

# CFC Meeting Agenda

Monday, Sept. 9, 2019, 4 p.m., Kansas Room

Seid Adem  
Sarah Cook  
Kristin Grimmer  
Danielle Head  
Rik Hine  
Alexandra Klales  
Wonjae Lee  
Rebecca Meador

Linsey Modellmog  
Gretchen Montgomery  
Julie Noonan  
Michael O'Brien  
Holly O'Neill  
Vince Rossi  
RaLynn Schmalzried  
Jim Schnobelen

Bradley Siebert  
Josh Smith  
Cherry Steffen  
Nan Sun  
Loree Weir  
Roy Wohl  
Kerry Wynn

- I. Call to Order
- II. Election of Secretary
- III. \*Approval of CFC Minutes, Monday, May 6, 2019
- IV. Division Reports
  - A. \*NSD Minutes; March 22, 2019 and April 2019 electronic
- V. Committee Reports
- VI. Old Business
  - A. \*CAS definitions of significant and minimal Program Changes
- VII. New Business
  - A. \*Vote on sub-committee membership
- VIII. Discussion
  - A. Topics to address in the upcoming year
- IX. Updates
- X. Announcement
- XI. Adjournment

## Upcoming Dates:

- Sept. 11 – Service for Jorge Nobo, 5 p.m., Rita Blitt Gallery
- Sept 16 –Sign-up deadline for Faculty Success Groups
- Sept. 24 – Lifting the Veil: Creativity and Healing the Wounds of Deep Loss, Distinguished Faculty Lecture by Tony Silvestri, 3 p.m., BTAC
- Oct. 7 – CFC Meeting 4 p.m., Kansas Room

# CFC Meeting Minutes

Monday May 6, 2019 at 4:00 in Shawnee Rm

Seid Adem  
Linzi Gibson  
Rik Hine  
Kelly Huff  
Alex Klales  
Christina Menager  
Rodrigo Mercader  
Vanessa Steinroetter

Julie Noonan  
Michael O'Brien  
Holly O'Neill  
RaLynn Schmalzried  
Jim Schnoebelen  
Sarah Cook  
Cherry Steffen  
Nan Sun

Vince Rossi  
Brian Thomas  
Linsey Modellmog  
Karen Garrison  
Kerry Wynn

I. Call to Order at 4:00 pm

II. CFC Minutes, April 1, 2019 – Unanimously Approved

III. Division Reports

- A. SOCSOCI Minutes April 18, 2019 – Unanimously Accepted
- B. HUMDIV Minutes March 16-22 Online - Unanimously Accepted
- C. NSD Minutes March 22, 2019 and April 9 - Unanimously Accepted

IV. Committee Reports

- A. Curriculum Committee April 2019 and May 2019 electronic meeting - Unanimously Approved

V. New Business

- A. Associate of Arts in Laboratory Science - Change Unanimously Approved
- B. Bachelor of Fine Arts Degree with Teacher Licensure - Change Unanimously Approved
- C. Bachelor of Education (B.Ed.) in History Secondary Education - will advance to CAS Faculty in Fall 2019 and result in a 2020-2021 catalog update. – New Program Unanimously Approved
- D. Committee Assignments for 2019-2020
  - 1. TBD
- E. Program Change Criteria – Proposal is to change the definition of “significance” to align with the Faculty Senate; changes language from “major” and “minor” to “significant” and “minimal” to avoid confusion.
  - a. College and Faculty Senate have difference procedures (definition of “significant change”). There’s a lot of frustration about how long things take.
  - b. College – “Significance” is when the change affects department outside of the department proposing change, change of total hours; ratio of upper to lower level courses; if added or deleted. — goes to CAS Faculty.
  - c. Faculty Senate – “Significance” affects other units (school), significant financial commitment, programs being added/deleted
  - d. Items can be announced at CAS faculty meetings as informational items.
  - e. Can we bring this item back to our departments before a CFC vote?
  - f. Can we vote electronically to speed up the process?

VI. Updates

- A. Question about total withdrawal from summer school – students have to see withdraw counselor. Dr. Bearman thinks it’s still an important process for summer. Wants to identify students who withdraw and take courses from community colleges and

understand how Washburn can better serve their needs.

VII. Announcements

A. Spring Commencement Saturday, May 11

B. Departmental Strategic Plans due end of May

C. Faculty Evaluation forms due to Chairs by Aug. 19 (chairs can set earlier deadlines)

VIII. Adjournment at 4:37 pm

## Natural Science Division (NSD) Minutes for Friday, March 22, 2019.

- I. Called to order at 2:00 pm by Division Chair Jennifer Wagner.
- II. Meeting(2/15/19) canceled due to winter weather, the action items were dealt with via email discussion and vote the following week. The Minutes of the virtual meeting, 10/19/18 thru 10/24/19, were approved via email as circulated.
- III. Committee Reports –
  - Sarah Cook – Assessment committee NSD faculty, please have your senior students complete the assessment survey by next Friday.
- IV. Old Business – None
- V. New Business –
  - A. Elections:
    - i. Academic/Sweet Sabbatical Committee – Nan Sun
    - ii. Assessment Committee – Sarah Cook
    - iii. CAS Promotion and Tenure Committee – Karen Camarda
    - iv. Division Chair – Seid Adem
    - v. General Education Committee – Keith Mazachek
    - vi. Undergraduate Probation and Reinstatement – Matthew Cook
    - vii. University Program Review Committee – Takrima Sadikot
    - viii. Faculty Senate – Shaun Schmidt and Sarah Cook
  - B. The following Chemistry proposal was approved by the division.
    - i. Program Change: A.A. in Laboratory Science
  - C. The following Physics proposal was approved by the division.
    - i. Course Change: PS 281 General Physics I
- VI. Discussion –
  - A. Possible Discussions or Forums Regarding Racial and Other Issues in the Sciences – General discussion about the current issues. There was no noticeable need for a forum within the division at this time. Please be aware and watchful, pass concerns to the division chair.
- VII. Announcements –
  - A. The division unanimously applauded the excellent work of Dr. Jennifer Wagner as division chair these last few years.
  - B. Apeiron registration is closed, there will be 101 Presentations from 110 students.

The meeting was adjourned at 2:28 pm.

Minutes respectfully submitted by Rick Barker, Secretary

There was an interesting and informative presentation by Alicia Burris, a NSD alum, titled “Factors Affecting Proteasome Landscape and Localization.”

**Natural Science Division (NSD) Minutes for virtual Meeting  
Via email for the Month of April 2019.**

Benjamin Reed was elected to represent NSD on the Assessment Committee via an email vote during the first and second weeks of April 2019. 24 votes in favor with a quorum above 50%+1.

Minutes respectfully submitted by Rick Barker, Secretary

## PROPOSAL TO UPDATE CAS DEFINITIONS OF SIGNIFICANT AND MINIMAL PROGRAM CHANGES

To avoid confusion with other curriculum changes, the terms *significant* and *minimal* are being used, rather than *major* and *minor*.

Currently, the CAS guidelines for program changes defines a program change as *significant* if it meets any of these criteria:

- A) The change affects any unit other than the department proposing the change.  
(ex: Biology adds a correlated Chemistry course to its program)
- B) The total number of hours in the degree or major is changed.
- C) The ratio of upper:lower division hours is changed.
- D) A new program is being proposed or a program is being deleted. This includes concentrations and emphases.

These *significant* changes must be approved by Department, Division, CFC and all CAS faculty. Any proposed changes that do not meet the above are considered *minimal* program changes and need approval by only CFC and not by the CAS faculty as a whole. These guidelines have been in place since 2008.

University-level guidelines, however, define a program change as *significant* if it meets any of these criteria:

- A) The change affects any unit other than the academic unit proposing the change. A “unit” in this context is defined as CAS and the Schools.  
(ex: Nursing adds a correlated Biology course to its program)
- B) The change would redefine standing university criteria.  
(e.g. requiring fewer GenEd credits than university minimums allow)
- C) The change requires substantial additional financial commitments by the university.
- D) A new program is being proposed or a program is being deleted. This includes concentrations and emphases.

*Significant* program changes require approval by the Academic Affairs Committee and Faculty Senate. Those meeting Criterion D also need General Faculty and WUBOR approval. Any proposed changes that

do not meet the above are considering *minimal* program changes and need approval only from their academic unit (e.g. CAS or SAS). These guidelines have been in place since 2014.

To better align the CAS Program Change Approval Process with the definitions of *significant* and *minimal* program changes as used at the university level, we recommend that the CAS criteria for defining a program change as *significant* be changed to the following:

- A) The change affects any unit other than the department proposing the change.
- B) The change would redefine standing university criteria.
- C) The change requires substantial additional financial commitments by the university.
- D) A new program is being proposed or a program is being deleted. This includes concentrations and emphases.

**College Faculty Council Subcommittee Assignments 2019–2020**

<b>Curriculum</b>	<b>Professional Development</b>	<b>Resources</b>
Kerry Wynn (social sciences)- <b>recommended chair</b>	Julie Noonan (creative & performing arts)	Danielle Head (creative & performing arts)
Jim Schnoebelen (humanities)	Rebecca Meador (creative & performing arts)	Kristin Grimmer (creative & performing arts) <b>recommended chair</b>
Michael O'Brien (creative & performing arts)	Bradley Siebert (humanities)	Roy Wohl (Education/Kinesiology)
Loree Weir (Education/Kinesiology)	Gretchen Montgomery (humanities)	Rik Hine (humanities)
Cherry Steffen (Education/Kinesiology)	Wonjae Lee (creative & performing arts)	Holly O'Neill (natural sciences/Math)
Seid Adem (natural sciences/math)	Sarah Cook (natural sciences/Math)- <b>recommended chair</b>	Nan Sun (natural sciences/Math)
Josh Smith (natural sciences/math)	Vince Rossi (natural sciences/Math)	Alexandra Klales (social sciences)
TBA (social sciences)	RaLynn Schmalzried (social sciences)	Linsey Moddelmog (social sciences)