

**Washburn University
Meeting of the Faculty Senate
April 16, 2018
3:00 PM – Forum Room, BTAC**

- I. Call to Order**
- II. Approval of the Faculty Senate meeting minutes of March 26, 2018 (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:**
 - **Approval of the Academic Affairs Committee meeting minutes of March 12, 2018 (pp. 5-7)**
 - **Approval of the Faculty Affairs Committee meeting minutes of March 12, 2018 (pp. 8-9)**

- VII. University Committee Reports:**
 - **Receipt of the Graduate Council meeting minutes of February 26, 2018 (p. 10)**
 - **Receipt of the Library Committee meeting minutes of March 28, 2015 (p. 11)**
 - **Receipt of the International Education meeting minutes of February 15, 2018 (p. 12)**
 - **Receipt of the Faculty Handbook Committee meeting minutes of March 14, 2018 (p. 13)**
 - **Receipt of the Faculty Handbook Committee meeting minutes of March 16, 2018 (p. 14)**

- VIII. Old Business:**
 - **18-9 Faculty Senate Constitution Task Force (p. 15)**
 - **18-19 MEd High Incidence Special Education Change (p. 16)**
 - **18-20 Bachelor of Science in Criminal Justice Degree Name Change (p. 17)**
 - **18-21 BSN Curricular changes to meet 120 credit hour requirement (pp. 18-19)**
 - **18-22 Handbook Revision-Faculty Roles and Responsibilities Part 2 (pp. 20-25)**
 - **18-23 Handbook Revision-Absence of Instructor (pp. 26-27)**
 - **18-24-Handbook Revision-Structure of Board of Student Media (p. 28-30)**
 - **18-25 Handbook Revision-Copyright Materials (pp. 31-32)**
 - **18-26 Handbook Revision-SOL Honor Code (p. 33)**
 - **18-27 Handbook Revision-Educational Assistance Policy (p. 34)**

- IX. New Business: NONE**

- X. Information Items:**
 - **Creation of Community Engagement Prefix (p. 35).**
 - **120 Hour Requirement Changes Update (see attachment)**
 - **Student Code of Conduct (p. 36)**
 - **Information Item-Faculty Handbook Substantive Changes Approved By Ad Hoc Committee (see attachment)**

- XI. Discussion Items: NONE**
- XII. Announcements:**
- XIII. Adjournment**

**Washburn University
Meeting of the Faculty Senate
March 26, 2018
3:00 PM – Forum Room, BTAC**

PRESENT:

Barker, Cook, Erby, Fredrickson, Grant (Emily), Grant (Erin), Hockett, Jackson, Jolicoeur, Krug, Kwak, Mansfield, Mazachek, Memmer, Modellmog, Petersen, Prasch, Schmidt, Schnoebelen, Scofield, Sheldon, Sourgens, Stacey, Steffen, Todwong, Wasserstein, Watson, Watt, Wohl, Worsley

ABSENT:

Black, Garritano, Hickman, Mark, Ockree,

GUESTS:

Jones, Ricklefs, Smith, Youse

- I. **President Schmidt called the meeting to order at 3:02pm.**
- II. **The Faculty Senate minutes of March 5, 2018 were approved.**
- III. **President's Opening Remarks:**
 - **President Schmidt recognized McKinlaye Harkavy who discussed changes to New Student Orientation for the coming summer.**
- IV. **Report from the Faculty Representative to the Board of Regents:**
 - **Worsley noted that the Washburn Board of Regents will meet this Wednesday to talk about the indoor practice facility to discuss plans and costs. She also noted that this was the only agenda item for this meeting and that there are three different options to consider. Schmidt noted that they are considering less costly options. Wohl asked Schmidt (or another representative at the meeting) to ask if the facility could be used for academic purposes; Mazachek said she would ask about this issue.**
- V. **VPAA Update—Dr. JuliAnn Mazachek:**
 - **Mazachek noted that the NSO changes presented by Harkavy are a crucial aspect of the campus change to a 120-hour graduation requirement, and discussed how Bearman's team will be involved in this process. She noted that it is vital for both parents and students to hear this information.**
 - **Mazachek noted that the new learning collaborative (the new type of student management system) will be demonstrated at the next General Faculty meeting and will involve a new App and changes to Outlook. The changes to Outlook, specifically concerns with giving students access to faculty calendars for advising, were discussed. Mazachek encouraged everyone to attend the training sessions, and reminded everyone that such strategies are focused on improving our graduation rates.**
 - **Mazachek said that Washburn is pursuing the Carnegie classification as a community-engaged campus, a unique designation that only comes up every five years, that will clarify our uniqueness amongst Kansas schools (as none others are currently classified in this manner). She said that Ellis will be invited to discuss the designation with the Senate in the near future.**

VI. Faculty Senate Committee Reports:

- The Faculty Affairs minutes of November 27, 2017 were approved.
- The Academic Affairs minutes of January 29, 2018 were approved.
- The Academic Affairs minutes of February 26, 2018 were approved.

VII. University Committee Reports:

- The Library Committee minutes from February 21, 2018 were received.
- The Assessment Committee minutes from March 8, 2018 were received.
- The Interdisciplinary Studies Committee minutes from March 12, 2018 were received. Schmidt noted that the new prefix of "CE" discussed in this meeting will need to come through the Senate for approval.
- The Sabbatical Committee minutes from January 12, 2018 were received.
- The Sabbatical Committee minutes from February 14, 2018 were received.

VIII. Old Business:

- 18-10 BA in Religious Studies Change (with addendum added) was presented by Jones. Worsley moved to pass the amendment as designated in the agenda; the amendment passed. Cook wondered if the change in thesis hours was going to have to go through channels. Smith noted that it will only have to go through the CAS. The motion passes and will go forward as an information item to General Faculty (Gen Fac).
- 18-11 Minor in Social Work was presented by Ricklefs. Watt asked why minors wouldn't be allowed to take part in the research practicum. Ricklefs responded that the minor provides more of an overview of the degree that wouldn't require such in-depth knowledge. The motion was approved and will be forwarded to Gen Fac for approval.
- 18-12 New BA in Kinesiology in Health and Fitness Promotion was presented by Wohl. The motion was approved and will be forwarded to Gen Fac for approval.
- 18-13 New BS in Kinesiology with Exercise and Rehabilitation Science was presented by Wohl. The motion was approved and will be forwarded to Gen Fac for approval.
- 18-14 New Minor in CIS with Concentration in Digital Forensics was presented by Barker. It was moved and approved that 18-15 (Minor in CIS) would be considered together with 18-14. Wohl wondered if minors should have concentrations or would it just be a minor in Digital Forensics. Barker said that such an emphasis was necessary to distinguish the particular emphasis in these classes, but added that he wouldn't object to altering the label of the minor to clarify such confusion. Watt wondered why the classes under Digital Forensics were so specific. Barker said this was necessary to show the emphasis in Digital Forensics. Barker moved that it should be amended to remove the words "with concentration" from the title of the minor to eliminate confusion regarding the term "concentration" being included. The amendment was approved. The motion to accept both minors was approved and both will be forwarded to Gen Fac for approval.
- 18-16 New Program Applied Statistics was presented by Cook. The motion was approved and will be forwarded to Gen Fac for approval.
- 18-17 Undergraduate Student Level Classifications was presented by Worsley. Prasch noted that he felt this new language adequately addressed the points that came up at the last Senate meeting. The motion was approved and will be forwarded to Gen Fac for approval.
- 18-18 Modification to Handbook – Student Evaluation of Faculty was presented by Modellmog. Modellmog noted that this was really just a wording change from "course evaluation" to "student perception." Prasch offered a friendly amendment to strike

“accordingly” from the last line above financial implications. The motion was approved as amended and will be forwarded to Gen Fac as an information item.

IX. New Business:

- **18-9 Faculty Senate Constitution Task Force (First Reading) was presented by Schmidt. Petersen wondered if this proposal was designed to just ensure continuity or if there are other issues that may be addressed by such a task force. Petersen asserted that this might help increase faculty participation in important matters, and wondered if such a charge should be written in to this proposal. Barker said he hoped that those on this task force could ask if they were confused about what they could do. Watt said that some general framework might help orient task force members. Mansfield asked if past senators could be included in this task force. Schmidt said that he hoped so. The motion was closed on first reading.**

X. Information Items: NONE

XI. Discussion Items: NONE

XII. Announcements:

- **Prasch announced that the 1985 film *A Handmaid's Tale* with discussion will be on Wednesday, March 28 in Henderson 107.**
- **Wasserstein announced that Kij Johnson will read from and sign copies of her new novel *The River Bank* in the Carole Chapel on Thursday, March 29 at 4:00pm.**

XIII. President Schmidt adjourned the meeting at 4:00pm.

Academic Affairs Committee Minutes
March 12, 2018
3:00 – 4:00pm; Cottonwood Room

Present: Sarah Cook, Anne Fredrickson, Jason Jolicoeur, Sungkyu Kwak, Tom Prasch, Kandy Ockree, Caren Dick, Melanie Worsley, Nancy Tate (ex officio)

Guests: Roy Wohl, Chris Jones, Tonya Ricklefs, Rhonda Peterson Dealey, Bruce Mechtly, Steve Grenus

1. The meeting was called to order at 3:02pm.
2. The minutes from the January 29, 2018, and February 26, 2018, meetings were approved and will be forwarded to Faculty Senate.
3. A motion and second were made to discuss new business/action items first; the committee approved.
4. Action Items:
 - a. New Minor Degree in Social Work
 - i. The agenda item was introduced by Chair Worsley.
 - ii. A motion and second were made to discuss the agenda item.
 - iii. Committee members asked for clarification on what the minor would prepare students to do. Social Work faculty explained that the minor would assist students in several majors, such as Criminal Justice, in approaching their professional career from a broader perspective. In addition, while the minor is not a certificate, it can help MSW applicants without a BSW degree meet some of the prerequisites for the MSW program.
 - iv. A motion was made and seconded to approve the agenda item. The committee approved and the item will be forwarded to Faculty Senate.
 - b. BA in Religious Studies Change
 - i. The agenda item was introduced by Chair Worsley.
 - ii. A motion and second were made to discuss the agenda item.
 - iii. The Religious Studies faculty member explained that the proposal aims to modernize the major with current trends in the field, as well as adjust the number of required major hours to match the number of faculty in the discipline. The committee expressed concern that only 19 Religious Studies prefixed credit hours were required for the major. Following discussion and examination of the 2017-2018 Undergraduate Catalog, in which Philosophy courses carry the same weight as Religious Studies courses toward the RG major, the committee was satisfied that the BA requirement of a minimum of 24 major credit hours was being met.
 - iv. A motion was made and seconded to approve the agenda item. The committee approved and the item will be forwarded to Faculty Senate. In addition, Chair Worsley will notify CAS of the concern raised above regarding the potential need to add language that clarifies the practice of counting Philosophy courses as equal to Religious Study courses in meeting the major courses credit hour requirement for the BA degree.
 - c. MEd Special Education High Incidence Change
 - i. The agenda item was introduced by Chair Worsley.
 - ii. A motion and second were made to discuss the agenda item.
 - iii. Chair Worsley recommended the agenda item be sent to the Graduate Council.
 - iv. A motion was made and seconded to forward the agenda item. The committee approved and the item will be forwarded to Graduate Council.

- d. New BA in Kinesiology in Health and Fitness Promotion
 - i. The agenda item was introduced by Chair Worsley.
 - ii. A motion and second were made to discuss the agenda item.
 - iii. Committee members did not have concerns with the proposal.
 - iv. A motion was made and seconded to approve the agenda item. The committee approved and the item will be forwarded to Faculty Senate.
- e. New BS in Kinesiology with Exercise and Rehabilitation Science
 - i. The agenda item was introduced by Chair Worsley.
 - ii. A motion and second were made to discuss the agenda item.
 - iii. Committee members did not have concerns with the proposal.
 - iv. A motion was made and seconded to approve the agenda item. The committee approved and the item will be forwarded to Faculty Senate.
- f. New Minor in CIS with Concentration in Digital Forensics
 - i. The agenda item was introduced by Chair Worsley.
 - ii. A motion and second were made to discuss the agenda item.
 - iii. Following discussion regarding required CIS courses and the potential for “hidden prerequisites,” as well as the fact that CM 101 would not count toward the minor, the committee recommended amending the agenda item to include the following additional information: courses must include CM 111 and CM 245; CM 101 will not count toward the minor.
 - iv. A motion was made and seconded to approve the amendment. The committee approved and a motion was made and seconded to approve the amended agenda item. The committee approved and the amended agenda item will be forwarded to Faculty Senate.
- g. New Minor in CIS
 - i. The agenda item was introduced by Chair Worsley.
 - ii. A motion and second were made to discuss the agenda item.
 - iii. Following discussion regarding required CIS courses and the potential for “hidden prerequisites,” as well as the fact that CM 101 would not count toward the minor, the committee recommended amending the agenda item to include the following additional information: courses must include CM 111 and CM 245; CM 101 will not count toward the minor.
 - iv. A motion was made and seconded to approve the amendment. The committee approved and a motion was made and seconded to approve the amended agenda item. The committee approved and the amended agenda item will be forwarded to Faculty Senate.
- h. New Program in Applied Statistics
 - i. The agenda item was introduced by Chair Worsley.
 - ii. A motion and second were made to discuss the agenda item.
 - iii. Committee members asked for clarification on what Applied Statistics would prepare students to do. The Mathematics and Statistics faculty member explained that it would provide students the necessary background for data analytics.
 - iv. A motion was made and seconded to approve the agenda item. The committee approved and the item will be forwarded to Faculty Senate.
- i. Revised General Education Requirements
 - i. The agenda item was introduced by Chair Worsley.
 - ii. A motion and second were made to discuss the agenda item.
 - iii. Committee members expressed concern with how approval would affect CAS requirements for BA and BS degrees, and if approval would supplant the CAS governance process.

- iv. A motion was made and seconded to table the agenda item pending recommendations from CAS and other programs that would be affected by this change (i.e. programs with 12 credit hours or more required in a general education attribute). The committee approved tabling the item.
5. Old Business:
- a. Student Classification Hours Undergraduate Catalog Language
 - i. The agenda item was introduced by Chair Worsley.
 - ii. A motion and second were made to discuss the agenda item.
 - iii. The committee discussed revisions to the draft, clarifying who can approve exceptions and specifying that it may be necessary for students, in consultation with their advisors, to begin taking upper-level courses in the sophomore year in order to complete a degree program in four years.
 - iv. A motion was made and seconded to the modified draft. The committee approved and the modified draft will be forwarded to Faculty Senate.
6. A motion and second were made to adjourn the meeting; the committee approved and adjourned at 4:21pm.

Faculty Affairs Committee
March 12, 2018 Meeting Minutes

1. Meeting was called to order at 12:04 p.m.
2. **Minutes** from February 26, 2018 were approved.
3. **Modification to Handbook – Student Evaluation of Faculty:** Discussion regarding the use of the word “perception” as opposed to evaluation. Roy Wohl stated he thought if this was going to be used to evaluate faculty, it should be called an evaluation, not a perception. Point was made that students do have the background to provide feedback about their perceptions of their experience in a class. Roy Wohl stated these perceptions or evaluations should be used in a better way, or they should not count.

Rick Barker commented that evaluations and perceptions should not be the only thing used to evaluate faculty. He stated that perception, to him, implies less importance of a student opinion, with evaluation being more stringent. Rick shared his frustrations with student evaluations and perceptions being used for improving instruction.

Roy was concerned about how the new forms will be used regarding promotion and tenure and consistency of their use. Rick Barker said that was by department and a conversation about the response rate on the evaluations from students being low, and students doing better in a class are more likely to complete evaluation.

Roy Wohl stated his concern about the wording indicating information from these surveys, along with other methods, **are used:**

Information from these surveys, along with other methods, are used for the purposes of professional development of teaching, annual evaluations, promotion, and tenure. Accordingly, **each regular semester** schools and departments are encouraged to use the **will administer** student evaluations for purposes of professional development. **perception surveys.**

Roy Wohl suggested changing “are used” to “may be used” the discussion ended with leaving the verbiage as “are used”.

Bobbie Mansfield shared her perspective from the School of Nursing grad program, as a faculty, they have had to work hard to bring forward data from students, and they value student feedback.

Barbara Scofield asked the committee to consider the meaning of “regular semester” because there are 8 week classes.

Rick Barker moved to amend verbiage to remove accordingly, each regular semester to read “accordingly, for each course taught.”

Roy Wohl seconded the motion and it passed. The agenda items was approved with the following amendments:

Student evaluations can be **perceptions provide** helpful information for faculty members who may want to consider strengthening **as they strengthen** their teaching techniques. through professional development. **Information from these surveys, along with other methods, are used for the purposes of professional development of teaching, annual evaluations, promotion, and tenure. Accordingly, each regular semester** Schools and departments are encouraged to use the **will administer** student evaluations for purposes of professional development. **perception surveys- accordingly for each course taught.**

4. **Meeting was adjourned at 12:45 p.m.**

Graduate Council Meeting Minutes
February 26, 2018
12:00 – 1:00 p.m.
Lincoln Room/Union

1. It was moved and seconded to approve the minutes from January 29, 2018. Motion carried.

2. An in-depth discussion occurred regarding the implementation of graduate USLOs. The following decisions were made:
 - a. Every program will use the same rating scale as is used for undergraduate USLOs (0 – Not Observed; 1 – Beginning; 2 – Developing; 3 – Target; 4 – Advanced)
 - b. The rubrics for communication, critical thinking, and ethical decision making will be sent to academic program directors
 - c. Each program will decide how to map their program-level ratings to the USLO rubrics
 - d. USLO information will be reported on the annual program assessment report
 - e. The information will be reported in the aggregate on a staggered basis (1 USLO reported each year).
 - f. Programs will collect the data annually and report it for the relevant USLO on the established rotation schedule.

3. A question was posed regarding the graduate graduating student survey and two questions which appear on the undergraduate graduating student survey. The consensus was that these two questions should be deleted from the graduate version of the survey.

4. The discussion regarding graduate enrollment was postponed until the March meeting; however, programs will confirm that they provided their projections regarding next academic year's graduate enrollment numbers to Kelly Mourning-Byers to compile for Juli.

5. Concern was expressed that program directors had not yet received the CollegeNet spreadsheet regarding applicant records from Blake. Nancy Tate agreed to contact Blake Cauble-Johnson regarding this concern.

Library Committee Minutes

WEDNESDAY

March 28, 2018

Room 105

4:00 p.m.

The Library Committee convened in Mabee Library/CSSR at 4:00PM. The following members were present: Dr. Bearman, Mr. Bird, Dr. Chamberlain, Dr. Conner, Dr. Menninger-Corder, Dr. Huff, Dr. Murphy, Mr. Naylor, Dr. Nebel, Dr. Porta, Dr. Smith, Ms. Tenny, and Dr. Thomas. Dr. Adem, Dr. Grimmer, Dr. Hull, and Dr. Perret sent word they would be unable to attend.

Discussion centered on the Database/Journal Survey. Dr. Bearman expressed appreciation to all faculty who assisted the Library in their database/journal evaluation. This was part of the Libraries overall continuous assessment/evaluation process. All committee representatives should have received a survey of their departmental journals and electronic resources to share with their colleagues. If you have not heard from your library liaison about this process, please let Associate Dean Bird know (x1550). If you have any questions or concerns, your Liaison, Dr. Bearman, or Associate Dean Bird can come to a departmental meeting to explain the process in more detail.

There will be no more meetings this semester unless budget information becomes available.

Meeting adjourned at 4:15PM

Respectfully submitted

Ginger D. Webber

Administrative Specialist

International Education /International WTE Committee

Feb. 15, 4-5 pm, International House

Attending: Bob Beatty, Ross Friesen, Zach Frank, Lara Rivera, Liviu Florea, Miguel Gonzalez–Abellas, Nancy Tate, Alex Glashausser, and Baili Zhang

Minutes of Jan 25th meeting minutes were approved.

Zhang reported that four student groups would visit Washburn / Topeka in the next month and half: Fukuoka University main group, Fukuoka University Nursing School group, Chiba University of Commerce group, and Quzhou (China) group.

Rivera reported that the SON was working on a study abroad program in Guatemala for the DNP students.

Florea reported the SoBU just hosted a visiting scholar from Paraguay, Cesar Villanueva.

Beatty reported he had just finished a 30-minute documentary about North Korea and that four Political Science students planned to study at Maynooth in Ireland.

Glashausser reported the Law School just approved a new study abroad program at Osaka University Law School.

Gonzalez–Abellas reported that two students from the MFL department were currently spending the semester studying in Mexico and Germany.

Juma's funding request for \$1,500 was approved.

Respectfully submitted,

Baili Zhang

Faculty Handbook Committee Minutes
Martin Board Room
March 14, 2018

Present: JuliAnn Mazachek, Nancy Tate, Marc Fried, Laura Stephenson, Pat Munzer, David Sollars, Cheryl Childers, Zach Frank, Paul Byrne, Jane Carpenter, Lori McMillan, Shaun Schmidt, Kelly Watt.

1. Meeting was called to order at 12:04 p.m.
2. **Minutes** from February 21, 2018, were approved.
3. **Red Text in Handbook** – Update on Final Approval Process: Nancy developed a table of changes and shared with the committee. Discussion regarding the substantive changes approved by the general faculty during the tenure of the ad hoc Faculty Handbook Review Committee. It was suggested that a note be added regarding the substantive changes noting they were reviewed by academic and administrative personnel.
4. **Misc Faculty Handbook Revisions-** Revision to Student Media Board membership, was updated to add a community member. Discussion by committee regarding amending Section 2. The purpose of the Board of Student Media amended to set policies for student media, instead of publications.
5. **Absence of Instructor Policy**-Update policy to include online classes. Update Section Six XIV Absence of the Instructor from Class paragraph to note that travel authorization forms are available online. Discussion about adding a paragraph regarding absence as a result of emergencies. Update wording to reflect the Chairperson and or Dean should be notified of absences of instructors teaching face-to-face and online classes.
6. **Copyright Materials Policy, Educational Assistance Policy, Probation Reinstatement Committee, School of Law Honor Code and Student Conduct Code Update in Faculty Handbook** were put to an online vote and were approved and sent forward as agenda items to Faculty Affairs.
7. **Procedures for Non-Reappointment and Termination**-discussed briefly at end of meeting. Marc Fried gave an update for those who could stay, as he will not be at the March 28 meeting. A change to the date in section D, item number three, in the Procedure for Notice of Non-Reappointment was discussed after some of the committee members had to leave. It was suggested to change this date to June 30 to accommodate faculty on 12-month contracts. Change is highlighted in the attachment. April 11 meeting will be for discussion of this agenda item.
8. **Meeting was adjourned at 1:12 p.m.**

Faculty Handbook Committee Minutes
Agenda items voted on via email
March 16, 2018

A quorum of email ballots were returned.

Agenda items voted on:

1. Educational Assistance Policy
2. Probation Reinstatement Committee
3. School of Law Honor Code
4. Student Conduct Code Update in Faculty Handbook

Shaun Schmidt made motion to approve all, motion was seconded by Jane Carpenter.

All agenda items were approved by a majority email vote. 11 committee members voted “yes” to all four items.

FACULTY AGENDA ITEM NO 18-9

Date: *March 26, 2018*

Submitted by: *Shaun E. Schmidt, 2265*

SUBJECT: *TASK FORCE ON FACULTY SENATE CONSTITUTION*

Description: The Faculty Senate directs the Executive Committee of the Faculty Senate to create a task force to review the Faculty Senate Constitution during the 2018-2019 academic year. This Task Force is charged with 1) issuing a report to the Faculty Senate and 2) making recommendations for changes to the Constitution, sections of the Faculty Handbook specifically dealing with the Faculty Senate Constitution, and/or any other standing procedures or rules of the Faculty Senate or its Subcommittees.

- The Executive Committee of the Faculty Senate will appoint the Task Force.
- The Task Force will be comprised of approximately 12 members and will consist of faculty or emeritus faculty from each academic unit. The Vice President of Academic Affairs (or designee) will serve as a non-voting member.
- The Task Force will investigate any aspects of the Faculty Senate to determine any strengths and weaknesses. Given any weaknesses, the Task Force will research alternatives and where appropriate bring forward to the Faculty Senate recommendations for changes.
- The Vice President for Academic Affairs' office will provide administrative support for this Task Force.
- The Task Force will stay apprised of work being done by the Faculty Handbook Committee so as to limit any duplicated work.

Rationale: The Faculty Senate was first convened on May 3rd of 2005. Over the ensuing years a number of amendments to the constitution have been proposed and passed that have slowly evolved the Faculty Senate over time. What is proposed herein is to take a composite look at the Faculty Senate; and based on thirteen years of data, determine whether the duties of the Faculty Senate as described in Section 1.C. are being fulfilled or where possible improvements may be made in terms of organizational structure.

Financial Implications: *None*

Proposed Effective Date: *Upon passage by Faculty Senate*

Request for Action: *Approval by FS*

Approved by:

Faculty Senate on date

Attachments Yes No

FACULTY AGENDA ITEM NO 18-19

Date: 3/5/2018

Submitted by: Laura Stephenson, CAS Dean, ext 1561

SUBJECT: MEd SPECIAL EDUCATION HIGH INCIDENCE

Description: Remove the requirement for ED 668. Decrease the number of required hours for the M.Ed. in High Incidence Special Education from 36 to 33 credit hours.

Rationale: We are requesting this change to the High Incidence M.Ed. to reduce the number of hours for the graduate spec ed program from 36 to 33. We would like to take out the curriculum. ED 668 (curriculum class) does not address any of the specific spec ed standards. All of the special education standards are addressed in the remaining course in the program. Further, reducing the number of hours, and hence the costs, may help to make us more competitive.

Financial Implications: None Proposed Effective Date: *Fall 2018*

Request for Action: *Approval by GC/FS/Gen Fac/WUBOR*

Approved by: GC on 3/26/2018

Faculty Senate

General Faculty

WUBOR

Attachments Yes No

FACULTY AGENDA ITEM NO 18-20

Date: March 27, 2018

Submitted by: Melanie Worsley, Criminal Justice and Legal Studies (ext. 1410)

SUBJECT: *Bachelor of Science in Criminal Justice Degree Name Change*

Description: The Criminal Justice and Legal Studies Department would like to change the name of the criminal justice four-year undergraduate degree from the Bachelor of Science in Criminal Justice (BSCJ) to the Bachelor of Criminal Justice (BCJ).

Rationale: The BSCJ curriculum is more in line with a BCJ degree than a BSCJ degree. A BCJ degree prepares students for a career in the criminal justice field, and the current program curriculum requires students to take specialized criminal justice courses. Changing the degree name to the Bachelor of Criminal Justice will reflect this specialization. This would be simply a degree name change; none of the degree requirements will change as a result of going from a BSCJ to a BCJ.

Financial Implications: None

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

Request for Action: *Approval by AAC/FS/Gen Fac/WU BOR*

Approved by: *AAC on 4/2/2018*

Faculty Senate on date

General Faculty

WU BOR

Attachments Yes No

FACULTY AGENDA ITEM NO 18-21

Date: April 9, 2018

Submitted by: Dr. Monica Scheibmeir Dean School of Nursing Phone # 670-1900

SUBJECT: BSN curricular changes to meet 120 credit hour requirement for degree completion

Description: Upper and lower division curriculum changes to decrease credit hours to bring program in line with 120 credit hour graduation requirement

Rationale: To meet the 120 credit hour requirement for the Bachelor of Science degree, the School of Nursing administration and faculty created a three-part approach to this process. The first change took place in the prerequisite course requirements. The second change occurred in allowing social science general education courses to meet the requirements for the 9 social science credit requirements. The third change occurred in the upper division nursing courses.

A summary of the three changes are noted here:

- Removed HS 131 as a prerequisite requirement. This reduced the lower level course requirements by 3 credit hours.
- Allow 6 of the 9 social science credits to come from general education approved social science courses. This change did not affect the total credits required for the BSN program.
- Removed one credit from the NU 446 Psychiatric Mental Health Nursing/Practicum course. This reduced the upper division nursing credits by 1 credit hour. We will be proposing a new course number for the Psychiatric Mental Health Nursing/Practicum course once we have received final approval.
- The total credit reduction is 4 credits which allows the BSN program requirements to be met in 120 credit hours.

Current Curriculum	Credit Hour	Proposed New Curriculum	Credit Hour Change	Rationale for change
HS 131 Human Growth and Development	3	Remove HS 131 as a prerequisite to the BSN program	Decreased prerequisite courses by 3 credit hours	The BSN program has growth and development content in the upper division nursing courses. This meets the Kansas State Board of Nursing Education Regulation 60-2-104 (c) (2).
Social Science requirements:	9 total credits	PY 100 Introduction to Psychology	No change in total credit hour	Allow some flexibility with pre-nursing

PY 100 Introduction to Psychology AN 112 Cultural Anthropology SO 100 Introduction to Sociology		6 other credits from Social Science general education approved courses-may take AN 112 or SO 100	requirements	students to explore other social science courses as part of a liberal arts foundation to their nursing degree.
NU 446 Psychiatric Mental Health Nursing/Practicum	4	In the 4 credit NU 446 course, currently 3 credits are assigned to the didactic portion of the course, and 1 credit is allotted to the practicum experience. With the change, there will be no reduction in the amount of clinical hours for the NU 446 course; Instead, there will be a 1-credit reduction in the didactic portion of the course.	Reduced the didactic credit hour from 3 to 2	Mental health issues are covered in almost all of the other upper division nursing courses. Reducing the didactic credit allocation in this course could be handled more easily than other potential reductions in other upper division nursing courses.

Financial Implications: There will be no change in expenses for the School of Nursing. The School of Nursing will lose 1 credit hour of tuition (current rate at \$339/credit hour). There will be potential lost revenue in the Human Services Department by not requiring HS 131 as a prerequisite course.

Proposed Effective Date: Fall 2018 semester

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

Approved by: *AAC on 4/2/2018*

FAC on date

Faculty Senate on date

Attachments Yes No

FACULTY AGENDA ITEM NO 18-22

Date: March 14, 2018

Submitted By: Faculty Affairs Committee

Subject: Proposal to Amend Faculty Handbook – Faculty Roles and Responsibilities (Part 2)

Description: The ad hoc Faculty Handbook Revision Subcommittee comprised of faculty members from the College and four Schools recommended the language of several sections of the Faculty Handbook be modified to more accurately reflect current practice prior to disbanding. In addition, based on a thorough review of the Faculty Handbook by a subcommittee of the standing Faculty Handbook Committee a few minor recommendations were recommended.

Current

Proposed

Current	Proposed	
<p>One VII.B.3.1.</p> <p>An academic/sweet sabbatical committee shall be composed of one member from each major academic unit and from each division within the College of Arts and Sciences, chosen by those units. Appointees must be tenured faculty. The term of service is two years on a staggered basis.</p>	<p>Move to: One VII.E.11.</p> <p>This committee shall review and recommend the awarding of both academic and sweet sabbaticals to the vice president for academic affairs and the president. An academic/sweet sabbatical committee shall be composed of one member from each major academic unit and from each division within the College of Arts and Sciences, chosen by those units. Appointees must be tenured faculty. The term of service is two years on a staggered basis.</p>	<p>Comments regarding proposed changes:</p> <p>This committee used to be a subset of the Faculty Affairs Committee; however, at the 5/11/10 General Faculty Meeting the method of selecting members was changed. It no longer fits under the Faculty Affairs Committee and needs to be listed as a committee under the list of Advisory Committees. It is also missing a committee charge which has been added.</p>
<p>Five XI.C. C. Academic Sabbatical Leave</p> <p>The Academic Sabbatical Leave Program at Washburn University is designed to allow faculty members the opportunity for research and study, which will enable them to enrich substantially their teaching effectiveness and/or engage in a substantial scholarly project. Faculty member may use academic sabbatical leave to develop expertise outside their own academic discipline for the purpose of enhancing teaching</p>	<p>Five XI.C. C. Academic Sabbatical Leave</p> <p>The Academic Sabbatical Leave Program at Washburn University is designed to allow faculty members the opportunity for research and study, which will enable them to enrich substantially their teaching effectiveness and/or engage in a substantial scholarly project. Faculty are not required to engage in their university, school, and departmental obligations during the sabbatical leave. Faculty</p>	<p>Comments regarding proposed changes (ad hoc subcommittee): Clarify that faculty on academic sabbatical leave are not required to engage in university obligations while on leave, to clarify the eligibility and frequency and procedures for sabbaticals, and to clarify the guidelines to be used in the determination of the awarding of academic sabbaticals.</p>

<p>abilities. ...</p> <p>1. Eligibility and Frequency</p> <p>a. Only full-time faculty members who have been considered full-time teaching faculty at Washburn University for at least the six years preceding the date of application shall be considered eligible.</p> <p>b. A faculty member who receives a leave becomes eligible every seventh year of full-time teaching.</p> <p>...</p> <p>3. Restrictions</p> <p>...</p> <p>b. Grants normally will be made only if no full-time faculty replacement is required. To support the leave, course offerings may be reduced, delayed, or assigned to other members of the academic unit with their consent for one semester. In extraordinary circumstances in which the program would be seriously affected, adjunct faculty can be used to help meet assignments. If the whole year is opted, adjunct instructors will be used up to the extent of one-half the salary of the grantee.</p> <p>4. Application Procedure</p> <p>The applicant must complete the form designated by the Academic Sabbatical Committee</p>	<p>member may use academic sabbatical leave to develop expertise outside their own academic discipline for the purpose of enhancing teaching abilities. ...</p> <p>1. Eligibility and Frequency</p> <p>a. Only full-time faculty members who have been considered full-time teaching faculty at Washburn University for at least the six years preceding the date of application shall be considered eligible.</p> <p>b. A faculty member who receives a leave becomes eligible every seventh year of full-time teaching.</p> <p>b. Once a faculty member receives a leave, he/she may apply for another academic sabbatical in his/her sixth additional year of full-time service.</p> <p>...</p> <p>3. Restrictions</p> <p>...</p> <p>b. Grants normally will be made only if no full-time faculty replacement is required. To support the leave, course offerings may be reduced, delayed, or assigned to other members of the academic unit with their consent for one semester. In extraordinary circumstances in which the program would be seriously affected, Adjunct faculty can may be used to help meet a portion of the course assignments. If the whole year is opted, adjunct instructors will be used up to the extent of one-half the salary of the grantee.</p> <p>4. Application Procedure</p> <p>The applicant must complete the form designated by the Academic Sabbatical Committee and available from the Vice</p>	
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<p>and available from the Vice President for Academic Affairs office. The completed form must be submitted to the Vice President for Academic Affairs by November 15th of the year preceding the academic year during which the academic sabbatical leave would be taken.</p> <p>The application should contain a written description of the type of study to be undertaken or work to be done in terms understandable to persons not specialists in the applicant's academic discipline. The proposed dates of the academic sabbatical leave should be included along with costs and other anticipated sources of support.</p> <p>a. Value of the project. The applicant should demonstrate that the project will either:</p> <ol style="list-style-type: none"> 1) enable the applicant to produce or to make substantial progress toward producing significant scholarly work or 2) substantially enhance the applicant's teaching effectiveness by increasing his/her body of knowledge or skills. <p>b. Evidence which effectively demonstrates the value of the project might be, but is not limited to:</p> <ol style="list-style-type: none"> 1) evidence that the work contemplated will be of high quality, will constitute a contribution to an academic field and is likely to be completed successfully; 2) evidence that the project contemplated will enable the applicant to assume additional courses of study to be taught; 3) evidence that the project will directly benefit the University. <p>c. Why leave justified. The</p>	<p>President for Academic Affairs office. The completed form must be submitted to the Vice President for Academic Affairs by November 15th on the designated date of the year preceding the academic year during which the academic sabbatical leave would be taken.</p> <p>The application should contain a written description of the type of study to be undertaken or work to be done in terms understandable to persons not specialists in the applicant's academic discipline and addressing the value of the project as set out below. The proposed dates of the academic sabbatical leave should be included along with costs and other anticipated sources of support.</p> <p>a. Value of the project. The applicant should demonstrate that the project will either:</p> <ol style="list-style-type: none"> 1) enable the applicant to produce or to make substantial progress toward producing significant scholarly work or 2) substantially enhance the applicant's teaching effectiveness by increasing his/her body of knowledge or skills. <p>b. Evidence which effectively demonstrates the value of the project might be, but is not limited to:</p> <ol style="list-style-type: none"> 1) evidence that the work contemplated will be of high quality, will constitute a contribution contribute to an academic field and is likely to be completed successfully; 2) evidence that the project contemplated will enable the applicant to assume additional courses of study to be taught; 3) evidence that the project will 	
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<p>applicant should explain the scope, nature, or location of the project that makes it difficult or impossible to carry out as part of the normal activity expected of Washburn University full-time teaching faculty.</p>	<p>directly benefit the University.</p> <p>c. Why leave justified. The applicant should explain why the scope, nature, or location of the project that makes it difficult or impossible to carry out as part of the normal activity expected of Washburn University full-time teaching faculty.</p>	
<p>Five.XI.D. Sweet Summer Sabbatical</p> <p>4. ...</p> <p>Applications are due in the office of the Vice President for Academic Affairs no later than the end of January in the spring semester for the coming summer from the applicant's department chair (when applicable) and dean.</p>	<p>Five.XI.D. Sweet Summer Sabbatical</p> <p>4. ...</p> <p>Applications are due in the office of the Vice President for Academic Affairs no later than the end of January in the spring semester for the coming on a designated date not earlier than November 1 prior to the summer sabbatical from the applicant's department chair (when applicable) and dean.</p>	<p>Comments regarding the proposed changes (ad hoc subcommittee): Add flexibility to the application and submission deadline.</p>
<p>Three.II.E. University Policy on Faculty Tenure</p> <p>E. 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 three 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.</p>	<p>Three.II.E. University Policy on Faculty Tenure</p> <p>E. Beginning with appointment to the rank of full-time instructor assistant professor or a higher rank, the probationary period at Washburn University shall not exceed six years. At least three of these six years must be at Washburn as a full-time instructor assistant professor 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.</p>	<p>Comments regarding the proposed changes: Now that Instructor has been eliminated as a defined faculty rank, this needs to be changed.</p>
<p>Three.II.E. University Policy on Faculty Tenure</p> <p>...</p> <p>Beginning with the appointment</p>	<p>Three.II.E. University Policy on Faculty Tenure</p> <p>...</p> <p>Beginning with the appointment</p>	<p>Comments regarding the proposed changes: Now that Instructor has been eliminated as a defined faculty rank, this needs to be changed.</p>

<p>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 three of the six years of probationary service must be at Washburn University at the rank of instructor or higher.</p>	<p>to instructor assistant professor, 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 three of the six years of probationary service must be at Washburn University at the rank of instructor assistant professor or higher.</p>	
<p>Three.II.K.</p> <p>The faculty members sharing the full-time jointly held appointment shall be entitled to benefits otherwise accruing to full-time faculty members. Among these are:</p> <ul style="list-style-type: none"> *Academic and Sweet Summer Sabbaticals (to be shared) *Retirement (each receiving benefits based on their individual salary) *Life insurance (each insured based on that individual's salary) *Group health insurance (each receive full benefits; premium payments will be based upon the individual's salary, plan selected, and type of coverage elected) *Tuition waiver for children of either participant <p>Note: The faculty benefit of short-term and long-term disability insurance will not be available to faculty members sharing joint appointments due to insurance company regulations.</p>	<p>Three.II.K.</p> <p>The faculty members sharing the full-time jointly held appointment shall be entitled to benefits otherwise accruing to full-time faculty members, if eligible pursuant to conditions established by the provider, and based on the individual faculty member's actual salary. Among these are: These faculty would also be eligible for Academic and Sweet Summer Sabbaticals (to be shared)</p> <ul style="list-style-type: none"> *Retirement (each receiving benefits based on their individual salary) *Life insurance, Short Term Disability, Long Term Disability and Vision Insurance (each insured based on that individual's salary) *Group health medical and dental insurance (each receive full time equivalent benefits; premium payments will be based upon the individual's salary, plan selected, and type of coverage elected) *Tuition waiver for children of either participant <p>Note: The faculty benefit of</p>	<p>Information Only – based on existing benefits and insurance conditions established by the provider.</p>

	<p>short term and long term disability insurance will not be available to faculty members sharing joint appointments due to insurance company regulations.</p>	
<p>Six.VII.B.2.</p> <p>B. Dropping/Withdrawing</p> <p>1.....</p> <p>2. Initiated by Instructor</p> <p>a. Withdrawal for Lack of Attendance</p> <p>An instructor may request withdrawal of a student from a course because of nonattendance. (Instructors may not initiate or process any other type of withdrawal since it is the responsibility of the student to withdraw.)</p> <p>An instructor, after giving due notice to the student, may request withdrawal of a student from a course because of nonattendance. The Instructor must inform the University Registrar's Office that the student is being withdrawn for lack of attendance. In such cases the grade <u>W</u> is recorded if the withdrawal is on or before the last day to withdraw. After the last day to withdraw, a student cannot be withdrawn by the instructor.</p>	<p>Six.VII.B.2</p> <p>B. Dropping/Withdrawing</p> <p>1.....</p> <p>2. Initiated by Instructor</p> <p>a. Withdrawal for Lack of Attendance</p> <p>An instructor, after giving due notice to the student, may request withdrawal of a student from a course because of nonattendance during the semester. (Instructors may not initiate or process any other type of withdrawal since it is the responsibility of the student to withdraw.)</p> <p>An instructor, after giving due notice to the student, may request withdrawal of a student from a course because of nonattendance. The Instructor must inform the University Registrar's Office in writing that if the student is being withdrawn for lack of attendance. In such cases the grade <u>W</u> is recorded if the withdrawal is on or before the last day to withdraw. After the last day to withdraw, a student cannot be withdrawn by the instructor.</p>	<p>Comments regarding the proposed changes (ad hoc subcommittee): To ensure administrative course withdrawals are handled in a consistent manner.</p>

Financial Implications: None

Approval by Faculty Handbook Committee: 3/14/2018

Approved by Faculty Affairs Committee: 4/02/18

Approved by Faculty Senate:

Requested Action: General Faculty approval.

FACULTY AGENDA ITEM NO 18-23

Date: 2/20/18

Submitted by: Faculty Affairs Committee

SUBJECT: *Modification to Handbook – Absence of Instructor*

Rationale: As more classes are being offered online, the current policy regarding the absence of an instructor from class needs to be expanded.

Description:

Current wording Section Six XIV:

XIV. Absence of the Instructor from Class

Travel authorization forms are available in the Dean's office for instructors who plan to be absent from class because of attendance at professional meetings or because of some other professional activity. These forms provide not only the data for compensation for travel but also serve the purpose of notifying the various offices of such absence from class. If absence from class is necessary as a result of sudden emergencies such as illness or other unforeseen circumstances, the chairperson of the department should be notified in every case and effort should be made to make some arrangement for the class meeting. Classes are dismissed only when no such arrangement can be appropriately made.

Proposed wording Section Six XIV:

XIV. Absence of the Instructor from Class

Travel authorization forms are available ~~in the Dean's office~~ **on-line** for instructors who plan to be absent from class because of attendance at professional meetings or because of some other professional activity. These forms provide not only the data for compensation for travel but also serve the purpose of notifying the various offices of such absence from class.

If absence from class is necessary as a result of sudden emergencies such as illness or other unforeseen circumstances, the chairperson **and/or dean** of the department should be notified in every case and effort should be made to make some arrangement for the class meeting. Classes are dismissed only when no such arrangement can be appropriately made.

Faculty teaching online courses must fill out travel authorization forms even though they are not missing a physical class, and for the same purpose: the notification of various offices of absence from teaching duties. Online faculty should also inform the chairperson and/or dean of the department and students

of absences from their presence on class discussion boards and any other activities considered to be continuous as defined by the structure of the class, whether due to professional activity, illness, or unforeseen circumstances. As with face-to-face classes, timely contact with students in discussions and with responses to assignments is part of a faculty member's duties.

Financial Implications: None

Proposed Effective Date: *Immediately*

Request for Action: *Approval by FAC*

FS

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Approved by: *FAC: 04/02/18*

Faculty Senate on date

FACULTY AGENDA ITEM NO 18-24

Date: February 26, 2018

Submitted by: Faculty Affairs Committee

SUBJECT: Faculty Handbook Section One VII.E.2. *Updates the structure and selection of members for the Board of Student Media*

Rationale: *The Board of Student Media is an important asset to Student Media. The updated structure makes filing the student and faculty positions more cohesive. The addition of a community member will allow the students and faculty adviser to have a direct link to the industry and Topeka community. The intent of this change is to update the structure and create a more cohesive and effective process for appointing and retaining members. The current structure has components, like the "review committee," that have not been implemented fully for a long time. We are also adding a two-year term of service for the faculty members to bring continuity to the process and better align it with the way other university committees function.*

Description:

Current Wording:

----2. The Board of Student Media (VPAA/VPSL)

The purpose of the Board of Student Media shall be to set general policies for student publications (as outlined in the board's Constitution), to enforce the "Policy for Student Media of Washburn University," and to encourage effective student publications at Washburn University.

The board reports to the Faculty Senate. The Faculty Senate member of the Board will represent the board at Faculty Senate.

The board shall be responsible for safeguarding the editorial freedoms of student publications as outlined in the "Policy for Student Media of Washburn University;" for selecting the best qualified applicants for the positions of Review Editor, Kaw Editor, Business Manager and Ad Manager; for interviewing and hiring a production adviser; and for reviewing and accepting into record an annual budget submitted by the Business Manager of the two publications at the first fall meeting of the board.

Membership of the board shall consist of three members of the faculty of Washburn University and four students in good standing at the University. There must not be more than one faculty member from any one academic department, nor shall student members be either elected members of WSGA, be serving as an executive officer of that organization, or be on staff of student publications. The advisers, editors, business manager, and advertising manager of the Kaw and Review are ex officio members.

a. Faculty. The faculty members of this board will be appointed by the Vice President for Academic Affairs in consultation with the chair of the Department of Mass Media, and shall include: (1) a member of the faculty of Mass Media, (2) a member of the Faculty Senate, and (3) a third member of the faculty. There shall not be more than one faculty member for any one academic department.

b. Students. The four students will be appointed by the Vice President for Academic Affairs. The appointments will be made from a list of student applicants submitted to a review committee. The WSGA office and the Board of Student Media will advertise the positions and take applications on an all-campus basis. No more than two students will have the same major. The review committee will be the Associate Vice President for Student Life, Chairperson of the Board of Student Media, the Director of Student Media, and the WSGA president. The review committee will meet at the end of April of each academic year to review applicants for the following year and make their recommendations to the Vice President for Academic Affairs.

The chair of the board is elected by the members of the board.

Proposed Wording:

-----2. The Board of Student Media (VPAA/VPSL)

The purpose of the Board of Student Media shall be to set general policies for student ~~publications~~ **media** (as outlined in the board's Constitution), to enforce the "Policy for Student Media of Washburn University," and to encourage effective student publications at Washburn University.

The board reports to the Faculty Senate. The Faculty Senate member of the Board will represent the board at Faculty Senate.

The board shall be responsible for safeguarding the editorial freedoms of student publications as outlined in the "Policy for Student Media of Washburn University-;" **for selecting the best qualified applicants for the positions of Review Editor, Kaw Editor, Business Manager, and Ad Manager; for interviewing and hiring a production adviser; and for reviewing and accepting into record an annual budget submitted by the Business Manager of the two publications at the first fall meeting of the board.** ~~The Board shall approve the selection of executive staff members for Student Media, and for reviewing and accepting into record an annual budget submitted by Director of Student Media at the first fall meeting of the board. In addition, when needed, the Board shall be responsible for approving the selection of a Director of Student Media.~~

Membership of the board shall consist of three members of the faculty of Washburn University, **one community representative (preferably with a journalistic background)** and ~~four~~ **three** students in good standing at the University. There must not be more than one faculty member from any one academic department, **nor shall student members be either elected members of WSGA, be serving as an executive officer of that organization, or be on staff of student publications. The advisers, editors, business manager, and advertising manager of the Kaw and Review are ex officio members.** ~~Student members shall include one member of WSGA, one non-executive staff member of Student Media and one student at large from any undergraduate or graduate program.~~

- a. Faculty. Two faculty members of this board will be appointed by the Vice President for Academic Affairs in consultation with the chair of the Department of Mass Media, ~~and shall include: (1) a member of the faculty of Mass Media, (2) a member of the Faculty Senate, and (3) a third member of the faculty. There shall not be more than one faculty member for any one academic department.~~ **A third member will be appointed by the Faculty Senate. All faculty members**

shall serve a term of two academic years, beginning in the fall semester, but may be reappointed. Should the VPAA not appoint faculty members by September 15 of each year, members of the Board may appoint faculty to fill those positions.

b. The community member of this board will be appointed by the Vice President for Academic Affairs in consultation with the chair of the Department of Mass Media.

~~b-~~ c. Students. The ~~four~~ **three** students will be appointed by the Vice President for Academic Affairs, **in consultation with the chair of the Department of Mass Media.** ~~The appointments will be made from a list of student applicants submitted to a review committee. The WSGA office and the Board of Student Media will advertise the positions and take applications on an all-campus basis. No more than two students will have the same major. The review committee will be the Associate Vice President for Student Life, Chairperson of the Board of Student Media, the Director of Student Media, and the WSGA president. The review committee will meet at the end of April of each academic year to review applicants for the following year and make their recommendations to the Vice President for Academic Affairs.~~ **At the beginning of each fall semester, the WSGA office and the Board of Student Media will advertise the positions and take applications on an all-campus basis. No more than two students will have the same major. All student members shall serve a one-year term, but may be reappointed.**

d. The chair of the board is elected by the members of the board.

e. Student editors and student managers will serve as non-voting members.

f. The Director of Student Media will serve as a non-voting member.

Financial Implications: *none*

Proposed Effective Date: *Fall 2018*

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

Approved by FAC: *04/02/2018*

Faculty Senate on date

Attachments Yes No NO

FACULTY AGENDA ITEM NO 18-25

Date: 2/28/18

Submitted by: *Faculty Affairs Committee*

SUBJECT: ***Modification to Handbook – Copyright Materials***

Rationale: This section of the Faculty Handbook no longer represents current practice regarding copyright law and the following modifications are recommended.

Description:

1. Eliminate Appendix VII - Agreement on Guidelines for Classroom Copying in Not-For-Profit Educational Institutions

2. Modify Section Six XV:

Current wording Six XV

XV. Copyrighted Materials for Classroom Use

A. POLICY STATEMENT

It is Washburn University of Topeka policy, in order to help ensure compliance with federal copyright law, that its administration and faculty adhere to the "Guidelines For Classroom Copying in Not For Profit Educational Institutions."

B. SINGLE COPYING

A single copy may be made of any of the following materials:

A chapter from a book, an article from a periodical or newspaper; a short story, short essay, or short poem, whether or not from a collective work; a chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.

C. MULTIPLE COPYING

A faculty member preparing materials to be reproduced for sale or distribution to students in his/her classes may do so without permission of the copyright holder under the so-called "fair use" doctrine under the federal copyright law generally only when

1. the material represents only a small portion of a work (brevity test);
2. the decision to use the material is spontaneously made and there is not reasonable time to obtain permission (spontaneity test);
3. the material includes a notice of copyright;
4. the copying is not a substitute for the purchase of books, publisher's reprints or periodicals; and,

5. no charge to student will exceed copying costs.

(These statements are characterizations of guidelines adopted by agreement of educators, authors and publishers in an Agreement On Guidelines For Classroom copying in Not-For-Profit Educational Institutions with Respect to Books And Periodicals. The complete text of the Guidelines are found in [Appendix VII](#).)

Otherwise, the general rule is that permission is required for copying articles from periodicals, chapters from books, brochures, pamphlets and other publications, poems and graphs; illustrations, charts and pictures even when the materials are being used for educational purposes. Continuing reproduction of materials from year to year for a repeating course does not fall within the "fair use"doctrine.

Responsibility for complying with applicable copyright law rests with the faculty member preparing the material.

D. REQUEST

When requesting the University to reproduce materials for a class, the faculty member shall certify that:

a. reproduction of the materials for classroom use meets the fair use test expressed in the Guidelines ([Appendix VII](#)); or

b. permission has been obtained from the copyright holder and, if applicable, an agreement made for the payment of royalties.

In the event faculty member's payment of royalties is contingent upon the number of copies sold or on amounts collected by University from sale, the faculty member shall provide the University with a copy of the agreement so that it may include the amount in the retail sale price of the material and properly account for and pay to the faculty members all amounts due him/her.

Proposed wording Section Six XIII:

XV. Copyrighted Materials for Classroom Use

For the most current guidelines associated with copyrighted materials for classroom use, please link to Washburn University Libraries LibGuide (<https://libguides.washburn.edu/copyright>)

Financial Implications: None

Proposed Effective Date: *Immediately*

Request for Action: *Approval by FAC*

FS

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Approved by: *FAC 04/02/2018*

Faculty Senate on date

FACULTY AGENDA ITEM NO 18-26

Date: March 5, 2018

Submitted by: Faculty Affairs Committee

SUBJECT: *Substituting Web-Link for written description of Law School Honor Code – Faculty Handbook Section Seven IX*

Description: The Faculty Handbook Section Seven IX currently contains a version of the Law School's Honor Code that is out of date. I request that a link be substituted for this that will always show the most current version with the following narrative:

The School of Law has adopted an Honor Code which all law students are expected to follow. (with link to "Honor Code" <http://washburnlaw.edu/policies/honorcode.html>)

Rationale: To ensure that the Faculty Handbook shows the most current version of the Law School's Honor Code.

Financial Implications: None.

Proposed Effective Date: *Upon approval*

Request for Action:

Approval Faculty Handbook Committee

Approved by: Faculty Handbook Committee 03/26/2018

Approval Faculty Affairs Committe

Approved by: Faculty Affairs Committee 04/02/2018

Approval Faculty Senate

Approved by: Faculty Senate on date/

Attachments Yes No

NO Attachments

FACULTY AGENDA ITEM NO 18-27

Date: 5 March 2018

Submitted by: Faculty Affairs Committee

SUBJECT: MODIFICATION TO FACULTY HANDBOOK – EDUCATIONAL ASSISTANCE

Rationale: *Replacing wording of the existing educational assistance policy (Section Five VII.C.) with a link to the most current policy in the Washburn Policies, Regulations, Procedures Manual (WUPRPM) to ensure accuracy of information should the policy be modified.*

Description:

Current Wording:

C. Educational Assistance Program

The University will permit eligible employees to officially enroll in University courses (not including Law School courses) for credit or for audit without having to pay applicable tuition and fees. See the [WUPRP Manual](#) for details.

Proposed Wording:

C. Educational Assistance Program

Information about this and other benefit related programs may be found within benefits section of the [Washburn University Policies, Regulations and Procedures Manual \(WUPRPM\)](#).

Financial Implications: *None*

Proposed Effective Date: *Effective upon approval by the Washburn Board of Regents*

Request for Action: Approval by Faculty Handbook Committee: 03/26/2018

Approval by Faculty Affairs Committee: 4/02/2018

Faculty Senate on date

General Faculty on date

Attachments Yes No

FACULTY SENATE INFORMATION ITEM

Date: *March 12, 2018*

Submitted by: *Dr. Nancy Tate*

SUBJECT: *Creation of Community Engagement – Poverty Studies Course Prefix*

Rationale: The director of Learning in the Community (LinC): The Center for Community and Civic Engagement would like Poverty Studies and Civic Engagement courses to be identified with the new prefix “CE,” rather than the current “IS.” This request is being made in response to faculty inquiries on where they can find Poverty Studies courses in order to enroll students. This designation will make it easier for both faculty and students to find courses for enrollment. It will also align the minor with the appropriate Academic Unit responsible for Community Engagement activities.

Description:

Create a designated Community Engagement – Poverty Studies Civic Engagement Course Prefix —CE—for Poverty Study courses. The following courses will become CE courses.

IS 250 to CE 250 (1) – Community Service Transformational Experience I - Associating

IS 251 to CE 251 (3) – Introduction to Poverty Studies

IS 350 to CE 350 (1) – Community Service Transformational Experience – Service and Giving

IS 351 to CE 351 (1) – Community Service Transformational Experience - Leading

IS 400 to CE 400 (3) – Civic Engagement Practicum

IS 401 to CE 401 (3) – Civic Engagement – Poverty Studies Capstone

Proposed Effective Date: *Summer 2018*

Request for Action: *NA; Information Item*

Approved by: *Interdisciplinary Studies 3/12/18*

Student Conduct Code – Information Item

Date: 2/19/18

Submitted by: Faculty Affairs Committee

Description: *Faculty Handbook Section 7, Part VII – Replace complete student conduct code with link to most current version which will be reviewed annually. The replacement text will read:*

VII. Student Conduct Code

Washburn University is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life and thoughtful study and discourse. The student conduct program within the Office of Student Life is committed to an educational and developmental process that balances the interests of individual students with the interests of the University community.

The Office of Student Life, along with the Washburn Student Government Association, annually update the Student Conduct Code (will be linked to http://www.washburn.edu/current-students/services/files/Student_Conduct_Code.pdf)

Rationale: The Washburn Board of Regents recently approved a policy whereby the Office of Student Life in consultation with the Washburn Student Government Association will review the Student Conduct Code for possible revisions annually. The Faculty Handbook will now simply link to the most up-to-date version of the Student Conduct Code.

Financial Implications: *None*

Proposed Effective Date: *Immediately*

Request for Action: *Information Only*

Approved by: *AAC on date - NA*

FAC on date - NA

Faculty Senate on date - NA

Attachments Yes No