CFC Meeting Agenda

May 3, 2017, 3:30 in the Kansas Room

Seid Adem Danielle Head RaLynn Schmalzried Rick Barker Rik Hine Jason Shaw Yu-Fang Chen Sam Leung Ian Smith Charles Cranston Park Lockwood Ann Marie Snook Gloria Dye Rodrigo Mercader Cherry Steffen Karen Garrison Linsey Moddelmog Sharon Sullivan Linzi Gibson Mary Sundal Kara Kendall-Morwick Rachel Goossen Tony Naylor **Brian Thomas** Michael O'Brien Ye Wang Kristen Grimmer Michael Hager Holly O'Neill Kerry Wynn Chris Hamilton Leslie Reynard Corey Zwikstra

- I. Call to Order
- II. Introductions
- III. *Approval of Minutes, March 1, 2017
- IV. Division Reports
 - A. *Education/Kinesiology Division March Meeting Minutes
 - B. *Natural Sciences Division March Meeting Minutes
 - C. *Social Sciences Division April Meeting Minutes
- V. Committee Reports
- VI. New Business
 - A. Program Approvals
 - 1. *B.A. in Kinesiology Change
 - 2. *B.S. in Chemistry certified by the ACS Change
 - 3. *B.S. in Anthropology (Forensics Concentration) Change
 - B. *CFC Subcommittee Assignments
- VII. Discussion
- VIII. Announcements
 - A. Course Scheduling Timeline
- IX. Adjournment
- X. Election of Subcommittee Chairs for 17-18

^{*}See attachment

CFC Meeting Minutes

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

Seid Adem Rick Barker Charles Cranston Gloria Dye Linzi Gibson Rachel Goossen Michael Hager Chris Hamilton
Sam Leung
Rodrigo Mercader
Kara Kendall-Morwick
Michael O'Brien
RaLynn Schmalzried
Jason Shaw

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

- I. Call to Order at 3:34 pm
- II. Introductions
- III. Approval of Minutes, February 1, 2017
- IV. Division Reports
 - A. Natural Sciences Division February Meeting Minutes date corrected
- V. Committee Reports
- VI. New Business
- VII. Discussion
 - A. Course Scheduling Timeline
 - Trying to get students to start thinking about summer schedules in advance
 - Move enrollment a couple weeks earlier
 - Proposal that spring and summer schedules should be completed early summer
 - This can negatively impact faculty in several ways
 - Staffing is not always clear at that time
 - Summer is often used for course prep
 - People leave during the summer
 - Needs of the program, department, students, are not always clear a year in advance
 - Spring and summer advising should be done together
 - Is there data that suggests moving enrollment up will increase summer enrollment?
 - Creating three schedules in one semester is a lot of work
 - There's some faculty members that are not happy the 2017 summer advising was changed without input from the faculty
 - B. Terms for Chairs
 - Concerns from chairs (Is this a life-sentence?)
 - Concerns from faculty (Are we going to be stuck with this person forever?)

- Not proposing a "term limit"
- It takes a couple of years to learn the position
- Are annual chair evaluations sufficient to determine if there's a problem with a chair?
 - Survey sent to faculty to evaluate chairs is supposed to be anonymous, but that isn't always the case (small departments)
 - Not the best evaluation system
 - Not every faculty member participates
 - Term limits could lead to more honest feedback
- Review for chairs (similar to 3rd year review, but not necessarily done in the third year)
- Transition to new chair can be quite difficult for faculty, staff, and students
- Departments could adopt their own policy
- Accreditation processes can cause issues (timing)
- C. Changing the number of hours for student status (freshman, sophomore, junior, senior)
 - Can there be a range of flexibility for status?
 - Could boost summer enrollment
 - Changing can cause an issue for enrollment in 300 level classes
 - o 45 upper division requirement is difficult for students to meet as it is
 - o Could affect scholarships in some departments
 - Freshman should stay freshman a little longer
 - This would keep us in line with other institutions
 - Many departments have students enrolling in 300 levels courses in the second semester of their sophomore year

VIII. Announcements

- A. Grand Marshal Election Results
 - Gordon McOuere
- B. Faculty Colloquium
 - Truth
 - Proposal Deadline March 24th
- C. Course Success Groups
 - 4th semester for CSGs, 9 groups this semester
- D. Rachel Goossen, Remembering Vietnam, Wednesday, March 8 at 12:00 noon, International House
- E. Fink Visiting Professor in Leadership Lecture, Margaret Pabst Battin Suicide: That one truly serious philosophical problem March 28, 3:30 at Bradbury Thompson Alumni Center
- F. Scholarships program sponsored by Masonic Temple (Laura will send link to faculty)
 - Low application rate
 - Encourage students to apply
- G. Washburn Jazz Band Ensemble Concert, March 2, 7:30 pm, White Concert Hall

IX. Adjournment

Division of Education and Kinesiology Minutes of March 8, 2017 Division meeting CA 300

Present: Park Lockwood (Chair), Gloria Dye, Cherry Steffen, Ross Friesen, Tim Fry, Karen Garrison, Loree Weir, Matt Heesch, Susan Alexander, Judith McConnell-Farmer, Roy Wohl, Craig Carter, David Pownell

- I. The meeting was called to order at 3:00 pm.
- II. Minutes of the October 19, 2016 meeting were approved by email.
- III. Committee reports
 - a. Academic/Sweet Sabbatical Committee
 - Meets soon
 - Committee recommends Sabbaticals to be funded, but approved by president
 - Committee would like to know which are funded
 - b. Assessment Committee
 - Reviewed Assessment Extravaganza
 - Will begin to review assessment reports in late August
 - c. General Education
 - Has not met
 - About 25 new General Education courses to review
 - d. Master of Liberal Studies
 - One application reviewed
 - e. Undergrad Probation
 - Four petitions, three honored and one rejected
 - f. Student Success
 - Has not met
 - Alan Bearman noted that retention has improved
 - g. Program Review
 - Meets tomorrow for music and history
 - Many programs get asked to resubmit more information
 - h. Faculty Senate
 - Discussions of KBOR scores
 - 1. Washburn University trying to go along with standards, problems among some departments
 - 2. Because of standards, will probably accept what the KBOR schools suggest
 - Discussion of concealed carry policy
 - 1. Petition to send to legislature, trying to get exception for campus
 - 2. Cost of guards and metal detector prohibitive for buildings

- i. Faculty Handbook
 - Senior lecturers (5 years or more) should get extra money because of teaching and service
- IV. Committees not included above did not meet or were not reported this month.

V. Old business

- a. Discussion: Updates to the B.Ed program
 - Trying to make program core more integrated, ED 1, 2, 3, 4 courses
 - Co-taught courses
 - Individual one hour courses combined for 3 hours
 - Prepared in fall to teach WU 101 which will eventually become ED 101, replaces EPIC
 - Get students started early to get into courses quicker
 - ACT cut score 24 or CORE for admissions
 - Lab option to help students raise ACT scores
 - EPIC will be available for transfer and other students who need it
 - No increase in hours in the program, possibly fewer hours
 - Discussion of ED 402, RD 484
 - 1. Education asked the question what is literacy? being a literate citizen, the point is teaching in the 21st classrooms
 - 2. Current professional standards are met by new program
 - 3. ED 402 will be going away
 - 4. Kinesiology feels they are meeting the standards of reading
 - Mid-April deadline for draft of courses, syllabi by the end of the semester

VI. New Business

- a. Nominations/approved for committee memberships
 - Academic/Sweet Sabbatical Committee Ross Friesen
 - Assessment Committee Gloria Dye
 - Interdisciplinary Studies -- Park Lockwood
 - Honors Advisory Board John Burns
 - University Program Review Tim Fry
 - Faculty Senate Cherry Steffen
 - Library Tiffany Dirks
- b. Nominations for Division Chair
 - Education Department will determine new chair and report back
 - New Chair was selected via email: Cherry Steffen

Next meeting in Petro TBA.

Meeting adjourned David Pownell, Recorder

Natural Science Division (NSD) Minutes for Friday, March 17, 2017.

- I. Called to order at 2:04 pm by Division Chair Sam Leung.
- II. Minutes of the previous NSD meeting (02/17/17) were approved via email as circulated.

III. Committee Reports – none

A. Faculty Senate approved aligning Washburn's departmental cutoff CLEP, CPL(credit for prior learning) scores with the language of the senate bill or with KBOR cutoff scores. Had the first reading of a resolution for a concealed carry exemption similar to resolutions passed by other faculty governance units in other universities, anyone wanting a copy of the resolution should contact their faculty senate representative. Also there was discussion of updating Undergraduate Student classifications to match new Academic Probation and Reinstatement Policy, this will be sent to the Academic Affairs committee.

IV. Old Business – none.

V. New Business -

A. Election of NSD Representatives for Faculty Senate.

2017-18 NSD Representatives for Faculty Senate — The division elected Sarah Cook and Steve Black to be the NSD representatives. Below is the division's election cycle:

Academic Year	Department	Departments	Departments to
	unrepresented	finishing term	elect for next year
2015-16	CIS	Math – Chem	Chem – CIS
2016-17	Math	Bio – Physics	Physics – Math
2017-18	Bio	Chem – CIS	CIS – Bio
2018-19	Chem	Physics – Math	Math - Chem
2019-20	Physics	CIS – Bio	Bio – Physics
2020-21	CIS	Math – Chem	Chem – CIS
2021-22	Math	Bio – Physics	Physics – Math

VI. Announcements -

Apeiron is April 28, Gordon McQuere will be giving the last lecture, registration deadline is March 30

Lab activity info sheets for Topeka 501 schools, contact Susan Bjerke by March 31.

The meeting was adjourned at 2:18 pm.

Minutes respectfully submitted by Rick Barker, Secretary

There was an interesting and informative presentation by Matthew Cook about "Therapeutic and Chemopreventive Potential of Luteolin Against Growth and Metastasis of Breast Cancer."

Division Members Present (15 is quorum so it was met) History: Psychology:

Alan Bearman Kelly Erby Kerry Wynn Kim Morse Rachel Goossen Tom Prasch Linzi Gibson Cindy Wooldridge Mike Russell RaLynn Schmalzried Cindy Turk

Political Science

Chris Hamilton Linsey Moddelmog Mark Peterson Steve Cann

Sociology/Anthropology

Cheryl Childers Chris Conner Sangyoub Park Laura Murphy

Agenda

- I. Call to Order at 2:35 pm
- II. Minutes from March 8, 2017 Approved
- III. New Business
 - a. Discussion of adding BU101 as a Social Science class
 - There are concerns that Business hasn't done enough to make it a social science class
 - Social science components tacked on to a different field instead of being primary focus
 - Does not incorporate social science inquiry
 - Gen Ed class that doesn't help them with minor or field of study
 - Fishing for business majors
 - Doesn't address teaching problem (who is qualified to this course with a background in social sciences?)
 - Faculty rejected (16 no-2 yes)
 - b. Discussion of adding WU120 as a Social Science class
 - i. Proposal
 - Teaching since 2010 as part of student success program
 - At risk students have opportunity to conduct research projects in area of interest
 - Counts for IL minor
 - Career and major exploration
 - 2 credit, 16 week course

ii. Discussion

- Clear attempt to incorporate social sciences into the course content
- Why a 100-level course?
 - Try to get to at-risk students sooner. Allow students to explore major early so they don't end up in a major that's not for them.
 - Self-exploration is a large emphasis of the course. Faculty can be very influential. Students don't always explore different majors or themselves, and may choose a major because they like a particular faculty member.
- Social sciences are clear in course objectives
- Will social science faculty be teaching WU120?
 - Individuals either have a background in social sciences or are part of the division
- There should be a writing emphasis
 - Not always as easy as it sounds
 - Do we have students write in APA style or Chicago?
- Practically, it's difficult for advising because it's a twocredit course
 - IL 170 (1 credit) not a prereq., but students will be encouraged to take them together
- Faculty approved (13 yes-5 no)

IV. Announcements

- i. 22-0 vote for Forensic Anthropology courses email correction
- ii. Coming electronic votes for SO/AN & PY courses
- iii. Other Announcements
 - 1. Historical Movie Night
 - 2. Syria Forum

V. Adjournment at 3:16 pm

COLLEGE OF ARTS AND SCIENCES PROGRAM CHANGE FORM

	Chair's Signature	Recommendation	Review Date
Department	Roy Wohl	Approve	2017-01-20
Division	Park Lockwood	Approve	2017-01-20
Dept. of Educ. (If relates to teacher ce			_
Dean	Laura Stephenson	Approve	2017-02-23
Curriculum Co	mmittee <u>Leslie Reynard</u>	Approve	2017-04-04
Accepted by C	FC		
CAS Faculty_	N/A		
Approved By:	Faculty Senate <u>N/A</u>	University WU E Faculty N/A of Re	Board gents <u>N/A</u>

Program: Bachelor of Arts in Kinesiology

1. Reason for this program change?

The Kinesiology Department is reorganizing its degree plans and the Flexible Option is no longer a viable degree option. At this time there are no students pursuing the Flexible Option degree. In addition, a future student who may want to create a unique, Kinesiology-related degree will be able to accomplish this through the Bachelor of Integrated Studies degree program.

2. Complete revised description.

The Bachelor of Arts degree in Kinesiology prepares students for future study and/or careers in the sub-disciplines of Kinesiology and Allied Health, as well as activity-oriented businesses. This degree is NOT for students seeking teaching certification. Each student will take the general education requirements necessary for the Bachelor of Arts degree. The Kinesiology core requirements include the following 18 credits: KN248, KN250, KN320, KN321, KN326, KN333 and KN 476. Students are also required to take 12 interest area credits in Kinesiology, all of which must be ≥200 level, with at least 6 being ≥ 300 level. Interest area credits may be fulfilled by concentration courses in Kinesiology, but not more than three credits of Internship can be applied in the area. In addition, activity requirements are a total of 4 credits from the 100-level, one-hour activity course listing and/or from the following: KN341, KN342, KN343, KN344, KN345, KN357, or KN400. Also, current First Aid and CPR certifications are required prior to starting an internship. experience.

The concentration in Exercise Physiology includes the following: KN257 or KN335, KN300 or KN318, KN308, KN333, KN400, KN410, KN411 and KN494 Internship (50 contact hours per credit). Correlated requirements include: MA140 or PY151, CH121, PS101 or PS102, and SO315.

For the concentration in Physical Therapist Assistant (PTA) students must complete all core, interest area, and activity credit requirements for the BA degree in Kinesiology. Concentration courses are specified by the AS>PTA program. Declaration of the KN>BA>PTA concentration is dependent upon acceptance into and completion of the Allied Health AS>PTA degree program.

The concentration in Sport Management includes 12 interest area credits: KN306, KN333, KN370, a KN elective, and KN494 Internship (300-600 contact hours). Concentration courses are as follows: BU360, AC224, SO315, 3 credits from BU 342/BU 345/BU 346, and 6 credits (3 credits upper division) from BU250/BU315/BU363/BU364/BU470. Correlated courses include EC200, EC201 and MM100. Students who complete the Sport Management concentration also qualify for a Minor in Business (see the School of Business for Certification of the Minor). Note: MA112 or MA116 must be completed with a "C" grade minimum AND appear on the student's official transcript before acceptance into this concentration is allowed.

The Flexible Option concentration allows students to develop a unique program of study leading to specialization in a field other than those currently offered in the KN>BA program. This option is designed to satisfy the needs of those who desire a Kinesiology degree but wish to combine it with a specialized interest within disciplines outside the Kinesiology Department. Students in the Flexible Option concentration must complete all core, interest area, and activity requirements. Concentration courses will be determined through committee approval of a program of study that must include a minimum of 27 credits plus at least one credit of internship. Before declaring the Flexible Option concentration the student should first consult with a Kinesiology faculty advisor to become familiar with the overall requirements of the concentration and for an explanation of the process required to pursue this option.

3. Describe the nature of the proposed change.

Delete the Concentration in Flexible Option, which is one of the Kinesiology Department's Bachelor degree plans.

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

N/A

COLLEGE OF ARTS AND SCIENCES PROGRAM CHANGE FORM

	Chair's Signature	Recommend	dation R	Review Date
Department _	Stephen Angel	Approve		2017-03-24
Division _	Division Sam Leung			2017-04-12
Dept. of Educ	certification program.)			
Dean _	Laura Stephenson	Approve		2017-04-13
Curriculum C	ommittee <u>Leslie Reynard</u>	Approve		2017-04-16
Accepted by	CFC			
CAS Faculty_				
Approved By	Faculty : Senate	University Faculty	WU Board of Regents	

Program: Bachelor of Science in Chemistry certified by the ACS

1. Reason for this program change?

Topics covered in added course are required to maintain accreditation of the Bachelor of Science degree in Chemistry by the American Chemical Society

2. Complete revised description.

At least 47 hours in the department are required, including the following courses and their prerequisites: Chemistry 321, 343, 345, 346, 350, 362, 371, 382, 385, 386, 390 (2cr) and 391. Students are encouraged to take additional chemistry courses beyond the 45 hour minimum requirement. Correlate courses and their prerequisites include: PS 281, 282; MA 151, 152; at least three credit hours in a computer programming language

3. Describe the nature of the proposed change.

Add a course to cover preparation, characterization, and physical properties of two of the following: macromolecular, supramolecular, mesoscale, and nanoscale systems

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 _	Cheryl Childers	Approve	2017-04-04
Division	RaLynn Schmalzried	Approve	2017-04-17
Dept. of Educ.			
Dean	Laura Stephenson	Approve	2017-04-17
Curriculum Co	ommittee <u>Leslie Reynard</u>	Approve	2017-04-24
Accepted by C	FC		
CAS Faculty_	N/A		
Approved By:	Faculty Senate <u>N/A</u>	University WU Boa Faculty N/A of Rege	

Program: Bachelor of Science in Anthropology (Forensics Concentration)

1. Reason for this program change?

When we created this program, we did not think that we would be able to attract a forensic anthropologist to a Bachelor-level program. Consequently, we designed the program as an Academic curriculum. However, we did attract, and subsequently, hire Dr. Alexandra Klales, a forensic anthropologist. She envisions not only an Academic program, but also a curriculum that puts upper-division students in the field practicing forensic anthropology (under her guidance). We also want a degree that prepares students (1) who wish to enter the labor market immediately upon graduation and (2) who wish to go on to graduate school, whether in forensic anthropology or medical school.

2. Complete revised description.

[NOTE: As we are now offering two degrees, we re-wrote both, which are presented below.]

THE MAJOR

Both the B.A. and B.S. degrees in Anthropology are designed to prepare students to be competitive as applicants to a variety of graduate school programs or in the labor market.

REQUIREMENTS FOR ANTHROPOLOGY MAJORS

All Anthropology majors must take a 12-hour core consisting of:

AN 112 Cultural Anthropology

AN 114 Introduction to Archaeology

AN 116 Physical Anthropology

AN 324 History & Theory of Anthropology

B.A. in Anthropology

Students working toward a B.A. degree in Anthropology must complete a minimum of 33 hours of credit in the department: the 12-hour core and 21 additional hours. These 21 hours must include:

AN 362 Methods of Social Research
One Area Studies course: AN 317, 319, 320, or 325
SO 100 or SO 101
One AN elective
One AN or SO upper-division elective
Two AN upper-division electives.

It is recommended that majors in Anthropology develop a correlate area in a sub-discipline of Anthropology (ethnology, physical anthropology, archaeology, or linguistics), nine hours to be chosen from the department or from other departments in consultation with a department advisor.

Majors working toward the B.A. degree are strongly encouraged to take courses in statistics and computer science; and to complete a minor. Students must earn a grade of "C― or better in all courses applied to the major.

B.S. in Anthropology (Forensics Concentration)

Students working toward a B.S. degree in Anthropology (Forensics Concentration) must complete a minimum of 39 hours of credit in the major: the 12-hour core and 27 additional hours. These 27 hours must include:

AN 118 Introduction to Forensic Science

AN 316 Forensic Anthropology

AN 323 Human Osteology

AN 358 Lab Methods in Forensic Anthropology

AN 374 Field Methods in Forensic Anthropology

AN 363 Internship or AN 375 Forensic Anthropology Field School

AN 428 Case Studies in Forensic Anthropology

Two (2) of the following Elective courses:

AN 303 Human Origins and Evolution

AN 312 Medical Anthropology

AN 371 Lab Methods in Archaeology

AN 372 Archaeology Field School or AN 375 Forensic Anthropology Field School (if not taken above)

AN 366 Directed Readings (when forensic-related)

AN 367 Directed Research (when forensic-related)

AN 397 Special Topics in Archaeology

AN 398 Special Topics in Forensic Anthropology

The B.S. degree also requires a 30-hour minor to be chosen from the Natural Sciences, with at least 20 hours taken in one department. Students working toward the B.S. in Anthropology (Forensics Concentration) will complete 20-22 hours in Biology, 10-15 hours in Chemistry, and 3 hours in Statistics, with a structured minor in Biology:

- BI 102 General Cellular Biology (5)
- BI1 03 General Organismal Biology (5)
- BI 250 Introduction to Human Anatomy (3) or BI 275 Human Anatomy (4)
- BI 302 Entomology (4) or BI 315 Vertebrate Zoology (4)
- BI 333 General Genetics (3) or BI 340 Evolutionary Biology (3)
- CH 103 Introduction to Forensic Chemistry (3) or CH 121 General, Organic, and Biological Chemistry (5)
- CH 151 Fundamentals of Chemistry (5)
- CH 202 Professional Forensic Chemistry Seminar (2) or CH 203 Forensic Chemistry Laboratory (2) or CH 152 Fundamentals of Chemistry II (5)
- MA 140 Statistics (3)

Students must earn a grade of "C― or better in all courses applied to the major.

- 3. Describe the nature of the proposed change.
 - 1) Removing AN362 Methods of Social Research from the core requirements. Using a physical-science standpoint, students in the B.S. degree need more specific research methods.
 - 2) Creation of three courses (paperwork submitted separately)
 - -- AN358 Lab Methods in Forensic Anthropology (to replace AN362)
 - -- AN397 Special Topics in Archaeology (with prerequisite specific to archaeology)
 - -- AN398 Special Topics in Forensic Anthropology (with prerequisite specific to forensics)
 - 3) Moving a couple of courses from Required to Elective, and vice versa. There will now be seven Required Forensic Anthropology courses rather than six. There will be eight options for elective courses, of which students will choose two.
 - 4) Renaming or re-numbering a few courses (paperwork submitted separately). We created some of these courses before we had hired a director for the forensics program. At that time, we did not know where the courses would fit in the sequencing of courses for the curriculum, so we chose available course numbers with the intent to change them once the sequencing within the curriculum was decided (all with paperwork submitted separately, unless otherwise noted):
 - -- AN303 Human Prehistory becomes Human Origins and Evolution (already VPAA-apprpoved)
 - -- AN315 Human Osteology renumbered to AN323
 - -- AN359 Excavation Methods & Forensic Analysis becomes AN374 Field Methods in Forensic Anthropology
 - -- AN373 Forensic Field School becomes AN375 Forensic Anthropology Field School
 - -- AN328 Case Studies in Forensic Anthropology renumbered to AN428
 - 5) Working with Dr. John Mullican, we are changing the structured minor in Biology to aid students who wish to go to graduate school or medical school after graduation. The changes provide more options for students, depending on which route they intend to follow after graduation.
- 4. Do you currently have the equipment and facilities to teach the classes within the proposed change.

Yes

CFC Subcommittees 2017-2018

Curriculum Committee

Danielle Head, CPA Rodrigo Mercader, NSD Leslie Reynard, HUM Cherry Steffen, EDKN Kerry Wynn, SOCSCI Corey Zwikstra, HUM Holly O'Neill, NSD Linzi Gibson, SOCSCI

Resources Committee

Rick Barker, NSD Kristen Grimmer, CPA Brian Thomas, NSD Tony Naylor, CPA Rik Hine, HUM Sharla Blank, SOCSCI Karen Garrison, EDKN Linsey Moddelmog, SOCSCI

Professional Development Committee

Ye Wang, CPA
Jason Shaw, NSD
Gloria Dye, EDKN
RaLynn Schmalzried, SOCSCI
Kara Kendall-Morwick, HUM
Gabi Lunte, HUM
Yu-Fang Chen, CPA
Jennifer Wagner, NSD