

CFC Meeting Agenda

November 29, 2017, 3:30 in the Vogel Room, Memorial Union

Rick Barker
Michael Averett
Karen Camarda
Gloria Dye
Karen Garrison
Linzi Gibson
Kristen Grimmer
Danielle Head
Rik Hine

Alex Klaes
Rodrigo Mercader
Linsey Modellmog
Kara Kendall-Morwick
Tony Naylor
Michael O'Brien
Holly O'Neill
Leslie Reynard
RaLynn Schmalzried

Jason Shaw
Cherry Steffen
Brian Thomas
Jennifer Wagner
Ye Wang
Kerry Wynn
Corey Zwikstra

I. Call to Order

II. *Email Policy Discussion with guest Jim Tagliareni, CIO and Director of Information Technology Services

III. *Approval of CFC Minutes, November 8, 2017

IV. Division Reports

- A. *Acceptance of Education and Kinesiology Division Minutes, September 20, 2017
- B. *Acceptance of Humanities Division Minutes, September 29-October 23, 2017 (Online)

V. Committee Reports

- A. *Approval of Curriculum Sub-Committee Meeting Minutes, November 2-14, 2017 (Online)

VI. New Business

- A. *Program Change- Bachelor of Science in Mathematics
- B. *Program Change- Bachelor of Arts in Mathematics
- C. *Course Approved- WU 120 Major and Career Exploration

VII. Announcements

VIII. Adjournment

*See attachment

Upcoming Dates:

Next General Faculty Meeting: Thursday, January 25, 2018 at 3:00 pm in Henderson 100

Next CFC Meeting: Wednesday, February 7, 2018 at 3:30 pm in the Vogel Room

Mass Communication Through E-mail (as approved by the Technology Steering Committee 7/25/05)

This document addresses sending mass e-mails to faculty, staff and students. It does NOT include sending announcements to appear on the WU Today page, another vehicle for communication. (To send an announcement to appear on the WU Today page, see the **Submit Information** channel on the WU Today page.)

Sending e-mail to ALL FACULTY AND STAFF

OPTION A:

Through MyWashburn Targeted Announcement E-mail

- An individual authorized to use this feature must be set up in Banner and trained by Web and Communication Services staff.
- Individuals in the following offices are authorized to use this feature to send **emergency announcements**:
 - University Police
 - Facilities Services
 - Information Systems and Services
 - University Relations
- Individuals in the following offices are authorized to use this feature for **official university business** announcements:
 - Finance
 - Human Resources
 - Payroll
 - President
 - VPAA
 - VPAT

OPTION B:

Through e-mail to allfacultystaff@washburn.edu

- Must be a Washburn faculty or staff member to send the e-mail.
- Used for announcements of events and activities related to the mission of the University and as a free-speech forum for ideas.
- Not to be used “for commercial purposes or for direct personal gain unrelated to the achievement of the University’s public purpose.” (excerpt from the University’s telecommunications policy)

Sending e-mail to ALL STUDENTS

ONLY OPTION:

Through MyWashburn Targeted Announcement E-mail

- An individual authorized to use this feature must be set up in Banner and trained by Web and Communications Services staff.
- The following offices are authorized to use this feature to send **emergency announcements**:
 - University Police
 - Facilities Services
 - Information Systems and Services
 - University Relations
- The following offices are authorized to use this feature for **official university business** announcements.
 - Business Office
 - Enrollment Management
 - Financial Aid
 - President
 - Registrar’s Office
 - Student Life
 - VPAA

CFC Meeting Minutes

November 8, 2017, 3:30 in the Vogel Room, Memorial Union

Rick Barker
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Linzi Gibson
Kristen Grimmer
Rik Hine
Alex Klales

Kara Kendall-Morwick
Michael O'Brien
Holly O'Neill
RaLynn Schmalzried
Jason Shaw
Jennifer Wagner
Ye Wang

Kerry Wynn
Corey Zwikstra
Ian Smith
Linsey Modellmog
Danielle Head
Chris Jones

I. Call to Order at 3:31

II. Introductions

III. Calendar and Grade Submission Discussion with guest Steve Grenus, Registrar, and Bruce Mactavish, Associate Dean, College of Arts and Sciences

A. Criteria Used in Developing Academic Calendars

1. Late Fall Break this year due to football.
 - a. Students “checked out” coming back from late fall break and looking toward Thanksgiving break.
2. Created 5 years ahead
 - a. Does the calendar get revised? – It can due to football, new National holidays, revision doesn't happen often.
3. Every associate dean is on the committee along with faculty members
4. Tend to follow regent schedules

B. Grade Submission

1. Importance of reporting grades on time. Implications for:
 - a. Creation of transcripts (e.g. Nursing students entering the workforce immediately)
 - b. Satisfactory Academic Progress (SAP) guidelines and reporting
 - c. Academic Standing (warnings, probation)
 - d. Posting grades for students
 - e. Conferring of degrees
2. Years coming up will be Wednesday reporting dates (after Fall 2017 which will be Tuesday). Tuesday reporting issue won't come up again until 2021.
 - a. Can do SAP reporting after holidays in future semesters
 - b. Faculty have concerns about Tuesday reporting dates. Can there be a skeleton crew that comes in on the semesters where we would normally have Tuesday reporting? There will not be a skeleton crew working as this issue will not come up again until 2021.
 - c. Some faculty move finals to success week so they have more time to grade finals. This is a violation of University policy and is in no way sanctioned by the University.
 - d. KU doesn't close and that gives room for later reporting dates (Friday)
 - e. Software will be updated, which can help in the reporting process.
3. Spring and Summer 2017 Washburn had 100% of grades in on time.

IV. October 4, 2017 CFC Minutes Approved

V. Division Reports

- A. Natural Science and Math Minutes October 20, 2017, Accepted

VI. Committee Reports

- A. Curriculum Sub-Committee Meeting Minutes September 15 – October 16, Accepted
 - 1. Correction: October 2nd Minutes CIS Capstone 465 (not 435)

VII. New Business

- A. New Program – Applied Statistics Approved
- B. New Minor – Computer Information Sciences with Concentration in Digital Forensics Approved
- C. New Minor – Computer Information Sciences Approved
- D. Change – Bachelor of Arts in Religious Studies Approved
- E. Change – Bachelor of Arts in Computer Information Sciences Approved
- F. Change – Bachelor of Science in Computer Information Sciences Approved
- G. Change – Bachelor of Arts in Computer Information Sciences with Emphasis in Digital Forensics Approved
- H. Change – Bachelor of Science in Molecular Biology in Biotechnology Approved

VIII. Discussion

- A. Best practices for SIR-II
 - 1. Will be sent to faculty at the time the SIR-II becomes available
 - a. Use in-class time
 - (1) How easy/difficult is this to compete on the smartphone
 - b. Offer incentives
 - c. Emphasize value of student responses
 - d. Send reminders
 - e. Request qualitative comments
- B. Minimum number of hours for a Bachelors degree at Washburn is now 120 credits, but the college never changed from 124 credit hours.
 - 1. Proposal put fourth from Natural Sciences to change minimum number of hours for a Bachelor of Science to 120 hours.
 - a. Need feedback from all affected departments
 - b. Should we also do this for the Bachelor of Arts?
 - c. Not necessary to change at the department level.
 - d. Would the number of hours outside the major need to be changed?
 - e. Curriculum committee will review proposal

IX. Other Discussion

- A. Do we have a document that shows the governance structure of the University?
 - 1. There is a document that will be posted to the University website
 - 2. Definitions of committees in faculty handbook along with list of committee members
- B. Grand Marshal will be Russ Jacobs for the December commencement, Tom Averill for the Spring Commencement
- C. Dennis Etzel – Topeka Human Relations Commission Troy Scroggins Award, Fall 2017
- D. Emails/postcards from offices around campus requesting grades – how do we know this

information is protected?

- E. Volume of emails is still a concern (will be addressed in December CFC meeting)
- F. Checking of unlisted references during search, which is current University policy
- G. How do we get a list of minors in our department?
 - 1. New degree works system will allow us to access this information

X. Adjournment at 4:40 pm

EDKN Division Meeting Agenda
Wednesday, September 20, 2017 3:00p.m. CA 203

- I. **Minutes approved via email prior to meeting**
- II. **Secretary – Lisa Douglass**
- III. **Committee Reports**
 - a. Academic and sabbatical committee – has not met yet
 - b. Assessment committee – Gloria - extravaganza and university assessments
 - c. Interdisciplinary studies – no report
 - d. Honors advisory board – has not met yet
 - e. University program review – Tim – change of format might be coming up - also updated us on senate meeting
 - f. Library committee – is currently meeting
- IV.
 - a. Discussion: Updates to the B.Ed. – Cherry – we have updates / syllabi ready to go – will go to faculty meeting tomorrow and then to UTEC
 - b. KN333 will soon be KN266
- V. **New Business**
 - a. Degree Approvals: Wohl
 - i. New BS>KN>Exercise and Rehabilitation Science Degree – discussions, questions
 - ii. New BA>KN>Health and Fitness Promotion Degree – questions and discussions
 - iii. Both programs = Moved and seconded (Craig and Karen) – voted to approve unanimously
 - b. New updates to BA>KN>Sport Management Degree: Wohl
 - i. Timeline for deletion of the BA>KN>PTA degree – 6 or 7 more students left in this degree – they will finish it out and then it will be removed
 - ii. Timeline for deletion of the BA>KN>Exercise Physiology degree
 - iii. Timeline for deletion of the BS>Athletic Training degree
 - c. ED Graduate Literacy/ESOL program – Cherry – two programs are being combined into one – only 1 student left in reading program and none in ESOL – good time to change over
 - i. Wohl moved and Ross Freisen seconded – voted to approve unanimously
 - d. ED Classroom Management, Pedagogy and Safety course – stand alone course for those who are going to eventually get their license but may

currently have a provisional license – could also be used for Washburn
Tech teachers who need to learn pedagogy etc

- i. Moved and seconded (Ross and Karen) - voted to approve
unanimously

IV. Announcements, Discussion?

Next meeting: October 18, 2017, 3pm

Humanities Division of Washburn University
College of the Arts and Sciences Minutes
September 29, 2017 through October 23, 2017 (online)

Dr. Corey Zwikstra, Chair of the Division, conducted a meeting via e-mail beginning September 29, 2017.

New business included:

Approving the following items:

1. Philosophy Program New Course and General Education Proposals: PH 203 Introduction to Buddhist Philosophy and PH 313 Professional Ethics.
2. Philosophy Program Course Title and Description Changes: PH 201 History of Ancient Western Philosophy and PH 202 History of Modern Western Philosophy.

Members were instructed to vote by reply to Dr. Zwikstra's e-mail no later than noon, October 6, 2017 with their votes, or if members had questions, comments, or concerns, to reply to all members.

On October 3, 2017, Dr. Zwikstra announced a suggested change by Dr. Mary Sheldon to the course description of PH 203. The change suggested that the course instead read "An introduction to the basic theories, issues, and problems addressed by the Buddhist philosophical tradition." There were no objections to the amended course description.

On October 9, 2017, Dr. Zwikstra announced via e-mail that the Philosophy Program Course Changes passed with a quorum and there was no disagreement or dissent. Dr. Zwikstra then asked the Humanities Division to consider and approve the following Religious Studies Course Changes.

1. Religious Studies Course Changes for RG 101, RG 102, RG 105, RG 106, RG 301, RG 303, RG 305, and RG 331.

Members were instructed to vote by reply to Dr. Zwikstra's e-mail no later than noon, October 13, 2017 with their votes, or if members had questions, comments, or concerns, to reply to all members. Chair of Philosophy, Dr. Ian Smith, would clarify or elaborate if needed.

On October 16, 2017, Dr. Zwikstra announced via e-mail that the Religious Studies Program Course Changes passed with a quorum and there was no disagreement or dissent. Dr. Zwikstra then asked the Humanities Division to consider and approve the following English Program Course Changes.

1. Course title and description changes for EN 300.
2. Course title change for EN 101.

Members were instructed to vote by reply to Dr. Zwikstra's e-mail no later than noon, October 23, 2017 with their votes, or if members had questions, comments, or concerns, to reply to all members. Chair of English, Dr. Vanessa Steinroetter, would clarify or elaborate if needed.

On October 23, 2017, Dr. Zwikstra announced via e-mail that the English Program Course Changes passed with a quorum and there was no disagreement or dissent.

The meeting concluded on Monday, October 23, 2017.

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

Curriculum Committee of College Faculty Council (CFC-CC)
Electronic Meeting Minutes: November 2, 2017

Participating Members: Linzi Gibson (Chair), Corey Zwikstra, Leslie Reynard, Danielle Head, Rodrigo Mercader, Kerry Wynn, Holly O'Neill, Cherry Steffen

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

Course Changes

WU 120 Major and Career Exploration

PH 203 Introduction to Buddhist Philosophy

PH 313 Professional Ethics

RG 303 Jesus in the Gospels

RG 331 Concepts of God: East & West

RG 305 Mission and Message of Paul

RG 301 Old Testament Prophets

RG 106 Intro to the New Testament

RG 101 Intro to Religion

RG 102 World Religions

RG 105 Intro to the Old Testament

MA 131 Topics in Trigonometry and Introduction to Calculus

MA 204 Number Theory and Discrete Math for Middle School and Secondary Teachers

MA 320 Mathematics for Middle School Teachers

Curriculum Committee of College Faculty Council (CFC-CC)
Electronic Meeting Minutes: November 13, 2017

Participating Members: Linzi Gibson (Chair), Corey Zwikstra, Leslie Reynard, Danielle Head, Rodrigo Mercader, Kerry Wynn, Holly O'Neill, Cherry Steffen

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

Course Changes
TH 315 Set Design

Curriculum Committee of College Faculty Council (CFC-CC)
Electronic Meeting Minutes: November 14, 2017

Participating Members: Linzi Gibson (Chair), Corey Zwikstra, Leslie Reynard, Danielle Head, Rodrigo Mercader, Kerry Wynn, Holly O'Neill, Cherry Steffen

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

Course Changes

PS 132 Biological Physics for the Health and Life Sciences Laboratory

PS 131 Biological Physics for the Health and Life Sciences

PS 126 Phys Sci for Elem Ed

EN 300 Advanced Composition

Program Changes

Bachelor of Science in Mathematics

Bachelor of Arts in Mathematics

COLLEGE OF ARTS AND SCIENCES PROGRAM CHANGE FORM

	Chair's Signature	Recommendation	Review Date
Department	<u>Kevin Charlwood</u>	<u>Approve</u>	<u>2017-10-09</u>
Division	<u>Jennifer Wagner</u>	<u>Approve</u>	<u>2017-10-20</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>2017-10-25</u>
Curriculum Committee	<u>Linzi Gibson</u>	<u>Approve</u>	<u>2017-11-15</u>
Accepted by CFC	_____	_____	_____
CAS Faculty	_____	_____	_____

Approved By:	Faculty Senate _____	University Faculty _____	WU Board of Regents _____
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Program: Bachelor of Science in Mathematics

1. Reason for this program change?

MA 343 Applied Statistics is being phased out and replaced by a choice of one of three courses (two of them new, as of Fall 2018 in the new Applied Statistics track): MA 340 ANOVA/Design of Experiments, MA 341 Nonparametric Tests/Quality Control or MA 346 Regression Analysis.

2. Complete revised description.

Mathematics

Calculus (MA 151, 152, 153), Discrete Mathematics (MA 207), Linear Algebra (MA 301), one of the following three courses ANOVA/Design of Experiments (MA 340), Nonparametric Tests/Quality Control (MA 341) or Regression Analysis (MA 346); Abstract Algebra (MA 354), Introduction to Real Analysis I (MA 371), Introduction to Real Analysis II (MA 372), Logic for Programming (PH 110) or Logic (PH 220), Mathematical Statistics (MA 344), Capstone Experience (MA 387), and Capstone Research (MA 388). In addition, 10-15 hours of correlated courses approved by the department are required. The correlated course requirement will be one of the following: Physics 261 and 262; Physics 281 and 282; EC 200, EC 201, BU 342, and BU 347; EC 200, EC 201, AC 224, AC 225, and BU 381; or a specially designed sequence to be approved by the Department Chair.

Mathematics (Secondary Education Specialization)

Calculus (MA 151, 152, 153), Discrete Mathematics (MA 207), Linear Algebra (MA 301), Applied Statistics (MA 343), Abstract Algebra (MA 354), Modern Geometry (MA 367), Introduction to Real Analysis I (MA 371), Logic for Programming (PH 110) or Logic (PH 220), History of Mathematics (MA 381) or Philosophy of Mathematics (PH 325), Capstone Experience (MA 387), and Capstone Research (MA 388). Students seeking certification to teach mathematics must also be formally

admitted to the University's Professional Teacher Education Programs. For admission requirements, see EDUCATION in this catalog.

Mathematics (Actuarial Science Specialization)

Calculus (MA 151, 152, 153), Mathematical Theory of Interest (MA 250), Linear Algebra (MA 301), one of the following three courses ANOVA/Design of Experiments (MA 340), Nonparametric Tests/Quality Control (MA 341) or Regression Analysis (MA 346); Mathematical Statistics (MA 344, MA 345), Regression Analysis (MA 346), Time Series Analysis (MA 348), Stochastic Processes (MA 347), Actuarial Mathematics (MA 385), Accounting (AC 224, AC 225), Economics (EC 200, EC 201), Business/Insurance - BU 374, BU 381, and BU 483.

3. Describe the nature of the proposed change.

MA 343 Applied Statistics is being replaced by a choice among three courses MA 340 ANOVA/Design of Experiments, MA 341 Nonparametric Tests/Quality Control or MA 346 Regression Analysis. The first two of these options are new as of Fall 2018, and are part of the new Applied Statistics track. (The math for secondary education track will also undergo this change, along with others.)

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

Yes.

5. Does this change affect any other departments?

Y

MA 343 Applied Statistics is required in some of the Computer Information Sciences (CIS) programs.

COLLEGE OF ARTS AND SCIENCES PROGRAM CHANGE FORM

	Chair's Signature	Recommendation	Review Date
Department	<u>Kevin Charlwood</u>	<u>Approve</u>	<u>2017-10-09</u>
Division	<u>Jennifer Wagner</u>	<u>Approve</u>	<u>2017-10-20</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>2017-10-25</u>
Curriculum Committee	<u>Linzi Gibson</u>	<u>Approve</u>	<u>2017-11-15</u>
Accepted by CFC	_____	_____	_____
CAS Faculty	_____	_____	_____

Approved By:	Faculty Senate _____	University Faculty _____	WU Board of Regents _____
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Program: Bachelor of Arts in Mathematics

1. Reason for this program change?

MA 343 Applied Statistics is eventually being phased out from our programs, and replaced by one of MA 346 Regression Analysis, MA 340 (ANOVA/Design of Experiments) or MA 341 Nonparametric Tests/Quality Control (the latter two are new courses pending approval).

2. Complete revised description.

Mathematics

Calculus (MA 151, 152, 153), Discrete Mathematics (MA 207), Linear Algebra (MA 301), Abstract Algebra (MA 354), Introduction to Real Analysis I (MA 371), Introduction to Real Analysis II (MA 372), Logic for Programming (PH 110) or Logic (PH 220), one of the following three courses ANOVA/Design of Experiments (MA 340), MA 341 Nonparametric Tests/Quality Control (MA 341) or Regression Analysis (MA 346); Mathematical Statistics (MA 344), a minimum of two hours of Problem Solving Strategies (MA 380), and Capstone Research (MA 388). In addition, 10-15 hours of correlated courses approved by the department are required. The correlated course requirement will be one of the following: Physics 261 and 262; Physics 281 and 282; EC 200, EC 201, BU 342, and BU 347; EC 200, EC 201, AC 224, AC 225, and BU 381; or a specially designed sequence to be approved by the Department Chair.

Mathematics (Secondary Education Specialization)

Calculus (MA 151, 152, 153), Discrete Mathematics (MA 207), Linear Algebra (MA 301), Applied Statistics (MA 343), Abstract Algebra (MA 354), Modern Geometry (MA 367), Introduction to Real Analysis I (MA 371), Logic for Programming (PH 110) or Logic (PH 220), History of Mathematics (MA 381) or Philosophy of Mathematics (PH 325), Capstone Experience (MA 387), and Capstone Research (MA 388). Students seeking certification to teach mathematics must also be formally

admitted to the University's Professional Teacher Education Programs. For admission requirements, see EDUCATION in this catalog.

Mathematics (Actuarial Science Specialization)

Calculus (MA 151, 152, 153), Mathematical Theory of Interest (MA 250), Linear Algebra (MA 301), one of the following three courses ANOVA/Design of Experiments (MA 340), Nonparametric Tests/Quality Control (MA 341) or Regression Analysis (MA 346); Mathematical Statistics (MA 344, MA 345), Regression Analysis (MA 346), Time Series Analysis (MA 348), Stochastic Processes (MA 347), Actuarial Mathematics (MA 385), Accounting (AC 224, AC 225), Economics (EC 200, EC 201), Business/Insurance - BU 374, BU 381, and BU 483.

3. Describe the nature of the proposed change.

The MA 343 Applied Statistics requirement is being replaced by a choice among three courses (two of which are new as of Fall 2018, part of the new Applied Statistics track): MA 340 ANOVA/Design of Experiments, MA 341 Nonparametric Tests/Quality Control or MA 346 Regression Analysis.

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

Yes.

5. Does this change affect any other departments?

Y

This change affects students pursuing Computer Information Sciences (CIS) degrees that require MA 343 Applied Statistics.



Washburn University
College of Arts & Sciences - Course Approval System

Course Information Form

Course Title: **Major and Career Exploration**

Department: **Interdisciplinary Studies**

Division: **Social Sciences**

Course Level: **Undergraduate**

Prefix: **WU**

Course Number: **120**

Effective Semester: **Fall**

Effective Year: **2017**

Credits: **0 or 2**

Course Catalog Description *(include prerequisites)*

WU120 will use a Social Science research process to guide students through academic and career exploration in the Information Age. Engaged and capable citizens need a firm grounding in digital research to navigate successfully the Knowledge Economy. Because this world continues to evolve rapidly, having a skill set that provides the ability to evaluate a changing environment is essential. This course meets a core student need by teaching Information Literacy and Technology skills while encouraging students to consider thoughtfully their role as citizens.

Prerequisites *(please enter in textbox below and also in catalog description)*

N/A

Restrictions? **None**

Course offered? **Every semester**

Primarily attract? **Non-majors**

Specify type and amount of any additional fees or tuition of other than the norm:

N/A

Please state the rationale for offering this course:

The Center for Student Success and Retention has offered IS120: Major & Career Exploration continuously during the fall and spring terms since the Spring 2010 semester. Lessons learned during this period, student surveys and a review of best practices and research literature leads to this proposal:

1. Change course prefix of IS120 to WU120

2. Establish and offer WU120 as Social Science Undergraduate General Education credit

The target audience of WU120 is first-year students in their second semester who are still exploring majors. In addition, the course targets several specific populations: students in the Exception Window, the Ichabod Success Institute, and the Ichabod Ignite Program. These students need additional assistance exploring their undergraduate majors and career possibilities. Research and best practices suggest that a learning environment that promotes their use of social-science research skills reliably improves their search outcomes. Our goal is to accomplish this for students while focusing upon the Student Learning Outcome of Information Literacy.

Is this course required for the major? **N**

If 'Yes', which major(s)?

Does this course replace an existing course? **Y**

How will the teaching of this course be staffed? This course will be alternated with existing courses so no additional faculty needed.

What, if any, additional equipment or facilities will be needed to teach this class?

None

Paste a copy of the master syllabus in the text area below. Please make sure the syllabus addresses:

1. The extent and nature of the reading required for this course.
2. The writing component of the proposed course both qualitatively and quantitatively.
3. How student learning will be assessed.

WU120: Major and Career Exploration
MW 10:00 – 10:50am, Mabee Library
Instructor:
Office Hours by Appointment
Jennifer Wiard, Ph.D.
Phone: 785-670-1602
Office: Mabee Library 209
Jennifer.wiard@washburn.edu

Course Description

WU120 will use a Social Science research process to guide students through academic and career exploration in the Information Age. Engaged and capable citizens need a firm grounding in digital research to navigate successfully the Knowledge Economy. Because this world continues to evolve rapidly, having a skill set that provides the ability to evaluate a changing environment is essential. This course meets a core student need by teaching Information Literacy and Technology skills while encouraging students to consider thoughtfully their role as citizens.

Course Objectives/Learning Outcomes

Upon completion of this course, students will:

1. Demonstrate proficiency in the University Student Learning Outcome of Information Literacy and Technology
2. Select, analyze, interpret, and evaluate a range of source materials related to career development and planning
3. Articulate the importance of the Liberal Arts and Sciences as a preparation for engaged participation and success in the Knowledge Economy

Instructional Team

An instructional success team facilitates this class. The team includes a faculty member who sets academic goals serves as the team leader, an academic advisor, research librarian, and a peer educator.

Required Resources

This course utilizes open educational resources. All reading materials are accessible through the D2L portal. These items include, but are not limited to:

Ceniza-Levine, Caroline, and Connie Thanasoulis-Cerrachio. Six steps to job search success. Irvington, NY: Flat World Knowledge, 2011. Web.
Occupational Outlook Handbook: . (n.d.). Retrieved from <https://www.bls.gov/ooh/> O*NET OnLine.
(n.d.). Retrieved from <https://www.onetonline.org/>

Course Requirements

Using a Social Science framework of exploration, students in WU120 examine the broad foundational content of the liberal arts and sciences in order to ensure an understanding of different majors and careers. Students use Information Literacy skills to examine how degree pathways lead to career opportunities upon graduation. Using social science research, students will participate in the assignments discussed below emphasizing information literacy and self reflection.

Grade Earned Points Earned A 500-450

B 449-400

2

C 399-350

D 349-300

F 299 and below

Additional assignment details are accessible through the D2L portal.

Personal Logs (80 points)

Complete eight personal log entries that coincide with work in the text.

Career Genogram Research (60 points)

Construct a career genogram (occupational family tree) and research occupations of your family members.

Career Fair Assignment (40 points)

Attend the Career Fair in place of class one day. For the assignment, you speak to employers of interest and complete a paper discussing your learning experience.

WU Majors Research (100 points)

Research WU majors and investigate at least two of them further by interviewing a faculty member from the department.

Occupational Research (80 points)

Using the majors selected in the last assignment, research two occupations for each major and discuss key elements of the occupations.

Résumé Assignment (40 points)

Complete and submit a clear, concise, focused resume. Self-Reflection and Action Plan Portfolio (100 points) Present a plan of action for continued career development.

Class Structure and Policies

- **Attendance and Participation:** Attendance is required and taken during all class sessions. Students are required to arrive to class on time for and actively participate in every session, those who do not will fail the course.
- **Cell Phones & Other Electronic Devices:** As a courtesy to your fellow classmates, please do not let cell phones and other electronic devices distract you during class.
- **Classroom Behavior:** You are expected to arrive promptly, be attentive to fellow students as well as the instructor, participate in classroom discussions and group work, and read the assigned material in advance (by the date listed). Please be respectful of your peers and instructional team at all times.
- **Course Materials:** Having a notebook/file/folder designated for this class is encouraged because students will receive a number of handouts, both printed and electronically in D2L.
- **Late Assignments:** You are responsible for submitting assignments on the due dates discussed in class. Late work is not acceptable.
- **Online Modules:** D2L Learning Systems will feature online modules to support the course. These modules will include learning objects, quizzes, and discussions to connect students with peers and faculty.
- **Written Work:** Writing is an important skill that will be integral to your success in college. The instructor may request you to utilize the services provided by the University Tutoring and Writing Center.

Additional comments:

The Social Science Division considered and approved this course for General Education credit at its April 2017 meeting.

Is this course being proposed as a General Education course? Y

Initiator's E-mail Address: jennifer.wiard@washburn.edu