Washburn University
Meeting of the Faculty Senate

November 25, 2013
3:00 PM Kansas Room, Memorial Union

I. **Call to Order**

II. **Approval of Minutes of the Faculty Senate Meeting of October 28, 2013 (pp. 2-4)**

III. **President's Opening Remarks**

IV. **Report from the Faculty Representative to the Board of Regents**

V. **VPAA Update—Dr. Randy Pembrook**

VI. **Faculty Senate Committee Reports**
   A. **Faculty Affairs Committee of October 14, 2013 (pp. 5-7)**

VII. **University Committee Reports**
   A. **Assessment Committee Minutes of October 10, 2013 (pp. 8-9)**
   B. **Curriculum Development Grants Committee of October 17, 2013 (pp. 10-11)**
   C. **Graduate Committee Minutes of May 1, 2013 (pp. 12-13)**
   D. **Honors Advisory Board Minutes of September 4, 2013 (pp. 14-15)**
   E. **Interdisciplinary Committee Minutes of October 23, 2013 (p. 16)**
   F. **Library Committee Minutes of October 23, 2013 (p. 17)**
   G. **Research Grants Committee Minutes of October 28, 2013 (pp. 18-19)**

VIII. **Old Business**
   A. **13.18 Faculty Handbook: Tenure, Probationary Period (pp. 20-22)**
   B. **13.19 Faculty Handbook: Tenure, Procedures for Recommending (pp. 23-24)**

IX. **New Business**

X. **Information Items**

XI. **Discussion Items**

XII. **Announcements**

XIII. **Adjournment**

Faculty Senate
Washburn University

Minutes of October 28, 2013
3:00 PM Kansas Room, Memorial Union

Present: Arterburn, Ball, Berry, Chamberlain, Francis, Frank, Fernengal, Florea, Lunte, McConnell-Farmer, McMillen, Mercader, Palbicke, Pembrook (*ex-officio*), Reynard, Roach, Rubenstein, Russell, Sheldon, Smith, Stoner-Hawkins, Treinen, Ubel, Wade, Wagner, Weber, Weigand, Weiner, Wisneski, Wohl (for Friesen),Wood Guests: Menzie, Stephenson

I. The meeting of the Faculty Senate was called to order at 3:05 PM, Dr. Matt Arterburn presiding.

II. The minutes of the Faculty Senate meeting of September 23, 2013 were approved.

III. President's Opening Remarks
Arterburn noted that at our next meeting we will be discussing changes to the language of the Tenure Policy in the Faculty Handbook. Standardization of language will assure that the probationary period for tenure is consistently defined as 6-years. Moreover, additional language regarding the procedures for the recommendation for tenure will be offered.

IV. Report from the Faculty Representative to the Board of Regents
None

V. Report from the VPAA, Dr. Randy Pembrook
Pembrook began by thanking the faculty for their input into **Vision 2022**, a document which provides a forward looking perspective on Washburn University based on the five goals of academic excellence, educational opportunities, community connections, an appropriate living/learning/working environment, and fiscal stewardship. Vision 2022 will go before the Washburn Board of Regents on October 31.

Pembrook added that Vision 2022 is a separate document from the strategic plan. It might be considered an extension of the strategic plan, however. The strategic plan will remain in place and be updated in the future.

Pembrook then turned his attention to the University's **comprehensive fundraising campaign**, the goal of which is to raise $100 million by 2016. The campaign will raise specific amounts in relation to its Four Pillars: student scholarships, faculty support, campus facilities, and annual giving.

Pembrook reported that the University has undertaken an initiative to assess and improve the collection, management, and use of **data for operational and strategic analysis**. The Data Management and Analysis (DMA) Steering Committee has already contacted data users at the University, and a vendor will assist in the project so that objectives will be met in a timely way. Training opportunities which will upgrade faculty and staff skill sets will occur. As data will become more accessible, greater opportunity for professional resources from Institutional Research and Information Technology will assist with the strategic use of data. Restructuring of resources will assist in this process.

In conclusion, Pembrook announced that the November 7 Faculty Dinner will center around defining aspects of the **Center for Teaching Excellence and Learning (C-TEL)**, part of the quality initiative project.

VI. Faculty Senate Committee Reports

A. The Academic Affairs Committee Minutes of October 21, 2013 were accepted.
B. The Academic Affairs Committee Minutes of September 16, 2013 were accepted.
C. The Academic Affairs Committee Minutes of April 15, 2013 were accepted.
D. The Faculty Affairs Committee Minutes of September 30, 2013 were accepted.
E. The Faculty Affairs Committee Minutes of September 16, 2013 were accepted.
F. The Faculty Affairs Committee Minutes of October 29, 2012 were accepted.

VII. University Committee Minutes

A. The Assessment Committee Minutes of September 12, 2013 were accepted.
B. The Faculty Development Steering Committee Minutes of October 4, 2013 were accepted.
C. The Faculty Development Steering Committee Minutes of September 6, 2013 were accepted.
D. The International Education/International WTE Committee Minutes of October 10, 2013 were accepted.
E. International Education/International WTE Committee Minutes of September 12, 2013 were accepted.
F. Library Committee Minutes of September 25, 2013 were accepted.
G. Sabbatical Committee Minutes (Sweet Sabbatical) of September 25, 2013 were accepted.

VIII. Old Business

Before action items 13-12 through 13-16 are forwarded to the general faculty, the Academic Affairs Committee approval date will be changed from 9/30/13 to 9/16/13 on each document.

A. 13-12 Change in the Minor in Communications was approved: It will be forwarded to the general faculty. –Kathy Menzie presented 13-12 to the Faculty Senate.

B. 13-13 New Minors in Kinesiology was approved: It will be forwarded to the general faculty. –Roy Wohl presented 13-13 to the Faculty Senate.

C. 13-14 New Associate of Liberal Studies Degree was approved: It will be forwarded to the general faculty. –Laura Stephenson presented 13-14 to the Faculty Senate.

Note: Under "Specific Additional Requirements: Choose Plan A or Plan B," Plan B was amended to read:

12 hours selected from the general education disciplines. 12 hours**"

D. 13-15 New Mass Media Minor in Film and Video was approved: It will be forwarded to general faculty. –Kathy Menzie presented 13-15 to the Faculty Senate.

E. 13-16 New Women's and Gender Studies Course Designation was approved: It will be forwarded to the general faculty. –Jennifer Ball presented 13-16 to the Faculty Senate.

F. 13-17 Washburn Legal Scholars 3.5 + 3 Program was approved : It will be forwarded to the general faculty. –Sarah Ubel presented 13-17 to the Faculty Senate.

IX. New Business
None

X. Information Items
VP Pembrook noted that **Vision 2022** is a separate document from the Strategic Plan.

XI. Discussion Items
Margaret Wood suggested that strategies for Educational Opportunities in **Vision 2022** be amended so that STEAM (Science, Technology, Engineering, Arts, Math) will replace STEM (Science, Technology, Engineering, Math) as the focus of our recruitment and preparation of P-12 teachers in specific shortage areas.

XII. Announcements
None

XIII. The Faculty Senate meeting adjourned at 4:05 PM.

Washburn University Faculty Senate
Faculty Affairs Committee

Meeting Minutes
Monday, October 14, 2013
3:30 pm, Crane Room

FA COMMITTEE APPROVED: November 4, 2013

Present: Ross Friesen, Diane McMillen, Jennifer Wagner, Kelly Weber, Bill Roach, Margaret Wood, Sarah Ubel

Opening Comments:

Approval of Minutes:

- Approval of minutes from Monday, September 30, 2013 meeting (attached at end of this document).
  - Moved to approve: Diane
  - Seconded: Bill
  - Approved unanimously

Old Business:

- Discussion of Faculty Handbook Promotion and Tenure Subcommittee Recommendations (attached below)
  - Group decided to begin discussion of the 9 items presented by VPAA Randy Pembrook at the last meeting.
  - Decided to aim to discuss these proposed items with constituencies by November 4 meeting so we can move some things off our plates.
  - Items discussed and preliminary proposed recommendations from FA Committee.

Item #	Conceptual Proposal by Handbook (TP) Committee	Thoughts of FA Committee
Item 1	Processes and outcomes relating to Promotion and Tenure may be considered separately by individual academic units. Therefore, a unit may decide positively relating to one outcome (tenure) while making a	Processes and outcomes relating to Promotion and Tenure may be considered separately by individual academic units (departments, schools, college). Therefore, a unit may decide positively relating to one outcome (tenure) while making a negative decision on the other

	negative decision on the other (promotion) thus designating an individual as a tenured assistant professor. Other units may decide to combine the two decisions such that a negative decision on one (promotion) automatically leads to a negative decision on the other (tenure). Units retain autonomy to decide which approach to use. The VPAA will work with academic unit deans to create development opportunities for tenured, assistant professors.	(promotion) thus designating an individual as a tenured assistant professor. Other units may decide to combine the two decisions such that a negative decision on one (promotion) automatically leads to a negative decision on the other (tenure). Units retain autonomy to decide which approach to use. The VPAA will work with academic unit deans to create development opportunities for tenured, assistant professors. *The note after this item indicates this is current practice and that no changes are necessary. The committee would like to see this section of the handbook and see the statement that suggests a collaborative process included as one of the changes to the Handbook.*
Item 2	Individual academic units (departments, schools, the College) will review promotion and tenure processes and standards to determine if they reflect current practices and values. The Vice President for Academic Affairs will ask all units to review Handbook policies relating to Promotion and Tenure by May 1, 2014. (see Memo dated January, 2013)	Individual academic units (departments, schools, the College) will review promotion and tenure processes and standards regularly to determine if they reflect current practices and values. The Vice President for Academic Affairs will ask all units to review Handbook policies relating to Promotion and Tenure by May 1, 2014. (see Memo dated January, 2013) *The review of tenure and promotion processes and standards should occur regularly and be linked with the Program Review Process (5 year cycle)*
Item 3	Individual academic units will create an exhaustive list of terminal degrees (e.g., MFA, EdD) which will be considered during the promotion and tenure review process. This list will be submitted to the Office of the Vice President for Academic Affairs by May 1, 2014 and will be shared with Institutional Research and the academic unit promotion and tenure review committees. (see Memo dated January, 2013)	Individual academic units will create an exhaustive list of terminal degrees (e.g., MFA, EdD) which will be considered during the promotion and tenure review process. This list will be submitted to the Office of the Vice President for Academic Affairs by May 1, 2014 and will be shared with Institutional Research and the academic unit promotion and tenure review committees. (see Memo dated January, 2013)

Comment [M1]: Reword this to indicate consensual, collaborative process. Something to the effect of "The faculty member, Unit Dean and VPAA will collaborate to create development opportunities for tenured assistant professors."

Comment [M2]: This may be the case but T/P document review should occur on a regular schedule.

Comment [M3]: These lists should be updated on a regular schedule. Could this also be linked with the Program Review Process?

New Business:

- Definitions and General Faculty Changes to Faculty Handbook (attached below)

- The committee did not have an opportunity to discuss these but we will review and discuss with our constituencies before our November 4 meeting.
- Margaret agreed to send out clean copies of the 9 proposed items from last week and the changes to definitions to committee members.

Discussion Items:

- Schedule to move some items along to Faculty Senate
  - We agreed to meet with our constituencies before November 4.
  - In order for this plan to work Margaret will have to e-mail any Action Items to Mary Sheldon before the end of the day on Nov. 4 for these items to get on the FS Agenda for the meeting the following week.

Announcements:

- Next meeting, November 4, 2013, 3:30 pm, Crane Room

MINUTES
ASSESSMENT COMMITTEE
Thursday, October 10, 2013
Lincoln Room – 2:30 p.m.

Present: Donna LaLonde (chair), Melanie Burdick, Melodie Christal, Amber Dickinson, Vickie Kelly, Michael Rettig, Nancy Tate, Margaret Wood, and CJ Crawford (administrative support). Absent: Jane Carpenter, Donna Droge, Garrett Fenley, Gillian Gabelman, Kathy Menzie, Denise Ottinger, Jim Smith, Kelley Weber, and Betsy West.

The minutes from the September 12, 2013 Assessment Committee meeting were approved as distributed via email.

MENTOR MEETING UPDATES
Donna LaLonde met with another of her departments and indicated that the one-on-one meetings are working well. It was discussed and agreed that mentors should contact each of their liaisons at the beginning of each semester to set up individual meeting dates.

The *Estimated Department Assessment Funds Need Forms* have been sent electronically to all departments with a due date of October 30 for the completed document to CJ Crawford. Mentors should follow up with their departments to see if they have any questions or need any assistance.

FALL DROP-IN SESSIONS
We had one attendee for each September drop-in session.

The October drop in sessions will be on the topic of curriculum mapping and are scheduled for:
Wed., 10/16 – 3:00 p.m. – 5:00 p.m.
Thu., 10/17 – 4:00 p.m. – 5:00 p.m.

The topic for the November drop in sessions will be determined at the November committee meeting.
Tue., 11/19 – 4:00 p.m. – 5:00 p.m.
Wed., 11/20 – 3:00 p.m. – 5:00 p.m.

ASSESSMENT GRANT
Donna passed out three Assessment Grant Applications for 2013-14 for review and approval/disapproval.
1) Melanie Burdick – unanimously approved for $2000
2) Leslie Reynard – unanimously approved for up to $1500 (depending on Faculty Development Grant)
3) Margaret Wood – unanimously approved for $2000

QUALITY ASSURANCE AND ASSESSMENT
Margaret Wood talked about Quality Assurance and Assessment. The University accreditation is in 2018 and we are required to address five criteria. Each criterion has a group of four to six items. There are specific criteria related to assessment. She handed out a document from the committee reviewing the criteria and talked about the concerns and recommendations for each.

JANUARY POSTER SESSION
The planning committee met and invitation letters from Dr. Farley to the five suggested participants will be sent around the middle of October.

OTHER
Donna added links to assessment glossaries on other web sites to the Nuts and Bolts section on the Assessment wiki.

We are going to be working on a summary annual assessment report for the University. Donna asked for feedback on whether it should be made public or kept non-public (available to university personnel only).

There was discussion about how to set benchmarks for University SLOs.

Nancy Tate announced that we are doing the NSSE this spring and asked for ideas on how to incentivize seniors and freshmen to do this.

The meeting adjourned.

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

2013	**2014**
November 14	January 23
December 5	February 13
	March 13
	April 10
	May 8

CURRICULUM GRANTS COMMITTEE
Minutes
October 17, 2013

Members Present:
Nancy Tate, Chair
Caren Dick
Lori Fenton
Tonya Kowalski
Diane McMillen
David Pownell
Barbara Scofield

Dr. Tate opened the meeting and reviewed the rules and guidelines of the committee.

Following are the decisions made by the Curriculum Development Grant Committee:

Wood, Margaret Requested $699.00 Awarded $699.00
Proposal: Funds to purchase "storyline" software to implement "Flipped classroom model.

Sullivan, Sharon Requested $2,000.00 Awarded $2,000.00
Proposal: Proposal to attend the 58th United Nations Commission on the Status of Women in NYC, March 2014. Plan will be to enhance the classroom experience with information learned from the Conference.

Renyard, Leslie Requested $500.00 Awarded $500.00
Proposal: In conjunction with a nat'l conference, arrangements have been made to tour the C-SPAN archives and then spend time at the Library of Congress. Will develop a course regarding the information learned.

Mactavish, Bruce
Peterson, Mark
Gibbons, Connie Requested $3,000.00 Awarded $2,000.00
Proposal: Cover costs associated with a trip to be taken during the fall 2013 semester to visit historical sites associated with the civil rights movement. From this, development of an itinerary for a student focused excursion over the spring 14 semester associated with a multi-disciplinary course to be co-taught by the applicants. Course will be repeated in subsequent semesters.

Application partially awarded.

Adem, Seid Requested $1992.94 Conditionally Awarded $1992.94

Proposal: Request to purchase equipment and software that would enable development of recorded videos in different chemistry labs and online chemistry courses. Conditionally approved based on videos being developed in software that can be seen in various electronic forms such as PC's through mobile devices.

Summary

The total amount awarded during this meeting: $7,191.94. The total funds available for FY 2014 is $10,000.00, which leaves the balance of $2,808.06 for spring distribution.

12

Graduate Committee Meeting

May 1, 2013 ♦ 12:00 – 1:00 PM

Martin Rm (BTAC)

Meeting Minutes

Dr. Tim Peterson called the meeting to order at 12:04 p.m.

Those present included:

Phyllis Berry, Bob Boncella, Shirley Dinkel, Kim Harrison, Andrew Herbig, Martha Imparato, Shelbie Konkel, Donna LaLonde, Bruce Mactavish, Pat Munzer, Randy Pembrook, *Tim Peterson, Dave Provorse, Monica Scheibmeir, Courtney Sullivan, Cindy Turk, Kayla Waters, Harrison Watts

1. A motion was made to approve the meeting minutes and was seconded. Graduate Committee Meeting Minutes from April 3, 2013, were approved without objection.

2. Dr. Peterson asked Dr. Watts to present the Hours/Fees Subcommittee's findings:
   Dr. Watts provided a handout with the hours & fees for several area universities, including Pittsburg State, Fort Hays, Emporia, Wichita State, and Friends:
   - With the exception of Friends University, Washburn is on the upper-end of graduate tuition prices.
   - Except for Fort Hays University & Friends, area schools charge more for non-resident students.
   - Considerable difference arises when fees are added to the tuition amounts.
   - Online credit hours are often the same regardless of student residency

   Discussion arose regarding the pros and cons of a single rate regardless of residency status.

3. Dr. Peterson asked Dr. Provorse to present the findings of the Numbering System subcommittee:
   Dr. Provorse presented a draft proposal to the Faculty Senate of a course numbering from November 2008 (handout). The course numbering system in this draft proposal is most like what the subcommittee would recommend to replace of the current system at Washburn.
   Dr. Provorse asked Dr. Waters to present the current numbering system used on campus (handout provided):
   - Most programs follow the 100 – 400 numbering system for undergraduate courses
   - Most programs follow the 500 – 700 numbering system for graduate courses
   - Notable exceptions: Education, MBA program and DNP program. They are notable because of cross-listing, prerequisites, and the like.

Dr. Waters noted some reasons for changing the current numbering system was consistency across programs and ease of identification in catalog. There are no financial aid barriers. The registrar identified no problems with the change. Banner could handle the changes.

Dr. Waters pointed out reasons not to change the current numbering system.

- Resources and cost of revise multiple incarnations of the numbering system in catalog, Banner, handbook, bulletin, advising forms, etc.
- Degree audits would be affected in the short term
- Program specific needs may be counter to new numbering system.

Dr. Scheibmeir said that changes to course numbers would mean that the School of Nursing would have to present them to their accrediting bodies. She did not think this was reason enough not to make the change. She wants to create now what we want to be in place 5 or 10 years from now.

Dr. Munzer suggested that if we implement this change in course numbering we have to streamline the process. To expect units to produce a course change as it currently stands would result in mounds of paperwork and widespread resistance to the process. One sheet with all the changes in course numbers seems sufficient and necessary for our purposes.

Dr. Boncella asked that we only focus on the number changes and not approach the policies governing course numbers.

4. Dr. Pembrook turned Committee's attention to one order of business. In an effort to streamline the process of appointing a senator to the Graduate Council, Dr. Pembrook offered to identify a Graduate Committee member who was also a senator. Dr. Berry identified herself as someone willing to serve as the Faculty Senate representative on the Graduate Council.

Dr. Pembrook adjourned the Graduate Committee meeting at 1:00 p.m.

**ex officio*

MINUTES
HONORS ADVISORY BOARD
Wednesday, September 4, 2013
Cottonwood Room – 12:00 p.m.

Present: Michael McGuire (Chair), Jennifer Ball, Kelly Erby, Pamela Erickson, Danny Funk, Michael Gleason, Martha Imparato, Eric McHenry, Denise Ottinger, Bassima Schbley, Brad Turnbull, and CJ Crawford (Administrative support).

The minutes of the April 3 meeting were approved as distributed.

New members were welcomed and everyone introduced themselves.

There are currently 95 students admitted to the Honors Program. Twenty-seven were admitted this fall.

HONORS STUDENT COUNCIL REPORT
The University Honors Program is having a retreat on Saturday, September 7 from 10:00 a.m. to 2:00 p.m. in the Kansas Room. Lunch will be at noon in Washburn B and Michael Gleason from Leadership will be speaking.

UNFINISHED BUSINESS
Benchmarks from Last Year
In April, Michael assigned member schools of the Great Plains Region Honors Council to board members to review to see 1) if there is a tiered system for honors completion, 2) is there anything on the web site indicating if and how faculty are compensated or recognized, and 3) is there anything that stands out about the school's program and/or their web site. He has received some information but will send a reminder email so he can give a summary of the findings at the October meeting.

NEW BUSINESS
Review of Honors Advisory Board Subcommittees
Board members were asked to sign up for either the curriculum/appeals or the admission/scholarship subcommittees. Michael briefly reviewed the purpose of each committee.
He would like to meet with the members of the admission/scholarship subcommittee to review the honors application process and essay. He is adopting Jennifer Ball's suggestion for scholarship review and will send a packet to each member asking them to rank each student based on criteria that still needs to be decided.

He also wants to meet with the curriculum/appeals subcommittee to talk about an honors curriculum and to develop an appeals process by the end of the year for students who have been dropped from the program due to low g.p.a.

COURSE PROPOSALS
Approximately 5 course proposals for Spring 2014 have been received and a couple more are expected.

GOALS FOR SEMESTER AND YEAR
1. Focus on the critical thinking student learning outcome this year. Suggestions were asked for on assessment methods that wouldn't add a lot more work for the professors teaching the courses.
2. Address curriculum development.
3. Develop an assessment plan for Honors to submit by June 30, 2014.

A long term goal is to create an Honors College.

ANNOUNCEMENTS
None.

The next meeting is Wednesday, October 2 at Noon in the Cottonwood Room.
The meeting adjourned.

Interdisciplinary Studies Committee Meeting

October 23, 2013
Electronic Meeting

Online Acknowledgements: Stephanie Decker, Mark Kaufman, Michael Kitowski, Royce Kitts, Shelby Konkel, Hwa Liang, Park Lockwood, Bill Mach, Larry McReynolds, Rebecca Meador, Nancy Tate, Rosemary Walker, Corey Zwikstra

September 12, 2013

Ms. Kelly McClendon submitted a proposal to change IE100 from a 3 credit hour course to a 1-3 variable credit hour course. The change in hours would not affect the other Intensive English courses. The change would not affect any degree-seeking students' study plans.

September 13, 2013

Dr. Tate disseminated the proposed IE100 change among the members of the Committee by email. She requested all Interdisciplinary Studies Committee members submit their electronic "votes" for or against the proposal by Friday, September 20, 2013, using the Reply-All feature.

October 23, 2013

By a unanimous vote via email, the proposed change to IE100 from 3 credit hours to 1-3 credit hours was approved by the Committee.

The online meeting was adjourned October 23, 2013, 12:01 PM.

Library Committee Minutes
October 23, 2013
Room 105
4:00 p.m.

TO:

Dr. Seid Adem	**Dr. Frank Chorba**	**Dr. Michael McGuire**	**Dr. Tom Schmiedeler**
Dr. David Bainum	**Dr. Barry Crawford**	**Dr. Margie Miller**	**Dr. Diana Seitz**
Dr. Damian Barron	**Dr. Sophie Delehavy**	**Dr. Tony Palbicke**	**Dr. Brian Thomas**
Dr. Alan Bearman	**Mr. Keith Farwell**	**Dr. Gaspar Porta**	**Dr. Kelly Watt**
Mr. Sean Bird	**Dr. Andrew Herbig**	**Dr. Michael Rettig**	**Ms. Penny Weiner**
Ms. Elise Blas	**Dr. Rob Hull**	**Dr. Leslie Reynard**	**Ms. Cassaundra White**
Dr. Jane Brown	**Dr. Donna LaLonde**	**Dr. Brenda Ridgeway**	**Dr. Margaret Wood**
Dr. Erin Chamberlain	**Ms. Rani McAfee**	**Dr. Bassima Schbley**	

The Library Committee convened in Mabee Library, at 4:00 p.m. The following members were present: Dr. Adem, Dr. Bearman, Mr. Bird, Dr. Chamberlain, Dr. Chorba, Dr. Herbig, Ms. McAfee, Dr. Palbicke, Dr. Schbley, Dr. Seitz, Dr. Watt, and Ms. White. Mr. Farwell, Dr. Reynard, and Ms. Weiner sent word they would be unable to attend.

Dr. Bearman opened the meeting and talked about one-time purchase budgets and the importance of sending request to library liaisons as soon as possible. Dr. Bearman would like the majority of book purchases to be submitted prior to Winter Holiday.

Dr. Bearman and Sean Bird talked about the importance of the Information Literacy Designation Proposal. It was moved and seconded to vote on sending the Information Literacy Minor proposal to the Academic Affairs Committee.

The December 18th, 2013, meeting is cancelled.

Meeting adjourned
Respectfully submitted
Sean Bird, Assistant Dean of Libraries

NEXT MEETING

WEDNESDAY

November 20th, 2013

RESEARCH GRANTS COMMITTEE
Minutes
October 28, 2013

Members Present:
Nancy Tate, Chair
Patricia Judd
Diane McMillen
Carolyn Carlson
Marilyn Masterson
Brian Thomas—electronic vote
Norma Juma—electronic vote
Sharla Blank—electronic vote

Dr. Tate opened the meeting and reviewed the rules and guidelines of the committee.

Following are the decisions made through appropriate discussion, motions and second, with unanimous approval by the Research Grant Committee:

Major Research Grant Applications:

Mercader, Rodrigo Requested $8,022.98 Awarded $8,022.98
Proposal: Role of the *Asimina* Webworm moth in the population regulation of the common paw paw.

Small Research Grant Applications:

Averill Thomas Requested $2,979.69 Awarded $2,979.69
Proposal: Wants to create a website using his poems, short stories, etc. about gardens, gardeners, garden design. Funding is to hire an artist/cartographer to create a literal map from his imagined literary map. Travel money is also requested to visit nearby gardens.

Burdick, Melanie Requested $3,000.00 Awarded $3,000.00
Proposal: Request assistance to fund an adjunct instructor to cover one course while she is writing a book that will be included in the Rutledge Research in Teacher Education series.

Perret, Marguerite Requested $3000.00 Awarded: Pending

Proposal: An interdisciplinary arts-based research project exploring the historic geology of Kansas juxtaposed with contemporary water issues, as framed by the cultural landscape of Kansas.

Sadikot, Takrima Requested $3,004.51 Awarded $3,000.00
Proposal: Creating Transgenic Flies for Understanding the Function of the Various Domains of *Drosophila* Importin-7 Protein in Muscle Attachment and Maintenance.

Stover, Maria Requested $792.00 Awarded $792.50
Proposal: Cover the cost of producing an index for the edited volume that will be generated right after the manuscript of "Women in Politics and the Media in Emerging Democracies" has been submitted to the publisher.

Turk, Cindy Requested $1,779.50 Awarded: Pending
Proposal: Measurement of social anxiety within heterosexual and non-heterosexual populations.

Walker, Rosemary Requested $2,720.00 Awarded: $2,720.00
Proposal: To acquire the updated HFR Database-academic version and to pay conference registration fees to present a draft of a paper.

Summary
The total amount awarded during this meeting: $25,294.17. The total funds available for FY 2014 is $28,190.00, which leaves the balance of $2,895.81.

FACULTY AGENDA ITEM 13.18

FACULTY AFFAIRS AGENDA ITEM

Date: November 4, 2013

Submitted by: *Faculty Affairs Committee (Margaret Wood, Chair, 785-670-1608)*

SUBJECT: *Standardization of language throughout the Faculty Handbook to assure that the probationary period for tenure is consistently defined as 6-years.*

Description: *The changes below will make the Handbook and the timing of tenure consideration consistent across the university. The proposed changes will define the probationary period that a faculty member must serve before being considered for tenure as* **6 years***.*

Rationale: *There are inconsistencies throughout the Faculty Handbook regarding the number of years that a faculty member must serve in a probationary capacity before being considered for tenure. In some sections of the Faculty Handbook the probationary period is defined as 7 years; in other sections the probationary period is defined as 6 years. This has resulted in confusion about the timing of tenure review across the university.*

Financial Implications: *none*

Proposed Effective Date: *All future faculty hires beginning in 2013-2014 for the 2014-15 year will be under the 6-year probationary period. In the new policy, faculty receiving a terminal contract will not be reviewed again for tenure in year seven. Faculty hired under the 7-year understanding will be reviewed as outlined in the original contract letter.*

Handbook Section	*Current Wording*	***Proposed Wording***
Section 3.II.E *Policies & Procedures* *Policy on Faculty Tenure*	Beginning with appointment to the rank of full-time instructor or a higher rank, the probationary period at Washburn University shall not exceed seven years. At least four of these seven years must be at Washburn as a full-time instructor or higher rank. Up to three years credit may be granted, by written agreement, for full-time service at other institutions of higher education. The initial employment contract of every full-time faculty member will indicate that member's maximum probationary period at Washburn University.	**Beginning with appointment to the rank of full-time instructor or a higher rank, the probationary period at Washburn University shall not exceed six years. At least four of these six years must be at Washburn as a full-time instructor or higher rank. Up to three years credit may be granted, by written agreement, for full-time service at other institutions of higher education. The initial employment contract of every full-time faculty member will indicate that member's maximum probationary period at Washburn University.**
Section 3.II.I *Policies & Procedures* *Policy on Faculty Tenure* *Joint appointments*	Beginning with the appointment to instructor, or a higher rank in a joint faculty position, the probationary period at Washburn University shall not exceed seven years. Such probationary period for each of the two faculty members serving in a joint position shall be identical and stated in their respective initial employment contracts with Washburn University. At least four of the seven years of probationary service must be at Washburn University at the rank of instructor or higher. Up to three years credit may be granted to both faculty members by written agreement, for full-time service by each as teaching faculty at other institutions of higher learning. Faculty members appointed to joint tenure track positions may be eligible for tenure and promotion in accord with the procedures for full-time faculty members outlined in Article V sections 6-7 of the Washburn University Bylaws, and in section III below. A joint petition may be presented by the two faculty members	**Beginning with the appointment to instructor, or a higher rank in a joint faculty position, the probationary period at Washburn University shall not exceed six years. Such probationary period for each of the two faculty members serving in a joint position shall be identical and stated in their respective initial employment contracts with Washburn University. At least four of the six years of probationary service must be at Washburn University at the rank of instructor or higher. Up to three years credit may be granted to both faculty members by written agreement, for full-time service by each as teaching faculty at other institutions of higher learning. Faculty members appointed to joint tenure track positions may be eligible for tenure and promotion in accord with the procedures for full-time faculty members outlined in Article V sections 6-7 of the Washburn University Bylaws, and in section III below. A joint petition may be presented by the two faculty members**
Section 3.III.A.2.b *Policies & Procedures* *Promotion and Tenure* *CAS* *General Policy*	To be considered for tenure, the candidate must complete a probationary period not to exceed seven years. Up to three years at another institution of higher learning may count toward the probationary period if agreed on at the time of the initial contract.	**To be considered for tenure, the candidate must complete a probationary period not to exceed six years. Up to three years at another institution of higher learning may count toward the probationary period if agreed on at the time of the initial contract.**

Experience		
Section 3.III.C.2.a *Policies & Procedures Promotion and Tenure School of Law Minimum Degree and Years in Service*	Tenure requires a probationary period not to exceed seven years. Three years at another institution of higher learning may count toward the seven years if agreed upon at the time of the initial contract.	**Tenure requires a probationary period not to exceed six years. Three years at another institution of higher learning may count toward the six years if agreed upon at the time of the initial contract.**

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

Approved by: *AAC on date*

*FAC on date **11/04/13***

Faculty Senate on date

Attachments Yes ☐ **No X**

FACULTY AGENDA ITEM 13.19

FACULTY AFFAIRS AGENDA ITEM

Date: *November 4, 2013*

Submitted by: *Faculty Affairs Committee (Margaret C. Wood, Chair)*

SUBJECT: Addition of language to the Faculty Handbook (Section 3) regarding the Procedures for Recommendation for Tenure. Added language will establish a policy that creates pathways for faculty members, unit heads, chairs, and deans to collaboratively establish development opportunities for faculty who are granted tenure but are not promoted to Associate Professor.

Rationale: *Why is this being recommended? For curriculum items, rationale should include student learning assessment data used for curricular change. Rationale may also include, but not be limited to, labor market data, enrollment increase/decrease, accreditation requirement changes, and student course feedback information.*

In almost all Academic Units at Washburn University, tenure and promotion are considered as two separate decisions. Over the last ten years, approximately 20 faculty members have been awarded tenure but have not been promoted in rank to Associate Professor. A variety of circumstances can lead to this outcome. The addition of language to the Promotion and Tenure section of the Faculty Handbook is designed to help promote professional development and career advancement of faculty. The words "consensual" and "collaborative" are purposefully used to assure that faculty members do not feel coerced into seeking a higher rank if they do not choose to do so. It is the right of a faculty member to choose to pursue promotion or not to pursue promotion.

Financial Implications: *Costs involved (none, new faculty, adjunct replacement, additional operating costs, etc)* None

Proposed Effective Date: *Identify the implementation date of the proposed agenda item.*

Changes will be effective upon final approval of the Faculty Handbook by the General Faculty.

	Action	Wording
Section 3 3.III.A.4 Policies & Procedures Promotion and Tenure *The College of Arts & Sciences* Procedures for Recommendation	Insert additional letter at end of "Procedures for Recommendation for Promotion" that outlines actions taken when tenure granted but promotion not achieved.	h. In cases where candidates are awarded tenure but do not earn the rank of Associate Professor, the faculty member, department chair, dean, and/or VPAA will work collaboratively in a consensual process to establish professional development opportunities to enhance the faculty members ability to achieve the rank of Associate Professor.

Section 3 3.III.B.4 Policies & Procedures Promotion and Tenure *School of Business* Procedures for Tenure	Insert additional letter at end of "Procedures for Tenure" that outlines actions taken when tenure granted but promotion not achieved.	g. In cases where candidates are awarded tenure but do not earn the rank of Associate Professor, the faculty member, dean, and/or VPAA will work collaboratively in a consensual process to establish professional development opportunities to enhance the faculty members ability to achieve the rank of Associate Professor.
Section 3 3.III.D.5 Policies & Procedures Promotion and Tenure School of Nursing Nursing committee on promotion and tenure (CPT) Functions	Insert additional letter under the functions described for the CPT.	vii. In cases where candidates are awarded tenure but do not earn the rank of Associate Professor, the CTP will recommend that the faculty member, dean, and/or VPAA will work collaboratively in a consensual process to establish professional development opportunities to enhance the faculty members ability to achieve the rank of Associate Professor.
Section 3 3.III.E.4 Policies & Procedures Promotion and Tenure School of Applied Studies Procedures: Committee on Promotion and Tenure	Insert additional letter at end of "Procedures: Committee on Promotion and Tenure" that outlines actions taken when tenure granted but promotion not achieved.	l. In cases where candidates are awarded tenure but do not earn the rank of Associate Professor, the faculty member, dean, and/or VPAA will work collaboratively in a consensual process to establish professional development opportunities to enhance the faculty members ability to achieve the rank of Associate Professor.

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

Approved by: *AAC on date*

*FAC on date **11/04/13***

Faculty Senate on date

Attachments Yes ☐ **No X**