

Washburn University
Meeting of the Faculty Senate

Dec. 8, 2008
3:30 PM Kansas Room, Memorial Union

- I. Call to Order
- II. Approval of Minutes of the Faculty Senate meeting of Nov. 10, 2008. (pp. 2-3)
- III. President's Opening Remarks.
- IV. Report from the Faculty Representatives to the Board of Regents.
- V. Faculty Senate Committee Reports.
 - A. Minutes from the Faculty Affairs Committee meeting of Nov. 20, 2008. (p. 4)
- VI. University Committee Minutes.
 - A. Minutes from the General Education Review Committee meeting of Nov. 7, 2008. (p. 5)
 - B. Minutes from the General Education Review Committee meeting of Oct. 13, 2008. (p. 6)
 - C. Minutes from the Faculty Development Committee meeting of Aug. 22, 2008. (pp.7-9)
 - D. Minutes from the Faculty Development Committee meeting of Nov. 14, 2008. (p. 10)
 - E. Minutes from the Library Committee meeting of Nov. 6, 2008. (pp. 11-12)
 - F. Minutes from the Faculty Grants Committee of Oct. 17, 2008. (pp 13-14)
 - G. Minutes from the Curriculum Grants Committee of Oct. 21, 2008. (pp. 15-16)
- VII. Old Business.
 - A. Joint Appointments (#08-07).
- VIII. New Business.
- IX. Information Items.
- X. Discussion Items.
 - A. IT issues.
- XI. Announcements.
- XII. Adjournment.

**Faculty Senate
Washburn University**

*Minutes of Nov. 10, 2008
Kansas Room, Memorial Union*

Present: Arterburn, Bowen (VPAA), Byrne, Camarda, Chorba, Concannon, Croucher, Ding, Ginzburg, Jackson, Jacobs, Kaufman, Kerchner, Khan, Lockwood, Lunte, Manske, McGuire, Porta, Pownell, Prasch (President) , Ramirez, Ray, Routsong, Russell, S. Schmidt, Sharafy, Shipley, Sullivan, Unruh, Walker, Wunder, Wynn

- I. The meeting of the Faculty Senate was called to order at 3:33 PM.
- II. The minutes of the Faculty Senate meeting of Oct. 13, 2008 were approved.
- III. President's Opening Remarks.
 - a. Prasch made a correction to the agenda, asking senators to strike Action Item 08-06 ("Course numbering") off the agenda since it is currently under review by the Graduate Committee.
- IV. Report from the Faculty Representatives to the Board of Regents.
 - a. Prasch reported that the Board of Regents had not met since the last Senate meeting and expects to have a report on the Nov. 10 Board of Regents meeting at the next Senate meeting.
- V. Faculty Senate Committee Reports.
 - a. Minutes from the Faculty Affairs Committee meeting of Oct. 16, 2008 were approved.
- VI. University Committee Minutes.
 - a. Minutes of the Library Committee meeting of Oct. 8, 2008 were accepted.
- VII. Old Business.
 - a. Discussion was given to action item #08-10, entitled "Academic Affairs Committee proposal on criteria for upper-level general education." Prasch explained that the logic behind the proposal is to provide guidance (and in the instance of the courses already approved, de facto criteria) that will present specific language and serve as a set of guidelines for future courses. The Senate, by consensus, agreed that "sciences" should be added to the end of requirement #2 and a friendly amendment was made to add the following to the end of the proposal: "The course must also fulfill the criteria for lower-level general education courses." The Senate then voted and passed action item #08-10 as amended.
- VIII. New Business.
 - a. Joint Appointments (#08-07). Prasch reported that once paragraph "i" is revised to reflect the original language of the document previously agreed upon and passed by the Senate, the Faculty Handbook will have to be revised and the Board of Regents will also have to change the University's By-laws. Prasch told the Senate that before the Senate does a final reading of the action item, that Lee Boyd will speak to the Senate about the issues

surrounding joint appointments. The Senate voted to amend the sentence “A joint petition may be prepared, but it should clearly state the accomplishments of each individual;” by adding to the end of the sentence: “each individual may choose to present his or her own petition.” The motion that was made to close on first reading passed.

IX. Information Items.

There were none.

X. Discussion Items.

- a. Prasch gave a brief background on the issue of Summer 2-in-1 checks and Robin Bowen said she was looking to the Senate for feedback about doing away with the system. It was generally conceded that the majority of the Senate had no qualms about abolishing the 2-in-1 checks if it would simplify administrative tasks and save the university money.
- b. Bowen also asked the Senate to discuss the possibility of issuing mid-term grades for freshman as a means of focusing on retention. Bowen reported that the enrollment consultant made the recommendation and that freshman could be easily identified in the Banner system. Several senators asserted that they would also like to see other at-risk students (such as those already on probation and those who had never attended classes or stopped early on in the semester) issued mid-term grades and some senators wondered aloud whether mid-semester interventions would be too late for some struggling students. Bowen mentioned the possibility of purging students who never attended classes and thanked the senators for their questions and concerns.
- c. Mike Russell again brought forth the issue of Faculty-Administrative salary increases and Bowen explained the data on the two tables on Merit Salary Increases 2008-2009 she had distributed at the October Senate meeting. A lively debate ensued and a motion was made by Russell to have the Faculty Affairs Committee consider recommending a university policy that would require that the mean percent merit raise for faculty be identical to the mean raise for members of Senior Staff, President's Office, VP's Office, Deans and Assistant Deans, as well as the President of the University. The motion passed and was forwarded on to the Faculty Affairs Committee. Please see the minutes from the Nov. 20th Faculty Affairs Committee meeting for more information.

XI. Announcements. There were none.

XII. The meeting was adjourned at 4:55 P.M.

Respectfully submitted by Courtney Sullivan, Secretary to the Faculty Senate.

**Washburn University
Faculty Affairs Committee**

Minutes of November 20, 2008 Meeting
Cottonwood Room, Memorial Union

Present: Michael McGuire (Chair), Park Lockwood, Tony Naylor, Mary Ramirez, Gene Wunder.

- I. The meeting was called to order at 2:30pm.
- II. Approval of the Academic and Sweet Sabbatical Committees. Members of these two committees were selected by the Deans from each nominee's corresponding school or college. All nominations were approved by the FAC. The new members of the Academic and Sweet Sabbatical committees who begin their two-year term are: Tony Naylor (Chair), Caren Dick (Nursing), Ali Kahn (Law), Bob Kerchner (Business), and Gary Schmidt (CAS – Humanities). The current members who have one year remaining on their term are: Nan Palmer (Social Work), Judy McConnell (Education), Rachel Goossen (History), Andrew Herbig (Biology), and Reinhild Janzen (Art).
- III. Domestic Partnership Benefits were discussed. There is a domestic partnership document from 1998 that was proposed, but never approved by Washburn University. The FAC will review, and if necessary, revise this document. Suggested revisions and the need to pursue this issue will be discussed during the next FAC meeting.
- IV. Intellectual Property Policy. An Intellectual Property Policy has been proposed in the past, but has not been approved by Washburn University. A draft of this policy will be reviewed and revised by the FAC. Suggested revisions will be discussed during next month's FAC meeting.
- V. Faculty – Administration income / raises. The FAC has asked Institutional Research for an analysis of faculty and administration raises from the past four years. Upon receiving the results of this analysis, the FAC will continue to discuss this issue.

Meeting was adjourned at 3:40pm.

Next meeting TBA

Submitted by Park Lockwood, Secretary of the Faculty Affairs Committee

GENERAL EDUCATION COMMITTEE MEETING NOTES

November 7, 2008

Present: Nancy Tate, Mary Sheldon, Penny Weiner, Pat Munzer, Jennifer Ball, Dave Provorse, Roy Wohl, Linda Garinger
Staff: Emily Rishel

The General Education Committee met on November 7, 2008, to review General Education Course Proposals.

Academic Affairs received six proposals from different departments.

- One was approved for Natural Science general education
 - MA 142 – Applied Calculus
- Two were approved for Humanities general education
 - EN 206 – Beginning Poetry Writing
 - EN 209 – Beginning Fiction Writing
- Three were conditionally approved pending the receipt of additional information
 - FR 307 – Contemporary French Civilization
 - AN 114 – Introduction to Archaeology
 - AN 116 – Physical Anthropology

The committee then looked at six Metropolitan Community College (Kansas City) course forms for transfer equivalency as a General Education course.

- Three courses required more information
- Two courses were approved for Social Science general education
- Two courses were approved for Fine Arts general education

GENERAL EDUCATION COMMITTEE MEETING NOTES
October 13, 2008

Present: Nancy Tate, Pat Munzer, Penny Weiner, Mary Sheldon, Jennifer Ball, Linda Garinger,
Donna LaLonde, David Provorse
Staff: Emily Rishel

The General Education Committee met October 13, 2008, to evaluate student general education transfer petitions.

Academic Affairs had received twelve petitions from students.

- Six courses petitioned were approved for general education transfer
- Two courses were NOT approved for general education transfer
- Two petitions required more information
- Two petitions were approved for general education transfer, for that student only

Faculty Development Committee Meeting

8/22/2008

**Present: Pat Munzer, Nancy Tate, Andrew Herbig, Donna LaLonde,
Kevin Charlwood, Emily Rishel, Phyllis Berry, Roy Wohl, Sarah Cook,
Denise Ottinger**

ITEM	NOTES	FOLLOW-UP
1. WTE	<ul style="list-style-type: none"> • May be redundant to do WTE again. • Leave to WTE areas to talk about their programs. • Oasis discussed compensation issues. • Move forward with committee to look at issues. 	
2. Sept 5th P&T	<ul style="list-style-type: none"> • Letter was sent out about Promotion and Tenure Workshop. • Everyone will start in Kansas Room. • Robin Bowen and Carol Vogel will talk, then everyone will go to breakout sessions. • Denise will get giveaway. • RSVP to Emily Rishel. 	
3. Oct 10th: HLC Be the Change	<ul style="list-style-type: none"> • Homecoming day. • Focus on advancement sections to see where we could move forward. 	
4. Survey	<ul style="list-style-type: none"> • Page 8 was not in the sent excel file. • Item 4 was missing 	<ul style="list-style-type: none"> • See Kevin for complete

	also.	survey
5. November – How a website can help you teach	<ul style="list-style-type: none"> • Involve Sue Taylor. • Get an overview on what she can do to help . • Use faculty’s pages and information as demos. • Forum Room or Washburn B are possibilities. • Cover basic information on how to create a website. • Have breakout sessions for beginning, intermediate, and advanced users so that all questions are answered. • Speak with Sue before to get ideas on how to run the event. • Annie will not be at this workshop. Need another volunteer. 	
6. February – Retention	<ul style="list-style-type: none"> • Find outside expert to talk on this. • Have focus groups after speaker. 	<ul style="list-style-type: none"> • Email Robin Bowen to see if Retention Committee could suggest someone.
7. March – Faculty Exchange	<ul style="list-style-type: none"> • Get Baili involved? • Find people who have 	<ul style="list-style-type: none"> • Ask Howard Faulkner,

Programs with other Universities	traveled in the past to present.	Gary Bans to present?
8. April – Student Teaching/Learning	<ul style="list-style-type: none"> • How to engage students in learning. 	<ul style="list-style-type: none"> • Emily will contact Michael Wesch
9. Faculty Development Information	<ul style="list-style-type: none"> • Would be helpful to get more responses to the surveys. 	<ul style="list-style-type: none"> • Kevin will put out an email to faculty about the Faculty Development survey and website.
10. Obstacles	<ul style="list-style-type: none"> • Friday afternoons are best times for workshops. • Email is the best contact method. • Stop sending out fliers. • Send out “Save the date” emails. • Have website updated with details on events. • No more year long theme. 	<ul style="list-style-type: none"> • Kevin will put dates on Washburn’s general calendar.

Faculty Development Committee Meeting
11.14.2008

Future Workshops:

- December: Social –
 - Roy will check with athletics and KTWU for giveaways.
 - Denise has some giveaways.
 - Kelley Weber will give Denise a few mugs, etc. from the library to give away.
 - Roy Wohl and Norma Juma will help Denise with event.
 - Look into playing winter music?
 - Emily will make up a flyer to send out.
 - Spend around \$500 at max.
- February : Retention -
 - What role do faculty play in retention?
 - What is good advising?
 - Panel-type discussion.
 - Invite someone from the Retention Committee to come and talk.
- March: Gen Ed –
 - “With what common educational objectives do we want our students to graduate?”
 - Pat and Sarah will get back with us about this.
- April: Academic Integrity –
 - Bring in members of the Academic Integrity Committee for a workshop.
 - Kevin and Nancy will work together for this workshop.
- May: Spring Social?

Other ideas will go towards 2009-2010.

Procedures for Conducting Small Group Instructional Diagnosis (SGID) or Videotaping/Critiquing class:

Small Group Instructional Diagnosis Procedure:

- SGID request goes to Kevin who will contact one of the committee members to conduct.
- Committee member makes arrangements with the faculty member for a convenient date and time to conduct the SGID.
- When doing SGID committee member will have index cards for students to fill out, summarize/type up, and give back to faculty member.

Videotaping/Critiquing Class:

- Request for videotaping goes Kevin who will contact Emily to make arrangements for the videotaping.
- When Instructional Media returns the tape, the VPAA will provide a replacement tape for the Media Center.
- Emily will distribute the completed tape to the faculty development committee member for review.
- The reviewer will contact the faculty member to schedule a time to discuss the videotape.

Kevin will start finding volunteers to do the SGID and videotape critiquing within the faculty development committee members, and he will send out email explaining these services to the faculty.

Library Committee Meeting

THURSDAY

November 6th, 2008

3:30 p.m.

Room 105

Mabee Library

TO:

Dr. David Bainum

Dr. Karen Barron

Dr. Alan Bearman

Ms. Amy Billinger

Dr. Cheryl Childers

Dr. Barry Crawford

Dr. Sophie Delahaye

Ms. Judy Druse

Dr. Yongtao Du

Dr. Liviu Florea

Dr. Ursula Jander

Dr. Reinhild Janzen

Mr. Terry Knowles

Dr. Sam Leung

Dr. Park Lockwood

Ms. Kelley McDonald

Dr. Michael McGuire

Mrs. Marilyn Masterson

Dr. Jay Memmott

Ms. Jenny Mills

Dr. Maria Raicheva-Stover

Dr. Michael Rettig

Dr. Leslie Reynard

Dr. Tom Schmiedeler

Dr. Douglass Smith

Ms. Heather Smith-Collins

Dr. Ann Marie Snook

Dr. Sharon Sullivan

Dr. Brian Thomas

Dr. Jennifer Wagner

Dr. Iris Wilkinson

MINUTES
FACULTY GRANTS COMMITTEE
October 17, 2008

Those in attendance:

Nancy Tate, Chair
Pat Munzer
Kevin Charlwood
Kelly Weber

Nancy thanked everyone for coming. This is the second of three meetings to award funds for the fiscal year FY2009. The balance of the funds remaining is \$10,500. One of the awards last summer was returned. The following is a summary of the applications and the awarding that was decided.

BENDER: Requested \$484 to take a computer-based ergonomics training course.
Application Approved.

LOCKWOOD: Requested \$500 to attend the American College of Sports Medicine Conference.
Application has been deferred at this time.

CORWIN: Requested \$500 to attend the 2009 annual conference of the Innovative Users Group.
Application Approved.

KAPUSTA-POFAHL: Requested \$500 to attend and present at the 1st European conference on Politics and Gender.
Application Approved.

TURK: Requested \$500 to attend and present at the annual meeting of the Anxiety Disorders Association of America.
Application has been deferred at this time.

DRUSE: Requested \$324 to attend the Brick & Click Academic Library Symposium.
Application Approved.

DELAHAYE: Requested \$244 to attend the Kansas World Languages Association Conference.
Application Approved.

WINCHESTER: Requested \$500 to attend the 24th annual conference of North American Serials Interest Group.

Application was not approved at this time. Committee has requested he address questions regarding the goals and objectives of how the conference would be of benefit in his position.

SHELDON: Requested \$370 to attend the Continuity, Conflict, and Change in Indian Cultures and Societies: Asian Studies Development Program Seminar.
Application Approved.

After awarding \$2,422, the remaining balance for FY 2009 is \$8,078. The last meeting to award FY 09 funds will be in February, 2009.

MINUTES
CURRICULUM GRANTS COMMITTEE
October 21, 2009

Members Present:

Nancy Tate, Chair
Robert Kerchner
David Feinmark
David Pownell
Michael Kaye
Marilyn Masterson (sent comments)

Nancy welcomed everyone and thanked them for coming. Nancy informed the committee this is the final meeting to award funds for Fiscal Year 2009. The applications that have been received are:

C SCHMIDT/G SCHMIDT: Requested \$2,000 to Design Personal Robots for Education: Hardware, Software, & Curriculum.
Application was not approved as submitted. The Committee has requested the applicants address questions regarding how the robots will be used in the courses, how the robots will be incorporated to enhance the curriculum of the department, and to provide a sample syllabus.

PRYOR: Requested \$2,000 to purchase Snap Survey Software for use in undergraduate research methods course BU362.
Application awarded fully if verification that this software package can be installed and maintained by ISS on Washburn's network. And assurance of sustainability beyond the one year site license since curriculum development grants are only awarded for sustainable projects. Once this has been completed, funds will be granted.

SALEM: Requested \$1,955 to purchase supplies and equipment for new course: CH203 Forensic Chemistry Laboratory
Application was not approved due to the follow-up report for granted funds October 2006 to enhance ED 315 has not been submitted. The Committee encourages the applicant to submit this report and then re-submit the grant application.

SULLIVAN/DELAHAYE: Requested \$668 to purchase films to enhance French literature and conversation courses.
Application awarded fully.

KHAN: Requested \$1,000 to purchase DVDs, CDs, and books related to real life patient scenarios and case studies for courses AL170, 261, 171, 186, 265, and 272.
Application awarded fully if materials can be housed in Mabee Library.

ARTERBURN: Requested \$1,567 to purchase laboratory equipment for DNA fingerprinting to enhance courses BI333 and BI380.

Application approved.

SHARP: Requested \$1,982 to purchase cabinets and materials to enhance course MA 228. For transition of the class format from lecture/lab to integrated format where lab is incorporated throughout every class period.

Application Awarded partially in the amount of \$812 since Curriculum grants cannot be used to fund office or computing equipment.

The total amount awarded was \$6,047.