Subject: Online Curricular Action Item Approval Process for General Faculty

Justification: The Faculty Affairs Committee proposes the adoption of an electronic, online debate and balloting system for approval of curricular items by General Faculty, as described in the preceding document. This system would replace the current, in-person voting system used at General Faculty meetings.

Language: To execute this initiative, the committee proposes that the following language be added as item IV-D in Section One: Administrative Structure, of the Faculty Handbook:

D. Electronic Voting for Curricular Items

Action items of a curricular nature placed on the agenda of the General Faculty can be voted on electronically, at the discretion of the Faculty Senate. Electronic voting will proceed using the same basic protocols as General Faculty votes and voting rights are extended to all members of the General Faculty as defined in section IV-A. Washburn staff and faculty who are not eligible to vote will have the opportunity to participate in online debates, but not voting.

On the fourth business day following a Faculty Senate meeting, any approved curricular changes will be communicated via e-mail to all faculty and staff, including both those requiring a vote by the General Faculty and those that do not. It will be the responsibilities of the Faculty Senate Secretary and the General Faculty Secretary to coordinate in providing text of curricular items, as worded by the Faculty Senate, to a designated member of ISS for dissemination to the faculty. The e-mail notification provided to all faculty and staff will provide individual hyperlinks leading to separate message boards for each curricular item requiring debate. Debate via message board will open as soon as the notification message is received and will end seven days later. Even after debate is closed, the postings will still be viewable by the General Faculty through the subsequent voting period. A guest login to a message board will be provided to a student or member of the public upon request; these groups may view, but not contribute to, debate.

When the debate period ends, members of the General Faculty will receive an e-mail message announcing that voting has begun. The General Faculty Secretary will assemble a list of eligible voting faculty at the beginning of each academic term and provide it to the ISS staff member who maintains the balloting system. The e-mail message to announce the beginning of the voting period will include hyperlinks to the finalized message board discussion for each curricular item and a single hyperlink to a single online ballot for all curricular items requiring a vote. This ballot will display each curricular item, as worded by the Faculty Senate. For each item, the voter will answer two questions, the first regarding whether the item is appropriate for online voting, and the second regarding whether, if online voting is approved by the faculty, the item should pass as worded. If a faculty member does not approve of online voting, they are opting to delay debate/voting until the next in-person General Faculty meeting. A quorum (>33%) of the General Faculty must participate in the vote. The voting period will close at 5 PM on the seventh day from the start of voting. If a quorum is not met, then a vote on the curricular items in question is delayed until the next online voting/debate cycle. The hyperlink and ballot page will be accessible to each eligible faculty member only once, to prevent double votes.

At the end of the voting period, the designated ISS personnel will send results to both the chair of the Faculty Senate Electoral Committee and the General Faculty Secretary. Both entities will tally and confirm the results. In addition, ISS personnel will provide both entities with an itemized list of individual faculty votes (recorded via the e-mail addresses of voters) for verification purposes only. Individual voting data will not be shared otherwise unless a request is made via the Kansas Open Meeting Act.

If a majority of respondents vote to permit online voting, then their contingent votes on whether to approve the item as currently worded will be tallied. If a majority of respondents vote to approve the item as worded, then the curricular change is approved, and the process is complete. If a majority of respondents vote against online voting, the item will be placed on the agenda for the next General Faculty meeting.

Results of the vote will be announced to the General Faculty by the General Faculty Secretary within two business days after the voting period ends.

Effective Date: August 2011, effective at initiation of Fall 2011 semester.

Financial Implications: The VPAA's office is committed to providing the resources necessary to secure licenses for the balloting software system. ISS has been briefed on its role in executing and maintaining this system.

Date: Nov. 29th, 2010   **Submitted by:** Dr. Matt Arterburn
                                        Chair, Faculty Affairs Committee

Approved by Faculty Senate: December 13, 2011