

Washburn University
Meeting of the Faculty Senate

September 26, 2011
3:30 pm Kansas Room, Memorial Union

- I. Call to Order
- II. Approval of Minutes of the Faculty Senate Meeting of August 29, 2011 (pp. 2-3)
- III. President's Opening Remarks
- IV. Report from the Faculty Representatives to the Board of Regents
- V. Report from the Units – School of Nursing – Lori Edwards
- VI. Report from the VPAA
- VII. Faculty Senate Committee Reports
 - A. Minutes from the Electoral Committee meeting of September 12, 2011 (pg. 4)
 - B. Minutes from the Academic Affairs Committee meeting of April 28, 2011 (pp. 5-7)
- VIII. University Committee Reports
 - A. Honors Committee Meeting Minutes of March 2, 2011 (pg. 8)
 - B. International Education Committee Minutes of March 31, 2011 (pg. 9)
 - C. International Education Committee Minutes of April 21, 2011 (pg. 10)
- VII. Old Business
 - A. Committee Appointments
- VIII. New Business
- IX. Information Items
- X. Discussion Items
- XI. Announcements
- XII. Adjournment

**Faculty Senate
Washburn University**

*Minutes of August 29, 2011
Washburn B, Memorial Union*

Present: Angel, Arterburn, Barker, Bird, Blank, Dodge, Edwards, Fernengel, Fry, Gonzalez-Abellas, Jacobs, Kelly, Kowalski, Mazachek, Melick, Menzie, Miller, Morse, Pembroke (VPAA), Perret, Pilgram, Rich, Roach, Routsong, Sanchez, Schmidt, Sheldon, Wagner

- I. The meeting of the Faculty Senate was called to order at 3:31 PM. Steve Angel presiding.
- II. The minutes of the Faculty Senate meeting of May 9, 2011 were approved with correction.
- III. President's Opening Remarks.

Angel welcomed all the Senators and remarked he was humbled to be working with such esteemed colleagues from across the campus and looks forward to getting to know everyone and the goals and accomplishments of their academic units. Angel mentioned that it was also the sense of the Executive Committee that it would be beneficial for Senators and the general faculty to get to know each other better. To that extent, Angel expressed appreciation to Dr. Pembroke for hosting the social this afternoon.

Angel remarked that it may make sense to put faces with names and asked Senators to consider signing a photo release and send it to any of the Executive committee members. The photos will be used alongside the Senators names and e-mail on the Faculty Senate website.

Angel reported that a Gen Ed Task Force was created by Drs Pembroke and Tate over the summer to continue the work of the Academic Affairs committee from last spring. The Executive committee voted to approve that task force as an Ad Hoc committee to Academic Affairs, i.e, they will report to the AAC. This will add continuity to the discussion over the summer and allow AAC to focus on other issues. Four members from the Faculty Senate serve on that committee.
- IV. Report from the Faculty Representatives to the Board of Regents

Vice President Roach attended several BoR meetings over the summer. Roach reported that the BoR settled the lawsuit with two former VP's of the university. Roach also reported that the BoR purchased a software package called Director's Desk and received training on the software. Additionally, a contract has been let to change the University webpage and its use of social media. This may result in more standardized use of Facebook and developing policies. The BoR also approved changes to the union contract with the custodians.

Angel reported that Dr. Farley presented a 10 year comparison of WU to KBOR schools. In 2000/01, Washburn had the highest undergraduate tuition and fees. In 2011/12, WU is just behind KSU and KU, but above all other regent's institutions. KSU, FHSU and WU all have a 4% increase this year. KSU staff received raises. WU received additional funding of health insurance, but no raises.
- V. Faculty Senate Committee Reports – There were no FS committee reports
- VI. University Committee Minutes
 - A. Minutes of the Faculty Development Grants Committee meeting of April 22, 2011 were accepted.
 - B. Minutes of the Assessment Committee meeting of April 18, 2011 were accepted.
 - C. Minutes of the Curriculum Grants Committee meeting of April 15, 2011 were

accepted.

- D. Minutes of the Research Grants Committee meeting of April 25, 2011 were accepted.

VII. Old Business. – No old business was reported.

VIII. New Business –

- A. Committee Appointments for 2011-2012 were approved.

- B. Angel asked for volunteers for the Technology Steering Committee and the Campus Safety Committee

IX. Information Items –

- A. Kelly provided a brief update of the activities of the Gen Ed Task Force work over the summer.

X. Discussion Items: No discussion items

XI. Announcements: Next meeting is September 12.

XII. Adjournment: The meeting was adjourned at 3:55 pm

Electoral Committee
September 12, 2011
Boswell Room

Present: Tim Fry, Kim Morse, Bill Roach, Jennifer Wagner

1. Jennifer Wagner was elected chair of the committee.
2. The committee discussed the process for the at-large election to replace Russ Jacobs for the Spring 2012 semester.
 - (a) Jennifer will contact Donna Lacey for a list of e-mail addresses of eligible voters, and Bill Bunten in ISS to set up the website for the election.
 - (b) A call for nominations will be sent out as soon as possible, with the following wording:

*The Electoral Committee of the Faculty Senate is requesting nominations for one at-large position to the Faculty Senate to replace a senator who will be away from campus during the Spring 2012 semester. **This is only a one-semester commitment.***

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." Since the faculty senator who will be away from campus is from the College of Arts and Sciences, there is no restriction on who may run for the single at-large seat which is open.

*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 for the Spring 2012 semester 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 **Tuesday, September 27.***

- (c) Once the nominees are known and the e-mail addresses are received, Jennifer will forward them to Bill Bunten to set up the web page for the election.
 - (d) All eligible voters will receive an e-mail once voting is open. The committee decided that voting should last for ten days.
 - (e) After voting ends, Bill Bunten will forward the results to the committee, who will notify the senate and the faculty as a whole.
3. The committee plans to use the same procedure for the spring at-large election, in which four positions will need to be filled. In the spring, we will also get a list of faculty from Donna Lacey, and determine how many representatives to the faculty senate each unit is entitled to, and we will notify the deans of this information before each unit's elections. Bill pointed out that last year, Jeff Mott, director of the Leadership Institute, was not included on the list of any particular unit's faculty; we made a note to find out if he should be affiliated with a particular unit for this year's census.
4. We will handle as much business as possible by e-mail, but will probably meet again in the spring to discuss the census and spring at-large election.

Academic Affairs Committee Meeting
April 28, 2011
Meeting Notes

Committee members in attendance

Paul Byrne
Becky Dodge
Cal Melick
Kathy Menzie (Chair)
Kanalis Ockree
Randy Pembroke (ex officio)
Mary Sheldon
Vickie Kelly (for Linda Croucher)
Debbie Isaacson

Guests:

Alan Bearman
Keith Rocci
Ann Callies
Nancy Tate, Associate VPAA

The meeting was called to order by Kathy Menzie.

I. General Education

The committee reviewed and discussed the General Education Options, which committee members had presented to faculty in their respective areas of campus. The committee discussed the feedback they received and how best to proceed.

Action: The motion was made to move the proposed General Education Option 2 out of the Academic Affairs Committee, contingent upon the implementation piece to be completed over the summer by a committee similar to last year's committee that worked during the summer. The motion carried unanimously.

The 2011-2012 Academic Affairs committee will discuss the implementation plan and, if passed, will place Option 2 with the implementation plan on the agenda to be considered by Faculty Senate.

The committee further discussed various ways to familiarize faculty with this option so that they would better understand it.

II. WU101 Course Proposal

The WU101 Course Proposal was reviewed by the committee in an earlier meeting, at

which time the committee requested additional information be provided to the committee before they voted on it.

The course proposal information requested was provided by Dr. Alan Bearman. Dr. Bearman, Ann Callies and Keith Rocci joined the meeting to answer questions. The committee reviewed the material prior to the meeting.

During the discussion, the committee expressed some of the following concerns:

- The cost of the class may be prohibitive to students. It would be important to bring value to all students, not just conditional students.

Dr. Bearman said the evidence supports combining the conditional students with the regular admission students.

- The committee was concerned as to whether there would be enough faculty to teach the classes, in addition to keeping the class sizes reasonable, if this is implemented campus wide.

Dr. Bearman said the estimate is 50 students per class. In the MWF model being taught this fall, two classes per week in are being split, which will reduce the size of the class. Some evening and on-line classes will also be available. Initial implementation, if approved as a core in the new general education curriculum, would require 16 classes.

In response to a question about faculty assignments, Dr. Bearman said the classes are built on a model in which a faculty member is assigned to each class as an instructional leader. According to Dr. Tate, the administration has agreed to assign a faculty member as instructional leader for each WU101 course.

- Who would be teaching?

Dr. Bearman said each class will be assigned a team, which consists of a lead faculty member, an academic advisor, a librarian, and a peer mentor. In addition, these teams will be encouraged to meet outside the classroom.

- Would it be possible to test out of a class or to do pretesting for placement?

Dr. Bearman said potential for exceptions always exist, but what they will be is hard to say.

- What are plans for improvement / adjustments to the curriculum?

Dr. Bearman said the Oversight Committee will help guide the content and provide continuous improvement for the course. They are willing to change the curriculum if what they are using is not working or is not achieving the desired outcome.

He added that the average student retention rate has been 59% during the last 6 years, with little movement. We lose 40% of the first year students. This must improve and is the driving force behind the proposed First Year Experience program. Kansas Board of Regents requires a 10% increase by 2020.

- How will the course be assessed?

Dr. Bearman said the learning objective for this course is information literacy and it will be assessed on this LO, along with the other outcomes listed in the model syllabus.

The guests were thanked and dismissed from the meeting.

Action: The motion was made to recommend to the faculty senate approval of WU101 as an elective, as presented in the documentation. The motion carried with 6 yes and 2 no votes.

Note: Jeanne Catanzaro and Debbie Isaacson were absent at the time of the vote, but voted in absentia to approve this motion.

III. Meeting Minutes for March 31, 2011

The meeting minutes for March 31st were sent to the committee members for their review prior to the meeting.

The motion was made and carried to approve the minutes as presented.

Meeting adjourned.

MINUTES
HONORS ADVISORY BOARD
Wednesday, March 2, 2011
Cottonwood Room – 12:00 p.m.

Present: Michael McGuire (Chair), Lisa Sharpe Elles, Dannah Hartley, Martha Imparato, Rachel Marlett, Eric McHenry, Denise Ottinger, Carol Prim, Jim Smith, and CJ Crawford (Administrative support)

The committee minutes from February 9, 2011 were approved.

HONORS STUDENT COUNCIL REPORT

Michael said he had met with the student council members on the Honors Advisory Board and had requested that they send a representative from the student council in their place if they were unable to attend the board meetings.

UNFINISHED BUSINESS

The **Honors Thesis Policy, Probation Policy, and Etiquette Dinner** are currently with the student council. There is a working council meeting on Friday, March 4. The goal is to develop a working document to be reviewed by the Honors Advisory Board and to have the policies in place for Fall 2011. Ultimately, Michael would like to develop a handbook for Honors students.

NEW BUSINESS

Retroactive Credit Issue

Michael contacted the department that asked about retroactive credit and told them the board had decided not to give retroactive credit.

Admissions Committee and Procedure

Michael has received several applications for fall. He will be forwarding electronic copies of the applications to members of the subcommittee. Each application will be reviewed by three people. If a student doesn't meet the GPA requirements but there is something in their application that shows they will add to and benefit from being in the Honors Program, please bring this to Michael's attention. Michael asked Eric McHenry to develop a new essay question.

Scholarship Committee and Procedure

All scholarship applications will be reviewed by all subcommittee members. Applications need to be reviewed for academics and service.

Richard Liedtke has authorized an additional funding source for scholarships to help recruit freshman honors students.

ANNOUNCEMENTS

Change of Plans for May Meeting

The May 11 meeting will now be a luncheon to thank faculty who have been involved with the Honors Program this year. The time will still be 11:30A-1:00P, but the location will change. CJ will let everyone know the new locations once it is scheduled.

Spring Banquet

Electronic invitations to the Spring Banquet have been sent. Responses are due by March 25.

The next Honors Advisory Board meeting is Wednesday, April 6 at 12:00 noon in the Cottonwood Room.

The meeting adjourned.

**International Education /International WTE Committee
March 31, 2011, International House**

Present: Norma Juma, Brian Ogawa, Judy McConnell-Fanner, AJex Glashausser, Karen Diaz Reategui, Caley Onek, Matt Arterburn, and Baili Zhang

1. Minutes of Feb. 24, 2011 meeting were approved as corrected.

2. Zhang reported the following:

The OIP would go through the program review committee process on April 1. "Our Beloved Kenya" cultural awareness program would be held on April 1 at the University Methodist Church.

The recent visit by President Farley and Zhang to India yielded new collaborative opportunities for Washburn in the areas of Nursing, Law, and Business.

3. Four travel requests were discussed and the following decisions

made: Norma Juma's request was approved.

Sheldon Peng's request was approved.

Brian Ogawa's request was approved.

Mary Dorsey Wanless' request was not approved.

Respectfully submitted,

Baili Zhang

International Education/International WTE Committee

April 21, 2011 , International House

Present: Karen Diaz Reategui, Maryellen McBride, Matt Aterburn, Mary Sundal, Norma Juma, Alex Glashausser, and Brian Ogawa

1. Minutes of the March 31 , 20 II meeting were approved.

2. Reports:

Ogawa reported the following on behalf of Baili Zhang:

Celebration honoring graduating international students will be held on May 12, 2011, 4:00-5:00 in the Kansas Room.

Phi Beta Delta induction of seven new members and dinner was held on April 15, 20 II at the International House, including a talk on Hezbollah by Dr. Bassima Schbley, PBD President.

Juma reported that a luncheon for international students was held at Beautiful Savior on Sunday, April 22, 20 II.

3. Tina Williams presented proposals related to study abroad service and technology fees and policy changes. These were discussed and the following decisions made:

1. Separating the application fees for WU Programs and External Programs was endorsed.

2. The additional technology fee for WU Programs was endorsed.

3. The fee amount/structure for External Programs was referred back to International Programs for further review, with subsequent email vote by committee members.

*Addendum: subsequent email vote-revised fee amount/structure was endorsed by the committee.

4. The proposed policy changes were approved.

4. Three travel requests were discussed and the following decisions made: John Francis' request was approved.

David Price's request had insufficient documentation and a recommendation of re-submittal by the applicant in Fall 2011 was made.

Karen Diaz Reategui 's request was approved, contingent upon confirmation of paper presentation acceptance correspondence.

5. IEC membership for next year noted.