

Washburn University  
Meeting of the Faculty Senate  
August 31<sup>st</sup>, 2020  
Zoom Meeting Hosted by FS Executive Committee

- I. Call to Order
- II. Approve minutes-
  - May 4, 2020 (pages 2-5)
- III. President's Opening Remarks
- IV. VPAA Update - Dr. JuliAnn Mazachek
- V. Consent Agenda
  - Faculty Senate Committee Reports-none
  - University Committee Reports- Received April 14, 2020 minutes of the Academic Diversity & Inclusion Committee (pages 6-9)
  - Summer Faculty Senate Meeting Minutes
    - I. June 8, 2020 (pages 10-17)
    - II. June 29, 2020 (pages 18-22)
    - III. July 27, 2020 (pages 23-29)
- VI. Old Business
- VII. New Business
- VIII. Information Items
  - KBOR Meeting Academic Leader meeting report
- IX. Discussion Items
  - Announcement of Faculty senate 20-21 committees and meeting dates
  - Announcement of formation of Intellectual Property Task Force
  - Continuation of some A/Pass/Fail and withdraw policies from Spring 2020 semester.
- X. Announcements
- XI. Adjournment

Washburn University  
Meeting of the Faculty Senate  
May 4, 2020 3:00 PM  
Zoom Meeting Hosted by FS Executive Committee

Present: Barker, Beatie, Byrne, Cook (M), Cook (S), Dodge, , González-Abellás, Griggs, Grimmer, Grant, Huff, Jones, Juma, Kendall-Morwick, Klales, Kohls Krug, Mazachek, Menninger-Corder, Miller, Morse, Prash, Ricklefs, Romig, Sainato, Schmidt, Smith, Smith (M), Stevens, Thor, Vandelsem, Wagner, Watson, Wasserstein, Woody, Wynn, Zwikstra

Absent: Douglass, Friesen, Pierce, Wang

Guests: Ball (A), Ball (J), Bluml, Desota, Erby, Fried, Grospitch Holthaus, Liedtke, Moore Munzer, Routsong, Stephensen

- I. Call to Order
- II. Approved minutes of the April 20, 2020 Faculty Senate Meeting
- III. President's Opening Remarks
  - May the 4<sup>th</sup> be with you
  - Make sure vote online regarding the new programs
  - We will vote online for the new executive committee members
  - Next year, the following efforts will be continued:
    - I. Freedom of expression
    - II. Children on campus
    - III. Leave policy
    - IV. Deans evaluation
- IV. Report from the Faculty Representative to the Board of Regents
  - No BOR since the last senate meeting
- V. VPAA Update - Dr. JuliAnn Mazachek
  - Moved the discussion to end of the meeting
- VI. Consent Agenda
  - Faculty Senate Committee Reports
    - I. Approved Faculty Handbook committee Minutes from April 10, 2020.
  - University Committee Reports
    - I. Received Assessment Committee Minutes from November 14, 2019.

II. Received Academic Diversity & Inclusion Committee Minutes from March 3, 2020.

VII. Old Business

- 20-19 Change to Section 3V (Procedure for Termination) of the Faculty Handbook
- Prasch presented materials from the Faculty Affairs committee discussion of this item. The changes restored made since the last edit of the document were pushed forward to be included.
- Byrne added that the termination procedures went to Faculty Affairs last spring. Most changes were good, except the key part covering the termination / faculty appeals committee. The current handbook provides that the committee makes the final decision, with the president and faculty can appeal to the BOR. The newer version permits one layer of the decision making process to be removed.
- Mazachek explained that in the current process, Farley receives a recommendation from her and he makes a decision. The appeal comes after his decision is made. The new process provides for more due process by including first a faculty committee with the decision made at the end of the process.
- Ball (J) voiced concern with changes in the handbook being voting on by the senate. Prasch clarified that it was not something that needed to go back to the handbook committee; changes made in the past were simply revisited. The purpose is to ensure the changes are reflected in the handbook.
- Schmidt suggested that the terms of the process need revisited (e.g. decision) rather than the process itself. Mazachek added that the WUBOR gave the president the decision to terminate, and so the term should be recommendation. Any discussion can leave out VPAA, as the office only gives a recommendation. Schmidt provided that the president should also be giving recommendation.
- Byrne clarified that the language currently is not a recommendation. Has not heard any strong argument that the current process is failing the faculty community.
- Fried explained that there had been committee discussions last year before Faculty Affairs say the language a first time. Recommendation is the reality, and is consistent across campuses in the state of Kansas and with other processes on campus. Faculty are recommended for tenure, and the president approves. There is no real legal authority of the faculty committee to make a termination decision. If the language is changed it is the faculty who would be making the termination decision. Shared governance is about recommendation to president. The appeal process is currently being examined.
- Prasch moved to amend the language of the handbook to include recommendation rather than decision. Schmidt seconded.

- Byrne suggested that we maintain the current process while still working on the issues brought up by Fried. The changes are in line with what is done in other universities, but not in line with what we currently do.
- Approval of the amendment
- Approval of the document as amended passed unanimously.

VIII. New Business: none

IX. Information Items

X. Discussion Items

- Presentation from Mazachek regarding the details of the 2021 academic year.
- Steering committee of executives and deans are examining logistics of fall. Six groups of 15 faculty members from across campus, led by Ball and Routsong, are working to fine tune efforts and make recommendations. Groups are examining:
  - I. In class delivery, led by Ball (J) and Routsong
  - II. Labs and studios, led by Arterburn
  - III. Internships and field placement, led by Erby
  - IV. Safety and health while delivering courses
- Recommendations will go to steering committee for final decision making, which will not be a one size fits all.
  - I. If someone wants to be online rather than in person this fall, there will be legal issues to address.
- Anticipate a need for social distancing guidelines, with a limit of 50 people for the biggest gathering. A plan will need to be created by the departments to ensure each course is examined in terms of what this looks like, including a plan to move to remote if necessary.
- Zwikstra asked about options for fall teaching, giving examples of having 20 students small room (e.g. smaller courses, multiple sections). To move forward with planning, the classroom capacity needs to be determined. Thor, a committee member for in person courses, provided ideas from their recent discussion:
  - I. Half of the class meetings on one day, the other on another day.
  - II. Larger spaces, hybrid courses, move the spacing of stations.
- Ricklefs noted that, if using role plays, the 6 foot rule will be preventative and we need design such things that incorporate zoom. Morse agreed that group work will not work; we will need to use all tools possible to be creative.
- Schmidt voiced concern that if sections are added, it will overload faculty and affect students.
- Moore brought forward questions from students about dorms. They will be open, per Grospitch. There are capacity changes to not permit full occupancy; working to

create dining options that are safe. Any switch up for this or moving classes – will be due to orders from the state and county

- Final decisions about the budget will likely be made in the next seven to ten days. Decisions are being made according to the most likely scenario, which is a ten percent reduction in all three streams of funding. Working to identify savings; freezing hiring and travel for a year. Sweet sabbaticals have been moved to next summer. Looking at all types of programs that can be placed on hold for the year. Programs represented in senate account for 70 percent of the budget; we will be affected in some way. Furloughs and layoffs are not pursued at this time.  
I.

XI. Special Orders

- Welcome to our new senators.
- Election of Faculty Senate Officers for 2020-2021
  - I. President: Morse
  - II. Vice President: Ricklefs
  - III. Secretary: Stevens
  - IV. Parliamentarian: Schmidt

XII. Announcements

XIII. Adjournment 3:58

Academic Diversity & Inclusion Committee  
April 14, 2020 Meeting Minutes

Erby, Barraclough, Berumen, Brown, Burdick, Desota, Dempsey-Swopes, Ellis, Emperly, Etzel, Gonzalez, Grant, Grospitch, Hart, Juma, Kendall-Morwick, McClendon, Miller, Morse, O'Neill, Posey, Sadikot, Scofield, Sundal, Thimesch, Walter, Wasserstein, Wynn

- I. Minutes from March 3, 2020 meeting were approved
- II. Reports from Student Organization Meetings
  - a. Students are zoomed out
  - b. We Are F1rst was zoom bombed
  - c. Netflix party for a few q and a members
    - i. Posey reported students still trying to adjust to remote learning
  - d. WSGA's new Diversity & Inclusion Director is Brandon Moreno
- III. Old Business
  - a. Updates on committee goals
    - i. Erby commended the members of each subcommittee for doing excellent work this year. Significant progress on the committee's annual strategic plan was made, though many projects are now at a standstill due to COVID19.
      1. The proposed African American and African Diaspora Studies minor program will be voted upon by the full faculty later in April.
      2. Documents related to affinity group policy and opportunities is with Executive Staff for consideration.
      3. Efforts to enhance relationships with students has led to more student members, though irregular attendance. Beruman asked if just anyone can attend; Erby confirmed they can.
      4. The Groundwork training has been attended by 25 percent of this committee. Posey is planning one more session this year over zoom to take place after the semester ends, to be broken into three or four sessions.
      5. Best practice committee
        - a. Report regarding inclusive pedagogy certificate to be finished this summer and presented in the fall
        - b. Results of the climate survey will be reviewed this summer.
      6. University-wide task force for institutional diversity and inclusion strategic planning met in December and January to create a document with major goals and challenges the university faces. This document is now with executive staff for consideration.
      7. WUmester was successful until COVID19. Please send materials for the online archive to Erby. Kendall-Morwick suggested that student

work be showcased on social media. Erby said she will speak to University Communications Team.

- b. Additional updates on ongoing institutional efforts
  - i. Dempsey-Swopes presented an update on the Bias Response team. Grospitch and Mazachek are working to move forward in a meaningful way on this.
  - ii. Dempsey-Swopes provided an update on the multicultural resource space is moving forward in the lower level of the Union. Dempsey-Swopes and Isaiah Collier (Director, Student Involvement and Development) have drafted a proposal including budget and mission for the space. The mission includes three pillars that will shape its development: intersectional learning, community, and intercultural and organizational collaboration. Dempsey-Swopes will distribute the proposal before the May committee meeting.
  - iii. Burdick presented ongoing and new CTETL related opportunities. CTETL is providing information about its programs via Bod Talk, Workplace, and the website instead of allfacultystaff email. In particular, Burdick shared that
    - 1. CTETL Grants and Teaching Innovation Award deadlines have been extended to April 24<sup>th</sup>.
    - 2. There are two initiatives going on in collaboration with CTETL and the Title III Grant directed by Valerie Mendoza:
      - a. One is a first-generation research and resources group. This group will put together a research based, accessible guide for new faculty and staff with information about best practices for working with first generation students in and out of the classroom. Each group member will receive a stipend. The first planning meeting will be May 21st. Please send nominations for faculty and staff who wish to participate Erby asap.
      - b. The second initiative is a course redesign cohort who will get together to attend a series of workshops and work to improve their courses. The program starts in May and will go through the summer; participants will receive a stipend for their participation. CTETL hopes that the stipend will encourage new folx to get involved. An announcement will go out in the first week of May via Bod Talk. The first fifteen faculty to register will be selected with a wait list and the potential for a second session at a later time.
  - iv. Erby announced that there is a group working to examine the qualitative data from the climate survey, while the VPAA does the quantitative analysis. This

#### IV. Discussion Items

- a. How to best support our diverse students in the weeks and months ahead in light of COVID-19:

- i. Sundal brought up the inequity regarding laptops and WIFI access. Morse added there are bandwidth issues and we need to be sure to follow up with students; be sure to work with advising staff.
- ii. Ellis suggested that we work with demographic based student groups to get ideas about how can encourage and stay connected with individuals who identify with those groups as they may not come back.
- iii. Farley has provided a positive outlook to local media, which is good for the community. Dempsey-Swopes suggested that while this is great, we should be focusing on the students and encourage their connecting with peers. It is hard to be in class on zoom; there's also information in our community about how students are surviving and thriving.
- iv. Erby suggested that we need to continue to explain the temporary changes in academic policies for this semester, as there has been some confusion for both students and faculty. Students need to send an email to [enrollment@washburn.edu](mailto:enrollment@washburn.edu) for the A/pass/fail option or to withdraw. Wynn asked if we could make a short primer video that could help to make things more personable. Berumen emphasized that short is key and that we need just one person or department on campus to do this. Grant creating a chart breaking down the options.
- v. Some of Desota's students have been discussing the increased amount of time in front of screen and eye pain. They are also having a hard time staying organized. Berumen suggested a video with students giving advice to other students. We would need a script for the video to be approved at VPAA prior to the creation of any videos. In terms of dispersion of the videos, Thimesch has a Mabee tiktok that students are looking at more than any other social media.
- vi. Ellis suggests there is an overall lack of need-based scholarships. There are issues with the donors having requirements regarding who they give money to. They are trying to get changes made. Wynn believes WU could just do this, as there are funds that don't come from specific donors. More of the general pool at the discretion of enrollment management.
- vii. Existing Resources to Share with Students:
  1. To help with study habit loss - CSSR is going to push info regarding study strategies via [learningscientists.org](http://learningscientists.org) (Barraclough)
  2. Miller asked about the number of free WIFI hit spots left; there had been fifty left last check and they can be mailed. On campus, internet access has been expanded to parking lots, which was announced in Bod Talk. Please spread the word.
  3. Mabee database tutorial  
<https://www.youtube.com/watch?v=pQdXrCiEwKE>
  4. Bods Feeding Bods is still operating 3-5pm six days a week. Hart said a WIN is not required. Looking to have a swipe system eventually. Donate if you can. USD 501 is still serving meals as well.
  5. Counseling Services is still available 24 hours, with Zoom appointments available.



6. Ichabods Moving Forward grant for students. Berumen said it is confusing, because it suggests it is for alumni. And some students have reported the PDF application is glitchy.
7. Washburn Women's Alliance could be asked for additional funds for students with children (Wynn).

V. Announcements

- a. Regarding financial aid, students need FAFSA completion to determine Pell eligibility. Our incoming high school students will have lost a lot of nudging to complete these (Baraclough)
- b. Miller: a group of Topeka folks is meeting with help from the ACLU to create a Safe and Welcoming Topeka Action Group to make Topeka more welcoming for immigrants and refugees. Next meeting is Thursday, April 23 at 5:30pm via Zoom. If you're interested in learning more email [jason.miller2@washburn.edu](mailto:jason.miller2@washburn.edu).
- c. Next meeting May 12 @ 1 via Zoom

VI. Adjournment 2:28 pm

Washburn University  
Meeting of the Faculty Senate  
June 8, 2020 3:00 PM  
Zoom Meeting Hosted by FS Executive Committee

Present: Brooks, Byrne, Cook, Daniels, Dodge, Douglas, Grant, Griggs, Huff, Kendall-Morwick, Klales, Kohls, Mazachek, Miller, Moore, Morse, Ricklefs, Romig, Sainato, Schmidt, Smith (D), Smith (M), Stevens, Vandesalem, Wagner, Wang, Watson, Woody, Zwikstra

Absent: Friesen, Krug, Thor, Wynn

Guests: Ball, Barker, Carpenter, Erby, Grospitch, Holthaus, Liedtke, Munzer, Stephenson

I. Call to Order

Morse called to order 3pm

II. Approve minutes- none to approve

III. President's Opening Remarks

- Welcome to 1<sup>st</sup> of 3 summer senate meetings.
- Summer meetings necessary at this time
- Introductions of Executive committee, Morse President, Ricklefs VP, Stevens Secretary, Schmidt Parliamentarian
- Thank you to Louella Moore and Marcia Griggs for joining the executive committee.
- Welcome and thank you for giving your time in the summer
- No voting items, just discussion, but discussion important at that time because so much is going on.
- June 29<sup>th</sup> and July 27<sup>th</sup> future meetings to help us through the summer.
- Important to work as senators to help our colleagues through this process.
- Thank you to old and new senators and thank you for all the work in March, April and May to get to this point.
- We have done amazing things and thank you for your future work.
- Amazing shared governance over 2020 and into 2021
- Racism and equality- we as an institution must face this issue head on for all our marginalized students.
- More people talking and hoping more people are listening. Optimistic these conversations will continue. It is the job of the University to face these issues head on.
- Protest on campus gave us much to think about as an university
- WU2020 much better and we can't forget that

- As a senate, we will not act hastily but work as quickly as we can.
- Senate will support groups on campus work Diversity and inclusion, CTEL and others.
- Listen to each other and our students. We must be present and own our students and our own feelings and anger. Moment to sit, breathe and remember.
- Zoom challenges and ask for your patience.
- Ricklefs to manage chat for meeting
- Please mute yourself
- Stevens will take minutes
- Add two discussion items to the agenda in light of conversation last week on campus.
- First, Curriculum in light of conversation last week on campus.
- Executive Committee non-binding agreement added to discussion.

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

- No meeting since last senate meeting- no report

#### V. VPAA Update - Dr. JuliAnn Mazachek

- Lot of work on classrooms and planning for 3 scenarios for fall
- In the process of matching classrooms to courses using social distancing
- Have identified classroom capacity if between  $\frac{1}{4}$  to  $\frac{1}{3}$  of capacity of normal.
- Deans working with classes to figure out moving forward, figuring out large classes, labs, voice lessons etc.
- Looking at moving courses to remote or online.
- Very complex process
- Each classroom made possible for remote broadcast, working to get this done in all classrooms. Minimum set up with projector and mic/screen/ to project.
- Larger classes needing amplifications, working with various departments on this.
- Various lab and each lab will need unique set up.
- Not the only university going through this so installation is a huge task.
- Thank you to everyone for quick responses, very appreciated.
- Hope by the end of the week we will have our very first rough draft of the schedule for the fall with a plan for how that course will be delivered.
- Updated some modality of courses in the system-
- Faculty questions about online and tuition rates. Online fully asynchronous- 20% of courses are fully online.

- Remote- taught in virtual classroom in zoom at set time on schedule \$300 tuition rate
  - Remote hybrid being introduced- portion in virtual classroom and a portion asynchronous tuition same as face to face. \$300 tuition rate
  - Question about tuition and making sure students are not charged more than they have to be.
  - In the system students will know where the classes will be and what type of course will be offered.
  - Introduce classroom policies and policies regarding masks
  - Fall break update- proposal to be announced to move to M/T of Thanksgiving. Students and faculty not aware of this yet. To be announced later this week.
  - Face to face COVID tough over Thanksgiving- finish face to face prior to November 20<sup>th</sup>. Lots of discussion about this related to residence halls.
  - Wednesday meet and then communication to faculty about this information.
  - Webpage about the classroom environment and will be continually updated.
  - Email sent out to students and to all faculty and staff as well, hopefully will be sent the end of this week or next week.
  - CTEL working on training to deal with new teaching environment. Anticipating needs
  - Navigating something that we have never imagined.
  - Humbled by the people that came forward following George Floyd's murder- courageous conversation to get to a better place than we were in the past but still so much more to do.
  - Thank you for what we have done to come forward and to support our students, faculty and staff.
  - Student survey- national survey. Ball shared highlights of survey, done by Hanover research. Not survey written by us. Offered to us to use.
- Students surveyed returning Washburn university students- not new or grads of May 2020.
  - Overall did well according to our students
  - Areas challenged- competing demands on our students' time.
  - Good communication on financial aide.
  - **Most common worries regarding COVID-19**
    - Quality of online/distance course instruction 61% benchmark 52%
    - Missing out-of-classroom and off-campus experience 53%
    - Mental and emotional health 54%
  - Uncertainty about returning to campus: 52% benchmark 39%
    - Falling behind is classwork/coursework: 49%
    - Ability to pay for education: 40% benchmark 30%
  - **What did your institution do in response to COVID-19?**
    - Allowed students to take classes pass/fail: 75% benchmark 51%

- Communicated how financial assistance/aid would be affected 43% benchmark 24%
- Provided additional financial aid to address transition 47% benchmark 20%
- Provided new, online/distance learning resources 62%
- Sent out communication updates regarding COVID-19 74%
- **How was the execution of the actions at your institution? (% good or excellent)**
  - Moving most or all of my in-person classes to online/distance 81%
  - (Overall good or excellent but not different from the benchmark).
- **Where do you get your institution's updates regarding COVID-19?**
  - Email 95% benchmark 85%
  - Open web page dedicated to COVID-19 22% benchmark 34%
  - Text message 40% benchmark 20%
- **How effective has your institution been in moving classes to an online/distant format?**
  - Washburn 46% effective
  - Prior to COVID-19 only 19% of our student had taken online classes.
- **Goodish news:**
  - Student reported having the tools and technologies needed to be successful 75%, benchmark 69%
  - Students had access to support systems needed to be successful online 62% 53% benchmark
  - Teachers provided effective instruction online 57% benchmark 53%
- **Not so good news:**
  - Students reports feeling less motivated to study for online courses 79% benchmark 77%
  - Students asked if they planned to complete their current school year 95% yes, benchmark 87%.
  - Student that said no reported not being able to concentrate on my studies at this time 85% benchmark of 38%
  - 93% reported they plan to stay enrolled at their current institution next year benchmark 77%
  - 22% response rate Survey distributed 2 or 3 week of May 580 responded.
  - Asked if results will be distributed. Ball asked if we want PDF of everything or of highlights. Morse requests highlights be sent and individuals can contact Dr Ball if wanting full report.
  - Didn't ask about synchronous or remote in survey because we did not have that idea at that time. We don't know the students' preferences for fall. We are the first to see and will get distributed to get that out quickly.
- Budget-

- Budget meeting tomorrow with WUBOR, basically planning for 10% tuition, 10% sale tax and 10% state aide reduction. Funding these reductions through temporary source- hiring freezes and freeze on travel. 3% tuition increase. KU and K-State no tuition increase. Other regional institutions between 2.3-3.3% increase. We are right in the ball park with other schools. Final budget approved/finalized at theWUBOR meeting end of month approved then.
- Nothing to add on state aid, likely no additional aid
- All faculty and staff email question raised by faculty currently only sent out by certain administration due to the emergency. When will president, VP and secretary for senate be able to send emails to all faculty and staff? Dr Mazachek reports it has not been discussed yet because do not feel we are out of the planning for COVID-19. Will take forward but no answer at this time. Mazachek says messages are sent forward, no editing, not slowing it down. Dr Mazachek reports she does not approve communications just forwards request.
- Distribution email list for all faculty and staff needing updated.

VI. Consent Agenda

- Faculty Senate Committee Reports
  - I. none
- University Committee Reports
  - I. none

VII. Old Business

None

VIII. New Business

None

IX. Information Items

- WUBOR Audit Meeting Report-
  - I. discussed the fall audit. Most interesting discussion
  - II. CARES act funding.
  - III. Preparing for fall audit, more information at next meeting.

X. Discussion Items

- Update on CARES Act- Richard Liedtke
  - Liedtke 1.9 million to give to students. Goes direct to students not towards balance. For disrupted education due to COVID- 19 title 4 eligible students. A few groups of our students left out of this, so institutional money used to help those students Institution
  - To date have dispersed money to 839 students- \$608,000.
  - 71 of those applicants were not eligible under the cares act.
  - Currently 200 applications out there

- 1 year to spend 1.9 million
  - Process is to help the neediest students first- this can be for housing, food, childcare, technology and then there is an others.
  - Students moving to online this summer that are title 4 eligible will be given the differential if not enrolled in an online program. Plan for an announcement to go out later this week.
  - March April and May was one chunk.
  - Summer students can apply.
  - Will do this again in the fall new students eligible.
  - Try one more time at very beginning of spring, trying to help the neediest student first which is determined through their EFC.
  - Mid-spring block grant over the student body to use all money. For all students.
  - DOCA and international students couldn't get these because they are not eligible to complete the FAFSA. Institutional funds used to help those students.
  - Help encourage fall enrollment, 5 scholarships \$4500 scholarship those enrolled as of May 29<sup>th</sup>.
  - Question on registration so far- NSO- hard to compare to last year- harder to get connections made and get pre-enrollment done. Reaching out to students and parent to get enrolled.
  - Positive direction on enrollment overall. 1<sup>st</sup> enrollment down 19% (current student) and has improved from there. Down 12.9% compared to last year. Tweaking enrollment process.
  - Closing gap on our current students- kudos to the faculty.
  - Link to CARES act application to Kim and will distribute in another email.
- Update on Housing Preparation for fall- Eric Grospitch
    - Moving forward as other KBOR schools are.
    - More private rooms- less students per room.
    - Work through that in the fall
    - Plan for after Thanksgiving and waiting to see where the virus is and recommend, they go home. If keep contract for the fall term as is, then we can reimburse students through CARES act for the time away. Working on that as it goes.
    - Privates in the LLC. Gap in LLC over the last few years.
    - Year two of our live on requirement- Shawnee county students can touchbase and let them live at home. Not jumping through hoops.
    - Frats and sorority asked to work with their national organization is providing then working with us on hygiene and cleaning.
    - Morse question on housing and additional training for RAs. Will look different, more focus on encouraging and what is social distancing and what it isn't. Ramp up diversity and inclusion conversations and training.

- Dining pieces working with Chartwells. Grab and go out of Lincoln. Social distancing seating in the market. Working through this.
- Student Success and Advising- no one able to attend today- no report
- Early tenure suspension- Kara Kendall-Morwick
  - A colleague of Kendall-Morwick heard at the last P&T workshop was told early tenure is suspended. Concerns that people are working through this and what led to this and what circumstance brought us to this.
  - No tenure suspension on tenure per Dr Mazachek.
  - Early tenure decision is a VPAA decision about going up early- reason for suspension is due to budge. If contractual agreement then that is different.
  - Tenure most important decision of academic and not in a hurry to make these decisions, longest lasting decision we make at the institution. Work through deans/department chairs if wanting to go up early. Would need to be truly exceptional to go up early for tenure in the next few years.
- Inclusiveness of Curriculum –
  - Two hour forum with students has a lot of thinking on curriculum and inclusiveness.
  - Students not aware of courses being offered, need better communication of current courses.
  - Harder part is inclusiveness across disciplines.
  - All students should have inclusiveness in their major. Work with other areas of cross-discipline inclusivity.
  - What do we do now?
  - What can we do better?
  - Is this a conversation senate sees important? Senators agree this is an important conversation to have to push forward more proactively.
- Non-binding resolution on George Floyd murder.
  - Resolutions being issued by administration. Our faculty voice is different then others. Faculty are guardians and creators of curriculum. In the next couple of days executive committee resolution and have a format for faculty to sign on as individual if people want to sign. Faculty not required to sign. In fall can vote on this as a whole as the full senate. Thoughts are appreciated. Mazachek says it is important work.
- Be ready for more information and be ready to communicate with our faculty and senates. Summer is not off season. Be on our game.



XI. Announcements- None

XII. Adjournment- 1612 moved to adjourn and second.

Washburn University  
Meeting of the Faculty Senate  
June 29<sup>th</sup>, 2020 3:00 PM  
Zoom Meeting Hosted by FS Executive Committee

Present: Attendance not recorded via zoom.

- I. Call to Order Morse called the meeting to order at 3pm
- II. Approve minutes- none
- III. President's Opening Remarks
  - Thank you for being here
  - Stevens to take minutes  
Anxious and every right to be anxious, but we will get through this because of the processes we have in place. We are ahead of many universities.
  - Dr Mazachek thanks for getting senate secretary and senate president. They will go forward to the next president and secretary.
  - CTEL has access to all faculty and staff as well.
  - Thoughtful work into listening to our students and planning over the summer.
  - Executive committee able to send the statement on George Floyd and social justice. Thank you for signing. 221 have signed and that is impressive over the summer. Will update once a week. Responses have been mainly positive.
  - Two communications brought me to tears, from a community leader voicing being fed up with racism and one from faculty Mary Sheldon.
  - Sheldon said sexism and racism have shaped the university and felt she had failed to create meaningful social justice in her department.
  - Anyone that is fighting the fight of social justice shouldn't say they have failed.
  - The panel hosted by Irby last week was illumination. We have a long way to go to be better as a university. It is a journey and like all journeys the path changes.
  - Thank you Mary Sheldon for your commitment and for speaking up when many weren't willing to do so.
- IV. Report from the Faculty Representative to the Board of Regents
  - FY 2021 General Fund Budget of \$84,825,618 for Washburn University. This budget is bases on certain revenue numbers, what we receive from

the state, and enrollment numbers. Details of this plan are on the WUBOR webpage

- Public budget documents will be presented to WUBOR by July 23<sup>rd</sup>.
- The multiple educational degrees that faculty senate passed this year were passed by WUBOR. Emeritus statuses were voted on and approved. Dan Peterson and Scott Williams were approved for Emeritus status.
- WUBOR approved an additional expenditure of \$164,000 for change order for new water line for the indoor practice facility and another expenditure for a scoreboard.
- WUBOR meetings can be watched on YouTube
- We will miss Dr Peterson and Scott Williams. We are standing on the backs of greats.
- VPAA Update - Dr. JuliAnn Mazachek  
Masks- decision mask will be mandatory for fall. Language still being worked on. Topic of discussion across committees. Still figuring out plan for outdoor areas.
- Uncertainty and anxieties about the fall, but the masks are one piece we are sure will happen.
- Plan to provide every student with one mask with Washburn logo. Faculty will get logo mask and a mask with a clear portion over the mouth. After that provide their own masks.
- Accommodations and communication with students on how to seek them. Watch for these communications.
- By tomorrow Deans to turn in the modality of all course for fall. Then will begin to make the changes in Banner, which will take about two week. Would like to have done by July 13<sup>th</sup> and then will communicate this with the students.
- Goal to keep 50% of courses with in person component, we are just shy of 70% of course have an in person component. Some departments are less than 50% and others are above 50%.
- Different types of hybrids and in person courses. Different names now to clarify courses more than previously.
- If questions about particular classes within department, discuss with chair/dean.
- Classrooms available for all classes either on campus or at WUTECH.
- Technology being added in all classrooms. Initial technological order is in and now working on installation.
- Anticipate at least one class with technology ready so faculty can see room setup. Will receive an email when ready and available.
- Appreciate all work by faculty and deans to get this done.
- Questions about COVID-19 and increasing numbers and what does that mean for fall. We don't know yet. We are still 7 weeks out from classes starting. 43 days until move-in. We are watching this and talking about this daily and the impact on fall. Right now planning to come back, but if

anything changes we will review and make what we think is the best decisions.

- Communication will be done through senate and will call meetings as needed. Deans meetings weekly. If you have concerns let chair, dean or faculty senate president let them know and bring concerns forward.
- Additional accommodations being considered related to COVID-19, please contact Teresa Lee. This is confidential and handled through Teresa Lee. Positive experience for those going through the process. You do not need to tell your supervisor your information, should go through Teresa's office.
- Washburn budget- went to WUBOR Thursday. This years budget has a significant decline. From last year 7.2-million-dollar decline. We always present a balanced budget. Revenues declined for this fall and had to come up with decline in expenses. Plan to balance budget with hiring freezes and reductions in certain types of expenditure. Fifty positions frozen which creates almost 5 million dollars in revenue to meet the budget. Lines are there but do not get to fill, but they are not removed. Travel budget clamped down- saved 1.2 million-dollars.
- No employee wellness incentives this year. Health insurance reserves taken if needed to balance the budget.
- Temporary plan to balance the budget to get to the fall to see
- Budget and enrollment number- plan in decline of undergraduate enrollment of 15% and a decline of 20% in CP enrollment. Plan for graduate enrollment to hold steady. Enrollment makes up 60% of revenue budget
- Budget built with 5% reduction in sales tax and a 10% reduction in state appropriations.
- Added an increase of 2.96% in tuition.
- Current fiscal year 2 million dollars short due to increase enrollment in the fall. Had to balance the budget permanently across the university. That has already been done.
- Question about increase in athletic budget while academics has had cuts to budget. One large chunk of this was from loss of student support from athletic training. No student to support athletics because of the loss of students in athletic training. Now they have to hire services instead of having students fill these roles. \$150,000 of this amount is being spent for this. Other expenditures that were already being spent, now a part of the budget. Includes things like increase in cost of travel.
- No permanent cuts due to decline in this upcoming year. Opportunistic using open lines instead of salary cuts. Open lines not evenly distributed across the campus.
- Some monies available for virtual conferences. Funds reduced by about 75%.
- Small and large research grants are on hold. Used monies available that would not impact student life or reduce salaries to balance the budget.
- No monies earmarked for building and construction have been cut at this point.

- Certain positions being looked at that have to be filled, like athletic training and registrar position.
- Concerns that no cuts to athletics at a time where others are losing revenue and making cuts.
- Permanent cuts discussion will look very different after we see how things go in the fall.
- WTE- study abroad non-existent next year except for private funds. Frozen at this time. Other WTE dollars still in place.
- Question regarding child care policies. Don't anticipate child care policy at this time as faculty have done a great job balancing work and family requirements. Not unless we got to a place where faculty not meeting needs, but likely would be individualized. No discussion about this, administration feel like together we have navigated this pathway well.
- Not anticipating waver to come back to campus, but if you have to go into quarantine there will be a clearance process to get back on campus.
- Hard work to come once we see what happens in the fall in this COVID-19 environment. We will see in August and begin to discuss permanent versus a temporary environment.
- Thank you for caring about your students and about Washburn.
- Question regarding tuition increase and sharing with students. Yes, can share information regarding tuition increase of 3%

V. Consent Agenda

- Faculty Senate Committee Reports-none
- University Committee Reports-none

VI. Old Business

None

VII. New Business

None

VIII. Information Items

- KBOR Meeting Report
  - Watching KBOR meeting, realized we are about 2 weeks ahead of the KBOR schools in the region. Take heart in that.
  - Processes here different than KU. We are in a different place than others. Transparent and a path for everyone to communication here. Paths for everyone to communicate here.
  - Our processes are working in planning and faculty engagement is at a much better place here than at peer institutions.
  - KBOR moving ahead at looking at low enrollment programs. As a university we should begin our own evaluation in the fall on our terms and to meet our needs.
  - KBOR deeply committed to CPE course and are aware of the courses most frequently taken but seem to be less aware of the impact these course have on the university general education programs they tap and are not really aware of the concerns about

the quality of CPE course when compared to courses on campus. CPE students come to campus as sophomores and we need to think about general education and producing productive citizens.

IX. Discussion Items

- Student Success and Advising Report- nothing to say now but will have information at July meeting.

X. Announcements

- What to watch- The 5 bloods. Hamlet drop Friday night.
- Tomorrow panel of 3 social worker and building their own careers. One recently returned from deployment. Kim to send link to all faculty.

XI. Adjournment moved and seconded. Meeting adjourned at 4:02pm.

Washburn University  
Meeting of the Faculty Senate  
July 27<sup>th</sup>, 2020 3:00 PM  
Zoom Meeting Hosted by FS Executive Committee

Present: Brooks, Byrne, Cook, Daniels, Dodge, Friesen, Grant, Griggs, Huff, Kendall-Morwick, Klales, Kohls, Krug, Mazachek, Miller, Moore, Morse, Romig, Sainato, Smith (M), Stevens, Thor, Vandesalem, Wagner, Wang, Watson, Woody, Wynn, Zwikstra

Absent: Douglas, Ricklefs, Schmidt, Smith (D)

Guests: Ball, Barker, Bird, Burdick, Carpenter, Dempsey-Swope, Erby, Grospitch, Holthaus, Johnson, Jones, Liedtke, Maxwell, McNamee Munzer, Sellak, Sharafy, Stephenson

- I. Call to Order Morse called to order at 3pm
- II. Approve minutes- none
- III. President's Opening Remarks
  - No minutes approved at summer meetings- will approve at first meeting in fall
  - Within the next week should have senate meeting schedule
  - Encourage us to take a break and take care of yourself. That is what we need to do now
  - Gen Ed began initial meeting and have a lot to think about. If you have a passion in Gen Ed, reach out to be included in these conversations.
  - CTEL Conflict de escalation last week was highly recommended. Offered again on August 14<sup>th</sup>. From conversations in this session, one discussion item to add- Like to add topic to discuss mask in master syllabus.
- IV. VPAA Update - Dr. JuliAnn Mazachek
  - Thank you for having summer meetings to give us an opportunity to discuss things in a timely manner.
  - Appreciate all the work with students over the summer. Enrollment down 6.6% from this time period last year. Feel very grateful for this. Grateful our students believing in us to provide a good learning environment.
  - Students care about hearing from faculty and thank you for your work with this.

- Technology- working on having this ready for fall. Making good progress. 59 areas are completed and feel good about having installations done before classes. Classrooms will be available for faculty to see how this will work so watch CTEL.
- Ball leading a group of faculty looking at how we will provide accommodations to students requesting them. Currently in final draft stages and not ready to share at this time.
- Group of associated deans and faculty talking about getting students back to campus, first day plans, looking at foot traffic in and out of classrooms safe and healthy. You will see some information on this coming in the next week weeks.
- Communication of COVID cases- Friday had positive cases in our athletics. We are not contact tracers, we support the process. Working to get a meeting with Shawnee county health to see what is expected of Washburn and what we can do to keep our campus community safe. HB2016 only county health department can do contact tracing of COVID-19. Grospitch working to permission to be able to do contact tracing here on campus. Hoping to be more actively engaged in contact tracing activities.
- Good work by McManus, Lee and Grospitch on this issue and working diligently to resolve the contact tracing issue.
- K-12 announcement of school year. Recognition that this creates a challenge for those impacted on campus. If you are feeling overwhelmed or need flexibility, discuss with your department chair and deans and work with them to determine what can work best for you and your students. Have conversations early.
- Good news- last board meeting in July approved the next stage of the design and development in the new school of law building. Thank you to Romig and Dean Pratt on this project. Will bring schematics to next meeting.

V. Consent Agenda

- Faculty Senate Committee Reports-none
- University Committee Reports-none

VI. Old Business

None

VII. New Business

None

VIII. Information Items

- KBOR Meeting Report-



- I. No meeting in July. Next meeting in August. Faculty senate president group email discussed the possibility that freedom of expression could be brought up. Currently on a watch list. No other information available right now.
- WUBOR Meeting Report
  - WUBOR chair thanked all faculty and staff for hard work so far this year.
  - Dr Farley provided an update. Commented people are worried about how we are going to manage outside of the classroom activities on campus and provide those opportunities for students.
  - Budget approved.
  - WUBOR committees were assigned.
  - Approved Law School architects building design budget. The budget is at 33 million with 20 million coming from Washburn and 10 million coming from private sources.

#### IX. Discussion Items

- Student Success and Advising Report-
  - Sean Bird stepping in for Dr Bearman. Calling campaign attempted to reach 3400 students, contacted over 3000, discussed technology. Ensuring these students have technology needed and promote the CARES act. Realized in the Spring students did not have what they needed. Getting laptops and wifi to students that needed it.
  - 2<sup>nd</sup> calling campaign. Talking to students about modalities and be sure students are comfortable with the kind of classes they are in.
  - Library has been open 3 weeks. Have revamped to have 6 feet spaces. Less computers, down to 30 units – challenges to make sure technologies are sanitized.
  - WU101 looks different. Figuring out scheduling and on campus time to give them the face to face they deserve to insure students are successful and complete their degrees over the next 3-4 years.
  - Key card access- a couple issues worked out. Swipe to gain access. Students in the library every day. Checking out books online and picking up curbside or on a shelf.
  - Great work with calling students, enrollment holding steady because of things like this.
- Students and Mask Distribution- Eric Grospitch
  - Some students required to come early and required to quarantine for 14 days prior to class. Students from Florida and New Jersey

and international students required to quarantine. Only managing students living in the residence halls. Meal process with Chartwells for these students.

- Money found by Dr Lietke so this quarantine was not a financial burden to the students.
- 65% occupied in the residence halls for the fall which is what we wanted. Mainly private and 2 sharing a bathroom. Students should be able to quarantine in their room if needed.
- West hall and a floor in the LLC is off line in LLC if needed for quarantine.
- Students will chose a weekly menu and will deliver to room as part of meal plan option.
- Isolate due to illness- move to west for best isolation.
- Only trying to manage residential students in this process.
- More information and communication nonresidential students regarding isolation and quarantine and what that looks like.
- No overnight guest in the residence halls this fall.
- Didn't say no visitors but no one overnight. Concerns about students needing a spot to zoom to take classes during the day.
- Big changes in fall around food service. Most things prepackaged or served by staff. Will be less seating.
- Questions about official place for zoom classes if no friends in residence hall. Still looking at this issue.
- Lot of spaces that could have been used for this previously are now class rooms. Very limited in what is available. We are thinking this through. Faculty will have to help students navigate through this.
- Question regarding plan if a residence hall becomes a hot spot. Have talked to hotels for rooms if needed if area of residence hall becomes a hot spot.
- Mask- how will masks be distributed to students? 1<sup>st</sup> place in residence halls while students are moving in. Welcome week tables will have masks available.
- Delivering masks to nursing and Washburn Tech. Masks are a polyester blend. Masks in multiple locations for students. Not keeping track of masks distributed just trying to get every student one.
- Will distribute information to faculty on where masks will be.
- How to enforce masks. Working with colleagues across the state on plan for enforcement 1<sup>st</sup> time no mask reminder letter with policy. 2<sup>nd</sup> time warning letter. 3<sup>rd</sup> time- have to meet Joel or Eric

as part of code of conduct and failing to comply. Consistent across the state. Continue to talk on this issue and still in conversations.

- Kim is working with WSGA president on a COVID integrity pledge. Will be in a form you can add to D2L to post and can be signed as students and faculty.
- Faculty control of classroom environment. CTEL working on tool to help with sorting of students out into section.
- Question about how to coordinate zoom and in person classes for students with back to back classes. How can this be coordinating. We need to look in to grouping. Faculty baring this responsibility working with individual students.
- First meetings with students will figure out what will work for students and must be able to allow students to attend remotely.
- Question asked regarding faculty held liability if students get sick in their course.
- Mark Fried said lawyers/lawsuits go for the deep pockets so faculty may be named but go for individual with more money, the university as a whole. Can't promise someone not be named but university to handle it. This is why we are doing what we are doing following best practices. Reason we use CDC and have information available to protect us and protect us legally and a stronger legal position.
- Question asked by faculty if a student test positive does an entire class go into isolation. This question would be ran by student health and the answer depends on the circumstances. Tiffany McManus at Student Health will be in charge of this plan. Clarify isolation for those that are sick and quarantine is for those exposed.
- Smoking areas on campus- question if this is the time to stop all smoking on campus. Students would like to see all smoking banned on campus but reopening not wanting to do this now with everything else involved in re-opening. Grassroots to make this be so.
- Question asked if a faculty has cold symptoms do we stay away? If you are sick or think you might be sick you should stay away.
- Question asked about FERPA implication related to recorded classes and not being able to fully control what students do with these lectures. Working on language for students regarding recordings and what students can do with these. Set the expectation for what is legal, lawful and expected. Syllabus addition

to include video/images from zoom can't be shared publicly by students.

- Question on plans to update on number of positive cases on campus. Working with SCHED for guidance on how to do this communication. Question regarding why athletics cases were reported and other not. Athletics is a little ahead and very public because it involved camps.
  - Question about supporting students with software. Going through the library for these types of needs through Mabee technology.
  - Questions about cleaning products and needed materials and plans to address shortages. Hoping to have what is needed to handle operations and to be able to continue operations. Work with deans and chairs for supplies specific to areas. Different pathways for curriculum specific needs.
- ADA and student accommodations- Danielle Dempsey-Swopes
    - Accommodations due to a disability or medical conditions will work the same.
    - If they have a concern about child care or COVID concerns that are not disability related, they will work with faculty.
    - If students and faculty don't agree on the plan, this will be a separate process from the accommodations committee. Once recommendations are hammered out then will be shared with faculty and students.
    - Efforts to reach out to new students needing accommodations is more challenging but more challenging this year. We are hoping we have not missed many.
    - Worked out a process where new students will get email/letter informing about services and asked to reach out immediately once enrolled.
  - Reporting COVID-19 case on campus- Corey Zwikstra
    - Will there be transparency and can we announce positive case. Others have tested positive but has not been announced.
    - When will total number of cases be announced? This is all part of the conversation with the county. University wanting to be transparent, trying to figure this out and have a plan on how to share this information. Wanting to work with our partners on this issue.
    - Athletics was able to share because it involved the community and camps on campus.

- Do we want masks information in the master syllabus? What are thoughts on this?
  - I. Current language shared from the master syllabus by Dr Ball. Student behavior in classroom policy reviewed. Does the policy need to clarify the escalation process so students are aware up front? Some faculty would like mask and social distancing specifically discussed and not relying on students to interpret masks and social distancing. Student behavior in class includes more than just masks and social distancing. Generally good catch all and discuss general culture of the classroom. Email Dr Ball with recommendation for changes.
- X. Announcements- none.
- XI. Adjournment meeting adjourned at 4:30pm.