

Washburn University
Meeting of the Faculty Senate
September 8th, 2025 at 3pm
Meeting in Kansas Room Hosted by FS Executive Committee

I. Call to Order

II. Approve minutes-

- April 28, 2025 (pps. 2-4)

III. VPAA Update - Dr. John Fritch

IV. President's Opening Remarks

V. WUBOR/KBOR Update- Jim Schnoebelen

- KBOR
- WUBOR

VI. Consent Agenda –

- Faculty Senate Committee Reports-
 - o Faculty Affairs Minutes (April 14, 2025) (pps. 5-6)
 - o Graduate Council Minutes (April 7, 2025) (pps. 7-8)
- University Committee Reports-
 - o Faculty Handbook Minutes (April 15, 2025) (pps. 9-10)

VII. Old Business-

- 26-1 Approval of Standing Rules for the Faculty Senate (pps. 11-13)

VIII. New Business-

IX. Information Items-

- AY 2026 Faculty Senate Committee Assignments (p. 14)
- Faculty Senate Agenda Item Template (p. 15)
- CAS Workflow Summary (p. 16-17)
- Pathway to WUBOR (p. 18)

X. Discussion Items-

XI. Announcements

XII. Adjournment of Full Meeting (But then Senate committees will meet to elect chairs before they leave)

Washburn University
Meeting of the Faculty Senate
April 28, 2025 at 3pm
Meeting in Kansas Room Hosted by FS Executive Committee

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

Incoming Senators: Abebayo, Bender, Buck, Camarda, Copeland, Emry, Gonzalez-Abellas, Graves, Harnowo, C Jones, T Jones, Leisinger, McBeth, White

Guests: Bailes, Broxterman, Hutchinson, O'Neil, Burdick, Wade, Worsley, Holthaus

- I. Call to Order at 3:02 pm
- II. Approve April 21, 2025, minutes- moved by Hartman, seconded by Kay. Motion passes unanimously.
- III. President's Opening Remarks- Tonya Ricklefs
 - I will echo what I said last week- This has been an amazing group of people. We have tackled some difficult stuff, and we didn't finish it all. (Heads up for incoming people.) Thank you to everyone who is coming on, for making this sacrifice of time. It really is important work we are doing.
- IV. WUBOR/KBOR Update- Tonya Ricklefs
 - KBOR – no updates
 - WUBOR – Will give outgoing report for the 24-25 AY. Email me if you have things you want me to say.
- V. VPAA Update - Dr. John Fritch
 - Last week was Apeiron – Amazing Day. Thank you to everyone involved, especially faculty working with students. I know this takes longer to make it through a presentation when working with a student, but it is good for them. It increases the chances they will graduate and be successful in life (Noted there was a study that said there were five things that made college students successful later in life. Have you done an extended research project? Did you have a relationship with a faculty member outside of the classroom? Apeiron checks both these boxes.)
 - Enrollment continues to look good for next Fall; Student Credit Hours are up 5-6%
 - Success Week is May 5-9.
 - Commencement May 14-17.
 - Special thank you to Barbara Scofield – It's her last Faculty Senate meeting! She has stayed involved even though it's her last semester, providing an excellent model of leadership! Scofield: I've enjoyed serving the university. I'm pretty sure that accolade goes to everyone here.

- VI. Consent Agenda – Moved to accept by Schmidt, seconded by Stevens. Motion passes unanimously.
- Faculty Senate Committee Reports-
 - FAC Minutes 3-3-25
 - FAC Minutes 4-14-25
 - University Committee Reports-
 - General Education Committee Minutes 2-25-25
- VII. Old Business - None
- VIII. New Business- None
- IX. Information Items-
- At-Large Election Results – Hartman
 - At-Large Results: Shanise Brooks, Sarah Cook, and Franki Ostrom were all elected.
 - C Stevens will not be here next year, so we will have a special election at the start of the Fall semester to finish the rest of her term.
 - Thanks to C Kay for mentoring me in this new position. (Ricklefs – Thanks for your excellent communication about the elections.)
- X. Special Orders
- Welcome New Senators: New senate needs to vote in the officers for the next academic year. Please feel free to ask any questions as we go through this process
 - Election of Faculty Senate Officers 2025-2026
 - President – moved by Schmidt, 2nd by Ricklefs: Jim Schnoebelen nominated and passed unanimously (J Schnoebelen Abstains)
 - Vice-President – Moved by J Schnoebelen, Seconded by Cook – Tonya Riklefs – passes unanimously
 - Secretary moved by Ricklefs, seconded by S Schnoebelen – Ian Smith – Passes unanimously
 - Parliamentarian – moved by Smith, seconded by Ricklefs – S Schmidt – passes unanimously (S Schmidt Abstains)
 - Remarks from Incoming President
 - Public Speaker in the president's spot—watch out. ☺
 - Thanks to this year's officers for their hard work. I deeply appreciate Tonya staying on to help me next year. Hillary – I appreciate that this was not always the easiest job, but you handled it well. Tracy (Wagner) – I have had this job and know it's not easy. Thank you for taking it on!
 - Thanks to Holly Broxterman, as well, for keeping us on track, coordinating, etc.
 - Been here 25 years, have had many roles, including debate coach, mock trial coach, and lecturer, and now am a tenured professor. Have seen WU from many angles, have been through many processes, so I know where to go to get answers. Will take my responsibility as FS President seriously.

- Focus for next year: Be responsive to and seek out feedback from constituents. Make sure people know what is happening in Senate. Make sure you are in attendance. The votes matter. Please do your best to make sure you are here on Monday afternoons. Rarely ask others to do things that I won't do. Best communication happens when it is reciprocal. I will be around this summer, so stop by and see me in Morgan 206.
- Don't forget about the General Faculty meeting on Wednesday. Should be a good one.

XI. Discussion Items - none

XII. Announcements –

- Student Teacher Celebration is next Monday at 4:30, so if you have students graduating in Ed, please join us (BTAC).

XIII. Adjournment- Moved by Ricklefs, seconded by Lolley. Motion passes.

Faculty Affairs Committee - Minutes

Monday, April 14, 2025

4:00pm – 5:00pm

Lincoln Room – Memorial Union

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

1. Call to Order at 4:00pm by Shaun Schmidt
2. Approval of Minutes – March 3, 2025
 - a. Barbara Scofield made a motion to approve the minutes from the meeting held on March 3, 2025, as presented. Tonya Ricklefs seconded motion. Motion approved.
3. Old Business – None
4. New Business – None
5. Discussion
 - a. Lecturer Promotion Proposal – next steps (Madeline Lambing)
 - i. There was a question posed as to process of the next steps required to facilitate movement of the proposal which was sent to Faculty Handbook committee in the fall 2024.
 - ii. Danny Wade shared that the Provost stated it was not brought before the Faculty Handbook committee this year due to the ‘termination policy’ being considered. The Provost felt it was in the best interest not to get the lecturer promotion policy and termination policy mixed up.
 - iii. There was further discussion on whether there was a deliberate delay tactic in not acting on the proposal or whether the Faculty Handbook committee is normally slow moving because of the deliberate nature and legal issues to be researched and discussed by the committee.
 - iv. There was also further discussion regarding the actual lecturer proposal presented and emphasized the lack of consistency of the guidelines for lecturer promotions by departments. Danny Wade shared that the topic of lecturer promotions was brought up at the Deans meeting last week.
 - v. Questions and discussion were also had regarding how Faculty Handbook works within the governance process and the changes recognized through change of leadership in the Provost office.
 - vi. After lengthy discussion it was recommended by the committee chair that the matter continue to be focused on by this committee next academic year.
 - b. Request to approve minutes from this meeting via email
 - i. Beth Mathews has asked for permission of the committee to approve minutes from this meeting via email since it is the last meeting of the academic year. Barbara Scofield made a motion to approve the minutes as requested. Tonya Ricklefs seconded the motion. Motion approved.
6. Announcements
 - a. There are no additional committee meetings scheduled for the remainder of the academic year.

Approved: Email vote 4.16.25

- b. Barbara Scofield is retiring at the end of this academic year, and the committee thanks her for her service. Not only on this committee but all the others she has diligently served on over her tenure at Washburn University.
 - c. Beth Mathews was recognized and thanked for her diligent support work for the committee this year.
- 7. Adjournment
 - a. With no further business to discuss, Shaun Schmidt adjourned the meeting at 4:30pm.

Notes taken by Beth Mathews

Graduate Council Minutes

Monday, April 7, 2025

Via Zoom

Attendees: Pat Dahl, Jenny Lamb, Michael Rettig, Melanie Worsley (ex-officio), Danny Funk, Tracy Davies, Emily Grant (ex-officio), Michele Reisinger, Michael McGuire, Becky Dodge, Leah Brown (ex-officio), Tracy Routsong, Sarah Holt, Barbara Scofield

Not present: Jim Schnoebelen, Zenova Williams

Guest: Tracie Lutz, Amy Memmer

Notes taken by: Beth Mathews

- I. Call to Order - The meeting was called to order by Barbara Scofield at 12:05 pm.
 - a. Approval of Minutes - February 3, 2025, and March 3, 2025
 - b. Motion was made by Tracy Routsong and seconded by Sarah Holt to approve the minutes as presented. There was no discussion and the motion was approved.
- II. Old Business – none
- III. New Business
 - a. New Program Proposal: Certificate in Higher Education
 - b. A motion was made by Tracy Routsong and seconded by Sarah Holt to discuss approval of this new certificate.
 - i. Tracie Lutz (on behalf of the Education department) shared that Dr. Steffan had asked her to share that the course design for the certificate is a stand-alone course for individuals who seek to develop and/or deepen their knowledge of Andragogy to effectively teach adults through the use of Best Teacher Practices. The course will provide and/or strengthen a teaching foundation for individuals who are currently, or will soon be, professional educators. The course would focus on andragogy, best practices, assessment, mastery of content, etc.
 - ii. Pat Dahl shared the department obtained feedback from MCJ graduates with an interest in teaching in higher education. Criminal Justice felt it would be beneficial and helpful to students to be able to obtain a certificate for teaching their subject matter.
 - iii. Discussion and questions concerning how the certificate would be incorporated not only into MCJ but possibly other

disciplines. Additionally, there was discussion on WU policy for undergraduate teaching at this level.

- iv. Further discussion on how or if the certificate would be positioned through the governance process. It was suggested that research should be initiated regarding governance policy in the faculty senate constitution.
- v. The chair commented that she felt reluctant to call a vote for approval of the certificate and the matter should be tabled to the next meeting for further discussion.

IV. Discussion

- a. Information only – Program Proposal Changes: Psychology
 - i. Michael McGuire – shared there is a new APA standard for accreditation for MA programs. Courses were added or changed to comply with the new APA standards. There was no change of credit hours.

V. Announcements

- a. Next meeting will be held on Monday, May 5, 2025, at 12:00pm via Zoom.

VI. Adjournment –There being no other business the meeting was concluded at 12:30pm.

Faculty Handbook Committee Washburn University

MINUTES

April 15, 2025

3 pm

Cottonwood Room, Memorial Union

Committee Members

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

Absent: Jenny Lamb, Marc Fried, Debbie Isaacson

I. Call to order

A. The meeting was called to order at 3 pm by John Fritch.

II. Minutes

A. The meeting minutes for April 1, 2025, and corrected minutes for February 26, 2025, were presented. Sarah Cook motioned to approve the minutes for both the meetings and Tracy Wagner seconded the motion. Discussion followed and the minutes were approved unanimously.

III. New Business

A. No items were presented.

IV. Old Business

A. Review of Additional Handbook Sections

Fritch stated that when the Faculty Handbook Committee reconvenes in the fall a review of the handbook sections will continue.

B. Senior Lecturer Discussion

The committee continued the Senior Lecturer discussion from the April 1, 2025, meeting.

- Senior Lecturer information from Fort Hays University was presented for

comparison. The promotion path from Instructor to Lecturer takes five years and six years must be completed to promote to Senior Lecturer. There are no multi-year contracts.

- The Faculty Handbook currently states the path to Senior Lecturer is five years, but the practice has been 10 years.
- There is a \$4,000 annual increase in salary when promoted from Lecturer to Senior Lecturer.
- Not all departments follow the same promotion process. Some departments have additional formal criteria and require extensive application.
- To receive promotion from Lecturer to Senior Lecturer two bumps in salary might be considered. This would include a \$2,000 increase at 8 years and a \$2,000 increase at 12 years.
- There was discussion of whether the title or pay increase is more important.
- A multi-year contract would provide stability.
- Teaching, service, and research are criteria for tenure. The School of Business standard considers your leadership role and participation in committees. Some tenure candidates are turned down because they have only completed their time, and no other criteria.
- Would it be helpful to talk to more faculty and lecturers for more feedback?
- Discussion of moving up the notice of non-reappointment to October to allow a person time to apply for other positions.
- Faculty receiving early notice of non-reappointment are not always successful when they work their last year.
- There should be some core university criteria.

The discussion ended with the recommendation that language be drafted for the Senior Lecturer position. Fritch will meet with President Mazachek over the summer to discuss the process, the promotion to Senior Lecturer at 8 years, and the change of the notice of the non-renewal notification date. Cynthia Holthaus will work with Fritch on drafting the language for review at the first Fall Faculty Handbook Committee meeting.

Fritch will talk to Faculty Senate on April 21, 2025, on the progress of the Senior Lecturer proposal.

V. Adjournment

The April 15th meeting was the last FHC meeting for the academic year, and the committee will reconvene in the fall semester. Fritch thanked all committee members for their work this spring semester.

The meeting was adjourned at 4:04 pm.

FACULTY AGENDA ITEM 26-1

Date: August 25, 2025

Submitted by: Jim Schnoebelen on behalf of the Faculty Senate Executive Committee

SUBJECT: Faculty Senate Standing Rules for AY26

Description: *The Faculty Senate Constitution requires that standing rules governing the conduct of Faculty Senate business be created and submitted for approval at the start of each year. Below is a draft of these rules submitted for consideration by the members of this year's Senate. NOTE: The highlighted passages below indicate language from the Senate Constitution. This has been added to clarify and organize the proposed standing rules (the passages that are not highlighted).*

[From the FS Constitution (Section V-I)]:

I. Standing Rules of the Faculty Senate shall be established by the Faculty Senate and are supplementary to and subject to this Constitution.

1. The Standing Rules shall be drafted by the Executive Committee and re-affirmed annually as second reading at the first Faculty Senate meeting of the fall semester.

2. The Standing Rules can be revised or suspended by a majority vote of the Faculty Senate. The Standing Rules must address the following, but are not limited to:

a. Procedural orders for conducting meetings and carrying out the business of the Faculty Senate.

(i). The latest version of *Robert's Rules of Order* will be used to govern the conduct of all Senate meetings. NOTE: An overview of Robert's Rules, as they relate to WFS, may be found under MyWashburn > Faculty tab > University Governance channel.

(ii). Senate and Senate-related committee meetings will take place on most Mondays from 3-5pm. As such, all Senators should make themselves available during these days and times. If any Senator is unable to meet this requirement, they should be replaced with someone who has greater availability.

(iii). As a reminder, quorum for Senate meetings is defined as 50% + 1 of current members.

(iv). The Faculty Senate President (or designee) holds the floor of the Senate until a Senator or guest is recognized to speak by the President. Those wishing to speak should raise their hands to signal nonverbally to the Vice President that they have a comment or question. This list will then be conveyed to the President so that all voices may be heard in an orderly fashion. So-called cross-talk among Senators should be avoided so as not to distract from agenda items and to ensure proper minutes can be kept.

b. Detailed job descriptions of officers expanding upon responsibilities mandated in Section IV.C.;

(i). The Parliamentarian needs to update the standing rules and maintain information regarding such rules in a designated SharePoint space to assist with institutional memory. The Parliamentarian and President will also work with the Provost's office to ensure an up-to-date copy of these rules is publicly available on the Faculty Senate homepage.

(ii). The Senate officers are responsible for the turnover at the end of the spring semester, which will involve, but is not limited to, the following actions:

- i. Meeting dates/times will be provided by the officers to other members of the executive committee (that are known) so that the approval of committees for the following year can occur.
- ii. Standing rules for the following year will be drafted by the President and Parliamentarian, reviewed by the other officers, and submitted for approval to the known members of the executive council ahead of the first meeting of the year. This will constitute the "first reading" of the standing rules that will have their "second reading" as "Old Business" at the first meeting of the Faculty Senate.
- iii. The newly-elected President will work with the Provost's office regarding the necessary set-up for the following year (dates and places for meetings, approval process, etc.)
- iv. The President will work with the Provost's office to fill necessary University Committee appointments as necessary.
- v. If relevant, the previous President and Secretary will work with IT to add new users of official Senate email accounts (President and Secretary).
- vi. When necessary, the Executive Committee will establish possible Senate priorities in late summer to be undertaken during the next academic year.

c. Expectations of Faculty Senators;

(i). Senators should come ready for each meeting. This entails:

- i. Reviewing agendas in detail
- ii. crafting questions for the group or sponsors of action items (if applicable)
- iii. consulting with constituents as needed to see if they have questions or concerns regarding agenda items.
- iv. Be on time and stay for the entirety of each meeting except in rare cases of need.
- v. Sign in at each meeting.

- vi. Have a working understanding of the Senate Constitution and what it includes.
- vii. Disseminate information from meetings to your units. Report on Senate activities in department meetings, division meetings, etc.
- viii. Attend committee meetings as assigned.

d. The procedure for conducting Faculty Senate business and shared Faculty governance processes, including the curriculum and item approval processes established by units.

(i) Senate officers will provide senators with key information to assist their efforts related to the Senate. This information includes but is not limited to 1) Provost Office “School of Fish” Diagram for the AY; 2) list of dates and locations of Senate and relevant other committee meetings for the AY; and 3) a document that clarifies the approval process for agenda items discussed by the Faculty Senate.

(ii) All agenda items classified as “business” need to have a designated end-point (Senate, Gen Fac, WUBOR, etc.) provided at the time the proposal is moved for approval.

(iii) Unless a change is necessary for some contextual reason, the Executive Committee works on a consensus model to coordinate all business of the Faculty Senate.

NOTE: Nothing in these rules shall be understood to supersede the Washburn Faculty Senate Constitution, the Faculty Handbook, WUPPRM, or other governing documents.

Rationale: This fulfills the Constitutional requirement outlined in V-I, which states, “Standing Rules of the Faculty Senate shall be established by the Faculty Senate and are supplementary to and subject to this Constitution.”

Financial Implications: *None*

Proposed Effective Date: *September 8, 2025, after approval of the Faculty Senate*

Request for Action: *FS*

Approved by: *Faculty Senate on date*

Attachments Yes ☐ No ☒ ☐

Academic Affairs (AAC):

- Beth O'Neill, Associate Provost - Academic Affairs (Ex-Officio)
- Stephanie Lanning - University Registrar (Ex-Officio)
- Jayme Burdick - School of Business
- Akhadian Harnowo - School of Business
- Tracy Davies - School of Nursing
- Amy White - School of Nursing
- Dixie Copeland - School of Applied Studies
- Gary Graves - School of Applied Studies
- Tucker Jones - College of Arts & Sciences
- Sarah Cook - College of Arts & Sciences
- Franki Ostrom - University Libraries

Faculty Affairs (FAC):

- Danny Wade, Associate Provost (Ex-Officio)
- Beth Mathews - Academic Affairs (Ex-Officio)
- Shaun Schmidt - College of Arts and Sciences, NS
- Miguel Gonzalez-Abellas - College of Arts and Sciences, HUM
- Marguerite Perret - College of Arts and Sciences, C&P
- Eric Moiser - College of Arts and Sciences, MMKN
- Amber Dickinson - College of Arts and Sciences, SocSci
- Jayme Burdick - School of Business
- Madeline Lambing - University Wide
- Tonya Ricklefs - School of Applied Studies
- Amy White - School of Nursing
- Matt Bender - School of Law

Electoral Committee:

- Karen Camarda - College of Arts and Sciences
- Shawn Lessinger - School of Law
- Zenova Williams - School of Applied Studies
- Amanda Hartman - School of Nursing
- Akhadian Harnowo - School of Business
- Glen McBeth - School of Law - Library

FACULTY AGENDA ITEM

Date: *(this date would be changeable, depending on the committee it is being addressed in)*

Submitted by: *Contact person for the motion, including phone extension*

SUBJECT: *EX. MASS MEDIA CURRICULUM CHANGE FOR CONTEMPORARY JOURNALISM*

Description: *Short overview of the proposal*

Rationale: *Why is this being recommended? For curriculum items, rationale should include student learning assessment data used for curricular change. Rationale may also include, but not be limited to, labor market data, enrollment increase/decrease, accreditation requirement changes, and student course feedback information.*

Financial Implications: *Costs involved (none, new faculty, adjunct replacement, additional operating costs, etc)*

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

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

Approved by: *AAC on date*

FAC on date

Faculty Senate on date

Attachments Yes ☐ No ☐

CAS Workflow Summary – Course (2025-2026) v20250819

Course - Significant vs Not Significant:

"A course change is considered SIGNIFICANT if it meets the following criteria:

- If another department is affected, or
- If three or more factors are changed (title, credit hours, description, prereq, credit/no credit status), or
- Change in course number is considered a new course, or
- A description change that is more than editorial. "

"A deletion is considered NOT SIGNIFICANT if no other department or unit is affected. A deletion is considered SIGNIFICANT if another department or unit is affected."

CourseLeaf Workflow Structure: If a course change is NOT SIGNIFICANT EDIT or a NOT SIGNIFICANT DELETION:

- Initiator
- Acad Ops (*Holly/Beth/Donna*)
- Dept Chair
 - o *Related Departments - FYI*
 - o *CA Dean – FYI (Kelly)*
- Library
 - o *VPAA – FYI (Beth)*
- ED Chair – IF Teach Certification
- Div Chair
- College Dean (*Kelly*)
- CFC Agenda (*Dana adds course to agenda, then approves*)
- Final Acad Ops (*Holly/Beth/Donna*)
- Banner
 - o *SARR – FYI*
 - o *Initiator – FYI*

CourseLeaf Workflow Structure: If a course change is NEW, SIGNIFICANT EDIT, or a SIGNIFICANT DELETION:

- Initiator
- Acad Ops (*Holly/Beth/Donna*)
- Dept Chair
 - o *Related Departments – FYI*
 - o *CA Dean – FYI (Kelly)*
- Library
 - o *VPAA – FYI*
- Ed Chair – If Teach Certification
- Div Chair
- College Dean (*Kelly*)
 - o *CFCCC Cmte – FYI*
- CFCCC Chair
- CFC Agenda (*Dana adds course to agenda, then approves*)
- Final Acad Ops (*Holly/Beth/Donna*)
- Banner
 - o *SARR – FYI*
 - o *Initiator – FYI*

CAS Workflow Summary – Program (2025-2026) v20250819

Program - Significant vs Not Significant:

"A program change is considered SIGNIFICANT if it meets the following criteria:

- If any other program is affected, or
- If the total hours in the program or major changes, or
- If the distribution of hours between upper-level and lower-level changes.

CourseLeaf Workflow Structure: If a program change is **NOT SIGNIFICANT**:

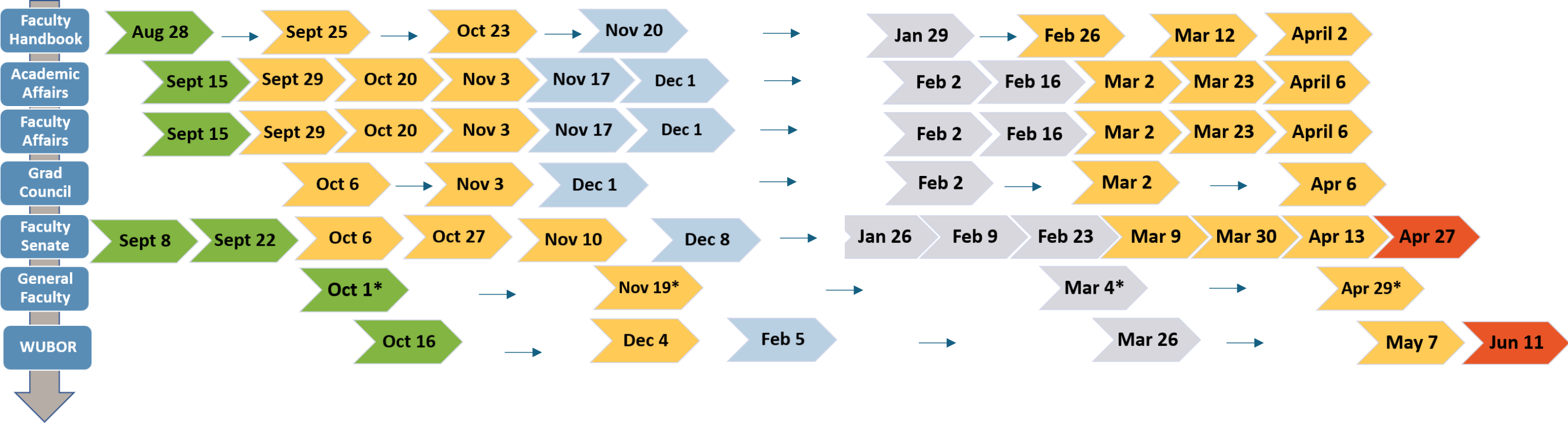
- Initiator
- Acad Ops (*Holly/Beth/Donna*)
- Dept Chair
 - o *CA Dean – FYI (Kelly)*
- Library
 - o *EM Systems – FYI*
 - o *VPAA – FYI*
- Ed Chair – If Teach Certification
- Div Chair
- College Dean (*Kelly*)
 - o *CFCCC Cmte – FYI*
- CFCCC Chair
- CFC (*Kelly/Dana – program stays in queue until approved at CFC meeting*)
- CAS (*Kelly/Dana – program stays in queue until approved at CAS meeting*)
- **Dept Chair (*chairs to add updated degree map*)**
- Governance Check (*Holly/Beth/Donna*)
- Final Acad Ops (*Holly/Beth/Donna*)
 - o *Recruitment / Navigate / Military / SARR – FYI, Grad Program – FYI (if graduate)*
- Registrar
 - o *Initiator – FYI*

CourseLeaf Workflow Structure: If a program change is **NEW, SIGNIFICANT, or DELETION**:

- Initiator
- Acad Ops (*Holly/Beth/Donna*)
- Dept Chair
 - o *CA Dean – FYI (Kelly)*
- Library
 - o *EM Systems -FYI*
 - o *VPAA – FYI*
- Ed Chair – If Teach Certification
- Div Chair
- College Dean (*Kelly*)
 - o *CFCCC Cmte– FYI*
- CFCCC Chair
- CFC (*Kelly/Dana – program stays in queue until approved at CFC meeting*)
- CAS (*Kelly/Dana – program stays in queue until approved at CAS meeting*)
- **Dept Chair (*chairs to add new or updated degree maps*)**
- Governance Check (*Holly/Beth/Donna*)
- Academic Affairs Committee – Undergraduate only, or Grad Council – Graduate only
- Faculty Senate - Governance Check
(Faculty Senate decides if it is a voting item / path, they will direct to add in General Faculty and/or WUBOR)
- Final Acad Ops (*Holly/Beth/Donna*)
 - o *Recruitment / Navigate / Military / SARR– FYI*
- Registrar
 - o *Initiator – FYI*

PATH TO WUBOR – Fall 2025 to Spring 2026

Committee Meeting Dates



Fall Dates

- August 18: Fall Semester Starts
- Sept 1: Labor Day
- Oct 11 – 15: Fall Break
- Nov 27 – 28: Thanksgiving
- Dec 12: End of Fall Semester

Spring Dates

- Jan 19: MLK Holiday
- Jan 20: Spring Semester Starts
- March 16 - 20: Spring Break
- May 15: End of Spring Semester

* The following General Faculty dates are provided as placeholders for the academic year. Please note that General Faculty meetings may be cancelled if there is no business to discuss.