

Washburn University
Meeting of the Faculty Senate

April 22, 2013
3:30 pm Kansas Room, Memorial Union

- I. Call to Order
- II. Approval of Minutes of the Faculty Senate Meeting of April 8, 2013 (pp. 2-3)
- III. President's Opening Remarks
- IV. Report from the Faculty Representatives to the Board of Regents
- V. Special Report: Denise Ottinger, VP of Student Life
- VI. VPAA Update – Dr. Randy Pembrook
- V. Faculty Senate Committee Reports
 - A. Minutes from the Academic Affairs Committee meeting of April 1, 2013 (pp. 4-5)
- VI. University Committee Reports
 - A. Graduate Committee meeting minutes of March 6, 2013 (pp. 6-7)
 - B. Honors Advisory Committee minutes of March 6, 2013 (pg. 8)
- VII. Old Business
- VIII. New Business
 - A. Election of Officers for 2013-2014
- IX. Information Items
- X. Discussion Items
- XI. Announcements
- XII. Adjournment

Faculty Senate
Washburn University

Minutes of April 8, 2013
Forum Room - BTC

Present: Angel, Ball, Barker, Fernengel , Fry, Jackson, Kelly, Kitts, McMillen, Menzie, Mercader, Miller, Palbicke, Perret, Rubenstein, Russell, Schmidt, Wagner, Weigand, Wohl, Wynn

- I. The meeting of the Faculty Senate was called to order at 3:32 PM. Steve Angel presiding.
- II. The minutes of the Faculty Senate meeting of March 11, 2013 were approved.
- III. President's Opening Remarks.
Angel reminded Senators that April 22 will be the last formal meeting for this year. The major business of that meeting will be to welcome new members, elect officers and the executive council appointments. Angel asked continuing members if they were interested in serving as an officer, to ask someone to nominate them and reminded them the serving President has three hours of release time attached, so they may wish to have it approved by Chair.
- IV. Report from the Faculty Representatives to the Board of Regents: No report
- V. Special Report from the Unit –Dr. Alan Bearman, Mabee Library
Dr. Bearman presented an overview of the libraries and the Center for Student Success, including the writing centers and tutoring center. The Library has moved away from being collection-centric to student-centric to help with student engagement. The Center of Student Success and the FYE are responsible for helping with student retention. Dr. Bearman also reported to Senators that the digital budget increased by 463% from 2007 until 2012.
- VI. Report from the VPAA – Dr. Pembroke
No Report
- VII. Faculty Senate Committee Reports –
 - A. Academic Affairs Committee Minutes of February 18, 2013 were accepted.
 - B. Academic Affairs Committee Minutes of March 11, 2013 were accepted.
- VIII. University Committee Minutes
 - A. Graduate Committee minutes from February 6, 2013 were accepted
 - B. Honors Advisory Committee Minutes of February 6, 2013 were accepted
 - C. Library Committee Minutes of March 3, 2013 were accepted.
 - D. Sweet Sabbatical Committee Minutes of February 8, 2013 were accepted.
 - E. Sabbatical Committee Minutes of December 4, 2012 were accepted.

- IX. Old Business.
- A. 13-09 Change to Graduate Committee: Dr. Tim Peterson provided an overview of the proposal. Amendment 1: strike “and assume other responsibilities.et al” from paragraph 2, line 2. Motion approved. Amendment 2: Membership and Renaming: - paragraph 1, line 9, strike all after “The Graduate Council will elect a chair”. Insert the following: “In addition, the Faculty Senate will designate a Senator as a representative on the Graduate Council. This person shall serve as a voting member.” Amendment 2 approved. Item approved with amendments.
 - B. 13-10 Change to Faculty Senate Constitution: Item approved with amendments to wording (see 13-09).
 - C. 13-11 Masters of Studies in Law: Dr. Bill Rich provided a brief overview of the proposal. The item was approved.
- X. New Business : none
- XI. Discussion Items: Reminder that Apeiron is April 16.
- XII. Information Items: None
- XIII. Adjournment – the meeting was adjourned at 4:51pm

**Academic Affairs Committee Meeting
April 1, 2013
Meeting Minutes**

Committee members in attendance

Jennifer Ball
Lori Edwards
Debbie Isaacson
Vickie Kelley
Royce Kitts
Tony Palbicke
Randy Pembroke (ex officio)
Shaun Schmidt
Danny Wade
Rob Weigand

Guests

Tim Peterson, Academic Outreach

The meeting was called to order by the Chair, Shaun Schmidt.

I. Minutes from March 25, 2013

The minutes were sent to the committee prior to the meeting for review. The minutes were approved as written and will be forwarded to Faculty Senate.

II. The Graduate Committee proposal:

The committee members reviewed the proposed faculty senate agenda item which made a change in the membership and duties/responsibilities to the Graduate committee.

Discussions were held regarding the following points:

- a. The name of the committee is proposed as Graduate Council.
- b. The School of Law would remain with one ex officio member on the Council.
- c. Several suggested changes were made to the graduate proposal. These changes were discussed and finally agreed upon.

A motion to accept the graduate proposal as edited was made and seconded. All approved the action unanimously.

Dr. Pembroke asked the committee members if the changing of the faculty senate constitution should be addressed now or at the next Academic Affairs committee meeting. After some

discussion, it was decided that a second agenda item should go to the Faculty Senate meeting on April 8, 2013.

After additional discussion on wording changes and modifications to the Constitution, a motion to accept the edits as discussed was made, and seconded. All approved the action unanimously.

The meeting was adjourned.

Meeting Schedule:

Monday, April 15, 3-4:00 pm, Baker Room

Graduate Committee Meeting
March 6, 2013 ♦ 12:00 – 1:00 PM
Martin Rm (BTAC)
Meeting Minutes

Dr. Randy Pembroke called the meeting to order at 12:04 p.m.

Those present included:

Bob Boncella, Kim Harrison, Donna LaLonde, Bruce Mactavish, Randy Pembroke, *Tim Peterson, Dave Provorse, Monica Scheibmeir, Courtney Sullivan, Cindy Turk, Kayla Waters, Harrison Watts

1. A motion was made to approve the meeting minutes and was seconded. Graduate Committee Meeting Minutes from February 6, 2013, were approved without objection.
2. Dr. Pembroke asked Dr. Harrison to present the Website subcommittee's findings:

Dr. Harrison provided a handout, which points out that:

- WU's Graduate Department website is very limited and only directs visitors to individual graduate program pages. This is the only unifying page for all programs.
- After reviewing Fort Hays State, Missouri State, Emporia State, and Truman State Universities' Graduate Department websites, common elements were consistently found.
- The subcommittee also reviewed WU existing graduate program websites and found information and features specific to each program.
- The common elements found on comparable graduate programs' websites should be included in our proposed website along with some elements specific to our Graduate Department and its graduate programs.
- The Subcommittee contacted Shane Bartley and found out that there would be no cost to set up a shell for a graduate program or departmental website. Video and any other additional features would have extra costs. Individual campus content managers would be able to develop content for program pages and graduate department pages. Project resources on campus would be Shane Bartley (Webmaster), Michaela Saunders (Web Editor), Erin England (Web Specialist), and a student web assistant.
- Subcommittee recommends working closely with current marketing plans and marketing strategies to promote the Graduate Department and Graduate Programs websites. Tim Peterson provided insights into the Carnegie Communications digital marketing strategies which focus on QR codes, keywords, search engine optimization,

retargeting through cookies and codes, brand name searches and analytics & webmaster tools.

Thoughtful questions arose and were answered. The Committee agreed that a mock-up of the website would be helpful in determining the ultimate use of such a site. Dr. Pembroke & Dr. Peterson agreed that they would work with Richard Liedtke (Office of Enrollment Management) to coordinate the creation of a test page(s).

3. Dr. Pembroke turned the Committee's attention to the Faculty Senate draft agenda item. He noted that Faculty Senate President, Dr. Angel, believes that any structural changes to the Graduate Committee should go through the Academic Affairs Committee before coming before the Faculty Senate. Dr. Pembroke asked the Committee to offer thoughts on Dr. Peterson's draft Faculty Senate agenda item regarding the "Graduate Degree Programs Governance & Administrative Proposal."

Thoughtful questions were asked and answered. More information is still needed on the necessity and function of Academic Outreach as the administrative unit and of the Graduate Programs Coordinator administrative position. The committee agreed that this should be a separate agenda item from the Graduate Degree Programs Governance. Dr. Peterson will redraft current Faculty Senate agenda item describing the Graduate Committee's restructuring into a Graduate Council and editing out the administrative proposal language.

4. Dr. Pembroke asked for input related to admitting an undergraduate student who has received a degree from a non-accredited university into a Washburn graduate program. The Committee determined that such instances should ultimately be determined by the college or school.
5. The Hours/Fees subcommittee will report their findings at our next meeting, April 3, 2013. Dr. Pembroke adjourned the Graduate Committee meeting at 1:00 p.m.

**ex officio*

MINUTES

HONORS ADVISORY BOARD

Wednesday, March 6, 2013

Cottonwood Room – 12:00 p.m.

Present: Michael McGuire (Chair), Jennifer Ball, Damian Barron, Pamela Erickson, Andrew Herbig, Martha Imparato, Ian Mikkelsen, Bassima Schbley, Tom Stuart, Ye Wang, CJ Crawford (Administrative support).

MINUTES

The minutes of the February 6, 2013 meeting were approved with a correction to the meeting time.

REVIEW OF SCHOLARSHIP ESSAYS AND RESUMES FOR STUDENTS APPLYING TO THE HONORS PROGRAM

The board members were given nineteen scholarship essays and resumes of potential students for the Honors Program to review and rate. Half of the board received copies of the nineteen applicants for which inter-rater reliability could be calculated. Board members were instructed to evaluate essays on writing and content and resumes on presentation and involvement.

Based on the results, one incoming applicant will be awarded a \$1000 Brunt textbook scholarship. Four \$500 textbook scholarships will be awarded later.

After the review was completed, the board members offered input for improving the review process.

The next Honors Advisory Board meeting is Wednesday, April 3 at 12:00 p.m. in the Cottonwood Room.

The meeting adjourned.