

CFC Meeting Agenda

February 1, 2017, 3:30 in the Shawnee Room

Seid Adem
Rick Barker
Charles Cranston
Gloria Dye
Karen Garrison
Linzi Gibson
Rachel Goossen
Michael Hager

Chris Hamilton
Sam Leung
Park Lockwood
Rodrigo Mercader
Kara Kendall-Morwick
Michael O'Brien
Leslie Reynard
RaLynn Schmalzried

Jason Shaw
Ian Smith
Ann Marie Snook
Sharon Sullivan
Mary Sundal
Brian Thomas
Ye Wang
Corey Zwikstra

I. Call to Order

II. C-TEL's Teaching Consultation Program Discussion with guest Tracy Routsong

III. *Approval of Minutes, December 7, 2016

IV. Division Reports

V. Committee Reports

A. *Curriculum Committee Minutes: November 2016-January 2017

VI. New Business

A. Curriculum Changes

1. *Bachelor of Music in Performance: Organ Emphasis - Change
2. *Bachelor of Science in Molecular Biology and Biotechnology - Change

VII. Discussion

A. Changing Grade Evaluation System to Plus/Minus System

VIII. Announcements

- A. Faculty Colloquium
- B. Course Success Groups
- C. BIS Director

IX. Adjournment

*See attachment

CFC Meeting Minutes

December 7, 2016, 3:30 in the Shawnee Room

Seid Adem
Rick Barker
Mary Sundal
Charles Cranston
Gloria Dye
Karen Garrison
Linzi Gibson

Rachel Goossen
Michael Hager
Chris Hamilton
Gabi Lunte
Rodrigo Mercader
Kara Kendall-Morwick
Leslie Reynard

Jason Shaw
Ann Marie Snook
Brian Thomas
Corey Zwikstra
Grace Hildenbrand
Laura Stephenson

I. Call to Order at 3:30 by Dean Laura Stephenson

II. October 5, 2016 Minutes Approved

III. Division Reports

- A. Natural Sciences and Math October Meeting Minutes Accepted
- B. Education/Kinesiology October Meeting Minutes Accepted

IV. Committee Reports

V. New Business

VI. Discussion

A. Publicizing CAS Faculty Scholarship

- Publicizing not only benefits college, but can be disseminated to the community
- How do we become aware of current scholarship among Washburn faculty?
 - Ask people to submit
- Potential Venues:
 - Topeka Capitol journal (difficult to get response)
 - College newsletter very positive (more emphasis?)
 - Front page of MyWashburn
 - Travel money could be a good resource
 - Faculty activity reports
 - CAS Directions magazine (aimed at alumni, not academic audience)
 - Chairs meetings
 - Faculty webpages
 - Academia.edu (follow Washburn faculty)

B. Division Voting Procedure

- In-person meetings have not been as well attended
- Should we require a quorum for division meetings?
- In-person meetings and discussion are essential and not happening enough
- Email is occasionally used to approve things if meeting is deemed unnecessary

C. Faculty handbook changes

- Ad hoc committee has been meeting for 6-7 years
 - Updating handbook is a large project
 - Proposal to faculty senate to create standing committee that handles faculty handbook changes. More faculty involvement along with deans.
- D. Fall commencement on Friday, December 16th 2016
- Working on streamlining fall commencement
 - How can we increase faculty involvement in commencement?
 - Discuss at faculty orientation
 - Include in P and T docs
 - Chair should emphasize involvement
 - Alerting department of who is graduating
 - Some people don't have hoods and robes
 - Retiring faculty may donate regalia
 - Can new faculty be given gown and have small amount taken out of check?
 - Can departments have a few gowns?
 - New hire robes sets expectations of attendance
 - Knowing we get a robe at tenure doesn't incentivize new faculty to buy them
- E. Summer school enrollment has plummeted because of changes in financial aid
- No tuition break this summer
 - Summer schedules out earlier
 - Move enrollment sooner than March (possibly when enrolling in spring)
 - Publish courses that are Gen Ed specific
 - Students don't always know when classes are going to be offered
 - Posting course rotation might be helpful
 - Should be taken into account in the 4-year plan on each department's website
 - Also helps to know the prerequisites for courses
 - Music has presence at NSO days (early morning when students come to register)
- F. Tom Averill has organized a faculty colloquium for a number of years. Each colloquium has a theme, common readings, meets for 8-10 weeks during fall semester, faculty do research presentations related to the topic. Tom will be retiring. Ideas for topics or suggestions for improvements are welcome.
- G. Laura will be meeting with the resources committee. Requests for capital improvements, technology, or other equipment will be reviewed.
- H. Program sheets that summarize departments' offerings.
- Faculty are unhappy with stock photos, not depicting Washburn students or faculty.
- I. Short one-minute videos for ten most popular departments aimed at admissions counselors. Want to create videos for every department aimed at students.

VII. Announcements

- A. Vesper's concert on Sunday, Dec. 11 at 4 pm, performance in lobby starting at 3 pm
- B. Friday, December 9 Pet Therapy event for students SRWC from 10-2 pm
- C. Faculty After Hours at 4 pm on Friday, December 9

VIII. Adjournment

Curriculum Committee of College Faculty Council (CFC-CC)

Electronic Meeting Minutes: 11-16-2016

Members participating: Karen Garrison, Linzi Gibson, Michael Hager, Rodrigo Mercader, Leslie Reynard (Chair), Jason Shaw, Sharon Sullivan, Corey Zwikstra

Following email distribution of CFC approval requests and solicitation of electronic feedback, the CFC-CC voted to approve the following:

COURSE TITLE and/or COURSE DESCRIPTION CHANGE

As part of Curriculum Review for the Sociology program, the following course changes were requested and approved as part of (1) restructuring the program and (2) revising course titles and/or descriptions for clarity or to be more concise.

SO100 – Introduction to Sociology

SO101 – American Social Problems

SO207 - Race

NEW COURSE

BI 440 – Biotechnology Internship.

In connection with the Biology Department's new B.S. in Molecular Biology and Biotechnology degree program which began in Fall 2014, the Biotechnology Internship is one of the capstone courses for this degree program. It is designed to provide students with a real-life experience in a biotechnology or related industry (or academic research lab).

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Curriculum Committee of College Faculty Council (CFC-CC)

Electronic Meeting Minutes: 11-18-2016

Members participating: Karen Garrison, Linzi Gibson, Michael Hager, Rodrigo Mercader, Leslie Reynard (Chair), Jason Shaw, Sharon Sullivan, Corey Zwikstra

Following email distribution of CFC approval requests and solicitation of electronic feedback, the CFC-CC voted to approve the following:

COURSE TITLE and/or COURSE DESCRIPTION CHANGE

As part of Curriculum Review for the Anthropology program, change to the course description for specificity and clarity was requested and approved; the content of the course is not changing.

AN112 – Cultural Anthropology

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Curriculum Committee of College Faculty Council (CFC-CC)

Electronic Meeting Minutes: 11-21-2016

Members participating: Karen Garrison, Linzi Gibson, Michael Hager, Rodrigo Mercader, Leslie Reynard (Chair), Jason Shaw, Sharon Sullivan, Corey Zwikstra

Following email distribution of CFC approval requests and solicitation of electronic feedback, the CFC-CC voted to approve the following:

COURSE TITLE and/or COURSE DESCRIPTION CHANGE

As part of Curriculum Review for the Sociology program, the following course changes were requested and approved as part of (1) restructuring the program and (2) revising course titles and/or descriptions for clarity or to be more concise.

SO304 – The Family (clarifies description and removes AN112 as a prerequisite)

SO313 – Sociology of Disaster (clarifies description)

SO315 – Sociology of Sport (clarifies description)

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Curriculum Committee of College Faculty Council (CFC-CC)

Electronic Meeting Minutes: 12-3-2016

Members participating: Karen Garrison, Linzi Gibson, Michael Hager, Rodrigo Mercader, Leslie Reynard (Chair), Jason Shaw, Sharon Sullivan, Corey Zwikstra

Following email distribution of CFC approval requests and solicitation of electronic feedback, the CFC-CC voted to approve the following:

COURSE TITLE and/or COURSE DESCRIPTION CHANGE

As part of Curriculum Review for the Sociology program, the following course changes were requested and approved as part of (1) restructuring the program and (2) revising course titles and/or descriptions for clarity or to be more concise.

SO301 – Social Demography (changes course title to “**Population and Society**” and clarifies description)

SO302 – Culture (clarifies description and removes consent of instructor as a prerequisite)

SO316 – Sociology of East Asia (clarifies description and removes AN112 as a prerequisite)

SO318 – Sociology of Religion (clarifies description)

SO315 – Sociology of Sport (clarifies description)

SO323-The City and Urban Life (clarifies description and removes AN112 as a prerequisite)

SO660 – Sociological Theories (changes course title to “**History and Theory of Sociology**”) (the graduate version of SO360 Sociological Theories course. The same revisions in the course title and course

description are being made in SO360. Additionally, the SO660 prerequisite will include students from all graduate programs.)

Curriculum Committee of College Faculty Council (CFC-CC)

Electronic Meeting Minutes: 12-6-2016

Members participating: Karen Garrison, Linzi Gibson, Michael Hager, Rodrigo Mercader, Leslie Reynard (Chair), Jason Shaw, Sharon Sullivan, Corey Zwikstra

Following email distribution of CFC approval requests and solicitation of electronic feedback, the CFC-CC voted to approve the following:

NEW COURSE

PY317 – Music and the Brain

This course has been offered as MU 307 for many years and is currently being cross-listed in Psychology; this change will give it a PY course number. MU 307 is an upper division Gen Ed course. After the course is approved as PY 317, it is anticipated that it will be sent through the Gen Ed committee (Note: The courses are identical; this is simply a cross-listing).

Curriculum Committee of College Faculty Council (CFC-CC)

Electronic Meeting Minutes: 1-12-2017

Members participating: Karen Garrison, Linzi Gibson, Michael Hager, Rodrigo Mercader, Leslie Reynard (Chair), Jason Shaw, Sharon Sullivan, Corey Zwikstra

Following email distribution of CFC change requests and solicitation of electronic feedback, the CFC-CC voted to approve the following two program change requests. (These two requests were submitted to the CFC during the tenure of the prior Curriculum Committee but not brought to the attention of the current committee until January 12, 2017):

PROGRAM CHANGE

Program: Bachelor in Music in Performance: Organ Emphasis

U206: Improvisation is being deleted as a requirement for the Bachelor of Music in Performance degrees. MU 206: Improvisation is being absorbed into MU316: Music Theory IV. Since MU316: Music Theory IV is a degree requirement for ALL MU majors (BA; Bachelor of MU in MU Ed; Bachelor of MU in Performance), all music majors will receive instruction in Improvisation, through the Theory IV course.

PROGRAM CHANGE

Program: Bachelor of Science in Molecular Biology and Biotechnology

This change updates the program in conjunction with the approval of new courses containing new course numbers. The BI 280 "Special Topics" course number for Introduction to Biotechnology is now replaced by BI 234, approved last year. BI 380: Biotechnology Internship becomes BI 440 upon approval. Finally, BI 322: Advanced General Botany is being added to the list of elective courses for MBB majors.

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**Curriculum Committee of College Faculty Council (CFC-CC)
Electronic Meeting Minutes: 1-24-2017**

Members participating: Karen Garrison, Linzi Gibson, Michael Hager, Rodrigo Mercader, Leslie Reynard (Chair), Jason Shaw, Sharon Sullivan, Corey Zwikstra

Following email distribution of CFC change requests and solicitation of electronic feedback, the CFC-CC voted to approve the following two program change requests

NEW COURSE

ED 301 Classroom Management, Safety, Planning, and Pedagogy

Catalog Description: This course is designed to help lay and/or strengthen a solid foundation for individuals who are currently or soon to be professional teachers/instructors. This course will offer instruction, insight, and practice in classroom management, safety, planning and pedagogy.

Rationale: ED301 is designed to address a need in the K-12 schools for individuals who are preparing for a career in Career and Technical Education at the secondary school level. It is also intended for practicing teachers with a provisional license and/or those lacking the necessary background to be a successful teacher. Finally, this course will be made available to other practicing teachers seeking professional development in the areas of classroom management, safety, planning and pedagogy in order to be successful in the classroom. ED301 is not intended to replace an education degree; it will assist teachers working to obtain licensure and offer skills development for licensed teachers.

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COLLEGE OF ARTS AND SCIENCES PROGRAM CHANGE FORM

	Chair's Signature	Recommendation	Review Date
Department	<u>Ann Marie Snook</u>	<u>Approve</u>	<u>2016-08-29</u>
Division	<u>Michael Hager</u>	<u>Approve</u>	<u>2016-09-03</u>
Dept. of Educ.	<u>N/A</u>		
<small>(If relates to teacher certification program.)</small>			
Dean	<u>Laura Stephenson</u>	<u>Approve</u>	<u>2016-09-05</u>
Curriculum Committee	<u>Leslie Reynard</u>	<u>Approve</u>	<u>2017-01-19</u>
Accepted by CFC	_____	_____	_____
CAS Faculty	_____	_____	_____
Approved By:	Faculty Senate _____	University Faculty _____	WU Board of Regents _____

Program: Bachelor of Music in Performance: Organ Emphasis

1. Reason for this program change?

MU206: Improvisation is being deleted as a requirement for the Bachelor of Music in Performance degrees. MU 206: Improvisation is being absorbed into MU316: Music Theory IV. Since MU316: Music Theory IV is a degree requirement for ALL MU majors (BA; Bachelor of MU in MU Ed; Bachelor of MU in Performance), all music majors will receive instruction in Improvisation, through the Theory IV course.

2. Complete revised description.

Bachelor of Music in Performance: Organ Emphasis (121 Hours)

COURSE DESCRIPTION

GENERAL EDUCATION (39 Credit Hours)

Required Courses

WU 101 The Washburn Experience (3)

EN 101 Freshman Composition (3)

EN 300 Advanced Composition (3)

MA 112 Essential Mathematics (or above)(3)

Social Sciences (Courses must be taken in at least two disciplines)

HI 105 Introduction to World Music and its History (required of all Music majors)(3)

_____ Anthropology 112 (3)

_____ Elective (3)

Select "Gen Ed" approved courses from Political Science, Geography, History, Psychology,

Economics, Sociology, Anthropology, Honors 202, and IS 170.

Natural Sciences and Mathematics (Courses must be taken in at least two disciplines)

_____ Elective (3)

_____ Elective (3)

_____ Elective (3)

Elective courses may be selected in Biology, Chemistry, Physics, Astronomy, Geology, Mathematics (excluding the required MA 112 or above), Honors 203, or IS 170.

Arts and Humanities (Courses must be taken in at least two disciplines)

_____ Elective in Fine Arts (Art or Theatre) (3)

_____ Elective (3)

_____ Elective (3)

Electives may be selected from English, Honors 201, Philosophy, Religion, Art, Mass Media, Modern Language, Communication, Theatre, or Interdisciplinary Studies

MUSIC (79 Credit Hours)

MU 122 Rhythmic Perception (1)

MU 123 Computers and Music (1)

MU 215 Theory and Aural Comprehension I (4)

MU 314 Theory and Aural Comprehension II (4)

MU 315 Theory and Aural Comprehension III (4)

MU 316 Theory IV (3)

MU 317 Orchestration (2)

MU 320 Form and Analysis (2)

MU 443 Composition (1)

Music History and Literature - 8 Hours

MU 325 Music History I (3)

MU 326 Music History II (3)

MU 335 Organ Literature (1)

MU 336 Organ Pedagogy (1)

Conducting - 5 Hours

MU 237 Choral Clinic (1)

MU 238 Instrumental Clinic (1)

MU 240 Beginning Conducting (1)

MU 441 Advanced Choral Conducting (1)

MU 442 Advanced Instrumental Conducting (1)

Private Lessons - 24 Hours and MU 070 Performance Class (0)

(MU 267/467) Students normally enroll for 3 hours of private lessons each semester.

Large Ensembles - 8 Hours

All Bachelor of Arts and Bachelor of Music candidates are required to participate in two large ensembles

(Washburn Choir, Washburn Singers; Women's Chorus, Washburn Orchestra; Washburn String Orchestra;

Accompanying; Washburn Wind Ensemble; University Band; Marching Band; Jazz Band I or Jazz Band II)

each semester of full-time enrollment. For large ensemble requirements particular to each instrument,

please consult the on-line Music Department Handbook www.washburn.edu/music-handbook

Small Ensembles - 4 Hours
Chamber Ensemble (MU 254/454)

Specialized Courses - 2 Hours
MU 400ST Senior Seminar (2)

General Electives - 4 Hours

General elective courses from any department, including Music, will be taken to complete a total of 124 semester hours.

DEGREE REQUIREMENTS

Piano Proficiency Exam (PPE)

Rhythmic Perception Exam (RPE)

48 Recital Credits

4th Semester Performance Proficiency Exam

Pass Junior Recital Jury and present Junior Recital

Pass Senior Recital Jury and present Senior Recital

3. Describe the nature of the proposed change.

MU206: Improvisation is being deleted as a requirement for the Bachelor of Music in Performance degrees. MU 206: Improvisation is being absorbed into MU316: Music Theory IV. Since MU316: Music Theory IV is a degree requirement for ALL MU majors (BA; Bachelor of MU in MU Ed; Bachelor of MU in Performance), all music majors will receive instruction in Improvisation, through the Theory IV course. MU 206: Improvisation will be offered one last time, Spring 2017, to catch any Performance major who has not previously taken that course/has taken Theory IV.

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

Yes

COLLEGE OF ARTS AND SCIENCES PROGRAM CHANGE FORM

	Chair's Signature	Recommendation	Review Date
Department	<u>John Mullican</u>	<u>Approve</u>	<u>2016-10-17</u>
Division	<u>Jennifer Wagner</u>	<u>Approve</u>	<u>2016-10-21</u>
Dept. of Educ.	<u>Cherry Steffen</u>	<u>Approve</u>	<u>2016-12-05</u>
<small>(If relates to teacher certification program.)</small>			
Dean	<u>Laura Stephenson</u>	<u>Approve</u>	<u>2016-12-05</u>
Curriculum Committee	<u>Leslie Reynard</u>	<u>Approve</u>	<u>2017-01-19</u>
Accepted by CFC	_____	_____	_____
CAS Faculty	<u>N/A</u>	_____	_____

Approved By:	Faculty Senate <u>N/A</u>	University Faculty <u>N/A</u>	WU Board of Regents <u>N/A</u>
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Program: Bachelor of Science in Molecular Biology and Biotechnology

1. Reason for this program change?

The reason for this change is to update the program following the approval of new courses containing new course numbers. We used the BI 280 "Special Topics" course number for Introduction to Biotechnology and now need to replace that with BI 234 that was approved last year. This is also true for BI 380 Biotechnology Internship, which will acquire the new course number BI 440, when it is approved. BI 440 is currently in the "new course proposal" process. Finally, we wish to add BI 322 Advanced General Botany to the list of elective courses for MBB majors.

2. Complete revised description.

The B.S. degree in Molecular Biology and Biotechnology (MBB) is designed to provide students an opportunity to focus their undergraduate studies in the molecular biosciences in an effort to prepare themselves for either entering the workforce directly as baccalaureate-level research scientists or for entering competitive graduate programs to further their studies. The curriculum is designed to be rich in laboratory experiences through coursework, research and an internship. In addition to 83 credit hours of science courses, MBB majors will be required to take an ethics course to appreciate the interplay between biology and society.

REQUIREMENTS FOR MOLECULAR BIOLOGY AND BIOTECHNOLOGY (MBB) MAJORS
MBB majors must take a 34-hour core consisting of:

- BI 102 General Cellular Biology (5)
- BI 103 General Organismal Biology (5)
- BI 234 Introduction to Biotechnology (3) <-----Approved New Course

BI 301 General Microbiology (4)
BI 333 General Genetics (4)
BI 353 Molecular Genetics (3)
BI 354 Molecular Biology Laboratory (3)
BI 390 Biology Seminar (1)
BI 395 Biology Research (3)
BI 440 Biotechnology Internship (3) <-----NEW COURSE PROPOSAL

Elective Supportive Courses for MBB Majors:

(Students must complete a minimum of 8 additional hours from the following list):

BI 322 Advanced General Botany (4) <-----Add
BI 325 Microbiology of Human Diseases (5)
BI 328 Plant Anatomy and Physiology (3)
BI 330 Animal Physiology (4)
BI 355 Developmental Biology (5)
BI 357 Histology (4)
BI 362 Immunology (3)
BI 363 Immunology Lab (2)
BI 370 Virology (3)
CH 343 Organic Chemistry Laboratory II (2)
CH 352 Biochemistry II (3)
CH 353 Biochemistry Laboratory II (2)

The following non-biology courses are required of MBB majors:

CH 151/152 Fundamentals of Chemistry (1 year with lab) (10)
CH 340/342 Organic Chemistry I (with lab) (5)
CH 341 Organic Chemistry II (3)
CH 350/351 Biochemistry I (1 semester with lab) (5)
MA 140 Statistics (3)
MA 151 Calculus and Analytic Geometry I (5)
PS 261/262 College Physics (1 year with lab) OR
PS 281/282 General Physics (1 year with lab) (10)
PH 214 Medical Ethics (3)

The Bachelor of Science (B.S.) degree in Molecular Biology and Biotechnology requires a 34-hour BI core, 8 additional BI or CH hours elective hours as listed above, and the above-listed non-biology courses. The above-listed coursework for the B.S. in MBB satisfied the natural sciences minor. The B.S. degree in Molecular Biology and Biotechnology requires 124 credit hours to graduate.

3. Describe the nature of the proposed change.

Change BI 280 Introduction to Biotechnology to BI 234 Introduction to Biotechnology in the "REQUIREMENTS FOR ... MAJORS" section.

Change BI 380 Biotechnology Internship (3) to BI 440 Biotechnology Internship (3) in the "REQUIREMENTS FOR ... MAJORS" section.

Add BI 322 Advanced General Botany to "Elective Supportive Courses for MBB Majors" section.

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

Yes