

Washburn University
Meeting of the Faculty Senate

May 11, 2009
3:30 PM Kansas Room, Memorial Union

- I. Call to Order
- II. Approval of Minutes of the Faculty Senate meeting of April 13, 2009. (pp. 2-3).
- III. President's Opening Remarks.
- IV. Report from the Faculty Representatives to the Board of Regents.
- V. Faculty Senate Committee Reports.
 - A. Minutes from the Electoral Committee meeting of April 10, 2009 (pg. 4).
 - B. Minutes from the Faculty Affairs Committee meeting of March 30, 2009 (pg. 5).
 - C. Minutes from the Academic Affairs Committee meeting of May 8, 2009 (pg. 16).
- VI. University Committee Minutes.
 - A. Minutes from the Faculty Development Committee meeting of March 6, 2009 (pg. 6).
 - B. Minutes from the Faculty Development Committee meeting of April 3, 2009 (pg. 7).
 - C. Minutes from the International Education Committee meeting of April 16, 2009 (pg. 8).
 - D. Minutes from the Assessment Committee meeting of Jan. 30, 2009 (pg. 13).
 - E. Minutes from the Assessment Committee meeting of Feb. 2, 2009 (pp. 14-15).
- VII. Old Business.
 - A. Transfer of International Baccalaureate Coursework (Action Item 09-07) (pg. 9).
 - B. College of Arts and Sciences Academic Affairs Committee proposal (Action Item 09-03). (pg. 10)
 - C. Notification of Infraction—Academic Impropriety Form (Action Item 09-06). (pp. 11-12).
- VIII. New Business.
 - A. Elections of Faculty Senate officers for the 2008 – 2009 academic year.
- IX. Information Items.
- X. Discussion Items.
 - A. The FAC wishes to discuss the WTE Review Committee.
- XI. Announcements.
- XII. Adjournment.

**Faculty Senate
Washburn University**

*Minutes of April 13, 2009
Kansas Room, Memorial Union*

Present: Arterburn, Berry, Bowen (VPAA), Byrne, Camarda, Concannon, Croucher, Duncan, Gizburg, Jackson, Jacobs, Kaufman, Kerchner, Khan, Lockwood, Lunte, Manske, McGuire, Melick, Naylor, Patzel, Porta, Prash (President), Ray, Routsong, Russell, C. Schmidt, S. Schmidt, Sharafy, Shipley, Sullivan, Unruh, Walker, Wynn

- I. The meeting of the Faculty Senate was called to order at 3:31 PM.
- II. The minutes of the Faculty Senate meeting of March 23, 2009 were approved as amended.
- III. President's Opening Remarks.
 - A. Prash announced that the Senate would begin with the vote of no confidence motion.
 - B. Prash asked that senators speak to their constituencies about serving on the Strategic Planning Committee being organized by VPAA Bowen. He explained that any full-time faculty member at the university could serve on the committee as long as that individual could attend summer meetings. He added that the committee members would not receive any compensation and asked that senators send their nominations to Courtney Sullivan. Prash said that the Senate would be asked to vote on their top three choices by email and that the Executive Committee would tally the vote.
 - C. Prash told the Senate that the Academic Affairs Committee still needed to be constituted and that he was looking into how many SON members should actually serve on the committee. He announced that as it stands, Patzel and Unruh are the SON representatives. He asked for volunteers from the various schools to serve on the AAC. The newly constituted AAC now consists of the following members:
 - SAS: Berry and Khan.
 - Library: Melick
 - SOB: Byrne and Kerchner
 - CAS: Ray and Sharafy
 - SON: Patzel and Unruh
- IV. Report from the Faculty Representatives to the Board of Regents.
 - A. The President reported that the BOR had not met since the last Senate meeting.
- V. Faculty Senate Committee Reports.
 - A. Russ Jacobs, Chair of the Electoral Committee, reported that the At-large election was a success with a record number of votes: 153 (151 of which were valid). Reinhild Janzen won the At-Large position.
- VI. University Committee Minutes.
 - A. The Addendum to the Curriculum Development Grant Committee minutes of Oct. 21, 2008 was accepted.
 - B. Minutes from the Faculty Grants Committee of March 4, 2009 were accepted.
- VII. Old Business.

- A. Prasch stated that the language of Transfer of International Baccalaureate Coursework (Action Item 09-07) was incorrect and that the Senate would take up the matter at the next meeting.
- B. Vote of no confidence in Mike Gunter as head of Information Systems and Services (ISS) (Action Item 09-01).
 - 1) Mike Gunter read a statement in which he outlined what he calls the successes of ISS: wireless Internet, increased disk space, clickers, more desk support, and recent hires such as a Webmaster and Instructional Designer. He stated that ISS does not make policy and that he did not know how he could have done things differently with HiPACE. He added that he believes WUAD is a good thing and that malware can do less damage if the computer does not have administrator access. He stated that university hardware was approved at the steering committee.
 - 2) Senators proceeded to ask Gunter several questions about the following issues:
 - a) No academic computing is figured in the organization chart in the Ebert review.
 - b) The groundswell of faculty disconnect.
 - c) The lack of full time teaching faculty on the ITC and lack of communication with the faculty on the part of the Steering Committee..
 - d) Gunter's unwillingness to share the HIPACE password with faculty.
 - e) The lack of sound academic policy
 - f) The issue of security: is there a trade off between convenience and security?
 - g) Gunter's perceived lack of trust in faculty in regard to administrative control of computers.
 - h) Concerns over the recent security document.
 - i) Lack of public access to computers.
 - 3) When the discussion with Gunter ended at 4:45, there was a motion that passed to call the question. The senators the voted on the motion and the ballots were counted. Here is the final tally:
 - 27 senators voted in favor of the motion of no confidence in Mike Gunter as head of Information Systems and Services.
 - 3 senators voted against the motion.
 - 3 senators abstained.
- The motion of no confidence passed with a majority.
- C. The Senate ran out of time before it could discuss the College of Arts and Sciences Academic Affairs Committee proposal (Action Item 09-03).
- D. The Senate did not have the time to address the Notification of Infraction—Academic Impropriety Form (Action Item 09-06).

VIII. New Business.

There was none.

IX. Information Items. There were none.

X. Discussion Items. There were none.

XIII. Announcements. There were none.

XIV. Adjournment. The meeting was adjourned at 4:53 PM.

The Electoral Committee of the Faculty Senate has concluded the At Large Senate election.

Reinhild Janzen has been elected to the one vacant At Large position; congratulations to her, and thanks to the other candidates willing to stand for office.

151 (valid) ballots were cast.

Russ Jacobs
Faculty Senate Electoral Committee

**Washburn University
Faculty Affairs Committee**

Minutes of March 30, 2009 Meeting
Crane Room, Memorial Union

Present: Michael McGuire (Chair), Brenda Patzel (Co-Chair), Linda Croucher, Myrl Duncan, Barbara Ginzburg, Park Lockwood, Tony Naylor, Tracy Routsong.

- I. The meeting was called to order at 3:30pm.
- II. Conflict of Interest / Grievance policy. There was a discussion regarding the feasibility of a grievance policy for promotion and tenure. It was noted that an appeal process already exists, however, this process does not appear to include faculty who were not approved for promotion and / or tenure. The FAC chairs will discuss this issue with the VPAA in order to determine if a grievance policy for P & T is feasible before proceeding on this issue.
- III. Domestic Partnership Benefits were discussed. There is a domestic partnership document from 1998 and a memorandum sent to President Farley from the Benefits Committee in 2003 that were reviewed. The memorandum was distributed to the Faculty Senate as an information item last FS meeting. The FAC is in the process of updating and revising this document. Upon competing revisions, it will be sent to the Faculty Senate as an action item.
- IV. Intellectual Property Policy. An Intellectual Property Policy has been proposed in the past, but has not been approved by Washburn University. There is currently an Intellectual Property Committee that is reviewing this policy and will decide if it is a necessity. The FAC will wait for the IPC's decision on this policy before deciding if further action needs to be taken.
- V. WTE Review Committee. This committee was to be composed during the spring semester. The FAC is not sure what members are on this committee or even if this committee has been assembled yet. This issue will be proposed as a discussion item for the next FS meeting.

Meeting was adjourned at 4:30pm.

Next meeting will be Monday, 4/27, at 3:30pm in the Thomas room.

Submitted by Park Lockwood, Secretary of the Faculty Affairs Committee

Faculty Development Committee Meeting
3.6.2009

Present: Nancy Tate, Kevin Charlwood, Phyllis Berry, Sarah Cook, Kelley Weber, Norma Juma, Emily Rishel, Roy Wohl, Donna Lalonde.

- Nominations were made for the following people, in order to replace Donna Lalonde and Sarah Cook:
 - Bassima Schbley
 - Sarah Ubel
 - Michael McGuire
 - Cindy Hornberger
- All four names will be presented to Vice President Bowen.

Future Workshops:

- April 3 – Academic Integrity
 - Present case scenarios and interesting facts.
- May 1 - Something on the new Angel platform for online courses ("Touched by an Angel"??)
 - Kevin will work with Keith Rocci to see if a presentation can be made.
 - Have workshop at the Library?
 - Serve Angel Food Cake and Strawberries

Faculty Development Committee Meeting
4.3.2009

Present: Kevin Charlwood, Phyllis Berry, Sarah Cook, Norma Juma, Emily Rishel, Roy Wohl, Gene Wunder, Andrew Herbig, Annie Collins, Bassima Schbley, Keith Rocci.

Future Workshops:

- May 1 – “Touched by an Angel” – Intro to new Angel platform
 - Keith Rocci, Stewart Murphy, and Sue Taylor will present
 - Have workshop in Electronic Learning Center (Mabee Library)
 - Serve Angel Food Cake and Strawberries
 - Demo and sample
- September (4th or 11th) – Promotion and Tenure
 - Kansas Room + 3 rooms for breakout
 - Phyllis and Andrew will help collect names and information
 - Emily will only bring a few binders over this year, along with packets
 - Other notebooks will be stored in VPAA Office

**International Education /International WTE Committee
April 16, 2009, International House**

The committee did not meet, instead, members voted via email to approve the Minutes of March 5 meeting.

Faculty applications for funding were distributed by campus mail to each member to review. The committee subsequently voted by email to approve the following requests:

Linda Elrod: \$900: Nova Scotia

Lee Boyd: \$1,200: China

Mo Godman: \$773: England

(The committee failed to approve Michael Avertt's request.)

Members coasting their votes include Norma Juma, Brian Ogawa, Miguel Gonzalez-Abellas, Cecil Schmidt, Janice Dunwell, Rachel Goossen, Judy McConnell-Farmer, Ron Griffin, and Phil Norris

Respectfully submitted,

Baili Zhang

Faculty Senate Action Item

Date: 9 February 2009

Number: 09-07

Subject: Transfer of International Baccalaureate Coursework

Description:

No catalogue language currently exists on the University's policy concerning the transfer of International Baccalaureate Coursework. The Academic Affairs Committee discussed the need to implement such a program to maintain competitiveness (all the Board of Regents schools have policies about accepting IB coursework) and the necessity to ensure that transfer credits were coordinated with individual departments. It was moved and passed unanimously that the committee approved of the transfer arrangement and now the ACC is asking the Senate to approve the measure.

International Baccalaureate Transfer Credit

The proposed language will be inserted after A. National Examinations, 1. College Entrance Examination Board (CEEB), pp. 59-60 of the 2009-2010 Catalog, as 2. The subsequent College Level Examination Program (CLEP) and University Departmental Exams (p. 60) will accordingly be renumbered as 3 and 4, respectively.

2. International Baccalaureate Transfer Credit

Washburn University recognizes the International Baccalaureate (IB) Diploma Program. Students should seek information and obtain registration materials through appropriate high-school counselors or other secondary-school officials. The program is designed for high-school juniors and seniors planning to enter college and is administered in conjunction with International Baccalaureate courses taught in the high schools.

At the time of enrollment in the University, official transcripts should be forwarded to the University Registrar in order to receive appropriate credit. Credit is awarded on a course-by-course basis by academic departments depending on departmental policy and the examination scores achieved. No entry is made on the college transcript for scores which are lower than those determined to be satisfactory by the Washburn academic departments.

Requested action: Faculty Senate approval

Originated by: Tom Prasch, Chair of Academic Affairs Committee in fulfillment of requested action by Nancy Tate, Asst. VPAA

Faculty Senate Action Item

Date: 5 February 2009

Number: 09-03

Subject:

"The Academic Affairs Committee shall consist of two (2) Faculty Senate members from each of the School of Applied Studies, the School of Business, and the School of Nursing, and five (5) Faculty Senate members from the College of Arts and Sciences (1 per Division), and the Senate representative of Mabee Library/CRC. Each member will be elected to a one year term by the Faculty Senate from its ranks. The committee selects its own chairperson. Decisions of the Academic Affairs Committee require the affirmative vote of eight of the twelve members; eight members shall constitute a quorum to conduct business. The VPAA shall be a non-voting ex-officio member of the committee."

Approved by:

College of Arts and Sciences Faculty
February 5, 2009

Faculty Senate Action Item

Date: March 9, 2009

Number: 09-06

Subject: Notification of Infraction—Academic Impropriety Form

Description:

A proposed form for faculty to submit infractions of academic integrity policy to Dean of Students office.

Implementation:

The form will be available on the VPAA's website and all faculty will be encouraged to fill the form out for each violation of academic propriety. Records will be expunged five years after the end of a student's career at Washburn University (either five years after graduation, or five years after the last term in which classes were taken).

To: Dean of Students

From: Name of Faculty making complaint

RE: Notification of Infraction—Academic Impropriety

I. Infraction?

Name of student:

Kind of infraction

II. Dispensation?

A. Faculty

- a. Warning issued
- b. Grade on assignment lowered
- c. Failing Grade on assignment
- d. Course Grade Lowered
- e. Failing Grade for course
- f. Other

B. Dean of Students

- a. Notification only; Matter taken care of at faculty level

b. Adjudication requested

1. Dean of Students
2. Academic Review Board

III. Notification (checklist)

- A. Faculty to Dean of Students
- B. Dean of Students to Faculty filing report
- C. Dean of Students to Student reported
- D. Dean of Student's Report to Senates (without names attached)

Date: March 9, 2009 Originated by: J. Karen Ray
Chair, Academic Integrity Committee

MINUTES
ASSESSMENT COMMITTEE

Friday, January 30, 2009

Cottonwood Room

11:00 a.m.

Present: Donna LaLonde (chair), Nancy Tate, Melodie Christal, Joanne Altman, Cathy Hunt, Mary Shoop, Kandy Ockree, Heather Collins, and CJ Crawford (administrative support).

Absent: Jane Carpenter, Jim Hoogenakker, Lori Khan, Jay Memmott, Denise Ottinger, Whitney Philippi, and Don Vest.

The minutes from December 9, 2008 were approved as amended by the committee.

The committee discussed plans for the unconference scheduled for Friday, February 13. Donna asked for suggestions on how the committee can determine what is meaningful to the liaisons. She offered to do a needs analysis survey to send to liaisons prior to the workshop. The survey would ask the liaisons to indicate their issues and concerns and where their department/area is in the assessment process. It was decided to have the workshop from 12:00 p.m. – 1:15 p.m. and serve a buffet lunch. Each liaison would be asked to invite two other faculty members from their department/area to attend the workshop. The workshop previously scheduled for Saturday, March 7 will be canceled.

After a discussion, it was decided that each committee member would be assigned a group of liaisons for more personal interaction to help move assessment efforts forward. It was suggested to set a deadline of April 30 for all liaisons to update the information on the Assessment web site. CJ will work on setting up optional computer training sessions for liaisons.

It was recommended to put the names of the liaisons on both the Assessment web site and the wiki.

The meeting adjourned.

MINUTES
ASSESSMENT COMMITTEE

Friday, February 20, 2009

Cottonwood Room

1:00 p.m.

Present: Donna LaLonde (chair), Melodie Christal, Cathy Hunt, Lori Khan, Mary Shoop, and CJ Crawford (administrative support). Absent: Nancy Tate, Joanne Altman, Jane Carpenter, Jim Hoogenakker, Jay Memmott, Kandy Ockree, Heather Collins, Denise Ottinger, Whitney Philippi, and Don Vest.

The committee members talked about the group discussions from the unconference on February 13. Some questions that came up were:

- What is expected at the University level about the assessment process and the data that's collected?
- How is a baseline established (pre-test)?
- What are good ways of formative assessment/continuous improvement?
- What are qualitative models?
- How quantitative is the information being reviewed at the University level?

It was recommended that the Assessment committee meet with the Program Review committee early in the fall semester to help educate them about assessment and student outcomes.

It was recommended that a possible topic for a liaison workshop might be tools analysis – what do we have available, and what can we afford.

Donna assigned liaisons to committee members (attached).

Donna reviewed information from the needs analysis survey:

- Liaisons should meet twice a semester
- The wiki is a good idea – propose twice a month prompts to visit the wiki
- Liaisons were familiar with the Assessment web site on MyWashburn
- Liaisons would like to review the job description

Based on the liaison recommendations, a second workshop should be scheduled for spring. CJ will look at the University calendar to determine open dates in April.

The committee agreed that the deadline would be April 30 for the liaisons to have updated information on the Assessment web site.

CJ will set up optional computer training sessions for the liaisons and send out an email.

The meeting adjourned.

DEPARTMENT	NAME	EMAIL	DIVISION	EXT	COMMITTEE
CAS					MEMBER
Art	Marguerite Perret	marguerite.perret	CPA	2203	Hunt
	Azyz Sharafy	azyz.sharafy	CPA	1773	
Biology	Susan Bjerke	susan.bjerke	NSD	2078	Khan/Altman
Chemistry	Stephen Angel	stephen.angel	NSD	2266	Carpenter/Collins
Communication	Leslie Reynard	leslie.reynard	Humanities	2231	Ockree
CIS	Bruce Mechtly	bruce.mechtly	NSD	1160	LaLonde/Hoogenakker
Education	Gloria Dye	gloria.dye	ED/HPEES	1432	Shoop
English	Howard Faulkner	howard.faulkner	Humanities	1449	Ockree
History	Rachel Goossen	rachel.goossen	SSD	1762	Shoop
HPEES	Patti Bender	patti.bender	ED/HPEES	1966	Khan/Altman
Mass Media	Barb Desanto	barb.desanto	CPA	1836	LaLonde/Hoogenakker
Mathematics & Statistics	Sarah Cook	sarah.cook	NSD	1498	Hunt
Modern Languages	Miguel Gonzalez-Abellas	miguel.gonzalez.abellas	Humanities	2015	Shoop
Modern Languages	Karen Diaz Reategui	karen.diazreategui	Humanities	1507	Shoop
Music	Ann Marie Snook	annmarie.snook	CPA	1512	Hunt
Physics & Astronomy	Steve Black	steve.black	NSD	2143	Shoop
Philosophy & Religion	Barry Crawford	barry.crawford	Humanities	1543	LaLonde/Hoogenakker
Political Science	David Freeman	david.freeman	SSD	2028	Carpenter/Collins
Psychology	Michael McGuire	michael.mcguire	SSD	1763	Khan/Altman
Sociology/Anthropology	John Paul	john.paul1	SSD	1609	LaLonde/Hoogenakker
Theatre	Sharon Sullivan	sharon.sullivan	CPA	2246	LaLonde/Hoogenakker
SAS					
Allied Health	Jera Roberts	jera.roberts		2173	Khan/Altman
Criminal Justice	Terry Knowles	terry.knowles		1417	Memcott
Human Services	Deborah Altus	deborah.altus		1951	Hunt
OLT	Vickie Kelly	vickie.kelly		2280	Shoop
Social Work	Jay Memcott	jay.memcott		2139	Memcott
SON	Jane Carpenter	jane.carpenter		1469	Carpenter/Collins
SoBu	Norma Juma	norma.juma		3259	Ockree
LEADERSHIP	Jeff Mott	jeff.mott		2001	Ockree
BIS	Rick Barker	rick.barker		1162	Memcott
MABEE LIBRARY	Heather Collins	heather.collins		1956	Carpenter/Collins
OTHER	Ann Callies	ann.callies	CUSP	1871	Khan/Altman
	Equal Opportunity Dir.				
	Joel Bluml	joel.bluml	VPSL	1314	
	SWRC Director				
	Carla Rasch	carla.rasch	Enrollment	1074	
	University Registrar		Management		
	Heidi Staerkel	heidi.staerkel	Intl. Programs	2087	LaLonde/Hoogenakker
	Student Coordinator				
	Thomas Underwood	thomas.underwood	Cont. Ed.	1242	
	Asst. Dean, Cont. Ed.				
	CWS Programs Dir.				

Washburn University
Academic Affairs Committee

May 8, 2009

Present: Sue Unruh, Lori Khan, Paul Byrne, Cal Melick, Azyz Sharafy, J. Karen Ray

The committee met to discuss the concerns about the Grade Appeals Procedure submitted by Associate Vice President for Academic Affairs, Nancy Tate. The committee discussed the concerns and decided they merit careful consideration which will probably result in recommended changes in the appeals process. Thus, the committee forwards the concerns to next year's Academic Affairs Committee since insufficient time remains this semester to give the document the study it deserves.