Washburn University
Meeting of the Faculty Senate
April 4, 2016
3:00 PM – Washburn Room, Memorial Union

   I.   **Call to Order**

  II.   **Approval of Minutes of the Faculty Senate Meeting of March 21, 2016 (p. 2-4)**

 III.   **President's Opening Remarks**

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

   V.   **VPAA Update—Dr. Randy Pembrook**

  VI.   **Faculty Senate Committee Reports**

 VII.   **Special Orders**
        • **Correction of approved Senate minutes (August 2015 through February 2016).**

VIII.   **University Committee Reports**
        • **Receipt of the Graduate Council Meeting Minutes from February 22, 2016 (p. 5-8)**

  IX.   **Old Business:**
        • **16-8 Kansas Insurance Certificate (p. 9-10)**
        • **16-9 BM in Music Performance Guitar Emphasis (p. 11)**
        • **16-10 MA Communication & Leadership (p. 12-13)**

   X.   **New Business:**

  XI.   **Information Items:**

 XII.   **Discussion Items:**

XIII.   **Announcements**

 XIV.   **Adjournment**

Washburn University
Meeting of the Faculty Senate
March 21, 2016
3:00 PM – Kansas Room, Memorial Union

PRESENT: Alexander (Rebecca), Ball, Farwell, Francis, Kwak, Mansfield, Mastrosimone, McHenry, Memmer, Moddelmog, Palbicke, Pembrook, Petersen, Porta, Routsong, Russell, Sanchez, Schmidt, Schnoebelen, Scofield, Smith, Sourgens, Stacey, Stevens, Stevenson, Weiner, Wohl, Zwikstra

ABSENT:
Alexander (Ryan), Childers, Garritano, Jackson, Mapp, Mechtly, Sadikot, Steinroetter, Treinen, Tutwiler, Worsely

GUESTS:
Blake Porter and Nancy Tate

I. President Ball called the meeting to order at 3:03pm.

II. The minutes of the Faculty Senate Meeting of March 7, 2016 were amended and approved.

III. President's Opening Remarks: If you are interested in running for president next year, please consider… course reduction.

IV. Report from the Faculty Representative to the Board of Regents: NONE

V. VPAA Update—Dr. Randy Pembrook:
   - Over the next 2-3 weeks, the Senate will hear from the AAC and Graduate council on a few items (1. The continuous enrollment for graduate students policy; 2. The Masters in CN and Leadership; and 3. The insurance training certificate from the School of Business.)
   - The deadline for applying for the Voluntary Retirement Incentive program is April 15th.
   - Nancy Tate is wearing 2 hats since CJ Crawford retired; look for things soon about commencement (which will be on May 14th).
   - We will be preparing our annual report on Vision 2022; relevant departments/units should look for e-mails asking for updates in the near future.

VI. Faculty Senate Committee Reports: NONE

VII. University Committee Reports:
   - The Honors Advisory Board minutes from February 3, 2016 were received.
   - The Graduate Council minutes from January 25, 2016 were received.

VIII. Old Business:
   - 16-7 Academic Residency Requirement (Presented by Tate): Petersen asked if there was any downside to the proposal; Tate noted that none had occurred to her, as it should only increase the number of potential degrees that we offer. Schmidt asked about whether or not capstone classes can be taken elsewhere; Tate and Ball both noted that this issue was covered

in the specific language of the proposal. Mastrosimone asked about how this would affect the Law Early Admission Program (LEAP); Tate said that it shouldn't. The proposal was passed.

- 16-5 Designated Smoking Areas on Campus was presented by Ball (NOTE: the Senate voted to add this to the agenda by a 2/3 majority of the senators present): Memmer wondered where this would go if approved by the Senate; Ball replied that it would go to General Faculty. Mansfield wondered where students stood on this; Ball noted that they (through the WSGA) had expressed wanting an all out ban. Ball noted that student and staff councils had all been talking about this, so this proposal would just add another voice. Porter said students voted last year voted for a ban via survey. Ball said that she only saw the numbers from this student survey but not any comments. Ball added that faculty members who have discussed the issue with her have indicated they are bothered by second-hand smoke (this was the primary issue). Porta asked about how many smoking areas there would be; Ball said there was not a set number; this is just a statement of general support for designated smoking areas. Petersen wondered if any of the groups had discovered how many smokers are on campus or investigated smoking cessation for smokers on campus if the measure was adopted. Ball noted that this had come up and indicated that student health, for instance, has help available. Petersen noted that perhaps this could be the first step toward a ban but that help for smokers should be considered. Routsong noted that there are other non-WU sources for smoking cessation. Pembrook noted that this is different action than what is usual for the Senate; if Senate passes it, it would go on to General Faculty to see if they want to advance it as a faculty voice in an ongoing conversation. But Pembrook indicated that it seems like there might be questions faculty are asking that are unanswered (such as help for smoking cessation and the actual number of areas there might be). As such, answering these questions might be a good idea before voting and passing it on. Ball concurred, and noted that this is just a statement of support and not a policy that will be implemented. Stevenson wondered when the actual decision would be made regarding such a policy; Ball noted that this is (or eventually will be) an executive decision. Pembrook added that Board of Regents would ultimately decide the issue. Ball agreed but noted that after that decision is made, the policy would come from Dr. Farley's office. Moddelmog noted that her students have expressed concern about many different issues on campus but not smoking. Schmidt wondered why we weren't proposing a total ban. Ball said that it was simply because no one had. Wohl said that he though the designated area seemed prudent. Mastrosimone argued that each unit or building should decide what areas would be designated. He also noted there would be enforcement issues for a total ban. Ball finally also noted that the policy name should be amended to include vaping. Pembrook wondered if we should have an all out tobacco ban (including chewing). Adding vaping to the ban was the only friendly amendment. The proposal was passed.

IX. **New Business: NONE**

X. **Information Items: NONE**

XI. **Discussion Items: NONE**

XII. **Announcements:**

- **Schnoebelen reminded senators that the April 4th meeting would be in the Washburn Room downstairs instead of the usual Kansas room.**

XIII. **President Ball adjourned the meeting at 3:35pm.**

Graduate Council Minutes

February 22 and 25, 2016

12:00 – 1:00 p.m.

Lincoln room/Union

Graduate Committee members Present: Aida Alka (ex-officio), Julie Boydston (PY), Patricia Dahl (CJ), Shirley Dinkel (DNP), Vickie Kelly (MHS), Bruce Mactavish (MLS), Kandy Ockree (MAcc), Brenda Patzel, (SON), Tim Peterson (ex-officio), Randy Pembrook (ex-officio), Blake Porter (WSGA), Michael Rettig (ED), Bassima Schbley (MSW), Jim Schnoebelen (FS), Kayla Waters (HS), Kelley Weber (Mabee)

The Graduate Council members agreed to meet twice this month, and work through a standing agenda. Below is a summary of discussions which occurred over the two meetings.

1. ## Approval of Meeting Minutes from January 25, 2016
   The January 25, 2016 minutes were submitted to the committee previously with a request committee members review these prior to the meeting. A motion and second to approve the minutes were made. All approved said minutes.

2. ## Update with New Application Process:
   Tim Peterson indicated he sent information to CollegeNet last week with the requests made by the various programs. Tim was notified Washburn might receive all of the changes requested by early March. He indicated he would like the programs to test once more, and possibly as a large group so everyone can discuss changes/requested modifications.
   Tim indicated the application process should be active by April 21 or 22, 2016. This does not take into account any training that should take place. Each program will need to create their own account to withdraw the needed data with Tim having capabilities to pull additional information (i.e., demographics).

   Some discussion occurred by the members as to when the non-refundable application fee started. Most felt the application fee was effective fall 2016. Tim indicated CollegeNet will start collecting fees July 1, 2016. Dr. Pembrook indicated we would look

into this to determine when the $40.00 is being collected and to get this changed if the fee wasn't being collected now in preparation for Fall.

3. ## Update from Continuous Enrollment subcommittee

Each program is to provide information regarding the following two bullet points by the March meeting.

- Each graduate degree program will be able to answer within the next two months the following questions:
  - o What will the timeline for completion be per program?

- How long can a student be continuously enrolled? The program will need to indicate a) students will not continuously enroll, b) a semester/a year, or c) the student can enroll for a maximum of _____ semesters/years.

The programs that could provide information regarding timelines included:

Education: 6 year timeline
Criminal Justice: 7 years
Social Work: 4 years
Psychology: 6 years (included any continuous enrollment opportunities)
Allied Health: 6 years
Human Services: wants to have the student petition and then have department faculty review transcripts.

Michael asked for input on the catalog language that was listed in the January meeting minutes. Discussion continued regarding the continuous enrollment subject for the remainder of this meeting. Kayla Waters volunteered to create a paragraph based upon the discussion and send to Michael prior to the next meeting.

Prior to adjourning this meeting, a question was asked if this was a university wide policy or could it be a department by department policy. Yes, this will impact all programs who have capstone courses/thesis and have students who do not complete their work before the end of the semester.

February 25, 2016 meeting:

The focus of this meeting was the Continuous Enrollment policy. Michael sent, prior to the meeting, information provided by Kayla Waters, with some additional edits by Michael.

6

Additionally, Michael provided a copy of the UMKC continuous enrollment policy which the members reviewed at the meeting.

After much discussion, Michael agreed to provide a final draft to the committee members.   Some points of conversation included:

a. The UMKC policy afforded a variable hour system (1 – 3) for the thesis option. This would allow the student to be as aggressive as they can in considering all other factors in their lives. They could enroll in just one hour a semester or could enroll in all three hours.
b. If this concept was adopted, the programs that have students who aren't able to complete within the three hours may need to evaluate their process and move to the variable hours.
c. Such a process would allow the system to track the faculty workload. When students sign up for the "course number" then an identifier would be attached to identify the faculty member.
d. Advisors should educate the students as to whether to enroll in the CE courses.
e. Grade for the CE credit hour would be an enrollment placeholder, such as NC or Pass.
f. It is recommended students should pay regular tuition for the CE hour.
g. If adopted, this would go from the effective date and on; we would not make this retroactive.
h. We will need to identify the programs that will be impacted for the Registrar's office.

A motion was made to approve the concept and draft policy with a second.   All members agreed to do the final vote electronically.

Michael indicated education doesn't have a need for this policy and indicated he would place a dissent vote.

A call for the vote was made, and seconded. The motion to approve the concept and draft policy passed with one dissent vote.

The proposal for continuous enrollment continued electronically until March 3, 2016 when a majority of the committee members approved the following proposal:

Effective Fall 2016, students pursuing a graduate degree who have completed all degree requirements, and have enrolled in but not completed a capstone, practicum, or thesis, will be required to maintain continuous enrollment at Washburn University until graduation (unless a leave has been approved). Continuous enrollment means that

candidates must be enrolled in at least one credit hour until degree requirements are met. If all other course work has been completed, students will be required to enroll in a one-credit-hour class (course number) each semester until the program is completed. Credit hours completed through the (course number) will not count toward the credit hours required for graduation and will be recorded as a pass on the transcript. This requirement also applies to the summer term for students whose degrees are being awarded at the end of the summer term. Interruption of continuous registration due to a failure to follow this requirement will result in a need for readmission to the program.

4. Catalog section for Incompletes

Michael asked members to provide input on the catalog section for incompletes. After a bit of discussion, it was determined this could be placed on the agenda for next month.

Both meetings were adjourned at 1:00 p.m. with the final electronic vote approved on March 3, 2016.

FACULTY AGENDA ITEM NO 16-8

Date: *Academic Affairs Committee, March 28; Faculty Senate, April 4; General Faculty, April 14*

Submitted by: School of Business General Faculty, approved March 10. Contacts: *David Sollars, School of Business x2050, Tom Hickman, School of Business x1601*

SUBJECT: **Washburn version of the Kansas Insurance Certificate**

Description: This proposal would create the Washburn University version of the Kansas Insurance Certificate (KIC). The KIC program provides the academic preparation to help students establish and advance in rewarding careers in insurance and related industries. Offered through a consortium of Kansas universities, the KIC coursework provides students with (1) an understanding of insurance and risk management, and (2) the opportunity to take advanced coursework in specific insurance specialty areas or closely-related fields. Supported by the Kansas Insurance Education Foundation (KIEF), Kansas Insurance Department (KID), and a variety of insurance organizations, KIC students enjoy the opportunity to receive scholarships, internships, preferred placement and other benefits. It would require students to complete 12 hours (four-courses) in insurance and/or insurance-related courses.

Rationale: The Kansas Department of Commerce suggests the need for skilled insurance-related professionals is growing in Kansas and even here in Topeka. Currently, 28,000 people are employed in the insurance industry in Kansas. Here in our local market, organizations such as Security Benefit, SE2, Blue Cross/Blue Shield, and Advisors Excel are growing and offer current students and graduates a variety of career opportunities.   The KIC will provide a larger pool of potential employees with insurance backgrounds and knowledge which is consistent with our School mission to "enhance the economic vitality of the region." The program has four learning outcomes, which will be assessed (see attachment). The State Insurance Commissioner, Ken Selzer and KID, local industry, and KIEF asked the KBOR universities and Washburn to develop an academic credential related to the insurance industry.   The KBOR schools and Washburn have worked together on a consortium proposal to meet this need.

Financial Implications: Working with industry and KID, KIEF has agreed to provide grant funding to participating universities to cover curriculum development, marketing, scholarship, and instructor costs for the next few years to test the viability and sustainability of the program. If successful, the programs future tuition revenue streams and development opportunities will cover and costs.

Proposed Effective Date: Fall 2016.

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

Approved by:

AAC on March 28, 2016

Faculty Senate on date

Attachments   Yes ■   No   ☐

FACULTY AGENDA ITEM NO 16-9

Date: *3-10-16*

Submitted by: *Ann Marie Snook, ext. 1522*

SUBJECT: *MUSIC NEW PROGRAM BACHELOR OF MUSIC IN MUSIC PERFORMANCE: GUITAR EMPHASIS*

Description: *The MU Department wishes to add an Emphasis in Guitar to the Bachelor of Music in Music*

Performance degree.

Rationale: *The Bachelor of Music in Music Performance degree currently offers majors in voice, piano, organ, strings, woodwinds, brass, and percussion, but not guitar. This major will attract students interested in pursuing guitar as their primary instrument.*

Financial Implications: *None*

Proposed Effective Date: *August 15, 2016*

Request for Action: *Approval by AAC/FS/Gen Fac, BOR*

Approved by: *AAC on March 28, 2016*

  Faculty Senate on date

Attachments *Yes* *New Program Form_BM Music Performance Guitar Emphasis and Pro Forma*

FACULTY AGENDA ITEM NO 16-10

Date: March 28, 2016

Submitted by: Kathy Menzie 670.1865

SUBJECT: Master of Arts in Communication & Leadership

Description: The Master of Arts in Communication and Leadership is a 30 graduate credit hour interdisciplinary program that provides knowledge, skills, and experiences for continuous self and system improvement within a complex, changing, and global context.   The program is designed to develop collaborative, adaptive, and innovative leaders with a focus on the development of multiple communication skills, self-awareness, and strategic thinking. The program can be completed entirely online using highly interactive and intuitive learning management and video conference systems.

The Master's degree in Communication and Leadership serves professionals interested in a post-graduate degree that provides knowledge and skills to advance their careers. The curriculum is designed to provide flexibility for diverse students as they pursue career and professional goals. Because leadership, teamwork, communication skills, and problem-solving abilities are the attributes most desired by employers, the curriculum will directly address these areas.

Rationale: The continued success of Washburn University depends on its ability to adapt to the changing needs of society in the preparation of educated, global citizens. Our Vision 2022 Strategic Plan has identified strategic activities to achieve success, including the priorities of growing enrollments and providing educational opportunities for our communities of learners.

Washburn University is positioned to provide high quality, academically rigorous graduate education in communication and leadership. Alumni, community leadership, and young professionals have supported the need for a post-graduate degree providing knowledge and skills to advance within their careers. Job Outlook 2015, published by the National Association of Colleges and Employers, found that leadership (77.8%) and ability to work in a team (77.8%) were the most desired attributes sought by employers on resumes, followed by written communication skills (73.4%) and problem solving skills (70.9%) (p. 33). The curriculum within this program will directly address these areas.

The two-year, 30 credit hour curriculum of the Master of Arts in Communication & Leadership is designed to provide flexibility for diverse students as they pursue career and professional goals. The online Masters of Arts in Communication and Leadership will provide educational value for our alumni base and local community, and appeal to new student markets. Using existing faculty strengths, this program can be provided economically with positive revenue demonstrated within the first year.

Financial Implications: See attached pro forma.

Proposed Effective Date: Spring 2017, pending HLC approval.

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

Approved by: *AAC on March 28, 2016*

                FAC on date

                Faculty Senate on date

Attachments   Yes ☐   No ☐