

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

- I. Call to Order**
- II. Approval of Faculty Senate meeting minutes of November 5, 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: none**
- VII. University Committee Reports:**
 - Receive the Graduate Council meeting minutes from September 24, 2018 (pp. 5- 6)**
 - Receive the General Education Course Review Committee meeting minutes from October 24, 2018 (p.7)**
 - Receive the Academic Diversity & Inclusion Committee Minutes from September 11, 2018 (pp. 8-9)**
 - Receive the Academic Diversity & Inclusion Committee Minutes from October 9, 2018 (pp. 10-11)**
- VIII. Old Business**
- IX. New Business**
- X. Information Items:**
 - Modification to Bachelor of Science in Technology Administration (pp. 12-27)**
- XI. Discussion Items:**
 - Chartwells**
 - Elevators**
- XII. Announcements**
- XIII. Adjournment**

**Washburn University
Meeting of the Faculty Senate
November 5, 2018
3:00 PM – Forum Room, BTAC**

Present:

Ball (Jennifer), Barker, Beatie, Byrne, Cook (Matthew), Cook (Sarah), Erby, Fredrickson, Grant (Emily), Grant (Erin), Hickman, Jolicoeur, Jones, Krug, Mansfield, Mazachek, Menager, Morse, Prasch, Sheldon, Smith, Thor, Todwong, Tso, Watson, Wilson, Worsley

Absent:

Jackson, Memmer, Menninger-Corder, Pierce Ricklefs, Steffen, Wasserstein, Wohl

Guests:

Ball (Aileen), Burdick, DeSota

- I. Call to Order 3:00**
- II. The minutes of the Faculty Senate meeting of October 15, 2018 were approved.**
- III. President's Opening Remarks**
 - Lunches at the union will continue on Fridays at noon with the exception of this coming Friday (November 9th).
 - Reminder to attend the General Faculty meeting on November 7th. Please read the agenda.
 - On Monday, October 22nd, approximately 240 area girls attended a women in science event on campus. A number of faculty members helped to make this a success. Worsley's daughter and friends attended with positive feedback.
 - Thanks to Prasch for getting the letter written in support of LGBTQIA+ students.
- IV. Report from the Faculty Representative to the Board of Regents**
 - KBOR has continued to discuss the requirements that students complete 60 hours at a four year university. The Chief Academic Officers are going to be working on this effort. The proposal, originally brought forward by KU, found that KU faculty are not in support of changes made to this requirement. System wide, faculty senates are not in favor. A pilot with JCC and KU may need to occur before any changes take place.
 - The 1.5 percent raises are suspended this year. Faculty will receive a \$500 stipend instead, scheduled for December.
 - The contract with D2L has been extended for five more years.
 - The Phase Two of softball complex field improvements was approved.
 - Washburn signed a twenty year contract with Westar Energy to purchase windfarm energy. This provides a fixed cost that will save \$100K a year. KU and K State have signed similar contracts.
 - School of Nursing received the RENEW grant. Details can be found in the front page article from the Topeka Capital Journal 11/1/18.

V. VPAA Update—Dr. JuliAnn Mazachek

- There is a strategic plan work session Saturday November 10th with the BOR to review the draft plan that faculty senate has already reviewed. A portion of the session is related to enrollment. Deans have been working to outline the initiatives that the schools have been working on.
- General Faculty meeting Wednesday the 7th. A request for input on how to open the meeting was met with two suggestions. Prasch suggested discussing enrollment. Morse would like to hear about the budget.
- There has been a reduction in enrollment this year, which has affected the budget. For WU main campus, there is a 1.1 million dollar revenue reduction. Administration met to balance the budget and found there to be three sources of savings. The first was found in healthcare. Healthcare bids have provided a savings of \$300K annually. A second source come from unexpected sales tax dollars last fiscal year in the amount of \$300K. The final source of savings is the salary plan. Half of the proposed raises are being used this year; the other half will be brought into play later. There is more to it – this is putting it simply. Byrne asked what percent of our budget the 1.1 million accounts for; it is one percent. Byrne also asked about the details of the healthcare savings. Mazachek does not know specific details of the new contract other than some plan changes which were minimal this year. The contender with BCBS was lower cost initially, but had been transparent that they would be more likely to reject some claims. With BCBS we should have the same experiences as we have in the past. Morse brought up enrollment management. Numbers have not been good for a while and she would like to see the strategy. Byrne stated last year there was a presentation from Bearman and Handley that enrollment of the Type I students would be decreasing. Is the goal to keep things stable? How do we attract those students who are prepared and plan to finish? Mazachek stated schools across the state are struggling with the same issues recognizing every university recognizes the fastest growing population of potential new students are first generation students. Administration is meeting tomorrow to determine the presentation for Saturday. Feel free to email her with questions.
- HLC is moving along. Tate will be providing an update and overview on Wednesday at the General Faculty meeting. A document is expected to be sent out with HLC details Friday November 9th.
- Faculty handbook committee is deliberating a proposal for revision to the faculty handbook for the sections regarding non-reappointment and termination of faculty. The focus is on revising the process. This proposal will go to faculty affairs committee and will eventually make it to faculty senate for review.

VI. Faculty Senate Committee Reports: none

VII. University Committee Reports:

The Assessment Committee Minutes from October 11, 2018 were received.

The Assessment Committee Minutes from September 13, 2018 were received.

The Graduate Council Minutes from September 24, 2018 were received.

VIII. Old Business: None

IX. New Business: None

X. Information Items:

- **Masters of Education in Building Leadership / Masters of Education - District Leadership were discussed as revisions to the current programs. They are currently going through the Kansas Department of Education review and approval process necessary for these programs. Barker had a suggestion to include the number of credit hours for each class in the documentation for clarity purposes. The assumption is that each course is four credits. Morse found in the district leadership document they do specify four credit hours once, but not in all documents or all locations in the documents.**
- **The letter of support to students re: LGBTQIA+ was discussed. Prasch had inspiration from Stanford where there was also a letter written to students. He used the letter in support of students affected by DACA from last year to base the new letter on. Anyone else wanting to add the name needs to contact the Washburn Review directly. There has been a broad range of support from the faculty and staff. No further discussion regarding the letter.**

XI. Discussion Items: None

XII. Announcements:

Thor announced that the student organization Washburn Process Coalition will be selling art Wednesday November 7th and Thursday November 8th in the union from 8 – 5 across from the corner store (also announced via email).

Wednesday the 7th there is a high school art opening reception with family from 5:30 – 7ish in the art building.

**Barker is calling a meeting of the executive committee Monday the 13th at 3:00 pm.
Cook (S) reminded senate to get out and vote!**

XIII. Adjournment 3:29

Graduate Council Washburn University September 24, 2018 Meeting minutes

Attendance: DeSota, Dinkel, Guerrero, Kelly, Ockree, Mactavish, Mastrosimone, Mazachek, Peterson- Dealey, Pilgram, Pownell, Provorse, Smith, Waters

Absent: Luke ~

1. Called to order by Waters at 12:02pm
2. Welcome and introduction

• Waters/Mazachek welcomed the group, facilitated introductions, and the group proofed the final committee list.

3. Old Business • None

4. New business

1. Nominations of 2018-19 Chair

- Waters was previously discussed as a possibility. Waters asked if there were any other possibilities. Kelly & Pilgram offered to assist in the spring if necessary.
- Waters was voted Chair.

2. Development of Graduate SLO assessment data management process

- Kelly moved for this item to be tabled for another meeting.
- Others had questions about the overall process. Kelly explained that a course will need to be identified with which the assessment data can be associated. Mastrosimone expressed concern for issues that do not involve a particular course. Kelly reiterated that these details can be discussed at a later date and recommended keeping a spreadsheet with manually entered data until the process is figured further. Ockree expressed concern because accounting does not use critical thinking and believes the parameters should be reconsidered to fit all the units. Kelly expressed that these decisions were approved by the committee last spring. Ockree felt the plan is now more significant and merits further discussion. Waters expressed that these concerns have been expressed previously. Kelly expressed that this is preparatory for future HLC requirements. Kelly expressed concern because she did not have ample time to prepare for these questions due to a late agenda and chose to leave the meeting.
- Mazachek explained that HLC has told us these requirements are coming and that Kelly is working to ensure we are covered. Dinkel feels this is very useful information not only for HLC, but for the units' knowledge.
- Mastrosimone suggested using Kelly's current choices and adapting when necessary. Mazachek recommended that the committee waits until the new Data Effectiveness Analyst begins work to make any other decisions and inviting them to the November meeting. Ockree expressed concern that the committee was told previously that they would not have to change their current methods for this form of

assessment. Dinkel believes these methods are close enough to begin and the process can be adapted further. Guerrero asked if all departments need to do this process the same way. Mazachek confirmed that the committee had previously decided on this process for all units. Mazachek recommended waiting to discuss this further with the Data Effectiveness Analyst at the November meeting and use an excel spreadsheet until then.

3. Categories of students/Banner attributes

- Waters explained that all students need to be tagged by the individual units.
- Mazachek recommended consulting with admissions about this topic for a better understanding of all necessary attributes.
- The committee agrees that an action plan for unifying this process is necessary. They would also like to address special cases (i.e. dual degree).
- Dinkel asked about a previously discussed spreadsheet with questions for admissions. The committee will send a spreadsheet to admissions to inquire. Pilgram believes enrollment is geared toward undergraduates and would like to see further focus on graduate programs. Waters would like to gather more information from admissions and discuss at a later date.

4. Fall enrollment processes

- Mazachek stated that enrollment needs to be a focus for spring and fall. The committee believes 3+3 programs could be marketable if graduate and undergraduate courses could apply. This conversation will be discussed at a later date.

5. Identification of excess capacity programs

- Due to time constraints, this topic was not discussed.

6. NU 977 continuous enrollment (SOL)

- NU 777 is being changed to NU 977
- The motion to change was passed

5. Announcements: none

6. Adjourned by Waters at 12:58 pm

General Education Course Review Committee Meeting October 24, 2018

Members present: Nancy Tate, Kelly Thor, Kara Kendall-Morwick, Heather Pfannenstiel, Cheryl Childers, Dmitri Nizovtsev, Lori Edwards, Jean Marshall, Vickie Kelly

One **new course** was submitted for General Education consideration. The committee members thoughtfully reviewed these courses prior to the committee meeting and then discussed their viewpoints as a group. The following decision was made:

EN 240: Introduction to Film Studies Approved with modifications

The committee considered a new course request for EN 105: Introduction to English Studies, but the course had not yet been approved by the CAS. Consideration of the request will resume when the course is approved.

One course was **reviewed as a revision**. The following decision was made at the meeting:

MA 112: Contemporary College Mathematics

MM 100: Intro to Mass Media

EN 145: Shakespearean Afterlives

CN 101: Principles and Practices of Human Communication CN 150: Public Speaking

SO 100: Introduction to Sociology

Approved

Returned for modifications Approved

Approved with modifications Approved with modifications Approved

All courses listed below were **reviewed under the 5 Year General Education Review** cycle. Departments were provided a master rubric with suggestions that will enhance the strength of the course.

CN 101 Principles and Practices of Human Communication CN 150 Public Speaking

EC 201 Principles of Macroeconomics

EN 131 Understanding Short Fiction

EN 135 Introduction to Literature

EN 207 Beginning Nonfiction Writing

EN 332 Literature of the American West

PO 225 Introduction to International Politics

**Academic Diversity & Inclusion Committee Minutes
September 11, 2018, 1 PM Cottonwood Room**

PRESENT:

Alegria, Ball, Burdick, Camarda, Dempsey-Swopes, Elliott, Emperley, Erby, Fredrickson, Grant, Harrison, Juma, Kendall-Morwick, McClendon, Moreno, O'Neil, Petersen, Porras, Posey, Schnoebelen, Tatum, Tutwiler, Walters, and Wynn

GUESTS:

Jackson, Mazachek, and Pratt

I. The minutes from May 8 meeting were corrected and approved.

II. Chair Erby welcomed the committee members & introductions were made.

III. Dr. Mazachek, Vice President of Academic Affairs, addressed the committee:

- Mazachek thanked committee members for devoting their time and energy to Washburn by serving on this committee.
- She said she believes WU is further along in having conversations about diversity and inclusion than many of our peer institutions, which speaks well of our commitment to diversity and inclusion.
- She said that last year the committee did well in suggesting changes to the hiring process, adding a "themester," changes in hiring practices, and a certificate in inclusive teaching. These are exciting changes to the campus.
- Mazachek concluded by assuring the committee that the ideas they bring forward would be heard by executive staff.

IV. Old Business: Updates of Committee Work over Spring and Summer

- C-TEL events and new Certificate of Inclusive Teaching & Learning were presented by Melanie Burdick. She added that she is looking for ways to incorporate staff into certificate program.
- Inclusive Teaching Links on the Diversity and Inclusion website were briefly presented.
- The WU 101 Diversity Assignment was discussed; Erby will report back on results of these assignments.
- New Faculty Recruitment Recommendations (including new job ad language and developing training for search committees) were discussed.

V. New Business

- Mazachek introduced a proposal to add "Inclusion" to Washburn's Core Values. It would be expressed as "cultivating an inclusive living, learning, and working community, committing to the success of all people, ensuring all individuals are supported, and sustaining Washburn's founding heritage."

- The phrase “of providing access to higher education” was recommended for being added to the end of the current statement.
- Some questions were asked about how such a value would be enforced/made accountable. Mazachek indicated that ultimately we all enforce the core values and make each other accountable in daily interactions, etc.
- Others indicated that having core values that speak to diversity/inclusion are key as a foundation for how we operate on a number of fronts. Thus, having “inclusion” as a core value would be a stepping-stone to other initiatives.
- A motion was made to endorse the language, as currently stated. The motion was passed. Mazachek will also take the suggestions offered to e-staff for possible revision of the statement.
- Goals for 2018–2019:
 - Diversity (revise) & Inclusivity (create) Statements
 - Themester 2019 (“freedom of speech and expression”) was presented by Erby.
 - Recruitment: Erby reported that new job ad language signaling Washburn’s commitment to diversity and inclusion will be adopted for faculty searches beginning this fall. Training is also being developed for faculty and staff search committees that will include discussion of implicit bias training in the hiring process and how to manage it; strategies for including a diverse applicant pool; and strategies to assess candidates’ commitment to diversity and inclusion on our campus.
 - Retention goals were presented by Dempsey-Swopes.
 - Curriculum & Pedagogy: continue partnering with C-TEL to develop and support workshops and trainings.
 - Diversity Plans for Academic Programs (starting with Honors).
- Suggested Subcommittee Membership was discussed.

VI. Announcements:

a. Race & Social Justice Week, Sept. 10–14

b. Tilford Conference on Diversity & Multiculturalism - Oct. 22 & 23, 2018 at Fort

Hays State University

Respectfully Submitted,

James M. Schnoebelen

Academic Diversity & Inclusion Committee Minutes
October 9, 2018, 1 PM, Cottonwood Room

PRESENT:

Alegria, Ball, Burdick, Camarda, Chadwick, Dahl, Dempsey-Swopes, Elliott, Erby, Gibbons, Grant, Harrison, Hart, Kendall-Morwick, Moreno, O'Neill, Petersen, Porras, Posey, Schnoebelen, Tatum, Tutwiler, Walters, Wynn

GUESTS:

Kelly

1. The minutes from the September 11, 2018 meeting were approved.
2. Old Business:
 - a. The proposed inclusivity statement to be used in Washburn publications including the master syllabus additions was discussed. Erby noted that the statement was approved by the Academic Affairs Committee (AAC) and will be moving on to Faculty Senate and eventually on to General Faculty for approval. Those present agreed with the changes made by the AAC and expressed that they believe it's a strong statement. The committee approved the statement as amended. Erby indicated she would keep committee members up to date with regard to the process of approval moving forward.
3. New Business
 - a. Themester was discussed:
 - i. Connie Gibbons provided an update about the Mulvane Museum's involvement in Themester via various exhibitions and projects.
 - ii. Erby circulated a list of additional courses and academic opportunities to encourage participation in Themester. She indicated that getting student organizations involved with these to ensure engagement was key and encouraged committee members to facilitate this involvement. Committee members discussed possible ways to involve students including student organization-driven art exhibits and tying Themester into a Mass Media Department-sponsored film festival.
 - iii. Publicity for Themester was discussed. Discussion included creating a blog wherein faculty might publish content to encourage participation, reaching out to University Relations to include news about Themester in Bod Talks, obtaining a Themester-specific e-mail address for messaging, the creation of a poster with all (or most) events that can be placed strategically around campus, as well as communicating via electronic boards in the Union. Harrison also suggested getting a few targeted, very involved students to communicate about such events via social media to reach their followers. A public "paintable" space to help publicize events was also suggested, as was having a raffle tied to the events. A discussion or forum about engaging in civil dialogue in the classrooms was also suggested as being featured during Themester.
 - b. Erby provided an update on faculty search committee training with regard to diversity. The topics will focus on recruiting diverse candidates, assessing candidates on their commitment to inclusion, and use of the letter devised by the committee and VPAA's office. A more robust training will be established for the spring that will

include, among other things, implicit bias training. Erby asked committee members to provide extra interview questions addressing diversity and inclusion that could be added to the existing list. Erby will e-mail out the more detailed materials to the committee members soon.

4. Announcements:
 - a. Tilford Conference on Diversity & Multiculturalism - Oct. 22 & 23, 2018 at Fort Hays State University
 - b. C-TEL Presentation by Vickie Kelly on the Global Citizenship, Ethics, & Diversity USLO—November 14 @ 2:30 PM in the Shawnee Room.
 - c. Future meeting dates—please note all meetings are at 1 PM in the Cottonwood Room and will take place on the following dates: 11/13, 12/11, 2/12, 3/12, 4/9, and 5/14
 - d. Washburn will be hosting a film series focusing on women of color beginning with the film *Anita*.
 - e. There will be a STEM and diversity workshop through C-TEL coming up on October 30.

FACULTY AGENDA ITEM

Date: November 5, 2018
Submitted by: Dr. Gary Bayens, School of Applied Studies ext. 2115
Subject: INFORMATIONAL - Modifications in Technology Administration
CIP Code: 30.1501



Description: The faculty council of the School of Applied Studies has approved a proposal by the Allied Health Department to modify the Bachelor of Science in Technology Administration degree program, effective fall 2019. The current requirements for the major are 51 total hours (i.e., 33 hrs. core; 12 hrs. electives; and 6 hrs. correlate). The new proposal requires 42-48 total hours, including 27 hrs. in the major plus a minor degree in either Business (21hrs.); Communications Studies (15hrs.); Public Administration (15hrs.) or Health Services Administration (15hrs.). A table of the proposed curriculum is provided on pages 2 and 3.

Rationale: The TA program functions in large part as a degree completion program for students who transfer from Washburn Tech, complete an associate degree, and pursue a baccalaureate degree. The original curriculum consisted of coursework in TA and business. However, a recent review of program data from 2011 to 2018 indicate only 20% of program completers graduated with a business minor. Consequently, a decision to broaden the choices of minor degrees will allow students to more carefully tailor their program. Meetings held with faculty members from the School of Business and College of Arts and Sciences, support this notion.

Also, the coursework listed in the additional minors are offered in an online format. This will allow the TA curriculum to be more compatible with the needs of distance learners.

Program
Proposal: **TECHNOLOGY ADMINISTRATION**
Bachelor of Applied Science
(B.A.S.) 2019-2020

Requirements for Major: 27 credit hours in the department including

TA 300 Evolution & Development of Technology
TA 310 Technology & Society
TA 320 System Design, Assessment & Evaluation

TA 330 Safety Analysis and Quality Assurance
TA 400 Technology Administration
TA 420 Technology Project
Nine credit hours, selected from the following:
TA 360 Independent Study
TA 370 Technology Internship
TA 380 Technology & the Future
TA 381 Technology and Ecology
TA 410 Technology Planning

Requirements for Minors:

Students must also select a minor or an area of emphasis (15-21 credit hours)

Business Minor (21 hours)
EC 200 Principles of Microeconomics (prerequisite, required for minor)
EC 20 I Principles of Macroeconomics (prerequisite, required for minor)
AC 224 Financial Accounting
BU 250 Management Information Systems (or equivalent)
BU 342 Organizational & Management
BU 345 Human Resources Management
BU 346 Organizational Behavior

Communication Studies Minor (15 hours)
CN 101 Principles & Practice of Human Communication (prerequisite, required for minor)
CN 150 Public Speaking (prerequisite, required for minor)
Nine credit hours, selected from the following:
CN 302 Communication Theory
CN 309 Political Communication
CN 330 Communication in Conflict and Negotiation
CN 340 Interviewing
CN 350 Persuasion
CN 361 Communication in Social Movements

Health Services Administration Minor (15 hours)
AL 366 Legal and Regulatory Issues for Health Care Professional
AL 367 Health Care Quality Improvement
AL 375 Health Care Policy
AL 399 Health Information Systems
AL 405 Financial Issues in Health Care

Public Administration Minor (18 hours)
PO I 06 The Government of the United States (required for minor)
PO 107 Kansas and the U.S., State and Local Government (required for minor)
PO 245 Intro to Public Admin (required for minor)
Nine credit hours, selected from the following:
PO 306 Urban-Metropolitan Government
PO 391 Public Personnel Admin
PO 393 Public Budgeting
PO 394 Public Management Techniques

General Education Requirements (BAS):

Humanities {9} {GEHU/GECPA} (Max 6 hours/ discipline)	Social Sciences (9) {GESS} (Max 6 hours/ discipline)	Natural Sciences/ Mathematics (9) {GENS} (Max 8 Hours or 2 Courses/Discipline)
Fine Arts (3)	Soc. Science 1 (3)	Nat. Science 1 (3-5)
Humanities 1 (3)	Soc. Science 2 (3)	Nat. Science 2 (3-5)
Humanities 2 (3)	Soc. Science 3 (3)	Nat. Science 3 (3-5)

Core University/BAS-Specific Requirements:

WU 101 (3)*		>= 2.0 Major Cumulative GPA	
EN 101 (3)		>= 2.0 Overall Cumulative GPA	
EN 300 (3)		Upper Division (300 and above) (45)	
MA 112 or MA 116 (3)**		Total Hours (120)	
		Completed Occupation-Oriented Associate Degree	

**Students transferring with 24 or more credit hours completed at an accredited post-secondary institution (after graduating from High School) with a GPA of 2.0 or higher are exempt from this requirement*

***May be waived if student successfully completes a higher-level mathematics course with a grade of C or higher or if a student presents an ACT score in mathematics of at least 28 {SAT of at least 640}*

Catalog

Description:

The Bachelor of Applied Science degree with a major in Technology Administration is available for students who have completed an occupation oriented associate degree and are interested in pursuing further studies to advance in a technology-management related career. The degree accommodates students from diverse disciplines whose associate degree academic major does not easily lead to a bachelor's degree.

The nature of the program affords the flexibility to meet the needs of students from many technical backgrounds who desire to develop or expand skills to enhance their career opportunities. The curriculum is designed to complement the students' technical and professional skills by providing foundation studies in technological and management topics. Courses are tailored to students' diverse learning capabilities using instructional resources varying from traditional (e.g., classroom work, textbooks) to advanced technology (e.g., online courses). All of the courses for the TA major are available online or by transfer from another college. Interested students should contact the Allied Health department for specific requirements or visit: www.washburn.edu/techadmin.

Program

Assessment: Consistent with WU policy, the TA program measures and report student learning outcomes annually. The resulting data are used to improve the quality of the TA degree program. A copy of the program assessment plan is provided as an attachment.

Financial Implications: There are no costs to implementing this modification.

Proposed Effective Date: Fall Semester 2019

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

Approved by: AAC on date _____

Faculty Senate on date _____

Attachments Yes No

SAS Program Change Request Form

Date of Submission: 10.11.18

Submitted by: Craig A. Haugsness

Identify the nature of the request: New Program Modification Deletion

Mode of delivery: on-line and face to face

Rationale must be attached which includes assessment data to support request. (note: submissions will not be accepted which do not include assessment information)

Effective Date for Implementation: August, 2019

New Programs

- Official Program Name and Associated Degree (e.g., Forestry Studies – BA)
- Recommended CIP Code for Program (required by KBOR/HLC/Dept of Ed before the program can be approved – See IPEDS.)
- Rationale for Offering the Program (including environmental studies regarding the need for/interest in this program).
- Exact Catalog Description (including both program description and curriculum requirements).
- Completed Program Assessment Plan (developed in conjunction with the Assessment Coordinator)
- Financial Implications (Include pro forma if new/reallocated funds required – template is available from me. By the way, this should hardly ever be None because some faculty will be teaching these courses instead of the courses they were previously teaching)
- List of Faculty Members Teaching in the Program/Required Credentials if new hires
- Availability of Office Space (if new faculty to be hired)
- Adequacy of Library Holdings

Program Modification

- Provide a copy of existing curriculum.
- Provide a copy of the proposed curriculum.
- Describe and detail all differences between current and proposed curriculum.
- Describe the impact of changes on faculty/adjunct resources.
- Provide budget information (i.e., requests for or reductions in adjuncts, faculty, books, equipment, etc.)

Deletion of Program

- Identify number of current majors
- Submit a timeline for the phase out of program.
- Describe how current program resources (i.e., equipment, etc.) will be reallocated
- Describe how existing majors will be able to complete their requirements.
- Describe the impact of changes on faculty/adjunct resources.

Department Approval: Michelle Shipley Date: 10/11/18
C&P Approval: [Signature] Date: 10/10/18
Faculty Council Approval: [Signature] Date: 10/16/18
Dean Approval: [Signature] Date: 11.10.18
Auditors in Registrar's Office Notified: _____ Date: _____

Technology Administration

Program modification – supporting documentation

- **Provide a copy of existing curriculum**
See attachment A
- **Provide a copy of the proposed curriculum**
See attachment B
- **Describe and detail all differences between current and proposed curriculum**

This program modification expands the supported minors within the Technology Administration (TA) program. Currently a Business minor, consisting of 21 hours, is available to TA students. A review of program completers from 2011 to 2018 indicates that only about 20% of program completers did graduate with a Business minor.

The TA program is working as a degree completion program for students who hold an associate degree in a technical area. The addition of three minors to the TA program will allow students to more carefully tailor their program. Many if not most of these students are already working full time in a technical occupation. The TA program offers these students support as they work toward a promotion and employment as a supervisor, manager or team leader. It also allows students to build their personal, academic and technical skills if they are looking toward their next job.

Meetings were held with each of the content areas involved and all expressed support for the additions. All of the classes listed in the additional minors have been offered in an on-line format. While resources may change there is an expectation that students will be able to complete their TA degree and a complimentary minor completely on-line.

The addition of three minors to the TA degree allows Washburn University to accomplish two important goals:

- Better serve students
- Serve more students

First, the addition of the proposed changes students in the TA program will be able to select a minor area as a focus for part of their program. Secondly, these additions will allow us to serve more students locally, state-wide, nationally and internationally. The additions to the TA program will provide a stronger and more flexible program to meet student needs.

- **Describe the impact of changes on faculty/adjunct resource**

In the short term no additional staff will be required. If, as anticipated, student enrollment increases additional staff may be required.

- **Provide budget information**

No immediate budget change is expected.

TECHNOLOGY ADMINISTRATION
Bachelor of Applied Science (B.A.S.)
2018-2019

Requirements for Major:

AC 224 Financial Accounting
BU 250 Management Information Systems (or equivalent)
BU 342 Organizational & Management
BU 345 Human Resources Management
BU 346 Organizational Behavior
TA 300 Evolution & Development of Technology – Only offered in the Fall
TA 310 Technology & Society – Offered in Fall & Spring
TA 320 System Design, Assessment & Evaluation - Only offered in the Spring
TA 330 Safety Analysis and Quality Assurance – Only offered in the Fall
TA 400 Technology Administration – Only offered in the Spring
TA 420 Technology Project - Only offered in the Spring

Six credit hours, selected from the following:

TA 360 Independent Study
TA 370 Technology Internship
TA 380 Technology & the Future Only offered in the Spring
TA 381 Technology and Ecology – Only offered in the Fall

Program Electives:

In consultation with their advisor, students will select up to 6 credit hours of professional development from Technology Administration, Business, or Public Administration
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Correlated courses:

EC 200 Principles of Microeconomics
EC 201 Principles of Macroeconomics

General Education Requirements (BAS):

Humanities (9) (GEHU/GECPA) (Max 6 hours/ discipline)	Course Number	Social Sciences (9) (GESS) (Max 6 hours/ discipline)	Course Number	Natural Sciences/ Mathematics (9) (GENS) (Max 8 Hours or 2 Courses/Discipline)	Course Number
Fine Arts (3)		Soc. Science 1 (3)		Nat. Science 1 (3-5)	
Humanities 1 (3)		Soc. Science 2 (3)		Nat. Science 2 (3-5)	
Humanities 2 (3)		Soc. Science 3 (3)		Nat. Science 3 (3-5)	

Core University/BAS-Specific Requirements:

WU 101 (3)*		>= 2.0 Major Cumulative GPA	
EN 101 (3)		>= 2.0 Overall Cumulative GPA	
EN 300 (3)		Upper Division (300 and above) (45)	
MA 112 or MA 116 (3)**		Total Hours (120)	
		Completed Occupation-Oriented Associate Degree	

*Students transferring with 24 or more credit hours completed at an accredited post-secondary institution (after graduating from High School) with a GPA of 2.0 or higher are exempt from this requirement

**May be waived if student successfully completes a higher-level mathematics course with a grade of C or higher or if a student presents an ACT score in mathematics of at least 28 (SAT of at least 640)

**Sample 4-Year Schedule for Technology Administration
Bachelor of Applied Science
120 Hours**

Curriculum for students starting 2018-2019 Academic Year

Students starting in different academic years should contact their advisor.

Freshman			
Fall Semester			Spring Semester
AR/MU/TH General Education	3	Humanities General Education	3
Natural Science General Education	3	Natural Science General Education	3
SO 100 – Intro to Sociology	3	MA 112 – Contemp. College Mathematics	3
EN 101 – First Year Writing	3	or MA 116 – College Algebra	
WU 101 – Washburn Experience	3	EN 208 – Business and Technical Writing	3
		Lower/ Upper Division Elective	3
TOTAL	15	TOTAL	15
Sophomore			
Fall Semester			Spring Semester
MA 140 – Statistics	3	AC 224 – Financial Accounting	3
EC 200 – Principles of Microeconomics	3	EC 201 – Principles of Macroeconomics	3
BU 250 – Management Information Systems	3	Lower/Upper Division Elective	3
Lower/Upper Division Elective	3	Lower/Upper Division Elective	3
Lower/ Upper Division Elective	3	Lower/Upper Division Elective	3
TOTAL	15		15
Junior			
Fall Semester			Spring Semester
EN 300 – Advanced College Writing	3	TA 320 – Systems Design, Assessment and Evaluation	3
TA 300 – Evolution and Development of Technology	3	TA 330 – Safety Analysis and Quality Assurance	3
TA 310 – Technology and Society	3	TA 400 – Technology Administration	3
BU 342 – Organization and Management	3	BU 345 – Human Resources Management	3
BU 346 – Organizational Behavior	3	TA Professional Development Elective	3
TOTAL	15	TOTAL	15
Senior			
Fall Semester			Spring Semester
Upper Division Elective	3	Lower/Upper Division Elective	3
Lower/Upper Division Elective	3	Lower/Upper Division Elective	3
Lower/Upper Division Elective	3	Lower/Upper Division Elective	3
Technology Administrative Elective	3	TA 420 – Technology Project – Capstone	3
TA Professional Development Elective	3	Technology Administrative Elective	3
TOTAL	15		15

Updated 07/19/2018

TECHNOLOGY ADMINISTRATION
Bachelor of Applied Science (B.A.S.)
2019-2020

Requirements for Major: 24 credit hours in the department including:

TA 300 Evolution & Development of Technology
TA 310 Technology & Society
TA 320 System Design, Assessment & Evaluation
TA 330 Safety Analysis and Quality Assurance
TA 400 Technology Administration
TA 420 Technology Project
Nine credit hours, selected from the following:
TA 360 Independent Study
TA 370 Technology Internship
TA 380 Technology & the Future
TA 381 Technology and Ecology
TA 410 Technology Planning

Requirements for Minors:

Students must also select a minor or an area of emphasis (15-21 credit hours)

Business Minor (21 hours)
EC 200 Principles of Microeconomics (prerequisite, required for minor)
EC 201 Principles of Macroeconomics (prerequisite, required for minor)
AC 224 Financial Accounting
BU 250 Management Information Systems (or equivalent)
BU 342 Organizational & Management
BU 345 Human Resources Management
BU 346 Organizational Behavior

Communication Studies Minor (15 hours)
CN 101 Principles & Practice of Human Communication (prerequisite, required for minor)
CN 150 Public Speaking (prerequisite, required for minor)
Nine credit hours, selected from the following:
CN 302 Communication Theory
CN 309 Political Communication
CN 330 Communication in Conflict and Negotiation
CN 340 Interviewing
CN 350 Persuasion
CN 361 Communication in Social Movements

Health Services Administration Minor (15 hours)
AL 366 Legal and Regulatory Issues for Health Care Professional
AL 367 Health Care Quality Improvement
AL 375 Health Care Policy
AL 399 Health Information Systems
AL 405 Financial Issues in Health Care

Public Administration Emphasis

PO 106 The Government of the United States (required for minor)
PO 107 Kansas and the U.S., State and Local Government (required for minor)
PO 245 Intro to Public Admin (required for minor)
Nine credit hours, selected from the following:
PO 306 Urban-Metropolitan Government
PO 391 Public Personnel Admin
PO 393 Public Budgeting
PO 394 Public Management Techniques
PO 395 Non-Profit Management

General Education Requirements (BAS):

Humanities (9) (GEHU/GECPA) (Max 6 hours/ discipline)	Course Number	Social Sciences (9) (GESS) (Max 6 hours/ discipline)	Course Number	Natural Sciences/ Mathematics (9) (GENS) (Max 8 Hours or 2 Courses/Discipline)	Course Number
Fine Arts (3)		Soc. Science 1 (3)		Nat. Science 1 (3-5)	
Humanities 1 (3)		Soc. Science 2 (3)		Nat. Science 2 (3-5)	
Humanities 2 (3)		Soc. Science 3 (3)		Nat. Science 3 (3-5)	

Core University/BAS-Specific Requirements:

WU 101 (3)*		>= 2.0 Major Cumulative GPA	
EN 101 (3)		>= 2.0 Overall Cumulative GPA	
EN 300 (3)		Upper Division (300 and above) (45)	
MA 112 or MA 116 (3)**		Total Hours (120)	
		Completed Occupation-Oriented Associate Degree	

*Students transferring with 24 or more credit hours completed at an accredited post-secondary institution (after graduating from High School) with a GPA of 2.0 or higher are exempt from this requirement

**May be waived if student successfully completes a higher-level mathematics course with a grade of C or higher or if a student presents an ACT score in mathematics of at least 28 (SAT of at least 640)

**Sample 4-Year Schedule for Technology Administration
Bachelor of Applied Science
with an approved minor
120 Hours**

Curriculum for students starting 2019 - 2020 Academic Year
Students starting in different academic years should contact their advisor.

Freshman			
Fall Semester		Spring Semester	
AR/MU/TH General Education	3	Humanities General Education	3
Natural Science General Education	3	Natural Science General Education	3
SO 100 – Intro to Sociology	3	MA 112 – Contemp. College Mathematics	3
EN 101 – First Year Writing	3	or MA 116 – College Algebra	
WU 101 – Washburn Experience	3	Humanities General Education	3
		Social Science General Education	3
TOTAL	15	TOTAL	15
Sophomore			
Fall Semester		Spring Semester	
Lower/ Upper Division Elective	3	Social Science General Education	3
Lower/ Upper Division Elective	3	Minor Requirement or Elective	3
Minor Requirement or Elective	3	Lower/Upper Division Elective	3
Minor Requirement or Elective	3	Lower/Upper Division Elective	3
Natural Science General Education	3	Lower/Upper Division Elective	3
TOTAL	15	TOTAL	15
Junior			
Fall Semester		Spring Semester	
EN 300 – Advanced College Writing	3	TA 320 – Systems Design, Assessment and Evaluation	3
TA 300 – Evolution and Development of Technology	3	TA 330 – Safety Analysis and Quality Assurance	3
TA 310 – Technology and Society	3	TA 400 – Technology Administration	3
Minor Requirement or Elective	3	Minor Requirement or Elective	3
Minor Requirement or Elective	3	Technology Administration Elective	3
TOTAL	15	TOTAL	15
Senior			
Fall Semester		Spring Semester	
Upper Division Elective	3	Upper Division Elective	3
Upper Division Elective	3	Upper Division Elective	3
Upper Division Elective	3	Upper Division Elective	3
Minor Requirement or Elective	3	Technology Administration Elective	3
Technology Administration Elective	3	TA 420 – Technology Project – Capstone	3
TOTAL	15	TOTAL	15

PROGRAM ASSESSMENT PLAN ~ 2013-14 through 2018-19

This document only needs to be updated when changes are made.

UNIT	SCHOOL OF APPLIED STUDIES
Department (if applicable)	ALLIED HEALTH AND TECHNOLOGY ADMINISTRATION
Degree/Program	Bachelor of Applied Science/Technology Administration
Date Prepared	April 25, 2014
Date Revised	Updated to New Form (6/12/15),

PROGRAM MISSION

Cell will expand to accommodate text.

The Technology Administration Program develops administrators, managers, team leaders, and other professionals who understand technology; its impact on humanity; and use tools, techniques, and systems to enhance their effectiveness in a global, competitive environment.

PROGRAM STUDENT LEARNING OUTCOMES (PSLO)

If the program has more than 6 PSLO, hit "Tab" in the last cell to add another row. Cells will expand to accommodate text.

Upon completion of the program students will be able to:

PSLO 1	Demonstrate the impact that technology has on the individual, society and civilization
PSLO 2	Apply the current legal decision and organization policies to the development and management of technology
PSLO 3	Apply the life cycle system development methods to include risks associated with management decision.
PSLO 4	Demonstrate the application of process and behavior data to improve efficiency in a production environment.
PSLO 5	Identify core competencies of and demonstrate how skilled project managers are crucial to an organization.
PSLO 6	Select quality indicators that can be used to modify inputs and impact measured system outputs in a management operation.
PSLO 7	Demonstrate competence in the use of skills required for analyzing, communicating and problem-solving complex and unpredictable situations where the management of technology is a central situation.
PSLO 8	Demonstrate oral and written communication skills, and the ability to work in teams.

CURRICULUM MAP (Alignment)

List **all** courses required for **program majors** and indicate, where applicable, (using the following key) the PSLO with which they are associated.

T = Taught

X = Taught and Assessed

A = Assessed

If the program has more than 6 PSLO, "Copy and Paste" rows from this table below the existing table, beginning with the row numbering the PSLO.

Required Courses	PSLO 1	PSLO 2	PSLO 3	PSLO 4	PSLO 5	PSLO 6	PSLO 7	PSLO 8
TA 300	T	T					T	T
TA 310	T	T						T

PROGRAM ASSESSMENT PLAN ~ 2013-14 through 2018-19

This document only needs to be updated when changes are made.

TA 320			T	T			T	T
TA 330		T		T	T		T	T
TA 400	T	T	T	T	T		T	T
TA 420	A	A	A	A	A	A	A	A

ASSESSMENT MEASURES (Method)

Indicate (mark with an X) the type of assessment used to evaluate each PSLO.

Check as many boxes as apply.

Programs should use at least 2 direct measures for each PSLO.

If the program has more than 6 PSLO, "Copy and Paste" rows from this table below the existing table, beginning with the row numbering the PSLO.

	PSLO 1	PSLO 2	PSLO 3	PSLO 4	PSLO 5	PSLO 6	PSLO 7	PSLO 8
DIRECT								
Portfolio	X	X	X	X	X	X	X	X
Performance Assessment (Art, Music, Theatre, etc.)								
Performance Assessment (Off campus experience – Clinical, Internship, Practicum, etc.)								
Professional Credentialing Exam								
Major Field Test or National Exam								
Course Embedded Assignment								
Project Evaluation (e.g. research)								
Course Grades	X	X	X	X	X	X	X	X
Other (Describe)								
INDIRECT								
Surveys								
Exit Interviews/Focus Groups								
Other (Describe)								

THRESHOLD OF STUDENT SUCCESS

For each PSLO, list each measure separately and indicate the threshold of student achievement considered acceptable.

(example: 75% of students will receive B or better) - see Assessment Plan Guide for additional instructions.

Hit :Tab" in the last cell to add another row. Cells will expand to accommodate text.

PSLO	MEASURE	THRESHOLD
1	Portfolio	90%
	Course Grades	70% receive grade of B or better; 90% of students complete project
2	Portfolio	90%
	Course Grades	70% receive grade of B or better; 90% of students complete project
3	Portfolio	90%

PROGRAM ASSESSMENT PLAN ~ 2013-14 through 2018-19

This document only needs to be updated when changes are made.

	Course Grades	70% receive grade of B or better; 90% of students complete project
4	Portfolio	90%
	Course Grades	70% receive grade of B or better; 90% of students complete project
5	Portfolio	90%
	Course Grades	70% receive grade of B or better; 90% of students complete project
6	Portfolio	90%
	Course Grades	70% receive grade of B or better; 90% of students complete project
7	Portfolio	90%
	Course Grades	70% receive grade of B or better; 90% of students complete project
8	Portfolio	90%
	Course Grades	70% receive grade of B or better; 90% of students complete project

DATA COLLECTION CALENDAR

Indicate how often assessment data are collected for each PSLO.

S=every semester

Y=every year

2=every other year

3=every 3 years, (etc.)

O-Other (please explain)

If the program has more than 6 PSLO, hit "Tab" in the last cell to add another row.

	Frequency of Data Collection
PSLO 1	Y
PSLO 2	Y
PSLO 3	Y
PSLO 4	Y
PSLO 5	Y
PSLO 6	Y
PSLO 7	Y
PSLO 8	Y

ANALYSIS AND REPORTING CALENDAR

Indicate (mark with an X) the years in which each PSLO was/will be analyzed and reported.

Cycle will repeat after Year 6.

If the program has more than 6 PSLO, "Copy and Paste" rows from this table below the existing table, beginning with the row numbering the PSLO.

	PSLO 1	PSLO 2	PSLO 3	PSLO 4	PSLO 5	PSLO 6	PSLO 7	PSLO 8
Year 1/2013-14	X	X	X	X	X	X	X	X
Year 2/2014-15	X	X	X	X	X	X	X	X
Year 3/2015-16	X	X	X	X	X	X	X	X
Year 4/2016-17	X	X	X	X	X	X	X	X

PROGRAM ASSESSMENT PLAN ~ 2013-14 through 2018-19

This document only needs to be updated when changes are made.

Year 5/2017-18	X	X	X	X	X	X	X	X
Year 6/2018-19	X	X	X	X	X	X	X	X

If field experiences are a significant part of the program, explicitly address how validity and reliability of the evaluation instrument is ensured.

Cell will expand to accommodate text.

N/A

STAKEHOLDER INVOLVEMENT

Describe how stakeholders (faculty, students, alumni, advisory boards, community, etc.) are involved in the development, implementation, periodic review and continuous improvement of the Assessment Plan.

Cell will expand to accommodate text.

There is only one single full-time faculty member in the TA program. Data is shared with adjuncts, advisory committee, and with school and assessment committee. Program director is responsible for overseeing necessary adjustments to curriculum.

PROGRAM ASSESSMENT PLAN REVIEW CYCLE

Indicate (mark with an X in column 2) the year(s) in which this Program Assessment Plan will be reviewed and indicate in column 3 (when applicable) when changes are made and addressed in the appropriate year's annual report.

Cycle repeats after Year 6.

	Program Assessment Plan Review	Were changes made and addressed in the Annual Report? <u>Yes</u> or <u>No</u> (update when applicable)
Year 1/2013-14	X	
Year 2/2014-15		
Year 3/2015-16		
Year 4/2016-17		
Year 5/2017-18		
Year 6/2018-19	X	