

Council of Chief Academic Officers

**Wednesday, October 16, 2013
9:15 a.m. – 10:00 a.m.
or upon adjournment of SCOCOA
Kathy Rupp Conference Room
1000 SW Jackson Street, Suite 520
Kansas Board of Regents
Topeka, Kansas
and reconvene at noon**

A G E N D A

- | | Page |
|---|-------------|
| 1. Approve Minutes of September 18, 2013 [Attachment 1] | 3 |
| 2. New Program Request | |
| a. KSU - Request Approval for a B.S. in Personal Financial Planning (CIP 52.0804)
[FIRST READING] [Attachment 2] | 6 |
| 3. Program Requests | |
| a. KU - Request Approval to Change the Name of the BA Major and
Minor in the Department of Germanic Languages and Literatures
from Germanic Languages and Literature to German Studies [Attachment 3] | 10 |
| b. KU - Request Approval to Change the Bachelor of Music Education in
Music Therapy in the School of Music to the Bachelor of Music in
Music Therapy [Attachment 4] | 11 |
| c. KSU - Request Approval to Establish Two New Departments to House
Existing Degree Programs – American Ethnic Studies and Women’s
Studies [Attachment 5] | 13 |
| 4. Informational Items | |
| KUMC - Discontinuance of the Master of Public Health concentration in Biostatistics | |
| 5. Discuss | |
| Academic Calendars Status Update | |
| 6. Other Business | |

AGENDA MATERIALS DUE	MEETING DATES	LUNCH ROTATION
August 23, 2013	September 18, 2013	Washburn U
September 20, 2013	October 16, 2013	FHSU
October 25, 2013	November 20, 2013	KSU
November 22, 2013	December 18, 2013	PSU
December 20, 2013	January 15, 2014	ESU
January 22, 2014	February 12, 2014	WSU
February 19, 2014	March 12, 2014	KU
March 21, 2014	April 16, 2014	KUMC
April 18, 2014	May 14, 2014	Washburn U
May 23, 2014	June 18, 2014	FHSU
*Please Note: New Programs Proposals should to be submitted 4 weeks prior to the next COCAO meeting for review and processing purposes.		

Council of Chief Academic Officers

Wednesday, September 18, 2013
9:15 a.m. – 10:00 a.m.
Or upon adjournment
of SCOCAO
Kathy Rupp Conference Room
Reconvene at noon
Kathy Rupp Conference Room
Kansas Board of Regents
Topeka, Kansas

MINUTES

The Council of Chief Academic Officers met in the Kathy Rupp Conference Room, at 9:15 a.m. on Wednesday, September 18, 2013, and reconvened at noon in the Kathy Rupp Conference Room in the Kansas Board of Regents Office, Suite 520, 1000 SW Jackson, Topeka, Kansas.

Members Present:

Larry Gould, Provost, FHSU

Jeffrey S. Vitter, Provost and EVC, KU

Robert Klein, VCAA, KU Med Ctr

Howard Smith for Lynette Olson, Provost, PSU

David Cordle, Provost, ESU

Tony Vizzini, Provost, WSU

April Mason, Provost, KSU

Randy Pembroke, Provost, Washburn U

Staff Present:

Gary Alexander, Jean Redeker, Jacqueline Johnson, Karla Wiscombe, Crystal Puderbaugh and Terry Schwartz

Others Present:

Rick Muma, Wichita State University; Kimberly Engber, Wichita State University; Sara Rosen, University of Kansas; Ruth Dyer, Kansas State University; Brian Niehoff, Kansas State University; Mike Vitale, Kansas City Kansas Community College; Mike Calvert, Pratt Community College; Cindy Hoss, Hutchinson Community College; and Andy Anderson, Johnson County Community College

Approve Minutes of June 19, 2013

April Mason moved, and Jeff Vitter seconded the motion, to approve the June 19, 2013 minutes as submitted. Motion carried unanimously.

New Program Request

KU - Request Approval of a Master of Science in Geography (CIP 45.0701) (SECOND READING)

Larry Gould moved, and Howard Smith seconded the motion, to recommend placing the KU proposed Master of Science in Geography on the October Council of Presidents agenda for approval. Motion carried unanimously.

PSU - Request Approval of a Master of Science in Education (CIP 13.9999) (SECOND READING)

Larry Gould moved, and Jeff Vitter seconded the motion, to recommend placing the Pittsburg State University proposed Master of Science in Geography on the October Council of Presidents agenda for approval. Motion carried unanimously.

Program Requests

- a. **KSU - Request Approval to Change the Name of the Master of Science in Foodservice, Hospitality Management and Dietetics Administration to Master of Science in Hospitality and Dietetics Administration**
- b. **ESU - Request Approval to Consolidate the Bachelor Music and the Bachelor Music Education into a single Bachelor of Music degree with Separate Concentrations, One in Music Performance and One in Music Education**
- c. **WSU - Request Approval to Create an Honors College**
- d. **PSU - Request Approval to Rename the School of Nursing to the Irene Ransom Bradley School of Nursing**
- e. **ESU - Request Approval to Change the Master of Accounting and Information Systems to the Master of Accountancy**
- f. **ESU - Combining the Assessment and Teaching Enhancement Center with the Office of Institutional Research and Renaming it the Office of Institutional Research and Assessment**

Larry Gould moved, and Tony Vizzini seconded the motion, to approve the above listed program requests a. – f. Motion carried unanimously.

Informational Items

- a. **KSU - College of Technology and Aviation Discontinuances:**
Salina (1) In the Department of Engineering Technology – Degree Option: Associate of Technology in Engineering Technology, Construction Engineering Technology Option (AETA_CN)
(2) In the Department of Arts Sciences and Business – Associate of Applied Science in Applied Technologies (AATECH)
- b. **KSU - College of Human Ecology, Department of Hospitality Management and Dietetics:**
(1) Ph.D. in Human Ecology Name Change of Specialization – From: the Specialization in Food Service and Hospitality Management To: the Specialization in Hospitality and Dietetics Administration
(2) Ph.D. in Human Ecology Add New Specialization in Kinesiology
- c. **ESU - Moving the Bachelor of Science in Computer Science From: the College of Liberal Arts and Sciences in the Department of Mathematics, Computer Science and Economics To: the School of Business in the Department of Accounting and Information Systems**
- d. **ESU - Adding a New Concentration in Marketing Communication within the Business Administration Major**
- e. **ESU - Dual Degree Program with Wichita State University – ESU three years of study toward a BS degree with a mathematics or physics major followed by two years at WSU pursuing course work toward one of several engineering program curricula**
- f. **ESU - New Concentrations in Sales Management, Human Resources Management, E-Commerce, International Business, Financial Services, and Entrepreneurship within the Bachelor of Science in Business**
- g. **ESU - New Minor in Entrepreneurship for all undergraduate academic majors and degree programs**
- h. **KU - New Concentration in Environmental Design for the MA in Design**
- i. **KU - New Concentration in Foreign Area Studies for the Center for Global and International Studies within the College of Liberal Arts and Sciences**

The above listed information items a. – i. do not require action.

Discuss**Advising Policy****Timing and Content of Presentations of Campus Policies on Post-Tenure Review**

Gary Alexander reminded COCAO reporting on post-tenure review is due May 2014. Pittsburg State University and Fort Hays State University faculty are unionized and they will report after negotiations with the faculty unions are completed.

Reporting to Vice President for Academic Affairs on Student Success Plans

Gary Alexander advised the Council about reporting on the Student Success Plans. These are the plans developed for students admitted as exceptions.

Discussion followed:

- Report on:
 - number of students admitted as exceptions
 - how each institution is implementing its student success plan
 - retention and graduation rates of students admitted as exceptions
 - only one semester will be available for the report this year
- Qualified Admissions data is reported every summer

The Council recommended that the Student Success Report data be included in the annual Qualified Admissions data collection.

An email will be sent to COCAO with what information to report and when to report it. The report will need to be submitted after the first of the year. The Board will act on the reports at its April or May meeting.

State Reciprocity and Associated Costs

Gary Alexander received the institutions' estimated costs of reciprocity and will distribute a table of the compiled information.

COCAO was advised that Marshall Hill, Executive Director of the national State Reciprocity Agreement Initiative (State Authorization Reciprocity Agreement - SARA), and Larry Isaak, President of the Midwestern Higher Education Compact, will be speaking to the Board this afternoon on reciprocity.

The Council of Chief Academic Officers recessed at 9:45 a.m. until noon.

COCAO reconvened at noon in the Kathy Rupp Conference Room.

Other Business

There being no other business the meeting adjourned at 12:30 p.m.

Sincerely,
David Cordle
Provost for Academic Affairs
Emporia State University

Request Approval for a Bachelor of Science in Personal Financial Planning (CIP 52.0804) –KSU (FIRST READING)

Summary

Universities may apply for approval of new academic programs following the guidelines of in the Kansas Board of Regents Policies and Procedures Manual. The Kansas State University has submitted an application for approval of a Bachelor of Science in Personal Financial Planning. The proposing academic unit has responded to all of the requirements of the program approval process. No other university utilizes this Classification of Instructional Program (CIP) code. A PDF of the full proposal is available at http://www.kansasregents.org/forms_documents.

Background

<u>Criteria</u>	<u>Program Summary</u>
1. Program Identification CIP	52.0804
2. Academic Unit	College of Human Ecology, School of Family Studies & Human Services
3. Program Description	Currently, Personal Financial Planning is a sub-plan within the Family Studies and Human Services degree. The proposal is for a stand-alone major in Personal Financial Planning to meet the professional demands of solidifying Personal Financial Planning as an independent and growing program. Students take courses in general personal finance, insurance, taxes, investments, retirement planning, and estate planning. Furthermore, students take coursework to develop skills to connect with clients. The curriculum includes several business and economics courses to provide an understanding of the financial and economic world in which consumers reside. A final capstone course integrates all financial planning content and provides experience writing and presenting a financial plan. Graduates find placement in comprehensive or small financial planning practices, insurance, investments, retirement planning, as well as in banks, trust departments, and Cooperative Extension. There is a real need for financial planners in our society as people strive to manage their money and reach their financial goals, providing tremendous growth projections for the field.
4. Demand/Need for the Program	There are currently more internship and job opportunities available for undergraduate students than we have graduating students. With the aging population and growing demand for financial planners, this issue is not likely to disappear soon. The U.S. Bureau of Labor Statistics projected 32% job growth for financial planners between 2010 and 2020. The Kansas Department of Labor projected even greater growth, at 43% for the same period.
5. Comparative/Locational Advantage	A 2011 <i>Financial Planning</i> magazine article ranked Kansas State University's Personal Financial Planning program as a top 10 financial planning program. In 2012, <i>Financial Planning</i> once again ranked Kansas State University's Personal Financial Planning program as one of the 25 great schools for future financial planners. Kansas State University's Personal Financial Planning program students have always been selected as finalists for the national Ameriprise/Financial Planning Association financial planning competition. They have won 5 of the 11 competitions, which is more than any other university. We maintain our accreditation with the Certified Financial Planning Board of Standards and a memorandum of understanding with the Association for Financial Counseling and Planning Education so that our students may take the rigorous exams of both associations. Fort Hayes State University also has a financial planning program registered with the Certified Financial Planning Board of Standards; however their program is a concentration within the Bachelor of Business Administration degree, versus our proposed stand-alone degree.

6. Curriculum	<p>The primary academic objectives are to provide students with the opportunity to: Solve real world problems; Apply their creativity in helping others meet challenges; Develop and refine communication skills; Work in multidisciplinary and diverse teams; Obtain an understanding of 21st century technologies; Learn through instruction by faculty committed to both teaching and research; Participate in professional groups and activities; Assume leadership positions in school and professionally; Understand and conduct scholarly research in personal financial planning; Be part of a growing program that is devoted to building the finest personal financial planning program in the nation while meeting the growing need for well-trained graduates.</p> <p>Other academic program objectives include: Providing courses that meet the criteria to maintain the program's registered status with the Certified Financial Planning Board of Standards, Inc. Students will be able to comprehensively integrate financial planning content areas into the development of financial plans and targeted financial planning recommendations that meet specific individual and family need sets; Providing opportunities for students to demonstrate the ability to apply verbal, written, and graphic communication and presentation skills to client presentations; Providing students with opportunities to integrate knowledge about family finance, relationships, and management issues in families that are experiencing financial distress through the development of a comprehensive assessment and plan of action based on possible alternatives; Providing opportunities for students to study abroad; Encouraging students to participate in scholarly research; Encouraging student participation in professional publishing activities; Encouraging students to take and pass the national CFP Certification Examination.</p> <p>Specific courses are outlined on the following pages.</p>
7. Faculty Profile	<p>The Personal Financial Planning unit in the School has five Assistant Professors (three holding the AFC and/or CFP® designation)) and one Professor working with the undergraduate degree program. The unit recently received approval to hire another tenure-track Assistant Professor to serve undergraduate and graduate student course needs.</p>
8. Student Profile	<p>The typical undergraduate student in personal financial planning is interested in helping people, but is also quantitatively inclined. Having interpersonal and strong quantitative skills is a unique combination; so we attract the very best students. The typical student would be considered a "traditional" undergraduate in terms of age and family composition. However, we do have some non-traditional students seeking a new career in financial planning.</p>
9. Academic Support	<p>The personal financial planning major's development and growth will be supported by seven faculty members, all with terminal degrees in the field; three of them are Certified Financial Planners. Additionally, the School's full-time academic advisor will provide support services and contribute to recruiting additional students.</p>
10. Facilities & Equipment	<p>No additional space requirements, facilities, renovations will be immediately needed. We intend to add computer stations to an existing classroom upon the attainment of sufficient external funding.</p>
11. Program Review, Assessment, Accreditation	<p>In FY 2019, the degree programs in the College of Human Ecology will go through a formal review process by the Kansas Board of Regents. In the last review of the program as contained within the School of Family Studies and Human Services degree, there were no issues identified with the Personal Financial Planning unit. An internal review occurs on an annual basis as required by the CFP Board since we maintain registration with the CFP Board to allow students to take the CFP Exam upon graduation.</p>

**CURRICULUM OUTLINE
NEW DEGREE PROPOSALS
Kansas Board of Regents**

I. Identify the new degree: B.S. Personal Financial Planning

	Course Name & Number	Credit Hours
	<u>COMM 105 Public Speaking IA</u>	2
	or	
	<u>COMM 106 Public Speaking I</u>	3
	<u>ENGL 100 Expository Writing I</u>	3
	<u>ENGL 200 Expository Writing II</u>	3
	<u>ECON 110 Principles of Macroeconomics</u>	3
	PSYCH 110 General Psychology	3
	SOCIO 211 Introduction to Sociology	3
	Humanities	6
	Natural and physical sciences	7
	<u>STAT 350 Business and Economic Statistics I</u>	3
	<u>MATH 100 College Algebra</u>	3
	or	
	A college-level calculus course	3
	<u>GNHE 210 Foundations of Human Ecology</u>	1
	<u>FSHS 350 Family Relationships and Gender Roles</u>	3
	or	
	<u>GNHE 310 Human Needs</u>	3
Core Courses:	FSHS 100 Family Financial Planning as a Career	1 (taken twice)
	FSHS 110 Introduction to Human Development	3
	FSHS 301 The Helping Relationship	3
	FSHS 405 Advanced Personal Financial Planning	3
	FSHS 595 Professional Seminar in Family Financial Planning	3
	FSHS 756 Financial Counseling	3
	FSHS 760 Families, Employment Benefits, and Retirement	3
	FSHS 762 Investing for the Family's Future	3
	FSHS 764 Estate Planning for Families	3
	FSHS 772 Personal Income Taxation	3
	ACCTG 231 Accounting for Business Operations	3
	ACCTG 241 Accounting for Investing and Financing	3
	ECON 120 Principles of Microeconomics	3
	ECON 530 Money and Banking	3
	FINAN 460 Insurance	3
	or	
	FSHS 766 Insurance Planning for Families	3
	MANGT 390 Business Law I	3
	MKTG 400 Introduction to Marketing	3
	AGEC 513 Agricultural Finance	3
	or	
	FINAN 450 Principles of Finance	3
Electives:	varies by student	23-24
Research:	none required	
Practica:	none required	
	Total:	120

**Fiscal Summary for Proposed Academic Program
IMPLEMENTATION YEAR FY 2015**

**Institution: Kansas State University
Proposed Program: Personal Financial Planning**

Part I. Anticipated Enrollment	Implementation Year		Year 2		Year 3	
	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time
A. Full-time, Part-time Headcount:	40 B.S.	2 B.S.	50 B.S.	3 B.S.	60 B.S.	5 B.S.
B. Total SCH taken by all students in program		1,224 B.S.		1,536 B.S.		1,860 B.S.
Part II. Program Cost Projection						
A. In implementation year one, list all identifiable General use costs to the academic unit(s) and how they will be funded. In subsequent years, please include only the additional amount budgeted.						
	Fall, Implementation		Year 2		Year 3	
Costs:	0		0		0	
Salaries						
OOE	0		0		0	
Total	0		0		0	

Approved: _____

Sara Rosen
Senior Vice Provost for Academic Affairs
Office of the Provost
University of Kansas

Dear Sara,

I seek the approval of the Office of the Provost to change of name of an existing degree title and that of an existing minor program in the College of Liberal Arts and Sciences. At the request of the Department of Germanic Languages and Literatures, I seek approval to change the name of their BA major and minor from Germanic Languages and Literatures to German Studies. They are not requesting a change of subject abbreviation in the registration system at this time.

This change is requested for several reasons: 1) the department has recently changed the requirements for their major and minor to better meet the needs of students who require background in German language and cultural literacy pertaining to areas extending beyond the traditional areas of philology and literature, to include focus on intellectual history, popular culture, art and film in culture; 2) this change comports with the current state of the field nationwide; 3) this reorientation of the major better reflects the central role that Germany and other German-speaking countries (Austria, Liechtenstein, Switzerland) play in the political, economic, and industrial activities of the European Union and the increasing presence of Germany as world actor; 4) the undergraduate major contains only German language, culture, and literature content (i.e., not Danish, Dutch, Frisian, Norwegian, Swedish, Yiddish, to which the broader term “Germanic” refers—these languages are available outside the major and to graduate students). Should you

have any questions or concerns, please do not hesitate to contact me. Thank you for your assistance with this matter.

Sincerely,
Danny Anderson

Danny Anderson, Dean
College of Liberal Arts and Sciences
University of Kansas

September 24, 2013

Dr. Sara Rosen
Senior Vice Provost for Academic Affairs
Office of the Provost
The University of Kansas

Dear Dr. Rosen:

During their visitation in Fall 2011, the team of accreditors from the National Association of Schools of Music (NASM), the School of Music's accrediting body, deferred accreditation. Among other things, they asked for action with regard to the name of the Music Therapy baccalaureate and master's degrees. In particular, they wrote the following in their report:

It is not clear that the degree titles, Bachelor of Music Education in Music Therapy and Master of Music Education in Music Therapy, comply with the NASM standard stating that "Percentages of total curricular time devoted to specific areas define the purposes, character, (and) title...of degree programs... . Institutions must establish and apply curricular requirements that maintain the integrity of specific degree types and titles." Notwithstanding the legacy this institution has in the field of music therapy, neither the degree plans nor the purpose statements in the Self-Study are descriptive of music education degrees. This is particularly important since federal regulations have recently been adopted that hold institutions liable for misrepresentation of fact as perceived by the consumer; clarity of degree title is therefore important since it implies content. The institution is asked to demonstrate compliance with this standard for degree title (see Self-Study, pages 66 and 112; NASM *Handbook 2011-12*, items IV.C.1.c. and X.A.5.c.).

Because we wanted to document another banner year in terms of graduation rates and enrollment in the music therapy baccalaureate and master's programs, we asked NASM officials to allow us to begin the name change process this fall (Fall 2013). They agreed:

The Commission notes the explanation for delaying the request to change the degree title for the current Bachelor of Music Education in Music Therapy and Master of Music Education in Music Therapy; the initiative to change the names is expected to begin in Fall 2013. The institution is asked to provide documentation of the resulting name change as a means of demonstrating compliance with NASM standard for degree titles (see Response, page 7; Commission Action Report of July 2012; NASM *Handbook 2012-13*, items IV.C.1.c. and X.A.5.c.).

The music therapy course of study is quite different from music education's and has been for some time now. The titles are strictly historical artifacts. NASM's issue is with the name of the degrees only; there are no problems with the music therapy courses of study per se. They have

passed muster with NASM and with the American Music Therapy Association, which earlier this year approved the programs for another 10 years.

NASM recently has notified us that we may retain the title Master of Music Education in Music Therapy. For the baccalaureate degree we propose a change of title to Bachelor of Music in Music Therapy. The majority of music therapy programs around the country carry this title. This change also would eliminate the occasional confusion (e.g., with teacher licensure) that a Bachelor of Music Education in Music Therapy has caused.

We understand that changing the name of an existing unit or degree must go to the Council for Chief Academic Officers (COCAO) and to the Board of Regents for approval. In the meantime, earlier this semester we received approval for the name change from the School of Music's Committee on Undergraduate Studies and from the faculty as a whole. We understand that the Provost's Office now will review, approve, and then shepherd the proposal through the Board process.

If you have any questions or would like more information, please let us know. We look forward to hearing from you.

Sincerely,

A handwritten signature in blue ink that reads "Martin J. Bergee".

Martin J. Bergee
Associate Dean for Academic Affairs, School of Music

A handwritten signature in black ink that reads "Robert Walzel".

Robert Walzel
Dean, School of Music

cc: Dr. Cindy Colwell, Director of Music Therapy

To: Gary Alexander
Vice President of Academic Affairs, Kansas Board of Regents

From: April Mason *am*
Provost and Senior Vice President

Re: Establishing two new departments to house existing degree programs: American Ethnic Studies and Women's Studies

The College of Arts and Sciences at Kansas State University proposes changing the status of the American Ethnic Studies program and the Women's Studies program, which are currently located within the Dean's Office of the College of Arts and Sciences, to newly created departments within the College of Arts and Sciences. These changes are outlined below. Please place this request on the November 2013 agenda of COCAO. In advance of this memo, we have made the request in program inventory on the KBOR website.

Current

Department: Interdisciplinary (College of A&S Dean's office)
Program Description: American Ethnic Studies
Degrees and CIP: CIP 05.0200 B.A. in American Ethnic Studies
B.S. in American Ethnic Studies
Program Code: AMETH

Department: Interdisciplinary (College of A&S Dean's office)
Program Description: Women's Studies
Degrees and CIP: CIP 05.0207 B.A. in Women's Studies
B.S. in Women's Studies
Program Code: WOMST

New

Department: American Ethnic Studies
Program Description: American Ethnic Studies
Degrees and CIP: CIP 05.0200 B.A. in American Ethnic Studies
B.S. in American Ethnic Studies
Program Code: AMETH

Department: Women's Studies
Program Description: Women's Studies
Degrees and CIP: CIP 05.0207 B.A. in Women's Studies
B.S. in Women's Studies
Program Code: WOMST

The College of Arts and Sciences requests this change in status to officially recognize that American Ethnic Studies and Women's Studies have transitioned from programs to departments with assigned faculty members, who may obtain tenure in these departments.

If you need further information, please do not hesitate to contact me.

