

Washburn University
Meeting of the Faculty Senate
April 7, 2025 at 3pm
Meeting in Kansas Room Hosted by FS Executive Committee

- I. Call to Order
- II. Approve minutes-
 - February 24, 2025 (pages 2-6)
- III. President's Opening Remarks
- IV. WUBOR/KBOR Update- Tonya Ricklefs
 - KBOR
 - WUBOR
- V. VPAA Update - Dr. John Fritch
- VI. Consent Agenda –
 - Faculty Senate Committee Reports-
 - AAC Minutes 2-17-25 (pg 7)
 - FAC Minutes 11-11-24 (pgs 8-9)
 - University Committee Reports-
 - Gen Ed Committee 11-21-24 (pgs 10-12)
 - International Education Committee 2-5-25 (pgs 13-14)
 - Faculty Handbook Committee 2-3-25 (pgs 15-16)
 - Faculty Handbook Committee 2-26-25 (pgs 17-19)
- VII. Old Business
 - 25-10 Inactivation of Computational Physics, BS (Karen Camarda) (pgs 20-22)
 - 25-11 Inactivation of Bachelor of Musical Arts, BMA (Craig Treinen) (pgs 23-25)
 - 25-8 New Minor, Great TEXTS (Kelly Erby) (pgs 26-27)
 - 25-13 New Minor in Kinesiology (Park Lockwood/John Burns) (pgs 28-29)
 - 25-12 New Certificate in Intensive English (Kelly McClendon) (pgs 30-35)
 - 25-9 New Certificate in Cybersecurity (Nan Sun) (pgs 36-38)
 - 25-14 New Certificate in Artificial Intelligence Literacy and Application (Nan Sun) (pgs 39-41)
- VIII. New Business-
 - 25-15 Amendment to Faculty Handbook for Not Tenured Faculty (Tracy Wagner) (pgs 42-44)
- IX. Information Items-
 - At-Large FS Nominations (Amanda Hartman)
- X. Discussion Items-
- XI. Announcements
 - General Faculty Meeting on April 30, 2025 (Need to elect a new Gen Fac Secretary)
- XII. Adjournment

Washburn University
Meeting of the Faculty Senate
February 24, 2025 at 4 pm
Meeting in Forum Room Hosted by FS Executive Committee

Present: Cook, Dahl, Davies, Francis, Fritch, Hansen, Hartman, Heusi, Holt, Hu, Kay, Kendall-Morwick, Lambing, Lolley, Maxwell, Miller, Perret, Ricklefs, Schmidt, Schnoebelen, Scofield, Smith, Steffen, Stevens, Toerber-Clark, Wagner, Williams

Absent: DeSota, Dickinson, McHenry, Mosier, Sellak,

Guests: Bailes, Broxterman, Holthaus, Hutchinson, O'Neill, Wade, Wood, Kohls, Harnowo

- I. Call to Order at 4:02 pm
- II. Approve minutes- Moved by Kay and seconded by Cook. Motion passes unanimously
 - February 10, 2025 (pgs 2-7)
- III. President's Opening Remarks
 - Met with WSGA this afternoon to see what support students could lend to ongoing Tenure issues. Think this is great that WSGA is taking the lead on this. (Lolley – So amazing!!) People on the committee mentioned how amazing it was that WSGA was there. Lots of people have been educated on what that means. Sending bullet points to other students to encourage students to email parents at home and email representatives. Send information to Kirk Haskins about tenure, economic impact, etc. (Currently seen as a privilege, want to people to understand how this is affecting economics.) Have not heard for sure when this will officially come up (bouncing around committees). Want to commend WSGA for reaching out to other Student Government officers.
 - Saw that judiciary committee cancelled their meeting for tomorrow. If it does make it to senate judiciary committee, then it would be good to have more people show up and have a presence.
 - Wood – Public forum at our Wednesday (WSGA) meeting at 6:30 pm. If anyone would like to show up and personally speak, that would be welcome.
 - Lolley – I think one of the things that was asked about was numbers of people who are tenured and they could not give that information. Ricklefs – that information did make it over there (heard this was the case). Lolley – have we shown a link between this and retention? Ricklefs - don't know. Don't know if committee is seeking any more information at this point. Holthaus – they did ask questions (# of tenured faculty dismissed over last 10 years for “non-performance” and how many tenure-track faculty have

been denied tenure, and how many undergo post-tenure review.) Ricklefs – would be good to bring up how this might affect hiring.

- Cook – don't know if this has been brought up yet to Judiciary. No company has shared governance. I think that is huge, but have not heard it mentioned in the meetings. Might resonate (with similarity of making partner in a law firm.) Ricklefs – Governor Kelly said in "Reflector" (*Kansas Reflector*) that she doesn't think it will have enough momentum to make it to her desk (will pass House, but maybe not Senate.) There is some shifting. We are in a two-year cycle. Miller – And this is Kansas and it can be pulled back up again. Ricklefs -and it's a "blessed bill" so it has special protections. Only other comments, a couple of weeks ago we were talking about tenure issues (and not tenured) and now this comes up. Also heard about people asking about DOE (*Department of Education*) letters. Information I've gotten back is that there is "new" and don't quite know exactly what will happen. Worth talking about tonight at the reception (*with President Mazachek*). If you hear what other Universities are doing, that may not be consistent. Anyone not know what I'm talking about with DOE Letter? Just checking. (*Note from Secretary: Department of Education released a "Dear Colleague" letter on February 14, 2025 stating that institutions that continued to discriminate on the basis of race, color, national origin, etc would risk losing federal funding. The letter specifically stated that many white and Asian students had been discriminated against.*)

IV. WUBOR/KBOR Update- Tonya Ricklefs

- KBOR
- WUBOR – Has not met since Ricklefs gave the report to them on February 6.

V. VPAA Update - Dr. John Fritch

- Last few weeks have been a blur.
- The Tenure Bill has our attention, really had our attention when we last met. A few other things have come out (Dear Colleague Letter). This is a problem. You can't take this to court since it doesn't have the force of Law. If you don't follow the "Letter" then you don't get the federal funding. We get lots of money from Pell grants and Trio funds. There are states where you could defy this a bit, but Kansas is not one of them. We have legislators who would likely listen to complaints if we defy the "DCL." What are we doing? Looking at things on Website, bringing some things down for a bit until we can figure out how to comply. (ie Faculty Hiring Guidelines). Biggest Challenge – Course Catalog. (Toerber-Clark – Just so you know SON has all the words they are looking for because that is health care.) We have lots of places in the catalog. Fritch – I'm close to saying I won't touch course descriptions, but would like to help you identify places we might have issues and how we might adjust them. Smith – would be cautious that we do not engage in anticipatory obedience. If it's not legally binding, what are we worried about? Miller – An executive order can't do it either. Ricklefs – What can it do? Pulling funding.

Following other schools and what they are doing. It appears to be all tied to funding. Miller – I reiterate what Ian says. Complying ahead of time with things we feel are unethical, wrong, etc. Let's fix the easy stuff so we don't have anything that can easily attract attention and then work on what we need to do. Because they are doing this with a mechanism that has never been used like this, we don't know exactly what will happen. We need to be very careful to not comply before we have to. Smith – AAUP is talking about this right now. Would like to clarify – would this affect scholarships we give out, would this prevent us from handing out money (given the MOU's for some of the funding). Fritch – There is a lawsuit going on at University of Missouri right now and some donor's would like their money back. Donors are frustrated, foundation is saying we didn't change, but the State did. Caveat to Ian – we are in a "red" state, so we want to be careful about navigating the legislature. A few weeks ago they got rid of DEI in Military, some things they got pushback on. Holthaus – The Dear Colleague Letter is letter from DOE saying this is how we will interpret the law. This is how we are interpreting our laws. (This is how we determine race, very broad and very new for all institutions.) The next step is someone who is impacted would follow an Agency complaint. A student could file a complaint and say we violated their right to a scholarship. Then the consequences is fines or removal of grants, etc. Fritch – Challenge is that compliance is supposed to happen by this Friday. Things are disappearing quickly because what do you do? This is affecting graduations – can't have "groups" have their own graduations (which are typically run by students). Smith – Can we have BSU? Fritch – As long as it's open to everyone. Kay – Do we as faculty need to think creatively about our profile? Are we at that point now? Fritch – I don't know. Ricklefs – Just wanted to share we have been discussing DEI issues, but at another meeting someone shared that she had done something from her own personal email, but got a response from a Kansas Representative's office saying she was a "Dr" and shared parts of her profile. She has been careful not mentioned any of that. So, be aware of this. Maxwell – Know we are trying to transition to being a Hispanic Serving Institution. Fritch – 2 things. Almost everyone is expecting a decrease in Hispanic students next year, (not willing to do FAFSA's). We will likely not have enough students. Would be shocked if this administration doesn't make some changes. Some representatives are pushing back, saying we need this money (TRIO) coming into our state which may affect more black/Hispanic students.

- Williams – For Family and Human Services. We have an accrediting body that requires us to have some of this in our classes. We can change words, but how much will we have to do that? Terms are changing rapidly. How much will it impact our individual programs that we have to maintain. Fritch – I know Social Work and the American Bar Association mandate these things. We are in a catch 22, so my plan is to stick with accreditation standards. You don't want to be unaccredited. Williams –

almost all of SAS has this. Cook – One student, so it's anecdotal, was talking about tutoring center. Student said several times the university has prioritized international students for on campus jobs. I corrected them, but just so you know students are taking this in. Ricklefs – This could lead back to what Holthaus mentioned of someone suing the university.

- Fritch – last week I got to go through T&P files. One of the joys is to look through those and see the really outstanding work that is going on. These are going to be challenging times. Have to do our work, and that will be ways to support our students. We need to recognize that challenges do happen because of what we look like, or our names. It will be important to help those students out. We all work hard, but I request that you pay extra attention to those students who are likely scared now and not sure if they can trust us. Do that work.

VI. Consent Agenda –

- Faculty Senate Committee Reports- Moved by Lolley, seconded by Cook. Motion passes unanimously.
 - Minutes from AAC Meeting 11-11-24 (pg 8)
- University Committee Reports-

VII. Old Business

- AAC – Diagnostic Medical Sonography, AAS (pgs 9-10)
 - Moved to approve by Schmidt and seconded by Stevens.
 - Overview by Kohls – currently certificate. Will still be accredited through certificate, but will give Associate Degree in Health Care profession before moving on to the Advanced Certificate. Hospitals often want a degree of some sort, so it will help students become more employable/get more pay. Same classes/work, but will piggyback Certificate with General Education requirements to get the Associate Degree.
 - Lambing – course sequencing perspective. Will they do certificate first or could they be mixed. Kohls – You do have pre-req courses, but others could be mixed or sequential depending on circumstances (what they bring in with them.) Schmidt -it has 61 hours. Can we get it to 60? Will we need exception. Cook – AA doesn't follow the 60 hour rule. Williams – could High School students take classes that will apply to this? Kohls – Could take pre-req classes, but otherwise no (due to employer exemption). Williams – Thinking about General Education classes. Kohls – Those could count.
 - In favor of approving, motion passes unanimously. It does not need to go forward to General Faculty.

VIII. New Business-

IX. Information Items-

X. Discussion Items-

XI. Announcements

- If you did not sign in as guest or Faculty Senate person, please do so

- Reception at Ross House at 5 pm. There will be socializing and Q&A time. It's OK to leave earlier
- Thomas King Lecture in Religious Studies at BTAC – Ethics of Appropriation of Yoga. Will be talking the next morning about Public Scholars.

XII. Adjournment

Academic Affairs Meeting Minutes Monday, February 17, 2025 at 3:00pm In-person, BTAC – Forum Room

Attendees: Beth O'Neill (ex-officio), Tracy Davies (chair), Sarah Cook, Michelle Heusi, Sarah Holt, Jim Schnoebelen, Barbara Scofield, Hillary Lolley

Guest: Mark Kohls

The meeting was called to order by the committee at 3:05 pm.

- I. Approvals
 - a. Minutes from the Academic Affairs meeting held on November 11, 2024, were presented.
 - i. A motion for approval was made by Sarah Cook and seconded by Hillary Lolley.
 - ii. The motion was passed unanimously.
- II. Action Items
 - a. Curriculum Proposal – New
 - i. Diagnostic Medical Sonography, AAS
 1. A motion for approval was made Sarah Holt and seconded by Jim Schnoebelen.
 2. Mark Kohls provided an overview of proposal.
 3. Discussion occurred.
 4. The motion was passed unanimously.
- III. The committee discussed the AAC upcoming meeting schedule.
- IV. There being no further business to discuss, a motion was made by Sarah Holt and seconded by Jim Schnoebelen to conclude the meeting. The motion passed unanimously.
- V. The meeting ended at 3:15 pm. Minutes taken by Holly Broxterman.

Faculty Affairs Committee - Minutes

Monday, November 11, 2024

4:00pm – 5:00pm

Lincoln Room – Memorial Union

Members Present: Danny Wade (ex-officio), Miguel Gonzelez-Abellas, Ashley Maxwell, Shaun Schmidt, Eric Mosier, Barbara Scofield, Thomas Sneed, Jody Toerber-Clark, Tonya Ricklefs, Madeline Lambing

Absent: Von Hansen

Guest: Cynthia Holthaus

1. Call to Order at 4:02pm by Shaun Schmidt
2. Approval of Minutes – October 29, 2024
 - a. Tonya Ricklefs made a motion to approve the minutes from the meeting held on October 28, 2024, as presented. Miguel Gonzalez-Abellas seconded motion. Motion carried.
3. Old Business
 - a. Amendment of Faculty Senate and General Faculty Relationship – Shaun Schmidt
 - i. The proposal was approved by Faculty Senate on November 4, 2024, and has now been moved on to the General Faculty meeting to be held on November 13, 2024.
4. Discussion
 - a. Senior lecturer language in the Faculty Handbook – Ashley Maxwell and Maddy Lambing
 - i. The item was finalized and sent to Faculty Handbook Committee for consideration. There is no Faculty Handbook Committee meeting scheduled at this time.
 - b. WUBOR Bylaws – Cynthia Holthaus
 - i. It was shared with the committee that WUBOR was updating their Bylaws which had not been done since 1982. We are moving policy matters out of Bylaws to the WUPRPM. Bylaws are intended to govern the Board.
 - ii. The WUPRPM has two sections, the first considered policy matters, and which is governed by WUBOR and those items considered regulations and procedures which are governed by the university. Especially differentiated by the WUPRUM.
 - iii. Faculty Affairs is tasked with reviewing the proposed changes to make suggestions and recommendations.
 - iv. The proposed new document requires two readings at Faculty Senate prior to its presentation to WUBOR at their December 5, 2024, meeting.
 - v. There was a lengthy discussion on many topics in the proposed document and clarifications and edits were suggested by the Faculty Affairs Committee members. The main concern of the committee was the lack of Faculty Senate presence in the document.
 - vi. Cynthia Holthaus confirmed there will be a slightly different version of the proposed document for the next reading at Faculty Senate on November 18.
5. Announcements

Approved: 3.3.25

- a. Next meeting is scheduled for Monday, November 25, 2024, at 4:00pm in the Lincoln Room.
- 6. Adjournment
 - a. With no further business to discuss, Tonya Ricklefs made a motion to conclude the meeting which was seconded by Miguel Gonzelez-Abellas. Shaun Schmidt adjourned the meeting at 4:50pm.

Notes taken by Beth Mathews

General Education Committee Meeting Minutes
Tuesday, November 21, 2024 at 1:00pm
In-person, BTAC – Martin Room

Attendees: Beth O'Neill (ex-officio), Susan Bjerke, Tom Hickman, Amy Memmer, Kelly McClendon, Joey DeSota, Kristen Grimmer, Justin Moss, Stephen Woody

The meeting was called to order by Beth O'Neill at 1:00 pm.

- I. Approval of Minutes
 - a. Minutes from the meeting held on October 1, 2024, were presented. A motion for approval was made by Susan Bjerke and seconded by Justin Moss. Motion passed unanimously.

- II. Discuss New/Revisions
 - a. SP 240 – Spanish for Heritage Speakers
 - i. The committee discussed the request for SP 240 to be counted as a general education course in the Inclusion and Belonging distribution area.
 - ii. A motion for approval was made by Susan Bjerke and seconded by Kristen Grimmer. Motion passed unanimously.

 - b. HS 131 – Human Development
 - i. The committee discussed the request for HS 131 to be counted as a general education course in the Social Science and Inclusion and Belonging distribution areas.
 - ii. A motion for approval was made by Amy Memmer and seconded by Susan Bjerke. Motion passed unanimously.

 - c. CE 250 – Introduction to Community Studies
 - i. The committee discussed the request for CE 250 to be counted as a general education course in the Social Science and Inclusion and Belonging distribution areas.
 - ii. A motion for approval was made by Stephen Woody and seconded by Kristen Grimmer. Motion passed unanimously.

 - d. MM 300 – Media, Law, Ethics & Diversity
 - i. The committee discussed the request for MM 300 to be counted as a general education course in the Inclusion and Belonging distribution area.
 - ii. A motion for approval was made by Susan Bjerke and seconded by Joey DeSota. Motion passed unanimously.

 - e. MA 113 – Elementary Statistics
 - i. The committee discussed the request for MA 113 to be counted as a general education course in the Mathematics distribution area.
 - ii. It was noted that this new course has not yet been approved in the CAS governance process. To meet the January KBOR reporting deadline, it is requested that the Gen Ed committee consider this request conditional on CAS final approval.

- iii. A motion for approval, pending CAS final approval of the course, was made by Suan Bjerke and seconded by Justin Moss. Motion passed unanimously. If approved, this course will be effective in Fall 2025.

III. Five Year Review

- a. HI 100, 101, 102, and 105 (Subcommittee of Joey, Susan, Amy, Belinda)
 - i. The subcommittee reviewed the four course reviews submitted by the History department with the committee.
 - ii. The subcommittee noted that the reports were missing detailed information. They noted there was vague assessment information on the rubric and only high-level information in the closing the loop section was provided. They noted there was no cohesiveness between proposals.
 - iii. The committee noted that MU 106 was a cross-listed course with HI 105. Committee discussed the need to possibly include cross-listed information with these courses during their five-year review. The committee also discussed the criteria they should consider for Inclusion and Belonging distribution area.
 - iv. Discussion occurred.
 - v. The committee outlined what additional information they would like to request from the department. Beth O'Neill agreed to contact the department for these details.
 - vi. The committee agreed to pause approval and wait until next meeting to review additional information before considering approval at their next meeting.
- b. EC 201 (Subcommittee of Joey, Susan, Amy, Belinda)
 - i. The subcommittee reviewed the EC 201 course review with the committee.
 - ii. The subcommittee noted that some syllabus versions did not include the general education statement in all syllabi.
 - iii. Discussion occurred.
 - iv. The committee agreed to conditionally approve the course. Approval would be granted once department adds the general education statement to all syllabus versions. Beth O'Neill agreed to contact the department.
- c. KN 248 (Subcommittee of Justin, Linzi, Kristen, Tom, Stephen)
 - i. The subcommittee reviewed the KN 248 course review with the committee.
 - ii. The committee discussed how the online section performed better than the in-person courses.
 - iii. Discussion occurred.
 - iv. Committee discussed their role in reviewing this information and how much call to action / conversation that they would like to have with the departments, especially due to the large gap in time during the reviews.
 - v. The committee agreed to conditionally approve the course. They would like to request more information from the department regarding the disparities and potential solutions to close the gap. Beth O'Neill agreed to contact the department for these details.

- d. CN 101 and CN 150 (Subcommittee of Justin, Linzi, Kristen, Tom, Stephen)
 - i. The subcommittee reviewed the course reviews with the committee.
 - ii. The subcommittee noted that there was concern that course objective verbiage is not consistent across all syllabi.
 - iii. Discussion occurred.
 - iv. The committee agreed to conditionally approve the courses. Approval would be granted once the department confirms verbiage in the is consistent across all section syllabi. Beth O'Neill will inform the department.
 - e. SP 102 and SP 380 (Subcommittee of Justin, Linzi, Kristen, Tom, Stephen)
 - i. The subcommittee reviewed the SP 380 course review with the committee. Due to the infrequency the course is held, there is not enough data to review.
 - ii. The subcommittee then reviewed the SP 102 course review with the committee. The committee noted that the syllabi referred to SP 101 in several places and discussed the lack of measurable course objectives.
 - iii. Discussion occurred.
 - iv. The committee agreed to delay approval for both SP 102 and SP 380. They agreed that the Modern Language department should submit a course revision form for both courses that includes at least three measurable course objectives (and associated measures) related to the GED SLO.
- IV. SP 240
- a. The committee noted that SP 240 has the same issues with the stated course objectives as SP 102 and SP 380. They agreed to change their vote and pause the approval. The committee would like SP 240 to be included in the request back to the department as noted above.
- V. Meeting schedule
- a. The committee discussed the spring meeting schedule. They agreed to meet again in February and discuss new/revised course proposals and resubmission of fall five-year reviews where revisions were requested. A second meeting to discuss the course due for a five-year review in the spring will be scheduled in April. Beth noted that there will likely be a large quantity of five-year reviews, and the committee needs to discuss a process to manage.
- VI. Adjourn
- a. There being no further business to discuss, the committee unanimously agreed to adjourn. The meeting ended at 3pm.

Minutes taken by Holly Broxterman.

International Education Committee Meeting Agenda
Monday, February 10, 2025 at 10:00 am
Zoom

Attendees: Beth O'Neill, Danny Wade, Bob Beatty, Tina Williams, Miguel Gonzalez-Abellas, Crystal Stevens, Tom Prasch, Lara Rivera, Liviu Florea, Hillary Lolley.

The meeting was called to order at 10:00 am.

- I. Update on Faculty Travel Grants and International Brown Bags (Danny Wade)
 - a. There were 8 faculty travel grant applications since the last meeting: 4 from CAS, 1 SAS, 1 SOBU, 2 SON. All were approved and amounted to \$14,000. Danny will be working with Dr. Fritch to plan the travel grant budget for next year.
 - b. International Brown Bags are scheduled, and there will be one per month starting this month. Kim Morse in February, Corey Zwikstra in March, Bobby Tso in April. All on Wednesdays at noon in Cottonwood Room. Danny will be working on scheduling Brown Bags for next academic year over the summer.

- II. Study Abroad Updates
 - a. Policy and Form Updates (Beth O'Neill)
 - i. Beth shared the co-leader stipend details. Co-leaders can be faculty or staff, including adjuncts, for programs with 13 or more students. Stipends will be equal to \$100/day while abroad, inclusive of travel days. Bob Beatty shared that this was very exciting and demonstrates a commitment to faculty and international education.
 - ii. The new faculty-led proposal deadlines were shared. Proposals for Spring and Summer 2026 programs are due on May 1, and for Fall 2026 and Winter Break they are due November 1.
 - iii. The updated scholarship grids are available on the Bods Abroad website. The committee reviewed the scholarship grids in detail.
 - iv. The faculty-led proposal is now a Dynamic Form, and a link to the Dynamic Form is available on the Faculty Resources webpage, in the additional forms and info section. The committee reviewed the link, the document that displays the proposal form and the workflow in its entirety, and the proposal attachments. The committee discussed that this will be a change and will take time for people to get used to, but should be good long term.
 1. C-TEL sessions on Program Development using the new Dynamic Form will be held on Feb. 27th and Wednesday April 16th, 3:00-4:00 PM.
 - b. Study Abroad Program Details (Tina Williams)
 - i. Tina shared that she is working with 120 applicants to study abroad. This is back to "pre-COVID" numbers. There is one student currently in Sweden for the semester and a student will be going to Japan soon for their spring semester. There are 11 students going on a Spring Break program, 94 students participating in 12 faculty-led programs, two in summer student-initiated programs.

- III. Faculty Handbook Committee Description (Beth O'Neill)

- a. The committee discussed revising the committee description in the faculty handbook, given the change in committee reporting structure and committee scope. In particular, the committee discussed whether the Chair of Department of Modern Languages should be a voting or ex officio member, the term length and term limit of voting committee members, and whether members should be elected or appointed by their units. The below version was drafted, and a motion was made by Tom Prasch and seconded by Hillary Lolley to move this forward for approval by the Faculty Handbook Committee. The motion passed unanimously.

~~-----International Education Committee (VPAA) To promote international education at Washburn, including study abroad and exchange of scholars, the International Education Committee shall promote and advise on study abroad for Washburn Students and international faculty travel, promote and advise on extracurricular international-education programming on campus, and maintain an active working relationship with the International Center of Topeka, Inc.~~

The Committee shall be composed of the VPAA or their designee(s) (ex officio); study-abroad coordinator (ex officio); study-abroad faculty fellow (ex officio); Chair of Department of Modern Languages; three (3) faculty representatives from College of Arts and Sciences; one (1) faculty representative each from School of Applied Studies, School of Nursing, School of Business, and School of Law; and one Faculty Senate representative. Faculty representatives shall be appointed by their respective units to serve a three-year term and can serve for a maximum of two consecutive terms.

- b. Additionally, the committee discussed how to formalize their role of working with the International Center of Topeka, Inc. Liviu shared that there are a number of resources that might be of great benefit to international students at Washburn. The committee discussed and is interested in talking more about the unmet needs of students, resources that students are currently accessing or that they are being referred to, and opportunities for further referral and cooperation. Beth will communicate with Heidi Starkel regarding the committee's interest and identify a way to best move forward.

IV. Other matters/announcements

- a. Beth shared an update about International Student Enrollment (Spring 2025), provided by Heidi Staerkel.
 - i. New and transfer: 27 students
Visiting Fukuoka University and Chiba/CUC short-term exchange students: 18 (Feb 16-Mar 9)
Continuing: 257 students
Total Spring enrollment: 302 students from 44 different countries
 - ii. Top four countries represented at WU: Nepal, Japan, the Bahamas and Nigeria
 - iii. Top three majors of international students: Business/BBA, CIS and BSN
- b. Tina shared that the First Passport Project received a total of \$1,965 from 9 gifts on Day of Giving.
- c. Tom shared that the Fall of Assad discussion event went very well, and they recorded the session. Interested people can email Tom if you would like the recording.

- V. The meeting ended at 11:00 am. Minutes taken by Beth O'Neill.

Deleted: Director of International Programs

Deleted: facilitate

Deleted: recommend financial aid for study abroad, serve as campus Fulbright committee, recruit international students, ensure University compliance with INS requirements and regulations,

Deleted: organize

Deleted: and in the Topeka-Shawnee County area

Deleted: Director and the Assistant Director of International Programs, and members representing other areas of the University who shall be recommended by the director and, upon approval, appointed by the Provost & Vice President for Academic Affairs.

Faculty Handbook Committee
Washburn University
Minutes
February 3, 2025
2 p.m.

Committee Members' Present:

John Fritch (Ex-Officio), Marc Fried, Sean Bird, David Sollars, Zach Frank, Kelly Erby, Jane Carpenter, Jeff Jackson, Cynthia Holthaus, Sarah Cook, Sungkyu Kwak, Debbie Isaacson, Jenny Lamb, Shaun Schmidt, Tracy Wagner

Committee Members Absent: Patricia Judd, Melanie Worsley

Guest: Beth O'Neill

I. Call to Order

The meeting was called to order at 2:04 pm by John Fritch.

II. Approval of Minutes

- a. Zach Frank moved to approve the minutes of the January 13, 2025, meeting. Shaun Schmidt seconded the motion, and the motion carried.

III. New Business

- a. **School Grade Review Procedure for Washburn Law (01.28).** Jeff Jackson gave an overview of the procedure including the changes approved by the School of Law. A copy of the procedure was given to the Faculty Handbook Committee (FHC), and the procedure will be on the agenda at the next committee meeting on February 18, 2025.
- b. **Dependent Tuition Policy in Faculty Handbook.** The handbook lists the dependent tuition benefit at 50%, but the approved benefit is 100%. Discussion brought up the following questions and comments regarding changes to the handbook.
 - How should the change in the handbook happen since the policy is not managed by the FHC?
 - Can the FHC just update the page?
 - Why is the Human Resource Dependent Tuition policy in the handbook?
 - Should policies not controlled by the FHC be in the handbook?

The discussion will continue at the next FHC Committee meeting.

IV. Old Business

- a. **Non-Tenure Termination Procedure.** Marc Fried provided a copy of the updated procedure. The committee discussed the language and discussion points included:
 1. The pronouns "he or she" be updated to "their." Per Kelly Erby there was a discussion with the previous committee regarding the pronouns

throughout the entire handbook. After discussion, the committee recommended no change of pronouns in the termination procedure. The pronoun update for the entire handbook will be addressed at another time.

2. Under the termination procedure the Faculty Advisory Council (FAC) are appointed by the Provost to provide a faculty perspective in the process. Discussion was held regarding the make-up of the FAC, in particular whether non-tenured faculty should be included.
3. Fritch reminded the committee that the charge to the FHC is to refine the procedure and update the language.

Schmidt moved to approve a revised version of the Non-Tenure Termination Procedure that states “The FAC will consist of three faculty, with at least two holding tenure.” Cook seconded, and discussion was held on the language change.

Following discussion, Schmidt withdrew his motion to approve the revised Non-Tenure Termination Procedure.

Jackson moved to approve a revised version of the procedure that states “The FAC will consist of two tenured faculty and one non-tenured faculty.” Sarah Cook seconded, and the motion passed.

Cook moved to push forward the Non-Tenure Termination Procedure to Faculty Senate. Tracy Wagner seconded, and discussion followed.

Fritch stated the meeting time was ending and suggested that discussion continue at the next FHC meeting. A vote for FHC to endorse the Termination Procedure will be on the agenda.

Fritch asked for a motion to postpone the vote on the procedure for endorsement. Schmidt motioned to postpone, Carpenter seconded, and the motion carried.

- V. The meeting was Adjourned at 3 pm.

Faculty Handbook Committee
Washburn University
MINUTES
February 26, 2025
4 pm

Committee Members' Present:

John Fritch (Ex-Officio), Melanie Worsley (Ex-Officio), Sean Bird (Alan Bearman), David Sollars, Zach Frank, Kelly Erby, Jane Carpenter, Jeff Jackson, Cynthia Holthaus, Sarah Cook, Sungkyu Kwak, Patricia Judd, Jenny Lamb, Shaun Schmidt, Tracy Wagner

Committee Members Absent: Debbie Isaacson, Marc Fried

I. Call to order

A. The meeting was called to order at 4:08 p.m. by John Fritch.

II. Approval of Minutes

B. Jane Carpenter moved to approve the Faculty Handbook Committee (FHC) minutes for February 3, 2025. Sarah Cook seconded the motion, and the motion carried.

III. Old Business

A. Not Tenured Termination Procedure

The committee returned to the discussion from the February 3, 2025 meeting. The committee discussed the following.

- Legal ramifications of the Not Tenured Procedure was discussed.
- The procedure extends protection to lecturers.
- The FHC is tasked with reviewing the language and is not the final decision-maker.
- Historically the FHC role was to advise Faculty Affairs Committee.
- The question is whether the procedure will go forward with or without the FHC approval.
- Having the procedure in place may slow down the process and prolong the inevitable outcome when there is reason to terminate for cause.
- Procedure gives out a false sense of protection for Not Tenured faculty.

Cook motioned to approve the Not Tenured Termination Procedure, Schmidt seconded. There was no further discussion. The motion went to vote. 2 In Favor. 9 opposed. Motion failed.

The following has the updated wording of the Not Tenured Termination Procedure for the Faculty Handbook.

E. FORMAL TERMINATION PROCEDURE FOR ALL FACULTY WHO ARE NOT TENURED (See Attachment A for flowchart of process.)

STEP 1: If the Pre-termination Resolution Process does not result in immediate resolution of the problem(s) and no PIP is implemented, or if the Dean determines that the Pre-termination Resolution Process should be disregarded per Section B above, the Dean, after consultation with the Provost, shall notify the faculty member that he/she is terminated from his/her faculty position effective immediately. The notification shall be in writing and shall state the cause(s) that are the basis for the Dean's decision.

STEP 2: The faculty member shall have seven (7) days to file a written request for appeal with the Provost. The written appeal need only state the faculty member appeals the decision of the Dean and requests a meeting with the Provost. If no appeal of the Dean's decision is timely made, then the termination of the faculty member becomes final and not subject to further review by the University.

STEP 3: If the faculty member does submit a written appeal with the Provost, the Provost shall arrange to meet with the faculty member within seven (7) days from the date the written appeal is received by the Provost. The Provost may choose to have the Dean be present during the meeting with the faculty member. The faculty member may present any information to the Provost in advance of the meeting to assist the Provost's preparation for the meeting. The faculty member, however, is not required to do so, nor is the faculty member restricted from raising any other issues in opposition to the Dean's termination during the meeting with the Provost that were not addressed in any information provided by the faculty member prior to the meeting.

STEP 4: After the meeting in Step 3, the Provost will appoint a Faculty Advisory Council ("FAC") within three (3) business days with whom to confer before making any further determination in the matter. The purpose of the FAC is to provide the Provost with a faculty perspective to assist the Provost in considering appropriate next steps in the process. The FAC will consist of three tenured faculty selected by the Provost none of whom shall be in the faculty member's department or unit if the faculty member is not in a department and the FAC member's duties do not involve interaction with the faculty member. The meeting between the Provost and the FAC shall occur no later than seven (7) days after the appointment of the FAC absent compelling circumstances. The FAC may, but is not required to, request a meeting with the faculty member within seven (7) days after the FAC meets with the Provost. The FAC shall then meet with the Provost no later than three (3) business days after meeting with the faculty member. Meetings of the FAC shall be confidential to the extent practicable.

STEP 5: After meeting with the FAC, if the Provost, in his or her sole discretion, believes another meeting with the faculty member would be beneficial, then the Provost may schedule another meeting with the faculty member. That meeting shall occur within seven (7) days of the Provost extending the invitation. If the Provost and faculty member are able to agree in writing to a resolution regarding the matter, then no further action will be required.

STEP 6: After the meeting with the FAC, or the faculty member, whichever occurs last, the Provost shall have seven (7) business days to issue the decision on the appeal. The Provost may uphold the termination of the faculty member, grant the appeal, or determine an alternative resolution to the matter.

The decision of the Provost shall be final and not subject to further review by the University.

B. Approved Grade Review Procedure for Washburn Law

Jeff Jackson presented changes on February 3, 2025, at the FHC meeting of the Grade Review Procedure approved by the School of Law. The information was presented again for discussion and action.

Cook moved to accept the Grade Review Procedure as presented, Zach Frank seconded the motion. Discussion followed. Motion passed unanimously.

C. Faculty Tuition and Fee Waivers

Melanie Worsley presented the policy language for the Dependent Tuition Policy in the Faculty Handbook. The information was first presented at the February 3, 2025, meeting. The link will be added in the Faculty Handbook with the proposed language.

Schmidt moved to approve the proposed language for the Dependent Tuition Policy, Wagner seconded the motion. Discussion followed with no changes. Motion passed unanimously.

IV. New Business

I. The Presentation of the Senior Lecturer information

Fritch presented the request to add Advanced Lecturer to Faculty Handbook Section 1. III. The request is from the Faculty Affairs Committee for three changes.

1. Add an intermediate category called Advanced Lecturer.
2. Rolling contracts of 3 years or advance 5 years for Senior Lecturers.
3. The ability to move up would be after 5 years, to Advanced Lecturer after 5 years, and Senior after 5 years.

Fritch stated that further discussion will be at the next FHC meeting on April 1, 2025. The question is whether, or not there should be two levels. Schmidt has supplemental information on the request. The information will be sent to the FHC for the next meeting.

V. Motion to Adjourn

Adjourned at 5:06 p.m. by Fritch.

Program Change Request

A deleted record cannot be edited

Program Inactivation Proposal

Date Submitted: 10/11/24 3:34 pm

Viewing: **PX-BS : Computational Physics: BS**

Last approved: 06/11/24 12:39 pm

Last edit: 03/31/25 4:34 pm

Changes proposed by: Karen Camarda (karen.camarda)

Final Catalog 2024-2025

Rationale for Inactivation This program has had very low enrollment since its inception approximately 15 years ago. We would like to discontinue it to streamline our program offerings.

The program has only had three or four students complete it since its inception in Fall 2009. There is currently only one active students in the program, who should graduate in 2025.

Because there are no courses specific to the program except for a research course, this change would not effect faculty load.

Proposal Information

Effective Catalog Edition 2024-2025 *All proposals with the 2025-2026 catalog edition date will be effective Fall 2025.*

Subject

Description of Proposal

Reason(s) for Proposal

Describe in detail the reasons for the proposal

Will this proposal require additional faculty or impact faculty load?

Will this proposal require additional infrastructure support?

Is there supporting documentation attached to this proposal? *Attach your supplemental files below*

Program Information

Program Title Computational Physics: BS

Department Physics and Astronomy

College College of Arts and Sciences

Division Natural Science & Mathematics

Degree Level Undergraduate

Degree to be Offered Bachelor of Science (BS)

Related Degree

Concentration

CIP Code 400801 - Physics, General.

Program Code PX-BS *Program codes are managed by the Registrar team. For new programs, codes will be assigned after final approval.*

Is this program an No

In Workflow

1. Acad Ops
2. PS Chair
3. Library
4. NSM Chair
5. CA Dean
6. CFCCC Chair
7. CFC
8. CAS
9. Governance Check
10. AA Committee
11. Faculty Senate - Governance Check
12. Final Acad Ops
13. Registrar

Approval Path

1. 10/28/24 9:02 am
Holly Broxterman (holly.broxterman):
Approved for Acad Ops
2. 10/28/24 11:29 am
Karen Camarda (karen.camarda):
Approved for PS Chair
3. 10/28/24 11:31 am
Sean Bird (sean.bird):
Approved for Library
4. 11/15/24 2:21 pm
Andrew Herbig (andrew.herbig):
Approved for NSM Chair
5. 11/22/24 8:01 pm
Kelly Erby (kelly.erby):
Approved for CA Dean
6. 12/02/24 3:36 pm
Kelly Huff (kelly.huff):
Approved for CFCCC Chair
7. 12/09/24 4:21 pm
Kelly Erby (kelly.erby):
Approved for CFC
8. 03/04/25 9:30 pm
Kelly Erby (kelly.erby):
Approved for CAS
9. 03/06/25 1:39 pm
Holly Broxterman (holly.broxterman):
Approved for Governance Check
10. 03/31/25 4:35 pm
Holly Broxterman (holly.broxterman):
Approved for AA

interdisciplinary program?

Is this program offered completely online? No

Does this program lead to a teaching certification? No

Committee

History

1. Apr 21, 2022 by clmig-jwillging
2. Aug 3, 2022 by Steve Luoma (steven.luoma)
3. Sep 30, 2022 by Holly Broxterman (holly.broxterman)
4. May 24, 2023 by Holly Broxterman (holly.broxterman)
5. Jun 11, 2024 by Karen Camarda (karen.camarda)

Admission and Curriculum

Does the program have specialized admission requirements?

Total Number of 120

Credit Hours for the Degree

Curriculum

Degree Requirements

In addition to the requirements stated below, students must complete 34-35 hours of [General Education](#), all requirements for a [Bachelor of Science](#) degree, and any additional hours needed to reach the minimum 120 credit hours required for graduation. Some of the courses below may also fulfill general education or other degree requirements. Please see your advisor for more information.

Required Courses Inside Department

PS 103	Physics & Engineering Seminar I	1
Select one of the following physics sequences:		10
PS 261 & PS 262	College Physics I and College Physics II	
PS 281 & PS 282	General Physics I and General Physics II	
PS 303	Physics & Engineering Seminar II	1
PS 320	Electromagnetic Theory I	3
PS 330	Optics	3
PS 334	Thermodynamics	3
PS 335	Theoretical Mechanics I	3
PS 340	Computer Interfacing and Instrumentation	3
PS 350	Modern Physics I	3
PS 365	Introduction to Theoretical Physics	3
PS 366	Introduction to Computational Physics	3
PS 368	Computational Physics Research	1
Subtotal		37

Required Courses Outside Department

Computer Information Sciences

CM 111	Introduction to Structured Programming	4
CM 245	Contemporary Programming Methods	3
CM 290	Introduction to Python Programming	3
CM 307	Data Structures & Algorithmic Analysis	3

Mathematics and Statistics

MA 140	Statistics	3
MA 151	Calculus & Analytic Geometry I	5
MA 152	Calculus & Analytic Geometry II	5
MA 253	Calculus/Analytic Geometry III	3
MA 206	Discrete Mathematics for Computing	3
MA 301	Linear Algebra	3

MA 331	Differential Equations	3
MA 340	ANOVA/Design of Experiments	3
or MA 341	Nonparametric Tests/Quality Control	
or MA 342	Statistical Computing	
Subtotal		41
Total Hours		78

Supplemental Files

Reviewer **Holly Broxterman (holly.broxterman) (03/31/25 4:34 pm)**: Approved in the 3/31/25 Academic
 Comments Affairs Committee meeting. ❌

Program Change Request

A deleted record cannot be edited

Program Inactivation Proposal

Date Submitted: 11/14/24 10:29 am

Viewing: **MU-BMA : Bachelor of Musical Arts**

Last approved: 08/05/24 9:46 am

Last edit: 03/31/25 4:34 pm

Changes proposed by: Craig Treinen (craig.treinen)

Final Catalog 2024-2025

Rationale for Inactivation During our NASM accreditation visit, it was discussed with our reviewers and recommendations were to discontinue the degree program. Zero majors since the degree was approved 3 years ago. There are no students currently enrolled or pursuing the BMA.

Proposal Information

Effective Catalog Edition 2024-2025

All proposals with the 2025-2026 catalog edition date will be effective Fall 2025.

Subject

Change Type

Description of Proposal

Reason(s) for Proposal

Describe in detail the reasons for the proposal

Will this proposal require additional faculty or impact faculty load?

If yes, please explain:

Will this proposal require additional infrastructure support?

If yes, please explain:

Is there supporting documentation attached to this proposal?

Attach your supplemental files below

Program Information

Program Title Bachelor of Musical Arts

Department Music and Theatre

College College of Arts and Sciences

Division Creative & Performing Arts

Degree Level Undergraduate

Degree to be Offered Bachelor of Musical Arts (BMA)

Related Degree

Concentration

CIP Code 500901 - Music, General.

Program Code MU-BMA

Program codes are managed by the Registrar team. For new programs, codes will be assigned after final approval.

In Workflow

1. Acad Ops
2. MUTH Chair
3. Library
4. CPA Chair
5. CA Dean
6. CFCCC Chair
7. CFC
8. CAS
9. Governance Check
10. AA Committee
11. Faculty Senate - Governance Check
12. Final Acad Ops
13. Registrar

Approval Path

1. 11/14/24 10:32 am
Holly Broxterman (holly.broxterman):
Approved for Acad Ops
2. 11/14/24 10:39 am
Craig Treinen (craig.treinen):
Approved for MUTH Chair
3. 11/15/24 6:18 am
Sean Bird (sean.bird):
Approved for Library
4. 02/07/25 11:07 am
Kelly Huff (kelly.huff):
Approved for CPA Chair
5. 02/08/25 9:12 pm
Kelly Erby (kelly.erby):
Approved for CA Dean
6. 03/03/25 3:26 pm
Kelly Huff (kelly.huff):
Approved for CFCCC Chair
7. 03/10/25 3:28 pm
Dana King (dana.king):
Approved for CFC
8. 03/11/25 2:54 pm
Dana King (dana.king):
Approved for CAS
9. 03/12/25 8:40 am
Holly Broxterman (holly.broxterman):
Approved for Governance Check
10. 03/31/25 4:35 pm
Holly Broxterman (holly.broxterman):
Approved for AA

Is this program an interdisciplinary program? No

If yes, please list departments:

Is this program offered completely online?

Does this program lead to a teaching certification? No

Committee

History

1. Oct 11, 2022 by Holly Broxterman (holly.broxterman)
2. Oct 12, 2022 by Holly Broxterman (holly.broxterman)
3. Oct 12, 2022 by Holly Broxterman (holly.broxterman)
4. Oct 12, 2022 by Holly Broxterman (holly.broxterman)
5. Oct 14, 2022 by Holly Broxterman (holly.broxterman)
6. Oct 14, 2022 by Holly Broxterman (holly.broxterman)
7. Oct 14, 2022 by Holly Broxterman (holly.broxterman)
8. Oct 14, 2022 by Holly Broxterman (holly.broxterman)
9. Oct 17, 2022 by Holly Broxterman (holly.broxterman)
10. Jun 21, 2023 by Holly Broxterman (holly.broxterman)
11. Jun 21, 2023 by Holly Broxterman (holly.broxterman)
12. Jun 11, 2024 by Craig Treinen (craig.treinen)
13. Aug 5, 2024 by Holly Broxterman (holly.broxterman)

Admission and Curriculum

Does the program have specialized admission requirements?

If yes, please explain:

Total Number of Credit Hours for the Degree

Curriculum

Degree Requirements

In addition to the requirements stated below, students must complete 34-35 hours of [General Education](#), all requirements for a [Bachelor of Musical Arts](#) degree, and any additional hours needed to reach the minimum 120 credit hours required for graduation. Some of the courses below may also fulfill general education or other degree requirements. Please see your advisor for more information.

In addition, all Bachelor of Musical Arts (BMA) majors must complete a complementary minor, certificate, or additional major; students must declare this with the department that grants it.

Required Courses Inside Department

Theory

MU 120	Fundamentals of Music Theory ¹	2
MU 122	Rhythm Perception-Music Majors (proficiency requirement for 4th semester jury performance exam) ¹	1
MU 123	Integrating Technology in Music	1
MU 215	Music Theory I	3
MU 314	Music Theory II	3
MU 315	Music Theory III	3
MU 316	Music Theory IV	3
MU 217	Aural Skills I	1
MU 311	Aural Skills II	1
MU 312	Aural Skills III	1

Music History and Literature

MU 325	Music History I	3
MU 326	Music History II	3
MU 327	Music History III	2
Music Lessons		
Applied Lessons in concentration area (MU 070 required enrollment each semester)		12
Piano - Students must take at least 2 hours of Group Piano or piano lessons and pass the Piano Proficiency Exam prior to the 4th Semester Jury. Students must enroll in Group Piano until the Piano Proficiency Exam is passed. For most, the following are required:		2
MU 133	Group Piano I	
MU 134	Group Piano II	
Ensembles		
Large Ensembles		7
Students must enroll in 2 large ensembles each semester - one must be the major ensemble for the primary performance concentration.		
Wind/Brass/Percussion - Marching Band is required for at least two semesters.		
Small Ensembles		
MU 254	Small Ensembles-Lower Division	1
or MU 454	Small Ensembles-Upper Division	
Emphasis Within Music		
Individual course of study should support the students interest area and must be approved by the student's BMA advisor.		18
Other Required Courses		
HI 105/MU 106	Introduction to World Music and its History	3
Total Hours		70
1		
Students must enroll in course for credit if they do not pass the entrance exam.		

Supplemental Files

Reviewer **Holly Broxterman (holly.broxterman) (03/31/25 4:34 pm)**: Approved in the 3/31/25 Academic Affairs Committee meeting. ❌

Program Change Request

New Program Proposal

Date Submitted: 09/07/24 9:10 pm

Viewing: : **Great TEXTS Minor**

Last edit: 03/31/25 4:34 pm

Changes proposed by: Kelly Erby (kelly.erby)

Catalog Pages Using [Great TEXTS, Minor](#)
this Program

Proposal Information

Effective Catalog Edition	2025-2026	<i>All proposals with the 2025-2026 catalog edition date will be effective Fall 2025.</i>
Subject	Great TEXTS Minor	
Description of Proposal	This is a proposal to create a Great TEXTS minor program that would require additional credit hours and a capstone experience to differentiate it from the certificate program. This proposal accompanies the proposal to change the Great TEXTS certificate program to make it more similar to other certificate programs in the College by streamlining the number of credits required to 9.	
Reason(s) for Proposal	In Response to Other Curriculum Changes	
Describe in detail the reasons for the proposal	This proposal is to create a Great TEXTS minor option for students accepted to the Great TEXTS program. When the original Great TEXTS certificate program was created, the College did not have a formal definition of how many hours were required for a certificate, or how a certificate is different from a minor. We have since defined a certificate as at least 9 credit hours and a minor as at least 15. The changes to general education have made it more difficult to fit non-required courses within 120 credit hours for students in the degree paths the Great TEXTS program is most intended to attract. In response, we are proposing to reduce the number of credits required for the certificate from 15 to 9. Then we are also proposing to create a minor program that includes 15 credits and a capstone experience. Students will be able to select between the certificate or the minor, similar to how Leadership Studies students may select between a certificate or a minor. Students pursuing either program continue to receive funding from a donor who wishes to support more first-generation college students to study the humanities.	
Will this proposal require additional faculty or impact faculty load?	No	
Will this proposal require additional infrastructure support?	No	
Is there supporting documentation attached to this proposal?	No	<i>Attach your supplemental files below</i>

Program Information

Program Title	Great TEXTS Minor
Department	College of Arts and Sciences
College	College of Arts and Sciences
Division	Humanities
Degree Level	Undergraduate
Degree to be Offered	Minor (MINOR)
Related Degree	

In Workflow

1. Acad Ops
2. Library
3. HUM Chair
4. CA Dean
5. CFCCC Chair
6. CFC
7. CAS
8. Governance Check
9. AA Committee
10. Faculty Senate - Governance Check
11. Final Acad Ops
12. Registrar

Approval Path

1. 09/09/24 11:38 am
Holly Broxterman (holly.broxterman):
Approved for Acad Ops
2. 09/09/24 1:38 pm
Sean Bird (sean.bird):
Approved for Library
3. 10/17/24 6:52 pm
Ian Smith1 (ian.smith1):
Approved for HUM Chair
4. 10/27/24 7:37 pm
Kelly Erby (kelly.erby):
Approved for CA Dean
5. 11/18/24 4:00 pm
Kelly Huff (kelly.huff):
Approved for CFCCC Chair
6. 12/03/24 10:28 am
Dana King (dana.king):
Approved for CFC
7. 03/04/25 9:30 pm
Kelly Erby (kelly.erby):
Approved for CAS
8. 03/06/25 1:26 pm
Holly Broxterman (holly.broxterman):
Approved for Governance Check
9. 03/31/25 4:35 pm
Holly Broxterman (holly.broxterman):
Approved for AA Committee

Concentration

CIP Code 305203 - Textual Studies.

Program Code

Program codes are managed by the Registrar team. For new programs, codes will be assigned after final approval.

Is this program an interdisciplinary program?

Yes

If yes, please list departments: Primarily departments in the humanities, though faculty from other departments may participate if desired.

Is this program offered completely online?

No

Does this program lead to a teaching certification?

No

Admission and Curriculum

Does the program have specialized admission requirements?

Yes

If yes, please explain: Students must apply to the program. The advisory board makes admission decisions.

Total Number of Credit Hours for the Degree Curriculum 15

Minor Requirements

This minor requires a total of 15 credit hours of Great TEXTS courses.

Required Introductory Course

TX 100	Critical Thinking, Communication, and Transformative Texts: Antiquity to Modernity	3
------------------------	--	---

Required Seminars ¹

TX 200	Enduring Questions and Transformative Texts	3
------------------------	---	---

TX 300	Complex Problems and Transformative Texts	3
------------------------	---	---

TX 301	Inspiring Visions and Transformative Texts	3
------------------------	--	---

Capstone ²

TX 400	TEXTS Capstone	3
------------------------	----------------	---

Total Hours		15
-------------	--	----

¹

These seminars will approach an important and timely problem or question from the perspective of the humanities. Topics will vary by semester.

²

With faculty consultation, students will complete a project based in transformational texts that applies to their lives, major, and interests. The project may be based in research, creative work, or community engagement.

Supplemental Files

Reviewer **Holly Broxterman (holly.broxterman) (03/31/25 4:34 pm)**: Approved in the 3/31/25 Academic Affairs Committee meeting. ❌

Program Change Request

New Program Proposal

Date Submitted: 01/24/25 11:16 am

Viewing: : **Minor in Kinesiology**

Last edit: 03/31/25 4:34 pm

Changes proposed by: John Burns (john.burns)

Catalog Pages Using
this Program [Minor in Kinesiology](#)

Proposal Information

Effective Catalog Edition	2025-2026	<i>All proposals with the 2025-2026 catalog edition date will be effective Fall 2025.</i>
Subject	New Minor in Kinesiology	
Description of Proposal	Kinesiology is an appealing area of interest for many students in other arts and sciences majors. With changes in general education, many of these arts and sciences majors now require a minor. Requests from students indicate an interest in a KN minor exists. KN had a previous minor, which was eliminated due to challenges in the pre-requisite course structure. KN changed its pre-requisite structure in the fall of 2024, making many upper-division KN courses available to other majors outside of Kinesiology and thus making it feasible to complete a 15 credit minor with 9 credits of upper division coursework attainable.	
Reason(s) for Proposal	Enrollment Change In Response to Other Curriculum Changes Student Course Feedback Information	
Describe in detail the reasons for the proposal	See above	
Will this proposal require additional faculty or impact faculty load?	No	
Will this proposal require additional infrastructure support?	No	
Is there supporting documentation attached to this proposal?	No	<i>Attach your supplemental files below</i>

Program Information

Program Title	Minor in Kinesiology	
Department	Kinesiology	
College	College of Arts and Sciences	
Division	Mass Media / Kinesiology	
Degree Level	Undergraduate	
Degree to be Offered	Minor (MINOR)	
Related Degree		
Concentration		
CIP Code	31.0501 - 31.0501	
Program Code		<i>Program codes are managed by the Registrar team. For new programs, codes will be assigned after final approval.</i>
Is this program an interdisciplinary	No	

In Workflow

1. Acad Ops
2. KN Chair
3. Library
4. MMKN Chair
5. CA Dean
6. CFCCC Chair
7. CFC
8. CAS
9. Governance Check
10. AA Committee
11. Faculty Senate - Governance Check
12. Final Acad Ops
13. Registrar

Approval Path

1. 01/24/25 2:50 pm
Holly Broxterman (holly.broxterman):
Approved for Acad Ops
2. 01/24/25 5:03 pm
Park Lockwood (park.lockwood):
Approved for KN Chair
3. 01/26/25 6:01 am
Sean Bird (sean.bird):
Approved for Library
4. 01/30/25 3:45 pm
John Burns (john.burns):
Approved for MMKN Chair
5. 02/01/25 6:27 pm
Kelly Erby (kelly.erby):
Approved for CA Dean
6. 02/17/25 5:02 pm
Kelly Huff (kelly.huff):
Approved for CFCCC Chair
7. 02/25/25 2:06 pm
Kelly Erby (kelly.erby):
Approved for CFC
8. 03/04/25 9:30 pm
Kelly Erby (kelly.erby):
Approved for CAS
9. 03/06/25 1:32 pm
Holly Broxterman (holly.broxterman):
Approved for Governance Check
10. 03/31/25 4:35 pm
Holly Broxterman (holly.broxterman):
Approved for AA Committee

program?

Is this program offered completely online? No

Does this program lead to a teaching certification? No

Admission and Curriculum

Does the program have specialized admission requirements? No

Total Number of Credit Hours for the Degree Curriculum 15

Minor Requirements

The minor in Kinesiology consists of 15 hours of Kinesiology coursework. The courses must include:

Required Courses Inside Department

KN 248	Wellness Concepts and Applications	3
KN XXX	Kinesiology courses ¹	12
Total Hours		15

¹ At least 9 KN credits at upper division level.

Supplemental Files

Reviewer **Holly Broxterman (holly.broxterman) (03/31/25 4:34 pm)**: Approved in the 3/31/25 Academic Comments Affairs Committee meeting. 

Program Change Request

New Program Proposal

Date Submitted: 12/18/24 10:27 am

Viewing: : **Intensive English Program Certificate**

Last edit: 04/01/25 8:45 am

Changes proposed by: Kelly McClendon (kelly.mcclendon)

Catalog Pages Using
this Program

[Intensive English](#)

Proposal Information

Effective Catalog Edition	2025-2026	<i>All proposals with the 2025-2026 catalog edition date will be effective Fall 2025.</i>
Subject	Intensive English Program Certificate proposal	
Description of Proposal	<p>Students who have been admitted into the current Intensive English Program could complete the Intensive English Program Certificate by completing 12 credits of the IE200-level courses, IE202, 203 and 204. Prerequisites to the Certificate would be completing the IE100-level courses with a C or better or English proficiency test scores that place the student into the 200-level courses. See Test Placement document attached files. There is no cost or curriculum changes that would need to be made to add this certificate to the Modern Languages department under Intensive English.</p> <p>Note: The IE200-level courses each count for 4 credits and earn General Education Humanities credit at WU.</p>	
Reason(s) for Proposal	Student Course Feedback Information Other	
Describe in detail the reasons for the proposal	<p>This certificate would be a recruitment tool and a way to build a pathway for more community members to enroll in the Intensive English Program. In the past a number of local English learners who have degrees already in their home country have provided feedback that they wanted an official certificate to prove their English proficiency. Now that the IEP has been accredited for a number of years and some of the courses are General Education credit courses, it would be beneficial to have a WU issued certificate for students who complete the accredited curriculum but may not be enrolling in a full degree program at WU.</p> <p>The certificate would also provide another option for an earned credential for residential or international students as they work toward their associate's, bachelor's, or master's degrees. This would increase motivation for required enrollment when students on student visas are admitted with English proficiency requirements. In addition, short term students or exchange students can also complete the program in as little as one semester, depending on their placement test scores. Washburn will be one of a small number of universities offering an official certificate for intensive English language coursework. This is one more way of making Washburn for all and strengthening our reach to the local community.</p> <p>In summary, adding a certificate for Intensive English would add value to the students' studies who are required to complete the program anyway for the WU English Proficiency requirements and students in the community that would like to improve their English and earn a WU certificate.</p>	
Will this proposal require additional faculty or impact faculty load?	No	
Will this proposal require additional infrastructure support?	No	
Is there supporting documentation attached to this proposal?	No <i>Attach your supplemental files below</i>	

In Workflow

1. Acad Ops
2. Kelly McClendon
3. MFL Chair
4. Library
5. HUM Chair
6. CA Dean
7. CFCCC Chair
8. CFC
9. CAS
10. Governance Check
11. AA Committee
12. Faculty Senate - Governance Check
13. WUBOR
14. Final Acad Ops
15. Registrar

Approval Path

1. 01/15/25 2:14 pm
Holly Broxterman (holly.broxterman): Approved for Acad Ops
2. 01/15/25 2:21 pm
Kelly McClendon (kelly.mcclendon): Approved for kelly.mcclendon
3. 01/15/25 3:58 pm
Miguel Gonzalez-Abellas (miguel.gonzalez-abellas): Approved for MFL Chair
4. 01/24/25 9:49 am
Sean Bird (sean.bird): Approved for Library
5. 02/05/25 10:13 am
Ian Smith1 (ian.smith1): Approved for HUM Chair
6. 02/08/25 9:01 pm
Kelly Erby (kelly.erby): Approved for CA Dean
7. 02/17/25 5:02 pm
Kelly Huff (kelly.huff): Approved for CFCCC Chair
8. 02/25/25 2:05 pm
Kelly Erby (kelly.erby): Approved for CFC
9. 03/04/25 9:30 pm
Kelly Erby (kelly.erby): Approved for CAS
10. 03/06/25 1:30 pm
Holly Broxterman

Program Information

Program Title Intensive English Program Certificate
 Department Modern Languages
 College College of Arts and Sciences
 Division Humanities
 Degree Level Undergraduate
 Degree to be Offered Standalone Certificate (CCOMP)
 Related Degree
 Concentration
 CIP Code 161701 - English as a Second Language.

(holly.broxterman):
 Approved for
 Governance Check
 11. 03/31/25 4:35 pm
 Holly Broxterman
 (holly.broxterman):
 Approved for AA
 Committee

Program Code *Program codes are managed by the Registrar team. For new programs, codes will be assigned after final approval.*

Is this program an interdisciplinary program? No

Is this program offered completely online? No

Does this program lead to a teaching certification? No

Admission and Curriculum

Does the program have specialized admission requirements? Yes

If yes, please explain: Only non-native speakers of English can apply to the Intensive English Program or stand alone IE courses. In addition, students must be placed into the program with an English proficiency test accepted by WU (www.washburn.edu/ip) or have approval by the Director of Intensive English. Accepted tests for Program Certificate placement include but not limited to Duolingo English Test, TOEFL, IELTS, and PTE.

Total Number of Credit Hours for the Degree Curriculum 12

Certificate Requirements

Upon completing 200-level prerequisites (100-level courses complete or appropriate test scores), students can begin the Certificate program. The certificate program includes:

Required Courses Inside Department

IE 202	Reading Comprehension for Academic Purposes III ¹	4
IE 203	Speaking and Understanding for Academic Purposes III ¹	4
IE 204	Writing for Academic Purposes III ¹	4
Total Hours		12

¹ Must earn a C or better.

Supplemental Files [IEP Curriculum Guide AY2024.pdf](#)
[IE Curriculum Map.pdf](#)
[IE 2023-2024 Assessment Plan.pdf](#)
[Intensive English Student Guide 2024-2025.pdf](#)
[Test Placement IEP AY25.pdf](#)
[Intensive English Current Curriculum - Catalog Information.docx](#)

Reviewer **Holly Broxterman (holly.broxterman) (03/31/25 4:34 pm)**: Approved in the 3/31/25 Academic Affairs Committee meeting. ❌

Note: This curriculum is not new. It is the current curriculum for the Intensive English Program. The information in this section is from the AY2024 catalog minus PSLO5 which is not taught in 200-level courses. There are some added explanations to show how the certificate fits as a part of the current IEP curriculum.

Mission

The mission of the Intensive English Program (IEP) is to offer leveled English language courses to prepare non-native English speakers, including international students, for success in degree programs at the university and other academic and community settings. The IEP is committed to facilitating cross-cultural understanding and supporting the university's values of academic excellence and inclusion.

Intensive English Program Student Learning Outcomes

Upon completion of the Intensive English Program Certificate, students will be able to:

- PSLO 1: write short essays, present short academic speeches, and participate in social conversations with minimal grammar errors after applying linguistic knowledge and using strategies to find and correct their own errors.
- PSLO 2: read at 180 words per minute with 75% comprehension in order to succeed in courses with required college-level (low-advanced) reading.
- PSLO 3: (1) take relevant and organized notes from short lectures; (2) prepare a college-level presentation that demonstrates clear points with visual aids, appropriate organization, and proper citation.
- PSLO 4: write a college level paper organized in the American style of discourse and academic vocabulary with some research and proper citations included.

The IE 200-level curriculum is aligned with [Common European Framework of Reference for Languages](#) (CEFR) level B2.

Admission

Prospective students need to contact the program coordinator before enrolling in the Intensive English Program (IEP). A placement test is required to evaluate proper placement in the IEP courses unless the student starts in Level 1 classes. Testing options include but are not limited to Duolingo English Test, TOEFL, IELTS, and PTE. After completing the IEP, students have met the WU English proficiency requirement for starting an undergraduate degree program. Some undergraduate programs require a specific score above the undergraduate Washburn University English proficiency requirements, such as Nursing. Those who test into Level 3 courses in the IEP can take for-credit academic courses concurrently but must take any required IE courses first before enrolling in additional courses concurrently.

Curriculum

The accredited Intensive English Program includes three levels (I, II, and III) in each of three skill areas which are available spring and fall semesters with grammar instruction embedded in each

area: Reading Comprehension for Academic Purposes, Speaking and Understanding for Academic Purposes, and Academic Writing.

Intensive English courses [IE 202](#), [IE 203](#), and [IE 204](#) courses each count for four General Education Humanities credits toward bachelor's degree requirements. [CN 150](#) cannot be taken when an IEP student is enrolled in [IE 203](#). [EN 101](#) cannot be taken when an IEP student is enrolled in [IE 204](#). CN150 and EN101 must not be taken before fulfilling IE203 or 204 requirements.

Upon completing 200-level prerequisites (100-level courses complete or appropriate test scores), students can begin the Certificate program. Upon completing IE202, 203, and 204 with a C or better, students earn the Intensive English Program Certificate.

Credit

Students receive general education humanities credit for [IE 202](#), [IE 203](#), and [IE 204](#). Credits earned for [IE 102](#), [IE 103](#), and [IE 104](#) can be applied toward undergraduate degree programs as electives. All other IE courses count toward a student's overall GPA.

See also [Intensive English Program information](#):

<https://www.washburn.edu/academics/international-programs/english-classes/intensive-english.html>

See the University Undergraduate Catalog - [Modern Languages/Intensive English](#)

Intensive English

Courses and Activities Mapped to Intensive English Outcome Set

PSLO 1	PSLO 2	PSLO 3	PSLO 4	PSLO 5
Use English with minimal global grammar errors Write short essays, present short academic speeches, and participate in social conversations with minimal grammar errors that confuse meaning after applying linguistic knowledge and using strategies to find and correct their errors.	Read English fluently with comprehension Upon completion of the IEP, students will read at 180 words per minute with 80% comprehension in order to succeed in courses with required college-level (low-advanced) reading.	Speak and understand English for academic purposes Upon completion of the IEP, student will be able to take relevant organized notes from short lectures and deliver a college-level speech and presentation with clear points, organization, and proper citations.	Write in English for college-level academic purposes Upon completion of the IEP, students will be able to write a college level paper organized in the American style of discourse and academic vocabulary with some research and proper citation included.	Identify campus resources, develop study skills, increase communicative competence Upon completion of the IEP, degree-seeking students will be able to identify resources on campus for success in the college classroom, self-reflect on study skills needed for the college classroom, increase communicative competence in English through authentic language practice, increase their comfort level of working on a multicultural team, and present about reflections on cultural adjustment lessons learned.

Courses and Learning Activities					
IE 072 Reading Comprehension for Academic Purposes I	I	I			
IE 102 Reading Comprehension for Academic Purposes II	P	P			
IE 202 Reading Comprehension for Academic Purposes III	R	R			
IE 073 Speaking and Understanding for Academic Purposes I			I		
IE 103 Speaking and Understanding for Academic Purposes II			P		
IE 203 Speaking and Understanding for Academic Purposes III			R		
IE 074 Writing for Academic Purposes I				I	
IE 104 Writing for Academic Purposes II				P	
IE 204 Writing for Academic Purposes III				R	
IE 294 Writing for Academic Purposes III - Graduate				R	
IE 091/092 Language in Context Seminar I/Language in Context Seminar II					I

Legend :	I	Introduced	P	Practiced	R	Reinforced
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Test Placement

The Intensive English Program Director reserves the right to change the placement level of a student after specific course diagnostics have been given during the first week of class. Other tests may be accepted by the University. See this webpage [English proficiency requirement | Washburn University](#) or the Program Director for more information.

		WU Placement Test	iBT TOEFL	IELTS	Duolingo English Test (DET) **	
Total Score	No IE required if sub- test scores are sufficient		73	6.0	105	These are require- ments for under- graduate admission.
Reading Comprehension for Academic Purposes	No IE required	80	17-30	6.0	100	Scores taken from reading part of test**
	202	55	11-16	5.5	90	
	102	30	6-10	5.0	60	
	72	none	none	none	none	
Speaking & Un- derstanding for Academic Pur- poses	No IE required	155	18-30	6.0	100	Scores taken from listening part or taken from an average of speaking and listening parts**
	203	120	14-17	5.0	80	
	103	60	6-13	4.0	60	
	73	none	none	none	none	
Writing for Aca- demic Purposes	No IE required	80	19-30	6.0	100	Scores taken from written part of test**
	204	60	14-18	5.0	80	
	104	40	8-13	4.0	60	
	74	none	none	none	none	

Program Change Request

New Program Proposal

Date Submitted: 10/09/24 11:06 am

Viewing: : **Cybersecurity Certificate**

Last edit: 03/31/25 4:34 pm

Changes proposed by: Nan Sun (nan.sun)

[Cybersecurity, Certificate](#)

Catalog Pages Using
this Program

Proposal Information

Effective Catalog Edition	2025-2026	<i>All proposals with the 2025-2026 catalog edition date will be effective Fall 2025.</i>
Subject	New Program Proposal - Cybersecurity Certificate	
Description of Proposal	<p>The Cybersecurity Certificate program offers interdisciplinary coursework aimed at broadening students' technical knowledge and skills in cybersecurity. It provides a foundational understanding of cybersecurity concepts, critical legal and policy issues, and helps students develop a specialization within the field. The program consists of 15-16 credit hours across four categories: a technical course covering essential skills and techniques, a 6-hour core set of requirements focused on fundamental cybersecurity knowledge, a law and policy course related to cybersecurity, and a specialization course tailored to a specific area, with the option for advanced certification.</p> <p>((Updated 11/20/24 per Nan Sun)) - This certificate is designed for individuals who wish to establish or expand their knowledge in cybersecurity, regardless of whether they are degree-seeking.</p>	
Reason(s) for Proposal	Labor Market Data Student Course Feedback Information	
Describe in detail the reasons for the proposal	<p>The 2024 Hanover report prepared for Washburn highlighted several key findings:</p> <ol style="list-style-type: none">1. There is strong labor market demand for cybersecurity-related occupations, with growth expected to exceed the average for all jobs by more than threefold.2. Significant talent and skills gaps exist in cybersecurity roles in both Kansas and the Plains region, indicating ample employment opportunities for graduates.3. To address this talent gap, 67% of employers plan to invest in certifications. <p>At Washburn, students have expressed interest in expanding their studies in cybersecurity and enhancing their credentials through certifications that can be added to their diplomas. This feedback aligns with the broader trend of increasing demand for cybersecurity education.</p>	
Will this proposal require additional faculty or impact faculty load?	Yes	
If yes, please explain:	Additional sections of CM 361, and possibly CM 111, CM 105, CM 203, and CM 261, may be needed to accommodate the increased enrollment in the program. CM 341, CM 342, and CM 370 are not regularly offered due to limited faculty availability rather than a lack of student demand. To better serve students, it may be necessary to offer CM 303 every semester instead of once a year.	
Will this proposal require additional infrastructure support?	Yes	
If yes, please explain:	CM 361 relies on availability of computing labs and equipment for projects. Stoffer 320 is currently used but is already at or past capacity for these projects during Spring 2024. If we begin offering CM 342, it will be essential to secure additional lab space and hardware for a small-scale cyber range to run penetration testing scenarios. Cloud-based labs could also be an option to address these needs.	
Is there supporting documentation attached to this proposal?	No <i>Attach your supplemental files below</i>	

In Workflow

1. Acad Ops
2. CM Chair
3. Library
4. NSM Chair
5. CA Dean
6. CFCCC Chair
7. CFC
8. CAS
9. Governance Check
10. AA Committee
11. Faculty Senate - Governance Check
12. Final Acad Ops
13. Registrar

Approval Path

1. 10/10/24 11:08 am
Holly Broxterman (holly.broxterman):
Approved for Acad Ops
2. 10/10/24 11:20 am
Nan Sun (nan.sun):
Approved for CM Chair
3. 10/10/24 12:50 pm
Sean Bird (sean.bird):
Approved for Library
4. 10/18/24 2:55 pm
Andrew Herbig (andrew.herbig):
Approved for NSM Chair
5. 10/27/24 7:37 pm
Kelly Erby (kelly.erby):
Approved for CA Dean
6. 11/18/24 4:16 pm
Kelly Huff (kelly.huff): Rollback to CA Dean for CFCCC Chair
7. 11/20/24 4:38 pm
Kelly Erby (kelly.erby):
Approved for CA Dean
8. 12/02/24 3:36 pm
Kelly Huff (kelly.huff):
Approved for CFCCC Chair
9. 12/09/24 4:21 pm
Kelly Erby (kelly.erby):
Approved for CFC
10. 03/04/25 9:30 pm
Kelly Erby (kelly.erby):
Approved for CAS
11. 03/06/25 1:25 pm

Program Information

Program Title	Cybersecurity Certificate
Department	Computer Information Sciences
College	College of Arts and Sciences
Division	Natural Science & Mathematics
Degree Level	Undergraduate
Degree to be Offered	Certificate (CERT)
Related Degree	
Concentration	
CIP Code	110101 - Computer and Information Sciences, General.
Program Code	<i>Program codes are managed by the Registrar team. For new programs, codes will be assigned after final approval.</i>
Is this program an interdisciplinary program?	Yes
If yes, please list departments:	Computer Information Science, Criminal Justice, and Technology Administration
Is this program offered completely online?	No
Does this program lead to a teaching certification?	No

Holly Broxterman
(holly.broxterman):
Approved for
Governance Check
12. 03/31/25 4:35 pm
Holly Broxterman
(holly.broxterman):
Approved for AA
Committee

Admission and Curriculum

Does the program have specialized admission requirements?	No
Total Number of Credit Hours for the Degree	15-16
Curriculum	

Certificate Requirements

Choose one technical foundation course from the following:	3-4
CM 105 Introduction to Computer Science	
CM 111 Introduction to Structured Programming	
CM 290 Introduction to Python Programming	
CM 203/CJ 290 Digital Forensics I	
Take both of the following courses:	6
CM 261 Networked Systems	
CM 361 Cybersecurity	
Choose one law & policy course from the following:	3
CJ 351 Legal Issues in Cybersecurity	
CJ 382 Security Technologies	
CJ 425 White Collar Crime	
TA 340 Technology Policy	
Choose one cybersecurity specialization course from the following:	3
CM 303/CJ 390 Digital Forensics II	

CM 341	Ethical Hacking	
CM 342	Information Security Governance	
CM 370	Information Technology Project Management	
TA 410	Technology Planning	
Total Hours		15-16

Supplemental Files

Reviewer
Comments

Kelly Huff (kelly.huff) (11/18/24 4:16 pm): Rollback: From CFC-CC: The program itself looks great; however, given the definition of a certificate (9 hours) vs. a minor (15 hours), this looks like a minor. Is the intent to make this available to non-degree seeking/continuing education students as a professional certificate? If so, it would be helpful to see this in the proposal/catalog language (a good example is the Public Health Certificate). ❌

Holly Broxterman (holly.broxterman) (03/31/25 4:34 pm): Approved in the 3/31/25 Academic Affairs Committee meeting. ❌

Program Change Request

New Program Proposal

Date Submitted: 01/30/25 1:17 pm

Viewing: **Artificial Intelligence Literacy and Application Certificate**

Last edit: 03/31/25 4:33 pm

Changes proposed by: Nan Sun (nan.sun)

Catalog Pages Using this Program [Artificial Intelligence Literacy and Application, Certificate](#)

Proposal Information

Effective Catalog Edition 2025-2026 *All proposals with the 2025-2026 catalog edition date will be effective Fall 2025.*

Subject Propose the AI certificate program

Description of Proposal The proposed AI Certificate Program is designed to equip students with essential AI literacy and skills needed to succeed in careers increasingly reliant on advanced AI technologies. This interdisciplinary program offers coursework that builds a strong foundation in AI fundamentals, explores ethical issues, and teaches students how to effectively apply AI tools within their fields of study.

The certificate requires the completion of three courses, totaling nine credit hours: AI Fundamentals, which introduces foundational concepts, technologies, and applications of AI across industries and disciplines; AI Ethics, which examines the social and ethical implications of AI technologies; and AI Methods, a hands-on course focused on practical applications of AI and machine learning tools.

This certificate is designed for individuals who wish to establish or expand their knowledge in artificial intelligence, regardless of whether they are degree-seeking. No programming experience is necessary, making the certificate accessible to students from diverse academic backgrounds.

The learning objectives are:

- Understand key AI concepts, identify historical milestones, and analyze the contributions of influential figures and events in AI's development.
- Differentiate between machine learning approaches, explain the principles behind neural networks, and explore the role of big data and deep learning in AI.
- Design effective prompts for generative AI tools using techniques such as zero-shot, few-shot, and advanced methods like chain-of-thought and Maieutic prompting.
- Create custom AI models and automate workflows using no-code techniques. Configure large language models via APIs and optimize their performance.
- Identify use cases and choose the most appropriate AI tools to solve the problem.
- Demonstrate understanding of important philosophical concepts and theories and their relevance to artificial intelligence, including those regarding the nature of intelligence, mind, agency, and moral and social good.
- Analyze ethical issues in AI, reflect on responsible practices in AI deployment, societal implications, and potential regulatory frameworks.
- Apply philosophical and moral concepts toward the resolution of ethical problems in artificial intelligence research and application.

Reason(s) for Proposal Labor Market Data

Describe in detail the reasons for the proposal This proposal addresses the growing demand for professionals equipped with AI literacy and the ability to effectively utilize tools like large language models (LLMs) and no-code platforms in diverse industries. As AI technologies become integral to decision-making, automation, and innovation, individuals will need both technical proficiency and ethical awareness as AI is deployed across a broad swath of industries and disciplines.

Artificial Intelligence (AI) is emerging as a transformative force in society and recent studies show that AI will have pivotal effect on the US economy. A 2024 White House Report on AI's Economic Impact projects that AI could contribute \$13 trillion to the global economy by 2030, with the U.S. being a major player. The Stanford 2024 AI Index Report found that in 2023, private investment surged in generative AI, attracting \$25.2 billion, a nearly ninefold increase from 2022. The U.S. leads AI investments, with \$67.2 billion invested in 2023, approximately 8.7

In Workflow

1. Acad Ops
2. CM Chair
3. Library
4. NSM Chair
5. CA Dean
6. CFCCC Chair
7. CFC
8. CAS
9. Governance Check
10. AA Committee
11. Faculty Senate - Governance Check
12. Final Acad Ops
13. Registrar

Approval Path

1. 02/03/25 3:00 pm
Beth O'Neill (beth.oneill):
Approved for Acad Ops
2. 02/03/25 3:34 pm
Nan Sun (nan.sun):
Approved for CM Chair
3. 02/04/25 5:56 am
Sean Bird (sean.bird):
Approved for Library
4. 02/07/25 3:41 pm
Andrew Herbig (andrew.herbig):
Approved for NSM Chair
5. 02/08/25 9:01 pm
Kelly Erby (kelly.erby):
Approved for CA Dean
6. 02/20/25 7:44 am
Kelly Huff (kelly.huff):
Approved for CFCCC Chair
7. 02/25/25 2:05 pm
Kelly Erby (kelly.erby):
Approved for CFC
8. 03/04/25 9:30 pm
Kelly Erby (kelly.erby):
Approved for CAS
9. 03/24/25 8:45 am
Holly Broxterman (holly.broxterman):
Approved for Governance Check
10. 03/31/25 4:34 pm
Holly Broxterman (holly.broxterman):
Approved for AA Committee

times more than China, the next highest country. 55% of businesses reported using AI in 2023, up from 20% in 2017. The McKinsey Global Institute’s report AI and the Future of Work projects that AI could boost U.S. GDP by 1.2% annually by 2030, significantly improving labor productivity, and that up to 45 million workers may need to switch occupations by 2030 due to AI-driven automation. Goldman Sachs has estimated that AI will impact 25% of all work tasks across all industries. Locally, the Kansas City Tech Council found that while AI represented 14% of total technological investment in 2023, Kansas City outperformed the national average, with AI and machine learning investments totaling \$7.8 million out of the \$24.8 million invested in technology companies across the metro area.

Besides more technical/programming-focused course work for computer science majors, universities are beginning to offer “AI literacy” courses and programs for undergraduates. This certificate can provide not only this basic literacy, but also specifically focus on in-demand skills such as prompt engineering and no-code AI that are currently in-demand in the work force across a wide variety of fields.

Will this proposal require additional faculty or impact faculty load?	Yes	
If yes, please explain:		To accommodate students pursuing the certificate, at least one section each of two new courses—AI Fundamentals and AI Methods—will need to be taught by CIS faculty during both the spring and fall semesters. Currently all CIS faculty are fully loaded. We do not have the capacity to offer additional classes.
Will this proposal require additional infrastructure support?	Yes	
If yes, please explain:		The AI Methods class may need additional software tools and special infrastructure setup.
Is there supporting documentation attached to this proposal?	No	<i>Attach your supplemental files below</i>

Program Information

Program Title	Artificial Intelligence Literacy and Application Certificate	
Department	Computer Information Sciences	
College	College of Arts and Sciences	
Division	Natural Science & Mathematics	
Degree Level	Undergraduate	
Degree to be Offered	Certificate (CERT)	
Related Degree		
Concentration		
CIP Code	110101 - Computer and Information Sciences, General.	
Program Code	<i>Program codes are managed by the Registrar team. For new programs, codes will be assigned after final approval.</i>	
Is this program an interdisciplinary program?	Yes	
If yes, please list departments:		Computer Information Science, Philosophy and Religious Studies
Is this program offered completely online?	No	
Does this program lead to a teaching certification?	No	

Admission and Curriculum

Does the program have specialized admission requirements?

No

Total Number of Credit Hours for the Degree

9

Curriculum

Certificate Requirements

Required Courses

AI 108	AI Fundamentals: Machines, Minds, and Society	3
AI 208	AI Methods: From Concepts to Applications	3
PH 329	AI Ethics	3
Total Hours		9

Supplemental Files [AI prefix request notes.txt](#)

Reviewer Comments **Holly Broxterman (holly.broxterman) (03/12/25 4:11 pm):** With the approval of the AI prefix, Holly created requirements list for catalog and copied Nan's noted about the prefix into the attached .txt file. ❌

Holly Broxterman (holly.broxterman) (03/31/25 4:33 pm): Approved in the 3/31/25 Academic Affairs Committee meeting. ❌

25-15 FACULTY AGENDA ITEM

Origination Date: April 7, 2025

Current Date: April 7, 2025

Submitted by: Faculty Senate Executive Committee; Tonya Ricklefs President (x 1618) or Tracy Wagner Secretary (x1752)

SUBJECT: Amendment to Faculty Handbook for Termination Procedure for Not-Tenured Faculty

Description: The termination policy for faculty was recently updated in the Faculty Handbook, including changes in language to clarify tenured vs not tenured (not yet tenured or those who are in positions not eligible for tenure) faculty. This amendment addressed the process for those who are not tenured, as the process for those who are tenured was previously passed by Faculty Senate and General Faculty.

Rationale: Concerns were raised about the changes made to the wording of Termination of Faculty for Cause during several Faculty Senate Meetings and the General Faculty Meeting on November 13, 2024. During discussion at the General Faculty meeting, the Faculty Handbook Committee was charged with making sure the proposed amendment for Not Tenured Faculty was written with input from legal counsel and Faculty Handbook Committee Members to make sure it was sound legally and was aligned with the rest of the handbook. The purpose of this amendment is to guarantee some input from the Faculty in the Termination for Cause of a not tenured member of the Faculty, with the intent of providing an additional layer of protection for not tenured faculty members. The Faculty Handbook Committee did this work, but then voted not to send it forward to the Faculty Senate. As a result, the Faculty Senate Executive Committee is presenting the wording that came out of Faculty Handbook Committee as an Action Item directly from the Faculty Senate.

Financial Implications: The costs would increase in the termination for cause IF the individual being terminated utilized all the options afforded in this process. However, since this is only adding one additional step, and this process is rarely used, it is unlikely to be excessive.

Proposed Effective Date: This policy will become effective immediately after completion of the approval of all required parties.

Request for Action: Approval by Faculty Senate and by General Faculty (Faculty Senate would need to vote to have it approved by General Faculty, but this is what the Faculty Senate Executive Committee recommends)

Approved by: Faculty Senate on date

General Faculty on date

Attachments Yes No

Language written and voted on by Faculty Handbook Committee (2 pgs)

E. FORMAL TERMINATION PROCEDURE FOR ALL FACULTY WHO ARE NOT TENURED (See Attachment A for flowchart of process.)

STEP 1: If the Pre-termination Resolution Process does not result in immediate resolution of the problem(s) and no PIP is implemented, or if the Dean determines that the Pre-termination Resolution Process should be disregarded per Section B above, the Dean, after consultation with the Provost, shall notify the faculty member that he/she is terminated from his/her faculty position effective immediately. The notification shall be in writing and shall state the cause(s) that are the basis for the Dean's decision.

STEP 2: The faculty member shall have seven (7) days to file a written request for appeal with the Provost. The written appeal need only state the faculty member appeals the decision of the Dean and requests a meeting with the Provost. If no appeal of the Dean's decision is timely made, then the termination of the faculty member becomes final and not subject to further review by the University.

STEP 3: If the faculty member does submit a written appeal with the Provost, the Provost shall arrange to meet with the faculty member within seven (7) days from the date the written appeal is received by the Provost. The Provost may choose to have the Dean be present during the meeting with the faculty member. The faculty member may present any information to the Provost in advance of the meeting to assist the Provost's preparation for the meeting. The faculty member, however, is not required to do so, nor is the faculty member restricted from raising any other issues in opposition to the Dean's termination during the meeting with the Provost that were not addressed in any information provided by the faculty member prior to the meeting.

STEP 4: After the meeting in Step 3, the Provost will appoint a Faculty Advisory Council ("FAC") within three (3) business days with whom to confer before making any further determination in the matter. The purpose of the FAC is to provide the Provost with a faculty perspective to assist the Provost in considering appropriate next steps in the process.

The FAC will consist of two tenured faculty and one non-tenured faculty selected by the Provost none of whom shall be in the faculty member's department or unit if the faculty member is not in a department and the FAC member's duties do not involve interaction with the faculty member. The meeting between the Provost and the FAC shall occur no later than seven (7) days after the appointment of the FAC absent compelling circumstances. The FAC may, but is not required to, request a meeting with the faculty member within seven (7) days after the FAC meets with the Provost. The FAC shall then meet with the Provost no later than three (3) business days after meeting with the faculty member. Meetings of the FAC shall be

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Commented [TW1]: This line was changed in the February 3rd meeting (voted and passed) but was not reflected in the copy that came out of committee since the committee ended up not voting to move it on to the Faculty Senate. As a result, I have added it back in since it was originally passed by FHC. TW

Deleted: The FAC will consist of three tenured faculty

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confidential to the extent practicable.

STEP 5: After meeting with the FAC, if the Provost, in his or her sole discretion, believes another meeting with the faculty member would be beneficial, then the Provost may schedule another meeting with the faculty member. That meeting shall occur within seven (7) days of the Provost extending the invitation. If the Provost and faculty member are able to agree in writing to a resolution regarding the matter, then no further action will be required.

STEP 6: After the meeting with the FAC, or the faculty member, whichever occurs last, the Provost shall have seven (7) business days to issue the decision on the appeal.

The Provost may uphold the termination of the faculty member, grant the appeal, or determine an alternative resolution to the matter. The decision of the Provost shall be final and not subject to further review by the University.