

CFC Meeting Agenda

September 2, 2015, 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. Election of Secretary

III. *Approval of Minutes, May 6, 2015

IV. Division Reports

- A. *Humanities Division October/November Minutes Approval
- B. *Humanities Division December Minutes Approval

V. Committee Reports

- A. Ad hoc Subcommittee on Recruitment

VI. New Business

- A. Program Change
 - 1. *Bachelor of Education in Elementary Education
- B. Election of Resources Subcommittee Chair

VII. Discussion

- A. SIR-II
- B. Tasks for upcoming year
 - 1. Departmental Promotion/Tenure Criteria
 - 2. Updating CFC Procedures
 - 3. Other

VIII. Announcements

IX. Adjournment

Next CFC Meeting: Wednesday, October 7, 3:30 p.m. in the Vogel Room

*See attachment

CFC Meeting Minutes
May 6, 2015, 3:30 in the Vogel Room

PRESENT: Jim Schnoebelen, Janet Sharp, Jennifer Wagner, Corey Zwikstra, Jason Emry, Susan Bjerke, Stephanie Decker, Eric McHenry, Craig Treinen, Rick Barker, Nan Sun, Seid Adem, Karen Camarda, Tracy Routsong, Gabi Lunte, Kathy Menzie, Ross Friesen, Parker Lockwood, Michael Hager, and Dave Provorse

- I. Dean Stephenson called the meeting to order at 3:30 pm.
- II. Dean Stephenson welcomed the new CFC Representatives.
- III. The minutes of March 4, 2015 were approved.
- IV. Division Reports:
 - A. The Natural Sciences Division minutes of February 13, 2015 were accepted.
 - B. The Natural Sciences Division minutes of March 13, 2015 were accepted.
 - C. The CPA Division minutes of April 22, 2015 were accepted.
- V. Brief Items
 - A. Update on declaring minors: We were told early on by Floyd Davenport that they were working on this. The Board of Regents at the last meeting approved Degreeworks software that will replace our current degree audits software and will likely help us track our minors. The group said that these should include a discussion with the advisor and approval of the department.
 - B. SIR-II: We have been piloting the form this semester. We had nine classes that have been using this form as part of their evaluations for the past two weeks. There have been a few blips with implementation, mostly on the setup side (it was not as simple as we imagined it to be). We hope some of these issues will get better with time as we become used to it. We had about 80% participation rate which is similar to face-to-face evaluations. The feedback was positive and reflected only a few problems with students having devices that didn't work. Students indicated that they liked it better than the standard mode of doing course evaluations. The timing has averaged 5-15 minutes, so it shouldn't take too much more time than our current evaluations. We will send one more round of test evaluations for faculty who would like to participate. If you have feedback about the survey, please put it in the comments box of the test survey.
- VI. Committee Reports: NONE
- VII. Discussion
 - A. Dean's Report for FY15:
 1. We revised the college mission statement, and created a strategic plan that rivals Vision 2022, accomplished much on the Student Perception form changes, and we've had a good discussion on student engagement and retention.
 2. We had a busy curriculum committee; we had 32 courses, 6 new programs, 5 program changes, and had our first online approval vote (very successful) this year.
 3. We are wrapping up our success groups. We ended up with 9 groups

comprised of 32 faculty and these have been very successful; we'll be getting reports back soon.

4. For the spring; we tried sections of Developmental English and Development Math and we're looking at them to determine if it's a successful model. English is looking at having more in the fall though Math may not.
 5. Resources: We used a new online system for approval. We were awarded over \$90,000 in new equipment (though the number of request was over \$220,000). For tech: we were awarded \$20,000 with \$59,000 in request. Capital improvement approved totaled \$52,900. On both fronts, we made progress. Biggest disappointment: the elevator for Carnegie was not approved (though it will probably be addressed in the next few years).
 6. New endowments and projects: The new smaller recital hall (still considering where to put it); the money allocated for scholarships was almost double what it was from last year (now almost \$90,000) because of a new endowed scholarship for the sciences; there is also a new monetary prize for science teaching selected by students (we ended up choosing seniors to vote on this)—TBA soon.
 7. We also did have budget cuts this year; had to cut about \$200,000 this year (about a 1.7% cut). These have largely been absorbed through salary savings and reallocation of some personnel.
 8. We had a very successful year in terms of new hires; we had 16 searches this year (12 tenure-track; 3 are still on going, and 2 weren't successful but will go on next year).
 9. Travel: We funded 81 different conference trips this year and used up all of our money.
 10. T&P: Kathy Menzie chaired the college committee again. This moved to being an electronic process here. 3 were up for tenure and promoted, and 2 moved up to full.
 11. We also hired Grace Hildenbrand as the College Communications Coordinator/Assistant to the Dean. She helped us construct an organizational chart to help with communication flow in the College. Grace will be working with departments on revising webpages.
 12. We sent out our first e-mail newsletter and will be doing another soon. If you have ideas, please let them know.
 13. We created a student advisory board to get student input on how to improve the College and had a kickoff meeting last week.
 14. We also worked on improving our relationship with Admissions and Endowment.
- B. Issues for next year's CFC:
1. October 23-24, 2015 will be the Grand Homecoming for the 150th celebration. Departments are encouraged to do open houses or other events to bring alumni on campus.
 2. We'll be working on the website.
 3. Professional development committee will work toward implementing the Senior Lecturer rank. We need to talk about what this rank means and how

- to implement it.
4. Need to continue our discussion of recruitment and retention of students.
 5. We should be out of our current temporary space and into our new office by May 22 (Moving on May 21).
 6. We might want to review the rules about placing CFC members on committees. Along with this, we may want to reconcile what the Handbook says with what the CFC actually does.

VIII. New Business:

- A. Subcommittee Assignments for 2015-2016 were approved.
- B. Election of Subcommittee Chairs commenced; chairs selected were:
 1. Curriculum: Dave Provorse
 2. Resources: TBD
 3. Professional Development: Michael Hager
 - a. Research Committee member: Kara Kendall-Morwick

IX. Announcements:

- A. Please attend commencement on May 16, 2015.
- X. Dean Stephenson adjourned the meeting at 4:20pm.

Humanities Division of Washburn University
College of the Arts and Sciences Minutes
October 29, 2014 through November 7, 2014 (online)

Dr. Corey Zwikstra, Chair of the Division, conducted a meeting via e-mail beginning November 5, 2014.

New business included approving 1) a course name change, 2) a new gen ed course, 3) a program change (all for EN with supporting documentation attached to the e-mail), and 4) approval of our minutes from our previous online meeting in the spring of 2014.

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

On Thursday, November 6th, Dr. Zwikstra asked for a few more votes to ensure quorum was achieved. He asked for these votes to be sent to him by 5:00pm on Friday, November 7th.

On November 10th Dr. Zwikstra announced via e-mail that all EN changes and the previous meeting minutes had been approved.

Respectfully Submitted,
Dr. James M. Schnobelen
Department of Communication Studies
Secretary to the Humanities Division

**Humanities Division of Washburn University
College of the Arts and Sciences Minutes
December 15, 2014 through December 22, 2014 (online)**

Dr. Corey Zwikstra, Chair of the Division, conducted a meeting via e-mail beginning December 15, 2014.

New business included approving the adoption of a new course: EN 190: Film Appreciation.

Members were instructed to vote by reply to Dr. Zwikstra's e-mail no later than 5:00pm on December 19th with their votes, or if members had questions, comments, or concerns, to reply to all members.

Discussion during the week clarified that the course would be repeatable with varied content and repeated for only 6 credit hours total.

On December 22nd, Dr. Zwikstra announced via e-mail that the course with the changes noted above had been approved with the required number of votes.

Respectfully Submitted,
Dr. James M. Schnobelen
Department of Communication Studies
Secretary to the Humanities Division

COLLEGE OF ARTS AND SCIENCES PROGRAM CHANGE FORM

	Chair's Signature	Recommendation	Review Date
Department	<u>Michael Rettig</u>	<u>Approve</u>	<u>2015-02-27</u>
Division	<u>Tim Fry</u>	<u>Approve</u>	<u>2015-02-27</u>
Dept. of Educ. <small>(If relates to teacher certification program.)</small>	<u>Michael Rettig</u>	<u>Approve</u>	<u>2015-02-27</u>
Dean	<u>Laura Stephenson</u>	<u>Approve</u>	<u>2015-03-02</u>
Curriculum Committee	<u>Michael Hager</u>	<u>Approve</u>	<u>2015-05-06</u>
Accepted by CFC	_____	_____	_____
CAS Faculty	_____	_____	_____

Approved By:	Faculty Senate _____	University Faculty _____	WU Board of Regents _____
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Program: Bachelor of Education (B.Ed.) in Elementary Education

1. Reason for this program change?

Request a change in the general education degree requirement of MA 116 to read "MA 112 or higher". This will allow students to take either MA 112 or MA 116 as a general education degree requirement which would make our department consistent with the core requirements for WU.

2. Complete revised description.

The K-6 teaching program prepares students to teach in kindergarten through sixth grade classrooms. The program is organized so students are able to complete a second license in one of five areas at the same time they complete preparation for the K-6 license.

These areas include:

- Early Childhood Unified (Birth-Grade 3)
- Middle School English/Language Arts (Grades 5-8)
- Middle School Mathematics (Grades 5-8)
- Middle School History (Grades 5-8)
- Adaptive Special Education, Grades K-6.

Candidates for degrees and licenses in these areas are advised by the Faculty of the Department of Education. See an advisor for specific licensure requirements or visit the Department of Education website.

www.washburn.edu/education

K-6 Licensure Requirements-Professional Education

Pre-admission Courses

ED 150 EPIC

ED 285 Educational Psychology

ED 225 Becoming an Educational Professional (Can be taken before or after formal admission)

Formal Admissions Courses

Block A

ED 300 Integrating Technology into the Curriculum

ED 302 Exceptional Learners or SE 476 Psychology of the Exceptional Student

ED 330 Teaching Social Studies

ED 337 Social Studies Practicum ED 335 Creative Experiences in Early Childhood/Middle

School

ED 385 Foundations of Education or ED 472 Issues in Modern American Education

Block B

ED 305 Language and Literacy

ED 310 Teaching Mathematics

ED 315 Teaching Science

ED 317 Math/Science Practicum

KN 310 Elem/MS Health/PE

Block C

ED 320 Teaching Reading

ED 325 Teaching Language Arts/Children's Literature

ED 327 Literacy Practicum

ED 402 Teaching Struggling Learners Professional Semester

ED 400 Understanding the School

ED 405 Classroom Management

ED 420 K-6 Student Teaching and

ED 415 5-8 Student Teaching OR

ED 430 Student Teaching Birth-Grade 3 OR

SE 456 Special Ed Practicum I

General Education Requirements

Arts and Humanities

EN 101 Freshman Composition

EN 300 Advanced Composition (Teaching Emphasis)

CN 150 Public Speaking

Art, Music or Theatre Arts Elective (From the Approved General Education List)

English, Philosophy, or Religion Elective (From the Approved General Education List)

Social Sciences

HI 111 U.S. History I OR

HI 112 U.S. History II

HI 100 Early World History OR

HI 101 Changing World History OR

HI 102 Modern World History

GG 101 Introduction To Geography OR

GG 102 World Regional Geography

PO 106 Government of the United States OR

PO 107 or American State and Local Government

AN 112 Cultural Anthropology

EC 100 Introduction To Economics, Mathematics and Natural Sciences

MA 112 or higher

MA 228 Math for Elem. Educators

PS 126 Physical Science for Elem. Ed.
 BI 100 Introduction to Biology (General Emphasis)
 BI 101 Introductory Biology Lab
 Computer Information Sciences
 CM 101 Computer Comp. Or Equivalent
 Courses for Early Childhood Unified Emphasis
 ED 160 Introduction to Early Childhood Education
 ED 343 Infants and Toddlers
 ED 345 Practicum in Infants and Toddlers
 ED 367 Curriculum in Preschool Education
 ED 369 Practicum in Preschool Education
 SE 460 Exceptionalities in Early Childhood
 ED 376 Family, School, & Community
 SE 420 Educational Planning for Children and Youth
 ED 353 Assessment and Evaluation
 Courses for Middle School English/Language Arts Emphasis
 EN 330 Survey of American Literature
 EN 133 Stories Around the World
 EN 310 Modern English Grammar
 EN 320 Young Adult Literature
 ED 340 Teaching Adolescents in the Middle Level
 ED 348 Middle Level English/Language Arts Practicum
 Courses for Middle School History Emphasis
 HI 111 U.S. History I AND
 HI 112 U.S. History II
 HI 100 Survey of Early World History AND
 HI 101 Changing World History
 HI 322 Kansas History
 HI 303 Colonial America or Any 300 Level American History
 ED 340 Teaching Adolescents in the Middle Level
 ED 346 Middle Level History Practicum
 Courses for Middle School Mathematics Emphasis
 MA 140 Statistics
 MA 117 Trigonometry
 MA 141 Applied Calculus I
 ED 340 Teaching Adolescents in the Middle Level
 MA 320 Math for Middle School
 ED 349 Middle Level Math Practicum
 Courses for Adaptive Special Education Emphasis (K-6)
 SE 420 Educational Planning for Special Education
 SE 430 Methods and Materials for Special Education
 SE 440 Individual and Group Management

3. Describe the nature of the proposed change.

Change the general education requirement from MA 116 to read "MA 112 or higher"

4. Do you currently have the equipment and facilities to teach the classes within the proposed change.

yes