

Washburn University
Meeting of the Faculty Senate
April 26th, 2021 at 3pm
Zoom Meeting Hosted by FS Executive Committee

- I. Call to Order
- II. Approve minutes-
 - April 12th (pages 2-5).
- III. President's Opening Remarks
- IV. KBOR Update-
- V. VPAA Update - Dr. JuliAnn Mazachek
- VI. Consent Agenda
 - Faculty Senate Committee Reports-
 - Acceptance of the Academic Affairs committee meeting minutes from March 21st, 2021 (pages 6-7).
 - University Committee Reports-
 - Receipt of Academic Diversity and Inclusion committee minutes from March 9th, 2021 (page 8).
 - Receipt of Graduate Council meeting minutes from March 22nd, 2021 (page 9).
- VII. Old Business
 - 21-19 Business Data Analytic Minor (pages 10-13).
- VIII. New Business- none
- IX. Information Items
- X. Discussion Items
 - Non-Tenure-Track Faculty Addendum to 21-7 Faculty Affairs Committee Promotion and Tenure Recommendations-Thor (pages 14-15).
 - Definition of Course Modalities-Ball (pages 16-17)
- XI. Special Orders
 - Welcome to our new senators.
 - Election of Faculty Senate Officers 2021-2022
 - President
 - Vice President
 - Secretary
 - Parliamentarian
- XII. Announcements
- XIII. Adjournment

Washburn University
Meeting of the Faculty Senate
April 12th, 2021 at 3pm
Zoom Meeting Hosted by FS Executive Committee

Present: Morse, Mazachek (J), Stevens, Klales, Dodge, Zwikstra, Miller, Smith (D), Grant, Kendall-Morwick, Erby, Huff, Thor, Wynn, Douglass, Moore, Krug, Kohls, Griggs, Watson, Byrne, Friesen, Cook, Daniels, Sainato, VanDalsem, Schmidt, Woody, Romig, Ricklefs, Wagner

Absent: Brooks, Smith (M), Wang

Guest(s): Bearman, McNamee, Leming, Holthaus, Sollars, Carpenter, Grospitch, Webb, Johnson, Ball (J), Mazachek (K), Stephenson, Modellmog, Burdick, Munzer, Liedtke, Kwak, Lee,

- I. Call to Order at 3:01pm
- II. Approve minutes- motion and second approved without discussion.
 - March 29th, 2021
- III. President's Opening Remarks
 - We have a discussion item agenda today.
 - Thanks for the work on at-large position Louise and election committee.
 - At-large election open now through Friday.
 - Last meeting of the semester is April 26th, for outgoing and incoming senators.
 - Election of officers will be done, if interested in secretary reach out to Morse/Stevens
- IV. VPAA Update - Dr. JuliAnn Mazachek
 - Thank you for your work.
 - Graduation update: planning is ongoing at this time. Figuring out the details. Faculty RSVPd, can still RSVP if wanting to attend
 - May 1st commencement: approximately 200 students have RSVP'd
 - May 8th commencement: approximately 500 students have RSVP'd
 - Will likely have more students RSVP this week.
 - Encourage your students to RSVP and to attend
 - Law school is graduating May 15th and will combine 2020 and 2021 graduates in one ceremony.
 - Thank you to those that are serving at the ceremonies.
 - No plans at this time to change summer course. Rooms can hold classes to the capacity as needed/requested
 - Work with deans on adjustments to summer classes.
 - Mask requirement still in place until you hear otherwise.
 - Continued conversations on masks at graduation.

- In conversation with deans, to bring employees back to campus, with a June 1st target date. Academic units look different and will hear more before May 7th.
 - May 4th retirement ceremony, encouraging people to attend.
 - Employee recognition ceremony, anticipated to be May 14th, watch for details.
- V. Consent Agenda
- Faculty Senate Committee Reports-none
 - University Committee Reports-none
- VI. Old Business-none
- VII. New Business- none
- VIII. Information Items- none
- IX. Discussion Items-
- Admission contract with EAB- Liedtke
 - Projected graduates for the state of Kansas, graduating classes in Kansas are relatively flat. We have option of increasing market shares
 - Kansas students what we know:
 - I. Increase in numbers not attending college
 - II. Those choosing to attend an out-of-state college is up
 - III. Fewer students took the ACT test last year
 - IV. Demographic shifts continue
 - V. Private visitations down due to COVID- limited opportunity to visit campuses or attend college fairs.
 - Virtual circuits not as effective as in-person
 - Name purchasing and EAB partnership
 - EAB will take over name purchasing to better strategize for the types of names we purchase.
 - Multifaceted recruitment with COVID impact will include:
 - I. On and off campus programing
 - II. Private/individual visitations
 - III. High school visits
 - IV. College fair circuits
 - V. Name purchasing strategies- less names available and major vendors merging.
 - Partnering with EAB to:
 - I. Strengthen success in current markets and identify new markets.
 - II. Assist in name purchasing strategies with stronger data resources and proven methods to produce strong inquiries and grow enrollment.
 - III. Earlier fulfillment at the sophomore and junior levels

- IV. Demonstrate ability to: provide data science metrics, apply peer insights, and refine market expertise.
 - Example of larger foot print of Northern Arizona University after partnering with EAB.
 - Zwikstra asked how we know Northern Arizona increase is because of EAB. Liedtke responds it is multiple things that increased the foot print, EAB being one of them.
 - Question asked about in state versus out of state, residents versus citizen issues. Regent passed interstate agreement where surrounding state graduate pay in-state tuition. Applies to DOCA as well.
 - Question asked where do we currently get names from? Liedtke states different ways include: surveys, name purchases, GPA test scores.
 - Question asked if we have a program with counselors at high schools? Pre-COVID visited high schools once per month
 - We face issues about not being invited to college fairs everyday being the only public university in the state.
 - Are neighboring competing schools using EAB? Liedtke said yes he is aware of other schools using EAB.
 - Moddelmog says recent graduates would be our best recruiter. Questions whether simple visits would be better than a mailing campaigns.
 - Travel pre-COVID extensive travel across the state and some college fairs across the state boarder.
 - Direct mail campaign is just one of many campaigns we have.
 - Moddelmog- question regarding cost and giving students this information. This information/conversation is had with each family that does a private campus visit.
 - Corey asked are we on Tik Tok? Liedtke says we are on sources of social media.
 - Multiple faculty asked about recruitment of faculty children.
 - Morse asked about diversity and increasing diversity, and recruiting honors students, asked how can EAB help us increase honors students from right here in Topeka? Liedtke says this is on his list of things to discuss with EAB for ideas on this.
- Workplace-Schmidt
 - History- All faculty staff email was used for everything pre-COVID. Committee was put together to look at other options. Workplace came out of this. Facebook owns Workplace and is going to start charging in June and will need to change to something else
 - Schmidt asked what do we want our conversation to look like? Would like to know what people want before perusing other options.
 - Yammer is office version of Workplace, free besides IT times to set it up.
 - We need to have freedom of speech.

- Many voiced liking one spot on email and having everything communicated that way
- Paul says Workplace helped filtered out more important emails from less important.
- Exploring if all-faculty staff will come back? Mazachek says that is being looked in to.
- Overall prefer give us information via email.
- Cook asks if it would be possible to have these announcements once a week through All faculty email.
- Mazachek reports the purpose of Bod Talk is a once a week announcement from across campus.
- Individuals encouraged to reach out to Schmidt with more questions/concerns.
- Graduate council proposal-Grant
 - Graduate council proposal to change the charge of the graduate council. The constitution and faculty handbook look different in regards to the mission of graduate council.
 - Confusion over what grad council can do and their charge.
 - Office of graduate programs and academic outreach would help the committee in the past
 - Council would like to move in to an advisory council role, and would like to follow the path that is needed for this.
 - The committee is wanting to asks for input before we moving this forward to the Executive committee.
 - Mazachek would like to set this up to be successful.
 - Morse says that nothing will happen at this point in the year, but thanks the council for working on this longstanding problem.
 - There are financial limitations of the committee.
 - Should the committee be split into two due to having two roles? Grant says it is a logistical problem and need better understanding of what this means for the committee.
 - This is the beginning of a necessary conversation.

X. Announcements

- Apeiron Friday.
- WUMaster last panel Thursday at 2pm. Zoom link:
<https://washburn.zoom.us/j/97047941896?pwd=SDNGVGhOTVNTcUtPUTljbEhqU0xUQT09>

XI. Adjournment- move to adjourn 4:07pm

Academic Affairs Committee
Washburn University
3-21-2021
Minutes

Present: Paul Byrne, Sarah Cook, Stephanie Lanning, Scott Sainato, Delaine Smith, Crystal Stevens, Shane Vandalsem, Stephen Woody, Jennifer Ball, Kerry Wynn, Becky Dodge
Staff: A. Ball

Guest: Ashley Maxwell, Shaun Schmidt, Kristin Grimmer, Julie Noonan, Roy Wohl, Miguel Gonzalez-Abellas, Kelly Erby, Jim Schnoebelen, Cherry Steffen

Wynn called the meeting to order at 3:03 pm

Minutes from the 2/22/2021 meeting were approved.

Action items:

- Bachelor of Science in Anthropology (Forensics Concentration)—Modification
Ashley Maxwell presented. Approval was moved and seconded. Motion carried.
- Minor in Forensic Chemistry—Modification
Shaun Schmidt presented. Approval was moved and seconded. Motion carried.
- Bachelor of Arts in Mathematics (Secondary Education Specialization)—Modification
Sarah Cook presented. Approval was moved and seconded. Motion carried.
- Bachelor of Science in Mathematics (Secondary Education Specialization)—Modification
Sarah Cook presented. Approval was moved and seconded. Motion carried.
- Bachelor of Arts in Mass Media (Advertising and Public Relations Concentration)—New
Kristin Grimmer presented. Approval was moved and seconded. Motion carried.
- B.Ed. in Speech and Theatre—New
Julie Noonan, Jim Schnoebelen, and Cherry Steffen presented. Approval was moved and seconded. Motion carried.
- Bachelor of Science in Athletic Training—Deletion
Roy Wohl presented. Approval was moved and seconded. Motion carried.
- B.A. in German—Deletion
Miguel Gonzales-Abellas presented. Approval was moved and seconded. Motion carried.
- Minor in German—Deletion

Miguel Gonzales-Abellas presented. Approval was moved and seconded. Motion carried.

- Masters of Liberal Studies—Deletion
Kelly Erby presented. Approval was moved and seconded. Motion carried.
- Musical Theatre Concentration—Deletion (pending WUBOR approval of BA in Musical Theatre)
Julie Noonan presented. Approval was moved and seconded. Motion carried.

Adjourn: Meeting adjourned at 3:36 pm.

Academic Diversity & Inclusion Committee
March 9, 2021 Meeting Minutes

In attendance: Ayella, Barraclough, Bearman, Berumen, Brown, Burdick, Chadwick, Collier, Cradle, DeSota, Durantes, Dempsey-Swopes, Ellis, Erby, Gibbons, Grant, Havens, Kendall-Morwick, Leming, McClendon, Miller, Morse, O'Neill, Scofield, Smith, Tatum, Thimesch, Walter, Williams

- I. Approved minutes from February 9 and February 15 (conducted via email) meetings
- II. Reports from Student Organization Meetings
 - a. Gamma Phi Omega got their jackets
- III. Old Business
 - a. [Discussion Guidelines](#) were reviewed and edited. After discussion regarding wording and order of the guidelines, committee decided to review again prior to April meeting.
 - b. Update on Campus Climate Incident Reporting Process
 - i. Dempsey-Swopes presented about the launch of the [Campus climate reporting process](#) to respond to incidents of bias, microaggressions, and other such behavior that does not rise to the level of being legally discriminatory or a violation of policy.
 - ii. [Reporting Link](#)
- IV. New Business
 - a. WUmester Planning Committee is actively discussing themes for 2022. If you want to be involved, get it touch.
- V. Announcements
 - a. Diversity, Equity, and Inclusion in the Workplace certificate being offered through South Florida is attached (thank you, Isaiah for bringing this to our attention). Link is [here](#)
 - b. Upcoming "Sea monsters and Sea Shanties" event sponsored by the History Department
 - c. Seaman high school name change protest March 15 before the school board meeting
 - d. Upcoming screenings of *Six Triple Eight* and *Hello Girls* on KTWU
 - e. [League of Women's Voters Exhibit for Women's History Month will be on campus in the Memorial Union March 22-31](#)

Graduate Council Meeting Minutes

March 22, 2021

12:00-1:00 pm

Via Zoom

Members present: Bobbe Mansfield, Michele Reisinger, Michael Rettig, Dave Provorse, Tracy Routsong, Jim Schnoebelen, Becky Dodge, Erin Grant, Rhonda Dealey, Tonya Ricklefs, Barbara Scofield, Sarah Daniels, Jessica Cless, Jennifer Ball (ex-officio)

Others: Aileen Ball (staff)

The meeting was called to order at 12:02 pm.

Erin Grant was elected by those present to the role of chair of Graduate Council.

Approval of February 8, 2021 minutes was moved and seconded. Motion carried.

The council discussed a document outlining current marketing and recruitment practices in Washburn's graduate programs, as compiled by Barbara Scofield.

Jennifer Ball reminded the group that they had reached consensus via email that waiving of application fees would be the incentive used by EAB in their Student Journey marketing campaign for Washburn graduate programs. Bobbe Mansfield requested that fees not be waived on the DNP applicants until the conclusion of the current application cycle (after July 2021). Because Nursing was not a part of the current EAB campaign, it was deemed unlikely that fee waiver information had reached that particular prospective student audience. Aileen Ball will initiate the fee waiver in CollegeNet for all other programs.

The council discussed a proposal drafted by Barbara Scofield to allow the chair of the Graduate Council a course release each semester in order to have time to devote to the coordination of graduate program activities. The group expressed a need to develop a list of specific activities that might be performed by a chair if given this release.

Bobbe Mansfield noted that the Council had not examined its mission and charge in some time. The group briefly reviewed the purpose of the group as stated on the faculty senate website and faculty constitution and discussed a need to refashion the language to better suit the current needs of the university.

Rhonda Peterson Dealey moved to form a subcommittee composed of at least one representative from each school to review the mission and function of Graduate Council in relation to the university. Jim Schnoebelen seconded the motion. Motion carried.

The group identified subcommittee members as Erin Grant, Tom Hickman, Jim Schnoebelen, Michelle Reisinger, and Bobbe Mansfield, who agreed to meet on April 5 at 12:00 pm.

Meeting adjourned at 12:40 pm

FACULTY AGENDA ITEM

Date: 4/19/2021

Submitted by: Tom Hickman, Char SOBU Curriculum Committee, tom.hickman@washburn.edu; x1308

SUBJECT: Business Data Analytics Minor

Description: Minor in Business Analytics designed for non-business (non-BBA) students who are interested in enhancing their area of study with the understanding of data analysis. Students must successful complete 15 hours as specified below.

Required courses:	Hours	Requirements for Minor*
EC 211 Business statistics (MA116 & MA140)	3	
BU 248 Foundations of Data Analysis (EN 101, MA116)	3	
BU 250 Management Information Systems	3	
DA 348 Data Discovery	3	
And one of the following courses: DA 358 Data Methods & Warehousing DA 368 Data Mining & Modeling	3	Minimum 6 hours upper level
Total	15	No less than 15 hours in one discipline

*Requirements for declaring optional minor <https://catalog.washburn.edu/undergraduate/academic-programs-policies/academic-policies/major-minor-progress/>

Rationale: The Data Analytics minor will provide non-BBA students with the skill sets necessary to enhance their career. The program was developed based on the BDA major area of concentration and gives students the fundamentals of the data analytics process and the flexibility to choose additional development in the topics that are most relevant to their academic and career objectives. The proposed program is based on the skills identified as relevant to data analytics.

This additional offering will provide students the opportunity to study data analytics and gain analysis skills that are in demand in multiple disciplines without the added time and financial burden of needing to complete all the SOBU requirements for a degree.

Financial Implications: *NONE*

Proposed Effective Date: *Fall 2021.*

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

Approved by: *AAC on date*

FAC on date

Faculty Senate on date

Attachments Yes x

Curriculum Committee
General Request Submission Form

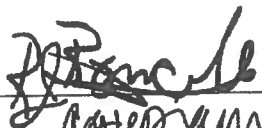
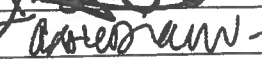
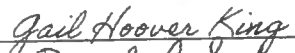
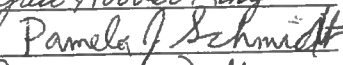

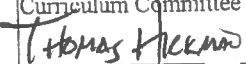
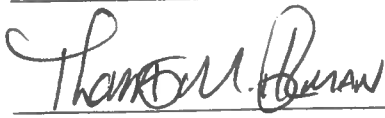

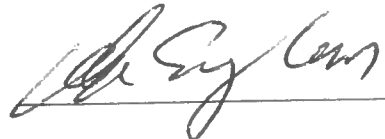
Note: NOT to be used for New Course proposals, which are made on a separate form designed for that specific purpose.

New Program Request: Business Data Analytics Minor

Gail Hoover King

Signature: Gail Hoover King

Date: 2/18/2021

Name (print)	Recommendation	Signature	Date
Area Faculty			
Robert Boncella	Approved		2/18/2021
Akhadian Harnowo	Approved		2/18/2021
Gail Hoover King	Approved		2/18/2021
Pamela Schmidt	Approved		2/18/2021
Rosemary Walker	Approved		2/18/2021
Curriculum Committee Chair			
	Approved		4/6/21
Faculty Chair			
	Approved		4/6/21
Dean			
David Sollars	Approved	Digitally signed by David Sollars Date: 2021.04.06 14:20:39 -05'00'	4/6/21
Other (as necessary)			

Curriculum Committee
General Request Submission Form

This form requires information to be provided in two sections: (A) Now, i.e., the current status of the situation, and (B) In the Future, i.e., the change requested and how it will improve the situation in the future.

Change request submitted by SOBU Business Data Analytics Committee, Gail Hoover King, Chair.

(A) NOW:

1. What is the Current Situation which needs to be addressed?

- a. The Business Data Analytics (BDA) major area of concentration has been approved and awareness is growing. However, completing the major requirements is a challenge for some students. Inquiries and interest in the BDA major have shown that students that are not seeking the BBA degree, the requirements for the major is a burden. The inquiries have come from MBA students and advisors outside the SOBU. A minor in Business Data Analytics (BDA) would address and increase student interest in this area of study.
- b. There is a weakness in the skill set for all fields in business. MBA students and students majoring in areas outside of the SOBU have expressed interest in the subject but do not have the time or ability to complete the major. A minor would allow exposure to the discipline and gaining of skill sets to complement and enhance a student's degree and employment prospects.
- c. Faculty in other areas (sociology, history, art, anthropology and honors program) are interested in providing data analytics skills to their students. This is an efficient way to provide a service across campus by using existing resources of the School of Business, the qualified faculty in the area.

2. How long has this situation existed in its current form? The BDA major area of concentration was approved summer 2020 and the interest for something in addition has developed since then. However, the BDA task force had discussed offering a minor once the BDA major was approved.

3. Why is it necessary that it be changed?

This additional offering will provide students the opportunity to study business data analytics and analysis skills that are in demand in multiple disciplines without the added time and financial burden of needing to complete all the SOBU requirements for a degree. Additionally, MBA students and professionals with a degree might find taking completing the requirements for the minor beneficial and less burdensome for their academic as they will have most likely already completed business statistics and MIS courses and do not need the capstone course for

(B) IN THE FUTURE:

1. Proposed change. BUSINESS DATA ANALYTICS MINOR

The Washburn University School of Business offers a minor in Business Analytics designed for non-business (non-BBA) students who are interested in enhancing their area of study with the understanding of data analysis. Students must successful complete 15 hours as specified below.

Required courses:	Hours	Requirements for Minor*
EC 211 Business statistics (MA116 & MA140)	3	
BU 248 Foundations of Data Analysis (EN 101, MA116)	3	
BU 250 Management Information Systems	3	
DA 348 Data Discovery	3	
And one of the following courses: DA 358 Data Methods & Warehousing DA 368 Data Mining & Modeling	3	Minimum 6 hours upper level
Total	15	No less than 15 hours in one discipline

*Requirements for declaring optional minor <https://catalog.washburn.edu/undergraduate/academic-programs-policies/academic-policies/major-minor-progress/>

2. How does the proposed change solve the problem?

The Data Analytics minor will provide non-BBA students with the skill sets necessary to enhance their career. The program was developed based on the BDA major area of concentration and gives students the fundamentals of the data analytics process and the flexibility to choose additional development in the topics that are most relevant to their academic and career objectives. The proposed program is based on the skills identified as relevant to data analytics.

3. What new problem(s) might this proposed change create?

The required resources are the same and not incremental to the resource issues necessary to provide BDA major area of concentration, which are IT personal, faculty, and software.

4. What objection(s) to the proposed change are likely to arise?

None are currently foreseen.

5. Are there any decision deadlines which the Committee needs to be aware of?

Approval in a timely manner in order to allow advertising and information to be made available for fall 2021 enrollment would benefit the planned scheduling of BDA courses for the next academic year.

Faculty Affairs Committee (FAC)

Non-Tenure-Track Faculty Addendum to 21-7 Resolution Recommending Tenure and Promotion Processes Following COVID-19 Outbreak, to be sent to Dr. Mazachek

Dear Dr. Mazachek:

Last Fall, Faculty Affairs was asked to consider the many ways COVID-19 had impacted Tenure-Track Faculty working towards Tenure and/or Promotion and to provide recommendations for ways in which Washburn University could substantively ameliorate these effects at every level of governance. As we worked, members of the committee and Faculty Senate expressed their intent to offer suggestions for how to also support non-Tenure-Track Faculty (NTT). It is easy to see why the disruptions caused by COVID-19 have disproportionately-affected NTT, given their more tenuous employment situation, prompting this addendum to the 21-7 Resolution.¹ The situation is expected to deteriorate further as institutions continue to face the economic repercussions of declining enrollments and extramural funding.²

Although non-academic staff are outside the purview of this shared governance body, we nevertheless have reached out to Staff Council, given the ways in which some concerns overlap.

After consulting a variety of sources for additional information, hosting two listening sessions, and receiving the stalwart support of the Academic Diversity and Inclusion Committee (ADIC), Faculty Affairs proposes the following to the Office of Academic Affairs:

- a) If any written reassurance can be made to NTT faculty stating that their positions are expected to renew for the AY 21/22, it should be issued as quickly as possible, given the high levels of anxiety reported to FAC during last February's listening sessions.

- b) Request that Units and Departments publish and/or revise their expectations for NTT Faculty in light of the changes to teaching and service that have occurred as a result of the Pandemic. These revisions should be made in consultation with faculty and be delivered to the VPAA Office by August 1, 2021.

- c) Instruct Unit heads to revise their annual performance review forms to include a section that explicitly relates to the impact of COVID-19 on a faculty member's duties, responsibilities,

¹ <https://www.oah.org/tah/issues/2020/history-interrupted/how-to-mobilize-in-support-of-non-tenure-track-faculty/>

² <https://www.chronicle.com/article/were-tracking-employees-laid-off-or-furloughed-by-colleges/>

and/or performance. For example, the use of multiple versions of student perception forms for the last three semesters should be noted.

- d) Direct Department and Unit heads to consider flexibility in the relative weights given to teaching and service in light of the adaptations and innovations in teaching and/or added service to the department, college, and university that many faculty have already accomplished and will likely continue to engage in.

- e) Ask that all applicants for Promotion be given the opportunity to supply an *optional* individual narrative, such as a “COVID Impact Statement,” an example of which ADIC has supplied [here](#).³ The ways in which COVID has altered our professional lives are as diverse as the population of Washburn. Illness, job loss, remote work, disruptions to child care, and the plethora of mental and emotional tolls should be taken into account here. Further, as also recognized by the ADIC statement, people of color and women have been shown, on average, to shoulder a disproportionate burden when it comes to the negative impacts of COVID on work and home life, although members of any group may well be impacted and should have the opportunity to document these impacts. In addition to the impact statement, faculty may also choose to include innovations in this area as well, i.e. to demonstrate the positive changes and contributions they have made in the face of challenges that COVID-19 has created. Faculty are encouraged to consult with their Chair or Unit heads about this statement.

- f) Finally, we request that a written response from the Office of the VPAA be made to the points above, so that we might offer faculty and staff written reassurance that at all levels, Washburn is seeking to create an equitable work environment that acknowledges not only the current reality of COVID-19 but the impact it will doubtless have in the years to come.

The members of Faculty Affairs thank you for your support in our efforts to provide a dignified and safe space in which to add these specific requests for NTT to the 21-7 Resolution Recommending Tenure and Promotion Processes Following COVID-19 Outbreak.

Sincerely,

Faculty Affairs Committee

Faculty Senate

³<https://provost.ncsu.edu/faculty-resources/faculty-evaluation-and-covid-19/>

Course Modalities

These expectations are limited to the teaching aspects of faculty responsibilities.

Common to all teaching modalities are the following expectations: Faculty are expected to dedicate adequate time to their courses as to organize their courses; prepare all lectures, activities, and assignments in accordance with accreditation standards regarding instructional and non-instructional time; hold office hours in accordance with their unit's requirements; respond to student communications promptly; evaluate student work and provide feedback in a timely manner; and complete administrative tasks relevant to their courses. Faculty should include office hours or scheduled meeting times and contact information in their syllabi. Email communication should be through Washburn email addresses. Learning-management systems are determined by the dean of the unit or the VPAA.

Course modalities are determined by the department chair and/or dean of the unit. Changes or adjustments to the modality must be approved by the department chair and/or dean of the unit.

Synchronous (Modalities 1 and 3)

Synchronous courses have required classroom attendance and meet on a regularly scheduled basis, generally fifty minutes a week per credit hour in a fifteen-week semester or the same total of instructional time (750 minutes) per credit hour over a different period, based on Higher Learning Commission minimum standards. Classrooms may be physical (Modality 1) or virtual (Modality 3), depending on the course. The choice of physical or virtual classroom must be approved by the appropriate chair and/or dean. Higher Learning Commission guidelines require a minimum of 750 minutes of instructional (e.g., classroom) time and 1500 minutes of non-instructional (e.g., assignments and preparation) time for each credit hour in a Synchronous course. No more than 10% of meeting time will be replaced with asynchronous activities in a Synchronous course.

Online Asynchronous (Modality 5)

Online Asynchronous courses are conducted via internet-based instruction and collaboration. Some courses may require minimal synchronous attendance or in-person/proctored examinations, but no more than 10% of course content and examination hours will be delivered in-person in an Online Asynchronous course. Online Asynchronous courses are designed such that they can be completed by the student at a distance. The content of Online Asynchronous courses requires at minimum as much instructional and non-instructional time as a Synchronous course (2250 minutes per credit hour), in accordance with accreditation standards.

Hybrid (Modalities 2 and 4)

Hybrid courses include both required classroom attendance and online asynchronous instruction. Classrooms may be physical (Modality 2) or virtual (Modality 4), depending on the course. The choice of physical or virtual classroom must be approved by the appropriate chair and/or dean. Classes have substantial activity (greater than 10% but less than 90%) conducted asynchronously online, which substitutes for some classroom meetings. The content of Hybrid courses requires at

minimum as much instructional and non-instructional time as a Synchronous course (2250 minutes per credit hour), in accordance with accreditation standards. The percentage of asynchronous online versus synchronous time in a Hybrid course must be approved by a department chair and/or unit dean, have all appropriate unit governance approvals, and be clearly communicated to students in the course syllabus.

Note: Discipline-specific accreditation organizations may have expectations regarding credit hours greater than those of the Higher Learning Commission. Faculty members are expected to be aware of and observe the accreditation standards relevant to their discipline