

CFC Meeting Agenda  
Monday, March 28, 2022, 4 p.m.  
BTAC Forum Room or Zoom

<https://washburn.zoom.us/j/99216141786?pwd=OEFSZ3VISW5TRHhocHlxTzVpM0VtZz09>

Meeting ID: 992 1614 1786 Passcode: 411097

Seid Adem  
Allan Ayella  
Carolyn Carlson  
Amber  
Dickenson  
Karen Garrison  
Kristen Grimmer  
Lindsey Ibañez  
Bruce Mactavish

Ashley Maxwell  
Rebecca Meador  
Michael McGuire  
Justin Moss  
Matt Nyquist  
Michael O'Brien  
Vince Rossi  
Azyz Sharafy  
Janet Sharp

Theodore Shonka  
Bradley Siebert  
Josh Smith  
Cherry Steffen  
Courtney  
Sullivan  
Nan Sun  
Kai Xu

- I. Call to Order
- II. \*Approval of CFC Minutes, Monday, Feb. 14, 2022
- III. \*Accept Division Reports
  - A. HUMDIV: Nov. 1-9, 2021 online; Feb. 3-11, 2022 online
  - B. NSD: Feb. 11, 2022 online; March 11, 2022
  - C. SOCSCI: March 9, 2022 online; March 21-23, 2022 online
- IV. Committee Reports
- V. Old Business
  - A. Revised CAS Tenure and Promotion criteria
- VI. New Business
  - A. Program Changes
    1. ML: Spanish: Education, Grd P-12 and TL-Spanish, Grd K-12
    2. KN: minor in coaching
    3. PO: BA in Political Science
  - B. Program Deletions
    1. MM: Creative Advertising
    2. MM: Public Relations
- VII. Discussion
- VIII. Information Items
- IX. Concerns

X. Announcements

XI. Adjourn

CFC Meeting Agenda  
Monday, February 14, 2022, 3:30 p.m.,  
Zoom

Present:	Ashley Maxwell	Theodore Shonka
Seid Adem	Rebecca Meador	Josh Smith
Allan Ayella	Michael McGuire	Cherry Steffen
Carolyn Carlson	Justin Moss	Courtney
Amber	Matt Nyquist	Sullivan
Dickinson	Michael O'Brien	Nan Sun
Karen Garrison	Vince Rossi	Kai Xu
Kristen Grimmer	Azyz Sharafy	
Bruce Mactavish	Janet Sharp	

- I. Call to Order -- 3:32pm
- II. \*Approval of CFC Minutes, Monday, January 24, 2022 -- Approved
- III. \*Accept Division Reports
  - A. EDKN: Oct. 20, 2021, Dec. 17, 2021, Feb. 2, 2022 -- Accepted
  - B. NSD: Jan. 26, 2022 virtual -- Accepted
  - C. SOCSCI: Feb. 4, 2022 -- Accepted
- IV. Committee Reports
  - A. Curriculum Committee Minutes, February 7, 2022 -- Accepted
    1. Courses changes approved: MA 108, MA 281, MA 381; MM 416, MM 421; TH 202, TH 207
- V. Old Business
  - A. Draft of Revised CAS Tenure and Promotion criteria
    - \*\*This item was moved to discussion as it is not yet ready to be voted on.
- VI. New Business
  - A. Curricular changes
    1. Program Changes
      1. Minor in Mathematics and Statistics -- Approved
      2. Minor in Applied Mathematics and Statistics -- Approved
      3. BA in MM with Advertising and PR (ADPR) Emphasis -- Approved
      4. BA in MM with Contemporary Journalism Emphasis -- Approved
      5. BA in MM with Film & Video Emphasis -- Approved
      6. BA in Mathematics -- Approved
      7. BS in Mathematics -- Approved
      8. BS in Computational Physics -- Approved
      9. A.S. in Engineering Physics -- Approved
      10. BA in Physics -- Approved
      11. BS in CIS with Concentration in Data Science -- Approved
    2. Program deletions

1. BFA in Art with Print Making Emphasis -- Approved
  2. BFA in Art with Photography Emphasis -- Approved
  3. BFA in Art with Painting and Drawing Emphasis -- Approved
  4. BFA in Art with Art, Graphic Design, and Electronic Art Emphasis -- Approved
  5. BFA in Art with Art, Ceramics, and Sculpture Emphasis -- Approved
    - \*\*The five above BFA program deletions are based on NASAD suggestions. Different emphases will be combined in the BFA in Studio Art.
  6. Minor in Fitness -- Approved
3. New Programs
1. BFA in Studio Art -- Approved

## VII. Discussion

### A. Faculty Service

\*\*One of the Faculty Success Groups last fall focused on service load across different departments. Faculty Senate is also examining service load. There is not a clear answer as to the role of service for lecturers versus tenure-track faculty. The 2015 Faculty Handbook delineates specifically teaching and service for lecturers, while there is an expectation for teaching, service, and scholarly activity for tenure-track faculty.

\*\*The upcoming desk review with HLC includes a review of the committees on campus. This means an accounting for all committees is being performed. For example, some committees have individuals appointed, but these committees do not actively meet.

### B. Draft of Revised CAS Tenure and Promotion criteria

\*\*Tenure and Promotion criteria for CAS is being revised as departments are updating their guidelines. HLC wants to review these updated guidelines. Also, there are tenure-track positions being offered so there is a need to offer the newest guidelines when extending the offers.

\*\*There will probably be an additional general faculty meeting for CAS to approve these guidelines.

\*\*\*Division chairs present were asked to discuss some topics of interest that came up within each division regarding propose changes to these guidelines.

\*\*O'Brien (comments below from SOCSCI meeting):

\*\*A need for language clarifying early tenure and promotion.

\*\* Is there a need for language regarding extenuating circumstances for tenure and promotion review going beyond the 6-year period (ex: exceptions made due to COVID)?

\*\*Regarding scholarly activity/research, could book chapters be included in the list?

\*\*Regarding service, is letter writing (recommendations) part of this?

\*\*Adem (comments below from NSD meeting):

\*\*A motion failed to delete diversity and inclusion portion.

\*\*It was suggested to replace peer-reviewed with professional validation.

\*\*It was suggested to remove Apeiron and WTE as specific examples for research activity, so it is not held against someone if they use research activities outside of these opportunities.

\*\*Carlson (comments below from EDKN meeting)

\*\*It was asked what is the intent of the document and should there be college wide criteria?

\*\*The need for relative uniformity in tenure and promotion was mentioned, to prevent a scenario where some departments to have a more rigorous set of standards than others.

\*\*It was mentioned that departments should have consistency with the CAS Tenure and Promotion guidelines.

\*\*A question regarding student advising was brought up: does CAS expect all tenured/tenure-track to do advising?

\*\*How is service defined? It is difficult to define and service is expected.

\*\*This ends the comments from the division chairs.

\*\*Creative and Performing Arts division has yet to meet to discuss these guidelines.

\*\*It was mentioned that the discussion from the Social Sciences Division is in the minutes.

\*\*Whether advising belongs in service or teaching was discussed. It was mentioned the Core of Academe has it in service.

\*\*A question was brought up regarding the act of research as evidence of scholarly activity. It was mentioned it is hard to measure the act of research. Peer-review publications are the end product.

VIII. Information Items -- None

IX. Concerns -- None

X. Announcements -- None

XI. Adjourn – 4:57pm

**Humanities Division of Washburn University  
College of the Arts and Sciences Minutes  
November 1, 2021 through November 9, 2021 (online)**

Michael O'Brien, Chair of the Division, conducted a meeting via e-mail beginning November 1, 2021.

New business included approving the following agenda items.

1. Approval of Minutes from October 5-15, 2021 (Online/E-mail)
2. Approval of a course change for EN 400

Members were instructed to vote on the agenda items by reply to Michael O'Brien's e-mail no later than 5:00 p.m. on November 9th.

On November 9, 2021, Michael O'Brien announced via e-mail that all items on the agenda were approved with a quorum.

The meeting concluded on November 9, 2021.

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

**Humanities Division of Washburn University  
College of the Arts and Sciences Minutes  
February 3, 2022 through February 11, 2022 (online)**

Michael O'Brien, Chair of the Division, conducted a meeting via e-mail beginning February 3, 2022.

New business included approving the following agenda items.

1. Approval of Minutes from November 1-9, 2021 (Online Meeting).

Additional business on the agenda included:

2. Discussion Item: Michael O'Brien requested Division feedback about the CAS Tenure and Promotion Document. He will share the feedback at the upcoming CFC Committee meeting.
3. Informational Item: Andy Farkas will serve on the Faculty Senate as a substitute for Kara Kendall-Morwick during the Spring 2022 semester while she is on sabbatical.

Members were instructed to vote on the minutes and provide feedback by reply to Michael O'Brien's e-mail no later than 5:00 p.m. on February 11th.

On February 11, 2022, Michael O'Brien announced via e-mail that the minutes were approved with a quorum. He also thanked the Division for their feedback on the CAS Tenure and Promotion document and that he would convey to the CFC Committee that the Division was "strongly in favor of the current wording as it is in the document."

The meeting concluded on February 11, 2022.

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

## Natural Science Division (NSD) Minutes for Friday, February 11, 2022.

- I. Meeting called to order at 2:01 pm by Division Chair Seid Adem.
- II. Minutes of the previous NSD meeting (11/19/21) and Virtual meeting (1/26/22) were approved as circulated.
- III. Committee Reports –
  - Faculty senate has formed a Service Equity committee, Karen Camarda is our division representative. Anyone who has input please contact her.
  - Apeiron registration has opened, please encourage your research students to register.
- IV. Old Business – none.
- V. New Business – The division unanimously approved the following course changes and deletion.
  - A. Biology
    - 1) BI110. – Course deletion
    - 2) BI260 – Change Prerequisites
    - 3) BI302 – Minor Change
    - 4) BI315 – Minor Change
  - B. Mathematics and Statistics
    - 1) MA108 – Change Prerequisites
- VI. Discussion – Proposed Revisions to CAS Tenure & Promotion Criteria
  - A. It was moved and seconded that the division supports the following modification:  
Delete the statement “activities promoting and advancing diversity and inclusion” from the CAS promotion and tenure standards for service, in Section A, 1,2, e.  
After an enthusiastic discussion, raising many issues other than this, questioning the need for a list of possible services at all at the college level. This motion failed.
  - B. In a discussion about Section A,1,2,d Research and Scholarship, the inclusion of peer-reviewed requirement is not necessary at the college level, it should be addressed at the department level.
  - C. It was moved and seconded that the division supports the following modification:  
To remove all references to Peer-review before the list of scholarly activities in section A, 1, 2, d, .  
A faculty member’s scholarly activities must be judged by their contributions to knowledge, including – professionally validated publications or professionally validated creative activities in their discipline that meets the standards of their department’s Promotion and Tenure guidelines.
  - D. It was moved and seconded to add “conducting research with students to the list of acceptable evidence of scholarly activity” and to remove the “(e.g., WTEs, Apeiron)” from the last bullet point for teaching evidence.  
Having “mentoring of independent student research projects” in teaching activities is problematic since there is currently no compensation for professors doing this as required in the faculty handbook.



VII. Announcements –

- A. Tracy Wagner announced that Open Resource/Zero Cost Textbooks will be noted for classes in the Fall 2022, be prepared to identify when you select the text for your classes.
- B. Sarah Cook announced that the Jennifer Wagner has been selected to receive the 2022 Kansas MAA Teaching Award.
- C. Vince Rossi asked anyone who feels strongly about the location of student advising to contact him before the 2/14 CFC meeting.

The meeting was adjourned at 3:25 pm.

Minutes respectfully submitted by Rick Barker, Secretary

There was an interesting and informative presentation by Dr. Hoang Nguyen, about “Optical Microcavity: A Window to the Nanoscopic World.”

## A. The College of Arts and Sciences

### 1. General Policy

The College of Arts and Sciences of Washburn University wishes to maintain the highest possible standards of teaching, scholarship and service; to ensure every faculty member full academic freedom; to render every qualified faculty member secure in **their** profession; and to enable the College of Arts and Sciences to rely on the continuous employment of a **competent** faculty. It is, therefore, the policy of the College of Arts and Sciences to provide stability and continuity of employment for the faculty in an atmosphere of academic integrity and mutual confidence.

The basic responsibilities of the College of Arts and Sciences are to preserve, augment, criticize, and transmit knowledge and to encourage creativity. Thus, the College of Arts and Sciences should appoint, develop and retain distinguished faculty members with outstanding qualification. Tenure and promotion within the College of Arts and Sciences are consistent with general University policy in emphasizing the importance of teaching, scholarship, and service by its faculty.

Appointment or promotion to the rank of Associate Professor normally requires a record of success in teaching, scholarship, and service. Appointment or promotion to the rank of Professor normally requires **excellence in** teaching, scholarship, and service.

Promotion and tenure in the College of Arts and Sciences at Washburn University are never automatic. They must be earned.

### 2. Minimum Requirements for Consideration for Promotion and Tenure

#### a. Education

Granting of tenure and appointment to the rank of Assistant Professor or higher normally requires completion of professional education in most fields marked by the Ph.D. or other recognized terminal degree.

#### b. Experience

Beginning with appointment to the rank of full-time assistant professor or a higher rank, the probationary period at Washburn University shall not exceed six years. At least three of these six years must be at Washburn as a full-time assistant professor or higher rank. Up to three years credit may be granted for full-time *teaching at Washburn* or other institutions of higher education.

For promotion to Associate Professor, the candidate must have completed six years of full-time college-level academic experience, the last three of which must have been at the Assistant Professor rank. If the candidate is eligible for promotion during the year of the tenure decision, then one petition and one departmental committee may be used for both. Where a department employs different standards for tenure and for promotion, the relevant set of standards must be met for each. A candidate for Associate Professor whose petition for tenure is denied may not be promoted.

For promotion to Professor, the candidate must have completed ten years of full-time college-level academic experience, four of which must have been at the Associate Professor rank.

c. Teaching

Effective teachers are essential to the College of Arts and Sciences. The quality of instruction must be judged by its intrinsic purposes: to transmit and preserve knowledge, to encourage critical and creative thought, to foster a lively interest in learning, and to stimulate a continuing commitment to inquiry.

Evidence of teaching effectiveness could include but is not limited to

- student learning
- informed judgment of colleagues
- record of pedagogical training
- record of teaching innovation, either in pedagogy or content
- student perceptions and opinions
- a process of continuous improvement
- mentoring of independent student research projects (e.g., WTEs, Apeiron)

Having “mentoring of independent student research projects” in teaching activities is problematic since there is currently no compensation for professors doing this as is required in the faculty handbook.

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d. Research and Scholarship

Scholarly activity is the obligation of all tenure-track members of the faculty of the College of Arts and Sciences. ~~A faculty member's scholarship must be judged by their contributions to knowledge through peer-reviewed publications or peer-reviewed creative activities in their discipline.~~ A faculty member's scholarship must be judged by their contribution to knowledge, including professionally validated publications or professionally validated creative activities in their discipline that meets the standards of their department's Promotion and Tenure guidelines.

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Evidence of scholarly activities could include but is not limited to

- publication of books
- publication of articles and reviews of a scholarly nature
- the presentation of professional papers
- the conducting of professional workshops
- the receipt of grants, awards and fellowships for scholarly work
- achievement in peer-reviewed art related to a faculty member's work, such as musical performance compositions, arrangements, recordings, or juried or invitational art exhibits
- Conducting research with students

e. Service

Service to the department, to the College of Arts and Sciences, to the University, to the profession, and/or to the community is the responsibility of each faculty member. For this purpose, community service must draw upon professional expertise.

Evidence of service activities could include but is not limited to

- student advising
- active participation in the department and on committees

Commented [KE1]: Should this go in teaching or service? To be discussed again at Feb. CFC meeting.

- administrative leadership
- sponsorship of student organizations
- serving as a representative of the University where professionally appropriate
- work with community partner(s)
- activities promoting and advancing diversity and inclusion
- membership on professional boards or organizations
- reviews of manuscripts for journals, publishers, grant funding, or conferences
- invited lectures to campus or community groups

### 3. Procedures for Recommendation for Promotion

- a. In the fall of the initial year of eligibility, the Dean of the College of Arts and Sciences will forward to the chairperson of each department the names of all tenured and non-tenured members of its faculty below the rank of Professor who will have met the minimum educational and experiential requirements for promotion in academic rank by the end of that academic year.
- b. The department chairperson will inform the candidates, invite them to submit the appropriate form and to supply whatever other materials they desire to substantiate their qualifications, and oversee the election of a departmental committee of at least five (5) tenured members of higher academic rank than the candidate. The department chairperson will not be a member of this committee, nor will any other candidate for promotion, nor will members of the College Committee on Promotion and Tenure. The department chairperson will not serve on the College Committee on Promotion and Tenure during the time in which the department has a candidate for promotion.
- c. If the department lacks the necessary five members, the candidate will submit to the Dean of the College of Arts and Sciences a list of higher-ranking members of other college departments. The list shall be at least twice that number lacking in the candidate's department. The Dean, in consultation with the College Promotion and Tenure Committee, then will select the final members of the committee.
- d. The candidate may choose which of the committee members he or she wants to chair the committee.
- e. All department members are encouraged to submit recommendations on promotion to the department promotion committee. These recommendations become part of the candidate's file and are submitted with the file to the Dean.
- f. If there is a negative decision by the department committee, its chairperson will promptly inform the candidate, and the file will be forwarded to the Dean only at the candidate's request.
- g. If the department committee determines that a recommendation for promotion is in order, that recommendation together with supporting materials will be forwarded to the Dean of the College of Arts and Sciences through the department chairperson.
- h. The department chairperson will submit their recommendation to the Dean.
- i. The Dean will distribute the materials to the College Committee on Promotion and Tenure for its consideration. The College Committee on Promotion and Tenure will provide copies of its recommendations to the candidate at the time it submits the recommendations to the Dean of the

College. Upon receipt of the College Promotion and Tenure recommendations, the Dean will also submit to the Vice President for Academic Affairs their recommendations together with the recommendations of the College Promotion and Tenure Committee, the department chairperson, and the departmental committee.

#### 4. Procedures for Recommendation for Tenure

a. In the fall of each year, the Vice President for Academic Affairs of the University distributes to the dean of each major academic unit a list of faculty members whose tenure status must be reviewed before the end of the current academic year. In academic units with departments, the deans then will inform the appropriate department chairs.

b. The department chairperson will inform the candidates, invite them to submit the appropriate form and to supply whatever other materials they desire to substantiate their qualifications, and oversee the election of a departmental committee of at least five (5) tenured members of the department. The department chairperson will not be a member of this committee, nor will members of the College Committee on Promotion and Tenure. The department chairperson will not serve on the College Committee on Promotion and Tenure during the time in which the department has a candidate for tenure.

c. The department chairperson will submit the names of the committee members to the Dean.

d. If the department does not have five tenured members, the candidate will submit to the Dean of the College of Arts and Sciences a list of tenured members of other University departments. The list shall be at least twice that number lacking in the candidate's department. From it, the Dean, together with the CCPT, will make the final selection.

e. All department members are encouraged to submit recommendations on tenure to the departmental tenure committee. These recommendations become part of the candidate's file and are submitted with the file to the Dean.

f. The decision of the departmental committee will be forwarded to the Dean of the college through the department chairperson, who will also transmit their recommendation.

g. The Dean of the College of Arts and Sciences will make available all submitted material to the College Committee on Promotion and Tenure for its consideration. The College Committee on Promotion and Tenure will provide copies of its recommendations to the candidate at the time it submits its recommendations to the Dean of the College. Upon receipt of the College Promotion and Tenure Committee recommendations, the Dean will submit to the Vice President for Academic Affairs their recommendations together with the recommendations of the College Promotion and Tenure Committee, the department chairperson, and the departmental committee.

h. In cases where candidates are awarded tenure but do not earn the rank of Associate Professor, the faculty member, in collaboration with the department chair, dean, and/or Vice President for Academic Affairs, will work in a consensual process to help the faculty member reach the professional level where promotion may be obtained.

## **Natural Science Division (NSD) Minutes for Friday, March 11, 2022.**

I. Meeting called to order at 2:01 pm by Division Chair Seid Adem.

II. Minutes of the previous NSD meeting (2/11/22) were approved as circulated.

III. Committee Reports –

Apeiron registration is open for the next week and a half, please encourage your research students to register.

IV. Old Business – none.

V. New Business –

A. The division unanimously approved the Chemistry course change:

1) CH101 – Course change

B. The division unanimously approved the Physics Program changes:

1) BS in Computational Physics, program change

2) BS in Physics, program change

C. Division representatives for the following committees were elected:

1) NSD representative for the Assessment Committee is Ben Reed.

2) NSD representative for the Faculty Instructional Technology Advisory Committee is Hoang Nguyen.

3) NSD representative for the Honors Advisory Board is Andrew Herbig.

4) NSD representative for the Interdisciplinary Studies Committee is Gaspar Porta.

5) NSD representative for the Undergraduate Probation and Reinstatement Committee is Paul Wagner.

6) NSD representative for the General Education Committee is Gary Hu.

D. Vince Rossi volunteered to be the NSD speaker coordinator for 2022-23.

VI. Announcements – none.

The meeting was adjourned at 2:27 pm.

Minutes respectfully submitted by Rick Barker, Secretary

There was an entertaining and enlightening presentation by Dr. Tracy Wagner, about “Effects of Wearing Medical Masks on Respiratory and Cardiovascular Systems in Healthy 18-25 year olds.”

**From:** [Lindsey Ibanez](#)  
**To:** [socsci](#)  
**Subject:** Vote results  
**Date:** Wednesday, March 9, 2022 11:38:13 AM  
**Attachments:** [PoliSci 3.22.png](#)  
[Psych 3.22.png](#)

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Dear Division colleagues,

Thanks for taking the time to vote on proposed curriculum changes; both changes, for Psychology and Political Science, have been unanimously approved.

Best,  
Lindsey

Lindsey M. Ibañez, Ph.D.  
Assistant Professor of Sociology  
Department of Sociology and Anthropology  
Washburn University

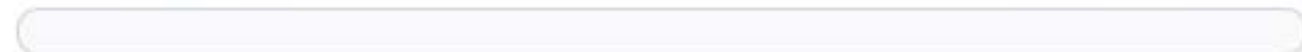
# Do you approve of the proposed change to the BA Political Science program? ⋮

by LMI · 1 week ago

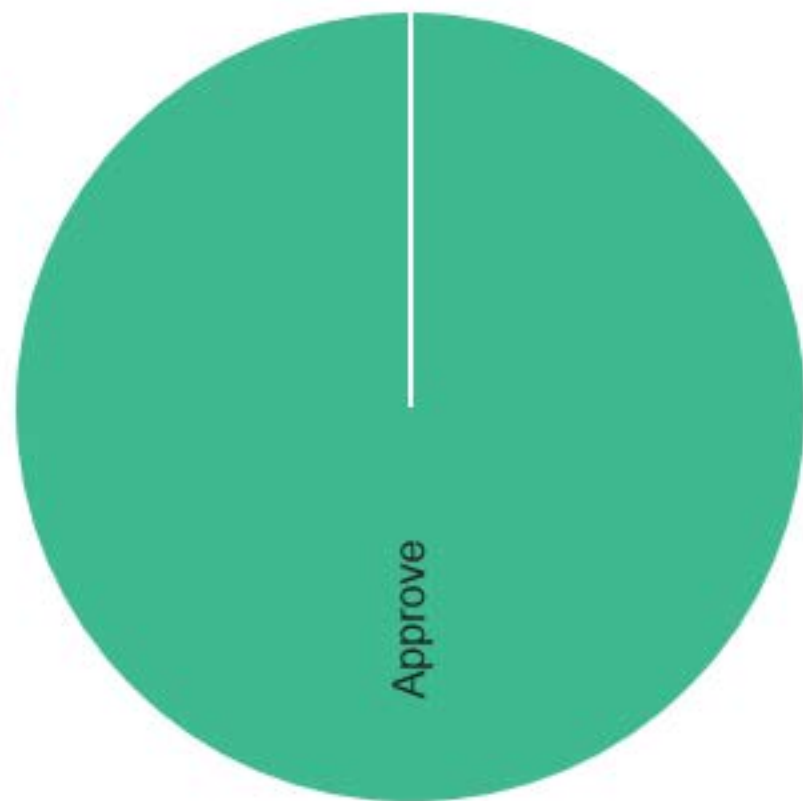
Approve 105.56% (19 votes)



Do not approve 0.00% (0 votes)



Total votes: 18



[🔄 Live results](#)

[← Back to poll](#)

[🔗 Share](#)



# Do you approve of Psychology's course deletion and new course addition?

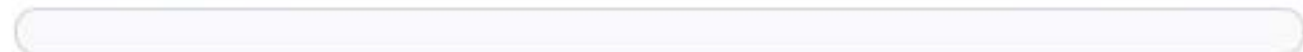


by LMI · 1 week ago

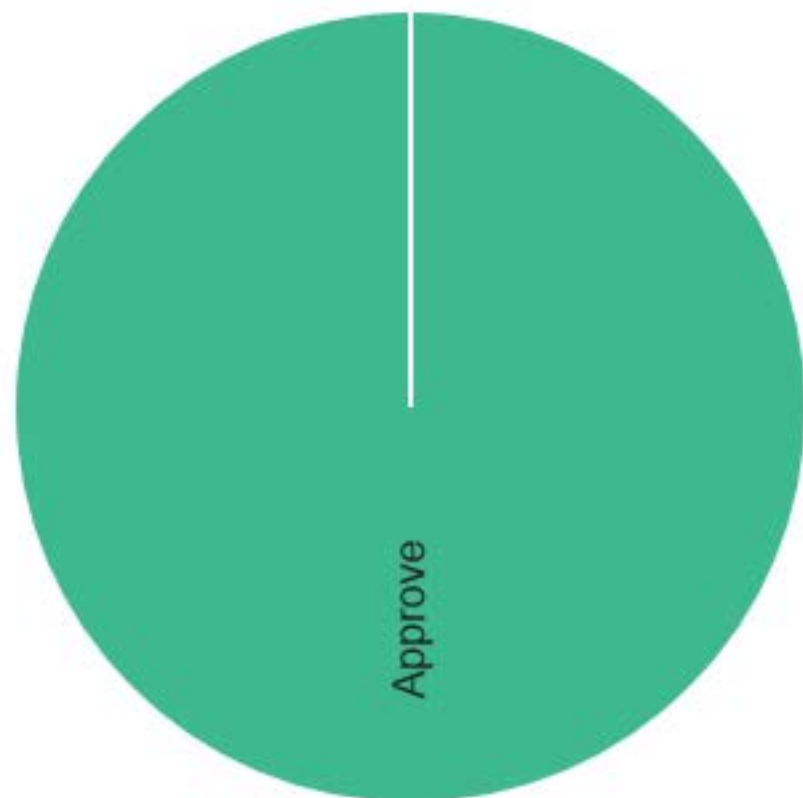
Approve 100.00% (18 votes)



Do not approve 0.00% (0 votes)



Total votes: 18



Live results

Back to poll

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**Social Science Division of Washburn University**  
**College of the Arts and Sciences Minutes**  
**March 21, 2021 through March 23, 2022 (online)**

Lindsey Ibañez, Chair of the Division, conducted a meeting via e-mail beginning March 21, 2022.

New business consisted of approving the following agenda items:

1. Course change for PY151
2. Social Science Division Elections

Members were instructed to vote on the agenda items via online polls created by Ibañez but were not given an end date.

On March 23, 2022, Ibañez announced via e-mail that all items on the agenda were approved with a quorum and provided the results of the election he would forward to the Dean's office.

- Linzi Gibson was re-elected to the Program Review Committee
- Laura Murphy was re-elected to the Undergraduate Probation and Reinstatement Committee
- Mary Sundal was re-elected to CCPT
- Michael McGuire was re-elected to the Assessment Committee
- Lindsey Ibañez was re-elected as Division Chair
- Jericho Hockett was elected to the General Education Committee
- The course change for Psy151 was approved

The meeting concluded on March 23, 2022.

Respectfully Submitted,  
Dr. Lindsey Ibañez  
Sociology & Anthropology  
Social Science Division Chair

## The College of Arts and Sciences

### 1. General Policy

The College of Arts and Sciences of Washburn University works to maintain the highest possible standards of teaching, scholarship and service; to ensure every faculty member full academic freedom; to render every qualified faculty member secure in their profession; and to enable the College of Arts and Sciences to rely on the continuous employment of a competent faculty. It is, therefore, the policy of the College of Arts and Sciences to provide stability and continuity of employment for the faculty in an atmosphere of academic integrity and mutual confidence.

The basic responsibilities of the College of Arts and Sciences are to preserve, augment, critique, and transmit knowledge and to encourage creativity. Thus, the College of Arts and Sciences should appoint, develop, and retain distinguished faculty members with outstanding qualifications. Tenure and promotion within the College of Arts and Sciences are consistent with general University policy in emphasizing the importance of teaching, scholarship, and service by its faculty.

Appointment or promotion to the rank of associate professor requires a record of success in teaching, scholarship, and service. Appointment or promotion to the rank of professor requires excellence in teaching, scholarship, and service.

Promotion and tenure in the College of Arts and Sciences at Washburn University are never automatic. They must be earned.

### 2. Minimum Requirements for Consideration for Promotion and Tenure

#### a. Education

Granting of tenure and appointment to the rank of assistant professor or higher typically requires completion of professional education in most fields marked by the Ph.D. or other recognized terminal degree.

#### b. Experience

Beginning with appointment to the rank of full-time assistant professor or a higher rank, the probationary period at Washburn University shall not exceed six years, unless a candidate for tenure and promotion has been granted an extension of the probationary period as outlined in Section 3 II e. 3 of the faculty handbook. At least three of these six years must be at Washburn as a full-time assistant professor or higher rank. Up to three years of credit may be granted, by written agreement, for full-time service at other institutions of higher education. The initial employment contract of every full-time faculty member will indicate that member's maximum probationary period at Washburn University.

**Commented [KE1]:** Is there a possibility that a person could go up early if it is not written in their contract?

For promotion to associate professor, the candidate must have completed six years of full-time college-level academic experience, the last three of which must have been at the assistant professor rank. If the candidate is eligible for promotion during the year of the tenure decision, then one petition and one departmental committee must be used for both.

For promotion to professor, the candidate must have completed at least ten years of full-time college-level academic experience, four of which must have been at the associate professor rank.

### c. Teaching

Effective teachers are essential to the College of Arts and Sciences. The quality of instruction must be judged by its intrinsic purposes: to transmit and preserve knowledge, to encourage critical and creative thought, to foster a lively interest in learning, and to stimulate a continuing commitment to inquiry.

Evidence of teaching effectiveness could include but is not limited to

- student learning
- peer review by colleagues
- record of pedagogical training
- record of teaching innovation, in either pedagogy or content
- student perceptions and opinions
- a process of continuous improvement
- mentoring of independent student projects and internships
- supervision of student research or creative activity presented or published in a student forum (e.g., Apeiron, student conferences and journals, etc.)

### d. Research, Scholarship, and Creative Endeavors

Scholarly activity is the obligation of all tenure-track members of the faculty of the College of Arts and Sciences. A faculty member's scholarship must be judged by their contributions to knowledge through peer-reviewed publication or creative activities in their discipline that are peer reviewed, juried, refereed, and/or have been externally and professionally validated.

Research, scholarship, and creative endeavors should also include a sustained record of activities that could include but is not limited to

- publication of books and book chapters
- publication of articles and reviews of a scholarly nature
- presentation of professional papers
- conducting of, or performing in, professional workshops
- research collaborations with students that result in peer-reviewed professional publication or presentation
- receipt of grants, awards, and fellowships for scholarly work
- achievement in art and/or creative endeavors related to a faculty member's discipline, such as performance of compositions, published arrangements, recordings, juried or invitational performances or art exhibits, or professionally performed or disseminated work

### e. Service

Service to the department, to the College of Arts and Sciences, to the University, to the profession, and/or to the community is the responsibility of each faculty member. For this purpose, community service must draw upon professional expertise.

Evidence of service activities could include but is not limited to

- student advising
- engagement in department activities
- participation and/or leadership in college and/or university committees
- administrative leadership
- recruitment and retention activities
- sponsorship of student organizations
- leading students in special activities, including travel and conference attendance/participation
- serving as a representative of the University where professionally appropriate
- work with community partner(s)
- mentoring of peers
- activities promoting and advancing diversity and inclusion
- membership on professional boards or organizations
- review of manuscripts for journals, publishers, grant funding, or conferences
- invited lectures, performances, and other public presentations/workshops to campus or community groups

### 3. Procedures for Recommendation for Tenure and/or Promotion

a. In the fall of each year, the Vice President for Academic Affairs of the University will distribute to the Dean of the College of Arts and Sciences a list of faculty members whose tenure status must be reviewed before the end of the current academic year. The Dean will then inform the appropriate department chairpersons.

b. In the fall of the initial year of eligibility, the Dean of the College of Arts and Sciences will also forward to each department chairperson the names of all tenured members of the department's faculty below the rank of Professor who will have met the minimum educational and experiential requirements for promotion in academic rank by the end of that academic year.

c. The department chairperson will inform the candidates for tenure and/or promotion, invite them to submit the required information and to supply whatever other materials they desire to substantiate their qualifications, and oversee the creation of a departmental committee of at least five (5) tenured members of academic rank higher than the candidate. The department chairperson will not be a member of this committee, nor will any other candidate for promotion, nor will members of the College Committee on Promotion and Tenure. In the case that the department chairperson is a member of the College Committee for Promotion and Tenure during the time in which the department has a candidate for promotion, the chairperson will be recused from the deliberations of the College Committee for Promotion and Tenure regarding that particular candidate.

d. If the department lacks the necessary five members, the candidate will submit to the Dean a list of higher-ranking members of other college departments. The list shall be at least twice that number lacking in the candidate's department. The Dean, in consultation with the College Committee for Promotion and Tenure, then will select the final members of the committee.

**Commented [KE2]:** Please note that this revised section now includes procedures for both tenure and promotion as opposed to detailing these procedures in separate sections.

e. The candidate may choose which of the committee members they want to chair the department committee.

f. The candidate will submit the required information and other materials in support of their petition for tenure and/or promotion to the department chairperson.

g. The candidate may withdraw their petition at any time in the process and it will not continue forward.

h. All department members are encouraged to submit recommendations regarding the candidate's petition for tenure and/or promotion to the department committee chair. These recommendations become part of the candidate's file and are submitted with the petition to the Dean.

i. The department committee will provide notification of its recommendation to the candidate. The committee recommendation, together with the candidate's materials in support of their petition, will be forwarded to the Dean through the department chairperson.

j. The department chairperson will provide notification of their recommendation to the candidate and submit their recommendation to the Dean.

k. The Dean will distribute the materials and recommendations to the College Committee on Promotion and Tenure for its consideration. The College Committee on Promotion and Tenure will provide a notification of its recommendation to the candidate and submit the recommendation to the Dean.

l. Upon receipt of the recommendation of the College Committee on Promotion and Tenure, the Dean will submit to the Vice President for Academic Affairs their recommendation, together with the recommendations of the College Committee on Promotion and Tenure, the department chairperson, and the departmental committee. The Dean will also notify the candidate of their recommendation.

Select Request Type

- New Program
- Program Change
- Program Deletion

### Change Program Form

Please provide the requested program change information in the areas below

What is the program title?

\* Spanish: Education, Grd P-12 and TL-Spanish, Grd K-12

What is the rationale for the change?

\* We are dropping a course that has not been taught in 20 years. It is SP325, Civilization of Mexico. For our education programs, students need to take SP324, Civilization of Spain, and then either SP325, Civilization of Mexico, or SP326, Civilization of Latin America. We have been teaching SP326 consistently, but not SP325. We believe SP326 is a better course for our majors going into teaching, since it has a more global and general view of Hispanic cultures. Besides, even in SP326, Mexico takes a big part of the course and is the model country used to exemplify changes in the regional area. In other words, we have been teaching SP325 within SP326, to some extent. Dropping this course will have no impact for our majors going into education.

Complete revised description:

Describe the nature of the proposed change:

\* We are dropping one of two electives for our majors going into education. Therefore, since the other elective remains, there is no main change for the program.

Do you currently have the equipment and facilities to teach the classes within the proposed change? \* Yes

Does this change affect any other departments? \* Yes

If yes, explain:

\* Department of Education. Both the Spanish: Education, Grd P-12 and the TL-Spanish, Grd K-12 are programs we have with Education.

Effective date: \* August 1, 2022

Initiator First Name  
Miguel

Initiator Last Name  
Gonzalez-Abellas

Initiator Email  
miguel.gonzalez-abellas@washburn

...3132333532

*Miguel Gonzalez-Abellas*

01/28/2022  
Date

Initiator Signature

To be completed by the library:

Email address of librarian completing evaluation: alan.bearman@washburn.edu

Are current library holdings adequate? \* Yes

...3239333431

*Alan Bearman*

02/01/2022  
Date

Library Signature

To be completed by Chair of the Department of Education:

Will addition of/changes to this course in any way alter the program leading to a teacher certification? \* No

...3534363331

*Cherry Steffen*  
Dept of Education Signature

01/28/2022  
Date

Route to Division Chair

Route to Affected Dept/School

Route to Dean

Route to CFCCC

Route to CFC

Route to CAS General Faculty

Division Chair Approver First Name

\* Michael

Division Chair Approver Last Name

\* O'Brien

Division Chair Approver Email

\* michael.obrien@washburn.edu

Dean Approver First Name

\* Laura

Dean Approver Last Name

\* Stephenson

Dean Approver Email

\* laura.stephenson@washburn.edu

CFCCC Approver First Name

\* Bruce

CFCCC Approver Last Name

\* Mactavish

CFCCC Approver Email

\* bruce.mactavish@washburn.edu

CAS Comments (optional)

^  
v

Division Chair Approval

Division Chair Comments (optional)

^  
v

Signature

Date

Dean Approval

Dean Comments (optional)

^  
v

Signature

Date

CFCCC Approval

CFCCC Comments (optional)

^  
v

Signature

Date

CFC Approval

CFC Comments (optional)

^  
v

Signature

Date

CAS Signature

Electronically signed by Kelly Erby on 02/01/2022 11:38:40 AM



Select Request Type

- New Program
- Program Change
- Program Deletion

### Change Program Form

Please provide the requested program change information in the areas below

What is the program title?

\* Minor in Coaching

What is the rationale for the change?

\* The required courses for this minor have been changed.

Complete revised description:

New requirements:

Kinesiology Department  
Minor in Coaching  
(17 credit hours)

The Minor in Coaching provides students the education and experience needed to obtain an entry-level coaching position. In addition, courses selected provide the knowledge needed to complete the American Sport Education Program (ASEP) national coaching certification exam. The Minor in Coaching is aligned with the National Association for Sport and Physical Education (NASPE) Standards.

Required courses:

KN 240 Coaching Principles and Philosophy (2 cr.) (no prerequisites)

KN 257 Prevention and Care of Athletic Injuries (3 cr.) (no prerequisites)

KN 300 Psychology of Sport and Physical Activity (3 cr.)  
(prerequisites: KN 248 Wellness Concepts and Application (3 cr.) and KN250 Introduction to Kinesiology (2cr.); OR consent of instructor)

KN 357 Sports Performance Training and Conditioning (3 cr.)  
(prerequisites: KN342 Physical Education Activity Techniques II (2 cr.) and BI255 Human Physiology with Lab (4 cr.); OR consent of instructor)

Choose ONE of the following:

KN 341 Physical Education Activity Techniques I (2 cr.)  
(basketball, soccer/speedball, softball, flag football, team handball, lacrosse, and floor hockey)  
(prerequisites: KN 248 Wellness Concepts and Application (3 cr.) and KN250 Introduction to Kinesiology (2cr.); OR consent of instructor)

KN 343 Physical Education Activity Techniques III (2 cr.) (volleyball, tennis, badminton, pickleball, golf, archery, and bowling)  
(prerequisites: KN 248 Wellness Concepts and Application (3 cr.) and KN250 Introduction to Kinesiology (2cr.); OR consent of instructor)

Choose TWO of the following (no prerequisites):

- KN 281 Coaching Football (2 cr.)
- KN 282 Coaching Basketball (2 cr.)
- KN 283 Coaching Track and Field (2 cr.)
- KN 284 Coaching Baseball and Softball (2 cr.)
- KN 285 Coaching Volleyball (2 cr.)
- KN 286 Coaching Soccer

Plus: current CPR/AED Certification is required at time of graduation.

Describe the nature of the proposed change:

\* Below are the original requirements that are changing:

Kinesiology Department  
Minor in Coaching  
(16 credit hours)

The Minor in Coaching provides students the education and experience needed to obtain an entry-level coaching position. In addition, courses selected provide the knowledge needed

to complete the American Sport Education Program (ASEP) national coaching certification exam. The Minor in Coaching is aligned with the National Association for Sport and Physical Education (NASPE) Standards.

Required courses:

KN 240 Coaching Principles and Philosophy (2 cr.) (no prerequisites)

KN 257 Prevention and Care of Athletic Injuries (3 cr.) (no prerequisites)

KN 300 Psychology of Sport and Physical Activity (3 cr.)

(prerequisites: KN 248 Wellness Concepts and Application (3 cr.) and KN250

Introduction to

Kinesiology (2cr.); OR consent of instructor)

Choose TWO of the following:

KN 341 Physical Education Activity Techniques I (2 cr.)

(basketball, soccer/speedball, softball, flag football, team handball, lacrosse, and floor hockey)

(prerequisites: KN 248 Wellness Concepts and Application (3 cr.) and KN250

Introduction to

Kinesiology (2cr.); OR consent of instructor)

KN 342 Physical Education Activity Techniques II (2 cr.) (aerobics, group exercise and weight-lifting) (prerequisites: KN 248 Wellness Concepts and Application (3 cr.) and KN250

Introduction to

Kinesiology (2cr.); OR consent of instructor)

KN 343 Physical Education Activity Techniques III (2 cr.) (volleyball, tennis, badminton, pickleball,

golf, archery, and bowling)

(prerequisites: KN 248 Wellness Concepts and Application (3 cr.) and KN250

Introduction to

Kinesiology (2cr.); OR consent of instructor)

Choose TWO of the following (no prerequisites):

KN 253 Fundamentals of Football Coaching (2 cr.)

KN 302 Coaching Basketball (2 cr.)

KN 303 Coaching Track and Field (2 cr.)

KN 304 Coaching Baseball and Softball (2 cr.)

KN 305 Coaching Volleyball (2 cr.)

Plus: current CPR/AED Certification is required at time of graduation.

Do you currently have the equipment and facilities to teach the classes within the proposed change? \* Yes

Does this change affect any other departments? \* No

Effective date: \* Fall 2022

Initiator First Name

Roy

Initiator Last Name

Wohl

Initiator Email

roy.wohl@washburn.edu

...3730333635

*Roy Wohl*

Initiator Signature

02/11/2022

Date

To be completed by the librarian:

Email address of librarian completing evaluation: alan.bearman@washburn.edu

Are current library holdings adequate? \* Yes

...3333353633

*Alan Bearman*

Library Signature

02/11/2022

Date

To be completed by Chair of the Department of Education:

Will addition of/changes to this course in any way alter the program leading to a teacher certification? \* No

...3732323032

*Cherry Steffen*

Dept of Education Signature

02/11/2022

Date

Route to Division Chair

Route to Affected Dept/School

Route to Dean

Route to CFCCC

Route to CFC

Route to CAS General Faculty

Division Chair Approver First Name

\* carolyn

Division Chair Approver Last Name

\* Carlson

Division Chair Approver Email

\* carolyn.carlson@washburn.edu

Dean Approver First Name

\* Laura

Dean Approver Last Name

\* Stephenson

Dean Approver Email

\* laura.stephenson@washburn.edu

CFCCC Approver First Name

\* Bruce

CFCCC Approver Last Name

\* Mactavish

CFCCC Approver Email

\* bruce.mactavish@washburn.edu

CAS Comments (optional)

Text area for CAS Comments with up/down arrows on the right.

Division Chair Approval

Division Chair Comments (optional)

Text area for Division Chair Comments with up/down arrows on the right.

Signature

Date

Dean Approval

Dean Comments (optional)

Text area for Dean Comments with up/down arrows on the right.

Signature

Date

CFCCC Approval

CFCCC Comments (optional)

Text area for CFCCC Comments with up/down arrows on the right.

Signature

Date

CFC Approval

CFC Comments (optional)

Text area for CFC Comments with up/down arrows on the right.

Signature

Date

CAS General Faculty Approval

CAS General Faculty Comments (optional)

Text area for CAS General Faculty Comments with up/down arrows on the right.

Signature

Date

CAS Signature

Electronically signed by Kelly Erby on 02/11/2022 1:20:57 PM

Select Request Type

- New Program
- Program Change
- Program Deletion

**Change Program Form**

Please provide the requested program change information in the areas below

What is the program title?

\* Bachelor of Arts in Political Science

What is the rationale for the change?

\* The field of political science is changing to include increased emphasis on special topics, field experience, research and presentation skills, experiential classes, internships, and independent projects. Adding a requirement that majors take another special topics class or an internship or independent study class reflects this new emphasis without diminishing the current major in any way. This would put the PO major at 37 total hours and students may take up to 40 hours of political science and still meet all other Washburn graduation requirements.

Complete revised description:

A required curriculum of twenty-five (25 ) credit hours consisting of:

- PO106 The Government of the United States
- PO 107 Kansas and the U.S. State and Local Government
- PO 225 Introduction to International Politics
- PO 235 Introduction to Comparative Politics
- PO 308 Federalism and Public Policies
- PO 372 Topics in Comparative Politics
- PO 373 Topics in International Relations
- PO 390 Applied Political Research
- PO 450 Senior Seminar

A further nine (9) credit hours from the following upper division courses:

- PO 371 Topics in American Politics and Government
- PO 372 Topics in Comparative Politics
- PO 373 Topics in International Relations
- PO 374 Topics in Public Administration

A further three (3) credit hours from one of the following upper division courses:

- PO 309: Kansas Legislative Experience (Internship)
- PO 307: Internship in State and Local Government
- PO 386: Directed Readings
- PO 371 Topics in American Politics and Government
- PO 372 Topics in Comparative Politics
- PO 373 Topics in International Relations

Describe the nature of the proposed change:

- \* 1. Require 3 more credits of upper division political science that can include special topics courses, internship courses, or an independent study course.
2. Remove PO 396 (Topics in Applied Research) and PO 397 (Advanced Applied Research) from options for nine further hours as PO 386 can serve the purpose of those classes in the additional three hours section.

Do you currently have the equipment and facilities to teach the classes within the proposed change? \* Yes

Does this change affect any other departments? \* No

Effective date: \* July 1, 2022

Initiator First Name

Bob

Initiator Last Name

Beatty

Initiator Email

bob.beatty@washburn.edu

...3436303734

*Bob Beatty*  
Initiator Signature

02/08/2022  
Date

To be completed by the library:

Email address of librarian completing evaluation: alan.bearman@washburn.edu

Are current library holdings adequate?

...3835383535

*Alan Bearman*

02/10/2022

Library Signature

Date

*To be completed by Chair of the Department of Education:*

Will addition of/changes to this course in any way alter the program leading to a teacher certification?

...3636333830

*Cherry Steffen*

02/11/2022

Dept of Education Signature

Date

Route to Division Chair

Route to Affected Dept/School

Route to Dean

Route to CFCCC

Route to CFC

Route to CAS General Faculty

Division Chair Approver First Name

\*lindsey

Division Chair Approver Last Name

\*ibañez

Division Chair Approver Email

\*lindsey.ibanez@washburn.edu

Dean Approver First Name

\*Laura

Dean Approver Last Name

\*Stephenson

Dean Approver Email

\*laura.stephenson@washburn.edu

CFCCC Approver First Name

\*Bruce

CFCCC Approver Last Name

\*Mactavish

CFCCC Approver Email

\*bruce.mactavish@washburn.edu

CAS Comments (optional)

Division Chair Approval

Division Chair Comments (optional)

Signature

Date

Dean Approval

Dean Comments (optional)

Signature

Date

CFCCC Approval

CFCCC Comments (optional)

Signature

Date

CFC Approval

CFC Comments (optional)

Signature

Date

CAS Signature

Electronically signed by Kelly Erby on 02/14/2022 12:23:25 PM

Select Request Type

- New Program
- Program Change
- Program Deletion

### Program Deletion Form

Please provide the requested program change information in the areas below

What is the program title?

\* Creative Advertising

Reason for this program deletion:

\* As part of our curriculum revision, we combined the Advertising and Public Relations concentrations. The change is a reflection of student interest as well as the latest trends in the mass media field where we see a broad range of public and private sector positions requiring the skills of integrated brand promotion (i.e. combined PR and Ad).

Complete description:

In the creative advertising concentration, students explore the structure of the advertising industry and learn the strategies and tactics used in successfully advertising products and services on behalf of organizations and businesses. This includes strategically determining and understanding your target audience's needs and desires, establishing the purpose of your brand's advertising, and creating successful advertising campaigns and other marketing activities to fit within a business's or organization's goals.

Is the program being deleted from the catalog being replaced with another program? \* Yes

If yes, explain:

\* The Creative Advertising concentration is being replaced by the new Advertising and Public Relations Concentration.

Is the content of this program being distributed to another program? \* Yes

If yes, explain:

\* The new Advertising and Public Relations concentration covers the same fundamental skills.

Does this deletion affect any other departments? \* No

Initiator First Name  
Maria

Initiator Last Name  
Stover

Initiator Email  
maria.stover@washburn.edu

...3633303039

*Maria Stover*  
Initiator Signature

01/23/2022  
Date

To be completed by the library:

Email address of librarian completing evaluation: alan.bearman@washburn.edu

Are current library holdings adequate? \* Yes

...3733303238

*Alan Bearman*  
Library Signature

01/24/2022  
Date

To be completed by Chair of the Department of Education:

Will addition of/changes to this course in any way alter the program leading to a teacher certification? \* No

...3239373430



*Cherry Steffen*  
Dept of Education Signature

01/24/2022  
Date

Route to Division Chair

Route to Affected Dept/School

Route to Dean

Route to CFCCC

Route to CFC

Route to CAS General Faculty

Division Chair Approver First Name

\* Kristen

Division Chair Approver Last Name

\* Grimmer

Division Chair Approver Email

\* kristen.grimmer@washburn.edu

Dean Approver First Name

\* Laura

Dean Approver Last Name

\* Stephenson

Dean Approver Email

\* laura.stephenson@washburn.edu

CFCCC Approver First Name

\* Bruce

CFCCC Approver Last Name

\* Mactavish

CFCCC Approver Email

\* bruce.mactavish@washburn.edu

CAS Comments (optional)

^  
v

Division Chair Approval

Division Chair Comments (optional)

^  
v

Signature

Date

Dean Approval

Dean Comments (optional)

^  
v

Signature

Date

CFCCC Approval

CFCCC Comments (optional)

^  
v

Signature

Date

CFC Approval

CFC Comments (optional)

^  
v

Signature

Date

CAS General Faculty Approval

CAS General Faculty Comments (optional)

^  
v

Signature

Date

CAS Signature

Electronically signed by Kelly Erby on 01/24/2022 9:28:10 PM

Select Request Type

- New Program
- Program Change
- Program Deletion

**Program Deletion Form**

Please provide the requested program change information in the areas below

What is the program title?

\* Public Relations

Reason for this program deletion:

\* As part of our curriculum revision, we combined the Advertising and Public Relations concentrations. The change is a reflection of student interest as well as the latest trends in the mass media field where we see a broad range of public and private sector positions requiring the skills of integrated brand promotion (i.e. combined PR and Ad).

Complete description:

The public relations concentration prepares students to manage communication programs of public and private organizations. The course sequence provides the knowledge and skills needed by professionals in all aspects of the public relations field and gives students hands-on practice with real-world clients in the classroom.

Is the program being deleted from the catalog being replaced with another program? \* Yes

If yes, explain:

\* The Public Relations concentration is being replaced by the new Advertising and Public Relations concentration.

Is the content of this program being distributed to another program? \* Yes

If yes, explain:

\* The new Advertising and Public Relations concentration covers the same fundamental skills.

Does this deletion affect any other departments? \* No

Initiator First Name  
Maria

Initiator Last Name  
Stover

Initiator Email  
maria.stover@washburn.edu

...3737383136

*Maria Stover*  
Initiator Signature

01/23/2022  
Date

To be completed by the library:

Email address of librarian completing evaluation: alan.bearman@washburn.edu

Are current library holdings adequate? \* Yes

...3533373636

*Alan Bearman*  
Library Signature

01/24/2022  
Date

To be completed by Chair of the Department of Education:

Will addition of/changes to this course in any way alter the program leading to a teacher certification? \* No

...3234393330

*Cherry Steffen*  
Dept of Education Signature

01/24/2022  
Date

Route to Division Chair

Route to Affected Dept/School

Route to Dean

Route to CFCCC

Route to CFC

Route to CAS General Faculty

Division Chair Approver First Name

\* Kristen

Division Chair Approver Last Name

\* Grimmer

Division Chair Approver Email

\* kristen.grimmer@washburn.edu

Dean Approver First Name

\* Laura

Dean Approver Last Name

\* Stephenson

Dean Approver Email

\* laura.stephenson@washburn.edu

CFCCC Approver First Name

\* Bruce

CFCCC Approver Last Name

\* Mactavish

CFCCC Approver Email

\* bruce.mactavish@washburn.edu

CAS Comments (optional)

Text area for CAS Comments with up/down arrows.

Division Chair Approval

Division Chair Comments (optional)

Text area for Division Chair Comments with up/down arrows.

Signature

Date

Dean Approval

Dean Comments (optional)

Text area for Dean Comments with up/down arrows.

Signature

Date

CFCCC Approval

CFCCC Comments (optional)

Text area for CFCCC Comments with up/down arrows.

Signature

Date

CFC Approval

CFC Comments (optional)

Text area for CFC Comments with up/down arrows.

Signature

Date

CAS General Faculty Approval

CAS General Faculty Comments (optional)

Text area for CAS General Faculty Comments with up/down arrows.

Signature

Date

CAS Signature

Electronically signed by Kelly Erby on 01/24/2022 9:26:37 PM