

Washburn University
Meeting of the Faculty Senate

March 14, 2011
3:30 pm Kansas Room, Memorial Union

- I. Call to Order
- II. Approval of Minutes of the Faculty Senate Meeting of February 14, 2011 (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. Academic Affairs Committee Minutes of December 10, 2010 (pp. 4-5)
 - B. Electoral Committee Minutes of February 7, 2011 (pg. 6)
 - C. Faculty Affairs Committee Minutes of February 7, 2011 (pp.7-8)
- VI. University Committee Reports
 - A. Honors Committee Minutes of December 15, 2010 (pg. 9)
 - B. Assessment Committee Minutes of December 10, 2010 (pg. 10)
 - C. Library Committee Minutes of February 16, 2011 (pg. 11)
 - D. Honors Committee Minutes of February 9, 2011 (pp. 12-13)
- VII. Old Business
- VIII. New Business
 - A. 11-11 Change to Board of Student Media Constitution (pp. 14-21)
- IX. Information Items
- X. Discussion Items
 - A. FHSU Retirement Survey
- XI. Announcements
- XII. Adjournment

**Faculty Senate
Washburn University**

*Minutes of February 14, 2011
Kansas Room, Memorial Union*

Present: Arterburn, Barker, Bird, Blank, Catanzaro, Croucher, Dodge, Fernengel, Griffin, Jacobs, Janzen, Kelly, Lunte, Mazachek, Melick, Ockree, Pembroke (VPAA), Pilgram, Roach, Routsong, Sanchez, Sharafy, Shaver, Sheldon, Tate (AVPAA), 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 January 24, 2011 were approved.
- C. President's Opening Remarks.
President Jacobs introduced and welcomed Mary Pilgram, Humanities, and Ron Griffin, Law as new representatives to the faculty senate.
- D. Report from the Faculty Representatives to the Board of Regents
Jacobs reported that the BoR met on January 26 and approved 10 sabbaticals for faculty members. The BoR also approved the contiguous states recruitment proposal, which allows in-state tuition for students from Nebraska, Missouri, Colorado, Oklahoma and Texas. The BoR tabled the budget planning document until the next meeting. The document included a \$1.1 million offset of health insurance increases. There was concern over revenues.
VP Roach also commented that the 2% increase for faculty and staff seemed to disappear when the state projected a 7.5% decrease to their agencies. There seems to be a significant number of regents opposed to a tuition increase.
- E. Faculty Senate Committee Reports – there were no reports. Bill Roach gave a short report on the activities of the electoral committee, which is preparing for an at-large election for one position. At this time, there has been very little response to the call for self-nomination. The nominations are due 2/23. The election will be held the week after spring break.
- F. University Committee Minutes
 - a. Minutes of the Honors Advisory Committee meeting of November 3, 2010 were accepted.
- G. Old Business. – no old business reported.
- H. New Business – no new business reported
- I. Information Items – no item
- J. Discussion Items -
Faculty senators were asked to review the draft faculty agenda document to standardize submissions to AAC, FAC, and the

Faculty Senate. After discussion, the document was referred to the executive committee for revisions and approval.

- K. Announcements –There were no announcements.
- L. Adjournment: the meeting was adjourned at 3:59 pm

**Academic Affairs Committee
December 10, 2010
Meeting Notes**

Committee members in attendance:

Kathy Menzie (chair)
Mary Sheldon
Cal Melick
Linda Croucher
Paul Byrne
Becky Dodge

The meeting was called to order by Kathy Menzie.

I. Minutes from 12.3.10

The minutes from the meeting on 12.3.10 were sent to the committee members to review prior to the meeting.

Action: Motion made and carried to approve the minutes as written.

II. Program/Degree Changes submitted by CAS

A. Correspondence study requirements for Assoc Degrees

Action: A motion was made to delete the correspondence study requirement from Associate Degrees for the College. The motion carried.

B. Addition of a Science Degree in Laboratory Science

Action: A motion was made to approve and recommend the addition of the Associate of Science Degree in Laboratory Science to the faculty senate. The motion carried.

C. Deletion of CLS Degree from CAS

Action: A motion was made to approve the deletion of this degree to allow the creation of a new BHS Degree in Clinical Laboratory Studies within the Department of Allied Health. The motion carried.

D. Changes in American Chemical Society (ACS) accreditation requirements and changes in the Forensic Science Education Programs Accreditation Commission (FEPAC) accreditation requirements

Action: A motion was made to approve together the changes for the BS in Chemistry and the BS in Forensic Chemical Science to meet the ACS and FEPAC accreditation requirements, respectively. The motion carried.

Note: These changes do not need to move forward to the Faculty Senate.

E. Program courses change for Mass Media Department

Kathy Menzie explained to the Committee that the new courses had been approved at the College level and do not require the approval of the Academic Affairs Committee. She said the information being submitted to the Committee was for approval of the new program changes with new names and course requirements.

Action: A motion was made and carried to discuss the Mass Media changes together.

Action: A motion was made to approve the changes to the Mass Media Program with the minor wording corrections made by the Committee. The motion carried.

III. Faculty Survey Results

The committee discussed the survey response and agreed a reminder message should be sent tout to Faculty on Monday. The Committee will review the results of the survey when they are available. Kathy Menzie said that so far they were similar to the responses received at the faculty Gen Ed luncheons.

IV. Faculty Development Presentation Feb 4, 2011

The Committee agreed that since they had discussed the Core extensively, it would be a good topic for the Faculty Development meeting in February. Due to limited planning time, the committee agreed to work on developing the questions for faculty outside the regular Committee meeting time. At the January 20th meeting, the committee will finalize the plans for the program.

V. Meeting Schedule.

A regular meeting time for the Committee was established for 2011. The Committee will meet on the 2nd and 4th Thursday at 3:00 pm beginning in February, since January's meeting has already been set. The schedule follows:

January 20- 3:30 (Baker Room)

Feb 10 @ 3 pm (Baker Room)

Feb 24 @ 3 pm (Baker Room)

Mar 10 @ 3 pm (Baker Room)

Mar 24 @ 3 pm (Baker Room)

April 14 @ 3 pm (Baker Room)

April 28 @ 3 pm (Baker Room)

May 12 @ 3 pm (Baker Room)

Meeting adjourned.

Present: Bill Roach, Tracy Routsong, Lori Edwards, Jennifer Wagner, Tim Fry, Vickie Kelly

1. Bill Roach was elected chair of the committee
2. The electoral committee met to outline the process for the at-large election to be held this spring.

The following schedule was outlined:

- a. Bill Roach will meet with Donna Lacey to determine the census of faculty who are eligible to vote. He will also confirm the number of Senators for the college and schools.
- b. Call for nominations will be sent on February 8. Nomination period will last two weeks.
The following wording was supplied for the announcement:

To all:

The Electoral Committee of the Faculty Senate is requesting nominations for one at-large position to the Faculty Senate that expires at the end of this academic year.

According to the Faculty Senate Constitution "five at-large members of the Faculty Senate will be elected by all eligible faculty. No more than two of these may come from any one School or the College."

Any eligible faculty from the College of Arts and Sciences, School of Applied Studies, School of Business, School of Law, School of Nursing or Librarians interested in serving on the Faculty Senate should send me an email including a single paragraph about their reasons for wishing to be elected and any experience they think relevant. All nominations should be sent by *insert date.

- c. Following the end of the nomination period, the Chair will compose an attachment with all the candidates' information. This attachment along with the list of eligible voters is forwarded to Bill Bunten in ISS. Bill B. will set up the website for voting.
 - d. Once the website is set up, Bill R. will send an e-mail to all eligible faculty notifying them that the voting is open. The committee discussed holding the election the week prior to spring break or the week after. This would allow time for divisions/schools to select their representatives for the next year after the election is completed and prior to the final FS meeting of the year.
3. The committee will meet next on Monday, February 21 at 3:30 pm.

Faculty Affairs Meeting Minutes
February 7, 2011

In Attendance:

Matt Arterburn, Chair

Rob Weigand

Michael Averett

Tonya Kowalski

Jean Sanchez

Dr. Nancy Tate, VPAA, ex officio

- A. Meeting called to order and opening remarks by Matt Arterburn.
- B. Opening remarks by Matt Arterburn
- C. Old Business:
 - I. Status of proposed electronic curricular approval process discussed
 - The new process will be on hold until after a meeting is held between Nancy Tate, Matt Arterburn, Rob Weigand, ISS representatives, Vickie Kelly (Faculty Senate Secretary) and Pat Munzer (General Faculty Secretary). Nancy volunteered to schedule this meeting.
 - Discussion ensued regarding utilization of one Wiki for all topics for ease of use.
- D. New Business:
 - I. Definition and duties of full-time lecturers
 - Discussed reason this issue was brought forth – primarily for allowing funding to all faculty from International Education Committee (IEC). Matt reiterated reasons that IEC had to prioritize funding for tenure-track faculty as the funds were always limited.
 - Suggestion made to prioritize based on activity level and how much the activity supports the University's Mission.
 - Committee members suggested that we quantify what lecturers are required to do by speaking with heads of units. This would be carried out by all members of Faculty Affairs Committee. Nancy encouraged Lisa Jones involvement, as well. Following are some of the items that should be clarified:
 - Breakdown, per unit, as to number of full-time, part-time, adjunct and tenure track personnel
 - Number of lecturers, per unit and their required departmental duties
 - Expected teaching load
 - Expected research responsibilities
 - Levels of service required/performed
 - Requirements to professional organizations
 - Rob made the suggestion that there be a delegation between "Lecturer" and "Senior Lecturer" as some faculty may want to teach and not be required to have additional responsibilities. Recommendation made to browse various faculty handbooks for other job descriptions.

Committee members agreed to contact their respective deans for guidance in initiating this study.

II. Mileage Reimbursement Policy

Discussed faculty concerns that current policies don't allow for mileage within a vicinity to be reimbursed, while use of taxis is. Matt Arterburn distributed partial text of our current policy and excerpts from the policies used by the state of Kansas, which includes a "vicinity mileage" policy. It was decided that an invitation would be made to the Business Office Director, VPAT and HR Director to attend (or send a representative) to the next FAC meeting to discuss this issue.

E. Discussion Items

There were no discussion items.

F. Announcements

There were no announcements.

G. Meeting Adjourned

MINUTES

HONORS ADVISORY BOARD

Wednesday, December 15, 2010

Lincoln Room – 11:30 a.m.

Present: Michael McGuire (Chair), Jennifer Ball, Lisa Sharpe Elles, Rachel Goossen, Dannah Hartley, Keenan Hogan, Martha Imparato, Reinhild Janzen, Vickie Kelly, Erica Koepsel, Amy Molina, Denise Ottinger, Sangyoub Park, David Pownell, Carol Prim, Jenna Seematter, Brea Short, Jim Smith, and CJ Crawford (Administrative support)

The committee minutes from November 3, 2010 were approved.

HONORS STUDENT COUNCIL REPORT

The T-shirts have arrived and are available for the committee members.

Student Council had elections and there are new officers:

President – Brea Short

Vice President – Amy Molina

Secretary – Hai Ping Sun

Treasurer – Lucy Hesse

UNFINISHED BUSINESS

Honors Thesis Policy

As a follow up to the discussion in November, a possible idea is that the student informs the council a semester in advance or at least the semester they are doing the thesis. Michael will work with the student council on developing the policy.

Probation Policy

Michael is talking with the student council. Discuss possibility of an appeals committee. It was recommended that there should be some kind of boundaries on what "extenuating circumstances" are.

Course Proposal Form

Michael had sent out the proposed Master Course Proposal Form and the Semester Course Proposal form for final recommendations or comments from the committee.

NEW BUSINESS

Etiquette Dinner for Honors Students

The Student Council is looking at the possibility of having an etiquette dinner for honors students. The Honors Department would sponsor and it would only be open to seniors. It was recommended to bring in Career Services and check for outside sponsors.

OTHER

Michael introduced Sangyoub Park as a new member on the committee, replacing Rachel Goossen. Sangyoub will serve on the Admissions subcommittee.

The next Honors Advisory Board meeting is Wednesday, February 2 at 12:00 noon in the Cottonwood Room.

The meeting adjourned.

MINUTES
ASSESSMENT COMMITTEE

Friday, December 10, 2010 - Lincoln Room – 2:00 p.m.

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

The minutes from October 8 were approved.

ASSESSMENT AND BOARD OF REGENTS

Donna said that President Farley would like the Board of Regents to learn more about Learning Outcomes. We need to decide the best way to educate the regents and give them access to the wiki. Donna is thinking about creating a Board of Regents page on the wiki.

NON-ACADEMIC AREA ASSESSMENT

Donna said that the Student Life units are working on completing assessment forms for their areas.

PROGRAM REVIEW

Donna will be part of the Program Review process in case there are questions and to ensure that everyone is on the same page about assessment.

COMMUNICATION WITH LIAISONS

Donna asked the committee members to communicate the BOR involvement with their liaisons and that the regents will have access to the wiki. She asked everyone to personally contact their liaisons early in the spring semester.

STUDENT LEARNING OUTCOMES ASSESSMENTS DOCUMENT REVISIONS

Donna asked the committee members to review the Student Learning Outcomes Assessments document and send suggestions to her on how to improve it for easier use by the departments/liaisons.

SPRING MEETINGS AND WORKSHOP

The committee will continue to meet monthly in the spring. In January, CJ will send out a request for committee members' availability to set up the meetings. After discussion, it was decided to work towards developing an Assessment Showcase for the Thursday before Spring 2012 classes begin.

The meeting adjourned.

Faculty Library Committee Meeting

February 16, 2011

3:00 p.m.

Room 105, Mabee Library

TO:

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

The Faculty Library Committee convened in Mabee Library, Room 105 at 3:00 p.m. The following members were present: Dr. Bearman, Ms. Druse, Dr. Hunt, Dr. Leung, Dr. Masterson, Dr. Diaz-Reategui, Dr. Reynard, Dr. Sorensen, Dr. Thomas, Dr. Wagner, Dr. Wang, and Ms. Weber. Dr. Chorba, Dr. Chamberlain, Dr. Wilkinson sent word they would be unable to attend.

Deadline for one-time materials' purchases is Monday, February 28, 2011. If you have any questions contact your library liaison or Judy Druse (x2507). The library is hopeful that it is receiving additional funding for next fiscal year to support electronic resources.

Mabee Library, in conjunction with the Law Library, has purchased an Electronic Resource Manager (ERM), which will be implemented this week. A Representative from Innovative Interfaces is here this week to train staff. Synergy, a discovery tool, is now visible in Encore. It allows you to search the catalog and limit by content type, including articles. Academic OneFile is the only database loaded right now. Our goal is to have thirty additional databases loaded by Fall 2011. A list will be sent out to the library committee to get feedback on the titles that are to be added.

Digital Initiatives is working to make new changes to the library web site. The library will be asking for feedback once the web site is up and running. More information will follow.

The library is reviewing its final draft of the 2011-2015 Mabee Library Strategic Plan. The library staff meets Friday (2/18) to make final revisions. The plan will be distributed to the Library Committee for comments before the final document is submitted to the Faculty Senate and the VPAA Office.

The Coffee Kiosk is almost complete. Next Monday and Tuesday (2/21-22/11), PTs Coffee representatives will begin training the Baristas. During this time the library representatives can come and taste the products for free. When the kiosk is open for business, members of the Friends of Mabee Library will get a discount if they have a Friends mug. A Grand Opening will be scheduled in March. More information will follow.

Meeting closed with a tour of the coffee kiosk

Meeting adjourned at 3:29 p.m.

Respectfully submitted
Ginger D. Webber, Administrative Secretary

Next Meeting
WEDNESDAY
March 16, 2011

MINUTES

HONORS ADVISORY BOARD

Wednesday, February 9, 2011

Cottonwood Room – 12:00 p.m.

Present: Michael McGuire (Chair), Jennifer Ball, Lisa Sharpe Elles, Dannah Hartley, Martha Imparato, Reinhild Janzen, Vickie Kelly, Emily Mihelcic (for Rachel Marlett), Denise Ottinger, Sangyoub Park, David Pownell, Carol Prim, Jim Smith, and CJ Crawford (Administrative support)

The committee minutes from December 15, 2010 were approved.

HONORS STUDENT COUNCIL REPORT

Informational meeting for potential students is on Friday, February 11. Brea is having members actively recruit potential students to join the program.

Amy Molina is talking with Let's Help about starting a service project (tutoring).

Council is working on the Honors Thesis policy and the Probation policy.

UNFINISHED BUSINESS

Honors Thesis Policy

This is being worked on by the student council. The goal is to have a policy draft for the board to review at its final meeting this semester. One item being proposed is for students to have a finished product that will be submitted to the board and then put into the archives.

Probation Policy

This is being worked on by the student council. The goal is to have a working policy in place by the end of the semester. Components being discussed are GPA, Honors credit, and service. After discussion, many members of the board didn't feel that service should be a component of probation.

Etiquette Dinner

Brea has been working with Lisa Sharpe Elles about an etiquette dinner. If there is one this spring, it will probably need to be a trial run with just honors students and then have a larger dinner in the fall for all students. Brea and Lisa are still working on the details.

NEW BUSINESS

Retroactive Credit Issue

After discussion, it was decided not to award retroactive credit for a course that was not offered as an honors course at the time.

Scholarship Committee

Members will be Michael McGuire, Denise Ottinger, Carol Prim, Dannah Hartley, and Jim Smith. Scholarship applications are due by March 1.

ANNOUNCEMENTS

Michael announced that Eric McHenry will be the Humanities Division representative to the board, replacing Mo Godman.

Update on Course Proposals

We haven't received many proposals. Michael asked the members to promote the honors program within their departments or units and talk about the Honors contract.

Michael said he is working to create a First Year Experience for Honors students. If anyone has any ideas, please send them to him or Dannah Hartley.

The next Honors Advisory Board meeting is Wednesday, March 2 at 12:00 noon in the Cottonwood Room.

The meeting adjourned.

FACULTY AGENDA ITEM

NO. 11-11

Date: *March 14, 2011*

Submitted by: *Gabi Lunte*

SUBJECT: *Board of Student Media*

Description: *Change in Constitution of Board of Student Media to reflect new name of organization*

Rationale: *This is being recommended to align the constitution with the new name approved by General Faculty on February 3, 2011*

Financial Implications: *None*

Proposed Effective Date: *After approval by General Faculty*

Request for Action: *Approval by Faculty Senate*

Approved by:

Attachments Yes No

**THE CONSTITUTION OF
THE BOARD OF STUDENT MEDIA
OF WASHBURN UNIVERSITY**

*Adopted
January 28, 2011*

**ARTICLE I
NAME**

This group shall be known as the Board of Student Media of Washburn University.

**ARTICLE II
PURPOSE**

The purpose of the Board of Student Media of Washburn University shall be to set general policies, as outlined under Article III Responsibilities, enforce the "Policy for Student Media, of Washburn University," and to encourage effective student media at Washburn University.

**ARTICLE III
RESPONSIBILITIES**

To carry out the above stated purpose...

- A. The board shall be responsible for safeguarding editorial freedoms of student media as outlined in the "Policy for Student Media of Washburn University."
- B. The board will be responsible for selecting the best qualified applicants for the positions of Review Editor, Online Review Editor, KAW Editor, and Advertising Manager. This core group of individuals will be responsible for hiring the remaining publication staff and submitting the list of names for approval by the board prior to initiation of contracts, as outlined in Article XIV, hiring of staff.
- C. The board shall be responsible for consenting to the appointment of a Director of Student Media, who is recommended by the Department of Mass Media.
- D. The board shall be responsible for reviewing and accepting into record an annual budget submitted by the Director of Student Media of the two publications at the first fall semester meeting of the board.
- E. The board shall be responsible for approving any expenditures that are not part of the annual budget and/or daily operating costs for producing the two publications. All budget changes must be presented to the board a minimum of two (2) weeks prior to the actual expenditure.

- F. The board shall have the responsibility to act as an appellate body to hear complaints that have been levied against the two publications. This redress of grievance should be enacted when individuals feel that their concerns or complaints have not been addressed to the satisfaction of the complainant by the publications editors and their staffs. Grievances will be submitted in writing to the chair of the Board of Student Media at least 48 hours prior to the scheduled meeting and placed on the board's agenda. After hearing the grievance and reviewing all information pertinent to the grievance, the board will have the authority to make the final decision regarding the complaint. If the complaint is one that violates University policies, the board shall forward the complaint to the Dean of Student for appropriate action.
- G. The Director of Student Media will hire two student workers to fill positions of administrative assistant and business manager. The responsibilities of the administrative assistant and business manager are outlined in Article IX.
- H. The board shall have the responsibility to review and recommend to the Faculty Senate for approval any constitutional changes that may conflict with the Faculty Handbook.

**ARTICLE IV
GOVERNANCE**

The board of Student Media is a standing University committee that reports to the Faculty Senate. The Vice President of Academic Affairs will represent the board at Faculty Senate.

**ARTICLE V
MEMBERSHIP**

Membership of the board shall consist of three members of the faculty of Washburn University, four Washburn students in good standing, who are not members of the Washburn Student Association executive staff. Ex officio members of the board will consist of the Director of Student Media, the Director of Student Activities and Greek Life, the Editors of The Review, Online Review, KAW, and the Vice President for Academic Affairs or a representative selected by the Vice President for Academic Affairs.

**ARTICLE VI
SELECTION OF MEMBERSHIP**

1. Faculty. The faculty members of this board will be appointed by the Vice President for Academic Affairs in the 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.
2. Student. The four students will be appointed by the Vice President of Academic Affairs. The appointments will be made from a list of student applicants submitted to a review committee.

The Washburn Student Government Office and the Board of Media will advertise the positions and take applications on an all-campus basis.

3. The yearly make up of the review committee will be decided by the Vice President for Academic Affairs, Chairperson of the Board of Student Media, the Director of Student Media and the WSGA president.
4. 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 of Academic Affairs.

ARTICLE VII

OFFICERS OF THE BOARD

The Officers of the Board shall consist of a chairperson and a board administrative assistant, and the business manager. Other officers may be selected at the discretion of the board. In cases where the chairperson's actions cause concerns, any board member may report those concerns to the Vice President for Academic Affairs. All other board business is to be directed to the Faculty Senate through the Vice President for Academic Affairs.

ARTICLE VIII

SELECTION OF OFFICERS

1. Chairperson. The chairperson of the board will be a faculty member elected by the board itself.
2. Administrative Assistant. The administrative assistant will be a student position hired by the Director of Student Media. The position shall be a non-voting position of the board and will fulfill the duties as outlined in Article IX.
3. Business Manager. The business manager will be a student position hired by the Director of Student Media. Together, the Director and business manager will select and hire a business staff team of student workers.

ARTICLE IX

DUTIES OF OFFICERS

1. Chairperson. The chairperson shall act a presiding officer at all meetings of the board, shall appoint standing and ad hoc committees at his/her discretion, and shall appoint a chairperson pro tem in case of absence of the chairperson for meetings. The chairperson will be responsible for setting monthly meetings with all board members. The chairperson shall be responsible for setting agendas and distributing all pertinent information to board members a minimum of 48 hours before any scheduled meeting. The chairperson shall be responsible for maintaining all records, policies, and documents pertaining to the board.

The chairperson shall ensure that policies and governance of this body shall adhere to the constitution and policies outlined in this document as well as all university policies.

2. Administrative Assistant. The administrative assistant shall record the minutes of all meetings of the board and will deliver a copy of such minutes to each board member to be approved. All non-approved board minutes should be delivered to each board member a minimum of 48 hours before they are scheduled to be voted on for approval. The administrative assistant will forward an electronic copy of the approved board minutes to the secretary of the Faculty Senate. The administrative assistant will help in coordinating of applications for core staff hiring and help the chair organize files, paperwork, and other tasks associated with board maintenance.
3. Business Manager. The business manager shall make deposits, update budget, pay bills, manage Review distribution, oversee office administration, manage business staff, assist advertising with invoices, retrieve office mail and other duties as assigned.
4. A line item will be established within the publication budget to pay for the copies and other expenditures associated with board operations. The administrative assistant will have access to the computers in the publication office as well as the computers and copier in the Student Activities Office.

ARTICLE X

TERMS OF MEMBERSHIP

Terms of appointment of board members shall be for the term of one year beginning with the first meeting of the fall semester and ending at that time one year later. Board members can be reappointed for subsequent years. Student board members must reapply for reappointment.

ARTICLE XI

TERMINATION OF MEMBERSHIP

1. Voting member. If a voting member of the board desires to be relieved of his/her responsibilities before the expiration date of his/her term for which the member is serving, the member shall inform the chairperson in writing a minimum of one month in advance unless unforeseen circumstances prevent them from doing so. The chairperson shall notify the Vice President for Academic Affairs for a faculty replacement and the Review Committee for a student replacement.
2. Ex officio members. Ex officio members desiring to terminate membership to the board need to notify the board in writing a minimum of one month in advance unless an unforeseen circumstance prevents them from doing so.
3. In the event that an appointed board member is found to have a conflict of interest, misfeasance, malfeasance or nonfeasance, the board may request a special committee to convene to address the problem. The committee will consist of the Vice President for Academic Affairs, Chairperson of Mass Media, and the WSGA president. This committee will have the authority to recommend the necessary changes to the Vice President for Academic Affairs.

ARTICLE XII

VOTING

Each of the three faculty members of the board and the four student members of the board shall be entitled to one vote on questions coming before the board. The right of voting does not extend to ex-officio members of the board or the administrative assistant.

ARTICLE XIII QUORUM

Action by this board may be taken only when a quorum of four or more voting members is present. During the summer, a quorum will be a majority of the appointed members available to meet. Quorum shall consist of no less than one faculty and one student.

ARTICLE XIV HIRING OF MEDIA STAFF

The board will hire the core staff based on current job descriptions, job qualification specifications outlined in article XV, and establish and administer a unified questionnaire of general questions for all applicants. All publication applicants must be enrolled at Washburn University as a full time student as defined by University policy and maintain a 2.0 cumulative GPA or better. The Board of Student Media will interview and hire the following positions:

1. Editors of The Review, the online Review, and the KAW.
2. Advertising Manager for Student Media.

This group, except for the administrative assistant, shall be referred to as the core media staff and will be responsible for hiring the remaining positions as outlined in the student media job descriptions in the Student Media Handbook. This core group, along with the Director of Student Media, will conduct the interviews and submit the names of those individuals to the Board of Student Media for approval. The director will act as a non-voting member of the interview team and will be there to advise and assist the students in their efforts to provide for a fair interview process. All hiring of the student media staff is to be concluded no later than the end of April. The board has the authority to terminate any media staff member for cause or dereliction of duties.

In the event of dismissal or termination of duties of any of the core staff members, the board will accept applications for the positions on an all-University basis and fill the vacancy at the earliest practical date. Any other openings will be the responsibility of the media staff to fill and submit to the board for approval. Termination or dismissal of any media staff person must be submitted in writing to the board at the next available meeting for final approval. Until final approval, the dismissed individual will be placed on unpaid suspension status.

ARTICLE XV QUALIFICATIONS OF APPLICANTS

1. Applicants for the position of editors of The Review shall have completed courses in Freshman Composition, Junior Composition, Basic Media Writing, Publication Technology, and Editing. Equivalent study or experience may be substituted for all or part of such requirements, at the discretion of the board.
2. Applicants for the position of Editor of the KAW shall have completed courses in Freshman Composition, Junior Composition, Basic Media Writing, Publication Technology, and Editing. Equivalent study or experience may be substituted for all or part of such requirements, at the discretion of the Board.
3. Qualifications for the position of Online Review Editor of student media shall have completed or be enrolled in Accounting I, Accounting II, and Management Information Systems. Equivalent study experience may be substituted for all or part of such requirements, at the discretion of the board.
4. Applicants for the position of Advertising Manager(s) of student media shall have completed or be enrolled in Public Speaking, and a marketing or advertising class. Equivalent study or work experience can be substituted for all or part of such requirements.
5. Applicants for the position of publication Administrative Assistant will have a working knowledge of computers and work processing skills. The applicant will possess a good command of grammar and demonstrate good writing and organizational skills.
6. Qualifications for other positions may be directed by the board without modification of this Article.

ARTICLE XVI

REPORTS AND CONTRACTS

1. A statement of financial position and a statement of results of operations for each of the student publications shall be submitted to the board at each meeting. This report is to be prepared and presented by the Director of Student Media.
2. All contracts must be signed by the Director of Purchasing for the University. The Director of Purchasing may recommend methods of writing specifications, bids, and recommendations concerning awarding bids.
3. The board may request an impartial audit of all publication accounts once during each period of 6 to 12 months as determined necessary

ARTICLE XVII

ADVISING STUDENT PUBLICATIONS

The advising of the KAW and Review will be done by the Director of Student Media. The director's responsibilities include: group sponsorship, financial advisement, organizational advisement, and leadership development. The director should coordinate a series of training modules in conjunction with the publication staff to help supplement the existing skills of the publication staff with an on-going

series of workshops on such items as layout and design, legal issues, reporting, interviewing, editing, AP style, photo journalism and a general working knowledge of the process associated with producing student media. The director will be responsible for helping the business manager maintain all publication accounts and sign on all publication expenditures and help with administration of the two publications.

The Director of Student Media will adhere to the “Ethics and Responsibilities of Advising” as outlined by the National College Media Advisers (CMA). The Director of Student Media is expected to attend all board meetings as well as publication editorial meetings and staff meetings.

The Director of Student Media should not be expected to act as an editor nor in any way be expected to make editorial or policy decisions. The director is to advise about journalistic matters and overall general operations, but not to be held accountable for the content of the paper.

The Board of Student Media endorses the “Ethics and Responsibilities of Advising” as outlined by the National College Media Advisers (CMA) as an effective guide for advising. However, given the makeup of this campus it is understood and accepted that not all of the qualifications outlined in the CAN document can be met.

No person who advises a student publication can be fired, transferred or removed from being the adviser for failure to exercise editorial control over the student publication or to otherwise suppress the rights of free expression of student journalists.

ARTICLE XVIII STATEMENT OF POLICY

1. The Review and the KAW exist to serve as the newspaper and magazine/yearbook for the students enrolled at Washburn University of Topeka.
2. No effort shall be made by the board or its members to control the freedom of press inherent to the system of government in this country.

THIS DOCUMENT MUST HAVE A FIVE OUT OF SEVEN VOTING MEMBERS PRESENT TO AMEND OR CHANGE AND ALL PROPOSED CHANGES MUST BE PRESENTED TO THE ENTIRE BOARD AT LEAST ONE (1) WEEK IN ADVANCE. (Revised 1/28/2011)