

**Washburn University  
Meeting of the Faculty Senate  
November 7, 2016  
3:00 PM – Kansas Room, Memorial Union**

- I. Call to Order**
- II. Approval of minutes of the Faculty Senate Meeting of October 3, 2016 (pp. 2-4)**
- III. President’s Opening Remarks:**
- IV. Report from the Faculty Representative to the Board of Regents:**
- V. VPAA Update—Dr. JuliAnn Mazachek:**
- VI. Faculty Senate Committee Reports:**
- VII. University Committee Reports:**
  - **Receipt of Graduate Council minutes from August 29, 2016 (pp. 5-6).**
  - **Receipt of Research Grant Committee minutes from April 27, 2016 (pp. 7-8).**
  - **Receipt of Honors Advisory Board minutes from September 7, 2016 (pp. 9-10).**
  - **Receipt of International Education Committee minutes from September 15, 2016 (p. 11).**
  - **Receipt of Graduate Council minutes from September 26, 2016 (pp. 12-13).**
- VIII. Old Business:**
- IX. New Business:**
- X. Information Items:**
- XI. Discussion Items:**
  - **Open Educational Resources (initiated by WSGA President, Malcolm Mikkelsen)**
- XII. Announcements:**
- XIII. Adjournment**

**Washburn University  
Meeting of the Faculty Senate  
October 3, 2016  
3:00 PM – Washburn B, Memorial Union**

**PRESENT:**

Alexander, Ball, Barker, Erby, Farwell, Francis, Garritano, Kapusta-Pofahl, Mansfield, Mastrosimone, Matthews, Mazachek, Memmer, Moddelmog, Ockree, Prasch, Sadikot, Schmidt, Schnoebelen, Scofield, Siemens, Smith, Sourgens, Stacey, Steinroetter, Stevens, Wasserstein, Weiner, Wohl, Zwikstra

**ABSENT:**

Kwak, Petersen, Treinen, Tutwiler, Worsely

**Guests:**

Duncan, Fried, Grospitch, Harkavy, Stephenson

- I. President Schmidt called the meeting to order at 3:00pm.
- II. The minutes of the Faculty Senate Meeting of August 19, 2016 were approved.
- III. President's Opening Remarks:
  - Thank you AAC and FAC members who have been meeting recently.
- IV. Report from the Faculty Representative to the Board of Regents:
  - Moddelmog attended the meeting two weeks ago: Washburn is continuing external audit and there will be increases in health care costs (premiums and deductibles).
  - Schmidt attended the budget and finance meeting last week: effective January 1, there will be a 1.8% raise for faculty and staff who meet the approved criteria (this will go before the WUBOR in November). Mazachek added that the extra 0.2% pool is going to be presented soon and based on requests from unit supervisors. On health insurance: these increases are lower than what they might have been—initially it was a 10% increase, so a 4% increase is much better than the alternative. And again, it was based on high use in FY 16.
- V. VPAA Update—Dr. JuliAnn Mazachek:
  - Dr. Mazachek discussed the KPI standards that are in the process of being adopted by the KBOR (they will vote on them tomorrow). She noted that there are no dollars associated with these performance agreements, but we are assessed on them each year. She asked if there were questions about the standards. Wohl was wondering if there was a study of WU students that clarified student desire to take online courses; Mazachek said there wasn't, but that national studies have indicated that they like the option. Wohl wondered if a WU study was possible. Mazachek said this is a goal we have for the near future; the Deans will be in touch. Zwikstra wondered why we picked #3 on the list—were there other options? Mazachek noted that this was something we routinely gathered and thus, it made sense to include it.
  - Information Item: Dr. Mazachek presented details of a proposal that has been submitted by a group of donors and alumni regarding moving the new law school site to the old Post Office downtown rather than the current plan to build a new structure on campus. The proposal has been rejected by most, including the law school faculty, who want the site to be on campus.

Prasch said that the historic courtroom in the building would be a wonderful thing to have access to for the law students. Francis said he was intrigued by the idea, but in terms of services to students and faculty, the closer location and logistics of the downtown site don't seem to promote the educational goals of the law school. He re-asserted that the law school faculty unanimously voted for staying on campus. Mastrosimone added that the courtroom would have to be maintained by anyone buying the building. He also thought it would be difficult to explain this plan to alumni given the fund-raising goal Washburn has been promoting of building an on-site building; since this is what we have been discussing with alumni and donors for the past several years, it would seem difficult to go in an entirely new direction at this point. Francis added that the rehab budget provided in the proposal might not be high enough to cover the internal structural needs of the downtown site.

**VI. Faculty Senate Committee Reports:**

- The minutes of the Academic Affairs Committee meeting of April 25, 2016 were approved.

**VII. University Committee Reports:**

- The Graduate Council minutes from April 25, 2016 were received.
  - NOTE (from Barker): The graduate council proposal regarding continuous enrollment would seem to require a change in the catalog; as such, wouldn't it have to be approved by Senate? Mazachek said she would check on the procedure for such a change.
- The Honors Advisory Board minutes from March 2, 2016 were received.
- The International Education Committee minutes from April 21, 2016 were received.
- The Interdisciplinary Committee minutes from November 2015 were received.
- The Library Committee minutes from September 21, 2016 were received.
- The Assessment Committee minutes of September 15, 2016 were received.

**VIII. Old Business: NONE**

**IX. New Business: NONE**

**X. Information Items:**

- Schmidt noted there was a need for a Senate representative on the Food Advisory Board. There were no volunteers; Schmidt will seek to fill this with a Senator who currently has no sub-committee assignment.

**XI. Discussion Items:**

- Marc Fried (University Counsel) presented the new firearms policy draft. Fried noted that this will go before WSGA and Staff Council, as well, and we will have public forums for discussion about the policy so the drafting committee can get as much feedback as possible. The goal is to present this to the Board in December or February at the latest. Mastrosimone asked if there was any movement in the legislature to reverse this before July. Fried said we wouldn't know possibly until next May or June if anything was going to come forward, so in order to be prepared for the policy by July 1<sup>st</sup>, we would have to presume it will be in effect. He added that it wouldn't be prudent to rush a policy about this issue at the last minute. Mastrosimone also asked if we have to provide storage on campus for firearms. Fried said that as a municipal building we have to allow individuals to store them in their cars, but that no formal storage would be offered to students or faculty. Also, since we're not providing guards and some live on

campus, we would have to let students store them in their dorm rooms. Steinroetter: will there be increased resources for faculty who feel threatened? Fried: to the extent that we can help reduce the risk, we will act. If we see violations, we can alert the police who will investigate. Moddelmog: Will students be allowed to switch dorm rooms if they find their roommate has a concealed weapon? Grospitch said that we would if there was space. Wasserstein: If we can't ask if they have a weapon, can we ask them to sign a document that says they're aware of the policy? Fried: We haven't finalized anything on this. Mastrosimone asked about the incidence of false reports: might the regulations about filing false reports have a chilling effect on filing genuine reports? Fried said he would take this back to the committee for consideration. Sadikot: Would I violate University policy if I restricted access to my classes for those who conceal carry? Fried: Yes—we don't have the right to be more restrictive than the law. Moddelmog: Can people break the contracts in residential living facilities if they feel uncomfortable? Fried noted that the committee will have to look at that. Schmidt: For faculty—are there any other storage options besides their cars? Fried: No. The dorm exclusions are only for people who live on campus; faculty members have alternatives. Erby: When will the town hall meetings be? Fried: Friday the 14<sup>th</sup> and Wednesday the 19<sup>th</sup>; Tuesday the 25<sup>th</sup>; an e-mail will come out soon to allow for people to plan. Erby: can I request that people don't bring guns to my office? Fried said he will think about it but it sounds like it might be ok to make the request so long as it is not a mandated prohibition. He went on to say that we will do our best during education and training to help faculty adapt to possibly confusing elements of the policy. Ockree: asserted that she always viewed her office as a private space; if a student was irate, can't she ask them to leave? Fried: We can't restrict access of weapons because of this law—we can restrict based on behavior (if they seem angry, for instance). Wohl: if I bring my own gun to campus and it's in my office, I have to bring it to class with me—I can't just leave it in my office, correct? Fried said yes; to leave it there it could be a violation of the policy since it wouldn't be under your direct control. Matthews: If we have an exception during test days of students not having direct access to their bags, isn't that violating the policy in terms of having direct control over the firearm? Fried: On those days they can carry the firearm on their person or store it in their car. He added that advance notice of those days in class is necessary. Sadikot: if someone is carrying a holster that hides the entire weapon, is that ok? Fried: I will check. Smith: is training required for conceal carry in Kansas? Fried: It isn't, though there are some federal regulations that address carrying in K-12 schools or crossing state boundaries. Erby: If we decide to have our office hours in a public place, is this frowned upon? Fried indicated that he wasn't sure, but there might be FERPA violations if private information is disclosed in a public setting during a meeting; we'll know more once the final draft is set.

XII. Announcements: None

XIII. President Schmidt adjourned the meeting at 4:18pm.

## Graduate Council Minutes

August 29, 2016

12:00 – 1:00 p.m.

Cottonwood Room/Union

**Members Present:** Michael Rettig (ED), Pat Dahl (CJ), Bassima Schbley (SW), Vickie Kelly (AH), Kayla Waters (HS), Jim Schnoebelen (C/L), Brenda Patzel (SON), Bob Boncella (SOBu), Kandy Ockree (SOBu), Juli Mazachek (ex-officio), Aida Alaka (ex-officio)

**Guest:** Nancy Tate (AVPAA)

1. Meeting was called to order at 11:55am.

2. Motions to nominate/second Michael Rettig as Graduate Council Chair were made. All Council members approved.

3. Motions to approve/second meeting minutes with modifications from April 25, 2016, were made. All members approved the minutes with the following two changes:

a. Correction of the “=” to the “@” in the first sentence of Item 2.

*Dr. Pembroke indicated he would commit to funding poster presentations (\$85.00 a poster @ 30 students) effective Fall 2016 semester.*

b. Inclusion of an addendum that the Incomplete Policy was approved by the Council via email in May 2016.

4. Nancy Tate provided an updated handout on the new admission process workflow. Bolded text indicates actions program directors need to take. As with submitted applications, program directors should also acknowledge receipt of recommendation letters. Directors who are not receiving notification emails when recommendation letters are submitted should contact Nancy.

Until the Registrar’s Office receives official transcripts for all credit-bearing courses, applicants are only provisionally admitted. Programs that only need an applicant’s official transcript showing the bachelor degree can request a policy waiver from Angela Duncan in the Student One Stop. Nancy reminded programs to submit the request for their continuous enrollment course, xx777, via the Curriculum Change spreadsheet if they want that option available for course scheduling. Should a student need to take a semester off, they can request program reactivation via the link on the Admissions webpage rather than reapplying for the program. Council members agreed that applicants who switch from non-degree seeking to degree-seeking, or vice versa, should not be required to pay the application fee again.

When programs have such an applicant, they can request a fee waiver from Nancy. The Council also agreed that current Washburn School of Business students applying for the MAcc program (3 + 2 track) should also receive a fee waiver as indicated during the promotion of the program. Programs wanting only to have a degree-seeking application option should contact Nancy.

Zackery Hinnergardt, a Psychology graduate student, has been hired to assist with monitoring applications as they progress through the CollegeNet system. Program directors and support staff should expect to receive communication from him in the future.

Several Council members requested more training on using CollegeNet. Members should email a list of desired topics/processes to Nancy in the next two days so that a tailored training can be provided by CollegeNet.

5. Council members began a preliminary discussion on whether common program outcomes should be identified for graduate programs. Vickie Kelly will research how other institutions are responding to HLC discussions of graduate program outcomes and will provide more information at the October meeting.

6. Though Council members appreciated the idea of a Midwest Symposium, many believed they would not have much student interest in participating due to how programs are structured (i.e. online courses and practicum, rather than capstone, projects). Graduate students can present posters at Apeiron and poster funding is available through the VPAA office.

7. Council members discussed potential funding options within established budgets for graduate student travel to conferences. Nancy clarified that WTE money cannot be used for graduate students. Programs should come to the September meeting with an estimate of the number of students from their areas who might be interested in travel funds, as well as suggested funding sources.

8. Council members should also come to the September meeting with specific advertising needs identified in preparation for discussion.

9. Meeting was adjourned at 1pm.

## Small Research Grant Committee Meeting

April 27, 2016

Committee members present: Gloria Dye, Kara Kendall-Morwick, Jean Marshall, Marilyn Masterson (electronically), Leslie McCullough, Freddy Sourgens (electronically) Nancy Tate (chair)

Dr. Nancy Tate provided an overview of the small research grant committee's duties and responsibilities.

\$35,000 is available to award for the Major research and the small research grants. The pattern of the committee is to award close to ½ of the total amount available in the spring meeting which leaves a remaining balance available for faculty who wish to submit a grant application in early fall.

### Major Research Grant Applications:

<b>Conner, Christopher</b>	Requested: \$9950	Denied
<b>Wohl, Roy and Lockwood, Park</b>	Requested: \$9917.94	Awarded: \$8,600
Proposal:	The Impact of a Community Wellness Program on a Lower-income Population	

### Small Research Grant Applications:

<b>Altus, Deborah</b>	Requested \$3000	Awarded: \$3000
<b>Burdick, Melanie Dahl, Patricia</b>	Requested \$1944	Awarded: \$1944
Proposal:	The Literacy Narratives of Female Ex-Offenders: Before, During and After Incarceration	
<b>Erby, Kelly</b>	Requested: \$900	Awarded: \$900
Proposal:	Restaurant Republic: The Rise of Public Dining in Boston	
<b>Park, Sangyoub</b>	Requested \$3000	Awarded: \$2,072
Proposal:	Topekan Korean School: A Little Bit More Korean	
<b>Steinroetter, Vanessa</b>	Requested \$3000	Awarded: \$2,500
Proposal:	Representations of Reading, News Media, and Communication Technologies in Southern Literature of the Civil War	

### Summary

The current total amount awarded was \$18,516 for the small and major research grants. The remaining balance is approximately \$16,000 for fall semester proposals.

September 29, 2016

Committee members present: Danielle Head (electronically), Lori Edwards, Martha Imparato Norma Juma, Rodrigo Mercader, Kara Kendall-Morwick, Leslie McCullough, Freddy Sourgens (electronically) Nancy Tate (chair)

Dr. Nancy Tate provided an overview of the small research grant committee's duties and responsibilities.

\$16,000 is available to award for the Major research and the small research grants. \$18,516 was awarded in the first meeting held in April 2016. This will complete the awarding of monies for the research awards for FY 17.

**Major Research Grant Applications:**

<b>Conner, Christopher</b>	Requested: \$5230.49	Partial Award: \$4904.13
Proposal:	LGBT Issues in an Era of Heightened Visibility	

**Small Research Grant Applications:**

<b>Averill, Tom</b>	Requested: \$500	Awarded: \$500
Proposal:	Hiring artist to help re-draw, refine images and articles, and assist enhancement of line-drawing portraits	

<b>Crawford, Barry</b>	Requested: \$3000.00	Awarded: \$3000
Proposal:	Request for professional indexing services	

<b>Goossen, Rachel</b>	Requested: \$1974.84	Awarded: \$1974.84
Proposal:	Research expenses in research of LGBTQ Mennonite Leaders and Denominational Identity	

<b>Moddelmog, Linsey</b>	Requested: \$2799.81	Awarded: \$2799.81
Proposal:	Research will involve a comparison of State-Owned and For Profit Farms in Cuba	

Summary:

The final total amount awarded in the September 2016 meeting was \$13,505.14 for the small and major research grants. The total amount awarded for FY 17 was \$32,021.14.



## Honors Advisory Board Meeting Minutes

Wednesday, September 7, 2016

Crane Room – 12:00 p.m.

Call to Order

**In Attendance:** Brian O’Neill (for Alizabeth Ballard, Admissions), Jennifer Ball, Jennifer Jenkins, Kelly Erby, Kerry Wynn (Associate Director, Honors), Martha Placeres, Matthew Cook, and Sean Stacey

I. Review of Minutes from March 2, 2015

II. Welcome to New & Old Members of the Honors Advisory Board

Alizabeth Ballard (Admissions), Brad Turnbull (Residential Living), Debbie Isaacson (SON), Dmitri Nizovtsev (Gen Ed Rep), Eric Gropitch (VPSL), Grant Waters (President HSC), Jean Sanchez (SAS), Jennifer Ball (SoBu), Jennifer Jenkins (Academic Success), John Burns (Education/Kinesiology), Katelynn Robinson (Vice President, HSC), Kelly Erby (Social Sciences), Martha Placeres (Creative & Performing Arts), Matthew Cook (Math & Natural Science), Megan Borth (WSGA), Michael Gleason (LI), Sean Stacey (Mabee Library), Vanessa Steinroetter (Humanities)

III. Honors Student Council Report

V. New Business

A. Review of Honors Advisory Board Subcommittees

1. Curriculum – purpose
  - a. Major purpose was to assist with the review of Honors Course Proposals and to help with creation of new honors courses
  - b. Need to review process for proposing courses and, in general, curriculum for honors students
2. Appeal – purpose
  - a. For students who do not get into program with extenuating circumstances
  - b. For students who fail to meet requirements two consecutive semesters with extenuating circumstances
  - c. Both Jennifer and David forwarded information to me (Michael M.) to assist in the development of a policy last semester.
  - d. Members on Curriculum Subcommittee serve on this committee as well.
3. Admission – purpose
  - a. Major purpose to assist with reviewing applications
  - b. Will schedule a meeting in which we discuss the application materials and process along with rubric used to evaluate applications.

- c. Last semester, board members agreed that students should be included on this committee so long as no identifying information was revealed.
  - 4. Scholarship – purpose
    - a. Major purpose is to assist with reviewing apps
    - b. Assist with decisions in awarding Brunt Scholarships as well as scholarships awarded at Spring Banquet
- B. Review of Course Proposals
  - 1. Preliminary review suggests that Michael M. needs to follow up with instructors and inquire about what makes the proposed courses different for honors students. Other members of the curriculum subcommittee will follow up Friday, September 9. At least one member has approved for honors offering in spring 2017.
  - 2. Will discuss our expectations at next HAB meeting concerning different requirements for honors students. Ultimately, we will want courses to provide some “enrichment” not otherwise provided (or something similar) for honors students.

## VI. Announcements

- A. Next Meeting: Wednesday, October 5, 12:00 – 12:50 (Crane)
- B. Kerry will serve as a HAB rep at Honors Student Council Meeting (Wed., 9/14 from 4:00 – 5:15), and Jennifer Jenkins will serve as HAB rep at Honors Student Executive Council Meeting (Wed., 9/21 from 4:00 – 5:15). Michael M. will follow up once a room has been reserved.

**International Education /International WTE Committee**

**Sept 15, 2016, 4-5 pm, International House**

Present: Liviu Florea, Kelly Watt, Miguel Gonzalez-Abellas, Sangyoub Park, and Baili Zhang;  
Ross Friesen attended as guest

April meeting minutes were approved.

WTE Project, “Sports Tradition, Literacy Histories and the Culture of Europe”, was discussed. Friesen addressed a few concerns by the committee. It was decided that the proposal developers would provide some clarifications to address the issue of how different pieces of the program would fit together better. Then the committee would vote by email.

Jackson’s funding request was approved pending final conference acceptance and the dean’s approval of the travel plan. (*The application was later withdrawn thus award rescinded.*)

Respectfully submitted,

Baili Zhang

## **Graduate Council Minutes**

September 26, 2016

12:00 – 1:00 p.m.

Cottonwood Room/Union

**Members Present:** Michael Rettig (ED), Pat Dahl (CJ), Bassima Schbley (SW), Vickie Kelly (AH), Jim Schnoebelen (C/L), Brenda Patzel (SON), Bob Boncella (SOBu), Kandy Ockree (SOBu), Michael McGuire (PY), Bruce Mactavish (MLS)

**Guest:** Angela Duncan (SOS)

1. Meeting was called to order at 12:00pm.

2. Motions to approve/second meeting minutes from August 29, 2016, were made; minutes approved.

3. The new admissions process is working well now for several programs. Angela Duncan from the Student One Stop clarified the following questions:

- \_Questions about CollegeNET should be directed to Nancy Tate or Zachery Hinnergardt; questions about admission policy/procedures should be directed to Angela.
- \_Electronic transcripts sent directly from the applicant's previous institutions are considered official.
- \_Hard copies of transcripts that are scanned into the system are most readable by printing them on landscape orientation.
- \_When programs receive copies of applications from International Programs, programs do not need to forward materials to Admissions; the originals will have been sent to Admissions by International Programs.
- \_Application fees are sent from CollegeNET to Washburn's finance office once per month.

Council members also advocated establishing a CollegeNET user group to share tips on working with the software. The following tips were shared at this meeting:

- \_Transcripts and letters of recommendation cannot be viewed until the applicant has submitted their application.
- \_To print HTML views, Internet Explorer should be used to avoid having information cut off.

Council members who haven't already done so should send CollegeNET training topic requests to Nancy Tate immediately so that training can be scheduled.

4. Council members continued the discussion of pursuing travel funds for graduate students to present at conferences. Since need for funds is greatest for Psychology and Criminal Justice students, Michael McGuire and Pat Dahl will work on creating a proposal for discussion with the Foundation, using the undergraduate WTE and faculty Small Grants application processes as guidance. Some guidelines the Council suggested include a breakdown of the \$20,000 proposed target, criteria for competitiveness (i.e. already accepted to present, proposed travel budget, and the local/regional/national level of the conference) and the scoring rubric, and the administration of the awards (such as Graduate Council subcommittee or Small Grants subcommittee).

5. Advertising is a priority need for many of the programs; several programs do not have any materials and those that do have very little. Most program directors expressed concern regarding the lack of communication from University administration regarding the logistical details of the new logo use, the lack of solicitation for Graduate Council feedback regarding effective ways to market programs, and the lack of openness to individualized marketing approaches put forth so far by the rebranding initiative. Council members agreed that graduate programs are too specialized to follow the undergraduate marketing techniques in which Washburn University as a brand is the focus; potential graduate students are looking for a program first and an institution second. Council members stated that graduate programs need support in the following manner to grow their programs: resources to create advertising, oversight on how programs are advertised and to whom/where ads are targeted, and deans to act as program advocates.

6. Several programs have been getting requests from applicants regarding funding/scholarship options. Programs should contact the Foundation for a list of scholarships available to graduate students beyond those available through the academic units.

7. Meeting was adjourned at 1pm.