

Washburn University
Meeting of the Faculty Senate

December 10, 2012
3:30 pm Kansas Room Memorial Union

- I. Call to Order
- II. Approval of Minutes of the Faculty Senate Meeting of November 12, 2012 (pp. 2-3)
- III. President's Opening Remarks
- IV. Report from the Faculty Representatives to the Board of Regents
- V. Report from the Units – No report
- VI. VPAA Update – Dr. Randy Pembroke
- VII. Faculty Senate Committee Reports
 - A. Academic Affairs Committee Minutes of November 5, 2012 (pp.4-6)
 - B.
- VIII. University Committee Reports
 - A. Assessment Committee Minutes of November 15, 2012 (pg. 7)
 - B. Faculty Development Steering Committee Minutes of November 2, 2012 (pp.8)
 - C. International Education Committee Minutes of November 15, 2012 (pg. 9)
 - D. Honors Advisory Committee Minutes of October 3, 2012 (pp.10- 11)
 - E. Library Committee Minutes of November 15, 2012 (pg. 12-13)
 - F. BOSM Minutes of August 24, 2012 (pg. 14)
 - G. BOSM Minutes of October 12, 2012 (pg. 15)
- IX. Old Business
 - A. 12-16 Change to KN Fitness Minor (pg. 16)
 - B.
- X. New Business
- XI. Information Items
 - A.
- XII. Discussion Items
- XIII. Announcements

**Faculty Senate
Washburn University**

*Minutes of November 12, 2012
Kansas Room*

Present: Barker, Edwards, Fernengel, Fry, Gonzalez-Abellas, Isaacson, Kelly Mazachek, McMillen, Menzie, Mercader, Miller, Ockree, Palbicke, Pembrook (VPAA), Pilgram, Roach, Russell, Schmidt, Sheldon, Ubel, Wagner

- I. The meeting of the Faculty Senate was called to order at 3:33 PM. Bill Roach presiding.
- II. The minutes of the Faculty Senate meeting of October 22, 2012 were approved.
- III. President's Opening Remarks.
Vice-President Roach asked for senators to cancel the November 26 meeting due to the holiday and lack of items received for the agenda. Senators approved the next meeting date of December 10.
- IV. Report from the Faculty Representatives to the Board of Regents: VP Roach reported that the WU BOR had approved a 12.5 million dollar initiative to improve WU's energy efficiency. It will be financed by a \$10 million bond issue and \$2.5 million of surplus. The Law School LLM was approved.
- V. Special Report - Tim Peterson, Dean, Office of Academic Outreach

Dr. Peterson provided senators with a document outlining changes and initiatives in the Office of Academic Outreach. Three years ago the office changed from the Division of Continuing Education to the Office of Academic Outreach, providing more support for credit programs. Most non-credit training programs were transferred to the Washburn Institute of Technology. The Office continues to provide a few post-baccalaureate professional development programs via the Center for Organizational Excellence in conjunction with the School of Business, and training for AP teachers in conjunction with the Olathe USD 233. Academic Outreach coordinates the credit online programs, summer sessions and the Early Start Options (ESO) program for high school students. In FY 2007 WU students enrolled in approximately 18,000 online credit hours, comprising 11.8% of enrollment; in FY 2012, this increased to 28,000 hours, comprising 17.3% of the total student credit hours. Although the summer session enrollment has remained relatively constant the past few years, nearly half of the summer session student credit hours are now generated by online courses. A recent USDE study found that students who took all or part of their instruction online performed better, on average, than those taking the same course through face-to-face instruction. The ESO program has grown to include seven high schools in Shawnee County. The preliminary evidence shows that the retention rate of students who completed concurrent enrollment courses in high school is higher at Washburn when compared to all first time freshmen.

Dr. Peterson also provided a handout with the timeline for the new Learning Management System review and implementation.

Additionally, Dr. Tom Underwood, the Assistant Dean, is coordinating the Leadership Washburn program and the HLC Quality Initiative.

- VI. Report from the VPAA – Dr. Pembrook
VP Pembrook informed senators that the LLM passed the Washburn BoR last week.

He informed senators the information regarding post-tenure review is being asked of only the 6 Regent's schools. They have been asked to develop a document by April 2014. Washburn is not part of that process. The faculty affairs committee was asked to examine the Promotion and Tenure rewrite. They support units reviewing their own candidates; chairs should write letters unless there are unusual circumstances; there should be notification of negative reviews; 6 years probationary should be standard; there should be a process for stopping the clock; combine the promotion and tenure process; each area should define their terminal degree; and questioned whether reviewers should be of a higher rank; VP Pembroke informed senators that 21 proposals were received for the QI initiative. He also informed senators that the 2022 committee was meeting to develop a vision for what Washburn should look like in 10 years. Last, he informed senators that there is lots of information concerning cuts at the state level, but nothing is defined yet. Likely that technical and community colleges will not see cuts.

- VII. Faculty Senate Committee Reports –
 - A. Academic Affairs Committee Minutes of October 15, 2012 were accepted.
 - B. Faculty Affairs Committee Minutes of October 5, 2012 were accepted.

- VIII. University Committee Minutes
 - A. Assessment Committee minutes from October 4, 2012 were accepted
 - B. Faculty Development Committee Minutes of October 11, 2012 were accepted
 - C. International Education Committee Minutes of September 13, 2012 were accepted.
 - D. International Education Committee Minutes of October 18, 2012 were accepted
 - E. Library Committee Minutes of October 26, 2012 were accepted.
 - F. Assessment Committee Minutes of October 18, 2012 were accepted.

- IX. Old Business. –
 - A. 12-14 Change in Faculty Senate Constitution Item II-c – approved, sent to General Faculty
 - B. 12-15 Change in University Math Requirement – approved, sent to General Faculty

- X. New Business : none

- XI. Discussion Items: none

- XII. Information Items:
 - A. Library Gate Counts were accepted.
 - B. Rick Barker informed senators that printing proposal for computer labs is being put together by the Tech Steering Committee due to extreme paper usage by students in the computer labs. They are proposing that each student is allocated a certain number of pages at no charge, then may be charged by page. Senators asked is consideration was made by the number of hours a student is enrolled in; upper or lower division designations or other issues.
 - C. Kathy Menzie reported that the Safety Committee has determined that the I-Alert system has been changed to an opt-out. This is the system that informs faculty, staff and students of an immediate emergency by phone, voice mail, and text.

- XIII. Adjournment – the meeting was adjourned at 4:57 pm

**Academic Affairs Committee Meeting
November 5, 2012
Meeting Minutes**

Committee members in attendance

Lori Edwards
Debbie Isaacson
Vickie Kelly
Royce Kitts
Kandy Ockree
Tony Palbicke
Shaun Schmidt (Chair)
Nancy Tate (ex officio)
Danny Wade

Guests

Kevin Charlwood, Chair, Mathematics & Statistics Department
Young Sub Kwon, Department of Kinesiology

The meeting was called to order by the Chair, Shaun Schmidt.

I. Minutes from October 15, 2012

The minutes were sent to the committee prior to the meeting for review. The minutes were approved as written and will be forwarded to Faculty Senate.

II. Agenda item added for clarification

Discussion ensued regarding WU101 and KN 198. Clarification was sought that WU 101 is not replacing KN 198 as a University requirement or as a “wellness course” of the core. All agreed to that understanding.

III. Kinesiology: Change in Minor in Fitness

Young Sub Kwon provided information regarding the agenda item. He indicated this was a title change from Minor in Health and Fitness to Minor in Fitness.

1. What are the classes in the current or previous minor?

This answer could not be provided and will be sent by Roy Wohl, Chair of Kinesiology department.

2. What are the financial implications of this change?

This answer will need to be sent by Roy Wohl, Chair of the Kinesiology department.

After some additional discussion, it was decided to defer this agenda item under further clarification and information was provided by the Kinesiology department.

IV. Proposal regarding MA 112 Essential Mathematics

Kevin Charwood provided information regarding the proposed course. He stated that MA 110 would remain as a course for now but will be eliminated by Fall 2013. It is proposed that MA 112 be added into the catalog where there is MA110/116 language, which should read upon approval MA 110/112/116.

Questions asked with the answers are noted below:

1. Course listings that include MA110/116 will also need to be changed.
Kevin indicated the Math department will visit with the academic units to help with the declarations of prerequisites.
2. Will MA 112 be added into the equation for a student who has a catalog requirement of MA 110 or 116?
Yes, MA 112 will be added retroactively. (Language will be added to the agenda item so this will be clearer to all as the agenda item moves through the governance process.)

A motion was made and seconded to approve the proposal to change the university math requirements with the addition of MA 112 . This was approved unanimously.

V. Subcommittee Assignments

Shaun asked for updates regarding the assigned subcommittees:

- a. Phase II Gen Ed (KN 198/WU101): Nothing to report at this time.
- b. Graduate Committee:

The committee has been gathering information regarding the flow of approval processes for the Graduate committee. The subcommittee feels it is important to not add steps to the approval process but feels there needs to be some discussion as to how faculty can provide more input into the decisions regarding graduate committees.

Questions asked with the answers are noted below:

1. What is the membership of the Graduate Committee?
The graduate committee involves the Deans, the Chairs and the directors of the graduate program. The graduate programs go through this committee, then onto Faculty Senate and General Faculty for approval.

The undergraduate programs go through Academic Affairs committee, then onto Faculty Senate and General Faculty for approval.

2. The issue is the structure of the current Graduate Committee is not a senate structure and the size of the membership is getting unmanageable.

3. Can AAC handle the work load of the Graduate Committee or do we continue with two separate committees with the same structure?
There were several options discussed:

- Keep separate committees
 - Replace the Graduate committee
 - Each School might elect representatives
 - Expand the senate membership and change the constitution
 - Reconstitute the Graduate committee and put a Faculty Senator(s) representative on the committee.
- c. Administrative Withdrawal: Nothing to report
- d. Degree Plan:
The committee met with Gail Palmer who provided information regarding the differences between the degree plan and the degree audit. It should be noted both are federally mandated. There are two major issues with the degree plan:
- Faculty education/Advisor education
 - Workload issue
- Gail Palmer offered to come to a faculty senate or a general faculty meeting to provide additional information/education. Additionally, there are several resources available to faculty on the Washburn website. Gail also offered to develop a template for academic plans as well as a FAQ.

The meeting was adjourned.

Meeting Schedule:

Monday, November 19, 2012 3 – 4:00 pm, Baker Room

MINUTES
ASSESSMENT COMMITTEE
Thursday, November 15, 2012
Cottonwood Room – 2:30 p.m.

Present: Donna LaLonde (chair), Donna Droge, Vickie Kelly, Michael Rettig, Jim Smith, Nancy Tate, Kelley Weber, and CJ Crawford (administrative support). Absent: Jane Carpenter, Melodie Christel, John Dahlstrand, Gillian Gabelman, Kathy Menzie, Denise Ottinger, Susie Pryor, Danny Wade, Margaret Wood and Eric Benedict.

The minutes from the October 18 Assessment Committee meeting were approved as distributed via email.

NEW ANNUAL ASSESSMENT REPORT RUBRIC

The committee talked about the results of using the new rubric to review two annual reports from 2011-2012. It was decided that the rubric version that was sent via email by Donna on November 1 would be the final version and approved as of November 15, 2012.

Committee mentor assignments have been modified and a new list was handed out. In addition, a copy of the last rubric rating and curriculum map(s) were attached to each mentor's list for their assigned programs.

Donna asked all members to visit with their assigned liaisons between now and the meeting on February 7 to discuss the new report rubric and curriculum map. We plan to put curriculum maps into Banner and would like each program to review for accuracy. Committee members will report on liaison visits at the February 7 meeting.

CJ will send a final version of the report rubric to all committee members.

OTHER

One of the spring meetings will be used to talk about assessment at Washburn Tech.

The meeting scheduled for December 6 will be cancelled.

The meeting adjourned.

FUTURE COMMITTEE MEETINGS (all are scheduled for 2:30 p.m. in the Cottonwood Room)

2013

February 7
February 21
March 14
April 4
April 18
May 2

Faculty Development Steering Committee Meeting Minutes

2:00 pm – 3:30 pm, November 2, 2012

Washburn B Room – Memorial Union

Present: Kevin Charlwood, Ann Callies, Andrew Herbig, Courtney Sullivan, Kelley Weber, Norma Juma, Bassima Schbley, Larry McReynolds

Dr. Charlwood asked that the group focus on the Winter Social and scheduling for February, March and April. Dr. Charlwood asked Dr. Sullivan to take the lead on the Winter Social conversation.

- **December 7, 2012:**
 - For the Social's giveaways check with Denise Ottinger, Pat Munzer, Joel Bluml, Bookstore, and Student Government
 - Food is ordered and paid for by VPAA office. Check last year's Social's catering order.
 - Some food that the Steering Committee would like to see: hot chocolate, baked brie, artichoke dip, chocolate fondue, crudité, & fruit platter.
 - Dr. Charlwood would like to ask Joan Bayens if she might provide center pieces.
 - Dr. Charlwood will bring music. Will need a CD player and possibly sound system.
 - The room has already been reserved. It is the Convocation room in Bradbury Thompson Alumni Center (BTAC)
 - Dr. Sullivan would like to use an "Icebreaker" to help people mingle. She would like to use a sort and mingle game.

- **February 1, 2013:**
 - Best date to focus on the new **L**earning **M**anagement **S**ystem that is replacing ANGEL.
 - Points of contact to consider are Brenda White, Sue Taylor-Owens

- **March 1, 2012:**
 - Will be a focus on UBAT and "Victims of Violence on Campus" topics.
 - Lisa Jones is the main contact for UBAT. Dr. Charlwood will make contact with the Victims of Violence on Campus suggested contacts.

- **April 5, 2012:**
 - Consideration of the topics of personality and teaching and emotional intelligence. May use Best Training example or Meyers Briggs. More information is needed.

**International Education /International WTE Committee
Nov. 15, 2012, International House**

Present: Norma Juma, Alex Glashausser, Karen Diaz Anchante, and Baili Zhang; Brian Ogawa, Nancy Tate, Maryellen McBride, Mary Sundal, and Judy McConnell-Farmer by email,

Minutes of October 18 were approved as corrected.

Linda Elrod's funding application (Sydney, Australia) was approved for \$1,500.

MaryDorsey Wanless' "Documenting Art and History Abroad- Malta" was approved as a WTE program.

Respectfully submitted,

Baili Zhang

MINUTES

HONORS ADVISORY BOARD

Wednesday, October 3, 2012

Cottonwood Room – 12:00 p.m.

Present: Michael McGuire (Chair), Jennifer Ball, Marsha Carrasco Cooper, Pamela Erickson, Andrew Herbig, Lucy Hesse, Martha Imperato, Eric McHenry, Denise Ottinger, Sangyoub Park, Bassima Schbley, Susan Smith, Tom Stuart, Brad Turnbull, Ye Wang, and CJ Crawford (Administrative support)

MINUTES

The minutes of the September 5, 2012 meeting were approved as distributed.

HONORS STUDENT COUNCIL REPORT

Lucy Hesse reported that the mailing to solicit sponsorship for the etiquette dinner had gone out and so far they had received \$1150 from local business and on-campus departments (last year's expenses were approximately \$2000 and we're estimating this year's will be approximately \$2500). The dinner is November 13 at 6:30 p.m. in the Washburn Room. At 6:45 p.m. there will be a social networking skit by members of the Topeka Chamber of Commerce. Anita Welch from the Top of the Tower will be the etiquette coach.

UNFINISHED BUSINESS

Course Proposal for Spring 2013

There are four new courses offered from Tom Averill, Kelly Erby, Steve Angel and Jae Yoon Park. There are six course renewals.

One of the responsibilities of the Honors Advisory Board is to discuss ideas for courses that could be offered and then members take those suggestions back to their units to share with faculty.

Breakdown of Honors Students

There are currently 73 honors students enrolled. Eight are undeclared and the rest represent 27 different majors from across campus.

NEW BUSINESS

Quick Values Exercise

Michael asked members to think about their perception of the Honors Program and what the core values should be and to send him their thoughts. This has also been done with the Honors Student Council.

Etiquette Dinner Planning Input

They are planning on selling tickets to the dinner - \$5 for students and \$10 for faculty/staff. Flyers are being prepared and tables will be available for sponsors to share items. A survey will be prepared for guests to complete after dinner. Michael will be sending out a draft of a memo for campus distribution to members for their input.

There was a discussion about different ideas/topics for the dinner.

Course Proposals (recap and reminder)

There still seems to be some confusion with the two course proposal forms – the Master Course Proposal document which can be submitted anytime and the Semester Offering document which is due by September 1

for spring courses and February 1 for fall courses. Michael plans to visit departments to talk about the two forms.

Review Draft Mission Statement

Michael had sent out a copy of the draft mission statement and asked for comments. There was some discussion and then he asked members to email him any other thoughts they might have. He would like to have it ready to go into the 2013-14 University Catalog.

ANNOUNCEMENTS

The Honors Student Council is hosting a tailgate for the last home football game on November 10. It will be from 11:30 a.m. to 1:00 p.m. at the southeast corner of Henderson.

The next Honors Advisory Board meeting Wednesday, November 7 at 12:00 p.m. in the Cottonwood Room.

The meeting adjourned.

*November 15th, 2012
3:00 p.m.
Room 105, Mabee Library*

TO:

Dr. Seid Adem	Dr. Sophie Delehavy	Dr. Tony Palbicke	Dr. Brian Thomas
Dr. David Bainum	Dr. Shiao-Li Ding	Dr. JaeYoon Park	Dr. Kelly Watt
Dr. Alan Bearman	Mr. Keith Farwell	Dr. Gaspar Porta	Ms. Kelley Weber
Mr. Eric Benedict	Dr. Andrew Herbig	Dr. Michael Rettig	Ms. Penny Weiner
Mr. Sean Bird	Dr. Rob Hull	Dr. Leslie Reynard	Ms. Cassandra White
Dr. Jane Brown	Ms. Shelbie Konkel	Dr. Michael Russell	
Dr. Erin Chamberlain			Dr. Iris Wilkinson
Dr. Barry Crawford	Dr. Donna LaLonde		

The Library Committee convened in Mabee Library, Room 105 at 3:00 p.m. The following members were present: Dr. Bearman, Mr. Bird, Dr. Chamberlain, Dr. Ding, Dr. Herbig, Mr. Farwell, Ms. Konkel, Dr. Herbig, Dr. Porta, Dr. Palbicke, Dr. Park, Dr. Schmiedeler, Dr. Thomas, Dr. Watt, Ms. Weber, and Ms. Weiner. Dr. Reynard, Dr. Russell, Dr. Schbley, and Dr. Wood sent word they would be unable to attend.

Dr. Bearman distributed a sample Library Journal Survey and discussed details about the purchasing decision for the materials budget. Every three or four years the Library Faculty Committee is asked to review the Collection Management process in response to the changing information needs of the University and the evolution in information delivery and access models. Next week Technology Librarian, Lori Fenton, will distribute to each library liaison (librarian) a series of departmental journal and electronic resources survey's to share with Faculty Library Committee Members to complete and return by the deadline in the communication. Faculty Library Committee Members are asked to work with their departmental colleagues however the local unit chooses to complete the survey. The library liaisons will then work with departmental faculty in the next several months to make decisions regarding new purchases, cancellations, and the reallocation of resources. The goal is to select electronic purchases when possible. Again, instructions are forthcoming from Lori Fenton.

Dr. Bearman reported that the library set another gate count record in October of almost 39,000 and over a staggering one million database searches. These statistics are a testimony of the seriousness that teaching Faculty approach scholarly research with their students.

Consultants at the campus Open Meeting for Campus Planning seemed to indicate that the library was undersized. Discussion followed.

President Farley has formed a new WU Strategic Planning group called Vision 2022 and has asked Dr. Bearman to represent the library on the Enrollment Management Subcommittee.

Over the Winter Break 25 more laptops will be installed in the library for a total of 150 units. The Carnegie Education Library (CEL) has added 30 iPads for circulation.

The library is in the process of hiring a Catalog/Instruction Librarian. The position closes on Friday, November 16th. More information will follow.

Meeting adjourned at 3:28 p.m.

Respectfully submitted

Ginger D. Webber, Administrative Secretary

NEXT MEETING

THURSDAY

December 6, 2012

3:00 p.m.

August 24, 2012

Monthly Report

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- Page 6-9: Promotion Director's Report
- Page 10-11: Washburn Review Editor-in-Chief Report
- Page 11-12: Online Editor-in-Chief Report
- Page 12: Kaw Yearbook Editor-in-Chief Report
- Page 13: Budget
- Page 14: Claims on Cash

Meeting Agenda

- 1) Minutes from April's Meeting
- 2) Directors' Report
- 3) Core Board Reports
- 4) Budget and Claims on cash

Items in packet:

- 1) April's Minutes
- 2) Director's Report
- 3) Advertising Report
- 4) Promotion Report
- 5) Review Editor's Report
- 6) Online Editor's Report
- 7) Kaw Editor's Report
- 8) Updated Budget
- 9) Claims on cash

Upcoming meetings:

Need to set dates ASAP

October 12, 2012

Monthly Report

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Meeting Agenda

- 5) Minutes from September's Meeting
- 6) Directors' Report
- 7) Core Board Reports
- 8) Leadership Consultant Report
- 9) Budget and Claims on cash

Items in packet:

- 10) September Minutes
- 11) Director Report
- 12) Advertising Report
- 13) Promotion Report
- 14) Review Editor Report
- 15) Online Editor Report
- 16) Kaw Editor Report
- 17) Leadership Consultant Report
- 18) Updated Budget
- 19) Claims on cash

Upcoming meetings:

- Friday November 9 Henderson 203
- Friday December 7 Cottonwood
- Friday January 25 Book Later (classes aren't set yet)
- Friday February 8 Cottonwood
- Friday March 8 Cottonwood
- Friday April 12 (Interviews) Cottonwood
- Friday May 3 Cottonwood

FACULTY AGENDA ITEM NO. 12-16

Date: *September 26, 2012*

Submitted by: *Roy Wohl, ext. 1968*

SUBJECT: CHANGE IN COURSES REQUIRED FOR MINOR IN FITNESS

Description:

Minor in Fitness (20 credits)

KN 257 Prevention and Care of Athletic Injuries (3)

KN 300 Psychology of Sport and Physical Activity (3) OR

KN 318 Exercise Psychology (3)

KN 308 Nutrition for Sports and Fitness (3)

KN 321 Anatomical Kinesiology (3)

KN 326 Physiology of Exercise (3)

KN 400 Planning and Leading Exercise (2)

KN 410 Fitness Testing and Exercise Prescription (3)

Plus: CPR Certification must be current at time of graduation Rationale:

Changing courses required for a minor in fitness, based upon content knowledge and competencies expected for entry level fitness certifications through the American Council on Exercise, American College of Sports Medicine, and the National Strength and Conditioning Association.

Financial Implications: No Additional costs

Proposed Effective Date: *Fall 2013*

Request for Action: *Approval by AAC/FAC/FS/ Gen Fac, etc*

Approved by: *AAC on date*

FAC on date

Faculty Senate on date

Attachments Yes No

