Washburn University
Meeting of the Faculty Senate

September 14, 2009
3:30 pm Kansas Room, Memorial Union

I.   Call to Order

II.   Approval of Minutes of the Faculty Senate Meeting of August 24, 2009 (pp. 2-4)

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 - none available
        B.   Minutes from the Academic Affairs Committee - none available
        C.   Minutes from the Electoral Committee meeting - none available

VI.   University Committee Reports
        A.   Minutes from the Assessment Committee Meeting of August 10, 2009 (pp. 5-6)
        B.   Minutes from the Gen Ed Task Committee of August 20, 2009 (pp. 7-8)

VII.   Old Business
        A.   Establishment of Ad-hoc Committee on Strategic Planning (Item 09-08) (pg. 9)

VIII.   New Business
        A.   Appointments to Benefits Committee
        B.   Proposed Change to Graduate Committee (Item 09-11) (pg. 13)
        C.   Proposed Change to Student Financial Aid Committee (Item 09-12) (pg. 14)
        D.   Proposed Change to Board of Student Publications Committee (Item 09-13) (pp. 15-16)
        E.   Constitutional Amendment Clarifying Faculty Representation (Item 09-09) (pg. 10)
        F.   Technology Resolution (Item 09-10)   (pg. 11)

IX.   Information Items

X.   Discussion Items

XI.   Announcements

XII.   Adjournment

FACULTY SENATE
Washburn University

Minutes of August 24, 2009
Washburn B Room, Memorial Union

Present: Arterburn, Averett, Barker, Berry, Bowen (VPAA), Byrne, Catanzaro, Childer, Croucher, Faulkner, Isaacson, Jackson, Janzen, Kelly, Khan, Lunte, Manske, Mazachek, McBeth, McGuire, Melick, Menzie, Ockree, Onek (WSGA), Prasch (President), Porta, Quinn, Ramirez, Rich, Routsong, Sharafy, Shaver, Sullivan, Unruh, Walker, Wilson (guest), Wynn

I.   The meeting of the Faculty Senate was called to order at 3:30 PM.

II.   The minutes of the Faculty Senate meeting of May 11, 2009 were approved.

III.   President's Opening Remarks
   a. The President remarked on the chaotic beginning to the semester
   b. All concerns will be addressed at the end of the agenda
   c. The President remarked that there had been no response on the ISS vote of no confidence.

IV.   Report from the Faculty Representatives to the Board of Regents
   a. Prasch reported that there had been three Board of Regents meetings since the last Faculty Senate meeting
      i. On 5/22, the budget was presented, with outsourcing of facilities presented. There were many speakers, and the proposal was postponed until the next meeting. Additionally, they voted down an RFP for a technology consultant, and showed in discussion that they were at least aware of the Fac. Sen. no-confidence motion.
      ii. On 6/26, Prasch was not able to attend. There were several action items; first, the proposal to outsource was voted down. Second, there was an increase for tuition that passed, as well as a 37% reduction in the budget for WTE.
      iii. On 7/24, a proposal to prepare an RFP for competitive bidding to outsource facilities was presented. The proposal died for lack of a second.

V.   Faculty Senate Committee Reports

   a. Minutes from the Faculty Affairs Committee meeting of April 27, 2009 were

      approved.

VI.   University Committee Reports
   a. Minutes from the Library Committee meeting of April 6, 2009 were accepted.

b. Minutes from the Research Grants Committee meeting of May 5, 2009 were accepted.
c. Minutes from the Assessment Committee meeting of April 10, 2009 were accepted.
d. Minutes from the Assessment Committee meeting of June 9, 2009 were accepted.

VII. Old Business

a. There was no old business.

VIII. New Business

a. Selection of a New Vice-President – Howard Faulkner was elected the Vice-President of the Faculty Senate.
b. Committee Appointments –
    i. Rosemary Walker will represent SOBU on the Electoral committee
    ii. Phyllis Berry will represent the Faculty Senate on the Promotion and Tenure Committee
    iii. Azyz Sharafy will represent the Faculty Senate on the Gen Ed committee
    iv. Mary Ramirez is currently on the Benefits committee – will report to Faculty Senate. Russ Jacobs provided a written summary report from the summer meeting. Prasch read the following report from Jacobs:

    REPORT ON THE BENEFITS COMMITTEE – August 24, 2009

    The Washburn Health Insurance Program is self-insured. In the past several years, our expenses have been substantially higher that the contribution from employees and the University, completely exhausting what was, at one point, a reserve of more than $ 3 ½ million. As you can see, we have been paying premiums that were too low to pay for out health care expenses, and thus, too low to fully fund the system. Now that the reserves are exhausted, both employee and WU contributions will need to be raised to cover anticipated expenses. The Benefits Committee, believing that it is better to raise premiums rather than cut benefits significantly, w ill be recommending to President Farley that WU responds to this situation by cutting benefits slightly – primarily by increasing co-pays and deductibles – and by requiring all employees to pay a portion of their single enrollment costs. We do not know, of course, what recommendations President Farley will make to the Board of Regents, or what decision they will make, but we should all expect to pay significantly ore for somewhat more limited health care benefits.

c. Amendment to the Faculty Constitution Clarifying Faculty Representation – first reading. Two options for wording were presented. The item was tabled until 9/14 at which time a new proposal would be submitted by Ockree and Unruh incorporating language from both options.
d. Motion Establishing An Ad-Hoc Faculty Committee on Strategic Planning (first reading)

Discussion concerned faculty representation on strategic planning subcommittees, and whether this was duplicative. Motion moved to vote on 9/14.

IX.   Discussion Items
  a. Status of the WTE Review Committee: discussion concerned whether there were already two committees operating. Since the FS WTE Review committee has not been established yet, it was decided to table its inception at this time.
  b. Strategic Planning: Senators involved with the committee reported that the website was working and all meetings of the subcommittees were open meetings. Senators were encourage to attend as many as they could to be involved with the process.
  c. Concerns from Senators:
       i. Technology Issues: discussion of the prevailing technology issues revolved around the lack of e-mail and the effect to online students with the extended outage. Senators voiced concerns concerning the timing of the update along with the switch to a new online platform. Senators also voice concern that no back-up system was in place, and asked that this issue be addressed.
      ii. Benefits: Senators discussed the possible changes in benefits and why no information had been sent to faculty and staff concerning changes to allow personal budgeting for increases in premiums and co-pays. Senators also voice concern about the short turnaround time from the Board of Regents meeting where the item will be addressed to the November 1 benefit date.
     iii. Contracts: Senators expressed displeasure with both the language and the timing of contracts that were extended by the University this summer. Several questions the Senators felt need to be addressed are:
          1. How does the new language affect a tenured professor?
          2. How does the new language affect salary notification, especially in context with a benefits change?
          3. What is the length of time for notification for faculty whose contracts are being affected?
          4. What exactly is the definition of "class of employees"?

X.   Announcements: There were no announcements

XI.   Adjournment: The meeting was adjourned at 4:52 PM

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MINUTES

ASSESSMENT COMMITTEE

Tuesday, August 11, 2009
Lincoln Room
10:00 a.m.

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Present: Donna LaLonde (chair), Nancy Tate, Denise Ottinger, Joanne Altman, Danny Wade, Cathy Hunt, Lori Khan, Heather Collins, and CJ Crawford (administrative support). Absent: Melodie Christal, Mary Shoop, Jay Memmott, Kandy Ockree, Jane Carpenter, Lucas Mullin, and Don Vest.

APPROVAL OF MINUTES

The committee minutes from June 9, 2009 were approved as submitted.

PROGRAM REVIEW AND ASSESSMENT

Robin Bowen attended the beginning of the meeting to talk about the Program Review Process. Program Review has been put on hold for a year to review and revamp the process. All programs will be backed up one year. There was a discussion about how Program Review and Assessment could work together. It was suggested to pilot the assessment part with those departments that had been up for program review this year. It was recommended that a member of the Assessment Committee be put on the Program Review Committee permanently. It was also recommended to identify a non-academic area that is up for Program Review next year to use as a pilot for assessment this year.

ASSESSMENT REPORT PROGRESS RUBRIC

A copy of the latest proposed Assessment Report Progress Rubric was sent to the committee members prior to the meeting. The members were asked to use the rubric to review their assigned liaison areas against the information on the Assessment web site and have all rubrics complete by September 9 committee meeting. Donna asked if members could have some areas reviewed by the next meeting on August 26 to help identify areas that could be used as examples for the September 25 workshop.

WEB SITE MATRIX

Donna briefly talked about the proposed matrices for the web site. A copy of the first matrix will be sent to all committee members – areas are asked to identify in which courses Student Learning Outcomes are either taught only or taught and assessed.

ASSESSMENT LIAISON WORKSHOP ON SEPTEMBER 25

The Assessment Report Progress Rubric would be introduced to the liaisons at the workshop, along with Matrix 1. Committee members can then schedule follow up meetings with each assigned liaison. It was recommended to send the rubric to the liaisons before the workshop.

INDIVIDUAL LIAISON MEETINGS WITH ASSESSMENT COMMITTEE

Donna talked about possibly setting up meetings with each liaison and the Assessment Committee to individually review the assessment progress. This may be a possibility for the spring.

DEADLINE FOR UPDATED ASSESSMENT REPORT ON WEB SITE

After discussion, it was agreed to change the due date for assessment report information on the web site to June 30 each year.

ASSESSMENT LEVEL

After discussion, the committee agreed that assessment should occur at the program/degree level (major) and include certificate programs (Leadership and Non-Profit Management).

Next Committee Meeting

The committee will meet again on August 26 from 3:00 p.m. to 4:00 p.m. in the Cottonwood Room in Memorial Union.

Future Fall Meetings (all in the Cottonwood Room from 3:00 p.m. to 4:00 p.m.):

     September 9
     September 23
     October 14
     October 28
     November 11
     December 2

The meeting adjourned.

Gen Ed Task Force
August 20, 2009

The next meeting is Tuesday, Sept. 8, 1:30-3:00 pm in Crane room.

We are going to work on our
a.)   Learning Objective descriptions,
b.)   Delivery Model survey questions and
c.)   Delivery Model PPT demonstration materials at this meeting.

1.)   Michael Rettig shared some valuable perspectives on how the work we're doing now (on Learning Objectives and Delivery Models) will eventually need to interface with a Gen Ed assessment plan (also one of our tasks). Ultimately, one possible assessment plan for Gen Ed might include "4-3-2-1" proficiency levels for each Learning Objective -- essentially an assessment rubric that would make assessment across courses and Schools easier and more consistent, and generate analyzable, actionable data. This discussion underscored that the work we've done thus far on the Learning Objective catalogue verbiage (see attached) needs to be expanded to include specific assessable outcomes for each objective. While these assessable outcomes would not be included in the catalogue, they would flow from/be well-connected to the catalogue descriptions and thus guide course design and assessment of learning. **Action item:** the Learning Objective description groups agreed to work further on their descriptions and, before next Tuesday, re-submit their edited descriptions and begin jotting down specific assessable outcomes for their respective objectives. Please get in touch with your group members and be ready to discuss the catalogue descriptions and assessable outcome items in greater detail at next Tuesday's meeting.

The remaining items were identified in our discussion of how to proceed with our Delivery Model online demonstration and survey in preparation for our Oct. 2 workshop.

2.)   We decided to include several brief Learning Objective follow up questions in the survey, including
    a.)   Provide a list of suggested specific learning outcomes that can be measured/assessed for each Learning Objective;
    b.)   Assign a percentage weight to the proportion of a student's General Education that should be focused on each Learning Objective (with the weights adding to 100%); and
    c.)   Identify existing and/or new courses that should be used to fulfill each Learning Objective.

3.)   Jennifer Ball volunteered to take the lead on re-working her detailed Delivery Model PPTs in preparation for posting to the web to help faculty prepare to participate in the online survey, Oct. 2 workshop, or both. Jennifer will circulate a version of these slides soon.

4.)   We need to continue refining the Delivery Model survey questions at next Tuesday's meeting. My latest copy of these is attached (Mike Russell, if you have a more refined version, would you please circulate?).

Rob Weigand
Professor of Finance and
Brenneman Professor of Business Strategy
Washburn University School of Business
1700 SW College Ave., Topeka, KS 66621
phone: 785.670.1591

Faculty Senate Agenda Item

Number **09-08**

SUBJECT: Motion Establishing an Ad-Hoc Faculty Senate Committee on Strategic Planning

DESCRIPTION: The aim here is to ensure adequate faculty input in the strategic planning process, given that the subcommittees currently developing the strategic plan have relatively low (one or at most two per subcommittee) faculty representation.

MOTION:

An Ad-Hoc Faculty Senate Committee on Strategic Planning shall be constituted, to consist of one Faculty Senate representative from each of School of Nursing, School of Applied Studies, School of Business, and School of Law, and each division within the College of Arts and Sciences, and all faculty members currently serving on the strategic-planning subcommittees established by the VPAA. Members of the committee shall participate as much as possible in the ongoing open meetings of the subcommittees, and will meet to consider the draft plans developed by those subcommittees before a final report is drafted by the Strategic Planning Council (sometime after October 9). The committee will remain in place for consultation as needed until the strategic plan is completed.

FINANCIAL IMPLICATIONS: None

Date: September 14, 2009   Originated By: Thomas Prasch
                                                           Faculty Senate President

Faculty Senate Agenda Item

Number **09-09**

SUBJECT: Amendment to the Faculty Constitution Clarifying Faculty Representation

DESCRIPTION: The electoral committee, redoing faculty counts to determine representation for each unit this past semester, came across a problem relating to the existing wording of the constitution: eligible faculty are defined as those "on an annual contract" only, without specifying anything further. In II B, the number of "eligible faculty" determines the proportions of representation (which means that we fix it both places by fixing it here). In the case of the School of Nursing, how one counted part-time appointments was the issue. Are they eligible faculty or not? Given hiring patterns in the wake of the budget crisis, it is likely not only Nursing for whom this will be a problem. So the constitution must be made more specific. We can go two ways on this one: making eligibility and proportionality counts include only full-time faculty or also count part-time (down to half-time in the proposal below).

RECOMMENDATION:

PENDING -
WILL FOLLOW

FINANCIAL IMPLICATIONS: None

REQUESTED ACTION: Faculty Senate Approval

Date: September 14, 2009   Originated by: Thomas Prasch
                                                                  Faculty Senate President

Faculty Senate Agenda Item

No. **09-10**

SUBJECT: Faculty Senate Resolution on the Washburn Technology Crisis

DESCRIPTION: Whereas the disastrously ill-timed and executed update of Washburn University technology systems over the weekend of August 8-9, followed by the full-scale meltdown of email systems from August 20 forward, has had a wide range of negative consequences for Washburn students, faculty, and administrative systems, including:

- At a time when enrollment and retention issues are especially important to Washburn's bottom line, the disruption of on-line classes, enrollment systems, and ability to email faculty at the very start of a semester, leading a number of students to withdraw from classes;
- Significant interference with students' abilities to interact with their professors and professors' abilities to communicate with students, significantly complicating basic processes of instruction;
- Catastrophic impairment of the ability of faculty to maintain their professional development, in an era when conference calls for papers, article submissions, invitations to speak, letters of recommendation, and basic communication with colleagues outside of Washburn fundamentally depend on functional email systems and access to email address books;
- The loss of email folders as an organizational system, resulting in loss of data and complicating all aspects of university life, including teaching, service, and the arrangement of special events;
- Significant interference with the ongoing work of Washburn libraries, in particular the ability to facilitate interlibrary loans, to manage faculty book orders, and to maintain connections with the Washburn community;
- Massive disruption of basic inter-campus communications, with deep consequent disruption to campus life, the ability of faculty to perform their service duties, the operation of campus committees, advising and enrollment management, and the added expense of the retreat to photocopying and hand delivery of messages;
- The loss of faith by Washburn students, faculty, and staff in the ability of ISS to provide reliable service and the perception that the administration of Washburn University lacks clear answers to the technology crisis; and
- The embarrassing taint on the public image of Washburn University and its ability to project an image of basic competence and ability to carry out advanced education in a computer-driven age, revealed in media ranging from negative television coverage to mocking Facebook pages,
- and whereas neither the vaguely worded updates posted on MyWashburn by ISS nor any statement by the administrators to whom ISS is responsible have done anything to address the fundamental character of this breakdown; the deep level of disruption in

student, faculty, and Washburn community lives; where responsibility for this crisis lies; or what will be done to ensure no further disruptions of this sort in the future.

MOTION: The Faculty Senate calls for the establishment by the President of Washburn University of an investigative panel, including faculty and student participants, commissioned to explore, at minimum, the following issues:

1. What was known in advance of the upgrade of potential difficulties or system incompatibilities, and why nothing of this knowledge, if it existed, was communicated to the Technology Steering Committee and the Faculty Instructional Technology Committee;
2. What led to the disastrous decision to carry out such a fundamental shift in systems one week before the beginning of a semester, and why the Technology Steering Committee and Faculty Instructional Technology Committee were not alerted to the fact that this upgrade could be less than routine;
3. Why no back-up systems were in place, and why there seems to have been no effort to create any sort of fail-safe mechanism, any workable restore point, or even, at the bare minimum, some sort of bounce-back message for email so that colleagues outside of Washburn would know that messages were not being received;
4. Who at Washburn University is taking responsibility for the decisions that led to this crisis, and what consequences that responsibility entails;
5. What the cost of this crisis has been to Washburn University , in terms of lost student enrollment, retreat to paper copies, disruption of faculty and student life, and wasted staff time;
6. What mechanisms are being put in place to ensure that meltdowns of this scale do not take place in the future;
7. Whether, in light of the crisis, it has become critical to engage the services of an outside consultant on technology issues on campus;
8. And what mechanisms will be put into place to ensure that ISS is directly answerable in some real way to academic programs, since the timing of this crisis clearly suggests their costly indifference to the academic mission of the university, as reflected in the failure to consider academic schedules and needs.

The commission should deliver at least a preliminary report of its findings to the full faculty of the university by no later than November 1.

REQUESTED ACTION: Faculty Senate Approval

Date: September 14, 2009   Originated By: Thomas Prasch

                                                            Faculty Senate President

Faculty Senate Agenda Item

No. **09-11**

SUBJECT: Revision of the Composition of the Graduate Committee

DESCRIPTION: The Faculty Handbook language for the composition of the Graduate Committee clearly predates the establishment of the graduate program in Nursing. It follows that Nursing should be represented because of their graduate program and not have the at-large member they presently have.

MOTION: To excise from the Faculty Handbook the final sentence of the description of the composition of the Graduate Committee, as illustrated below:

The Graduate Committee consists of the following members: deans of major academic units with graduate programs, department chairs (where appropriate) of departments with graduate programs, one faculty member (other than the department chair) from each department or major academic unit with a graduate program, elected by the faculty in the department/area, one faculty member from the Master of Liberal Studies Committee, elected by the MLS Committee, four tenured faculty members elected at large as described below, one Mabee Library faculty member elected by the Mabee Library faculty, and the Vice President for Academic Affairs.

At-large members will be elected for two-year terms by the faculty. The College of Arts and Sciences will elect two at-large members from the faculty in departments in the College that do not have graduate programs. The School of Applied Studies will elect one at-large member from faculty in the departments in the School that do not have graduate programs. ~~The School of Nursing will elect one at-large member from its faculty.~~

REQUESTED ACTION: Faculty Senate Approval

DATE: <u>September 14, 2009</u>   Submitted by: <u>Thomas Prasch</u>
                                                                        Faculty Senate President

Faculty Senate Agenda Item

No. **09-12**

SUBJECT: Revision of the Faculty Handbook Language on the Student Financial Aid Committee

REASON: At present, the Executive Director of Enrollment Management serves on this committee, but the Faculty Handbook does not reflect this fact. Since that service is appropriate to the committee, the change in language adds him to the membership.

MOTION: To modify the language in the Faculty Handbook defining the membership of the Student Financial Aid Committee as follows (with the addition indicated by underlining):

Membership of this Committee shall consist of the Chief Student Affairs Officer, the Vice President for Administration and Treasurer, the Director of Financial Aid, the Director of Admissions, the Executive Director of Enrollment Management, a representative from the Athletic Department, a representative from the Music Department, one faculty member from each of the major academic units appointed by the respective unit heads, a student representative from the Washburn Student Bar Association, and two students selected by the student government for one-year terms. The Chief Student Affairs Officer serves as Chairperson.

REQUESTED ACTION: Faculty Senate Approval

Date: September 14, 2009   Submitted by: Thomas Prasch
                                                                            Faculty Senate President

Faculty Senate Agenda Item

No. **09-13**

SUBJECT: Board of Student Publications and Faculty Handbook discrepancies

REASON: There appear to be some discrepancies between the Constitution of the Board of Student Publications and the Faculty Handbook. Since 2000, the Board of Student Publications has functioned within its constitution. Board members were unaware the Faculty Handbook has not been changed to reflect the practices of the board.

The Faculty Handbook suggests that the Dean of Students represent the Board of Student Publications at the Faculty Senate. As one member of the Board is from the Faculty Senate, it seems unnecessary and inappropriate for the Dean of Students to represent the Board at Faculty Senate meetings.

The Faculty Handbook also allows the Washburn Student Government Association to appoint four student members to the Board. This is an inappropriate requirement, as it, in effect, allows the government to control the press.

MOTION: In light of these and additional concerns, the following changes to the Faculty Handbook are proposed:

-----2. The Board of Student Publications (VPAA/VPSL)

The purpose of the Board of Student Publications shall be to set general policies for student publications (as outlined in the board's Constitution), to enforce the "Policy for Student Publications of Washburn University," and to encourage effective student publications at Washburn University.

The board reports to the Faculty Senate. The ~~Dean of Students~~ The Faculty Senate member of the Board will represent the board at Faculty Senate.

The board shall be responsible for safeguarding the editorial freedoms of student publications as outlined in the "Policy for Student Publications of Washburn University;" for selecting the best qualified applicants for the positions of Review Editor, Kaw Editor, Business Manager and Ad Manager; for interviewing and hiring a production adviser; and for reviewing and accepting into record an annual budget submitted by the Business Manager of the two publications at the first ~~March~~ fall meeting of the board.

Membership of the board shall consist of three members of the faculty and staff of Washburn University and four students in good standing at the University. There must not be more than one faculty member from any one academic department, nor shall student members be either elected officials of members of WSGA, be serving as an executive officer of that organization, or be on staff of student publications. The advisers and editors , editors, business manager, and advertising manager of the Kaw and Review are ex officio members.

1. **The Vice President for Academic Affairs appoints the faculty members to the board. One member shall be a member of the Faculty Senate and the others shall not.**
2. **Faculty. The faculty members of this board will be appointed by the Vice President for Academic Affairs in consultation with the chair of the Department of Mass Media, and shall include: (1) a member of the faculty of Mass Media, (2) a member of the Faculty Senate, and (3) a third member of the faculty. There shall not be more than one faculty member for any one academic department.**
3. **The Washburn Student Association will recommend to the Faculty Senate the names of four currently enrolled Washburn students meeting the qualifications outlined above.**
4. **Students. The four students will be appointed by the Vice President for Academic Affairs. The appointments will be made from a list of student applicants submitted to a review committee. The WSGA office and the Board of Publications will advertise the positions and take applications on an all-campus basis. The review committee will be the Dean of Students, Chairperson of the Board of Student Publications, the Director of Student Publications, and the WSGA president. The review committee will meet at the end of April of each academic year to review applicants for the following year and make their recommendations to the Vice President for Academic Affairs.**

There are two officers of the board, a chair appointed by the chair of the Department of Mass Media and an administrative assistant hired by the board. The chair of the board is elected by the members of the board.

REQUESTED ACTION: Faculty Senate Approval

Date: <u>September 14, 2009</u>   Submitted by: <u>Thomas Prasch</u>
                                        Faculty Senate President for
                                        Kathy Menzie, Interim Chair
                                        Mass Media Department