

**Washburn University  
Meeting of the Faculty Senate**

**September 23, 2013  
3:00 PM Kansas Room, Memorial Union**

- I. Call to Order**
- II. Approval of Minutes of the Faculty Senate Meeting of August 26, 2013 (pp. 2-4)**
- III. President's Opening Remarks**
- IV. Report from the Faculty Representatives to the Board of Regents**
- V. VPAA Update—Dr. Randy Pembroke**
- VI. Faculty Senate Committee Reports**
  - A. Faculty Affairs Committee Minutes of October 29, 2012 (p.5)**
- VII. University Committee Reports**
  - A. Assessment Committee Minutes of August 22, 2013 (pp. 6-8)**
  - B. Honors Advisory Board Minutes of April 13, 2013 (pp.9-10)**
- VIII. Old Business**
- IX. New Business**
- X. Information Items**
- XI. Discussion Items**
- XII. Announcements**
- XIII. Adjournment**

**Faculty Senate**  
**Washburn University**

Minutes of August 26, 2013  
3:00 PM Kansas Room, Memorial Union

Present: Arterburn, Ball, Berry, Chamberlain, Edwards, Francis, Frank, Fernengal, Florea, Friesen, Jackson, Kitts, Lunte, Mach, McMillen, Mercader, Pembroke, Perret, Roach, Rubenstein, Russell, Schbley, Sheldon, Stevens, Stoner-Hawkins, Sun, Wagner, Weigand, Weiner, Wisneski, Wood

- I. The meeting of the Faculty Senate was called to order at 3:05 PM, Matt Arterburn presiding.
- II. The minutes of the Faculty Senate meeting of August 13, 2013 were approved.
- III. President's Opening Remarks  
President Arterburn asked for comments on the time shift to 3 PM (from 3:30 PM) for Faculty Senate meetings. He will contact today's absent senators to gather their thoughts on the change.
- IV. Report from the Faculty Representative to the Board of Regents  
None
- V. Report from the VPAA, Dr. Pembroke  
QUALITY INITIATIVE PROJECT. VP Pembroke reported that proposals for the University-wide Quality Initiative Project had been reviewed. Assuming approval by HLC, President Farley has agreed to fund a center for teaching excellence that would focus on 1) diversity practices, 2) high-engagement practices, 3) assessment practices, 4) technology practices, and 5) general pedagogy. Among other benefits, the center will include funds for speakers and faculty development stipends. The center will have a ½ time director, ½ time staff person, and advisory board of faculty members from related University committees.

FINK/FARLEY PROFESSORSHIPS. VP Pembroke reported that Fink Visiting Professors and Farley Professors would enrich the University teaching environment. Fink Visiting Professors will have short term appointments (e.g. three [3] days). Their assignments might include serving as guest lecturers or engaging with the community. A link will allow faculty to nominate candidates, especially those in leadership positions. Farley Professors will have semester or school year appointments. Travel stipends will be available. Washburn professors or retired faculty will have an opportunity to apply. Further information will be forthcoming.

DIVERSITY CLIMATE SURVEY. The forthcoming generally positive results will be posted shortly.

ALS DEGREE. Pembroke reported that the University (CAS, Academic Affairs) is exploring the possibility of allowing students to apply work completed at the University (e.g. 75 hours) towards a general liberal arts Associate Degree.

VISION 2022 DOCUMENT. The Vision 2022 Document is an extension of the original Strategic Plan. It is posted on the Washburn University website. Faculty are encouraged to send prompt, thoughtful feedback to their deans.

ENROLLMENT. Pembroke reported that the 2014-15 budget is in the earliest stages of development. The budget will reflect the University's ability to grow or stabilize enrollment, which is down somewhat from last year. Other factors affecting the 2014-15 budget include sales tax revenues, state funding (which may be down 1.5%), and litigation involving K-12 funding.

To improve enrollment and retention, five initiatives are underway: The Transfer Committee, Gateway Committee (to improve student performance in gateway courses), Online Experience Committee, Retention Committee, and ACE Program. The ACE Program involves accelerated credit. The Kansas Board of Regents approved the policy of up to twenty-four (24) hours of college credit for high school students, and the University is exploring a capstone experience which brings students to campus for their last nine (9) hours.

HEALTH CARE. Pembroke affirmed that University expenditures for health care affect funds left for raises, travel, and other faculty priorities.

VI. Faculty Senate Committee Reports  
None

VII. University Committee Minutes  
A. The Assessment Committee Minutes of May 2, 2013 were accepted.  
B. The Research Grants Committee Minutes of May 9, 2013 were accepted.

VIII. Old Business  
None

IX. New Business  
The Faculty Senate Committee members for 2013-14 agreed to meet after the Faculty Senate meeting to elect chairs and set meeting times.

Arterburn reported that in choosing senators for the Faculty Senate Committees, the FS Executive Committee tried to achieve a balance between continuing and new members. He also reminded senators that they may have been assigned as Faculty Senate Representative to a University Faculty Committee, as well as to a Faculty Senate Committee.

X. Information Items

The next Faculty Senate meeting is set for September 23, 3 PM. At this meeting, senators can enjoy refreshments provided by the VPAA's office.

XI. Discussion Items

None

XII. Announcements

None

XIII. The meeting was adjourned at 3:50 PM.

Faculty Affairs Committee

Washburn University

Minutes

October 29, 2012

Present:

Royce Kitts  
Bill Roach

Keith Mazachek  
David Rubenstein

Diane McMillen  
Sarah Ubel, Chair

Marguerite Perret  
Roy Wohl

Call to Order: 1:00 pm - Crane Room (Union)

Old Business:

- Minutes approved October 22, 2012 at the Faculty Senate meeting

New Business:

- Faculty Handbook: Discussion and Recommendations regarding Tenure and Promotions Issues 5 – 9 (summarized below) took place

Announcements:

- Next meeting will be determined when new business arises

Adjournment: 5:16

## **MINUTES**

### **ASSESSMENT COMMITTEE**

Thursday, August 22, 2013

Lincoln Room – 2:30 p.m.

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

The minutes from the May 2, 2013 Assessment Committee meeting were approved as distributed via email.

New members were introduced – Melanie Burdick, Betsy West and Garrett Fenley.

#### **COMMITTEE MENTOR ASSIGNMENTS FOR 2013-2014**

Committee mentor/department liaison assignments have been updated for 2013-2014. Based on evaluations of the annual assessment reports at the July retreat, departments were ranked as Initial, Emerging, Target and Advanced and have been more evenly distributed among three mentor groups.

A standing item at monthly committee meetings will be updates by mentors on meetings with department liaisons so the committee is aware of any issues, successes, or questions.

Donna recommended that mentors have goals for 2013-2014. Donna's goal is to make connections with all liaisons in her group and to facilitate connections between advanced departments and initial departments. Another goal could be to see departments with an Initial ranking move to Emerging and departments with an Emerging ranking move to Target.

It was recommended to have workshops around a certain topic and have concentrated work in smaller groups. The curriculum map is a good topic to begin with. It was agreed this was a good idea and that the drop-in sessions for September would be dedicated to curriculum map assistance/discussion. We will wait to see how well these two sessions are attended before dedicating topics to future drop-in sessions. It was suggested to ask liaisons from departments in the Advanced and Target groups to attend by invitation and help the Initial and Emerging departments.

Donna asked mentors to let her know by Monday, August 26 which liaisons in the Advanced and Target groups would be candidates to invite and also which drop-in session the mentors and liaisons could attend.

For additional topics, the committee could review the analysis of the annual report rankings to determine other areas for improvement – communicating with students is one area needing improvement that is shared by several departments.

### **AWARD RECIPIENTS**

Based on the review of the annual assessment reports, Donna nominated a department for the “First Star” award and a department for the “Rising Star” award to be presented at the August General Faculty meeting. The nominations were seconded and approved unanimously.

### **FALL DROP-IN SESSIONS**

As suggested at the May 2 committee meeting, drop-in sessions have been scheduled for Fall in Morgan 18 as follows:

Wed., 9/18 – 3:00 p.m. – 5:00 p.m. and Thu., 9/19 – 4:00 p.m. – 5:00 p.m.

Wed., 10/16 – 3:00 p.m. – 5:00 p.m. and Thu., 10/17 – 4:00 p.m. – 5:00 p.m.

Tue., 11/19 – 4:00 p.m. – 5:00 p.m. and Wed., 11/20 – 3:00 p.m. – 5:00 p.m.

### **MEET YOUR MENTOR LUNCH**

As suggested at the May 2 committee meeting, a Meet Your Mentor Lunch has been scheduled for Friday, September 6 from 12:00 p.m. – 1:30 p.m. in Washburn B. The lunch will be a buffet to accommodate mentors or liaisons who have to arrive late.

Donna asked for comments regarding the updated *Assessment Liaison Description* to be handed out at the lunch. One recommendation was to put the responsibilities in chronological order.

Donna asked for feedback on the *Department Assessment Funds Need* form that was passed around. It was recommended that there should be a cover memo attached to the document when it is handed out at the lunch. It was also recommended to add categories for assessment methods to assist departments in calculating a more accurate needs request.

### **BEST PRACTICES POSTER SESSION**

There will be a best practices poster session before the January 30 General Faculty meeting. Departments were identified at the July retreat and the next step is to invite them to participate. It was suggested, and everyone agreed, that an invitation from Dr. Farley and Dr. Pembroke would be best.

Nancy commented that the Apeiron poster boards could be used.

Donna asked for volunteers for a planning committee. The committee will be Vickie Kelly, Donna Droge, Kelley Weber, Donna LaLonde and CJ Crawford.

The meeting adjourned.

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

**2013**

September 12

October 10

November 14

December 5

**2014**

January 23

February 13

March 13

April 10

May 8



## **MINUTES**

### **HONORS ADVISORY BOARD**

Wednesday, April 3, 2013

Cottonwood Room – 12:00 p.m.

**Present:** Michael McGuire (Chair), Jennifer Ball, Pamela Erickson, Andrew Herbig, Denise Ottinger, Bassima Schbley, Amanda Sorrell, Tom Stuart, Brad Turnbull, Ye Wang, and CJ Crawford (Administrative support).

### **MINUTES**

The minutes of the March 6, 2013 meeting were approved as distributed.

### **HONORS STUDENT COUNCIL REPORT**

Amanda reported that the Honors Student Council had a bowling party on the evening of April 2, their first off campus event this semester.

They have started holding meetings twice a month so more members can attend.

They will begin calling in April and May to recruit sponsors for the Etiquette dinner.

A group is going to the regional conference this weekend. Lucy Hesse is the front runner for the Boe Award, which is a cash award.

### **UNFINISHED BUSINESS**

#### **Tiered System for Honors Completion and Benchmarking Assignment**

Michael is considering a tiered system – high honors, a category for Associate degrees, and regular honors. In February, he 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 would like the information by May 8 so that he can compile and summarize the information for discussion in the fall.

### **NEW BUSINESS**

#### **Current Students Admitted for Fall Receiving Perks in Spring (a semester early)**

Michael asked if students who have been approved for a future semester should begin receiving perks a semester early, like priority registration. After discussion, the committee agreed that the student should be a current member in the program to receive current benefits/perks.

### **Guidance Requested on Developing Rubric for Applications – Essay and/or Resume**

Michael asked if a rubric would be helpful for evaluation of the scholarship applications. Amanda commented on the essay and would it be better for students to write about themselves rather than a historical person or event. Jennifer Ball also said it would be helpful if the students could explain their community or school service and not just list it. CJ will send a copy of the Sibberson Award application to Michael.

### **Guidance on Developing Exit Interview for Graduates**

Michael asked anyone who is doing an exit interview to send him the questions. The last Program Review indicated that there should be some type of exit interview or test to assess the student learning outcomes, and Honors is up for Program Review next year.

### **ANNOUNCEMENTS**

The Spring Banquet is next Tuesday, April 9 at 6:30 p.m. in the Ruth Garvey Fink Hall in the Bradbury Thompson Center.

The Alpha Lambda Delta initiation is Sunday, April 7 at 2:00 p.m. in the Washburn Room.

The Mortarboard initiation is Sunday, April 28 in the Washburn Room.

**There won't be a May Honors Advisory Board meeting. Instead, there is a Faculty Appreciation lunch in Washburn B on Wednesday, May 8 from 11:30 a.m. to 1:00 p.m. RSVPs/Regrets are due to CJ by April 19.**

The meeting adjourned.