Washburn University
Meeting of the Faculty Senate
May 1st, 2023 at 3pm
Kansas Room Hosted by FS Executive Committee

I. Call to Order

II. Approve minutes-
- April 4, 2023 (pages 2-9).
III. President's Opening Remarks
IV. WUBOR/KBOR Update- Shaun Schmidt/Erin Grant
- KBOR
- WUBOR
V. President – Dr. JuliAnn Mazachek
VI. VPAA Update - Dr. Laura Stephenson
VII. Consent Agenda –
- Faculty Senate Committee Reports-
  o Faculty Affairs Committee Minutes 2-13-23 and 4-10-23 (pgs 10-13)
  o Academic Affairs Committee Minutes 3-27-23 (pgs 14-15)
- University Committee Reports-
  o ADIC Meeting Minutes 3-7-23 (pg 16)
  o Assessment Committee Meeting Minutes 4-4-23 (pgs 17-18)
VIII. Old Business
- 23-2 Faculty Handbook Changes (pgs 19-24)
IX. New Business-
X. Information Items-
- At-large Election Results – C Kay
XI. Special Orders
- Welcome New Senators
- Election of Faculty Senate Officers 2023-2024
  o President
  o Vice-President
  o Secretary
  o Parliamentarian
- Remarks from Incoming President
XII. Discussion Items-
- AI and academic dishonesty/irregularity policies – Carson Kay
- Proportion of Funds spent on Instruction – Barbara Scofield (pg 25)
XIII. Announcements
- Social gathering immediately after Adjournment

XIV. Adjournment

Washburn University
Meeting of the Faculty Senate
April 3, 2023 at 3pm
Meeting in Forum Room Hosted by FS Executive Committee

Present: Barraclough, Cook-Cunningham, Dahl, Ewert, Florea, Friesen, Grant, Holt, Huff, Juma, Kay, Kendall-Morwick, Lolley, McGuire, Moddelmog, Noonan, Rossi, Schmidt, Scofield, Smith, Toerber-Clark, Wagner, Wang, Wasserstein, Zwikstra

Absent: Cassell, Ginzburg, Kimberly, Porta, Rivera, Sainato, Sourgens

Guests: Stephenson L, Ball J, Leffingwell Q, Hanes S, Broxterman H, Lanning S, Erby K, Hutchinson L, Cook S, Burdick M, Adebayo A, Arterburn M, Ricklefs T, Memmer A, Worsley M, McClendon K

I. Call to Order at 3:03 by Schmidt

II. Approve minutes- Kendall-Morwick moved, Kay seconded. Motion to approve minutes from February 20, 2023 and accept minutes from March 1st meeting with Dr. Washington. Motion passes.
- February 20, 2023 (pgs 2-5)
- March 1, 2023 (Special Committee of the Whole meeting with Dr. Washington) (pgs 6-8)

III. President's Opening Remarks
- Introduction of new people (A Memmer, T Ricklefs, M Arterburn, K McClendon, S Cook)
- Carson Kay – Update on Election Process for Faculty Senate
  - o At large positions – Three seats open and nominations are due by today at 5 pm. We need at least two from an area outside CAS. Current Timeline: April 10 – announce, vote starts on 4-12 and continues until 4-27 at 5 pm. Wagner – What happens if we don't get enough candidates? Kay – Good Question: May extend deadline, Looking at Constitution, but see no clear directives. Adebayo – Could we extend the deadline by a couple of days?
  - o Unit voting – should be happening, must receive those elected by April 27th at 5:30 pm. This is a hard deadline, feel confident we will meet this.
  - o Class system – Trying to balance into classes so we will have more equal turnover. (On year/group is larger than the other.) We are using half-terms to rebalance the two classes so that roughly equal numbers. Schnmt – This is good because no one gets kicked off halfway through. Kay: The three groups recommended are groups who don't have good balance between election classes. Did not choose groups which are currently equal between classes, or that

didn't have terms ending this cycle. Don't want to use At-large seats this time to keep some balance.

- Hanes and Leffingwell – Final update on 22-23 WSGA Administrative Team: Highlights: Change in reimbursement process. Now students/faculty must front the costs, but many students don't have that money available. Now there is a purchasing process which can be used for many items, but not all. Rolling this out right now, working out kinks. Homecoming Awards are being renamed. ("Top Bods" awards not good to list on resume). Ichabod Honor and Runner's up. Will also now be 10 people, not 5 male/5 female. All initiatives have been achieved. Student worker minimum wage is currently $7.25, $7.50, $8, and $9. Pending WUBOR approval, it will now be $10, $11, $12. (Great applause from group.) This will start July 1st (if passed). Progress report passed around. (See attached to end of minutes.) New Administration will be here at next meeting (4-17).
- Schmidt – We have two meetings left. Last Meeting on May 1st will likely not be in this room. Need to have room for the turnover. Hope this will also be a reception. Also need people to step up for officers (President, Vice-President, Secretary, Parlimentarian)
- Four Business Items that are not major changes went through AAC, so would like to move these to Information items (Kendall-Morwick moved and Grant seconded). Motion passes. This is due to new CourseLeaf Program. We are working out kinks so that it will be clear if a change is Significant or Not Significant. That way the path will be correct.
- General Education discussion today – please be open, honest, professional, etc for this tough discussion

IV. WUBOR/KBOR Update- Shaun Schmidt/Erin Grant
- WUBOR – Grant: Tenure/Promotion Meeting, lots of people recognized, A Bearman put into new position (Vice President for Strategic Enrollment Management and Dean of Student Success and Libraries), Faculty Senate Constitution was approved, finished approving other programs, Strategic plan discussed, J Mazachek talked about movement on campus. Schmidt: Thanks to Grant for presenting our Constitution.

V. VPAA Update - Dr. Laura Stephenson (Presented by J Ball)
- Leadership searches: Bearman was named Vice President for Strategic Enrollment Management and Dean of Student Success and Libraries, Provost search will be run with a firm retained this spring and go the fall. Dean of Law School will run concurrently with Provost (Jackson remains interim). Dean of CAS will go after Provost, with new appt of interim dean happening soon.
- Campus Master Plan – Announced at last WUBOR, still many decisions to be made. Please come to town halls in April.
- Budget Planning – working with many groups, don't know what legislature will do, but the focus is on growth and people.
- New Student Orientation for Scholarship awardees occurred – Fun was had by all.

- VPAA reorganization is happening to get ready for changes in priorities. S Luoma will go to Enrollment Management, implementing systems management for enrollment. Looking to hire another Assistant VP (Internal Search) which we would like to have filled last year. ☺
- Grant – Waiting for VPAA search until after Provost is hired? Ball – No, the VPAA position will become Provost, and other changes will follow.

VI. Consent Agenda – Moved by McGuire, seconded by Grant, motion passes
- Faculty Senate Committee Reports-
  o AAC Minutes 2-13-23, 2-27-23, 3-6-23, (pgs 9-14)
  o FAC Minutes 11-14-22 (pg 15)
- University Committee Reports-
  o ADIC Minutes 12-13-22 (pgs 16-18)
  o ADIC Minutes 2-14-23 (pgs 19-20)
  o Assessment Committee Meeting Minutes 2-7-23 (pgs 21-23)
  o International Education Committee Minutes 3-23-23 (pg 24)

VII. Old Business-
- 23-14 New Chemistry BEd Degree (pgs 43-47) Moved by Kendall-Morwick, seconded by Wasserstein. Schmidt gave overview of decreasing hours to get the Bachelor's of Education in Chemistry degree. Motion Passes.
- 23-15 Deletion of Teaching in Chemistry BA (pgs 48-50) Wasserstien moves, Kendall-Morwick seconds (deleting both in one swoop). Motion Passes – All items (23-14, 23-15 and 23-16 all go off to General Faculty
- 23-16 Deletion of Teaching in Chemistry BS (pgs 51-53)
- 23-9 General Education Framework Proposal (pgs 54-72) Zwickstra moves, Lolley seconds. Discussion: Zwickstra – started with listening sessions in fall, the AAC started talking about in spring, got more feedback on what English classes would be required, how WU101 would fit in, how decisions will be made for General Education classes in the future. At the end, feels like the process worked. One exception to approving as it is presented here. Ball: I don't think you left anything out. Would like to see what people want to ask.
  o Moddelmog – Didn't see the communications course before. Kay would like to talk about this. Communications would like put an amendment into this. Right now any CN could count, but the department thinks it should be a limited selection (101 and 150) that would give the best benefits for students. Think this would be better for aligning across curricula. Ball: Point of Information, 101 is a system-wide transfer so it would count regardless of where they took it, but wouldn't count if someone starts here unless we say it does. Think we need interpersonal communications (351) to list (to be consistent). This leaves 341 and 342, so it might be an issue if any program required those. Moddelmog: What is that course? Maybe more choice is better, since some students seem to be really good at making presentations. Kay: Often the transfer courses have different numbers, so that makes it more difficult.

Noonan: Bucket courses are already in transfer agreement? So, all those would count. Ball: Not all– there is system-wide transfer and Gen Ed. There is some overlap between (so maybe the answer is yes…) Not all courses are in the framework, and which will definitely count in the communications bucket that are ALSO in the system-wide transfer... Noonan: What are the identified objectives? Ball: System-wide courses have common objectives. Adebayo – Can a 300 level class count for a Gen Ed if they have already had 101/150? Can we create a section for those transfer students. Ball: If they have interpersonal comm from someplace else, this bucket is already taken care of. Schmidt – Do you want this to be a recommendation? Kay – Yes. Ball: Can we add in CN (101, 150, 351)….? Kay: Yes. Kay moves, Wasserstien seconds. Motion (with friendly amendment to specifty the Communications courses) passes.

- o Cook would like the Action Item to say MA112 or higher. Lolley moves, Grant seconds, motion passes.
- o Noonan: If a student comes in with persuasive speaking, then it counts here? Ball, if it counts there, it counts here for the communications bucket. Moddlemog – but if they start here, persuasive speaking could only count as Gen Ed, but not communications bucket. Ball – Yes. Moddelmog: so would it make it more likely to take elsewhere? Do we want that? Noonan: What is major reason someone would do this – transferring upper division? Kay: We are trying to make sure they have the foundation before getting into upper division electives. Remember that it (Persuasive Speaking) has 150 has a pre-req so it won't be an issue for fulfilling com bucket. Ball: really we only need to worry about small groups communication, since the pre-req takes care of other issues. Moddelmog: more choices helps students select a curriculum that is best for them, but I don't teach this so my opinion is not very strong.
- o Rossi: Want to speak generally – Initially I think we weren't happy with this, but we didn't have a chance to discuss as a whole faculty. Want to make sure that happens. It looks like we rolled over and let it happen. Don't know if it is a good thing or a bad thing, but haven't talked about as a faculty. Moddelmog: Agree, I think I heard more since I sat in on a chair's meeting. I think a wider discussion is good. Rossi: My understanding is KBOR threatened us. Ball: Point of Information – in our own faculty group meetings, we talked about Pros and Cons, so those who participated got to speak up then. KBOR has said they will say what is true: These Universities are part of this system. They will say who isn't in this system. Rossi: What if they leave here with an Associates. Does it always cover the Gen Ed? Ball: Not necessarily. Schmidt: with this agreement, now it will (assuming all buckets are met). Wasserstein:

agree the subtext is to make WU and community colleges accept this. I disagree with this (putting pressure on), but I know LOTS of people have worked very hard on this to try to make the best of a bad situation and I appreciate that. Kendall-Morwick: Are we meaningfully independent from KBOR if this goes through (heard this question from others)? Reluctant to support the process given this concern. Ball: understand these concerns. They still don't approve our programs, budget, or many other things. They just look at our framework and approve (what are the courses that fill the buckets). Ewert: So they just see the number and name of courses? Ball: We still determine what courses will count here. (Currently we have a policy that if it's Gen Ed anywhere, then it's Gen Ed here. We count things if they come from other places now, even if it wouldn't count if first taken here.) Lolley: If it counts as a gen ed at another institution, then it will count here, even if it's not in our current Gen Ed. Scofield: Could you explain the bucket basis? Ball: 1) Come in with a bunch of courses, look at each course. 2) Fullfilled some buckets – any filled bucket is done, regardless of what would count here. Those that aren't part of a finished bucket, are still looked at on a course-by-course basis. 3) Fullfilled all – we accept as completely done.

- o Burdick: If we require a different grade than another institution, we have to accept that grade as passing (so we would have to get C her, but D elsewhere, we could count here.)

- o Moddelmog: many students are coming in with Associates (from High School or Community College), so if we aren't part of the system, we lose those students. (Toerber-Clark agrees). Kendall-Morwick: People already have a misconception that we are private.) Arterburn: We can require them to earn a higher grade IF they haven't completed the bucket.) Ball: also does not apply to program requirements (ie need a certain grade for the program) and would likely work the same way with pre-reqs since this is only supposed to help with checking off Gen Eds.

- o Cook: don't see anything in our proposal about minimum grade for our core requirements (vs other Gen Ed classes). (Wagner – currently accept D's for Gen Ed). Zwikstra: EN has C or better. Ball: We have C or better for all core requirements.

- o Schmidt: If we adopt, then what are the next steps going forward. Ball: this has the framework that we want to be passed (starting on pg 56 on Agenda). This is the same as what the current catalog says. I've made a note to require C or better, for classes that are currently C or better. Schmidt: what is second English class? Ball: Look on page 58 to see what is happening with English. Schmidt: what would come back to FS? Ball: What is in institutional buckets, would have Gen Ed committee developing Student Learning Outcomes to screen courses. Florea: Courses that are already

there will stay? Ball: No courses already there, those listed in the proposal are some examples that are currently D&I, but nothing is in the buckets yet. Lolley: Who chooses the experts? Ball: Gen Ed committee. McClendon: The new Gen Eds, if they are not in CAS, so where would they stay? Schmidt: this replaces the distributions for different degree programs? If so, where is it stated? Ball: Yes, but think we have it written more that "assumed". Historically, we have… but (pg 54 last page).

- o Moddelmog: What happens with WU101? CSSR will approach programs to encourage them to adopt as a program requirement. Worried about students who would come in with buckets full, and therefore will not have to take it. Lolley: Just having discussion about application to WU – put down a question to identify who is direct from HS (vs transferring in) even if they have lots of hours. Burdick: The reason we are proposing our option, since we are worried that students would be able to take 2 classes in high school, and then wouldn't have any writing in college, and might not be able to write well (lack of transfer of skills). Recommending upper division EN300 requirement to serve students.
- o Wang: What impact will this have on each department? As Art, we have many Gen Eds and losing this will affect us heavily. Degree plans will probably be adjusted a lot. Balll: Keep in mind that students still need 120 hours, so distributions will change, but students will still have to take 120 hours. Big Faculty Governance year (Schmidt: we need a president). Cook: Does this mean there are no requirements in Music/Art/Theater? Ball: we can require here, but not for those transferring in. Cook: by degree, or by program? Ball: trying to figure this out procedurally by department, but could easily do for degree.
- o Friesen: This won't affect Department hours? Can a department add more hours. Ball: you can, but need to think about how it will work with others. Moddelmog: still need minimum hours outside major. Ball: think that might be a CAS rule, don't have in Business (Ricklefs: don't have in SAS).
- o Schmidt: Do you feel comfortable enough to vote now, or do you want one more Faculty Senate meeting?
- o Florea: Just want to make sure I'm straight: If this goes forward, the Gen Ed committee will decide what goes where?
- o Ball: Gen Ed will create SLO's for the two unique buckets, This would go through faculty governance (FS) before we put them officially in the list of provided.
- o Schmidt – Before I thought it was the whole group, but now I'm hearing smaller buckets would have to be accepted. Ball: correct, but not very different from now, since system-wide transfer. Institutional items are unique – can't be checked off separately UNLESS they have fulfilled ALL the Gen Ed Requirements. Could

still count on a course-by-course basis (to meet Institutional bucket).
- o Wasserstein: Haven't heard any discussion about disagreeing with passing this, but have heard about details about what counts in each place. Based on lack of debate about passing this, I encourage us to vote today.
- o Grant: If it comes in as a gen ed from another school, it will come in as a Gen ed in Social Science (or whatever area it is associated with). Burdick: CJ gets approved by SS, even if not part of that area. (Burdick reiterates this.)
- o Ball: Current process, if a class counts in an area (HUM, SS, etc) must go through a division, but anything else goes straight to Gen Ed. For the new courses, these are not part of a division, so it will go straight to Gen Ed. (Zwickstra – there are no division gatekeepers)
- o Schmidt: Ready to vote? Motion passes. Will be sent to General Faculty
- VIII. New Business- none
- IX. Information Items- (first four items moved from Old Business to here)
  - 23-10 Mathematics BA Course Changes (pgs 25-29)
  - 23-11 Mathematics BS Course Changes (pgs 30-34)
  - 23-12 Political Science Public Administration Minor (pgs 35-38)
  - 23-13 Political Science Required Course Addition (pgs 39-42)
  - 99 Hour CAS Requirement (pgs 73-74)
  - BEd and 84 Credit Hour Rule Change for CAS (pgs 75-76)
- X. Discussion Items-
  - J Ball: Current process for Late Withdrawals (pg 77): Just want to make sure you know that this has been in shambles since COVID and we are moving to a dynamic form. (Will depend on unit; some will go through Dean's office or just instructor approval.) You will get an email asking for late withdrawal. If you say yes, it moves forward. If you say no, student is directed back to you to handle questions. Wang: Why do we want instructors approval? Ball different instructors have different ways of handling this. Wagner: Sometimes the faculty member wants to make sure this is the best option for the student.
- XI. Announcements - Show coming up – Noonan passing out information
  - Wednesday 5th Come find out who are 1st Generation
  - General Faculty Meeting
  - Celebration of Teaching
  - Apeiron – Mary Sheldon is giving the "Last Lecture"
- XII. Adjournment Moved by Grant, second by Lolley at 4:42.

HANES & LEFFINGWELL ADMINISTRATIVE UPDATES

STARTING WITH THE ROOTS

President's Roundtables

- Over our administration we have conducted four successful President's Roundtables. These have created an opportunity for us to have a listening ear to problems facing students and bring in four outside community speakers, one of which was our very own President Mazachek!

Budget Purchasing Process

- We are now rolling out our budget purchasing procress that allows certain funding requests to be purchased through WSGA instead of a reimbursement. Reach out to wsga.budget@washburn.edu for any questions!

STRENGTHENING THE STEM

Homecoming Award Process

- We have reworked the Homecoming Award Process to be more gender inclusive and changed the name of Top Bod to The Ichabod of Honor.

Accessibility

- Dr. Mazachek is moving the Education Department out of Carnegie to the old law school building.

REIMGINING THE PETALS

Student Worker Minimum Wage

- Pending approval from the Washburn Board of Regents, our new levels of student minimum wage will be $10, $11, and $12 per hour (Previously they were $7.25, $7.50, $8, and $9 with an increase of a quarter if a student stayed in the role an entire year).
- This increase of student worker minimum wage will not affect the costs of tuition for students. We are very excited to see our collaboration with the administration has been effective!

Grants

- WSGA Research & Development Grants are still available for students and they have been revised to become more accessible!

Faculty Affairs Committee - Minutes
February 13, 2023
4:00pm – 5:00pm
Crane Room

Members Present:
Sarah Holt, Julie Noonan, Vincent Rossi, Michelle Ewert, Michael McGuire, Izzy Wasserstein, Jody Toerber-Clark, Hillary Lolley (Zoom), Holly Broxterman (admin)

Guests:
Kelly Erby

Minutes:

1. Call to Order at 4:00pm by Rossi.

2. Approve Minutes
   a. November 14, 2022 minutes - Wasserstein moved to approve, Ewert seconded.
      i. Unanimously approved

3. Old Business
   a. *Revision to the Faculty Handbook, Section I Part VII.A. Graduate Council*
      i. Committee discussion ensued.
      ii. Wasserstein motioned, Toerber-Clark seconded that the committee approve the revisions and updates to the Faculty Handbook pending the approval vote from Faculty Senate.
      iii. Unanimously approved by Committee.

4. New Business
   a. *Faculty Handbook revision, Emeritus Titles*
      i. Erby, as a representative from the Faculty Handbook Committee, provided an overview of the agenda item.
      ii. Committee discussed ensued.
      iii. Ewert motioned, McGuire seconded to approve.
      iv. Unanimously approved by Committee.

    b. Faculty Handbook revision, Office Hours
- i. Erby provided an overview of the agenda item.
- ii. Committee discussed ensued regarding keeping office door language and how that would affect online students or teachers and those without offices or doors.
- iii. Wasserstein motioned, Noonan seconded to strike *"office door. Syllabi with student office hours must also be posted"* and to have the revision note, "*To this end, all faculty members must establish a schedule of student office hours sufficient to meet this obligation and include these on their course syllabi and on the university learning management system."*
- iv. Unanimously approved by Committee.

    c. Faculty Handbook revision, Faculty Recruitment
- i. Erby provided an overview of the agenda item.
- ii. Committee discussed ensued regarding the number of candidates who would be invited to the campus to interview. Revision notes two. Committee discussed benefits and disadvantages of having three candidates.
- iii. Wasserstein motioned, Ewert seconded to edit language from Subsection V. Faculty Recruitment, A. Establishing The Position, b. Selection of Candidates for Visitation on Campus from "…top two candidates…" to "…top three candidates…".
- iv. Unanimously approved by Committee.

5. Announcements
    a. None

6. Rossi adjourned the meeting at 4:57 pm.

Faculty Affairs Committee - Minutes
April 10, 2023
4:00pm – 5:00pm
Crane Room

Members Present:
Sarah Holt, Julie Noonan, Vincent Rossi, Michelle Ewert, Michael McGuire, Izzy Wasserstein, Jody Toerber-Clark, Liviu Florea, Holly Broxterman (admin)

Guests:
Jennifer Ball, Associate VPAA

Minutes:

1. Call to Order at 4:03 pm by Rossi.

2. Approve Minutes
    a. February 13, 2022 minutes
        i. Jody Toerber-Clark noted her name was misspelled.
        ii. X moved to approve, X seconded.
        iii. Unanimously approved

3. Old Business
    a. *Faculty Handbook revision, Office Hours*
        i. Ball provided an overview of the agenda item.
        ii. Wasserstein noted concern with parliamentary procedures regarding this item. Noted that Faculty Affairs Committee (FAC) had approved their edits in the 2/13/2023 meeting and moved them to the Faculty Senate to review.
        iii. Ball reviewed the Faculty Handbook Committee (FHC) rules from the Faculty Handbook. She noted that not all changes to the FHC need to be approved by Faculty Senate and subcommittees. Administrative changes might be collaborative between the FHC and FAC. There was also concern with a circular process with FAC editing FHC items, edited items to Faculty Senate without FHC knowledge and approved by Faculty Senate and then FHC proposing item again to change edits.
        iv. Ball noted that the edits were discussed with her, Faculty Senate President Schmidt and Interim VPAA Stephenson and it was agreed that this item (and the Faculty Recruitment item) would go back to FHC for consideration.
        v. Wasserstein noted that this sets bad precedence. Believed that Faculty Senate should have heard the recommended edits by FAC.
        vi. Discussion ensued.

     vii.   Wasserstein moved to table the two old business items (3.a. *Office Hours* and 3.b. *Faculty Recruitment*). Recommended FAC send the two items forward as they had voted on 2/13/2023 however amended per the FHC recommendations sent to FAC committee on 4/10/2023. Ewert seconded the motion.

    viii.   Discussion ensued.

     ix.   FAC also noted concern with the lack of clarity when it comes to process confirmation and committee roles between the FHC, FAC, and Faculty Senate. Strongly recommends feedback from Faculty Senate on appropriate process and procedures moving forward.

     x.   FAC committee noted concern that proper document revision was not followed and wanted it noted to the Faculty Senate. If FHC was revisiting these two items after FAC approval of edits, FHC should have continued to use FAC edits and not revised their original approvals from past meetings. Strongly recommended use of original documents with tracking changes from start to finish.

     xi.   Unanimously approved by Committee.

4. Announcements
   a. There is one more FAC meeting tentatively scheduled for April 24, 2023.

5. Rossi adjourned the meeting at 4:54 pm.

Academic Affairs Meeting Minutes
Monday, March 27, 2023 at 3:00pm
In-person – Memorial Union – Lincoln Room

Attendees: Jennifer Ball, Barbara Scofield, Norma Juma, Scott Sainato, Patricia Dahl, Corey Zwikstra, Tracy Wagner, James Barraclough, Delaine Smith, Lara Rivera

Guests: Stephanie Lanning

The meeting was called to order by Chair, Corey Zwikstra at 3:02pm.

I.   Approvals

   a. Minutes from the meetings held on Monday, February 27, 2023 and Monday, March 6, 2023 were presented. A motion for approval was made by Lara Rivera and seconded by Scott Sainato. Motion passed.

II. Program Changes
   a. Chemistry Secondary Education – Bed: Motion was made by Tracy Wagner and seconded by Norma Juma to approve the program changes as presented through CourseLeaf. Motion passed.
   b. TCH_Chemistry-BA Sec Ed, Grades 6-12 and TCH_Chemistry-BS Sec Ed, Grades 6-12: Motion was made Tracy Wagner and seconded by James Barraclough to approve the program changes as presented through CourseLeaf. Motion passed.
   c. MA_Mathematics-BA: Motion was made by Barbara Scofield and seconded by Patricia Dahl to approve the program changes as presented through CourseLeaf. Motion passed.
   d. MA_Mathematics-BS: Motion was made by Tracy Wagner and seconded by Delaine Smith to approve the program changes as presented through CourseLeaf. Motion passed.
   e. PB_MNR_Public Administration: Motion was made by Tracy Wagner and seconded by Lara Rivera to approve the program changes as presented through CourseLeaf with a note they believe there may have been typo in the department abbreviation. Motion passed.
   f. PO_Political Science: Motion was made by Norma Juma and seconded by Delaine Smith to approve the program changes as presented through CourseLeaf. Motion passed.

g. Gen Ed proposal – Motion was made by Tracy Wagner and seconded by Lara Rivera to approve the proposal as presented. Motion passed by a vote of 7-1. It is noted that the committee chair abstained from the vote.

There being no further business to discuss a motion was made by Norma Juma and seconded by Lara Rivera to conclude the meeting at 3:28pm.

Minutes taken by Beth Mathews
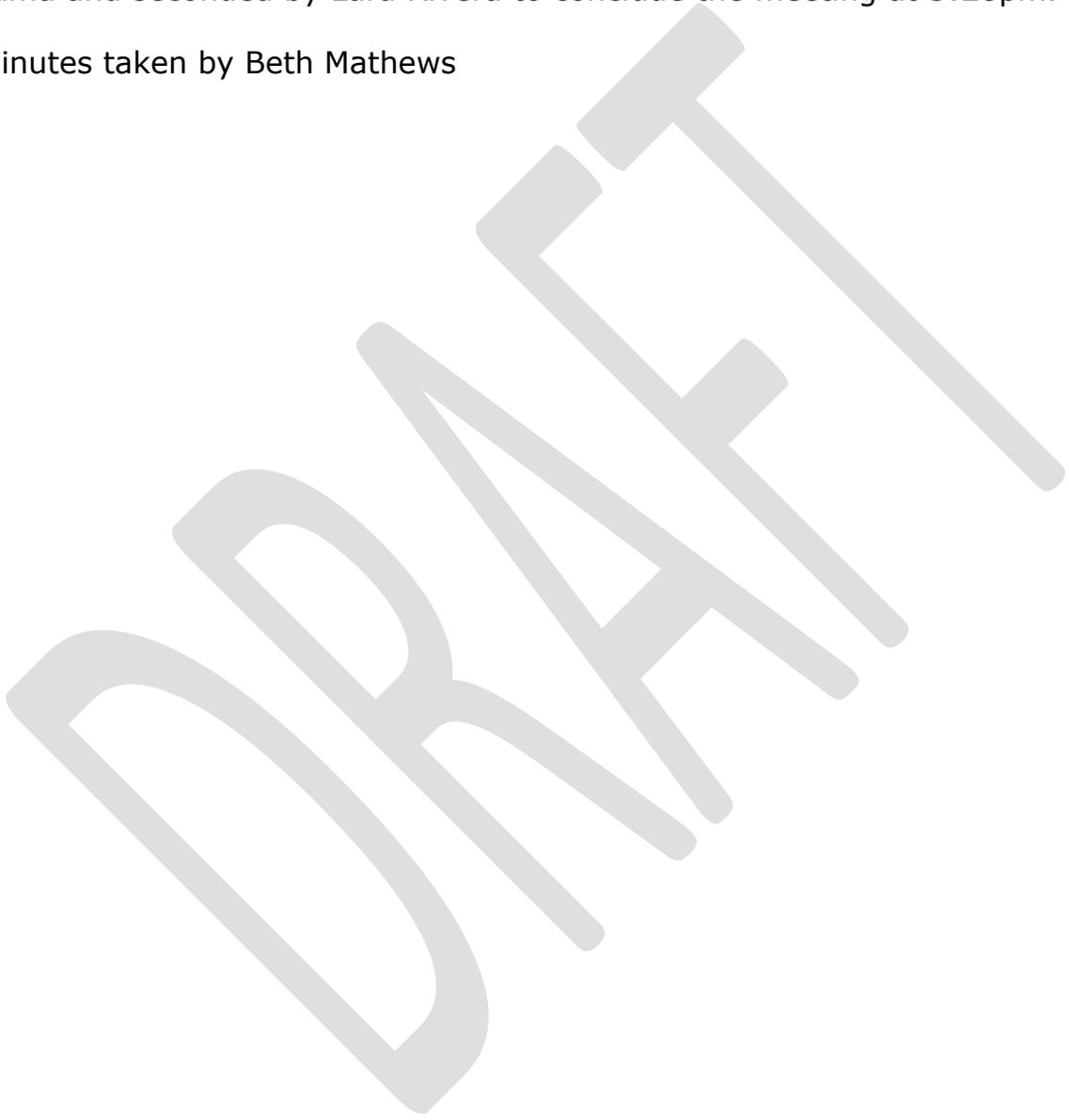
Academic Diversity & Inclusion Committee Meeting Minutes
March 7, 2023, 1:00 PM in Shawnee Room

Present:

I.   The meeting minutes from February 14, 2023 were approved.
II.   Committee member discussed key takeaways from Dr. Jamie Washington's visit March 1 and 2, 2023. They included:
- Importance and effectiveness of tying work back to core values
- Leaders need to use their leader voices to advance core values, including inclusion
- It is everyone's job—or needs to be everyone's job—to advance the core value of inclusion
- You cannot advance inclusion if you do not talk about race
- Academic leaders need more professional development to know how to effectively advance inclusion in their respective roles
- Important not to invite people to tell the truth and then take them out for it
- Reminder to not shut down people who have different methods but want the same thing; keep in mind generational differences
- Build a community to support you in work and to vent to
- Keep in mind work is never done
- Set goals but also focus on progress and process bc, again, work is never done.
- Remind people of commitments that already exist (core values, student success, etc)
- Keep in mind difference between role and identity.
- It is everyone's job at WU to advance our core value of inclusion→ WU exists to deliver next generation of leaders for our community and region.
- Keep in mind there is a difference between your role at the university and your identity as a person.
- 35 women in attendance at open forum and 9 men. (WU faculty is 40% male and 60% female)

III.   Committee members discussed recommended next steps. They included:
- Utilize DEIB Resources available through EAB
- Think about how ADIC can help facilitate engagement around DEIB across campus to foster a culture of "curiosity" (potential models to follow: A Seat at the Table, Mosaic Partners, "Inclusion After Hours")
- Need to make more people aware of work that is being done around inclusion at WU
- Inclusion Liaisons for units? Similar to assessment liaisons?
- Need a strategic plan that includes unit-level goals and accountability
- Provide units data to help assist departments in setting goals and measuring progress
- Embed inclusive teaching in P &T requirements
- Invite Washington back in roughly 6 months to continue the conversation

IV.   Several announcements were shared, including:
V.   Announcements
   a. Dr. Joy DeGruy visit, March 22
   b. Additional WUmester event dates

Assessment Committee Meeting Minutes

April 4, 2023

Present: Beth O'Neill (Chair), Gloria Dye, Debbie Isaacson, Bobby Tso, Emily Grant, Haley Glover, Benjamin Reed, Chris Jones, Steve Hageman, Rhonda Boeckman, Jennifer Ball, Josh Huston, Christa Smith, Kara Kendall-Morwick.

I. Program Assessment 2023
   a. The new assessment cycle is active in Taskstream. Assessment liaisons have been notified of this, and they can begin entering information when it is convenient for them.
   b. Trainings are scheduled for April 14 and April 21, focusing on the rubrics used by committee members to assess materials, what "target" scores could look on the materials, and navigating Taskstream. Materials are due August 31.
   c. An Assessment Committee retreat and norming/calibrating session for program assessment will take place in September 2023.
II. Presentation on Oral and Written Communication USLO Reports
   a. Christa Smith provided an overview of the submission and review process for oral and written communication.
   b. Josh Huston provided an overview of the findings from the two reports. Discussion was had regarding this being a convenience sample, thus any sort of interpretations and discussion should be regarding the descriptive nature of the data, and not trying to generalize beyond that. Discussion was also held on whether comparisons can be made with other institutions. Methodology varies heavily across institutions so comparisons would be difficult. WU also revised the AAC&U rubrics, so method wouldn't be exactly the same even though AAC&U rubrics are commonly used as the general framework for assessment. The committee also discussed that these two USLOs will be assessed again in 2024-2025. It is likely that methodology will need to be revised given likely impending changes with the general education framework, and potentially USLOs. Committee members wondered what the goal of this data is. Is it to see improvement in scores, or something else? Jennifer Ball shared that our goal with these processes shouldn't be seen as necessarily trying to objectively see improvement in scores (as there are many confounding factors that impact the scores), but rather to assess and use that assessment data to inform our teaching and programs. The committee discussed the importance of identifying ways to get the data in front of faculty so that it can be used to inform teaching and assessment processes.
III. Update on Awards and Grants
   a. Grants are due this Friday for FY24 and the grant subcommittee with then review. So far only one application has been received. Tell your colleagues to apply!
   b. There are five departments being considered for the Rising Star award, and seven departments being considered for the Achiever award. The majority of the

materials have been provided to awards subcommittee. The remaining piece is example syllabi submitted by eligible departments. The syllabi are due this Friday. It has been apparent that some changes are needed to the awards criteria/rubric given the format that data are available in, and increased number of programs that are now submitting materials. O'Neill plans to draft revised awards criteria this Summer, to be discussed in the Fall.

IV. 2023-2024 Committee
   a. Changes in committee membership?
      i. Committee members present at the meeting reported that they believe that they will continue to represent their divisions/schools next year.
   b. USLO measures for next year: Critical Thinking and Creative Thinking
      i. Next year, creative thinking will be assessed, along with critical thinking. A new measure needs to be identified for creative thinking, and it will likely include applying AAC&U Creative Thinking rubric to student-submitted artifacts. The source of the artifacts will need to be identified. O'Neill plans to consider options over the Summer, and any discussion that is needed around finalizing plans will be had in the Fall. The critical thinking methodology will likely mimic the methodology from the last time it was assessed: EN300 artifacts, assessed using a revised AAC&U rubric.
   c. Plan Assessment Extravaganza
      i. O'Neill will work to begin planning this Summer, with the idea that a subcommittee would be formed in the Fall to assist with finalizing and implementing planning. The Extravaganza will likely take place on February 9 or 16.

FACULTY AFFAIRS COMMITTEE AGENDA ITEM

Date: Feb. 2, 2023

Submitted by: *Faculty Handbook Committee administrator, ext. 1648*

SUBJECT: Faculty Handbook revision, *Office Hours*

Description: Faculty Handbook Committee on February 2, 2023 approved a revision of the handbook, Section 6, Subsection XVIII, to:

Student Office Hours (replaces the current heading of Office or Conference Hours)

In accepting employment at Washburn University, the faculty member accepts the objectives of the University and, among these objectives, the idea of a close association with students on an individual basis. This implies that faculty members are available to students for individual advising. *To this end, all faculty members must establish a schedule of student office hours sufficient to meet this obligation and include these on their course syllabi and* ~~office door. Syllabi with student office hours must also be posted~~ *on the university learning management system. Student office hours* should be scheduled at periods when the students are most likely to be able to utilize them. *Student office hours* should be kept as faithfully and regularly as class hours.

Rationale: This change is requested to make it clear that student support is the goal of this time. Many universities have transitioned to this language.

FAC NOTE: FAC edited revision, striking "office door. Syllabi with student offiice hours must also be posted".

Financial Implications: *None.*

Proposed Effective Date: *As soon as possible.*

Request for Action: *Approval by Faculty Affairs Committee/Faculty Senate/General Faculty*

Approved by: *FAC - 22/13/2023/13/2023*

   Faculty Senate on date

   General Faculty on date

Attachments   Yes ☐   No ☒

FACULTY AFFAIRS COMMITTEE AGENDA ITEM

Date: Feb. 2, 2023

Submitted by: *Faculty Handbook Committee administrator, ext. 1648*

SUBJECT: Faculty Handbook revision, *Faculty Recruitment*

Description: Faculty Handbook Committee on February 2, 2023 approved a revision of the handbook, Section 2, Subsection V, to:

Add a preamble after faculty recruitment and before A: *The VPAA office oversees faculty recruitment and hiring. Detailed procedures are available from the Office of the VPAA.*

AND

Add to part C – On-Campus Visit – *Generally*, it is expected …

AND

The edits made in the attached.

Rationale: Recent updates to the Faculty Recruitment Guide were made with the goal of standardizing the process, but allowing unit-specific flexibility. Recruitment best-practices evolve and the level of specificity in the handbook is unnecessary given the detail and regular updating of the Faculty Recruitment Guide, which is available on the Academic Affairs website.

FAC NOTE: FAC edited attached revision, changing item in Subsection V. A. b. Selection of Candidates for Visitation on Campus from "two" to "three".

Financial Implications: *None.*

Proposed Effective Date: *As soon as possible.*

Request for Action: Information. If needed: *Approval by Faculty Affairs Committee/Faculty Senate/ General Faculty*

Approved by: *FAC - 2/13/20232/13/2023*
             Faculty Senate on date

             General Faculty on date

Attachments Yes ☐ No ☒

V. Faculty Recruitment

A. Establishing the Position

a. Position, Position Description, and Position Posting

The Dean will review departmental objectives and long-term goals in requesting permission to hire for a faculty position. In the College of Arts and Sciences and the School of Applied Studies, this will be done in consultation with the department chairperson. The Dean will secure approval of position, including rank, and salary range, from the Vice President for Academic Affairs. The Dean, in consultation with Human Resources, will develop a position description and posting. In the College of Arts and Sciences and School of Applied Studies, the appropriate chairperson will also consult in the development of the position description and posting. In the School of Law, the Faculty Recruitment Committee will consult. Once the Dean has approved the position description and posting, Human Resources will send it to the Vice President for Academic Affairs for review and final approval. The office of the Vice President for Academic Affairs will publish the approved position posting. The Dean will determine who in their unit will take the lead in developing and implementing a formal recruitment plan to share the posting with appropriate professional sources so that it reaches a robust and diverse pool of qualified applicants. All advertising for which a charge is made to the University will be issued through the office of the Vice President for Academic Affairs. The Dean will also determine who will oversee the development of evaluative criteria, based on the approved position description, that will be used to screen applicants and select final candidates.

b. Selection of Candidates for Visitation on Campus

A search committee will be appointed by the Dean. In the College of Arts and Sciences and School of Applied Studies, the department chairperson will recommend a search committee to the Dean. Typically, the committee will consist of a minimum of three (3) full-time faculty members. In those instances where there is an insufficient number of faculty available within the academic hiring unit, faculty members from outside the academic hiring unit may be appointed, or non-University persons with professional expertise. All members of the search committee must complete University faculty search committee training prior to reviewing applications. In the College of Arts and Sciences and School of Applied Studies, the department chairperson must also attend this training. The search

committee will screen applications using appropriate evaluative criteria, check references, and identify the top three two candidates, in order of preference. In the College of Arts and Sciences and School of Applied Studies, the search committee will submit the names to the department chairperson who will forward this information and their own recommendation to the Dean. The Dean of the In the College of Arts and Sciences and School of Applied Studies, the Dean will then consult with the department chairperson and committee and approve candidate(s) to bring to campus to interview. In academic hiring units where there is no department chairall schools besides the College of Arts and Sciences, the search committee will submit the names of the top candidates directly to the Ddean. The Dean should, in other than exceptional circumstances and for reasons communicated to the search committee in writing, invite the candidates to campus for an interview in the order presented by the search committee. At any point, the committee /department chairperson may recommend to the Dean to terminate the search process.

c. The On-Campus Visit

The Dean and available faculty members of the department/school will have the opportunity to interview the candidate. In the College of Arts and Sciences and School of Applied Studies, the department chairperson will also have the opportunity to interview the candidate. It is expected that a the candidate will remain on campus for at least one day. It is also expected that the candidate will provide a a teaching demonstration as part of their campus interview by which the committee may assess their potential as a teacher. Where appropriate and possible, campus and community groups will meet with the candidate. The candidate will also have the opportunity to visit with faculty and staff, talk with students, etc.

d. Issuance of Contract

Following the on-campus interview, the search committee will recommend whether to invite the candidate to join the faculty. In the College of Arts and Sciences and Sciences and School of Applied Studies, the committee will forward its recommendation to the department chairperson. The department chairperson, in turn, will forward the committee's recommendation and their recommendation to the Dean. In the School of Applied Studies, the committee will forward its recommendation directly to the Dean and the department chairperson will forward their own, separate recommendation to the Dean. In schools where there

is no department chairperson, the committee will forward its recommendation directly to the Dean. The Dean will review the recommendation(s) and determine whether to make ~~their own~~a recommendation to the Vice President for Academic Affairs that the candidate be offered a contract or to invite another candidate to interview. The Dean will also seek final approval from the Vice President for Academic Affairs concerning salary, rank, and other administrative matters, including any negotiated items. The Vice President for Academic Affairs will adhere to applicable personnel approval processes in approving/disapproving Dean's recommendation. After the Vice President for Academic Affairs has approved the Dean's recommendation, the Dean will extend an offer to the candidate. If the candidate accepts the offer, the office of the Vice President for Academic Affairs will prepare a contract and send it to the candidate. Offers are contingent upon successful completion of a background check for all new employees or those with a break in service of one year or more.

e. ~~Flow Chart - Procedures for Recruitment/Selection of~~ Faculty ~~FacultyFaculty position vacancy~~

1. ~~Chairperson/Dean/Vice President for Academic Affairs consult on nature of proposed position~~
2. ~~Vice President for Academic Affairs approves position, including rank and salary~~
3. ~~Department chair/Dean/Human Resources consult in development of position description and posting~~
4. ~~Vice President for Academic Affairs approves position description and posting~~
5. ~~Vice President for Academic Affairs office issues advertising;~~ ~~Dd~~ean ~~determines who will develop and implement plan to recruit robust and diverse pool of qualified applicants to position posting~~
6. ~~Dean appoints search committee~~
7. ~~Search committee elects chairperson~~, except in School of Law where this position is appointed by the Dean
8. ~~Search committee~~ and department chairperson ~~completes University faculty search committee training and creates evaluative criteria with which to screen applicants~~
9. ~~Department chairperson also completes University faculty search committee training (College of Arts and Sciences and School of Applied Studies only)~~
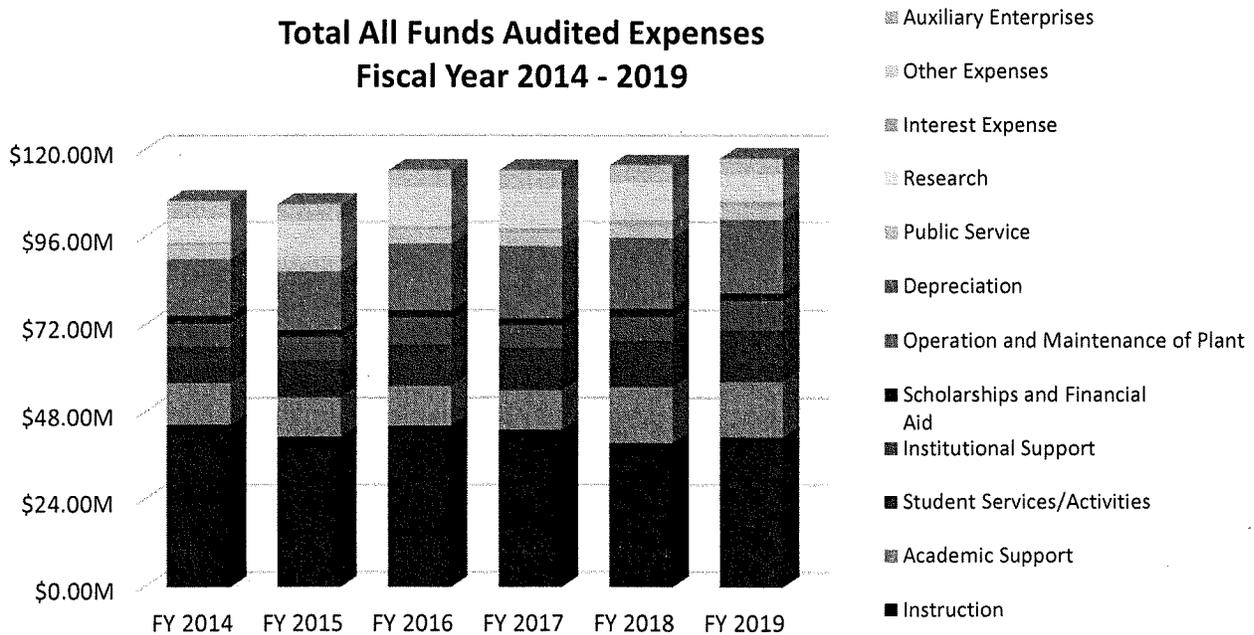
10. Search committee reviews applications, checks references

11. Search committee ranks top candidates by consensus

12. Search committee submits names of top candidates to ~~invite to interview on campus to~~ department chairperson (College of Arts and Sciences only)/Dean

13. Department chairperson submits their recommendation ~~of candidates to interview on campus~~ and recommendation of search committee to Dean (College of Arts and Sciences ~~and School of Applied Studies~~ only)

14. ~~Search committee chairperson submits committee recommendation of who to interview on campus to Dean~~

15. ~~Department chairperson submits their recommendation of who to interview on campus to Dean (School of Applied Studies only)~~

14.16. ~~Dean~~/department chair invites top candidate(s) for interview

15.17. Vice President for Academic Affairs office, upon request of Dean, will make reservations and initiate purchase order requisition for payment

16.18. Campus interview conducted

17. Search committee recommends to department chairperson /Dean whether to offer contract to candidate;

19. ~~d~~Department chairperson recommends to Dean whether to offer contract to candidate and also forwards search committee's recommendation to Dean (College of Arts and Sciences ~~and School of Applied Studies~~ only)

20. ~~Search committee recommends to Dean whether to offer contract to candidate~~

18.21. ~~Department chairperson separately recommends to Dean whether to offer contract to candidate (School of Applied Studies only)~~

19.22. Dean determines whether to recommend to Vice President for Academic Affairs that candidate be offered a contract or invite another candidate for interview

20.23. Vice President for Academic Affairs approves recommendation

21.24. Dean extends offer to selected candidate

22.25. Office of Vice President for Academic Affairs prepares and issues contract

Washburn University
Total All Funds Audited Expenses
Fiscal Year 2014 - 2019

Table 1.11a

% Change Δ from
steady Share *(handwritten)*

Category	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	% Change FY 14-19
Instruction	$44,733,173 *62% (handwritten)*	$41,341,129	$44,412,095	$43,185,974	$39,679,846	*52% (handwritten)* $41,237,342	-7.8% *-7.3 mil (handwritten)*
per FTE Student	$6,997	$6,467	$7,128	$6,900	$6,273	$6,583	-5.9%
Academic Support	$11,436,825 *16% (handwritten)*	$10,906,750	$10,894,622	$10,878,891	$15,354,648	$15,196,536	32.9% *+2.9 mil (handwritten)*
per FTE Student	$1,789	$1,706	$1,748	$1,738	$2,428	*19% (handwritten)* $2,426	35.6%
Student Services/Activities	$10,123,638 *14% (handwritten)*	$10,105,993	$11,469,769	$11,741,282	$12,660,193	$14,212,841	40.4% *+3.2 mil (handwritten)*
per FTE Student	$1,584	$1,581	$1,841	$1,876	$2,002	*18% (handwritten)* $2,269	43.3%
Institutional Support	$6,091,947 *8% (handwritten)*	$6,265,482	$7,116,135	$6,015,912	$6,452,329	$7,941,467	30.4% *+1.3 mil (handwritten)*
per FTE Student	$953	$980	$1,142	$961	$1,020	*10% (handwritten)* $1,268	33.0%
Scholarships and Financial Aid	$2,155,978	$2,127,373	$2,044,146	$1,975,523	$2,213,549	$2,043,233	-5.2%
Operation and Maintenance of Plant	$7,608,425	$7,405,200	$7,837,969	$7,823,533	$7,952,594	$9,104,826	19.7%
Depreciation	$7,811,884	$8,377,826	$10,329,875	$11,854,528	$11,410,681	$10,997,712	40.8%
Public Service	$3,548,484	$3,461,034	$3,444,283	$3,210,244	$3,248,528	$3,233,852	-8.9%
Research	$132,649	$371,981	$212,316	$166,548	$84,444	$142,032	7.1%
Interest Expense	$909,227	$294,108	$1,203,063	$1,539,978	$1,590,060	$1,747,998	92.3%
Realized Losses	$0	$0	$0	$0	$0	$0	NA
Unrealized Losses	$0	$0	$0	$0	$0	$0	NA
Other Expenses	$6,603,457	$9,609,919	$10,484,580	$10,905,939	$10,364,665	$7,343,465	11.2%
Subtotal All Funds - Expenses	**$101,155,687**	**$100,266,795**	**$109,448,853**	**$109,298,352**	**$111,011,537**	**$113,201,304**	**11.9%**
Auxiliary Enterprises	$4,832,155	$4,707,788	$4,896,875	$4,990,998	$4,787,866	$4,450,876	-7.9%
Total All Funds - Expenses	**$105,987,842**	**$104,974,583**	**$114,345,728**	**$114,289,350**	**$115,799,403**	**$117,652,180**	**11.0%**
Total Headcount	**9,966**	**9,732**	**9,803**	**9,776**	**9,820**	**9,707**	**-2.6%**
Total FTE	**6,393**	**6,231**	**6,190**	**6,259**	**6,325**	**6,264**	**-2.0%**

Total All Funds Audited Expenses
Fiscal Year 2014 - 2019

Legend:
- Auxiliary Enterprises
- Other Expenses
- Interest Expense
- Research
- Public Service
- Depreciation
- Operation and Maintenance of Plant
- Scholarships and Financial Aid
- Institutional Support
- Student Services/Activities
- Academic Support
- Instruction

Notes for this section begin on page 4.
Source: *Independent Auditors' Report and Financial Statements; KHEDS AY Collection*