
- ~~Discussion of accuplacer and Survey of Contemporary Math overlapped with question one.~~
 - ~~Noted by Mike Craig that Survey of Contemporary Math is not doing what it was designed to do.~~
 - (Revision) The current Accuplacer policy is set to identify students for placement into Basic Algebra, Intermediate Algebra, or College Algebra. It was shared with the GEC that Elementary Education majors do not have to take College Algebra, but are enrolled in Survey of Contemporary Math. Which begs the question of: Is the current Accuplacer policy relevant for all students or are there outliers to be considered with an adjustment to the policy?

New Business (Defining Questions): Through the course of these discussions action points will be identified, which may include Ad Hoc committee work.

~~The GEC is reviewing degree names listed in the college catalog, making efforts to review them and eventually change them according to HLC compliance and policy. The GEC is also taking a detailed look at general education course requirements.~~

~~1. How are Gen Ed courses taught?~~

- ~~➤ Major style or Service course style?~~
- ~~➤ Discussion was tabled at January GEC Meeting.~~

~~2. Professional Portfolio/Senior Portfolio?~~

- ~~➤ Discussion was tabled at January GEC Meeting.~~

~~3. What are the current assessments?~~

- ~~➤ Are they giving the college what it needs?~~
- ~~➤ Discussion was tabled at January GEC Meeting.~~

~~4. Should we explore more access to the Associate Degree?~~

- ~~➤ Discussion was tabled at January GEC Meeting.~~

VI. Any new Business?

No new business

VII. Action Points from the February 7th GEC Meeting:

- With the absence of the GEC secretary, the February 7th GEC Meeting minutes will be recorded by Steve Smith.
- McKenzie Cook will prepare a handout packet consisting the Bachelor Degree programs that will require the Bachelor of Science/Bachelor of Arts name change from the 22-23 CCKK catalog.
- Steve Smith will provide the passed GEC motion, a short narrative, and the handout packet of the Bachelor Degree programs requiring the degree name change. Information about GEC discussion and potential future actions will be given to AAAC for their February meeting.
- ~~➤ Other committee members looking at degree programs offered in catalog and taking note of courses that are required. Do the general education courses needed for these programs need edited/revised?~~
- ~~➤ Committee members tasked to think about if we want the Core 4 general education options to be more prescribed? Or do we want them to be more open as in "Science Course" and "Math Course"?~~
- ~~➤ Look for narrative describing what BS and BA degrees specifically? Seek toward definition.~~

General Education Committee Meeting Minutes
Archer Center on Tuesday, February 21, 2023 @ 3:00 pm

GEC Attendance: Mr. Steven Smith, Mr. Michael Craig, Mr. Heath Whitehouse, Mr. Tanner Lemrick, Dr. Jacob Kaufman, Ms. McKenzie Cook, Mr. Jacob Rudolph, and Dr. Lara Vanderhoof

Others in Attendance:

I. Opening Prayer.

Old Business

1. Review and approval of February 7th GEC Meeting Minutes:

- a. *Decided that in the March meeting, the committee will go over all February minutes.*

2. Is the college where it needs to be with the General Education course offerings?

- **Service Course Identification: Why are they offered? Purpose??**
- *Suggested we fix degree names (Bachelor of Science and Bachelor of Arts).*
 - Dr. Jacob Kaufman made the following motion: “All CCKK bachelor level degrees will formally titled as either a Bachelor of Science or a Bachelor of Arts (ie. Not a Bachelor of Science in ????) regardless of the major emphasis.” Professor Heath Whitehouse seconded this motion. A short discussion reemphasized the need to align all Bachelor degree level names in an effort to prepare for meeting the HLC standards with their upcoming visit. A vote was taken and the motion passed unanimously.
 - Follow-up Process/A01/Rationale Questions.
- *General education should be the same between all majors, but they aren't. Different general education requirements for differing programs.*
 - *Can cause difficulties for students if they switch majors because they may have to retake certain general education courses based upon degree/program requirements. Do the general education courses needed for these programs need edited/revised?*
 - *Prescriptivism vs. Openness*
 - *On-ground more open and online absolutely prescribed*
 - *All on-ground: Bachelor of Arts and Science blend in open and prescribed*
 - *Looking at prerequisites because it causes issues—if no prerequisites it doesn't make sense because then all classes are the same—should need to take lower-level courses before upper-level courses*
 - *GEC can set requirements and set options to meet for general education course requirements for specific majors/degrees/programs—on-ground and online*
 - *Going in and looking at general education requirements—degree requirements and also fit and think about what courses belong in certain sects of the core-4.*
 - *Look into catalog and identify courses to clarify/clear up any confusion*
 - *Action point: go ahead and look into that—the catalog and core-4 gen-ed requirements*
- *Cross-coded statistics between business and science. Think about moving all statistics into just one general statistics course.*
 - *Online there is a social science statistics—also offer statistics for healthcare managers—online is different than on-ground—does not fit/fit into requirements—some on-ground take online social science statistics—does it work for business majors to take this course?*
 - *If we turn it into a big, blank gen-ed course, who will own it? What department does it go to? Math? Currently is listed as a GS—general studies course, but should be under department*

- Only reason to have a cross-coded is for accreditation, to show up for graduate school and show up on transcripts for graduate school
 - Piece of data to look at—breakdown of the core-4 and look at what pieces fit where within the gen-eds and requirements for bachelor of science and arts—specific BA and BS gen-ed requirements.
- Meeting closed at 3:54 pm.
- Activity course for one credit hour required as part of general education requirements.
 - Do we need to require this of students even though over 90% of students are involved in athletics?
- Other committee members looking at degree programs offered in catalog and taking note of courses that are required.
- Committee members tasked to think about if we want the Core 4 general education options to be more prescribed? Or do we want them to be more open as in “Science Course” and “Math Course”?

3. Accuplacer Policy Discussion?

- **Basic Algebra/Survey of Contemporary Math?**
- Discussion of accuplacer and Survey of Contemporary Math overlapped with question one.
 - Noted by Mike Craig that Survey of Contemporary Math is not doing what it was designed to do.
 - (Revision) The current Accuplacer policy is set to identify students for placement into Basic Algebra, Intermediate Algebra, or College Algebra. It was shared with the GEC that Elementary Education majors do not have to take College Algebra, but are enrolled in Survey of Contemporary Math. Which begs the question of: Is the current Accuplacer policy relevant for all students or are there outliers to be considered with an adjustment to the policy?

New Business (Defining Questions): Through the course of these discussions action points will be identified, which may include Ad Hoc committee work.

The GEC is reviewing degree names listed in the college catalog, making efforts to review them and eventually change them according to HLC compliance and policy. The GEC is also taking a detailed look at general education course requirements.

1. A01 changing program/degrees names
 - a. Shared governance and faculty handbook process for handling A01 and changing program/degree names are different
 - i. Dr. V will look into the Policy and Procedure Manual to see if there are any further differences/alignment issues between the various policies
 - b. Current number of degrees causes issues with faculty numbers. Makes it look like we need more full-time faculty than we actually have
 - c. The process for officially changing degree and program names is above GEC authority—need to head to department chairs for A01 recommendations to change program titles
 - i. Contradicting policies in faculty handbook make it hard to proceed with process
 - d. **Plan:** As a group continue to move on and present info/description of what is going to happen/rationale/documentation and minutes,
 - i. Division chairs, department chairs
 - ii. HLC also addressing this issue
 - e. Not changing curriculum, just titles—only program title changes, curriculum for programs remaining the same

- f. **Plan:** Move forward with getting info to department chairs for the feedback/authorization/support for changing program titles
2. Associate degrees?
 - a. We have associates degrees in various subjects (i.e. associates degree in Criminal Justice)
 - i. What to do about this? Do we change them, keep as is? Any other options?
 - b. **Action Point:** McKenzie Cook to have handouts of Associate degree tree
 - i. Plan to look at handouts next time and discuss
3. **How are Gen Ed courses taught?**
 - **Major style or Service course style?**
4. **Professional Portfolio/Senior Portfolio?**
 - Discussion was tabled at January GEC Meeting.
5. **What are the current assessments?**
 - **Are they giving the college what it needs?**
 - Discussion was tabled at January GEC Meeting.
6. **Should we explore more access to the Associate Degree?**
 - Discussion was tabled at January GEC Meeting.

VI. Any new Business?

No new business

VII. Action Points from the February 7th GEC Meeting:

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- Steve Smith will provide the passed GEC motion, a short narrative, and the handout packet of the Bachelor Degree programs requiring the degree name change. Information about GEC discussion and potential future actions will be given to AAAC for their February meeting.

Faculty Senate

August 15, 2023 – Minutes

The regular meeting of the Faculty Senate was held on August 15, 2023 at 3:00 PM in room 1128 in the RBC, with Dr. Mindi Cromwell chairing.

Endnote denotes action item.

Attendees

Larry Anderson, Mindi Cromwell, Brett Janssen, Charles Kaufmann, Mike Craig, Bev Kelley, Tanner Lemrick, Tricia Pimentel, Steven Smith, Lara Vanderhoof, Chris Gates, Nathan Hartzell, Heather Hartzell, Yasmin Chambers, Jeff Hoskisson, Melissa Kent, Dr. Barrows, Steffon Staley, Lori Neshyba-Bird.

Handouts

1. 2023-4-18 Faculty Agenda
2. 2023-4-18 Faculty Read Ahead

Dr. Mindi Cromwell called the meeting to order.

Dr. Mindi Cromwell lead a devotion on humility—Proverbs 20:27 & Romans 12:3.

Consent Agenda

Dr. Cromwell reminded, described, and explained the point and purpose of a Faculty Senate before proceeding. She defined the Faculty Senate's role at CCK and explained what the Senate has oversight and responsibility for. Reminded Senate about bylaws and other governing documents, and explained the roles of Faculty Senate President, Vice President, and Secretary.

1. 2023-4-18 Faculty Senate Agenda
2. 2023-3-14 Faculty Senate Minutes

Motion to approve the Consent Agenda. Seconded. No discussion. Vote: **approved unanimously**.

Committee Affairs

Dr. Cromwell reminded the Faculty Senate of the shared document for committee highlights and the importance of keeping it updated. These highlights are available for discussion during monthly Faculty Senate meetings. Dr. Cromwell asked for important items affecting the Faculty to be shared during this time at each meeting. Dr. Cromwell also defined the acronyms for various committees and affairs.

- I. GEC
- II. SPOC
- III. AAAC
- IV. College Council
- V. Enrollment Affairs

- VI. Operational Affairs
- VII. Business Affairs
- VIII. School of Professional Education and Dual Credit
- IX. Other (IPC, SIS, Spiritual Dev., S&S, etc.)

Old Business

None

New Business

I. Voting for Committee Officers

- a. Went through various committees and their roles.
- b. Student affairs volunteered for by Brett Janssen and explained it is a meeting with athletics.
- c. GEC nominated McKenzie Cook because assistant registrar usually serves on GEC.
- d. Tricia chosen to chair SPOC and Nathan Hartzell nominated and asked to serve and replace Heath Whitehouse on SPOC.
- e. Steffon Staley nominated himself to GEC and Melissa Kent nominated herself to Business Affairs.
- f. Motioned to approve and appoint nominees to their selected committees. Moved by Steffon Staley. Seconded by Chris Gates. Voted unanimously.

II. GEC degree titles (papers to sign)

- a. Mr. Steven Smith, on behalf of the GEC, explained problems with degree titles listed in the catalogue. Because of the titles of our degrees, Central would be required to have a lot more faculty than the college actually has employed. GEC has worked to approve the change of degree titles in order to match the number of faculty Central has employed.
- b. Department chairs need to sign A01 forms to change the degree titles in the catalogue. Changing titles from Bachelor of Science in Management or Bachelor of Arts in Music to Bachelor of Arts with a major in Music or Bachelor of Science with a Major in Business Management.
- c. Only changing degree titles, not any programs or curriculum within specific programs.
- d. A01 forms left upfront of room for department chairs to sign.
- e. Motioned for department chairs to sign A01 forms to edit degree names to align with HLC policy and standards. Moved by Steven Smith on behalf of the GEC. Seconded by Brett Janssen. Voted unanimously.

III. Pilot Course

- a. Tricia compared Central's exercise science program with other schools and noticed that Central's program is missing one specific course: *Exercise Prescription for Special Populations*. This course will equip students with the capability and knowledge needed to engage in exercise science with various groups of people with different needs. Tricia walked through the syllabus and class assessments.
- b. Motioned to approve course for a pilot. Moved by Brett Janssen. Seconded Chris Gates. Voted unanimously.

87
88 **Announcements**

89 I. Chief Academic Officer Vanderhoof

- 90 a. Explained miscommunications and misunderstandings from all-staff meeting. For
91 connecting dinner with students in cafeteria, faculty not staying full time. Business
92 at 5 and others at 6:00. Friday meet with advisor.
93 b. The first couple days, guides will be placed along sidewalks and along routes to
94 direct students and help navigate campus.
95 c. Faculty wear regalia for convocation.

96 II. Chris Gates

- 97 a. Spearheading project to build community among faculty. Hosting sessions to meet
98 as a faculty and hang out and talk and eat and chill—have fun and check up with one
99 another. Possible hosting sessions every other week.

100 III. Brett Janssen

- 101 a. Professional Development grant in T:Drive and filled out to help fund trips to
102 professional development seminars and conferences.

103 **Adjournment**

104
105 Motion to adjourn the meeting. Seconded. Vote: approved unanimously.

106 The meeting was adjourned at 3:56 PM.

107
108 *Minutes recorded by Mr. Tanner Lemrick.*