

**Washburn University
Meeting of the Faculty Senate**

**September 15, 2014
3:00 PM Kansas Room, Memorial Union**

- I. Call to Order**
- II. Approval of Minutes of the Faculty Senate Meeting of August 15, 2014 (pp. 2-4)**
- III. President's Opening Remarks**
- IV. Report from the Faculty Representative to the Board of Regents**
- V. VPAA Update—Dr. Randy Pembroke**
- VI. Faculty Senate Committee Reports**
Approval of AAC Minutes from March 10, 2014 (pp. 5-8)
- VII. University Committee Reports**
Approval of HAC from April 2, 2014 (pp. 9)
- VIII. Old Business**
14-26 Faculty Handbook Gen Ed Committee Update (pp. 10-11)
- IX. New Business**
- X. Information Items**
- XI. Discussion Items**
- XII. Announcements**
- XIII. Adjournment**

**Washburn University
Meeting of the Faculty Senate**

**August 15, 2014
3:00 PM Room 358, Whiting Hall**

PRESENT: Alexander, Arterburn, Ball, Berry, Chamberlain, Fay, Florea, Friesen, Jackson, Kwak, Mach, McConnell-Farmer, McHenry, Modellmog, Palbicke, Pembrook, Petersen, Routsong, Russell, Sadikot, Schmidt, Schnoebelen, Scofield, Smith, Sourgens, Stevens, Stevenson, Sun, Wisneski

ABSENT: Childers, Francis, Frank, Lunte, Perret, Porta, Rubenstein, Schbley, Treinen, Weiner

- XIV. Arterburn called the meeting to order at 3:03pm**
- XV. The minutes of the Faculty Senate Meeting of May 12, 2014 were approved with no revisions.**
- XVI. President's Opening Remarks: Arterburn thanked the senate for the hard work from the previous year. He noted that it was important to have continuity with the unresolved issues from the previous year (specifics will be passed on to the new president).**
- XVII. Report from the Faculty Representatives to the Board of Regents**
- a. Ball attended 2 meetings and noted the following as issues of interests:**
 - i. A 4.6% tuition increase was approved (\$11/credit hour) with a 3% salary increase at mid-year contingent on increases in revenues. The threshold number for the raise program is \$750,000. By October we should know if we have the \$750,000 needed for the salary increases. If not, any overage will go to students for scholarships.**
 - ii. Another issue at the full meeting: a change in the structure of the student life area. Some expressed reservations about how this happened without faculty input (especially the designation of the new position (Associate VP of Student Life)), so the FS may want to discuss the issue of faculty input in hiring decisions this year.**
 - iii. Reminder: the minutes are posted at the Board of Regents site.**
 - Arterburn:**
 - iv. Also expressed that he had heard similar concerns about the new position (Associate VP of Student Life) and how it was filled without faculty input/committee.**
 - v. Kansas Bureau of Investigations building project is moving along.**
 - vi. Some faculty handbook changes were approved regarding some Tenure and Promotion changes. Some of the language of these changes, however, will be held back for review by University counsel (to ensure consistent terminology use and to clarify the various levels of faculty positions).**
 - b. Pembrook added that wording can be an issue, so it's important to get the synonyms for the various faculty positions in line now rather than causing issues later.**
 - c. Russell wondered about where the \$750,000 figure to ensure raises came from. Pembrook indicated that for President Farley, it was a simple accounting issue based on enrollment increases (a necessary figure to ensure the 3%). This number was discussed at length. The decision to give it back to students as scholarships if the goal is not met was a strategic one to ensure that the enrollment base is enough for the following year, which will, ideally, ensure funding for faculty raises in the future.**

- d. Petersen wondered if this type of goal setting to get raises would continue in the future, and specifically, if such goal setting would ever actually lead to raises in salary or if we might create a system in which we consistently just miss the ideal figure. Pembroke did not indicate that this was the case; he stated that if all factors remain constant, the amount we raise tuition is our avenue for salary increases. Thus, we need to have increases in tuition before raises will happen.
- e. Pembroke was asked how enrollment numbers looked for the fall, but did not want to speculate until final numbers were in due to late enrollment, etc. (hopefully within 3-4 weeks).

XVIII. VPAA Update—Dr. Randy Pembroke

1. Legislative Issues:

- a. Handbook wording changes will continue to come through the various committees, including faculty titles (going to try to standardize these). On August 28, there will be a vote in the upcoming General Faculty meeting for handbook change regarding Tenure and Promotion (if you submit a T&P file, something can be updated during the process).
- b. Academic residency of students will also be an issue this year.
- c. The Kansas Bureau of Investigations program areas will be bringing forth their proposals this year with concentrations for the forensics program.
- d. Also, Higher Learning Commission and Kansas Board of Regents recently began communicating about establishing the credentials of a faculty member. Historically, this is established by a degree. These bodies added a couple of things to consider, including experience, accreditation, and certification by a professional organization. Experience especially needs to be discussed.

2. Informational Issues:

- a. Mark Fried (new University Counsel) will be coming to a meeting early in the year so Faculty Senate can ask questions about appointment letters (or other issues).
- b. Pembroke wanted to thank faculty for calling students to boost enrollment. He also encouraged convocation attendance.
- c. Kansas Board of Regents has 2 challenges for us: 1) a prior learning assessment plan, and 2) reverse transfer and how many hours do we want to see here before some leave and vice versa and how we deal with this issue. In short, we need a policy.
- d. Buildings: Morgan is on schedule and supposed to be completed in mid-summer next year. KBI building should be done mid-2015. The new residence facility project will begin in March 2015 and be complete during the fall of 2016.
- e. Faculty should be thinking about who we should invite for the Fink visiting professor presentation (no real deadline, but try to submit something in the next month for spring 2015).
- f. The 150th anniversary is this year; look for new music to be unveiled, commencement and homecoming celebrations.
- g. Look for Centers for Teaching Learning and Excellence grants and apply for various reasons (look at the Center's website).

XIX. Faculty Senate Committee Reports: None

XX. University Committee Reports: None

XXI. Old Business: None

XXII. New Business

- a. Election of new Officers: Ball was elected President; Schmidt was elected Vice President
- b. Appointment of new executive council members (from SAS, Nursing, and Law) needs to be done ASAP in the fall.
- c. Announcement and Confirmation of Committee Membership: Arterbaum announced what the different committees are and passed out a preliminary list of members for each. It was determined that the Faculty Senate still needs a library member on both the Academic Affairs and Faculty Affairs committees which is problematic since there is only one Library rep on Senate currently and one person cannot be on both. Scofield was appointed to Academic Affairs to replace Ball (who, as president, cannot serve on this committee). Schmidt replaces Routsong on the Academic Affairs committee. Members were told to start meeting in subcommittees and to select chairs and to notify Ball when they're ready.

XXIII. Information Items: None

XXIV. Discussion Items: None

XXV. Announcements: None

XXVI. The meeting was adjourned at 4:01pm

Academic Affairs Committee Meeting
March 10, 2014
Meeting Minutes

Committee members in attendance:

Jennifer Ball
Sungkyu Kwak
Royce Kitts
William Mach
Rodrigo Mercader
Tony Palbicke
Randy Pembrook (ex officio)
Bassima Schbley

Danny Wade

Not in attendance:

Crystal Stevens

Guests:

Nancy Tate, Associate Vice President
David Sollars, Dean School of Business
David Price, Faculty member, School of Business
Kelly Watt, Faculty member, Art Department
Russ Jacobs, Chair, Philosophy Department
Steve Black, Chair, Physics and Astronomy Department
Roy Wohl, Chair, Kinesiology Department
John Mullican, Chair, Biology Department

The meeting was called to order by the Chair, Tony Palbicke at 3:00 p.m.

1. Minutes from the March 3, 2014
The minutes were sent to the committee prior to the meeting for review. The minutes were approved and will be forwarded to Faculty Senate.
2. New Business—
 - a. **International Transfer credit**—After a motion and second was made to discuss the proposal, Dr. Tate offered an overview of the agenda item.

After discussion, the committee members voted to approve the agenda item. Based on the approval, this will be forwarded to Faculty Senate.

b. School of Business—New Concentration for the BBA degree: Entrepreneurship & Innovation. There was a motion and second on the table from the March 3 meeting to discuss the proposal. Dean Sollars and Dr. Price offered an overview of the agenda item based on the questions that were sent to them from the last meeting.

Several questions were raised regarding the proposal and after discussion, the committee members voted to approve the agenda item. Based on the approval, this will be forwarded to Faculty Senate.

c. Art Department-Art Requirement Change in the BA in Art History Degree- After a motion and second was made to discuss the proposal, Dr. Kelly Watt offered an overview of the agenda item.

Dr. Watt indicated there isn't a change in the required hours and most of these changes represent a shift in titles of courses.

After discussion, the committee members voted to approve the agenda item. Based on the approval, this will be forwarded to Faculty Senate.

d. Philosophy Department- Philosophy Change in the BA for Philosophy-- After a motion and second was made to discuss the proposal, Dr. Russ Jacobs offered an overview of the agenda item.

Dr. Jacobs indicated this change was made to provide more flexibility to students who would wish to major with this degree.

After discussion, the committee members voted to approve the agenda item. Based on the approval, this will be forwarded to Faculty Senate.

e. Physics Department-New Program, Associate of Science Degree in Engineering Physics-- After a motion and second was made to discuss the proposal, Dr. Steve Black offered an overview of the agenda item.

Dr. Black indicated this would primarily benefit the students who wished to transfer to complete their Engineering degree.

After discussion, the committee members voted to approve the agenda item. Based on the approval, this will be forwarded to Faculty Senate.

f. Kinesiology Department—Change in the BEd in Physical Education Training-- After a motion and second was made to discuss the proposal, Dr. Roy Wohl offered an overview of the agenda item.

Dr. Wohl indicated the primary change was to the general education requirements and the changes are made to their advising sheet.

After discussion, the committee members voted to approve the agenda item. Based on the approval, this will be forwarded to Faculty Senate.

g. 1) Biology Department—Biology change in the BA Degree in Biology -- After a motion and second was made to discuss the proposal, Dr. John Mullican offered an overview of the agenda item.

After discussion, the committee members voted to approve the agenda item. Based on the approval, this will be forwarded to Faculty Senate.

2) Biology Department—Biology change in the BS Degree in Biology -- After a motion and second was made to discuss the proposal, Dr. John Mullican offered an overview of the agenda item.

After discussion, the committee members voted to approve the agenda item. Based on the approval, this will be forwarded to Faculty Senate.

3) Biology Department—Biology Change BS Degree to BS Degree in Biology Secondary Education Specialization-- After a motion and second was made to discuss the proposal, Dr. John Mullican offered an overview of the agenda item.

After discussion, the committee members voted to approve the agenda item. Based on the approval, this will be forwarded to Faculty Senate.

4) Biology Department—Biology change delete Bachelor of Arts in Biology with Secondary Education emphasis-- After a motion and second was made to discuss the proposal, Dr. John Mullican offered an overview of the agenda item.

After discussion, the committee members voted to approve the agenda item. Based on the approval, this will be forwarded to Faculty Senate.

5) Biology Department—New Program, Bachelor of Arts in Environmental Biology -- After a motion and second was made to discuss the proposal, Dr. John Mullican offered an overview of the agenda item.

After discussion, the committee members voted to approve the agenda item. Based on the approval, this will be forwarded to Faculty Senate.

6) Biology Department—New Program, Bachelor of Science in Environmental Biology -- After a motion and second was made to discuss the proposal, Dr. John Mullican offered an overview of the agenda item.

After discussion, the committee members voted to approve the agenda item. Based on the approval, this will be forwarded to Faculty Senate.

7) Biology Department—New Program, Bachelor of Science in Molecular Biology and Biotechnology-- After a motion and second was made to discuss the proposal, Dr. John Mullican offered an overview of the agenda item.

After discussion, the committee members voted to approve the agenda item. Based on the approval, this will be forwarded to Faculty Senate.

h. Computer Information Science-Change in BA degree for Computer Information Science. A representative from CIS wasn't present at this meeting to discuss the proposal. The committee

members agreed that this change would benefit students and wondered how long the “mistake” was listed on the books.

After discussion, a motion and second were made and the committee members voted to approve the agenda item. Based on the approval, this will be forwarded to Faculty Senate

Meeting was adjourned at 4:40 p.m.

HONORS ADVISORY BOARD MINUTES

Wednesday, April 2, 2014

Cottonwood Room – 12:00 p.m.

Present: Michael McGuire (Chair), Jennifer Ball, Emily Engler, Kelly Erby, Danny Funk, Andrew Herbig, Martha Imparato, Blair Landon, Bassima Schbley, and CJ Crawford, administrative support.

The minutes of the March 5 meeting were approved as distributed.

HONORS STUDENT COUNCIL REPORT

Blair reported that 13 Honors students are participating in the Big Event by making luminaries at Midland Hospice.

The Honors banquet on Tuesday, March 25 went well.

UNFINISHED BUSINESS

Completion Points

Proposal for Transfer Students

Michael said that by fall 2014 there needs to be a track for transfer students and students earning an Associate's degree.

Need to decide the difference between upper and lower division Honors courses before setting up hierarchy.

How would the honors designation appear on the transcript?

The committee reviewed the proposed document.

Upper Division Honors Courses

Summary of Notes from Brainstorming Activity

Michael will email board members the notes from the March meeting brainstorming activity.

ANNOUNCEMENTS

History is sponsoring a movie night on April 8 in Henderson 207 at 7:00 p.m. and Honors is co-sponsoring by providing refreshments.

Michael reminded everyone that there won't be a meeting in May but there is a Faculty Appreciation Lunch on Wednesday, May 14 from 11:30 a.m. to 1:00 p.m. in Washburn B. RSVPs for the lunch are due before the end of April to the Honors office.

The meeting adjourned.

FACULTY AGENDA ITEM

Date: 15 August 2014

Submitted by: Dr. Nancy Tate, AVPAA, ext. 2546

SUBJECT: *Change Faculty Handbook – Update General Education Committee Duties/Membership*

Description:

Current Faculty Handbook Wording (Section One, VII.C.5.)

-----5. General Education Committee

The function of the General Education Committee is to assist faculty members to develop or modify courses that facilitate the acquisition of skills listed in the General Education Statement, and to approve courses for general education based on the criteria established by the General Faculty.

If a course is disapproved by the Committee, the rationale for such action will be written with reference to the adopted standards and communicated to the VPAA and the sponsor.

Once a course is approved by the Committee, it will be the responsibility of the sponsoring department to review its implementation and assess its effectiveness at least every five years. The results of the review and assessment will be forwarded to the VPAA. Any change in the course's targeted skills or in its general content or format must be submitted to the General Education Committee for approval.

Decision of the Committee, including those concerning course approval, will be reported by the VPAA to the deans. Decisions of the committee, including those concerning course approval, may be appealed to the Faculty Senate with further appeal to the General Faculty.

Members of the Committee are: the VPAA, one faculty member from each division of the College, one faculty member each from the Schools of Applied Studies, Business and Nursing, and one library faculty member. Faculty members are elected by their constituent units.

Proposed Wording:

-----5. General Education Committee

The function of the General Education Committee is to assist faculty members to develop or modify courses that facilitate the acquisition of **skills university student learning outcomes** listed in the General Education Statement, and to ~~Washburn~~ **approve courses for general education based on the criteria established by the General Faculty, and to review transfer courses as necessary (e.g., technical course transfers, courses not approved for general education by the transferring institution) to determine whether they meet the spirit and intent of the Washburn University general education criteria.**

If a **Washburn** course is disapproved by the Committee, the rationale for such action will be written with reference to the adopted standards and communicated to the VPAA and the sponsor.

Once a course is approved by the Committee, it will be the responsibility of the sponsoring department to review its implementation and assess its effectiveness at least every five years. The results of the review and assessment will be forwarded to the ~~VPAA~~ **General Education Committee**. Any change in the course's targeted ~~skills~~ **skills-university student learning outcome** or in its general content or format must be submitted to the General Education Committee for approval.

Decisions of the Committee, including those concerning course approval **and five-year course review**, will be reported by the VPAA **or his/her designee** to the deans. Decisions of the Committee, including those concerning course approval **and five-year course review**, may be appealed to the Faculty Senate with further appeal to the General Faculty.

Members of the Committee are: **the VPAA or his/her designee**, one faculty member from each division of the College, one faculty member each from the Schools of Applied Studies, Business and Nursing, and one library faculty member. Faculty members are elected by their constituent units.

Rationale: The responsibilities of the General Education Committee have expanded over the years to include transfer course review. In addition, the current wording reflects the previous general education criteria and if the VPAA wishes to designate a representative on the committee. These proposed changes more accurately reflect the committee membership and responsibilities.

Financial Implications: *None*

Proposed Effective Date: *Immediately*

Request for Action: *Approval by FAC/FS/ Gen Fac/BOR*

Approved by: *AAC on date August 25, 2014*

FAC on date

Faculty Senate on date

Attachments Yes No