

**Washburn University
Meeting of the Faculty Senate
December 2, 2019
3:00 PM – Forum Room, BTAC**

- I. Call to Order**
- II. Approve minutes of the Faculty Senate Meeting of November 4, 2019 (pp. 2-5)**
- III. President’s Opening Remarks**
- IV. Report from the Faculty Representative to the Board of Regents**
- V. VPAA Update - Dr. JuliAnn Mazachek**
- VI. Faculty Senate Committee Reports**
 - **Approve the Academic Affairs Committee Meeting Minutes of October 28, 2019 (p. 6)**
- VII. University Committee Reports**
 - **Receive the Academic Diversity & Inclusion Committee Minutes from October 8, 2019 (p. 7)**
 - **Receive the Faculty Handbook Committee Meeting Minutes from September 13, 2019 (pp. 8-9)**
 - **Receive the International Education / International WTE Committee Minutes from November 22, 2019 (p. 10)**
 - **Receive the Board of Student Media Meeting Minutes from November 15, 2019 (pp. 11-12)**
 - **Receive the Graduate Council Meeting Minutes from October 28, 2019 (p. 13)**
- VIII. Old Business**
 - **20-4 Bachelor of Education (B.Ed.) in History Secondary Education (Prasch) (pp. 14-17)**
 - **Addition of a Technology Administration minor within the Technology Administration program (Haugness) (pp. 18-25)**
- IX. New Business**
- X. Information Items**
- XI. Discussion Items**
 - **Progress report presentation from Gropitch and Mazachek regarding:**
 - **Bias Response Task Force and Next Steps,**
 - **Multicultural Space,**
 - **Climate Survey, and**
 - **Academic Minor(s).**
- XII. Announcement**
- XIII. Adjournment**

**Washburn University Meeting of the Faculty Senate
November 4, 2019
3:00 PM – Forum Room, BTAC**

Present: Barker, Beatie, Byrne, Cook (M), Cook (S), Dodge, Douglass, Friesen, González-Abellás, Grant, Huff, Jones, Juma, Krug, Mazachek, Menninger-Corder, Miller, Morse, Pierce, Prasch, Ricklefs, Romig, Sainato, Schmidt, Smith, Stevens, Woody, Vandalsem, Wang, Zwikstra

Absent: Brooks, Wasserstein, Watson,

Guests: Ball (J), Grospitch

- I. Call to Order 3:00**
- II. Approved Faculty Senate meeting minutes of October 7, 2019 with minor corrections.**
- III. President's Opening Remarks**
 - **On October 14th, the Monday of fall break, Washburn hosted Women in Science. The program brought 235 seventh grade women to campus to participate in a number of panels. Susan Bjerke, ten faculty, and 30 students were present to help with the event.**
 - **Encouraged non-tenured faculty senators to feel free to engage in discussion regarding issues they believe are important. The current administration is not punitive and believes there must be an open dialog**
 - **Next meeting Monday November 18th.**
- IV. Report from the Faculty Representative to the Board of Regents**
 - **Wasserstein is out for a conference and Barker presented these notes.**
 - **The last meeting was October 31st at 4pm.**
 - **The construction company for the indoor practice was brought in to address the issues of the falling beam. This was not something that could be fixed with two cranes; there will need to be four to address the issues. Despite the setback, the build should be only a few months behind schedule.**
 - **Washburn Law reported that the bar exam first time pass rate was at 92 percent this last year, which is better than all others in the state.**
 - **Audit recommendations were presented, with little of note to discuss.**
 - **WU composite index score slightly up from last year.**
 - **Washburn Tech is getting a new roof.**
 - **Course leaf software for catalogs was discussed. The program includes a new workflow that will automatically populate the catalog after changes have been done. The catalog will no longer be online and not in PDF alone. Childers asked if there will still be hard copies for purchase. Schmidt called for clarification from the VPAA's office on what this will**

look like. Ball suggested inviting Aileen Ball to come to a meeting for questions.

- EAB work continues to provide evidence based materials for the school.
- The board approved hiring a retirement advisor outside the TIAA.
- The purchase of antivirus materials was approved.
- The multicultural center was provided \$250,000 for the purposes of creating the changes needed. The center will replace the office of student involvement which is being moved to the McVicar room.

V. VPAA Update—Dr. JuliAnn Mazachek

- In follow up to the conversation regarding contract language: this is currently being written up for tenured faculty. In the future, there will be a move to use contracts again this time in electronic form. The letters will still be used. The language will be changed when the raise comes to fruition in January.
- School of Law has been working on a design for their new building that will likely be an agenda item at the December board meeting.
- A retirement plan advisor to work with human resources to minimize expenses and provide better retirement plans for all faculty and staff has been approved for hire.
- Farley will be attending a future faculty senate meeting to further the enrollment conversation, to include a brainstorming session.

VI. Faculty Senate Committee Reports

- Academic Affairs Committee minutes from September 23, 2019 were approved.

VII. University Committee Reports

- Academic Diversity and Inclusion Committee minutes from September 9, 2019 were received.
- International Studies / International WTE Committee minutes from October 10, 2019 were received.
- Library Committee minutes from October 22, 2019 were received.
- Assessment Committee minutes from October 10, 2019 were received.
- Graduate Council minutes from April 29, 2019 were received.

IX. Old Business

- 20-2 Bachelor of Education in English Secondary Education
- This is the first in a series to adjust those programs in 120 (Prasch).
- These programs will have less in terms of general education hours. This is the only one that will keep the FL requirement, as well as the 124

hour requirement. The next program will be history education. Students will complete course requirements for a BA in three years with the last year to include student teaching. This is in response to the move to 120 hours for most majors per KBOR. If people are choosing not to move to 120 hours, they need to have a good reason. The current program that includes four years of course work and one year of student teaching will remain an option for students (Morse).

- **20-3 Success Week Policy**
- Sollars pointed out the policy is currently under forms and may need adjustment. In response, the policy was cleaned up and sent to Academic Affairs. The edits were received by senate, with some additional changes that have taken place since.
- Part A was discussed for further edit, which concluded with the following adjustments “assignments worth more than 10 percent of the final grade or covering more than one fourth of the assigned reading materials for the course should not be given or due during success week”
- As a point of order, Schmidt asked if this needs referred to Handbook committee for further edit. Ball spoke with the committee and they don’t want to modify. The final version will go to them only for the placement.
- Cook (S) stated that in the current year, success week falls around the same time as our second fall break, thus making it difficult for planning course materials. Miller agreed and suggest that there may be a need to define *major assignments*.

X. New Business: NONE

XI. Information Items: NONE

XII. Discussion Items

- **Viewpoint Neutrality and Requirements for Alternative Viewpoints (Byrne) was removed due to the discussion taking place in the freedom of expression committee.**

XIII. Announcements

- **Prasch announced the 100th anniversary of Little Blue Books, a socialist press in Kansas. Tom Averill helped Washburn to collect one thousand of the two thousand publications. Wynn, Averill, Tom, and Moore are speaking November 5th at 7:30 pm in the library about this collection.**
- **Prasch also announced that Sanford Pomerantz would be presenting on November 7th regarding his experiences recently in Hong Kong. Pomerantz is a retired doctor who audits classes at Washburn who recently traveled to Hong Kong, participating in protests and talking to people involved with the pro-democracy movement.**

- **A final announcement from Prsch is the showing of Goodbye, Lenin! on November 12th at 7 pm in Henderson 107 for the 30th anniversary of the fall of the Berlin Wall.**

XIV. Adjournment 3:51

Academic Affairs Committee
Washburn University
10/28/2019
Minutes

Present: Jones, Morse, Ricklefs, Juma, Vandalsem, Menninger-Corder, Stevens, Beatie, J. Ball, Grenus
Staff: A. Ball

1. Morse called to order at 4:00 pm
2. Meeting minutes: Jones moved and Juma seconded approval of the 9/23/2019 meeting minutes. Motion carried

3. Action items:

New program: B Ed in English

Vanessa Steinroetter presented this new program which will provide a four-year, 124 hour alternative to the existing B.A. in English with an emphasis in Secondary English Education, which will be retained for students wishing to pursue the more comprehensive program. Stevens moved to approve and Juma seconded. Motion carried.

New program: B Ed in History

Kim Morse presented this new program, which will provide a four-year, 120 hour alternative to the existing B.A. in History/Secondary Education, which will be retained for students wishing to pursue the more comprehensive program. Jones moved to approve and Ricklefs seconded. Motion carried.

Policy language: Success Week

Jennifer Ball presented edits to the existing language of the Success Week policy. The committee offered additional feedback for edits. With those edits, Stevens moved and Jones seconded approval. Motion carried.

4. Adjourn: Meeting adjourned at 4:30 pm.

Academic Diversity & Inclusion Committee Minutes
October 8, 2019 1 PM Shawnee Room

Present: Berumen, Brown, Dempsey-Swopes, Desota, Erby, Etzel, Gibbons, Grant, Hart, Juma, Kendall-Morwick, McClendon, O'Neill, Petersen, Posey, Sundal, Thimesch, Wasserstein, Zamora

- I. The minutes from the September 10 meeting were approved with one correction of a typo
- II. Reports from Student Organization Meetings
 1. First Generation student meeting (Berumen)
 - I. October 16, from 4pm, Mabee 302
 - II. Planning underway for national first-generation day; plan is to make it a week-long event.
 - III. Efforts underway to reach out to all first-generation faculty to encourage them share their stories and create a network with students
 2. HALO meeting in the Lincoln room at 2:00 October 8 (Zamora)
 - I. Would like to provide students on-campus medical Spanish courses to avoid make it easier to communicate with medical staff. Not always legal to interpret for family members. This maybe something that has been offered in SON. Brown will check in on it.
 - II. O'Neil in social work mentioned a new concentration in health care. Interpretation is included; students practice using an interpreter to fill out forms. Could work together interdepartmentally.
 3. Zamora working to raise funds to start the first Latina sorority on campus.
 4. Erby distributed a schedule so people could sign up for attendance at student group meetings.
- III. Old Business
 1. Promoting diversity-related courses for spring 2020- multiple committee members contributed to a discussion about holding an event to promote diversity-related courses being offered in spring and summer 2020. The "Diversity Your World View" course fair will be held Oct. 17 from 11:30-1 in Mabee Library.
- IV. Discussion Items
 1. Multicultural Resource Center (Dempsey-Swopes)
 - I. Dempsey-Swopes distributed blueprints showing the footprint of a proposed new center, which would be located where the Office of Student Involvement and Development now is located in the Memorial Union. This proposal will go before the WUBOR October 25th.
 2. Ideas for the Multicultural Center (Erby)
 - I. Erby provided instructions for brainstorming activity related to the proposed center's aesthetics, programming, academic partnerships, and staffing.

Faculty Handbook Committee Meeting
Meeting Minutes
September 13, 2019

Attendance: Ball, Barker, Bird (attending for Bearman), Byrne, Carpenter, Frank, Fried, Holthaus, Isaacson, Mastrosimone (attending for Pratt), Mazachek, Munzer, Ramirez, Schmidt, Sollars, Stephenson, Wynn

Minutes:

Called to order by Mazachek at 11:33am

Minutes approved from April 22, 2019 meeting

Review of items

- a. SON P&T- Carpenter gave a description of the additions. The definition and inclusion of certification hours are the main changes. Recommendations from the committee include:
 - minimum requirements- clarification for “6th year” (During 6th year or after 6 years).
 - “to be eligible” instead of “to be considered”
 - “no changes may be made to the petition once it has been submitted.” This has changed for the university standards and needs to be reflected consistently.
 - procedure section- “discussion for 3rd year review, “ to “discuss report”

The committee has asked for these changes to be made and re-submitted to the committee at a later date.

- b. SOBU- These revisions accurately reflect the current procedures. Each year the committee assignments are reviewed. Motion to accept, seconded, and approved.
- c. Success Week- This full description is not currently included in the Faculty Handbook or the Master Syllabus. The committee believes Classroom Procedures would be an appropriate place for this policy. Revision requests include:
 - definition of Success Week (or is it actually 3 days)
 - Should specify for undergraduate
 - Should go to Academic Affairs
 - length of courses
 - definition and timeframe of success week (actually 3 days)
 - reminder from deans to their units to enforce adherence

Ball will consult with Academic Affairs and bring another draft back to this committee.

- d. Constitution- The Faculty Senate Constitution Taskforce is working on revisions to the constitution. The taskforce would ask for a link in the Faculty Handbook that leads to the Faculty Senate Constitution webpage. The committee is supportive of language in the Faculty Handbook clarifying all changes must go through the Faculty Senate Executive committee. The committee has asked the taskforce to bring the proposal back to the committee with all desired changes, including a proposal regarding the location of the complete document.
- e. Student Conduct Code (Editorial)- Ball is recommending replacing the Student Conduct Code with a link to the code on the website so it is not housed in multiple locations. The committee moved, seconded, and approved the editorial change.
- f. Update on bylaws- Finance and academics are currently included in the bylaws, which is not best practice. Moving forward, the bylaws will include a high-level view with references to the WURPRM and Faculty Handbook, while full policies and procedures will be included in the WURPRM and the Faculty Handbook. As University Counsel and/or a consultant makes changes, these changes will come back to this committee as information items and will eventually be taken to WUBOR.
- g. Termination procedure- Mazachek and Fried are still working on this procedure. Mazachek will meet with Chair of Faculty Affairs (Currently Tom Prasch) to discuss next steps.

Adjourned by Mazachek at 12:28pm.

International Education / International WTE Committee

November 22, 2019, 4-5 pm, International House

In attendance: Maria Stover, Seid Adem, Liviu Florea, Lindsey Ibanez, Miguel Gonzalez-Abellas, and Baili Zhang; regrets: Lori McMillan, Zach Frank, Crystal Stevens/Lara Rivera

Minutes Approval

October 10 meeting minutes approved.

Reports

Zhang reported on the following:

The Chiba University of Commerce students would finish their program and head home on Dec. 8.

Celebration of Cultures was a success under the new format.

Gonzalez reported that the Chile Program had to be changed to the Dominican Republic due to social unrest in Chile.

Approval

Pam Schmidt's funding request to present a paper in Athens, Greece, was approved for \$1,300 pending final approval of the paper

Discussion

Zhang introduced Ms. Williams, Study Abroad Program Coordinator, who presented on the need to re-evaluate programs heading to countries that are consistently on various travel alert / warning lists. Currently, if the program is canceled after the scholarships are awarded and deposits paid, students and the university often have to incur financial losses on top of additional logistics support. A possible suggestion is to establish guidelines for such programs to go through additional approval process and risk assessment far ahead of the travel time. Meanwhile, suggested guidelines will be created for the committee to discuss in future meetings.

Respectfully submitted,

Baili Zhang

Board of Student Media Meeting Minutes - Nov. 15, 2019

1 p.m. - 2 p.m.

Voting members present: Maria Stover, Melissa Kern and Saimon Ghimire

Ex-officio members present: Regina Cassell, Abbie Barth, Anna-Marie Lauppe, Cody Danner and Erica Faulkinbury

Voting Members Absent: Danielle Head, Louise Krug, Phil Witzke and Derek Richardson

Ex-officio members absent: Hailey Mann

Introductions

Executive Reports-

Abbie Barth

1. Areas of improvement- SM needs to work on reporter accountability and copy editors need to be more visible in the office for reporters to discuss stories with etc. Push for copy editing office hours.
2. Strengths- leaders have good communication with each other.

Anna-Marie Lauppe

1. Areas of improvement- Getting all publications recognized in public sphere not just Washburn Review. Need a new sports editor asap. Need more involvement in training exercises.
2. Goal- Have ALL yearbook page lay-outs done by end of semester.

Erica-

1. Improve- work on improved training of reporters and photographers to improve skills and quality of work submitted.
2. Goal- Continue mentoring reports

Cody-

1. Areas of Improvement- review paper editing, adjust headers etc. Continue tweaking each week to improve quality of content and design layout, we need to stress better reporter cooperation with leaders, and try to address printer issues with press.
2. Strengths- Communication is good between leaders.

Regina-

1. Need to make sure the strongest story is placed on the front page of Washburn Review.
2. Has expectations for leaders within Student Media to continue communicating with each other and work on communication and training with reporters, set clear expectations.

Budget- Looks good. SM has money available to purchase equipment. Regina needs to make a few adjustments and look into missing charges for office paint.

Issues- Going forward SM must have clear guidelines in place to avoid any branding mistakes that could be made. At August retreat Pat Early has volunteered to come do a training on Branding and Trademark. This needs to be implemented annually.

Yearbook pages should be submitted to University Relations to ensure we stay on brand. Since the first deadline is in March plans should be created to submit pages in batches prior to deadline to be evaluated for branding.

New equipment proposals- SM would like to purchase 3 new cameras to replace what is currently used. Preferably without a fixed focal lens. Proposals will be reflected in the budget.

Saimon mentioned excess printing of newspaper. We discussed how pricing and contracts for companies who pay for ads in the paper.

Work on creating an official Student Media Handbook.

Promote Editor in Chief positions among current employees.

Regina will submit proposals for voting.

Next meeting February 2020.

Graduate Council Meeting Minutes

October 28, 2019

12:00-1:00 pm

Baker Room--BTAC

Members present: Jennifer Ball (ex-officio); Erin Grant; Rhonda Dealey; Michael Rettig; Dave Provorse; Jim Schnoebelen; Becky Dodge; Kayla Waters; Michele Reisinger; Bobbe Mansfield; Tom Hickman; Sarah Daniels; Joe Mastro Simone; Tracy Routsong

Others: Blake Cauble-Johnson (guest); Aileen Ball (staff)

- 1) The meeting was called to order at 12:05 pm.
- 2) Joe Mastro Simone was nominated as chair. Michele Reisinger moved, Jim Schnoebelen seconded. Motion carried.
- 3) Jim Schnoebelen moved and Kayla Waters seconded to approve the April 24, 2019 meeting minutes. Motion carried.
- 4) Blake Cauble-Johnson outlined potential scenarios for graduate students wishing to execute complete withdrawal. Currently, a graduate student may not completely withdraw without first consulting with his/her advisor—if students attempt this online, they are currently directed to their advisor. The suggestion was made that an additional option could be added: if a graduate student contacts the OneStop, the complete withdrawal could be initiated by OneStop, OneStop directs the student to his/her advisor and if no action is taken, the withdrawal is finalized in two weeks.

Members of the council were divided on the topic, with some feeling strongly that the student should always have to consult with the advisor and others feeling the student should have the freedom to completely withdraw without advisor consultation. The systems managing these processes do not allow for customization of approach based on the desires of the unit.

The Council agreed to vote on the matter in the November meeting.

- 5) Meeting adjourned at 12:58 pm

FACULTY AGENDA ITEM

Date: 9/23/2019

Submitted by: Dr. Tom Prasch x 1892

SUBJECT: Bachelor of Education (B.Ed.) in History Secondary Education

Description: *Short overview of the proposal*

This program will provide a four-year alternative to the existing B.A. in History/Secondary Education, which will be retained for students wishing to pursue the more comprehensive program.

Rationale: *Why is this being recommended? For curriculum items, rationale should include student learning assessment data used for curricular change. Rationale may also include, but not be limited to, labor market data, enrollment increase/decrease, accreditation requirement changes, and student course feedback information.*

As KBOR institutions develop 120-hour programs for secondary education a more streamlined History Secondary Education degree will allow Washburn University to remain competitive. It will be offered as a four-year alternative to the existing BA in History/Secondary Education, which will be retained for students wishing to pursue the more comprehensive program. The B.Ed. in History/Secondary Education will provide students an option to complete degree requirements within 120 credit hours while continuing to earn the same core curriculum as all other Education majors, acquire adequate content knowledge, and satisfy KSDE 6-12 History, Government, and Social Studies standards.

Financial Implications: *Costs involved (none, new faculty, adjunct replacement, additional operating costs, etc)*

None

Proposed Effective Date: Fall 2020

Request for Action: Approval by AAC

Approved by: AAC on date

FAC on date

Faculty Senate on date

Attachments Yes No

COLLEGE OF ARTS AND SCIENCES NEW PROGRAM REVIEW FORM

	Chair's Signature	Recommendation	Review Date
Department	<u>Tom Prasch</u>	<u>Approve</u>	<u>2019-01-25</u>
Division	<u>RaLynn Schmalzried</u>	<u>Approve</u>	<u>2019-04-19</u>
Dept. of Educ.	<u>Cherry Steffen</u>	<u>Approve</u>	<u>2019-04-19</u>
<small>(If relates to teacher certification program.)</small>			
Dean	<u>Laura Stephenson</u>	<u>Approve</u>	<u>2019-04-22</u>
Curriculum Committee	<u>Linzi Gibson</u>	<u>Approve</u>	<u>2019-05-02</u>
Accepted by CFC	<u>Michaela Saunders</u>	<u>Approve</u>	<u>2019-05-07</u>
CAS Faculty	_____	_____	_____

Approved By: **Faculty Senate** _____ **University Faculty** _____ **WU Board of Regents** _____

1. Title of Program.

Bachelor of Education (B.Ed.) in History Secondary Education (CIP: 13.1328)

2. Rationale for offering this program.

As KBOR institutions develop 120-hour programs for secondary education a more streamlined History Secondary Education degree will allow Washburn University to remain competitive. It will be offered as a four-year alternative to the existing BA in History/Secondary Education, which will be retained for students wishing to pursue the more comprehensive program. The B.Ed. in History/Secondary Education will provide students an option to complete degree requirements within 120 credit hours while continuing to earn the same core curriculum as all other Education majors, acquire adequate content knowledge, and satisfy KSDE 6-12 History, Government, and Social Studies standards.

3. Exact proposed catalog description.

The B.Ed. in History/Secondary Education provides students an option to complete degree requirements within 120 credit hours while continuing to earn the same core curriculum as all other Education majors, acquire adequate content knowledge, and satisfy KSDE 6-12 History, Government, and Social Studies standards.

University Requirements

WU 101, 3 credits; EN 101, 3 credits; MA 112 (or higher), 3 credits; and EN 300, 3 credits. (Note: The B.Ed. will not include a Foreign Language requirement.)

Total: 12 hours.

General Education Requirements

Humanities, GEHU, 9 credits, 3 of which must be AR, MU, or TH
Social Sciences, GESS, 9 credits: AN 112 Cultural Anthropology, GG 102 World Geography, and PO 106 US Government (courses fulfilling as well requirements for History, Government, and Social Studies licensure).
Natural Sciences, GENS, 9 credits.
Total: 27 hours.

History Content Requirements

HI 100 Ancient World History
HI 101 Changing World History
HI 102 Modern World History
HI 111 US History to 1865
HI 112 US History since 1865
HI 322 Kansas History
Upper-Level US History
Upper-Level European History
Upper-Level Non-Western History
HI 395 History Forum
HI 399 Historical Methods and Research
Total: 33 hours

Social Studies Additional Core Requirements

EC 200 Microeconomics
PO 107 American State & Local Government
PO 225 Introduction to International Politics or PO 325 Advanced International Relations
Total: 9 hours

Education Courses

ED 155: Teaching Learning and Leadership (3)
ED 285: Educational Psychology (3)
ED 165: Ed. Examining Teaching as a Profession (3)
ED 275: Ed. 2 Exploring Teaching as a Profession (3)
ED 295: Ed. 3 Experiencing Teaching as a Profession (3)
ED 395 Ed. 4 Extending Teaching as a Profession (3)
ED 345: Curriculum and Assessment (3)
ED 302: Teaching Exceptional Learners (3)
ED 366 Methods of Teaching Social Studies in the Secondary School (3)
ED 410 Secondary Student Teaching (12 hours)
Total: 39 hours

Note: The B.Ed. in History Secondary Education includes no minor

4. List any financial implications.

None

5. Are any other departments affected by this new program? Yes

The Education Department will be affected as the new B.Ed. Degree will be offered in addition to the B.A. The Education Department will need to update their own information relating to History Secondary Education.

Students taking the B. Ed. option will be not be required to take Foreign Languages, and will take 3 fewer hours of Political Science than those pursuing the B.A. in History Secondary Education.

FACULTY AGENDA ITEM

Date: November 1, 2019

Submitted by: Craig A. Haugsness, Ph.D., 3102

SUBJECT: Addition of a Technology Administration minor within the Technology Administration program

Description:

The addition of a Technology Administration minor will allow students not majoring in the Technology Administration program to add a technology focus as a part of their major program. The Technology Administration minor will provide a stronger and more flexible program to meet student needs in an understanding of the development, application and administration of a wide range of technologies. Current technologies will be explored as well as topics such as early urban development, water management, and agricultural technologies.

Rationale: Why is this being recommended? For curriculum items, rationale should include student learning assessment data used for curricular change. Rationale may also include, but not be limited to, labor market data, enrollment increase/decrease, accreditation requirement changes, and student course feedback information.

Students have expressed an interest in a Technology Administration minor. A current student has undertaken a dual major in Health Services Administration and Technology Administration. Academic advisors have asked about the possibility of a Technology Administration minor. The Technology Administration minor will provide the non-Technology Administration major students with an understanding of the essentials of technology development, practices and management. Students in business, communication studies, mass media, public administration and other areas may find the Technology Administration minor helps them to understand the technological challenges they will face in their careers.

Financial Implications: Costs involved (none, new faculty, adjunct replacement, additional operating costs, etc)

No additional costs are expected at this time.

Proposed Effective Date: *Identify the implementation date of the proposed agenda item.*

Fall semester of 2020

Request for Action: *Approval by AAC/.FAC/FS/ Gen Fac, etc*

Approved by: *AAC on date*

FAC on date

Faculty Senate on date

Attachments Yes No

SAS Program Change Request Form

Date of Submission: October 2, 2019 Submitted by: Craig A. Haugsness, Ph.D.
Identify the nature of the request: New Program Modification Deletion
Mode of delivery: on-line

Rationale must be attached which includes assessment data to support request. (*Note: submissions will not be accepted which do not include assessment information.*)

Effective Date for Implementation: Fall 2020

New Programs

- Official Program Name and Associated Degree (e.g., Forestry Studies - BA)
- Recommended CIP Code for Program (required by KBOR/HLC/Dept of Ed before the program can be approved - See IPEDS).
- Rationale for Offering the Program (including environmental studies regarding the need for/interest in this program).
- Exact Catalog Description (including both program description and curriculum requirements).
- Completed Program Assessment Plan (developed in conjunction with the Assessment Coordinator)
- Financial Implications (Include pro forma if new/reallocated funds required - template is available from me. By the way, this should hardly ever be None because some faculty will be teaching these courses instead of the courses they were previously teaching)
- List of Faculty Members Teaching in the Program/Required Credentials if new hires
- Availability of Office Space (if new faculty to be hired)
- Adequacy of Library Holdings

Program Modification

- Provide a copy of existing curriculum.
- Provide a copy of the proposed curriculum.
- Describe and detail all differences between current and proposed curriculum.
- Describe the impact of changes on faculty/adjunct resources.
- Provide budget information (i.e., requests for or reductions in adjuncts, faculty, books, equipment, etc.)

Deletion of Program

- Identify number of current majors
- Submit a timeline for the phase out of program.

- ___ Describe how current program resources (i.e., equipment, etc.) will be reallocated
- ___ Describe how existing majors will be able to complete their requirements.
- ___ Describe the impact of changes on faculty/adjunct resources.

Department Approval: Michelle Shipley Date: 10/2/19

C&P Approval: Zach Frank Date: 10/24/19

Faculty Council Approval: Zach Frank Date: 10/25/19

Dean Approval: Pat Murray Date: 10/25/19

Auditors in Registrar's Office Notified: _____ Date: _____

Technology Administration Minor

New Program - supporting documentation

- **Official Program Name and Associated Degree (e.g., Forestry Studies - BA)**
Technology Administration - minor
- **Recommended CIP Code for Program (required by KBOR/HLC/Dept of Ed before the program can be approved - See IPEDS 30.1501)**
- **Rationale for Offering the Program (including environmental studies regarding the need for/interest in this program)**

The addition of the Technology Administration minor to allows Washburn University to accomplish two important goals:

- Better serve students
- Serve more students

First, the addition of the proposed change will allow students not majoring in the Technology Administration program to add a technology focus as a part of their major program. Second, these additions will allow us to serve more students locally, state-wide, nationally and internationally. Additionally, the Technology Administration minor will provide a stronger and more flexible program to meet student needs in an understanding of the development, application and administration of a wide range of technologies.

Students have expressed an interest in a Technology Administration minor. Academic advisors have also asked if a Technology Administration minor was available. As the Technology Administration program grows, opportunities increase to serve more students.

- **Exact Catalog Description (including both program description and curriculum requirements)**

Technology Administration Minor

The Technology Administration minor is designed to provide the non-Technology Administration student with an understanding of the essentials of technology

development, methods and practices. Students in business, communication studies, mass media, public administration and other areas may find the Technology Administration minor helps them to understand the technological challenges they will face in their careers.

Students must successfully complete a total of 15 credit hours as specified below.

Required Courses (9 credit hours):

TA 300 Evolution & Development of Technology

TA 310 Technology & Society

TA 400 Technology Administration

Two of the following courses (6 credit hours):

TA 320 System Design, Assessment & Evaluation

TA 330 Safety Analysis and Quality Assurance

TA 340 Technology Policy

TA 380 Technology & the Future

TA 381 Technology and Ecology

TA 410 Technology Planning

(Please see the attachment for the individual course description.)

- **Completed Program Assessment Plan (developed in conjunction with the Assessment Coordinator)**

Consultation with university assessment coordinator indicated that minors made up of courses that are part of the major do not require an additional assessment plan. Each of the courses associated with this minor are part of the major and thus an additional assessment plan is not required.

- **Financial Implications**

No immediate budget change is expected. Required and elective courses are drawn from existing courses.

Proposed Curriculum- Technology Administration Minor

Students must successfully complete a total of 15 hours as specified below.

Course Title	Course Description
Required Courses	
TA 300 Evolution & Development of Technology	This course includes a historical account of the development and innovation of technology. Emphasis is on the development of scientific knowledge and its relationship to inventions, their role in careers and impact on civilization. 3.000 Credit hours
TA 310 Technology & Society	Course will focus on current technology in the context of historical development and the effect of technology on today's society. Students will develop critical analysis of technological innovation through a variety of readings, research and projects. 3.000 Credit hours
TA 400 Technology Administration	This course provides an introduction to several core concepts in technology management and the role of managers of technology in their respective organizations. The course will cover topics such as technology strategy, effective use of resources, the impacts of technology systems, funding technology and ethical approaches to using and managing technology. 3.000 Credit hours
TA 410 Technology Planning	Reviews the theoretical and practical issues of planning in the area of technology. Outlines strategies to implement planning procedures for technological development from the point of view of technical, economic, managerial, and environmental considerations. The focus is on the application of these planning methodologies in specific manufacturing or service industries. 3.000 Credit hours
Select one of the following courses	
TA 320 System Design, Assessment & Evaluation	This course provides practice in skills to analyze organizational opportunities and evaluates systems using techniques such as flow charts, cause and effect diagrams and others to determine how systems can be utilized to meet organizational challenges. The course will cover such topics as systems planning, analysis, design, testing, implementation and maintenance. Prerequisite: MA 110, or MA 112, or MA 116, or MA 140. 3.000 Credit hours

<p>TA 330 Safety Analysis and Quality Assurance</p>	<p>The purpose of the course is to review the organization of accident prevention programs, job hazards, accident cost control, and planning and maintaining a safe environment. The course includes analysis of data, including the use of statistical process control, risk management, and quality assurance issues such as inspections, reports, and external standards of federal, state and local agencies. 3.000 Credit hours</p>
<p>TA 340 Technology Policy</p>	<p>This course will provide an in-depth study of policy and law practices relating to technology. The course will deal with technology policy, legal ramification in relation to local environments, state, national and international communities. Consideration in the course will deal with issues such as technological efficiency, socio-economic development, environment, security and others. Special emphasis will be given to the political process in which technology policies are shaped in public and private organization. 3.000 Credit hours</p>
<p>TA 380 Technology & the Future</p>	<p>This course will examine applications of a variety of predication tools and techniques to forecast future developments in their career field. Outcomes will include identification and implementation of strategies to create a desired future in an operation, production or market. Prerequisite: (MA 110 or MA 112 or MA 116) and EN 101. 3.000 Credit hours</p>
<p>TA 381 Technology and Ecology</p>	<p>The purpose of the course is to examine ecological policy in terms of technology and innovation, including the political, geographical, legal and social contexts in which technological innovation occurs. The course will examine conflicts between innovation and resources, risk assessment, national and global impact, and scale of consequences. 3.000 Credit hours</p>