

Faculty Handbook Committee Meeting- Minutes  
Washburn University  
11-12-19

### **Attendance**

Ball, Barker, Carpenter, DeSota, Frank, Fried, Holthaus, Isaacson, Ramirez, Schmidt, Sollars, Stephenson, Wynn

### **Minutes**

Called to order by Mazachek at 9:04 a.m.

Minutes approved from September 13, 2019.

### **Old Business**

The proposal for an addition of the Success Week policy to the Faculty Handbook was updated by Jennifer Ball and brought back to the committee. This has been vetted by Faculty Senate and the Academic Affairs committee since the Faculty Handbook committee last saw it. The committee voted, seconded, and passed the addition of the Success Week Policy to the Faculty Handbook, asking that it be included in the "Classroom" section. This policy will be housed in the Faculty Handbook and referenced in the catalog through a link.

Shaun Schmidt updated the committee on the progress of the Senate Constitution Taskforce (SCT). The SCT did numerous interviews with previous senate executive staff members. These interviews resulted in questions that will be brought to the Faculty Senate, which will inform adjustments to the constitution. The handbook and constitution do not always match regarding changes made over many years. The SCT is working to update with all approved changes and plans to bring forth a proposal for editorial adjustments and to include only a link in the handbook (to avoid changes needing to be made in multiple locations).

### **New Business**

The committee reviewed the course modalities document presented by Jennifer Ball. The following initial points were mentioned as needing further discussion:

- Finalized names of the modalities
- Mixed-mode vs. online; do each of these need percentages of online content?
- Addition in online scheduling regarding a description of the amount of online content
- Do proctored exams count as "class time?"
- "Learning management systems determined by the unit," should be determined by Academic Affairs
- Mixed modes appropriations should require a discussion with the faculty member's dean

Meeting adjourned by Mazachek at 10:00 a.m.