Washburn University
Meeting of the Faculty Senate

October 25, 2010
3:30 pm Kansas Room, Memorial Union

I. Call to Order

II. Approval of Minutes of the Faculty Senate Meeting of September 13, 2010 (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 October 4, 2010 (pg. 4)
   - B. Minutes from the Academic Affairs Committee meeting of September 22, 2010 (pp. 5-6)
   - C. Minutes from the Academic Affairs Committee meeting of October 6, 2010 (pg. 7-8)

VI. University Committee Reports
   - A. Honors Committee Meeting of May 12, 2010 (pp. 9-10)
   - B. Library Committee Meeting of September 21, 2010 (pp. 11-13)
   - C. Honors Committee Meeting of September 8, 2010 (pp. 14-15)
   - D. Assessment Committee Meeting of September 17, 2010 (pg.16)

VII. Old Business
   - A. 10-18 Change the Name of Board of Student Publications to Board of Student Media (pg. 17)

VIII. New Business
   - A. 10-19 Deletion of Health Education and Promotion Concentration (pg. 18)
   - B. 10-20 Revision of Honors Advisory Board Members Term Limits (pg. 19)

IX. Information Items
   - A. Collection Development Policy for the Libraries (pp. 20-27)

X. Discussion Items

XI. Announcements

XII. Adjournment

Faculty Senate
Washburn University

Minutes of September 13, 2010
Kansas Room, Memorial Union

Present: Arterburn, Averett, Barker, Berry, Bird, Blank, Byrne, Childers, Croucher, Dodge, Edwards, Isaacson, Janzen, JacobsKelly, Kowalski, Lunte, Mazachek, McBeth, Melick, Menzie,Morse, Ockree, Roach, Routsong, Sanchez, Sharafy, Shaver, Sheldon, Tate (VPAA),Wagner, Weigand, Wohl,

A. The meeting of the Faculty Senate was called to order at 3:30 PM. Russ Jacobs presiding.

B. The minutes of the Faculty Senate meeting of May 10, 2010 were approved.

C. President's Opening Remarks.

1. According to Sec VI. C. of the Faculty Senate Constitution, "At least one faculty representative on each faculty committee must be a member of the Faculty Senate, by special appointment of the Executive Committee, if necessary." VPAA Tate has sent me notice that three faculty committees do not have such representation, and thus the Executive Committee will appoint a representative: the Promotion and Tenure Committee, the Graduate Committee, and the Interdisciplinary Studies Committee. Any Faculty Senate members willing to serve on one of these committees should so inform Vickie Kelly, the FS Secretary, no later than September20.

2. As you all heard at the General Faculty meeting, VPAA Tate has asked the Faculty Affairs Committee to consider a change in the way that curricular changes are voted on by the General Faculty. With the consent of the body, I will refer this proposal to the FAC. Approved by the Senate.

3. Dean Scheibmeir of the School of Nursing has inquired about the required or preferred formatting for major curriculum changes; the SoN will be proposing a revised BSN Curriculum and a proposed Doctorate of Nursing Practice Program soon. After discussing this with the Executive Committee, I would like to refer this to the Academic Affairs Committee. If the body consents, I would like them to respond to Dean Scheibmeir—and perhaps set in place standard formatting for all curricular changes—as soon as practicable. Approved by the Senate.

4. Our standard second Monday meeting time in October would be in Fall break. If we choose not to meet during Fall break, we will have to either meet again in two weeks, on the fourth Monday of September, or postpone our next meeting until the fourth Monday of October. The Senate voted to meet October 25, 2010.

D. Report from the Faculty Representatives to the Board of Regents.

May 21: Jacobs reported the BoR approved a budget that included a tuition increase of approximately 3 percent, with no merit increase in salaries. Regents also approved a proposal teo improve internet access and connectivity by changing to KanREN Data Communications, and a recommendation that Jones Huyett Partners be selected to provide University marketing services.

June meeting: Roach reported that there were two issues brought forth by Regent Storey: one pertaining to establishing a whistleblower policy for the University and the second pertaining to

designating someone to be in charge when the President was unavailable. No action was taken on either issue.

July 30: Jacobs reported that prior to the BoR meeting, the Regents Audit Committee met with representatives of Rubin Brown LLP, the newly retained University auditors. Those representatives gave a brief report on audit planning, and answered questions from the Regents present.

At the Public Budget hearing, the FY 2011 Budget was approved without public comment. The President reported that initial reports on Fall 2010 enrollment appeared good, and that two new schools had been approved for MIAA membership. In routine business, the Regents approved expenditure of $147, 132.17 for replacement and upgrade of computers on campus, $54, 697.32 for the purchase of server equipment and system storage for an existing IBM server cluster, and approximately $94,000 to Pinegar, Smith and Associates for lobbying services. This is a net increase, to cover additional services provided in the absence of the in-house lobbying provided in the past by David Monical, since retired.

E. Faculty Senate Committee Reports – there were no committee reports

F. University Committee Minutes.

A. Honors Advisory Committee Minutes of April 14, 2010 were accepted
B. Assessment Committee Minutes of April 14, 2010 were accepted.

G. Old Business.

a. 10-17 Revision of Honors Advisory Committee – approved by Faculty Senate

H. New Business.

A. Committee Appointments – the slate submitted by the Executive Committee for appointments to Academic Affairs, Faculty Affairs, and Electoral Committee were approved.
B. 10-18 – Proposal to Change Name of Board of Student Publications to Board of Student Media – closed on first reading.

I. Information Items – there were no information items

J. Discussion Items – there were no discussion items

K. Announcements – there were none.

L. Adjournment: the meeting was adjourned at 3:59 pm

Faculty Affairs Meeting Minutes
October 4, 2010

In Attendance:
Matt Arterburn
Roy Wohl
Michael Averett
Karen Fernengel
Rob Weigand
Sean Bird
Tonya Kowalski
Cheryl Childers
Jean Sanchez

Meeting called to order and opening remarks by Matt Arterburn

New business:
A. Election of Matt Arterburn as Committee Chair and Jean Sanchez as Secretary.

B. Curricular Approval Process Discussion

This committee received a memo from Nancy Tate on September 13, 2010 asking for an analysis of the current process for curricular approval and to make recommendations for expediting and improving. Agreement was received from all in attendance that this process should be improved. Discussion ensued regarding ideas for improvement and challenges that could be faced. The following ideas were generated:

- *Electronic voting for program changes only*
- *Would be held in a 2-phase process that would allow online discussion and subsequent voting*
- *Phase 1 would be online discussion of the proposed program change followed by voting on whether this change could be approved electronically or whether its approval must be through General Faculty meeting.*
- *If approved for online voting, enter Phase 2*
- *Phase 2 would include online voting of yes or no*
- *All program changes would be placed on a consistent agenda that would appear the second Friday of each month*
- *Would begin with a pilot test of 2-3 "cases"*

Next Steps:

- Require input from ISS on best process for electronic voting
- Analyze similar processes currently in place at other Universities.
- Meet with Nancy Tate at next Faculty Affairs meeting for further exchange of ideas and clarification of what is considered "curricular changes"
- Solicit input from Departments and faculty

Additional Discussion Items:

- ❖ Benefits issues (domestic partners)
- ❖ New Intellectual Property Policy Draft
- ❖ Grievance Policy for Promotion and Tenure

Academic Affairs Committee
September 22, 2010
Meeting Notes

Committee members in attendance:
Kathy Menzie (chair)
Mary Sheldon
Cal Melick
Jeannie Catanzaro
Debbie Isaacson
Linda Croucher
Becky Dodge
Paul Byrne
Kandy Ockree

Guests:
Nancy Tate, Acting Vice President for Academic Affairs

The meeting was called to order by Kathy Menzie.

I. Committee Chair

Kathy asked for nominations for a new committee chair for the next year.

Action: Kathy Menzie was nominated as chair and unanimously approved by the committee.

2. Program Deletion Request

The committee reviewed the request from the College of Arts and Sciences to eliminate the Health Education and Promotion Concentration as a stand alone Bachelor of Arts degree.

Action: The motion was made and carried to bring to the Faculty Senate the Committee's recommendation to approve the request from the College of Arts and Sciences to delete the Health Education and Promotion Concentration as a stand alone Bachelor of Arts degree.

3 Standardized form for Submitting Program Changes/Deletions

The committee discussed a request for a standardized form or template for submitting new programs to the Academic Affairs Committee for those areas that did not currently have their own forms. It was also suggested that guidelines be provided in addition to the forms.

Action:

a) Dr. Tate said she would provide a list of the requirements from KBOR so that every unit would be sure to answer the same questions regarding program changes/deletions, whether or not they used the same form.
b) The committee members will provide copies from the curricular committees in their units/departments to provide information for the Committee to review at the next meeting.

4. Gen Ed Proposal

The Committee reviewed the items from the General Education Proposal that were approved by the General Faculty:

Item 1: General Education Statement
Item 2: General Education Learning Outcomes
Item 3: Learning Outcome Descriptions
Item 4: General Education Distribution Requirements [Breadth of Knowledge]
Item 7: University Requirements

The Committee discussed the questions regarding the General Education Proposal that are still pending and how best to proceed in resolving these questions.

<u>Questions still to be decided by Academic Affairs:</u>

1. Determine the learning outcome assessment procedure/approval process
2. Define learning outcomes integration with general education
3. Determine purposes and functions of General Education and Assessment Committee. Define membership/time of service/eligibility/ duties and responsibilities
4. Composition of Core courses: relationship to learning outcomes and general education
5. Discipline courses included in general education –all courses or course specific
6. Define learning outcomes/general education plan for Associates degrees
7. Determine the transfer policy for learning outcomes/general education
8. Develop a transition plan following adoption of a general education proposal

The Committee discussed the possibility of assigning each question to individual committee members who would then form a committee to work on the question. After discussion, the Committee decided to meet again in two weeks to discuss this further and to determine how to prioritize the list.

In order to obtain more information about assessment in addressing some of the pending questions, the Committee will invite Donna LaLonde, Assessment Committee Chair, to attend the next meeting.

Next meeting
Wednesday, October 6, 2010
3:00 – 4:30 pm
Baker Room

Academic Affairs Committee
October 6, 2010
Meeting Notes

Committee members in attendance:
Kathy Menzie (chair)
Mary Sheldon
Sean Bird (for Cal Melick)
Linda Croucher
Becky Dodge
Paul Byrne
Kandy Ockree

Guests:
Nancy Tate, Acting Vice President for Academic Affairs
Donna LaLonde, Assessment Committee

The meeting was called to order by Kathy Menzie.

I. Assessment Committee

Donna LaLonde presented to the Committee an overview of the work the Assessment Committee did over the summer. The committee discussed the issues regarding assessment pertaining to the use of the new Learning Outcomes and how they would impact the proposed General Education changes, e.g.:

- How will students be required to meet the learning outcomes?
- Will prerequisite courses accomplish this?
- Course objectives are not the same as learning outcomes, how will these be assessed?

Dr. Tate explained to the committee that the university voluntarily participates in the Voluntary System of Accountability (VSA) which requires the posting of NSSE results, general education skill areas (such as those measured with ETS testing), retention/graduation rates, and learning outcome data. Although the university has just started the process, eventually all the data will be posted on line.

The committee discussed the assessment process and the learning outcomes and the need to educate/inform on an on going basis university wide.

II. Faculty Workshop Luncheons

The Academic Affairs Committee agreed it would be helpful to have faculty workshop luncheons to discuss the assessment process and the general education proposal in greater detail.

They also agreed to offer faculty another opportunity to respond to a survey if they are not able to attend the luncheons.

Proposed luncheon dates are:
- October 26, 12:00-1:30
- November 5, 12:00-1:30
- November 10, 12:00-1:30

III. Course change/add/deletes

The committee discussed the proposed forms for addition or cancelation of a course/program.

Dr. Tate shared the link to the KBOR requirements for course change/add/deletion with the committee by email. The committee members also provided copies of the forms from their areas, which will be sent electronically to the committee.

Kathy Menzie asked the committee members to look at the forms to see if there is anything missing, or if additional information should be included in their college/school form.

Next meeting

The committee will meet again on October 15th at 12:00 to plan for the luncheons in more detail.

Mike Russell will be invited to attend the next meeting to discuss previous survey results and the creation of another survey, as he assisted with the previous survey process.

MINUTES
HONORS ADVISORY BOARD
Wednesday, May 12, 2010
Crane Room – 12:00 p.m.

Present: Michael McGuire (Chair), Denise Ottinger, Dannah Hartley, Mo Godman, Keenan Hogan, Reinhild Janzen, Vickie Kelly, Bonnie Peterson, David Pownell, Carol Prim, and CJ Crawford (Administrative support)

The committee minutes from April 14, 2010 were approved.

Michael introduced Morgan Boyack, the new Director of Admissions. Morgan said he would like to find out how Admission can help with the Honors Program. Michael said he would like to have a member from Admissions on the Honors Advisory Board beginning next fall.

HONORS STUDENT COUNCIL REPORT
Keenan said the Council met the week before. Student Activities and Greek Life came and talked about what they do, and the council talked about activities for next year.

Michael said that the Honors office now has furniture and a display case.

OLD BUSINESS

Honors Contracts
Michael made a modification in part B (added Department Chair signature). A few other minor corrections were suggested. The Honors Contract will go into effect for Fall 2010. The contract will be reviewed on a semester basis (usage, modifications, etc.) and updated as needed. Michael will send a revised copy to the board.

Thesis Requirements
Michael asked if a capstone project should also count as an Honors Thesis. There are currently no guidelines. He will look into what other programs and schools do.

Call for Spring 2010 Course Proposals
The deadlines will now be:

Submission deadline – August 27
Proposals to committee – August 30
Comments/decisions to Michael – September 3

An email will be sent in May, with a reminder email sent on August 16. On August 23, a reminder memo will be sent out (half-sheet).

Board Term Duration
After discussion, it was agreed that have 2-year staggered renewable terms would be best. That way, there would always be experienced members on the board each year. Michael will work out a cycle and let everyone know.

Change in Board Membership
The requested Honors Advisory Board membership change will go to Faculty Senate for a second reading on August 23 and then to General Faculty.

NEW BUSINESS

Honors Course Evaluations
This needs to be resolved before the end of the fall term.

New Students

There is one new student since the April meeting.

OTHER

Michael asked for suggestions to recognize faculty who have taught Honors courses. Ideas were a letter to the chair and copy the dean, a social, a certificate, inviting the faculty to the Honors Spring Banquet.

Michael asked if we should keep the New Member Breakfast or have a social. It was recommended he email the current Honors students for their input.

The date for the September Board Meeting needs to be changed due to a conflict with the Activities Fair.

The next Honors Advisory Board meeting is Wednesday, September 8 at 12:00 p.m. in the Crane Room.

The meeting adjourned at 1:15 p.m.

Library Faculty Committee Meeting
September 22nd, 2010
3:30 p.m.
Room 105, Mabee Library

TO:

Dr. David Bainum
Dr. Alan Bearman
Dr. Cheryl Childers
Dr. Erin Chamberlain
Dr. Frank Chorba
Dr. Barry Crawford
Ms. Judy Druse
Dr. Andrew Herbig
Dr. Rob Hull
Dr. Catherine Hunt
Mr. Terry Knowles
Dr. Sam Leung
Dr. Park Lockwood
Dr. Meredith McKee
Ms. Marilyn Masterson
Dr. Jay Memmott
Ms. Caley Onek
Ms. Nichole Perkuhn
Dr. Karen Diaz Reategui
Dr. Michael Rettig
Dr. Leslie Revnard
Dr. Tom Schmiedeler
Dr. Terry Sorensen
Dr. Sharon Sullivan
Dr. Brian Thomas
Dr. Jennifer Wagner
Dr. Ye Wang
Ms. Kelley Weber
Dr. Iris Wilkinson

The Library Faculty Committee convened in Mabee Library, Room 105 at 3:30 p.m. The following members were present: Dr. Bearman, Dr. Childers, Dr. Chamberlain, Dr. Chorba, Ms. Druse, Dr. Hunt, Mr. Knowles, Dr. Leung, Ms. Onek, Ms. Perkuhn, Dr. Reynard, Dr. Schmiedeler, Dr. Sorensen, Dr. Sullivan, Dr. Thomas, and Ms. Weber. Dr. Herbig, Dr. Hull, Dr. Masterson, Dr. Memmott, Dr. Diaz-Reategui, Dr. Wagner, and Dr. Wilkinson sent word they would be unable to attend.

Dr. Leslie Reynard, Chair, welcomed the Library Faculty Committee and opened the meeting with introductions from committee members.

Congratulations to Dr. Bearman who is now permanent Dean of University Libraries and to Judy Druse the permanent Assistant Dean.

Dr. Bearman explained the purpose of the Library Faculty Committee. The Committee makes recommendations and gives advice to the Dean of University Libraries on matters of library management and planning. Committee members provide liaison between the Library and the various departments and schools (excluding the Law School) and advises the Library in its collection development efforts.

Dr. Bearman reported that significant emphasis upon public services drives the change that is occurring in the Libraries. With support from University funding through Capital, Technology, and Equipment Requests; the generosity of the Friends of Mabee Library; and with careful management of library budgets, we were able to invest money in a variety of technology and physical improvements. The new "look" of the library was designed to have flexible spaces where students can experience different physical zones that are adaptable to the range of learning styles they exhibit. Thousands of students, faculty, and community patrons have experienced the new environment of Mabee Library as a gathering place, where conversation, teaching, and learning has transformed and enriched our community that is central to the Washburn experience.

The Electronic Classroom has been renamed the Information Literacy Suite. This suite has been transformed into a digitally advanced space designed to prepare students for life in the Information Age. Implementation of new technology has allowed instructors to create multimedia experiences designed to engage all types of

learners. When the suite is not scheduled, it also serves as an open computer lab for students. (Room 206B- x 2953)

The Library proudly houses the Thomas Fox Averill Kansas Studies Collection and the Koch Art History Collection. Both are housed in beautifully constructed glass-faced shelves on the lower level. This relocation has made these two unique collections accessible to students and researchers during all hours the library is open. If you need more information about these collections, contact Martha Imparato, Special Collections, (x1981). More information about the Kansas Studies Collection can be found at the following web site: http://www.washburn.edu/mabee/special_collections/averill.shtml

The library is home to two tutoring laboratories. The new and expanded Academic Success Center is a joint project with the Center for Undergraduate Studies and Programs (CUSP) that provides tutoring assistance for students in a wide array of subjects (Room 206A-x1980). Another vehicle for student success is the relocation of the University Writing Center. In collaboration with the Department of English and College of Arts and Sciences, the Writing Center was moved from Morgan Hall to the Library this month. (Room 200A-x1397). The surge of traffic in both laboratories has already outpaced the hours they are open. Sean Bird, Instructional Librarian, is the contact person for both laboratories (x1550).

Collaborating with ISS, the library has completed a plan to install CAT6 cabling throughout the whole building to increase internet access and speed. The library has painted most of the lower level walls with whiteboard paint as a result of requests from students. Because of heavy usage, the library purchased additional island whiteboard tables and whiteboard privacy divider units on wheels so that students can manipulate different places to study. The library has purchased new signage, big screen TVs, a Promethean interactive whiteboard, magnet marker boards, a flatbed digital scanning station, and more comfortable seating. Four iPads were purchased for library faculty check out. Historic photos from our archives have been hung around the library. We purchased Illiad software to enhance the interlibrary loan process. Because of the tremendous increase in traffic these last few years, the library submits chairs as a capital improvement item. Lori Rognlie, our dedicated Facilities Coordinator, has made multiple trips to acquire quality items from the university surplus. All these changes illustrate our commitment to serving more students and creating a 21st century learning environment.

Free printing has become an expensive burden on the library's budget. Last fiscal year the library spent almost $20,000 for toner and supplies. WSGA is purchasing printers at a rate of one a year. Waste from individual departments coming over to print, students printing their class syllabus, and printing of PowerPoint presentations are just a few areas that need to be addressed. Washburn's IT Technology Committee is in the process of finding a campus-wide solution for printing.

Five years ago the library participated in the LibQUAL+ Survey, a national library assessment tool. This project was designed for libraries to find out where they rank on a national level with other libraries the same size. Kelley Weber, Business Librarian, applied and received a research grant to participate this year. Beginning next Monday (9/27) the Libraries will begin the LibQUAL+ survey for two weeks. This online survey allows us to solicit our users' opinions of our service quality and facilities. These statistics will also allow the library to compare statistics from the last survey. Four computers will be set up at the front of the library for people to take the survey. For the first week on MWF (12-1pm) and TTH (12:30-1:30pm) the library will offer a slice of pizza as an incentive to get people to complete the survey. The survey should take 5-10 minutes and all faculty and staff are encouraged to participate.

Library Faculty Committee representatives were asked to review the new Collection Development Policy that was distributed to them a week before this meeting. (Attached) Dr. Bearman thanked the Collection Development Policy Committee: Judy Druse, Lori Fenton, Janet Homan, Cal Melick, Teresa Nitcher, and David Winchester for their hard work to develop the policy. The old document was formatted primarily for print materials; the new document concentrates in the area of digital electronic resources. This policy will continue to be modified in response to the changing information needs of the University and the evolution in information delivery and access models. The policy will be reviewed and amended as necessary no less than every three years by the librarians in collaboration with the Dean of University Libraries and the Library Faculty Committee.

Effective collection development depends upon the identification and evaluation of the University's information needs. This is why it is so important that each Library Committee representative read and distribute this policy to their colleagues. Each representative is encouraged to work closely with their library liaison who is appointed for their specific subject area. The role of each library liaison is to provide assistance and guidance to faculty selectors, evaluate and recommend content for purchase, and provide access to collection development tools, both print and electronic. Your department's library liaison should contact you by next week to discuss the new book vendor Yankee Book Peddler (YBP), library profile, and your 2010/2011departmental allocations. If you have any questions, please contact your liaison or the Dean (x1855).

Dr. Bearman continues to collaborate with the ATLAS Consortia and CODDL to increase purchasing power between Kansas institutions and vendors. The goal is to provide greater access to more materials at a cheaper price.

Meeting closed with a tour of the library.

Meeting adjourned at 4:17 p.m.

Respectfully submitted

Ginger D. Webber, Administrative Secretary

NEXT MEETING
WEDNESDAY
October 13th, 2010
3:30 p.m.

MINUTES
HONORS ADVISORY BOARD
Wednesday, September 8, 2010
Crane Room – 12:00 p.m.

Present: Michael McGuire (Chair), Jennifer Ball, Lisa Sharpe Elles, Rachel Goossen, Keenan Hogan, Martha Imparato, Debbie Isaacson, Reinhild Janzen, Vickie Kelly, Erica Koepsel, Rachel Marlett, Carol Prim, Jim Smith, and CJ Crawford (Administrative support)

The committee minutes from May 12, 2010 were approved.

All members introduced themselves and Michael welcomed the new members who were present – Martha Imparato, Debbie Isaacson, Rachel Marlett, and Jim Smith.

HONORS STUDENT COUNCIL REPORT
Keenan reported that the student council has had two meetings so far – the first was the New Member lunch and the second was the Informational Meeting. About 15 people attended the Informational Meeting – 5 were not honors students.

They are developing University Honors T-shirts. They will look at getting some to sell to board members.

The University Honors programming will be mostly student driven now that the student council is in place.

OLD BUSINESS

Honors Course Evaluation
Michael's goal is that by the end of the semester there will be an evaluation suitable for the Honors program and to use for assessment. He will be talking to representatives from other schools. This will be tabled for discussion later in the semester.

New Students
There are 21 new students for the fall semester.

Recognizing Faculty who Teach Honors Courses
Michael is looking into developing a letter to send to deans and department chairs.

NEW BUSINESS

Membership Resolution Status with Faculty Senate
The first reading was on May 10 and the second reading will be on September 10. If the membership changes are approved, it doesn't need General Faculty approval. The changes for student membership to be two students from the Honors Program and one student from WSGA will take effect for the next academic year.

Honors Advisory Board Member Rotation
The proposed Honors Advisory Board member rotation is being submitted to Faculty Senate.

(2 year staggered terms - renewable)

Expires in June 2011
School of Business (Jennifer Ball)
CAS

Humanities Division (Mo Godman)
Social Sciences Division (Rachel Goossen)
Education & Kinesiology (David Pownell)

Expires in June 2012
School of Applied Studies (Jim Smith)
School of Nursing (Debbie Isaacson)
Mabee Library (Martha Imparato)
CAS
Natural Sciences Division (Lisa Sharpe Elles)
Creative & Performing Arts Division (Reinhild Janzen)

Course Proposals
Michael will be sending out readings on what makes a course Honors worthy. While academic rigor and critical thinking are part of it, there may be other criteria that are applicable.

The goal is to have more specific criteria on the course proposal form about what makes a course an Honors course. He will be asking members to sign up for a subcommittee to work on the form and present it to the committee at the end of the semester.

There was discussion about whether a course needed to be fully submitted each semester it was to be offered, or if there could be a master approval and then faculty would only need to submit a request to teach the course in a specific semester. It was agreed that there should be a Master Course Proposal form and then a renewal form to be submitted each semester the course is to be taught.

OTHER
CJ will look for another meeting location since the Crane Room is too small – she will notify everyone of the new location via email before the next meeting.

The date currently set for the **Spring Banquet** is **Tuesday, April 5**. If anyone knows of a major conflict (CJ has checked the calendars and talked with University Scheduling about other events scheduled), please let Michael or CJ know by October 1.

Ten of the new freshman Honors students are in Michael's Freshman Seminar course.

The next Honors Advisory Board meeting is Wednesday, October 6 at 12:00 p.m. (location to be announced).

The meeting adjourned at 1:00 p.m.

MINUTES
ASSESSMENT COMMITTEE
Friday, September 17, 2010 - Lincoln Room – 2:00 p.m.

Present: Donna LaLonde (chair), Pat Munzer, Denise Ottinger, Joanne Altman, Pamela Erickson, Vickie Kelly, Jay Memmott, Kathy Menzie, Danny Wade, Kelley Weber, and CJ Crawford (administrative support). Absent: Melodie Christal, Gillian Gabelman, Jane Carpenter, Yvette Jenkins, Kandy Ockree, and Lucas Mullin.

New members to the committee were introduced – Pamela Erickson, Vickie Kelly and Kathy Menzie.

OCTOBER ASSESSMENT WORKSHOP
The topic will be "Lessons Learned" from the committee's review of the Assessment Reports in July. A subcommittee will meet to plan the workshop – members are Donna LaLonde, Joanne Altman, Danny Wade and CJ Crawford. The workshop is scheduled for October 15 at 2:00 p.m. in the Kansas Room – liaisons and department chairs are encouraged to attend.

ASSESSMENT REPORT RUBRICS
The feedback Donna has received from the Assessment Report Rubrics has been very positive – she has received a few responses, but overall feedback is positive.

COMMITTEE MENTOR ASSIGNMENTS
Because of the change in committee membership, Donna realigned the mentor/liaison assignments. CJ will send out the updated list before the end of the week. Donna asked everyone to reconnect quickly with their liaisons and encourage them to attend the workshop.

ROLE OF ASSESSMENT IN RETENTION
Since retention is a major topic for the University, Donna asked the committee to think about the role of Assessment in retention for future discussion.

ASSESSMENT SHOWCASE
Donna said that last year the committee had discussed the possibility of an Assessment Showcase. Some ideas could be having a lead speaker and then 30 minute workshops (three or four at a time). A poster session could also be held concurrently. It could end with a reception. After discussion, the committee felt it would be a good idea to have a "highlights" workshop possibly in February or early spring.

UNIVERISTY LEARING OUTCOMES
After some other things have been resolved, Nancy Tate feels the Assessment Committee should be involved with the University's student learning outcomes.

OTHER
Donna announced that through discussion with Pamela Erickson, the Assessment Committee would be joining CUSP at their New Faculty Advising workshop on October 22 to talk about the University's assessment process. One idea from the committee was to have a handout with assessment terminology and terms. Donna and CJ will meet with Pamela to work out the details. The workshop will be in the Kansas Room.

The meeting adjourned.

FUTURE FALL MEETINGS (Lincoln Room from 2:00P-3:00P)
Friday, October 8
Friday, November 19
Friday, December 10

Faculty Senate Agenda item

No. 10-18

Department: Mass Media, Student publications

Proposal: Change the name of the Board of Student Publications to Board of Student Media

Description: The name has become an anachronism in the field. No longer are media neatly divided into print and broadcast. All print and broadcast news outlets have a presence on the World Wide Web, where each one writes stories, takes pictures, produces video, etc.

As the department of Mass Media converges our curriculum, we are also in the process of converging the media produced by students. As such the term "Publications" no longer applies to the activities the students are engaged in.

This board reports to the Faculty Senate and is listed in the Faculty Handbook, so a motion on a name change requires approval of the senate.

Requested action: Faculty Senate approval Submitted by: Kathy Menzie
Date: September 13, 2010

Faculty Senate Action Item

No. 10-19

COLLEGE OF ARTS AND SCIENCES
PROGRAM CHANGES/DELETIONS

	Signature	Recommendation	Review Date
Dept. Chair	Roy Wohl	Approve	3/30/10
Division	Patti Bender	approve	4/7/10
Dept. of Educ. (If course relates to teacher certification program.)			
Dean	Gordon S McCrea	Approve	4/[illegible]/10
Curriculum Committee	Randy J Bents	Approved	4/28/10
Accepted By CFC	[illegible]	Approved	5/5/10
CAS Faculty	[illegible]	Approved	9/15/10

Approved By: Faculty Senate ______ University Faculty ______ WU Board of Regents ______

General Information:

Change ☐ Deletion ☒

1. Reason for this program change or deletion?
   Ongoing lack of student majors pursuing this concentration, making it difficult to offer several classes required in the degree plan.

2. Complete revised description (including program title, requirements, courses within program, credits, and prerequisites)

Deletions

3. Is the program being deleted from the catalog being replaced with another program? Yes ☐ No ☒
   If so, please explain.

4. Is the content of this program being distributed to another program?

Changes

5. Describe the nature of the proposed change.
   The Health Education and Promotion Concentration will no longer be a stand alone Bachelor of Arts degree concentration. Students interested in careers related to Health Education/ Promotion can pursue this through the Bachelor of Arts - Flexible Option.

6. Do you currently have the equipment and facilities to teach the classes within the proposed change?

Faculty Senate Action Item

No. 10-20

Subject: Revision of Honors Advisory Board Membership Terms

Justification: We are asking for a change in the duration of membership terms for members on the Honors Advisory Board. Specifically, the current terms do not allow the possibility for new members to join on a regular basis.

Old Language:

Membership includes the Dean of University Honors, one Library faculty member appointed by the Director of Mabee Library, one faculty member representing each of the Schools, one faculty member from each division in the College, and three students. Two of the students will be appointed by the President of the University Honors Student Council. The third student must be involved in Honors and will be appointed by the Washburn Student Government Association in consultation with the Honors Advisory Board.

New Language:

Membership includes the Dean of University Honors, one Library faculty member appointed by the Director of Mabee Library, one faculty member representing each of the Schools, one faculty member from each division in the College, and three students. Two of the students will be appointed by the President of the University Honors Student Council. The third student must be involved in Honors and will be appointed by the Washburn Student Government Association in consultation with the Honors Advisory Board. Members shall serve a term of two calendar years, beginning in the fall semester, but may be reappointed. Terms shall expire at the beginning of the fall semester of the years indicated below in parentheses and every two years thereafter:

- School of Business, CAS – Humanities Division, Social Sciences Division, Education & Kinesiology Division (2011)
- School of Applied Studies, School of Nursing, Mabee Library, CAS – Natural Sciences Division, Creative & Performing Arts Division (2012)

Financial Implications: None

Date: October 10, 2010 Submitted by: Dr. Michael McGuire, Dean
University Honors Program

COLLECTION DEVELOPMENT POLICY

FOR

THE UNIVERSITY LIBRARIES

WASHBURN UNIVERSITY

August 2010

Collection Development Policy Committee
Judy Druse
Lori Fenton
Janet Homan
Cal Melick
Teresa Nitcher
David Winchester

INTRODUCTION

The Collection Development Policy provides guidelines for the development, maintenance and evaluation of online, print and media content acquired by and/or accessed through the Washburn University Libraries. It reflects the University's mission to prepare qualified individuals for careers, further study, and lifelong learning; the Libraries' mission to guide teaching, learning and research; the roles of the faculty and librarians; the Libraries' role in the purchase/exchange of materials through consortia and the impact of the scholarly publishing environment on decisions regarding the acquisition/preservation of content.

Scholarly communication is an area of publishing that is changing dramatically. The Internet, availability of full-text databases, electronic journals and e-books are commonplace in today's university library. The Libraries' position is to provide access rather than ownership of many materials whenever that situation makes sense from financial and service standpoints.

The Libraries recognize that academic freedom is fundamental to the educational process. Therefore, the Libraries subscribe to and uphold the American Library Association's Library Bill of Rights.

The Libraries use due diligence in complying with U.S. Copyright Law (and its amendments) and support the Fair Use section, which permits and protects the right to use copyrighted works for teaching, scholarship and research. Material added to the Libraries' collections must have been produced in compliance with copyright statutes.

HISTORY OF THE COLLECTION

Washburn University was founded in 1865 as a private, Congregational school named Lincoln College. In 1941 Topekans voted to maintain and further develop the school. Consequently, the Board of Trustees turned over its physical assets to the newly created metropolitan university, supported in part by the City and governed by a local Board of Regents. Academically, Washburn University is an undergraduate, liberal arts institution with selected graduate (Master level) programs. The Libraries collect at the baccalaureate level or above for all disciplines listed in the Washburn University Catalog. The Libraries support faculty research through its collections or by obtaining materials through resource sharing services, such as interlibrary loan and document delivery.

RESPONSIBILITY FOR COLLECTION DEVELOPMENT

Ultimate responsibility for collection development lies with the Dean of Libraries. The Dean's authority is delegated to the librarians under whose direction materials in specific subjects are selected in collaboration with the faculty. Liaison librarians provide assistance and guidance to faculty selectors, evaluate and recommend content for purchase in their subject areas and fill collection gaps. The Libraries provide faculty and librarians access to collection development tools, both print and electronic.

The Libraries allocate a portion of its funds to academic departments so that faculty can assist the librarians in building a relevant collection. The Libraries have the final responsibility on the purchase decisions for all content. Any material purchased with Libraries' funds shall be the property of Washburn University and shall be cataloged as part of the Libraries' collections.

Effective collection development depends upon the identification and evaluation of the University's information needs on the part of librarians, faculty, students, and other library users. Included in this effort are the following:

1. review of existing and new courses of instruction, degree programs and research projects in the context of overall University goals and priorities;

2. participation of librarians in the deliberations of committees on curriculum and/or other groups dealing with changes in or additions to existing courses, degree programs and research projects;

3. routine mechanisms for eliciting from faculty members course reserves, reading lists, syllabi, and for receiving from any member of the University community suggestions for the addition of particular content to the collections;

4. participation in library consortia and other organizations responsible for coordinating the availability of information resources;

5. formal and informal mechanisms (library faculty participation in faculty meetings, the University Library Committee, suggestion boxes, etc.) for channeling suggestions regarding the Libraries' collection development policies and practices;

6. programs for maintaining librarian and user awareness of unique materials, specialized information services and significant collections available outside the University Libraries.

CRITERIA FOR SELECTION/WITHDRAWAL

The focus of all collecting is on content which expands the capability of the Libraries to support teaching, learning and research. This activity is based on criteria which apply generally to all content being considered for addition to or removal from the collections. The Libraries collect all applicable forms of information, regardless of format, if it is important to the curricular or research goals of the University. Particular criteria may assume greater or lesser importance depending on the format of material under consideration.

Decisions concerning the acquisition and retention of content should be made within the context of the following general criteria:

- Relevance to the needs of the University's educational programs and appropriate level of subject matter

- Scope and depth of subject coverage

- Relevance to existing collections or importance of a work in comparison with other similar content on the subject

- Scholarly worth or research value

- Currency, timeliness or permanence of the content

- Cost effectiveness and availability

- Language and country of origin

- The need for balance and multiple perspectives
- User-friendly search interface or ease of use
- Stability of URL, accessibility through IP authentication and compatibility with University and Libraries' systems
- Technical quality
- Availability of the title in indexing and abstracting sources

The criteria for withdrawal are generally the same as those used in selection, but may also include:

- Poor physical condition (worn or badly marked)
- Frequency of use or demand
- Space considerations
- Obsolete format

COLLECTION EVALUATION

Collection development includes the selection of new content as well as the ongoing review of existing collections and resources. The Libraries' collections should be continually evaluated by the librarians in collaboration with departmental faculty to determine how well the collections are serving users and to identify and plan to remedy deficiencies.

SPECIAL COLLECTIONS

The Libraries' Special Collections support research by students, faculty and other scholars whose work relies on primary resource materials, including rare or special books, manuscripts, media and archives. These collections complement the general collection by preserving and providing access to unique and distinctive materials. The Special Collections Librarian is responsible for the general supervision and coordination of collection development activities.

DONATIONS/GIFTS

The Libraries accept appropriate donations of library materials with the understanding that such gifts become the property of the University and that the Libraries will make the final decision on the use or other disposition of the donation in the best interests of the Libraries and its users. The Libraries will decide the conditions of display, housing and access to the materials.

The Libraries do not provide itemized lists of donated materials. However, each donor will receive a letter of acknowledgment of their gift unless he or she requests otherwise.

In accordance with Internal Revenue Service requirements the Libraries, as an interested party, cannot make appraisals of gift material. Appraisals are the responsibility of the donor. The acceptance of any gift

that has been appraised by an outside person or agency does not imply an endorsement of the appraisal by the Libraries.

Monetary gifts are deposited into the Friends of Mabee Library account or into one of the Libraries' endowment funds. Anyone interested in donating money or collections to the Libraries should contact the Dean of Libraries.

CHALLENGED MATERIALS

The content provided by the Libraries is selected by faculty and librarians to meet the curricular and research needs of the Washburn University community. It is the responsibility of the Libraries to collect resources from differing perspectives so that students may practice applying critical thinking skills and understand opposing viewpoints. The act of censorship, the suppression of material deemed objectionable or harmful, is not undertaken lightly. Washburn University officials will follow the procedures outlined in Appendix A to render a thoughtful decision.

COLLECTION DEVELOPMENT POLICY REVIEW

The Libraries' Collection Development Policy will continue to be modified in response to the changing information needs of the University and the evolution in information delivery and access models. This policy will be reviewed (and amended as necessary) no less than every three years by the librarians in collaboration with the Dean of Libraries and the Faculty Library Committee.

APPENDIX A

Procedure for Handling Challenged Materials

The following procedure is for the purpose of considering the opinions of those persons in the Washburn University community who are not directly involved in materials selection:

1. All challenges to library materials shall be referred to the Dean of Libraries during the day or to the librarian on duty evenings or weekends.
2. The librarian on duty shall provide the complainant with copies of the Libraries' *Collection Development Policy* and the *American Library Association's Library Bill of Rights*. If the complainant still has concerns, provide him/her with (1) the *Statement of Concern* form for filing a written challenge and (2) the Libraries' *Procedure for Handling Challenged Materials*.
3. When the complainant returns the completed *Statement of Concern* form, keep the form but return to the complainant the procedure sheet, *Procedure for Handling Challenged Materials*. Give the completed *Statement of Concern* form to the Dean of Libraries.
4. Within five business days of the filing of the form, the Dean of Libraries will appoint a Reconsideration Committee who will review the challenge and recommend disposition thereof. The Dean of Libraries will notify the complainant in writing of the receipt of the *Statement of Concern* and explain the procedure to be followed thereafter.
5. Access to challenged materials shall not be restricted during the reconsideration process.
6. The Reconsideration Committee shall be made up of three members:
    a. The Dean of Libraries
    b. The Liaison Librarian responsible for collection development in the appropriate subject area
    c. A representative from the University Faculty Library Committee
7. The Dean of Libraries shall be the chairperson of the committee.
8. The complainant shall be invited to the first meeting of the Reconsideration Committee.
9. The procedure for the first meeting of the Reconsideration Committee is as follows:
    a. Distribute copies of the completed Statement of Concern form and give the complainant an opportunity to talk about and expand on it.
    b. Distribute reputable, professionally prepared reviews of the material when available.
    c. Distribute copies of the challenged material as available.
10. At the second or a subsequent meeting of the Reconsideration Committee, the committee shall make its decision in open session. The vote on the decision shall be by secret ballot.
11. The sole criteria for the final decision is the appropriateness of the material for its intended educational use.
12. The written decision and its justification shall be forwarded to the complainant within two weeks of the committee's final meeting.
13. A decision to sustain a challenge shall not be interpreted as a judgment or irresponsibility on the part of the people involved in the original selection or use of the material.
14. Requests to consider materials which have previously been before the Reconsideration Committee must receive approval of the majority of the Committee members before the materials will again be reconsidered.
15. If the complainant is not satisfied with the decision, he/she may appeal to the Vice President for Academic Affairs.

Statement of Concern about the Libraries' Resources

To file a statement of concern about Mabee Library or Curriculum Resources Center materials, complete this form and return it to the Dean of Libraries.

Name _____ Date _____

Address _____

City _____ State _____ Zip _____ Phone _____

1. Material on which you are commenting:

   ____ Book ____ Non-print Resource

   ____ Journal ____ Content of Library Program

   ____ Newspaper ____ Other

2. What brought this title to your attention?

3. Have you examined the material in its entirety?

4. Please comment on the material as a whole as well as being specific on those matters which concern you. (Use other side if needed.) Comment:

Adapted from the recommendation of the ALA Intellectual Freedom Committee, January 12, 1983

Dear _____ :

We appreciate your concern over the presence of certain material in the Mabee Library or Curriculum Resources Center. The Libraries have a written collection development policy, but realize that not everyone will agree with every selection.

A committee composed of the Dean of Libraries, the librarian responsible for collection development in the appropriate subject area and a representative from the University Faculty Library Committee will meet to review your concerns.

This meeting has been scheduled for _____
in Room 105 at the Mabee Library. If you wish to speak at the meeting about your concerns, please contact the Administrative Secretary to the Dean of Libraries, at 670-1179.

You will receive written notification of the committee's recommendation within two weeks of the meeting.

Sincerely,

Dean of Libraries