

**Washburn University
Meeting of the Faculty Senate
October 3, 2016
3:00 PM – Washburn B, Memorial Union**

- I. Call to Order**
- II. Approval of minutes of the Faculty Senate Meeting of August 19, 2016 (pp. 2-4)**
- 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:**
 - **Approval minutes of the Academic Affairs Committee meeting of April 25, 2016 (pp. 5-6).**
- VII. University Committee Reports:**
 - **Receipt of Graduate Council minutes from April 25, 2016 (pp. 7-9).**
 - **Receipt of Honors Advisory Board minutes from March 2, 2016 (pp. 10-11).**
 - **Receipt of International Education Committee minutes from April 21, 2016 (p. 12).**
 - **Receipt of the Interdisciplinary Committee minutes from November 2015 (p. 13).**
 - **Receipt of the Library Committee minutes from September 21, 2016 (p. 14).**
 - **Receipt of the Assessment Committee minutes of September 15, 2016 (pp. 15-16).**
- VIII. Old Business:**
- IX. New Business:**
- X. Information Items:**
 - **Need for a Senate representative on the Food Advisory Board**
- XI. Discussion Items:**
 - **Marc Fried (University Counsel) will present the new conceal carry policy.**
- XII. Announcements:**
- XIII. Adjournment**

**Washburn University
Meeting of the Faculty Senate
August 29, 2016
3:00 PM – Washburn B, Memorial Union**

PRESENT:

Alexander, Ball, Barker, Erby, Francis, Garritano, Kapusta-Pofahl, Kwak, Mansfield, Matthews, Mazachek, Memmer, Moddelmog, Petersen, Prash, Sadikot, Schmidt, Schnoebelen, Scofield, Siemens, Stacey, Steinroetter, Stevens, Treinen, Tutwiler, Wasserstein, Weiner, Wohl, Worsely, Zwikstra

ABSENT:

Farwell, Mastrosimone, Ockree, Smith, Sourgens

GUESTS:

Bearman, Holthaus, Liedtke, Swopes

- I. President Schmidt called the meeting to order at 3:06pm.
- II. The minutes of the Faculty Senate Meeting of May 2, 2016 were approved.
- III. President's Opening Remarks:
 - Expectations for how we engage each other: We should look to our core values, mission, and vision statements as a basis for the work we do this year.
 - The responsibilities we have as senators is found in the Senate Constitution—to provide the voice for the faculty and to deal with a range of issues that come up on campus. Being familiar with all of the related documents (handbooks, policies, catalog, etc.) having to do with campus is essential.
 - Shared faculty governance is a balance between faculty governance and business management/administration. My current assessment is that the pendulum is too far towards business management of the university. This weakens the university as a whole and need to be address by a stronger faculty voice and an even more intentional connection to the faculty by the administration. This is an ongoing, and dynamic process.
- IV. Report from the Faculty Representative to the Board of Regents:
 - Moddelmog presented highlights from the June and July meetings:
 - There will be a 5% tuition increase to offset deductions from state revenue. About 30% would go to scholarships and student employment; 2% will go to possible raises (merit-based) if enrollment numbers support the cost. Petersen wondered what level was necessary to increase salaries. Mazachek will check on this but believes that it needs to meet last year levels.
 - There are now 10 designated smoking areas on campus. Holthaus noted that there will be a website that details these areas soon.
- V. VPAA Update—Dr. JuliAnn Mazachek:
 - Mazachek introduced herself and provided some details regarding her background.
 - She added that she is interested in bringing in people to speak to the Senate on whatever subject they want to hear about; Senators should just let her know.

- The new tobacco policy begins this week; please direct questions or concerns to Holthaus. This isn't a policed policy; it's our responsibility to try to affect culture to get people to comply.
- Transfer sleds have been placed in various buildings around campuses. Petersen noted that these require some training.
- Liedtke presented enrollment report numbers. Total student credit hours are up 2.64% while total headcount is down 0.6%. Mazachek noted that these numbers are not public as of yet.
- Budget: It is expected we will have another reduction (possible 5%) of state aid in the coming year.

VI. Faculty Senate Committee Reports:

- The minutes of the Academic Affairs Committee of March 28, 2016 were approved.
- The minutes of the Academic Affairs Committee of April 25, 2016 were approved.

VII. University Committee Reports:

- The minutes of the Graduate Council of March 28, 2016 were received.
- The minutes of the Library Committee of April 27, 2016 were received.
- The minutes of the Research Grant Committee of April 27, 2016 were received.

VIII. Old Business: NONE

IX. New Business: NONE

X. Information Items:

- A list of Senate committees for FY17 was distributed and the Electoral, Academic Affairs, and Faculty Affairs committees selected chairs.
- Items that Faculty Affairs Committee will need to focus on this year (Schmidt):
 - The faculty appeals policy from University Counsel's office.
 - Possible release time for the Senate Secretary.
 - Getting rid of the Financial Aid Committee.
- Items that Academic Affairs Committee will need to focus on this year (Schmidt):
 - CLEP scores and AP exam scores (meet with Office of Prior Learning and Testing—do we need to make university changes or work on the department level?)
 - Need to put together an update of the STAR program.
 - University additions to syllabus: should we shorten them or consider different ways to communicate them and should we have faculty input on these policies?

XI. Discussion Items:

- Schmidt initiated discussion of enrollment: what is or should be our role in meeting the 8,000 mark in the University Vision 2022 statement? Wohl wondered if 8,000 were a realistic goal. Prasch noted that this is just one part of the conversation; we need to also consider things like faculty lines and over-use of adjuncts (in other words, we should focus on how we intend to grow and not just be focused on "growth"). Petersen asserted that perhaps our current enrollment level is where we are supposed to be. Mansfield indicated that she would like more context—where are we when compared with other area institutions? Petersen argued that how we conceptualize ourselves as faculty matters and should be considered; he reported the data suggests that Kansas's high school graduates attending a 4-year school are expected to decline—this needs to be considered. Kapusta-Pofahl argues anyone who hasn't

read the strategic plan needs to do so. The role the Faculty Senate plays in the strategic plan needs to be clarified (we shouldn't spin our wheels when E-staff is prioritizing certain things over others). Liedtke noted that faculty contributed a great deal to the initial crafting of the plan. Liedtke argued that this year, numbers of freshmen coming from Kansas's schools have bottomed out, though these are set to improve over the next five years. The pool of transfer students is also becoming limited, as our junior college sources are seeing decreased enrollment and as KU and KSU improve student retention. He also noted that nationally, only 20% of students enrolled at a 2-year school end up going on to a 4-year school. Treinen wondered what students we're focusing on in terms of marketing. Ball wondered if we could focus less on the 8,000 goal and more on the issue of what the faculty's role should be in terms of enrollment. Prasch said that the faculty role has increased tremendously over the last few years; as such, we need to raise our voice to bring up the faculty lines. Tutwiler asserted we need to focus on the student population (demographics, etc.) and focus on how can we teach courses and develop programs that will be interesting to students and diversify our faculty and improve how we teach. Scofield noted that knowing your advisees is crucial, and knowing about the ways to access advisees is important. Wasserstein wondered if enrollment connected with the questions of how we make ourselves better as teachers. Modellmog echoed the importance of focusing on quality. Petersen noted that we seemed to have covered almost all of the crucial topics; we should focus on how we can accomplish our goals. Sadikot asserted that we seem to have been doing everything we can as a faculty to improve enrollment; do we have the ability to do any more or are faculty just going to be provided with things (from administration) to do to improve enrollment? Schmidt clarified that these tactics don't seem to be doing much, so the purpose of this discussion is to lead to possible specific things that we can do that go beyond. Liedtke noted that there is no specific group of students we can target to take us over the 8,000 goal—it needs to be all of the above. Liedtke argues that the "culture of Washburn" is essential—to play up the relationships that students will have with faculty that sets us apart from other schools. Bearman noted that much of what we've asked faculty to do has been working (retention has improved). He added that now would be the time to re-evaluate what has and hasn't worked overall in terms of culture (and how these efforts by faculty fit in terms of service). Scofield wondered if the marketing plan is successful and appropriate. Barker questioned whether Washburn could actually handle 8,000 (logistical speaking). Bearman says that we do have facilities and can offer afternoon classes. Wohl: the Vision 2022 plan specifically targets populations of students, but we haven't been told how to do this. This aspect of the strategic plan needs to be provided/discussed and shared campus-wide so we know what all aspects of campus are doing. Schmidt closed discussion and said that he will ask the executive committee to meet for further action. Prasch suggested that we focus on campus growth versus just enrollment.

XII. Announcements:

- Schnoebelen announced that our next meeting on September 19th would be back in the Kansas room.

XIII. President Schmidt adjourned the meeting at 4:29pm.

Academic Affairs Committee Minutes

Monday, April 25, 2016

3:15 – 4:00 pm

Lincoln Room

Present: Ryan Alexander, Sungkyu Kwak, Bobbe Mansfield, Jean Marshall, Tony Palbicke (Chair), Mike Russell, Shaun Schmidt, Barbara Scofield, Randy Pembroke (ex officio)

Guests: Alan Bearman, Julia Murray

1. Minutes from the March 28, 2016 electronic meeting
The minutes were sent to the committee prior to the meeting for review. The minutes were approved and will be forwarded to Faculty Senate.

2. Update regarding STAR program (Probation/Reinstatement policy) (Non-action item)
Chair Tony Palbicke asked Dean Bearman to provide an update on the STAR program.
Dean Bearman indicated the program has accomplished what was proposed.
 1. A STAR coordinator was hired to work with the students who were placed within the STAR program due to their academic status. A mentoring program was quickly developed and implemented as a component of this program; it is working well.
 2. The program was implemented quickly, and thus far has done well with the students who have participated. 71% of those who participated in the program completed the requirements.

The committee learned through discussions, that the STAR coordinator continues to provide information about students who participated (completed and non-completions) to the Probation and Reinstatement committee. There is a recommendation made but the Probation and Reinstatement committee is charged with the responsibilities of making the final decision regarding the academic status should a student not have satisfactory grades.

The program is making an impact on those served however not enough data is available to determine fully why some students are successful and others are not. The program will make another report to the committee in the Fall 2016 semester. At that point, the question of “what is the outcome of a full year data” should be answered.

Chair Tony Palbicke asked if a survey/exit interview could be done to gain feedback from students on program. Tony was asked to discuss this with Dean Bearman to see if he/his staff could coordinate this.

Meeting adjourned at 4:00 p.m.

Graduate Council Minutes

April 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), Bruce Mactavish (MLS), Kandy Ockree (MAcc), Brenda Patzel (SON), Tim Peterson (ex-officio), Randy Pembrook (ex-officio), Michael Rettig (ED), Jim Schnoebelen (FS), Kelley Weber (Mabee)

1. Approval of Meeting Minutes from March 28, 2016

The March 28, 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. Midwest symposium

Dr. Pembrook indicated he would commit to funding poster presentations (\$85.00 a poster @ 30 students) effective Fall 2016 semester. Also mentioned that Mike Russell, Director of WTE, agreed to process the student requests through his office/WTE office. Dr. Pembrook did indicate this was NOT a graduate WTE and should not be referred to as such; the paperwork process is already in place for poster presentations through the WTE and combining process is effective.

The discussion turned back to when graduate students would show their poster. A question was asked if there could be a day established where other universities/master programs could come and present their posters? Another question asked if the Graduate Research Day at the Capitol was still taking place.

More discussion in the fall will take place. Until then, Bruce indicated he would talk with Shaun Schmidt about including the graduate students somehow within the “Day of Transformation” event held in the fall semester.

3. The new application process:

Tim provided an update on the new application process.

Work is being done with ITS to get information loaded from CollegeNet into Banner. Training for the program directors will need to happen first with the goal to go live with the new process by June 1.

The council members were reminded that CollegeNet will collect application money and will then submit money back to the university.

The university will invest in a facilitator position to help students complete their application and then continue with communications to the students. Programs should reflect on the messages that could be given to this position to ensure correct information is provided to the students throughout the “application to admission” process.

Randy wanted Tim to remind the council that the fee to CollegeNet is \$7000 a year. Changes can happen after the first year at a \$400.00/hr per change rate.

4. Draft language for the Incomplete policy

The passing of the continuous enrollment policy meant the incomplete policy needed revisions. Michael provided a draft for the incomplete grade policy to provide a starting point for discussions.

Randy offered new wording for the last paragraph:

“The preceding policy does NOT apply to the following capstone experiences: XXXXXX. Incomplete grades for those enrollments will remain as I’s until the project is completed.”

Bruce also offered new wording for the first paragraph, last line: “When the requirements are met and evaluated, the instructor submits the incomplete grade report form with the appropriate grade to the University Registrar’s Office.”

A motion/second was made to accept the amendment by Bruce.

Further discussion provided clarification that two semesters means 1 year (i.e., a fall incomplete must be done by fall of the next year).

Additionally, this is effective for those incompletes earned in the Fall 2016 semester.

Michael indicated a draft will be sent back to the council members for a final review on the wording changes.

A motion to approve/second the proposal was made. All approved the proposal.

Agenda items for the first council meeting held in August include:

- Selection of chair
- Midwest Symposium
- Common program outcomes for graduate programs

Meeting was adjourned at 1:00 p.m.

Addenda to Minutes

In May 2016, an electronic vote was conducted regarding the graduate incomplete policy. The Graduate Council passed the policy, which is noted below.

Awarding “Incomplete” Grades

The letter “I” indicates “incomplete work” which may be completed without repetition of the regular work of the course. The incomplete will not be used when a definite grade can be assigned for the course. It will not be given for the work of a student in any course except to indicate that some part of the work, for good reason, has not been completed, while the rest of the work has been satisfactorily completed. The student must have completed three-fourths of the course requirements. The “I” grade is used only when in the opinion of the instructor there is the expectation that the work will be completed.

The instructor lists the remaining requirements on the “Incomplete Grade Report Form” and a copy is provided to the student and Department Chairperson. When the requirements are met and evaluated, the instructor submits the incomplete grade report form with the appropriate grade to the University Registrar’s Office.

Unless an earlier deadline is stipulated by the instructor of the course, the incompletes in graduate-level courses must be completed **by the end of two consecutive semesters which excludes the summer session**, otherwise a grade of “F” will be recorded.

The preceding policy does not apply to the capstone experiences within certain programs. (Courses include PY 695, PY 699, AL 726VA, NU 940). Incomplete grades for these enrollments will remain I’s until the capstone project is completed.

Honors Advisory Board Meeting Minutes

Wednesday, March 2, 2016

Crane Room – 12:00 p.m.

Members: Michael Gleason, Denise Ottinger, Jean Sanchez, Jennifer Ball, John Burns, Meghan Salisbury, Michael McGuire (Chair), and Vanessa Steinroetter

Call to Order

- I. Minutes from Feb. 3, 2016 Approved
- II. Honors Student Council Report – No Updates
- III. Unfinished Business
 - A. Qualifications for being admitted into Honors (will Table for April's meeting)
 - B. Appeals Policy (will Table for April's meeting)
 - C. Process to comply with Gen Ed and Assessment for Honors Course Offerings
 1. The curriculum subcommittee weighed in on the current designated SLOs and recommended making the following changes:
 - a. Replacing this SLO (and associated rubric), "Select, analyze, interpret, and evaluate a range of source materials for assigned project(s)" with one that speaks to the influence of context and assumptions when presenting a position to be assessed using the "Influence of Context..." on the AAC&U Critical Thinking VALUE Rubric.
 - 1) Michael will use language from the rubric to craft the actual SLO and distribute among committee members for input.
 - 2) Replacing said SLO (above) will simplify the process by allowing instructors to reference on major rubric rather than two rubrics. The initial SLO required one to review the Holistic Critical Thinking Scoring Rubric. Now, instructors would only have to use the AAC&U Critical Thinking VALUE Rubric.
 - b. Reordering SLOs in a more logical order in terms of what thinking skills one may likely engage in when completing hypothetical assigned tasks.
 - D. Rubrics for Scholarship Applications (12:30ish – 12:50ish)
 1. The Scholarship Subcommittee reviewed and discussed the rubric for those being admitted into honors.
 2. The Scholarship Subcommittee also reviewed and discussed the rubric for those applying for Outstanding Honors Student of the

Year and renewing their Brunt Scholarship. Students failing to renew their Brunt Scholarships will obviously lose the scholarships. And, those applying for Outstanding Honors Student will be considered for any Brunt Scholarships not renewed.

IV. New Business – None

VII. Announcements

- A. Spring Banquet: Tuesday, March 29, 6:00 (BTC)
- B. Next Meeting: Wednesday, April 6, 12:00 – 12:50 (Crane)

International Education /International WTE Committee

April 21, 2016, International House

Committee did not meet but the following actions were taken by way of email:

March 10 meeting minutes were approved.

Hockett's request for funding was approved.

Respectfully submitted,

Baili Zhang

Interdisciplinary Committee meeting minutes

[Electronic meeting: Ended November 30, 2015]

On November 17, 2015, the Interdisciplinary Committee members received via electronic means two IS Proposals for consideration. Those proposals were from the Grants office, and if approved would be IS 270 and IS 470 Grant Writing Internship Courses.

The committee members voted by means of “reply all” through the University e-mail. Eleven of the twelve committee members voted to approve both courses.

Library Committee Minutes

September 21st, 2016

Room 105

4:00 p.m.

The Library Committee convened in Mabee Library at 4:08PM. The following members were present: Dr. Adem, Dr. Bearman, Mr. Bird, Dr. Brown, Dr. Chamberlain, Dr. Farwell, Dr. Grant, Dr. O'Leary, Mr. Ridge, Dr. Thomas, Dr. Tenny, Dr. Watt, and Dr. Wooldridge. Dr. Conner, Dr. Herbig, Dr. Morgan, and Dr. Rettig sent word they would be unable to attend. Ms. Rodriguez attended for Mr. Mikkelson.

Dr. Cindy Wooldridge agreed to Chair the Library Committee for 2016/2017. Motion passed by acclamation. The committee thanked Dr. Erin Grant for her service.

Dr. Bearman reported on the Units Program Review. Discussion followed with particular focus on the growing importance of the Open Access/Open Educational Resources conversation, both nationally and locally.

Sean Bird reports that because of continued budget constraints and the impact of inflation, library materials purchasing remains this year a "Buy on Demand" model. Your library liaison should be contacting you, ASAP, to work with you on this fiscal year's purchases. All purchasing requests (books; journals; and databases) need to be submitted to your library liaison by 5:00PM, Friday, December 2, 2016. An updated Liaison list is attached. If your liaison doesn't contact you, please contact Sean Bird (x1550) ASAP.

Dr. Bearman discussed the FLSA process that goes into effect December 1, 2016, informing the committee that potentially its impact upon library and CSSR operations will be significant.

Meeting adjourned at 4:48PM

Respectfully submitted

Ginger D. Webber

Administrative Specialist

Assessment Committee Meeting Minutes
Thursday, September 15th, 2016
Cottonwood Room, Memorial Union
2:30 p.m.-3:30 p.m.

In attendance:

Vickie Kelly (Chair), Gloria Dye, Louise Krug, Erin Grant, Amy Memmer, Elaine Lewis, Debbie Isaacson, Emily Grant, Melanie Burdick, Kayla Carter, Sarah Cook and Catlynn Jaynes (administrative support).

1. Introductions

New committee members were introduced and welcomed.

2. Assessment Retreat Follow-up

Thank you to those who attended the weekend of reading (Assessment Retreat). Everything was appreciated and reports are almost ready to go. There are some reports that are missing (6-7) that may need still need read. Memorial Union doesn't open now until 10 a.m. so the time change needs to be considered when planning the next Assessment Retreat.

Comments/Suggestions for the next Assessment Retreat:

Have conversations while reviewing the reports and plans in the hallway to limit noise level in the meeting room. Vickie and Cat will try to reserve additional rooms next year for the retreat. Plan and report reviewing needs to be consistent. Score can be adjusted by comparing last year's comments.

3. October Meeting Update/Change

In place of the October committee meeting, we will have a guest speaker present information on assessment. C-TEL has a guest speaker, Dr. Jean Mandernach that will be visiting campus on October 18th & 19th. October's assessment meeting with Dr. Jean Mandernach is scheduled for Wednesday, October 19th, 2:30 to 3:30 p.m. in the Baker Room of Memorial Union.

4. Assessment Extravaganza

Scheduled for February 9th, 2017 in Convocation Hall. Last year we did overview of USLO results. This year we will go back to program learning outcomes. After reading grants, something should be shared.

5. University-Wide Assessments

We are on survey overload this year. The NSSE, SAILS, ETS, & HERI are all university-wide assessments. Please encourage your students to take these tests! Kayla is concerned that not enough students are registered to take the assessments.

NSSE: students take part in this survey

HERI: faculty survey given in the spring; given every 10 years

ETS: reading, math, writing, critical thinking; seniors and freshmen take this test.

SAILS: information literacy test

Kayla has concerns about Quantitative & Science testing—it's not very good with describing information; no action items are given. Kayla would like to reconsider one of the university wide

assessments and give a better assessment with more useable results. Vickie suggested to find the original committee members to look over the assessments. These concerns fall under the Gen-Ed Committee.

6. Assessment Website

Goal is to get the rubrics up. If you know of any good rubrics on anything, please send them to Vickie. Vickie would like to get a repository of rubrics on the website for new and experienced faculty to have access to. Please go look at the assessment website on MyWashburn. A direct link is located on the Faculty home page and takes you directly to the page. D2L site for Assessment is up and running as well.

7. Other

Program Assessment Reports:

How many do we have at target, developing, not observed, etc.? We will try to do a comparative report with graphs to see if we are improving. It's hard to judge stakeholder involvement. Vickie will try to have a report draft for the November committee meeting.

Co-curricular Activities:

Vickie met with Joel Bluml and Eric Grospitch, in Student Life about Co-Curricular activities and assessments. Student success, FYE, Diversity Initiative, Union and Ichabod shop are all co-curricular and need to find how they are connected to student learning. Counseling Services is looking at how they are supporting students to be able to learn. Shirley Dinkel volunteered Student Wellness and Counseling has also been active in producing their plan. Vickie has visited with Nancy Tate & Juli Mazacheck concerning a separate committee for co-curricular activities so they can set their own objectives. This was an agreeable compromise and Vickie may help the other committee for another year or so.

Poster Sessions:

In the past, we have had 7 to 9 poster sessions. Vickie suggested that one-two of the co-curricular areas may be ready to present. Kayla suggested a poster session on assessment program reports.

Assessment Emails:

Kayla suggested that when sending out assessment emails, attach "ticklers" on assessment information with links to webpages, etc.

Assessment Committee Minutes:

Committee agrees to approve minutes electronically.

The meeting Adjourned.