

**Washburn University
Meeting of the Faculty Senate
February 17, 2020
3:00 PM – Forum Room, BTAC**

- I. Call to Order**
- II. Approve minutes of the Faculty Senate Meeting of February 3, 2020 (pp. 2-6)**
- III. President’s Opening Remarks**
- IV. Report from the Faculty Representative to the Board of Regents**
- V. VPAA Update - Dr. JuliAnn Mazachek**
- VI. Faculty Senate Committee Reports**
 - **Approve the Academic Affairs Committee Meeting Minutes from January 27, 2020 (pp. 7-8)**
- VII. University Committee Reports: None**
- VIII. Old Business**
 - **20-7 School of Business - Concentration in Data Analytics (pp. 9 -11) (Hickman)**
 - **20-8 Revision to Admission Standards (pp. 12-13) (Lietke)**
- IX. New Business: none**
- X. Information Items**
 - **Changes to Faculty Handbook (pp. 14) (Jackson)**
- XI. Discussion Items**
 - **Human Resources follow up (Lee)**
- XII. Announcement**
- XIII. Adjournment**

**Washburn University
Meeting of the Faculty Senate
February 3, 2020
3:00 PM – Forum Room, BTAC**

Present: Barker, Beatie, Cook (M), Cook (S), Dodge, Friesen, González-Abellás, Grant, Huff, Jones, Juma, Krug, Menninger-Corder, Miller, Morse, Pierce, Prasch, Ricklefs, Romig, Sainato, Schmidt (P), Schmidt (S), Smith, Stevens, Woody, Wasserstein, Watson, Wang, Zwikstra

Absent: Brooks, Byrne, Childers, Douglass, Mazachek,

Guests: Erby, Grospitch, Webb

- I. Call to Order 3:01**
- II. Approved minutes of the Faculty Senate Meeting of December 2, 2019**
- III. President's Opening Remarks**
 - Need to ensure the electoral committee members meet after this meeting to determine the process for moving forward with election this semester.**
 - Delaine Smith received student life award today! Congrats!**
 - TIAA contributions are not received until you retire. Adjuncts came back and their payments were rejected. This will be worked out and should be worked out by February 1st. This is for anyone who comes back from retirement and are paid again by WU.**
 - Complete withdraw policies have changed. If students want to total drop, they need to have permission. There are some issues that have come up regarding the difficulties of this – may need to go to academic affairs to make this less onerous.**
 - Dean evaluations are supposed to be done every three years. It will be done this year for College of Arts and Sciences, School of Applied Studies, and School of Business.**
 - Dale Anderson, former faculty who helped start communication department and director of KTWU, passed two weeks ago. Dr. Billy Milner, from the math department, also passed recently. Both of**

these individuals had a major influence on the university, especially ensuring that faculty attend graduation.

- Next meeting is Monday, February 17th

IV. Report from the Faculty Representative to the Board of Regents

- December 4th, the next is February 6.
- Sabbatical was decided for the next year.
- School of Nursing: Lori Edwards Fall 2020
- College of Arts and Sciences:
 - i. Jericho Hockett Fall 2020 or spring 2021
 - ii. Park Lockwood Spring 2021
 - iii. Ian Smith Fall 2020
 - iv. Sharon Sullivan Spring 2021
 - v. Izzy Wasserstein Spring 2021
- School of Business: Norma Juma Spring 2021
- School of Law: Tonya Kowalski Fall 2020 & Spring 2021
- Approval to build 33 million for new law school; Washburn will contribute 20 and the rest is from private donors.

V. VPAA Update - Dr. JuliAnn Mazachek: None due to VPAA being out of town.

VI. Faculty Senate Committee Reports

- Approval of the Academic Affairs Committee Meeting Minutes from November 25, 2019.

VII. University Committee Reports

- Received the Faculty Handbook Committee Meeting Minutes from November 12, 2019.
 - i. There was an approval of the success week changes mentioned in the notes. Would like to send this through academic affairs for approval on this. Need to ensure that the senate / senators are able to give the final approval even if the administration and WUBOR wants things to be this way. Need

to be shared governance. Schmidt (S) asked if this was already live – Barker believes that it may be.

- Received the Academic Diversity and Inclusion Committee Meeting Minutes from November 12, 2019.

VIII. Old Business

- 20-6 Change in WTE Governance was approved by academic affairs. This is the second reading and was approved. This will now move forward to general faculty.

IX. New Business: none

X. Information Items

- Changes to Faculty Handbook (Jackson) – moved to the next meeting

XI. Discussion Items

- WUmester initiative (Erby)
 - i. Washburn's new initiative to include all of the campus community in discussion of a topic they may include in class.
 - ii. This semester is Citizenship and Suffrage.
 - iii. Please encourage your student to participate.
 - iv. Topics for Spring 2021 – Sustainability
- HR Issues / Model use in the art department (Wang)
 - i. Model issues have not happened in the last 12 years employed here. This August there were issues due to changes in policy that took place this spring. HR stated that there needs to be positions already created and a hiring process needs to take place, including application, and other preventative details they had not had to do before.
 - ii. Need to be able to have a retroactive process in the case that models are not able to show up due to illness, flat tire, etc. If someone needs to cover for that model – they cannot because otherwise they will not be able to get paid. This is only a three to four hour position total.

- iii. This semester the process is burdensome. Had plans to shoot a model last weekend, but they chose not to due to releases and HR details.
- iv. Morse – HR processes are complicating classroom practices.
- v. Schmidt (S) – similar issues with hiring tutors last fall. Is it possible to use a temp agency? Then they will just pay the agency not the employee and there is no need to deal with WUHR.
- vi. Prasch – this is extreme, but the system to get employees has become impossible to navigate. Pointlessly bureaucratic to get reference approval for positions like models.
- vii. Zwikstra – HR made a bunch of changes and didn't tell the people who need to know?
- viii. Barker – HR tried to come up with a policy to address issues that were previously overlooked. This was an attempt to remedy that. Administrators don't always remember the academic schedule (e.g. when school starts). We need to speak to HR to see if they understand the need to get policies out far enough in advance.
- ix. Morse – HR copied and pasted standard corporate model and forgot to adjust for the field of academia. It would behoove representatives of this body to have that conversation with HR to change policies (new and existing) to ensure they are consistent with the way that we function.
- x. Miller – just hiring students is insanely complicated. Impression their department has been getting is that HR is creating the policies based on their interpretation of the law and the capacities of their software – not taking into account the academic environment.
- xi. Wasserstein – many universities moving to a system in which letters of recommendations are not required in their first round

of faculty interview. Research shows that requiring this is preventative for marginalized communities to gain employment.

xii. Schmidt suggested a visit to senate from HR? After brief discussion over whether academic affairs or faculty affairs should address this, it was determined that it is an issue for both and will be invited to the February 17th meeting.

- STAR report (Bearman): Beatie reported that he could not make it.

XII. Announcement

- Prasch – historical films this year are all focused on the WUmester topic. The first meeting is Selma in Henderson 107.
- Morse – reminded all faculty to take and encourage their peers to take the climate survey
- Miller – law school book sale the week of April 6, please drop off your donations
- Barker - finding the registrar is difficult on the WU website. It is only accessible via admissions.

XIII. Adjournment 3:38

Academic Affairs Committee
Washburn University
1/27/2020
Minutes

Present: Morse, Dodge, Ricklefs, Juma, Jones, Stevens, Beatie, J. Ball, Schmidt
Staff: A. Ball

1. Morse called to order at 4:00 pm
2. Meeting minutes: Minutes from the 11/25/2019 were approved.
3. Action items:
 - WTE governance process**
Jennifer Ball proposed a governance process for changes to the WTE policies and procedures. Morse moved and Juma seconded approval of the proposal. Motion carried.
 - Data Analytics major**
Pamela Schmidt presented the School of Business proposal for a major in Data Analytics. The committee recommended clarifying language be added to the proposal regarding availability of the major or future certificates for non-Business majors and any prerequisite courses outside of the school. Beatie moved and Stevens seconded approval. Motion carried.
4. Discussion:
 - Course modalities**
Jennifer Ball presented a draft document defining course modalities, instructional time, and HLC minimum standards. The committee discussed the document and provided feedback.
 - Draft statement of Academic Freedom**
Jennifer Ball presented a draft statement of Academic Freedom from the Freedom of Expression/Academic Freedom group and received feedback from the committee.
5. Adjourn: Meeting adjourned at 4:40 pm.

Program Name		Data Analytics Major Area of Concentration										PRO FORMA										
CIP Code (Academic Programs)		52.1301 MIS																				
Revenue:	Estimates	Year 0 - Prepa	Year 1		FY 2020		Year 2		FY 2021		Year 3		FY 2022		Year 4		FY 2023		Year 5		Fy 2024	
			# Students	# Cr Hrs	# Students	# Cr Hrs	# Students	# Cr Hrs	# Students	# Cr Hrs	# Students	# Cr Hrs	# Students	# Cr Hrs	# Students	# Cr Hrs	# Students	# Cr Hrs	# Students	# Cr Hrs	# Students	# Cr Hrs
Est. Students/Cr Hrs Lower Division			100	3	197	3	237	3	237	3	237	3	237	3	237	3	237	3	237	3	237	3
Est. Students BU 248			100	3	197	3	237	3	237	3	237	3	237	3	237	3	237	3	237	3	237	3
Total Credit Hours*			300		591		711		711		711		711		711		711		711		711	
Tuition Rate Lower Division	\$300.00		\$ 300		\$ 300		\$ 300		\$ 300		\$ 300		\$ 300		\$ 300		\$ 300		\$ 300		\$ 300	
Total Revenue Lower Division			\$ 90,000		\$ 177,300		\$ 213,300		\$ 213,300		\$ 213,300		\$ 213,300		\$ 213,300		\$ 213,300		\$ 213,300		\$ 213,300	
Est. Students/Cr Hrs Upper Division			20	3	90	3	160	3	160	3	195	3	195	3	195	3	195	3	195	3	195	3
Total Credit Hours*			60		270		480		585		585		585		585		585		585		585	
Tuition Rate Upper Division	\$386.00		\$ 386		\$386		\$386		\$386		\$386		\$386		\$386		\$386		\$386		\$386	
Total Revenue Upper Division			\$ 23,160		\$ 104,220		\$ 185,280		\$ 225,810		\$ 225,810		\$ 225,810		\$ 225,810		\$ 225,810		\$ 225,810		\$ 225,810	
Other Revenue Sources			0		0		0		0		0		0		0		0		0		0	
Total DA Program Revenue			\$ 113,160		\$ 281,520		\$ 398,580		\$ 439,110		\$ 439,110		\$ 439,110		\$ 439,110		\$ 439,110		\$ 439,110		\$ 439,110	
Ongoing Expenses:				FTE		FTE		FTE		FTE		FTE		FTE		FTE		FTE		FTE		FTE
1 st Faculty Member	\$140,000		\$ -		\$ 140,000	1	\$ 140,000	1	\$ 140,000	1	\$ 140,000	1	\$ 140,000	1	\$ 140,000	1	\$ 140,000	1	\$ 140,000	1	\$ 140,000	1
Benefits (25%)	25%		-		35,000		35,000		35,000		35,000		35,000		35,000		35,000		35,000		35,000	
IT Support per hr	\$20		10,000		10,000		10,000		10,000		10,000		10,000		10,000		10,000		10,000		10,000	
Benefits (25%)	25%		-		2,500		2,500		2,500		2,500		2,500		2,500		2,500		2,500		2,500	
Adjunct Faculty/course (\$3000 + 9% benefits)	\$3,270		4,905	1/4																		
Student stipends per hour	\$8.00		-																			
Marketing	\$ 5,000		5,000		5,000		2,500		1,000		5,000		5,000		5,000		5,000		5,000		5,000	
Travel	\$3,000		3,000		3,000		3,000		3,000		3,000		3,000		3,000		3,000		3,000		3,000	
Professional Development	\$1,500		1,500		1,500		1,500		1,500		1,500		1,500		1,500		1,500		1,500		1,500	
Accreditation/Membership	\$500		500		500		500		500		500		500		500		500		500		500	
Support Materials*																						
Equipment Software/Technology (option 1 AWS)			34,268		81,959		113,371		123,366		123,366		123,366		123,366		123,366		123,366		123,366	
Total Expenses			\$ 5,000		\$ 59,173		\$ 279,459		\$ 308,371		\$ 316,866		\$ 316,866		\$ 316,866		\$ 316,866		\$ 316,866		\$ 316,866	
Total Net Revenue			\$ (5,000)		\$ 53,987		\$ 2,061		\$ 90,209		\$ 122,244		\$ 122,244		\$ 122,244		\$ 122,244		\$ 122,244		\$ 122,244	
One-time Startup Costs																						
Furniture																						
Office Equipment																						
Computer/Software (See Equipment, Storage,& IT Support)																						
Renovation																						
Program Equipment																						
Initial Accreditation Costs																						
Total One-Time Startup Cost																						
PRO FORMA																						
NOTES:																						
* Currently: Software being used is already licensed or is free. Additional software needs being considered are open source or provided free																						

FACULTY AGENDA ITEM

Date: *January 27, 2020*

Submitted by: *Tom Hickman, x1308*

SUBJECT: *School of Business - Concentration in Data Analytics*

Description:

This major area of concentration will build on the BU 248 Foundations of Data Analysis course that was approved as a business elective in spring 2019 and then as part of the business core for all business students in fall 2019. The Data Analytics Major Area of Concentration will consist of four-courses:

DA 348 Data Discovery and Management

DA 358 Data Methods and Warehousing

DA 368 Data Mining and Modeling

DA 478 Data Analytics Applied in Practice

Rationale:

Business Demand is high, there is a very limited supply of graduates in this major and salaries offered are at the high end of business salaries. The contemporary business world is inundated with an exponentially growing volume, variety and velocity of data that differs greatly from traditional forms of financial business data. The majority of available data is real-time streams, semi-structured or unstructured, and requires new skills and technologies to collect, assess, transform and store in cloud computing data repositories. To solve business problems, data need to be related, analyzed and reported in an insightful, visual manner. In its more mature form, assessment of real time data streams is first assessed using statistical and modeling methods, which often can mature into robotic process automation (RPA), which supports lower cost, and more effective business operations through predictive and prescriptive data analysis.

In the immediate local Topeka business area, the SOBU Dean and the VPAA in discussion with the business community have business leaders indicating a need for people with data analytics skills. Additionally, competing business schools in the

immediate area (KU, K-State, Wichita State, UMKC, and Rockhurst) have developed data analytics programs. Adding the program will allow Washburn to remain competitive and provide graduates with the skill sets needed to be competitive in the market.

Financial Implications: *New Faculty will be required – See Pro forma*

Proposed Effective Date: *Fall 2020*

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

The proposal was approved by the School of Business faculty on November 19, 2019

Academic Affairs was interested in clarification on the following questions. Answers are provided as follows:

1. Is this an offer only to Business School students, or to address multiple audiences and needs? List those in order explicitly.

It is a new major within the School of Business. So, it is first thought of as an offer to business school students. Even so, students from other schools or the college are eligible to take the data analytics sequence with additional prerequisites:

1. CM 105 (prerequisite: MA112 or MA116) or CM 111 (prerequisite: one of the following: MA116, MA117, MA123, MA140, MA141, or MA151)
2. EC 211 (prerequisites: MA140 and one of the following: MA116, MA141, or MA151)
3. BU 248 (prerequisites: EN101 and one of the following: MA112 or MA116)
4. BU 250 (prerequisites: EN101 and one of the following: MA112, MA116, MA140, MA141, or MA151)

NOTE: The fewest number of courses to take to complete the prerequisites to the four listed prerequisites (CM105/CM116, EC211, BU248, BU250) are to take the following three courses:

1. EN101
2. MA116
3. MA140

The completion of the data analytics sequence would not qualify as a degree since completing that sequence alone would not fulfill the entire set of requirements for a BBA.

2. Regarding goals of the concentration – does it focus beyond current on Business students only? Namely, is there a DA certificate offer for returning students (professionals)?

The current proposal is not for a certificate, it is just for the added major within the School of Business. If the major is approved, a separate proposal will be required for a possible certificate. A certificate proposal will be forthcoming in the near future. It will originate in the SOBU and will need to be approved by SOBU faculty.

3. What is required for pre-requisites for outside the Business School? Does it fit into a business minor? If yes, provide details.

See the list of prerequisites above.

It does fit into the requirements for a Business Minor. The minor is a total of 21 hours. 12 of the hours are prescriptive and 9 hours are electives. So, three of the data analytics courses (9 hours) could be used for the minor.

Approved by: AAC *on date*

FAC on date

Faculty Senate on date

Attachments Yes No

**Agenda Item No. V. B. 3.
Washburn University Board of Regents**

SUBJECT: Admissions Criteria for Freshmen

BACKGROUND:

The Kansas Board of Regents recently approved revised requirements for qualified admissions to the state universities. The purpose of the revision is multifaceted - it serves to provide additional options to admit otherwise qualified students who may not meet the ACT requirement and to simplify the qualified admissions criteria for the state universities.

Washburn University currently has three types of qualified admission for freshmen that consider a student's high school grade point average (GPA) and standardized test score (ACT or SAT). The type of admission is dependent upon both the GPA and ACT/SAT score. Below is the current Washburn University admission criteria:

Admission Type	GPA and ACT Requirements
Regular Admission	3.50+ GPA OR 23+ ACT
	3.00-3.49 GPA AND 16-18 ACT
	2.50-2.99 GPA AND 19-22 ACT
Admission Exception	A GPA/ACT combination not meeting regular admission criteria but above Ichabod Ignite Program admission criteria.
Ichabod Ignite Program Admission	Less than 3.50 GPA AND less than 16 ACT

The recently approved KBOR regular admission criteria for freshmen at the state universities is the same at the four regional schools (Emporia State, Fort Hays State, Pittsburg State, and Wichita State): 2.25+ GPA OR 21+ ACT.

The approved requirements are higher for the other two KBOR schools: Kansas State, 3.25+ GPA OR 21+ ACT; University of Kansas, 3.25+ GPA AND 21+ ACT; 3.00-3.24 GPA AND 24+ ACT.

DESCRIPTION:

Washburn University is the only fully open admission institution in the state. We reviewed our admission criteria to ensure we convey that commitment and that our requirements are easy to understand.

The proposed criteria will allow more students to qualify for regular admission and will simplify the pathway for students to attend Washburn:

Admission Type	GPA and ACT Requirements
Regular Admission	2.25+ GPA OR 21+ ACT

Any freshmen applicant who does not meet the criteria for regular admission is also admitted. Each of those applicants are evaluated to determine the most appropriate pathway for academic success, such as the Ichabod Ignite program.

FINANCIAL IMPLICATIONS:

None.

RECOMMENDATION:

President Farley recommends the Board of Regents approve revision of the Washburn University regular admission criteria for freshman beginning in summer and fall 2021 as proposed.

Date

Jerry B. Farley, President

FACULTY AGENDA ITEM

Date: December 5, 2019

Submitted by: Jeffrey D. Jackson, 785-670-1833

SUBJECT: *Change to Section 1(VI) of the Faculty Handbook to Remove Duplication of Faculty Senate Constitution and instead provide a link to the Constitution itself.*

Description: This proposal will modify Section 1(VI) of the Faculty Handbook, which is entitled Faculty Senate – Constitution. Rather than the current text, which duplicates the Constitution’s language (but with different provision numbers and subdivisions), the Faculty Handbook will instead contain a direct link to the actual Constitution. The entirety of Section 1(VI) will now read:

VI. THE FACULTY SENATE

A. PURPOSE AND DUTIES OF THE FACULTY SENATE

1. The Faculty Senate, as the agent of the General Faculty of Washburn University, speaks on behalf of that body to the University community.
2. The Faculty Senate operates according to the provisions set out in the Faculty Senate Constitution, which may be found at <https://washburn.edu/faculty-staff/faculty-resources/governance/faculty-senate/faculty-senate-constitution.html>

Rationale: Currently, the section on the Faculty Senate in the Handbook reproduces the Constitution. However, it does so using different section markers. In addition, the language in the Handbook does not always faithfully track the language of the Constitution, and thus creates ambiguities. There is also a concern that, because the Handbook may be amended by a simple majority, the language in the Handbook could be modified without going through the amendment process.

Financial Implications: *None*

Proposed Effective Date: Upon approval from Faculty Senate

Request for Action:

Approved by: *AAC on date*

FAC on date

Faculty Senate on date

Attachments Yes No