

CFC Meeting Agenda

February 3, 2016, 3:30 in the Vogel Room

Seid Adem
Rick Barker
Sharla Blank
Karen Camarda
Charles Cranston
Jason Emry
Rachel Goossen
Michael Hager

Chris Hamilton
Park Lockwood
Gabi Lunte
Taylor Marcell
Eric McHenry
Kim Morse
Dave Provorse
Michael Rettig

Tracy Routsong
Janet Sharp
Ian Smith
Ann Marie Snook
Sharon Sullivan
Jennifer Wagner
Ye Wang
Corey Zwikstra

I. Call to Order

II. *Approval of Minutes, November 11, 2015

III. Division Reports

- A. *Education/Kinesiology Division November Minutes
- B. *Humanities Division October/November Minutes
- C. *Social Science Division December/January Minutes

IV. Committee Reports

- A. *Curriculum Committee November Minutes
- B. *Curriculum Committee January Minutes

V. New Business

- A. *Senior Lecturer Promotion Process

VI. Discussion

- A. SIR-II
- B. Course Success Groups

VII. Announcements

VIII. Adjournment

Next CFC Meeting: Wednesday, March 2, 3:30 p.m. in the Vogel Room

*See attachment

CFC Meeting Minutes

November 11, 2015, 3:30 p.m. in the Vogel Room

In attendance: Rick Barker Sharla Blank Karen Camarda Steve Cann Charles Cranston Jason Emry	Park Lockwood Gabi Lunte Taylor Marcell Tom Prasch (for Rachel Goossen) Dave Provorse Michael Rettig	Tracy Routsong Ian Smith Ann Marie Snook Sharon Sullivan Corey Zwikstra
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Guests: Michael Gleason and Nancy Tate

- I. Call to Order at 3:33 pm
- II. Minutes from October 7, 2015 approved
- III. Division Reports
 - A. Natural Sciences/Math Division September and October Minutes approved
 - B. Social Sciences Division September Minutes approved
 - C. Education/Kinesiology Division September Minutes approved
 - D. Humanities Division October Minutes approved
- IV. Committee Reports

Curriculum Committee September and October Meeting Notes approved
- V. New Business
 - A. Course change-LE 100 was approved to be a part of the social science division in terms of students receiving general education credit. The general education committee will still need to approve the course itself. Dave Provorse presented the discussion from the Curriculum Committee regarding concerns brought forth from the Social Science Division. Michael Gleason and Nancy Tate addressed those concerns. There were no objections made by the CFC body during this meeting.
 - B. Curriculum Changes
 1. Bachelor of Science in Environmental Biology approved *
 2. Bachelor of Arts in Environmental Biology approved *
 3. Minor in Biology approved *
 4. Bachelor of Music in Performance: Piano Emphasis approved

5. Bachelor of Music in Performance: Voice Emphasis approved

*We voted on the changes in Biology as a batch.

C. We were given a private ballot with names to vote for Grand Marshal for Spring Commencement.

VI. Discussion

A. Discussed SIR-II. Set up for distribution is almost complete. There will be a three week window for completion beginning this Monday. Emails will be sent out to faculty and students. Faculty are encouraged to have students complete the evaluation in class and are reminded that they can request tablets for this time.

B. For those using alternate forms, the time frame is the same. Paper copies should be handed out soon.

VII. Announcements

A. This is the last week for Into the Woods. Tickets are \$6 for faculty, staff, and students, \$12 for others

B. A reminder was given regarding Margaret Wood's reception in the BTAC.

VIII. We adjourned at 4:00 pm.

Respectfully submitted by Tracy Routsong

Division of Education and Kinesiology
Minutes of November 18, 2015
Division meeting
CA 203

Present: Park Lockwood (Chair), Susan Alexander, Tracie Lutz, Taylor Marcell, Sandy Tutwiler, Ross Friesen, John Burns, Roy Wohl, Margie Miller, Tiffany Dirks, Cherry Steffen, Tim Fry, Carolyn Carlson, Michael Rettig, Gloria Dye, Denise Salisbury, David Pownell

- I. The meeting was called to order at 3:00 pm.
- II. Minutes of the September 16, 2015 meeting were approved by email.
- III. Committee reports.
 - a. Assessment Committee
 - An “Assessment Extravaganza” is being planned.
 - b. CFC
 - Approved courses in biology, music, and leadership.
 - Discussion of SIR-II.
 - c. General Education
 - Reviewed ten courses.
 1. Two were accepted and two were not.
 2. Six other courses were sent back needing more information with likelihood of approval.
 - There is a push for more upper division general education courses.
 - d. Honors Advisory Board
 - There is a need for help with Quest on December 5th, see honors website for more information.
 - e. Program Review
 - The University Program Review Committee has read reports from Career Services, Ichabod Shop, Dining Services, Multicultural Affairs, Card Services and also held has interviews with directors of each of these units. Final reports are being written for each of these units.
 - f. Committees not included above did not meet or were not reported this month.

IV. Old business

- a. Program change: B.Ed. in Physical Education (summary of changes are attached)
 - There are two title errors in the proposal:
 1. The proposed new title for KN 324 (new number 374) should read “Elementary Physical Education Methods and Instructional Strategies.”
 2. The proposed new title for KN 325 (new number 375) should read “Secondary Physical Education Methods and Instructional Strategies.”
- b. It was moved and seconded to approve the program changes.
- c. Discussion
 - Kinesiology feels their standards are being met with the proposal.
 - It was noted that they are losing students because of the amount of hours and cost of the program.
 - A fast timeline for the change in the program is important to keep from losing more students.
 - It was suggested that UTEC be used more for program development.
- d. Roy Wohl proposed a friendly amendment to the motion.
 - The program would be moved forward without action for the two education courses ED 402 and RD 484.
- e. The question was called on the first motion and was not approved.
- f. There was a new motion which was seconded to include the friendly amendment to approval all changes to the program except for the removal of ED 402 and RD 484.
- g. The question was called and the motion passed.
 - Changes to the motion are attached.

V. New business – No new business

Next meeting will be in Petro, date and time TBA.

Meeting adjourned at 3:23pm
David Pownell, Recorder

Washburn University
Kinesiology Department
B.Ed. P-12 Physical Education Teaching
Program Change Proposal
Nov. 18, 2015

Overview: The current B.Ed. Program in the Kinesiology Department requires that a student complete a total of 142-145 credit hours. This number is excessive for a Bachelor's Degree, and appears to be a contributing factor, along with length of time to completion, for some students leaving the program or choosing a different degree path. The overall goal of this program revision is to maintain the integrity and rigor of the program, yet reduce the total number of credit hours required by eliminating redundancy of course content, re-organizing course content, and sequencing courses for greater efficiency. This, in turn, may encourage those students who are concerned about the cost and length of the program to continue and, ultimately, complete the degree.

The highlights of the proposed program changes are as follows:

1. The total credit hours for the degree will be *reduced* by 10 credits 142-145 to 132-135, which is more aligned with a bachelor's degree.
2. Three courses will be *eliminated* from the program. These courses including PE Core requirements, (2 courses); PE Certification requirements (1 course).
3. One course will be *added* to the program. (KN 430 Senior Seminar which is a proposed new 1 credit hour course).
4. Two courses from the PE Core and Certification Requirements will be *reduced in credit hours*. KN 299 - from 3hr > 2 hr; KN 325 from 4 hr > 3 hrs.
5. Special note: one course, ED 150 EPIC will remain as an ED course, but the KN Department, in collaboration with the Education Department, will assume responsibility for field observation placement for KN student majors.
6. One course will be *re-organized*. KN 311 will retain motor development content, and add movement exploration / creative movement content to correct a deficiency in the current program, which is a focused attention to instructional strategies unique to the Pre-K-2 learner.
7. Eliminates redundancy: i.e. KN 257 content with CPR/First Aid; KN 270 content with KN 324, and Techniques Courses.
8. For KSDE program review requirements, the percentage of credit hour (+ / -) change remains below 25%.

Other changes / Notations:

KN 324: Title: Elementary Physical Education Methods and Instructional Strategies

KN 325: Title: Secondary Physical Education Methods and Instructional Strategies

Note: Just a reminder that KN 324 will become KN 374 and KN 325 will become KN 375, but these changes WERE in the proposal that was voted upon in the division meeting.

ED 402 Struggling Learners and RD 484 Reading in the Content Area were not part of the vote today. However, Dr. Steffen agreed that the education department will begin looking at making changes to the core requirements, of which these courses are a part, and that UTEC would also be involved in the discussion any of changes.

**Humanities Division of Washburn University
College of the Arts and Sciences Minutes
October 21, 2015 through November 5, 2015 (online)**

Dr. Corey Zwikstra, Chair of the Division, conducted a meeting via e-mail beginning October 21, 2015.

New business included approving the following six items:

1. EN 310 title change
2. EN 301 title change
3. EN 320 title change and new course description
4. EN 145 new course description
5. CN 342 title change
6. CN 380 new course

Members were instructed to vote by reply to Dr. Zwikstra's e-mail no later than 5:00pm October 30 with their votes, or if members had questions, comments, or concerns, to reply to all members.

On November 5th Dr. Zwikstra announced via e-mail that all six items passed with a quorum. One minor edit was suggested to Communication Studies. Since a friendly amendment was not proposed, Dr. Zwikstra recommended that Communication Studies make the edit if they desired. There were no objections.

Respectfully Submitted,
Dr. Danny Wade
Department of English
Secretary to the Humanities Division

Grace Hildenbrand

From: Kim Morse
Sent: Friday, January 15, 2016 9:41 AM
To: Grace Hildenbrand
Subject: PY603 and minutes

Grace,

The Social Science Division met electronically between December 21 and January 4 and approved PY603. Minutes associated with this meeting circulated between January 4 and January 15 and were likewise approved.

See below for emails on January 4 and today confirming.

Thank you.

Kim

Monday, January 4, 2016 at 2:58 PM

Hello!

Hope everyone survived the holidays. The countdown to the first day begins. With that, enough folks voted their approval of PY603 to move it forward. Thank you. And with that, I ask that you send an additional email noting your approval of this, minutes of our vote, to make everything final?

Thank you.

Kim

Friday, January 15, 2016 at 9:39 AM

Folks,

Minutes for the passage of PY603 passed unanimously.

Watch this space for election announcements. Already.

Kim

Curriculum Committee of College Faculty Council (CFC-CC)

Electronic Meeting Minutes: 11-13-2015

Members participating: Dave Provorse (Chair), Karen Camarda, Jason Emry, Kim Morse, Park Lockwood, Tracy Routsong, Ye Wang

Members not participating: Eric McHenry

Following email discussion and electronic voting, the CFC-CC voted to approve the following:

COURSE CHANGE

MU145 Marching Band--providing the option of taking this course for "variable credit" (adding a "zero credit" enrollment option) to encourage non-music majors to participate in Marching Band

NEW COURSES

MM375 Murder, Media and Mayhem

MM499 Career Development and Portfolio

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Curriculum Committee of College Faculty Council (CFC-CC)

Electronic Meeting Minutes: 11-20-2015

Members participating: Dave Provorse (Chair), Karen Camarda, Jason Emry, Kim Morse, Park Lockwood, Tracy Routsong, Ye Wang

Members not participating: Eric McHenry

Following email discussion and electronic voting, the CFC-CC voted to approve the following:

NEW COURSE

CN380 Strategic Management Communication

COURSE TITLE and/or COURSE DESCRIPTION CHANGE

CN342 Communication in Teams and Groups--change in course Title (formerly Small Group Communication)

EN320/620 Teaching Young Adult Literature--change Title and Description (formerly Literature for Young Adults). Description being changed to reflect change in emphasis to strategies for actually "teaching" Young Adult Literature, rather than reading and discussing this literature.

EN145 Shakespeare in Action--change in course Description to reflect greater emphasis on viewing and recreating dramatic portrayals of Shakespeare's work beyond merely reading these works.

Curriculum Committee of College Faculty Council (CFC-CC)

Electronic Meeting Minutes: 1-15-2016

Members participating: Dave Provorse (Chair), Karen Camarda, Jason Emry, Kim Morse, Park Lockwood, Tracy Routsong, Ye Wang, Eric McHenry

Following email discussion and electronic voting, the CFC-CC voted to approve the following:

COURSE CHANGE

PY386 Advanced Research Design and Scientific Writing: course had been previously approved at the lower division (PY252), but it was determined that upper division credit was more accurate and appropriate.

NEW COURSE

PY603 Advanced Health Psychology: this is a new graduate course within the Psychology Masters curriculum, and is being added to provide more contemporary content (compared to the PY660 Theories of Psychotherapy that it replaced) on an emerging subfield within clinical practice.

Minutes were reviewed electronically, with six of eight committee members endorsing the content by 1-27-2016.

College of Arts and Sciences – Promotion to Senior Lecturer

Description and Criteria. Promotion from Lecturer to Senior Lecturer requires active participation in the academic department of appointment with responsibilities that include: a sustained record of teaching effectiveness, collegiality, and a record of appropriate service. Creative and/or scholarly activity is not a requirement.

1. **Eligibility.** A minimum of 5 years at the rank of Lecturer and completion of at least 15 (20? 30?) courses taught while serving in this role at Washburn University.
2. **Teaching.** Effective teachers are essential to the College of Arts and Sciences. The quality of instruction must be judged by its intrinsic purposes: to transmit and preserve knowledge, to encourage critical and creative thought, to foster a lively interest in learning, and to stimulate a continuing commitment to inquiry. Among the criteria of teaching effectiveness are student perceptions and opinions, the performance of students, and the informed judgment of colleagues.
3. **Service.** Service to the department, to the College of Arts and Sciences, to the University, to the profession, and/or to the community is required for the rank of Senior Lecturer. Among service activities are active participation in committees, administrative leadership, sponsorship of student organizations, and serving as a representative of the University where professionally appropriate. Community service draws upon professional expertise.

Appointment to Senior Lecturer Process

The appointment to Senior Lecturer is a shared faculty and administrative responsibility involving a recommendation of the Department Chair in consultation with tenure-track faculty and the CAS Dean. Deadline for application will be announced annually by the CAS Dean's Office.

- a. Eligible candidates, after consulting with the Department Chair, will submit a vita and a letter summarizing their accomplishments in support of teaching and service.
- b. The Chair will review the vita, letter of application, annual reviews, and student perception forms with the tenure-track members of the Department. If they support the promotion to Senior Lecturer, a letter of recommendation will be forwarded to the CAS Dean along with the application materials. Dissenting letters from tenure-track faculty members may be submitted to the Dean. Negative recommendations are not forwarded on to the Dean.
- c. The Dean will submit the Department recommendation, the Dean's recommendation, and the supporting documentation to the Vice President for Academic Affairs.
- d. In cases where the designation of Senior Lecturer is not recommended, the department chair and/or Dean will communicate to the candidate what is needed to reach the professional level where Senior Lecturer may be obtained. A negative review will not be forwarded to the Washburn University Board of Regents.