

CFC Meeting Agenda  
Monday, February 14, 2022, 3:30 p.m.,  
Zoom

Seid Adem  
Allan Ayella  
Carolyn Carlson  
Amber  
Dickenson  
Karen Garrison  
Kristen Grimmer  
Lindsey Ibañez  
Bruce Mactavish

Ashley Maxwell  
Rebecca Meador  
Michael McGuire  
Justin Moss  
Matt Nyquist  
Michael O'Brien  
Vince Rossi  
Azyz Sharafy  
Janet Sharp

Theodore Shonka  
Bradley Siebert  
Josh Smith  
Cherry Steffen  
Courtney  
Sullivan  
Nan Sun  
Kai Xu

- I. Call to Order
- II. \*Approval of CFC Minutes, Monday, January 24, 2022
- III. \*Accept Division Reports
  - A. EDKN: Oct. 20, 2021, Dec. 17, 2021, Feb. 2, 2022
  - B. NSD: Jan. 26, 2022 virtual
  - C. SOCSCI: Feb. 4, 2022
- IV. Committee Reports
  - A. Curriculum Committee Minutes, February 7, 2022
    1. Courses changes approved: MA 108, MA 281, MA 381; MM 416, MM 421; TH 202, TH 207
- V. Old Business
  - A. Draft of Revised CAS Tenure and Promotion criteria
- VI. New Business
  - A. Curricular changes
    1. Program Changes
      1. Minor in Mathematics and Statistics
      2. Minor in Applied Mathematics and Statistics
      3. BA in MM with Advertising and PR (ADPR) Emphasis
      4. BA in MM with Contemporary Journalism Emphasis
      5. BA in MM with Film & Video Emphasis
      6. BA in Mathematics
      7. BS in Mathematics
      8. BS in Computational Physics
      9. A.S. in Engineering Physics
      10. BA in Physics
      11. BS in CIS with Concentration in Data Science
    2. Program deletions

1. BFA in Art with Print Making Emphasis
2. BFA in Art with Photography Emphasis
3. BFA in Art with Painting and Drawing Emphasis
4. BFA in Art with Art, Graphic Design, and Electronic Art Emphasis
5. BFA in Art with Art, Ceramics, and Sculpture Emphasis
6. Minor in Fitness

3. New Programs

1. BFA in Studio Art

VII. Discussion

- A. Faculty Service

VIII. Information Items

IX. Concerns

X. Announcements

XI. Adjourn

CFC Meeting Agenda  
Monday, January 24, 2022, 4 p.m.,  
Zoom

Present: Allan Ayella, Carolyn Carlson, Karen Garrison, Kristen Grimmer, Ashley Maxwell, Rebecca Meador, Michael McGuire, Justin Moss, Matt Nyquist, Michael O'Brien, Vince Rossi, Azyz Sharafy, Janet Sharp, Theodore Shonka, Bradley Siebert, Josh Smith, Courtney Sullivan, Nan Sun, Kai Xu

I. Call to Order -- 4:01pm

II. \*Approval of CFC Minutes, Monday, November 15, 2021 - - Approve

III. \*Accept Division Reports

A. NSD: Nov. 19, 2021 -- Accept

B. SSD: Online Nov. 12-19, 2021 -- Accept

IV. Committee Reports

A. Curriculum Committee -- Approve

1. Courses reviewed: CM 111, CM 203, EG 103, EG 303, EN 400, PS 103, PS 303

V. Old Business

\*None

VI. New Business

A. Draft of Revised CAS Tenure and Promotion criteria

\*NSD recommended changes to the CAS Tenure and Promotion requirements. These changes were viewed by all the divisions as Kelly Erby went to different division meetings to get feedback on the changes.

\*The CAS criteria is considered as broad standards, but departments are the units which set individual standards.

\*A general observation is different departments in CAS have similar activities in different fields (i.e. what is considered service in one department is research in another). An example is peer-review of journals which shows up in various areas, but is most often in service.

\*Some new additions to the teaching section include: pedagogical training, advising research projects, student advising (sometimes student advising goes in service).

\*All the listed things are examples, so discipline-specific requirements may be used even if absent from the general list.

\*The draft of these revisions will be sent to chairs and divisions for review.

\*Student advising as teaching versus service was brought up. It seems it could go in either area and is seen in both sections across different departments in CAS. (Note: Student advising was later moved to service prior to being sent out to departments and chairs).

\*A comment was made about the section stating, "...evidence of teaching could include student learning." Student learning looks different in different units, so it may be hard to broadly define. One strategy mentioned to gauge student learning is to give an activity early in the semester and then again later to see how learning increased by the end of the course.

\*There is a need for clearer instructions for individuals on a tenure and promotion committee that are outside the department they are doing the review for, as they may not be familiar with discipline-specific examples of various activities. An example discussed is how an invited musical performance could be perceived as service versus scholarly activity dependent upon who the performance is for (an example provided was differences if inviting to perform for an elementary school versus being invited to performed as part of a symphony).

\*It was commented that there needs to be a better training process for those on tenure and promotion

committees.

VII. Discussion

A. Faculty Service

\*A Faculty Success Group last semester focused on what is considered service across the different department units in CAS.

\*A finding from this exercise is there needs to be greater transparency on the expectations for service requirements across CAS.

VIII. Information Items--None

IX. Concerns -- None

X. Announcements -- None

XI. Adjourn – 4:46pm

## EDKN Division Meeting Minutes

October 20, 2021: 3:15 PM via Zoom

**EDKN Division Members Present:** Roy Wohl; Gloria Dye; Park Lockwood; Ross Friesen; Karen Garrison; Cherry Steffen; Susan Alexander; Carolyn Carlson; Craig Carter; Lisa Douglass; David Pownell

**Guests:** Sarah Cook, Kelly Erby

- I. Call to Order
- II. Proposed Change: University Math Requirement: Sarah Cook presented information on the proposed change to the university math requirement. The proposal is intended to get more students into MA 112 rather than MA 116. The emphasis is on MA 112, but MA 116 will be allowed to be taken, if needed. Part of the rationale is the students are more successful in MA 112 due to content and MA 116 is more difficult because it is designed to prepare students for future higher math courses. Also, with this change MA 116 would satisfy the math requirement and a General Education requirement. Faculty should advise students to take MA 112 unless their program requires MA 116. If students do not meet the prerequisites for MA 112, there are corequisites students can enroll in as well.

Roy discussed the need for a university math requirement at all or if it should only be degree-specific. Gloria indicated she thought there was a need for a math requirement for all students.

- III. Proposed Change: Tenure and Promotion Guidelines: Kelly Erby presented a revised version of the proposed CAS tenure and promotion guidelines. The Division provided some initial feedback. The updated version of the revisions was sent to the members of the Division via email. The Division will continue to discuss these proposed changes and will then offer feedback to the CAS.
- IV. Proposed changes to Student Perception Surveys: Kelly Erby presented information on the revised Student Perception surveys. The Division discussed the issues with student evaluations overall, including what information we want from students, how the students understand/misunderstand items, etc.

The Kinesiology Department and the Education Department will each consider their department's expectations for evaluations (what is the purpose of the evaluations, what information is meaningful, how the information is used, how many survey items are necessary, etc.) and draft a statement in response to the proposed survey revisions. The Division will use these statements to draft one statement to provide to the CFC for discussion at the November 15<sup>th</sup> meeting.

- V. Committee Reports
  - a. Assessment: Gloria Dye: Each member of the Assessment committee reviewed approximately 18 programs. Departments should receive their reports soon. The Assessment Committee reviewed grant applications and recommendations made.
- VI. Announcements. Discussion of Wednesdays at 3:15 being the optimal time for Division meetings. Decision was made to remain at this day/time for now, but suggestions for a new day/time are welcome.
- VII. Adjourned at 4:30 PM.

## EDKN Division Meeting Minutes

December 17, 2021 via electronic vote

**EDKN Division Members:** Roy Wohl; Gloria Dye; Park Lockwood; Ross Friesen; Tiffany Dirks; John Burns; Karen Garrison; Nancy Province; Cherry Steffen; Susan Alexander; Carolyn Carlson; Craig Carter; Lisa Douglass; Tim Fry; Tracie Lutz; David Pownell; Michael Rettig

Electronic Vote conducted for approval of KN Minor in Coaching Proposal:

### Kinesiology Department Minor in Coaching (17 credit hours)

The Minor in Coaching provides students the education and experience needed to obtain an entry-level coaching position. In addition, courses selected provide the knowledge needed to complete the American Sport Education Program (ASEP) national coaching certification exam. The Minor in Coaching is aligned with the National Association for Sport and Physical Education (NASPE) Standards.

#### Required courses:

**KN 240 Coaching Principles and Philosophy** (2 cr.) (no prerequisites)

**KN 257 Prevention and Care of Athletic Injuries** (3 cr.) (no prerequisites)

**KN 300 Psychology of Sport and Physical Activity** (3 cr.)  
(prerequisites: KN 248 Wellness Concepts and Application (3 cr.) and KN250 Introduction to Kinesiology (2cr.); **OR** consent of instructor)

**KN 357 Sports Performance Training and Conditioning** (3 cr.)  
(prerequisites: KN342 Physical Education Activity Techniques II (2 cr.) and BI255 Human Physiology (4 cr.); **OR** consent of instructor)

#### Choose ONE of the following:

**KN 341 Physical Education Activity Techniques I** (2 cr.)  
(basketball, soccer/speedball, softball, flag football, team handball, lacrosse, and floor hockey)  
(prerequisites: KN 248 Wellness Concepts and Application (3 cr.) and KN250 Introduction to Kinesiology (2cr.); **OR** consent of instructor)

**KN 343 Physical Education Activity Techniques III** (2 cr.) (volleyball, tennis, badminton, pickleball, golf, archery, and bowling)  
(prerequisites: KN 248 Wellness Concepts and Application (3 cr.) and KN250 Introduction to Kinesiology (2cr.); **OR** consent of instructor)

#### Choose TWO of the following (no prerequisites):

**KN 253 Coaching Football (2 cr.) (new name – was Fundamentals of Football Coaching; new number will be KN 281)**

**KN 302 Coaching Basketball (2 cr.)** new number will be **KN 282**

**KN 303 Coaching Track and Field (2 cr.)** new number will be **KN 283**

**KN 304 Coaching Baseball and Softball (2 cr.)** new number will be **KN 284**

**KN 305 Coaching Volleyball (2 cr.)** new number will be **KN 285**

**KN 307 Coaching Soccer (new course proposal) (2 cr.)** new number will be **KN 287**

**Plus: current CPR/AED Certification is required at time of graduation.**

Electronic Vote results: 12-0 in favor of approving the proposal as written.

## **EDKN Division Meeting Minutes**

February 2, 2022 via electronic vote

**EDKN Division Members:** Roy Wohl; Gloria Dye; Park Lockwood; Ross Friesen; Tiffany Dirks; John Burns; Karen Garrison; Nancy Province; Cherry Steffen; Susan Alexander; Carolyn Carlson; Craig Carter; Lisa Douglass; Tracie Lutz; David Pownell; Michael Rettig

Electronic Vote conducted for approval of proposed credit hour change for ED 698:

Proposed Change: ED 698 Action Research Capstone. The Department of Education seeks to change the number of credit hours for ED 698 from two credit hours to a variable 1-3 credit hours to meet the needs of candidates in different programs with different credit hour requirements.

Electronic Vote results: 12-0 in favor of approving the proposal as written.



Select Request Type

- New Course
- Course Change
- Delete a Course

### Course Change Form

Please provide the requested course change information in the areas below

What is the subject code? \*

What is the course number? \*

Please indicate what about the course is to be changed?

Course title

Course number

Course description (minor change)

Course description (significant change)

Credit hours

Credit prerequisites

Change from graded to credit/no credit

Other

If other, please specify:

\*

What is the rationale for the change?

\*

What, if any, additional equipment or facilities will be needed to teach this class?

Is this course repeatable?

Effective date: \*

Initiator First Name

Initiator Last Name

Initiator Email

...3637323634

*Cherry Steffen*  
Initiator Signature

01/31/2022  
Date

To be completed by the library:

Email address of librarian completing evaluation:

Are current library holdings adequate? \*

...3336323130

*Alan Bearman*  
Library Signature

02/01/2022  
Date

To be completed by Chair of the Department of Education:

Will addition of/changes to this course in any way alter the program leading to a teacher certification? \*

If yes, please explain:

\* This is a course required for only education graduate students. The change is reflected in program requirements.

...3636303831

*Cherry Steffen*  
Dept of Education Signature

01/31/2022  
Date

Route to Affected Dept/School

Route to Division Chair

Route to Dean

Route to CFCCC

Division Chair Approver First Name

\* Carolyn

Division Chair Approver Last Name

\* Carson

Division Chair Approver Email

\* carolyn.carson@washburn.edu

CAS Comments (optional)

The course description field is cut off above. Here is the complete revised description:

ED 698 Action Research Capstone (1-2) Students will identify a question about their own teaching or school practices, review the current research literature, develop a plan to collect data, collect and analyze their data, identify emergent themes, write an action research paper, and present their project and findings to the faculty committee. The objectives of the action research project are to help students understand the research process in an educational setting; provide students with the opportunity to study and improve their own teaching through an action research project; and to show students how research can have a positive effect on school improvement and change. Prerequisites: Admission to the graduate program, successful completion of at least 18 credit hours of course work and successful completion of ED 665 Educational Research.

Division Chair Approval

Division Chair Comments (optional)

Signature

Date

CAS Signature

Electronically signed by Kelly Erby on 02/01/2022 1:10:16 PM

**Natural Science Division (NSD) Minutes for Wednesday, January 26, 2022 virtual meeting.**

I. New Business – The division unanimously approved the following course changes, new courses, and program changes.

A. Mathematics

- 1) Program change in the BA in Mathematics
- 2) Program change in the BS in Mathematics
- 3) Program change for the Minor in Applied Statistics
- 4) Program change for the Minor in Mathematics and Statistics
- 5) Course Change for MA381 History of Mathematics
- 6) Course Change for MA108 History of Mathematics
- 7) New course MA281 History of Early Mathematics

B. Physics and Astronomy

- 1) Program change in the BS in Physics
- 2) Program change in the BS in Computational Physics
- 3) Program change in the AS in Engineering Physics
- 4) Program change in the BA in Physics

## Social Science Division Meeting Minutes

2/4/22 at 10 am over Zoom

In attendance: Alexander Myers, Lindsey Ibañez, Kelly Erby, Alexandra Klales, Amber Dickinson, Ashley Maxwell, Jericho Hockett, Laura Murphy, Mary Sundal, Sangyoub Park

### 1. Call to Order

### 2. Welcome from Ibañez, overview of agenda

### 3. Opened floor for questions and comments about T&P guidance revisions:

- Amber Dickinson asked question about defining and interpreting terms in T&P guidance revisions
- Kelly Erby asked question about whether advising is teaching vs. service
  - She looked and found that 6 CAS departments classified as service, 9 classified as teaching, 3 didn't specify
- Jericho Hockett asked about unclear nature of “could be but not limited to” nature of specific guidelines
- Mary Sundal asked whether individual departments will have to rework their own T&P guidelines in light of the proposed revisions
  - Dickinson and Erby seconded Mary's concern, Amber added a concern about lack of specificity regarding “peer review of teaching” and “collegiality”
    - Dickinson also expressed concern about lack of specificity with regard to language about “pedagogical training” and “process of continuous improvement”
      - Klales agreed that these should be measurable
    - Hockett said that these could be defined at the departmental level
      - Dickinson countered that this could create an equity issue between departments
    - Ibañez made the point that many of the positions being hired for are lecturers and don't fall under these guidelines
      - Dickinson and Erby countered that these revisions are still important for those who are on tenure track, and that CAS hiring this year has been primarily for tenure track positions
  - Hockett maintained that there is value in having flexibility between departments in terms of their guidelines
    - Dickinson counters that lack of specificity and equity could lead to legal exposure for the college
    - Hockett asked whether administration was aware of the research on inequity in T&P, Erby said yes
- Erby raised the issue of mentoring being classified as teaching
  - Sundal asked for specificity with regard to the classification
- Sundal then raised the issue of manuscript reviews being classified as research vs. service
  - Amber agreed that it's unclear
- Hockett asked whether this has been run through the VPAA's office
- Dickinson asked about the goal for this discussion—whether we are voting
  - Ibañez said we are not voting, just discussing
  - Discussion about the purpose of the meeting, suggestion that a tenure mentorship program would be helpful—may be helpful in standardizing between the departments
    - Dickinson reiterated that informal mentorship may also raise equity issues

## Social Science Division Meeting Minutes

2/4/22 at 10 am over Zoom

### 4. Moved on to the next agenda item: committee assignments

- Ibañez is willing to continue serving as SSD chair but would also be willing to pass it off to someone else
- Assessment (Michael McGuire), CCPT (Mary Sundal), Gen Ed (Jason Miller), Honors Advisory Board (Mary Sundal), Undergraduate Probation & Reinstatement (Laura Murphy), Senate Social Science Reps (Alex Klales & Kerry Wynn) all up for reelection/replacement this year. Klales is unable to serve another term on Senate.

### 5. Announcements

- Jericho Hockett announces that VPAA's office plans to hire a new assessment director to replace Hockett, who is stepping down
- Ibañez encourages enrollment into SCWTE, gives information about how to do it
- Sundal requests that Division schedule meetings in advance that correspond to course approval & curriculum deadlines
- Erby and Ibañez remind everyone about WUmester

### 6. Meeting adjourned

February 7, 2022 Minutes  
College of Arts and Sciences  
College Faculty Council  
Curriculum Committee

On February 7, 2022 the CFC Curriculum Committee meet via Zoom. Committee member include Amber Dickenson, Bruce Mactavish (Chair), Rebecca Meador, Justin Moss, Janet Sharpe, Joshua Smith, Cherry Steffen, Kai Xu.

CFCCC took the following actions:

- |   |          |
|---|----------|
| A. MA 108 (course change)   | Approved |
| B. MA 381 (course change)   | Approved |
| C. MA 281 (new course)  | Approved |
| D. TH 202 (course change)   | Approved |
| E. TH 207 (course change)   | Approved |
| F. MM 416 (new course)  | Approved |
| G. MM 421 (new course)  | Approved |
| H. KN 286 (new course)  | Approved |
| I. Mathematics and Statistics Minor (program change)                | Approved |
| J. Applied Math and Statistics Minor (program change)               | Approved |
| K. BA in Mathematics (program change)                               | Approved |
| L. BS in Mathematics (program change)                               | Approved |
| M. BS in Computational Physics (program change)                     | Approved |
| N. AS in Engineering Physics (program change)                       | Approved |
| O. BA in Physics (program change)                                   | Approved |
| P. BS in CIS with Data Science emphasis (program change)            | Approved |
| Q. BA in MM with Advertising and PR emphasis (program change)       | Approved |
| R. BA in MM with Contemporary Journalism emphasis (program change)  | Approved |
| S. BA in MM with Film and Video emphasis (program change)           | Approved |
| T. BA in MM with Advertising emphasis (program deletion)            | Approved |
| U. BA in MM with PR emphasis (program deletion)                     | Approved |
| V. BFA in Art with Print Making emphasis (program deletion)         | Approved |
| W. BFA in Art with Photography emphasis (program deletion)          | Approved |
| X. BFA in Art with Painting and Drawing emphasis (program deletion) | Approved |
| Y. BFA in Art with G Design and E Art emphasis (program deletion)   | Approved |
| Z. BFA in Art with Ceramics, Sculpture emphasis (program deletion)  | Approved |
| AA. BFA in Art with Studio Art emphasis (new program)               | Approved |
| BB. Fitness Minor (program deletion)                                | Approved |

Respectfully Submitted,

Bruce Mactavish (Chair CFCCC)



Select Request Type

- New Course
- Course Change
- Delete a Course

**Course Change Form**

Please provide the requested course change information in the areas below

What is the subject code? \* MA

What is the course number? \* 108

Please indicate what about the course is to be changed?

Course title College Algebra Preparator

Course number

Course description (minor change)

Course description (significant change) x

Credit hours No

Credit prerequisites Yes

Change from graded to credit/no credit No

Other

What is the rationale for the change?

\* We are allowing students with credit in MA 112 to take this course. We are also adding a prerequisite as we have seen students with our proposed prerequisite are more likely to be successful and we want to encourage students who do not meet these prerequisites to take MA 095 Preparation for College Algebra Pathways instead. Further, we are removing the line " Does not count towards degree credit requirements, nor general education requirements" in the course description. Although this course does not rise to the level of satisfying the University Math requirement, the content is college-level material since the course covers the first half of College Algebra. Thus, the Mathematics and Statistics Department believes that this course should count toward an elective in a student's major. Although the course will still not count as General Education, we do not believe it is necessary to specifically state this as part of the course description.

New course description: This course is the first of a two-semester College Algebra sequence. Topics covered include: factoring, equations (linear, quadratic, rational, absolute value, root, linear systems), functions (notation, domain), graphing (linear, quadratic, piece-wise), inequalities (linear, compound, absolute value), applications involving linear, quadratic, and rational equations. Not open to students with credit in MA 116, or any MA-designated course numbered above MA 116. Prerequisite: ACT Mathematics score of at least 18 or an equivalent background as determined by the Mathematics Department, for example, comparable score on Departmental Placement Exam, Accuplacer, or the Quantitative Section of the SAT.

What, if any, additional equipment or facilities will be needed to teach this class?

none

Is this course repeatable? No

Effective date: \* 7/1/2022

Initiator First Name  
Sarah

Initiator Last Name  
Cook

Initiator Email  
sarah.cook@washburn.edu

...3839333131

*Sarah Cook*  
Initiator Signature

01/26/2022  
Date



To be completed by the library:

Email address of librarian completing evaluation:

Are current library holdings adequate? \*

...3436303834

*Alan Bearman*

01/26/2022

Library Signature

Date

To be completed by Chair of the Department of Education:

Will addition of/changes to this course in any way alter the program leading to a teacher certification? \*

...3931383336

*Cherry Steffen*

01/26/2022

Dept of Education Signature

Date

Route to Affected Dept/School

Route to Division Chair

Route to Dean

Route to CFCCC

Division Chair Approver First Name

\*

Division Chair Approver Last Name

\*

Division Chair Approver Email

\*

Dean Approver First Name

\*

Dean Approver Last Name

\*

Dean Approver Email

\*

CFCCC Approver First Name

\*

CFCCC Approver Last Name

\*

CFCCC Approver Email

\*

CAS Comments (optional)

Division Chair Approval

Division Chair Comments (optional)

Signature

Date

Dean Approval

Dean Comments (optional)

Signature

Date

CFCCC Approval

CFCCC Comments (optional)

Signature

Date

CAS Signature

Select Request Type

- New Course
- Course Change
- Delete a Course

### New Course Form

Please enter new course information.

Course Title \*

Department \*

Division \*

Course Level \*

Prefix \*

Course Number \*

Effective Semester \*

Course Catalog Description (include prerequisites)

\* Chronological development of early mathematics, with emphasis on the great mathematicians and the corresponding concrete & pictorial representations utilized during periods of discovery and invention. Topics include numeration systems and geometry. Focus on extending understandings from physical representations to abstract/formula representations for the mathematics of the time in history. Prerequisite: MA 116 or consent of instructor.

Prerequisites

Restrictions \*

Course Offered \*

Primarily Attract \*

Specify type and amount of any additional fees or tuition of other than the norm.

Please state the rationale for offering this course:

\* This course will help meet KSDE requirements for Middle School Math teachers. Currently these students are required to take our 3 credit MA 381 History of Mathematics course. MA 381 is required for math Secondary Education majors. The content of 381 is over and above what is need for the Middle School Math majors. MA 281 and MA 381 will run concurrently for the first one-third of the semester.

Required for: Bachelor of Education in Elementary Education Middle School Math emphasis

Is this course required for the major? \*

If yes, which major(s)?

\*

Does this course replace an existing course? \*

How will the teaching of this course be staffed? \*

What, if any, additional equipment or facilities will be needed to teach this class?

Paste a copy of the master syllabus in the text area below. Please make sure the syllabus addresses 1) The extent and nature of the reading required for this course; 2) the writing component of the proposed course both qualitatively and quantitatively; 3) how student learning will be assessed.

\*

Attachment (optional) New Course Proposal MA281---syllabus.docx

Additional Comments

Is this course being proposed as a general education course? \*

Initiator First Name

Sarah

Initiator Last Name

Cook

Initiator Email

sarah.cook@washburn.edu

...3932303834

*Sarah Cook*

Initiator Signature

01/24/2022

Date

To be completed by the library:

Email address of librarian completing evaluation: alan.bearman@washburn.edu

Are current library holdings adequate? \* Yes

...3230343236

*Alan Bearman*

Library Signature

01/24/2022

Date

To be completed by Chair of the Department of Education:

Will addition of/changes to this course in any way alter the program leading to a teacher certification? \* Yes

If yes, please explain:

\* We have been in communication with the mathematics department. This course will be included in programs for Middle School Mathematics majors.

...3434313732

*Cherry Steffen*

Dept of Education Signature

01/24/2022

Date

Route to Affected Dept/School

Route to Division Chair

Route to Dean

Route to CFCCC

Division Chair Approver First Name

\* Seid

Division Chair Approver Last Name

\* Adem

Division Chair Approver Email

\* seid.adem@washburn.edu

Dean Approver First Name

\* Laura

Dean Approver Last Name

\* Stephenson

Dean Approver Email

\* laura.stephenson@washburn.edu

CFCCC Approver First Name

\* Bruce

CFCCC Approver Last Name

\* Mactavish

CFCCC Approver Email

\* bruce.mactavish@washburn.edu

CAS Comments (optional)

Empty text area for CAS Comments with scroll arrows.

Division Chair Approval

Division Chair Comments (optional)

Empty text area for Division Chair Comments with scroll arrows.

Signature

Date

Dean Approval

Dean Comments (optional)

Empty text area for Dean Comments with scroll arrows.

Signature

Date

CFCCC Approval

CFCCC Comments (optional)



Signature

Date

CAS Signature

Electronically signed by Kelly Erby on 01/24/2022 11:16:20 AM

Select Request Type

- New Course
- Course Change
- Delete a Course

**Course Change Form**

Please provide the requested course change information in the areas below

What is the subject code? \* MA

What is the course number? \* 381

Please indicate what about the course is to be changed?

Course title History of Mathematics

Course number

Course description (minor change) x

Course description (significant change)

Credit hours -- Choose --

Credit prerequisites Yes

Change from graded to credit/no credit No

Other

What is the rationale for the change?

\* We are changing the description to better reflect course content and to make it clear to the State that we are satisfying required coverage for Secondary Math teachers.

New Course description: Chronological development of mathematics, with emphasis on the great mathematicians and the corresponding concrete & pictorial representations utilized during periods of discovery and invention. Topics include numeration systems, algebra, geometry, measurement, probability, and statistics. Focus on extending understandings from physical representations to abstract/formula representations for the mathematics of the time in history... Prerequisite: MA 116 or consent of instructor.

What, if any, additional equipment or facilities will be needed to teach this class?

Is this course repeatable? No

Effective date: \* 7/1/2022

Initiator First Name  
Sarah

Initiator Last Name  
Cook

Initiator Email  
sarah.cook@washburn.edu

...3038303938

*Sarah Cook*

Initiator Signature

01/20/2022

Date

To be completed by the library:

Email address of librarian completing evaluation: alan.bearman@washburn.edu

Are current library holdings adequate? \* Yes

...3630383535

*Alan Bearman*

Library Signature

01/21/2022

Date

To be completed by Chair of the Department of Education:

Will addition of/changes to this course in any way alter the program leading to a teacher certification? \*

...3933373033

*Cherry Steffen*  
Dept of Education Signature

01/20/2022  
Date

Route to Affected Dept/School

Route to Division Chair

Route to Dean

Route to CFCCC

Division Chair Approver First Name

\* Seid

Division Chair Approver Last Name

\* Adem

Division Chair Approver Email

\* seid.adem@washburn.edu

Dean Approver First Name

\* Laura

Dean Approver Last Name

\* Stephenson

Dean Approver Email

\* laura.stephenson@washburn.edu

CFCCC Approver First Name

\* Bruce

CFCCC Approver Last Name

\* Mactavish

CFCCC Approver Email

\* bruce.mactavish@washburn.edu

CAS Comments (optional)

Division Chair Approval

Division Chair Comments (optional)

Signature

Date

Dean Approval

Dean Comments (optional)

Signature

Date

CFCCC Approval

CFCCC Comments (optional)

Signature

Date

CAS Signature

Electronically signed by Kelly Erby on 01/23/2022 9:55:06 PM

Select Request Type

- New Course
- Course Change
- Delete a Course

### New Course Form

Please enter new course information.

Course Title \*

Department \*

Division \*

Course Level \*

Prefix \*

Course Number \*

Effective Semester \*

Course Catalog Description (include prerequisites)

\* This course teaches students to recognize the vital role that social media play in an organization's communication efforts as well as exposes them to the material related to developing an effective social media strategy. The class functions as a social media agency where students produce high-quality work for a client. Prerequisites: MM321 or consent

Prerequisites

Restrictions \*

Course Offered \*

Primarily Attract \*

Specify type and amount of any additional fees or tuition of other than the norm.

Please state the rationale for offering this course:

\* This course is replacing the MM415 Promotions Writing course in the new Mass Media curriculum. This new course reflects the dramatic changes in the mass media field. As part of a mass media professional's well-rounded training, developing skills related to the strategic use of social media is vitally important to being competitive in today's job market.

Is this course required for the major? \*

If yes, which major(s)?

\*

Does this course replace an existing course? \*

How will the teaching of this course be staffed? \*

What, if any, additional equipment or facilities will be needed to teach this class?

Paste a copy of the master syllabus in the text area below. Please make sure the syllabus addresses 1) The extent and nature of the reading required for this course; 2) the writing component of the proposed course both qualitatively and quantitatively; 3) how student learning will be assessed.

\* MM 416 Digital & Social Content Strategies  
Syllabus

Class Information  
When: TBA  
Where: TBA  
Instructor: TBA  
Student Meeting Hours: TBA  
Office:  
Email:

Course Description  
Social media is everywhere. Increasingly, it is where people live out their lives – making

connections, staying informed, finding jobs, and even falling in love. It has helped give people a voice and connect them with their friends, other like-minded people, and those of differing opinions. Furthermore, it has opened up numerous communication channels for mass media professionals and brands to connect with current and potential audiences.

As part of a mass media professional's well-rounded training, developing skills related to the strategic use of social media is vitally important to being competitive on the job market. This course explores the role of social media in advertising, public relations, and journalism.

This course functions as both a course where material related to developing an effective social media strategy is presented, as well as a social media agency where students produce high-quality work for a client.

#### Course Learning Outcomes

At the conclusion of Digital & Social Content Strategies students will be able to:

- Recognize the vital role that social media play in an organization's communication and promotional efforts.
- Identify the ethical, legal, and privacy issues related to social media.
- Distinguish the key qualifications needed for a variety of positions within social media.
- Assess the major strategic areas related to social media including research, planning and strategy, implementation, and measurement.
- Conduct research related to social media trends, competitors, audiences, and the industry as a whole.
- Create content that will be applied to a real-world client.
- Measure the effectiveness of various social media strategies and tactics.
- Successfully work as an individual and as a team member to accomplish a variety of tasks related to social media.

#### Resources for Class

There is no required textbook for this course. However, I will supply various resources pertaining to the topics we discuss each week. These resources will be posted on the class D2L site.

- Social Media Today – This is an email newsletter that culls the day's biggest news stories in the world of social media from the industry's leading news sources. This will provide inspiration regarding your content creation for your projects. You may sign up for the newsletter and have it sent to your email at <https://www.socialmediatoday.com/signup/>.

#### Course Requirements and Grading

Your progress in meeting the course objectives will be assessed in a variety of ways. Grades will be computed on a percentage basis, with assignments receiving various weights. The grading scale is as follows:

A 90.00 and above B 80.00 – 89.99 C 70.00 – 79.99  
D 60.00 – 69.99 F 59.99 and below

Below are the assignments (and their approximated weights) that you will be responsible for in this course. Also, other assignments may be added as we progress through the semester.

#### Client Project (50%)

In order to apply the concepts explored in class and assess your comprehension of the material, you will complete a semester-long project for a professional client. This semester's client is the \_\_\_\_\_. As part of this project, you will be divided into teams based on a social media platform, and each member of the team will hold a specific position mirroring that of an actual social media marketing agency. The project will consist of fifteen (15) components. Directions and deadlines for each component will be posted on D2L in the corresponding topic week.

#### Peer Evaluation (5%)

As part of your group client project, you will also submit a peer evaluation for each component that you complete. **THESE MUST BE SUBMITTED TO THE CORRESPONDING "PEER EVALUATION" DROP BOXES ON D2L.** You will evaluate the members of your group (not yourself) as asked to do so in the directions. The scores will be totaled and then applied as a percentage based on the work that each member put into the assignment.

#### Weekly Review Quizzes (15%)

These quizzes are designed to assess your comprehension related to the material presented in class and through the readings. The assessments are to be completed on D2L. The format may vary, but will generally consist of ten (10) multiple-choice questions. All quizzes must be completed by 8:00 pm each Sunday.

#### Class Participation (10%)

You will receive two participation grades – one at the midpoint of the semester and one at the end of the semester. These grades will be based on your overall participation in class, meaning your responsiveness to answering and asking questions, attending class



consistently, your punctuality in attending class, and your overall engagement with the class discussion.

**Certifications (20%)**

In order to enhance your learning and provide a competitive resource for you on the job market, you will earn a variety of certifications. These will be related to different disciplines within digital and social media marketing. You will access these certification courses through Google Analytics Academy and D2L.

\*These values are approximate and may change during the course of the semester. Opportunities for extra credit are possible, but not guaranteed.

Attachment (optional) MM416\_Digital\_Social\_Content\_Strategies\_Syllabus.doc

Additional Comments

Is this course being proposed as a general education course? \*

Initiator First Name

Initiator Last Name

Initiator Email

...3937343435

*Maria Stover*

Date

Initiator Signature

To be completed by the library:

Email address of librarian completing evaluation:

Are current library holdings adequate? \*

...3730383633

*Alan Bearman*

Date

Library Signature

To be completed by Chair of the Department of Education:

Will addition of/changes to this course in any way alter the program leading to a teacher certification? \*

...3439313931

*Cherry Steffen*

Date

Dept of Education Signature

Route to Affected Dept/School

Route to Division Chair

Route to Dean

Route to CFCCC

Division Chair Approver First Name  
\*

Division Chair Approver Last Name  
\*

Division Chair Approver Email  
\*

Dean Approver First Name  
\*

Dean Approver Last Name  
\*

Dean Approver Email  
\*

CFCCC Approver First Name  
\*

CFCCC Approver Last Name  
\*

CFCCC Approver Email  
\*

CAS Comments (optional)

Division Chair Approval

Division Chair Comments (optional)

Signature

Date

Dean Approval

Dean Comments (optional)

Signature

Date

CFCCC Approval

CFCCC Comments (optional)

Signature

Date

CAS Signature

Electronically signed by Kelly Erby on 01/24/2022 9:37:46 PM

Select Request Type

- New Course
- Course Change
- Delete a Course

### New Course Form

Please enter new course information.

Course Title \*

Department \*

Division \*

Course Level \*

Prefix \*

Course Number \*

Effective Semester \*

Course Catalog Description (include prerequisites)

\* This course focuses on event planning and crisis communication from a media practitioner's perspective. Students will help plan and manage real-world events throughout the semester, putting into practice the skills they have learned. Along with this, the class studies creating and implementing crisis communications plans to show how organizations navigate the communication process during a crisis. Prerequisites: MM321 or consent.

Prerequisites

Restrictions \*

Course Offered \*

Primarily Attract \*

Specify type and amount of any additional fees or tuition of other than the norm.

Please state the rationale for offering this course:

\* Students in the mass media field need to be exposed to event planning and crisis communication. This course will be an elective as part of our new curriculum.

Is this course required for the major? \*

Does this course replace an existing course? \*

How will the teaching of this course be staffed? \*

What, if any, additional equipment or facilities will be needed to teach this class?

Paste a copy of the master syllabus in the text area below. Please make sure the syllabus addresses 1) The extent and nature of the reading required for this course; 2) the writing component of the proposed course both qualitatively and quantitatively; 3) how student learning will be assessed.

\* MM 421: Event Planning and Management  
Syllabus

Class Information

Instructor: Kristen Grimmer

When: TBA

Where: Henderson Lab 007

Kristen's Office: HC 312

Student Meeting Hours:

Contact: kristen.grimmer@washburn.edu; 620-687-2882 (you

may text as needed)

Important: This class is responsible for planning and executing the annual Mass Media Keynote Speaker Event and other various departmental activities.

You MUST be at the Keynote Speaker Event on [specified date]. This event is non-negotiable because our class will be working, coordinating, and decorating/cleaning up at the event so block off this date now in your calendar.

What you should know

This is an upper-level course that gives you a chance to learn about event planning from an organizational standpoint. Not only do students get to plan real-world events, but they also get to execute and manage those events as a part of the class. Along with this, the class will study creating and implementing crisis communications plans and strategies and also look at case studies designed to show how organizations navigate the communication process during a crisis.

Anti-Racist Classroom

I just want to take some space here to let you all know that I realize that there are a lot of negative things happening in our world. All of you are immersed every day in a society that has some real problems and I believe we all have a responsibility to work towards social justice in our classrooms, homes, workplaces, and communities.

I feel that it is important for you all to know that I see myself as an anti-racist who is on a journey of learning more every day about racism and working hard to fight for justice whenever I can. I acknowledge that I am a white woman who has racial power simply because of how I look, and I am often perceived as competent and non-threatening before someone even knows my name. I strive to use my racial power to advocate for my students in whatever way I can so that they can graduate successfully from Washburn and begin their chosen careers soon after graduation.

In this class, we will use anti-racist pedagogy and for me, that means that we first humanize each other, both students and professor, as we study together. We will practice speaking, listening, engaging, and empathizing with each other in this class because we want to get to know each other as human beings and to validate each other's lived experiences. As we study event planning, management and crisis communications, we will meaningfully and carefully integrate the study of diversity, equity, and inclusion in our lessons.

Did you know that Washburn offers a lot of resources to help make our living and learning spaces more inclusive for everyone? Check out a list of resources on the Diversity & Inclusion website.

What you'll learn

When you finish MM 421, students should be able to learn a few key things called course objectives that relate to our program student learning objectives. We will focus on the following program objectives:

Program Student Learning Objectives:

PSLO 2: Research, organize, present and/or communicate information in meaningful ways to diverse audiences.

PSLO 4: Identify diversity, ethics, equality and human rights, the interconnectedness of societies and cultures, and demonstrate a commitment to finding solutions to problems that affect the world.

Different assignments that you have this semester will show me the course objectives that you've learned and how well you learned this knowledge. Here is how I will measure this:

You learn how to... You demonstrate this by...

Identify and apply common practices and strategies surrounding event planning and management      Event Plan, Class Discussions, Reaction Papers, Execution of the Event  
Research, organize, and communicate information in meaningful ways to diverse audiences (PSLO 2)      Event Campaign Plan, Crisis Communications Case Study, Crisis Communications Project (assessment tool for PSLO 2)

Demonstrate how to manage crisis communications from an organizational standpoint  
Crisis Communications Case Study, Crisis Communications Project

Identify diversity, ethics, equality and human rights, the interconnectedness of societies and cultures, and demonstrate a commitment to finding solutions to problems that can affect the world. (PSLO 4)      Crisis Communications Case Study, Crisis Communications Project (PSLO 4 assessment tool)

Identify diverse audiences that communications practitioners work with during crisis  
Class Discussions, Reaction Papers, Crisis Communications Case Study, Crisis Communications Project

Resources:

Here are the things you will need for this class:

- Access to the MM 421 class D2L site.
- Access to your personal Washburn email address.
- Access to Zoom

• The textbook Crisis Communications: A Casebook Approach by Kathleen Fearn-Banks, 4th Edition, ISBN-10: 0415880599 (You can buy this for very cheap as a used book on Amazon). Chapters 1 and 2 are PDFs on D2L so that you can still do your Reaction Paper assignments if you're waiting on your book to come in the mail. .

#### Talk to Me

If you need to get in touch with me, email or text is the best way. I check these often and will get back to you as soon as possible. However, please keep in mind I like sleep and I do not stay up late. If you text/email me late at night, I probably won't respond until the next day.

Don't be shy about reaching out to chat with me anytime. Also, you can schedule an appointment with me through Navigate. My calendar link is on the first page.

#### Participation Grades

As this is an upper-division course, participation features as a part of your semester grade. You will earn your participation grade based on frequent quality participation.

Active participation in the course is imperative. You will be assessed on your participatory effort in the course in several ways including punctuality and attending class sessions, actively listening to me and your classmates, and actively participating in class discussions. A participation grade will be assigned for each day we meet.

Your participation in class should demonstrate that you have read and thought about the material for the day's discussion. Merely debating your classmates for the sake of debating may not substantially add to your grade.

#### Attendance

I track attendance through participation grades that I take every time we are in class. If you don't show up, you will miss participation points for the day and there are no exceptions for this to be fair to everyone. Also, it's always good manners to send me a quick email and let me know when you plan to be gone and why even if it's unexcused.

I do not excuse absences for this class unless you are part of a university-approved trip, like for athletics, or for a major religious holiday. However, you must let me know ahead of time about these types of absences AND provide some documentation for me to excuse them.

Doctors' appointments, interviews, family trips, etc. are not a reason to miss class and those will not be excused.

You may miss a total of five class periods, although you will lose participation points for these sessions. After six absences, you will be unable to pass the class and should plan to withdraw or you will earn an F.

Coming to class late or leaving early counts as a tardy. Three tardies will equal one absence, so please do your best to be in class for the full period of time when we are scheduled to be there.

#### Grading

Your final grade will be determined on a percentage of 1,000 points. If you do not show up to the prep session for the Keynote Speaker Event and the event itself, you will receive a 0 in the class. If you miss the Press Conference at the end of the semester you will receive a 0 in the class.

140 pts. Participation in the Class Discussions (10 pts. per class discussion)

75 pts. Alumni Newsletter Assignments (3 issues at 25 pts. each)

200 pts. Participation and execution of Keynote Speaker Event, WIFI Film Festival, and

Alumni After Hours (Absence at the events will result in a 0 in the class)

40 pts. 2 Learning Journals (20 pts. each)

160 pts. 16 Reaction Papers (10 pts. each)

60 pts. Crisis Communication Phase 1

75 pts. Crisis Communication Phase 2

100 pts. Crisis Communication Phase 3

100 pts. Press Conference (Absence at the event will result in a 0 for the Crisis Communication Project)

50 pts. Portfolio

1,000 pts. Semester total

(Important: These point values are approximate and may change during the course of the semester.)

The semester percentage grading scale is as follows:

90 – 100 percent = A

80 – 89 percent = B

70 – 79 percent = C

60 – 69 percent = D

0 – 59 percent = F

#### \*\*\*\*\*IMPORTANT DISCLAIMER\*\*\*\*\*

This syllabus is subject to change throughout the semester. All changes will be made thoughtfully and with mindfulness about being fair to both the teacher and the student. All changes will be announced in multiple ways, and it is the student's responsibility to stay on

top of those changes.

I will not make exceptions and take late work from students who miss class because of a change in schedule. If a student is not in class, he or she forfeits the right to turn in an assignment and receive a grade.

If the stated conditions of an assignment were not met, I reserve the right to NOT accept the assignment and give the student a "0" on the assignment.

Attachment (optional) MM\_421\_Event\_Planning\_Management.docx

Additional Comments

Empty text box for additional comments with scroll arrows.

Is this course being proposed as a general education course? \* No [v]

Initiator First Name  
Maria

Initiator Last Name  
Stover

Initiator Email  
maria.stover@washburn.edu

...3931353734

*Maria Stover*

01/23/2022  
Date

Initiator Signature

To be completed by the library:

Email address of librarian completing evaluation: alan.bearman@washburn.edu

Are current library holdings adequate? \* Yes [v]

...3530393835

*Alan Bearman*

01/24/2022  
Date

Library Signature

To be completed by Chair of the Department of Education:

Will addition of/changes to this course in any way alter the program leading to a teacher certification? \* No [v]

...3533303731

*Cherry Steffen*

01/24/2022  
Date

Dept of Education Signature

Route to Affected Dept/School

Route to Division Chair

Route to Dean

Route to CFCCC

Division Chair Approver First Name  
\* Kristen

Division Chair Approver Last Name  
\* Grimmer

Division Chair Approver Email  
\* kristen.grimmer@washburn.edu

Dean Approver First Name  
\* Laura

Dean Approver Last Name  
\* Stephenson

Dean Approver Email  
\* laura.stephenson@washburn.edu

CFCCC Approver First Name  
\* Bruce

CFCCC Approver Last Name  
\* Mactavish

CFCCC Approver Email  
\* bruce.mactavish@washburn.edu

CAS Comments (optional)

Empty text box for CAS comments with scroll arrows.

Division Chair Approval

Division Chair Comments (optional)

Empty text box for division chair comments with scroll arrows.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean Approval

Dean Comments (optional)

Signature

Date

CFCCC Approval

CFCCC Comments (optional)

Signature

Date

CAS Signature

Electronically signed by Kelly Erby on 01/24/2022 9:36:22 PM

Select Request Type

- New Course
- Course Change
- Delete a Course

### Course Change Form

Please provide the requested course change information in the areas below

What is the subject code? \* TH

What is the course number? \* 202

Please indicate what about the course is to be changed?

Course title

Course number

Course description (minor change)

Course description (significant change) Yes

Credit hours -- Choose --

Credit prerequisites -- Choose --

Change from graded to credit/no credit -- Choose --

Other

What is the rationale for the change?

\*What is the rationale for the change?  
When the B.A. in Theatre was updated, the acting course sequence was updated. This change reflects updated course focus; updated USLOs have already been approved for Gen Ed requirements. This course description better aligns with the learning objectives of the course.  
Describe the nature of the proposed change (include prerequisites if entering course description):  
  
Change course description FROM: "Movement, voice and improvisation exercises and activities. Introduction to basic acting principles and practice, developing focus and imagination."  
  
TO: "Introduction to basic acting principles and practice involving physical, vocal, improvisatory, and text-based character analysis and performance techniques."  
  
Proposed course description and prerequisites:  
"TH 202 Acting I (3credits): Introduction to basic acting principles and practice involving physical, vocal, improvisatory, and text-based character analysis and performance techniques."(General Ed Creative Performing, General Ed Humanities.)"

What, if any, additional equipment or facilities will be needed to teach this class?

none

Is this course repeatable? No

Effective date: \* 1/24/2022

Initiator First Name  
Julie

Initiator Last Name  
Noonan

Initiator Email  
julie.noonan@washburn.edu

...3038303035

*Julie Noonan*  
Initiator Signature

01/20/2022  
Date

To be completed by the library:



Email address of librarian completing evaluation: alan.bearman@washburn.edu

Are current library holdings adequate? \* Yes

...3633323835

Alan Bearman

01/21/2022

Library Signature

Date

To be completed by Chair of the Department of Education:

Will addition of/changes to this course in any way alter the program leading to a teacher certification? \* No

...3834383434

Cherry Steffen

01/20/2022

Dept of Education Signature

Date

Route to Affected Dept/School

Route to Division Chair

Route to Dean

Route to CFCCC

Division Chair Approver First Name

\* Kristen

Division Chair Approver Last Name

\* Grimmer

Division Chair Approver Email

\* kristen.grimmer@washburn.edu

Dean Approver First Name

\* Laura

Dean Approver Last Name

\* Stephenson

Dean Approver Email

\* laura.stephenson@washburn.edu

CFCCC Approver First Name

\* Bruce

CFCCC Approver Last Name

\* Mactavish

CFCCC Approver Email

\* bruce.mactavish@washburn.edu

CAS Comments (optional)

Empty text area for CAS Comments with scroll arrows.

Division Chair Approval

Division Chair Comments (optional)

Empty text area for Division Chair Comments with scroll arrows.

Signature

Date

Dean Approval

Dean Comments (optional)

Empty text area for Dean Comments with scroll arrows.

Signature

Date

CFCCC Approval

CFCCC Comments (optional)

Empty text area for CFCCC Comments with scroll arrows.

Signature

Date

CAS Signature

Electronically signed by Kelly Erby on 01/23/2022 9:23:52 PM

Select Request Type

- New Course
- Course Change
- Delete a Course

**Course Change Form**

Please provide the requested course change information in the areas below

What is the subject code? \* TH

What is the course number? \* 207

Please indicate what about the course is to be changed?

Course title

Course number

Course description (minor change)

Course description (significant change)

Credit hours

Credit prerequisites

Change from graded to credit/no credit

Other

What is the rationale for the change?

\* When the B.A. in Theatre was updated the required courses for Theatre history were condensed from 3 to 2. The periods covered in Late Theatre History have been broadened to reflect this change and open beyond the Western focus of an older course description. This course change better reflects the subject matter students will experience in this course.

Change title and course description FROM: TH 207 Late Theatre History (18th century to contemporary) (3) Play-reading in historical context. Study of elements of production, performance practice, and style which emerge representative of period. Periods: Restoration, French and Spanish Classicism, Neoclassicism, Romanticism, Realism. Students who enroll in or have completed EN 236 are ineligible to enroll in TH 207. (General Ed Creative Performing, General Ed Humanities. Critical and Creative Thinking.)"

Change course title and description TO: "TH 207 Late Theatre History: Play-reading in historical context. Study and interpretation of dramatic and performance texts including elements of production, performance practice, form, and style. Representative periods span from 18th century to Contemporary. (General Ed Creative Performing, General Ed Humanities. Critical and Creative Thinking.)"

Proposed course description and prerequisites:

"Play-reading in historical context. Study and interpretation of dramatic and performance texts including elements of production, performance practice, form, and style. Representative periods span from 18th century to Contemporary. (General Ed Creative Performing, General Ed Humanities. Critical and Creative Thinking.)"

What, if any, additional equipment or facilities will be needed to teach this class?

Is this course repeatable?

Effective date: \*

Initiator First Name

Initiator Last Name

Initiator Email

*Julie Noonan*  
Initiator Signature

01/20/2022  
Date

To be completed by the library:

Email address of librarian completing evaluation:

Are current library holdings adequate?

...3635343233

*Alan Bearman*  
Library Signature

01/24/2022  
Date

To be completed by Chair of the Department of Education:

Will addition of/changes to this course in any way alter the program leading to a teacher certification?

...3532333238

*Cherry Steffen*  
Dept of Education Signature

01/20/2022  
Date

Route to Affected Dept/School

Route to Division Chair

Route to Dean

Route to CFCCC

Division Chair Approver First Name

\*

Division Chair Approver Last Name

\*

Division Chair Approver Email

\*

Dean Approver First Name

\*

Dean Approver Last Name

\*

Dean Approver Email

\*

CFCCC Approver First Name

\*

CFCCC Approver Last Name

\*

CFCCC Approver Email

\*

CAS Comments (optional)

Division Chair Approval

Division Chair Comments (optional)

Signature

Date

Dean Approval

Dean Comments (optional)

Signature

Date

CFCCC Approval

CFCCC Comments (optional)

Signature

Date

CAS Signature

Electronically signed by Kelly Erby on 01/24/2022 9:16:41 PM

## A. The College of Arts and Sciences

### 1. General Policy

The College of Arts and Sciences of Washburn University wishes to maintain the highest possible standards of teaching, scholarship and service; to ensure every faculty member full academic freedom; to render every qualified faculty member secure in **their** profession; and to enable the College of Arts and Sciences to rely on the continuous employment of a **competent** faculty. It is, therefore, the policy of the College of Arts and Sciences to provide stability and continuity of employment for the faculty in an atmosphere of academic integrity and mutual confidence.

The basic responsibilities of the College of Arts and Sciences are to preserve, augment, criticize, and transmit knowledge and to encourage creativity. Thus, the College of Arts and Sciences should appoint, develop and retain distinguished faculty members with outstanding qualification. Tenure and promotion within the College of Arts and Sciences are consistent with general University policy in emphasizing the importance of teaching, scholarship, and service by its faculty.

Appointment or promotion to the rank of Associate Professor normally requires a record of success in teaching, scholarship, and service. Appointment or promotion to the rank of Professor normally requires **excellence in** teaching, scholarship, and service.

Promotion and tenure in the College of Arts and Sciences at Washburn University are never automatic. They must be earned.

### 2. Minimum Requirements for Consideration for Promotion and Tenure

#### a. Education

Granting of tenure and appointment to the rank of Assistant Professor or higher normally requires completion of professional education in most fields marked by the Ph.D. or other recognized terminal degree.

#### b. Experience

Beginning with appointment to the rank of full-time assistant professor or a higher rank, the probationary period at Washburn University shall not exceed six years. At least three of these six years must be at Washburn as a full-time assistant professor or higher rank. Up to three years credit may be granted for full-time *teaching at Washburn* or other institutions of higher education.

For promotion to Associate Professor, the candidate must have completed six years of full-time college-level academic experience, the last three of which must have been at the Assistant Professor rank. If the candidate is eligible for promotion during the year of the tenure decision, then one petition and one departmental committee may be used for both. Where a department employs different standards for tenure and for promotion, the relevant set of standards must be met for each. A candidate for Associate Professor whose petition for tenure is denied may not be promoted.

For promotion to Professor, the candidate must have completed ten years of full-time college-level academic experience, four of which must have been at the Associate Professor rank.

### c. Teaching

Effective teachers are essential to the College of Arts and Sciences. The quality of instruction must be judged by its intrinsic purposes: to transmit and preserve knowledge, to encourage critical and creative thought, to foster a lively interest in learning, and to stimulate a continuing commitment to inquiry.

Evidence of teaching effectiveness could include but is not limited to

- student learning
- peer review by colleagues
- record of pedagogical training
- record of teaching innovation, either in pedagogy or content
- student perceptions and opinions
- a process of continuous improvement
- mentoring of independent student research projects (e.g., WTEs, Apeiron)

### d. Research and Scholarship

Scholarly activity is the obligation of all tenure-track members of the faculty of the College of Arts and Sciences. A faculty member's scholarship must be judged by their contributions to knowledge through peer-reviewed publications or peer-reviewed creative activities in their discipline.

Evidence of scholarly activities could include but is not limited to

- publication of books and book chapters
- publication of articles and reviews of a scholarly nature
- the presentation of professional papers
- the conducting of professional workshops
- the receipt of grants, awards and fellowships for scholarly work
- achievement in peer-reviewed art related to a faculty member's work, such as musical performance compositions, arrangements, recordings, or juried or invitational art exhibits

### e. Service

Service to the department, to the College of Arts and Sciences, to the University, to the profession, and/or to the community is the responsibility of each faculty member. For this purpose, community service must draw upon professional expertise.

Evidence of service activities could include but is not limited to

- student advising
- active participation in the department and on committees
- administrative leadership
- sponsorship of student organizations
- serving as a representative of the University where professionally appropriate
- work with community partner(s)
- activities promoting and advancing diversity and inclusion

**Commented [KE1]:** Should this go in teaching or service?  
To be discussed again at Feb. CFC meeting.

- membership on professional boards or organizations
- reviews of manuscripts for journals, publishers, grant funding, or conferences
- invited lectures to campus or community groups

### 3. Procedures for Recommendation for Promotion

- In the fall of the initial year of eligibility, the Dean of the College of Arts and Sciences will forward to the chairperson of each department the names of all tenured and non-tenured members of its faculty below the rank of Professor who will have met the minimum educational and experiential requirements for promotion in academic rank by the end of that academic year.
- The department chairperson will inform the candidates, invite them to submit the appropriate form and to supply whatever other materials they desire to substantiate their qualifications, and oversee the election of a departmental committee of at least five (5) tenured members of higher academic rank than the candidate. The department chairperson will not be a member of this committee, nor will any other candidate for promotion, nor will members of the College Committee on Promotion and Tenure. The department chairperson will not serve on the College Committee for Promotion and Tenure during the time in which the department has a candidate for promotion.
- If the department lacks the necessary five members, the candidate will submit to the Dean of the College of Arts and Sciences a list of higher-ranking members of other college departments. The list shall be at least twice that number lacking in the candidate's department. The Dean, in consultation with the College Promotion and Tenure Committee, then will select the final members of the committee.
- The candidate may choose which of the committee members he or she wants to chair the committee.
- All department members are encouraged to submit recommendations on promotion to the department promotion committee. These recommendations become part of the candidate's file and are submitted with the file to the Dean.
- If there is a negative decision by the department committee, its chairperson will promptly inform the candidate, and the file will be forwarded to the Dean only at the candidate's request.
- If the department committee determines that a recommendation for promotion is in order, that recommendation together with supporting materials will be forwarded to the Dean of the College of Arts and Sciences through the department chairperson.
- The department chairperson will submit their recommendation to the Dean.
- The Dean will distribute the materials to the College Committee on Promotion and Tenure for its consideration. The College Committee on Promotion and Tenure will provide copies of its recommendations to the candidate at the time it submits the recommendations to the Dean of the College. Upon receipt of the College Promotion and Tenure recommendations, the Dean will also submit to the Vice President for Academic Affairs their recommendations together with the recommendations of the College Promotion and Tenure Committee, the department chairperson, and the departmental committee.

### 4. Procedures for Recommendation for Tenure

- a. In the fall of each year, the Vice President for Academic Affairs of the University distributes to the dean of each major academic unit a list of faculty members whose tenure status must be reviewed before the end of the current academic year. In academic units with departments, the deans then will inform the appropriate department chairs.
- b. The department chairperson will inform the candidates, invite them to submit the appropriate form and to supply whatever other materials they desire to substantiate their qualifications, and oversee the election of a departmental committee of at least five (5) tenured members of the department. The department chairperson will not be a member of this committee, nor will members of the College Committee on Promotion and Tenure. The department chairperson will not serve on the College Committee on Promotion and Tenure during the time in which the department has a candidate for tenure.
- c. The department chairperson will submit the names of the committee members to the Dean.
- d. If the department does not have five tenured members, the candidate will submit to the Dean of the College of Arts and Sciences a list of tenured members of other University departments. The list shall be at least twice that number lacking in the candidate's department. From it, the Dean, together with the CCPT, will make the final selection.
- e. All department members are encouraged to submit recommendations on tenure to the departmental tenure committee. These recommendations become part of the candidate's file and are submitted with the file to the Dean.
- f. The decision of the departmental committee will be forwarded to the Dean of the college through the department chairperson, who will also transmit their recommendation.
- g. The Dean of the College of Arts and Sciences will make available all submitted material to the College Committee on Promotion and Tenure for its consideration. The College Committee on Promotion and Tenure will provide copies of its recommendations to the candidate at the time it submits its recommendations to the Dean of the College. Upon receipt of the College Promotion and Tenure Committee recommendations, the Dean will submit to the Vice President for Academic Affairs their recommendations together with the recommendations of the College Promotion and Tenure Committee, the department chairperson, and the departmental committee.
- h. In cases where candidates are awarded tenure but do not earn the rank of Associate Professor, the faculty member, in collaboration with the department chair, dean, and/or Vice President for Academic Affairs, will work in a consensual process to help the faculty member reach the professional level where promotion may be obtained.



Select Request Type

- New Program
- Program Change
- Program Deletion

**Change Program Form**

Please provide the requested program change information in the areas below

What is the program title?

What is the rationale for the change?

Our current wording lists several classes that can not be taken for the minor. For clarity, we are changing this to list the classes that must and/or can be taken to fulfill the minor requirements. Additionally, the Department has voted to require both MA 151 Calculus I and MA 207 Discrete Mathematics for all students obtaining a minor.

Complete revised description:

Students who exercise the optional minor in Mathematics will fulfill the 15 credit-hour requirement by taking the following courses:

- MA 151 Calculus I (5 credits)
- MA 207 Discrete Mathematics (3 credits)
- Select at least 1 course from MA 301/331/344/354/371 (at least 3 credits)
- To complete the 15 credit-hour minor, select remaining courses from MA 152/253/301/331/344/354/367/371/380
- NOTE: 6 hours of 300 level math courses are required

Describe the nature of the proposed change:

We are requiring MA 151 and MA 207. We are also changing the wording of the minor for clarity.

Do you currently have the equipment and facilities to teach the classes within the proposed change?

Does this change affect any other departments?

Effective date:

Initiator First Name	Initiator Last Name	Initiator Email
<input type="text" value="Sarah"/>	<input type="text" value="Cook"/>	<input type="text" value="sarah.cook@washburn.edu"/>

...3630373533

<u>Sarah Cook</u>	01/20/2022
Initiator Signature	Date

To be completed by the library:

Email address of librarian completing evaluation:

Are current library holdings adequate?

...3734393038

<u>Alan Bearman</u>	01/21/2022
Library Signature	Date

To be completed by Chair of the Department of Education:

Will addition of/changes to this course in any way alter the program leading to a teacher certification?

...3738323231

<u>Cherry Steffen</u>	01/20/2022
Dept of Education Signature	Date

- |   |  |   |  |
|---|--|---|--|
| Route to Division Chair <input checked="" type="checkbox"/> | Route to Affected Dept/School <input type="checkbox"/> | Route to Dean <input checked="" type="checkbox"/> | Route to CFCCC <input checked="" type="checkbox"/> |
| Route to CFC <input checked="" type="checkbox"/>            | Route to CAS General Faculty <input type="checkbox"/>  |   |  |

Division Chair Approver First Name

\* Seid

Division Chair Approver Last Name

\* Adem

Division Chair Approver Email

\* seid.adem@washburn.edu

Dean Approver First Name

\* Laura

Dean Approver Last Name

\* Stephenson

Dean Approver Email

\* laura.stephenson@washburn.edu

CFCCC Approver First Name

\* Bruce

CFCCC Approver Last Name

\* Mactavish

CFCCC Approver Email

\* bruce.mactavish@washburn.edu

CAS Comments (optional)

Empty text area for CAS Comments with up/down arrows.

Division Chair Approval

Division Chair Comments (optional)

Empty text area for Division Chair Comments with up/down arrows.

Signature

Date

Dean Approval

Dean Comments (optional)

Empty text area for Dean Comments with up/down arrows.

Signature

Date

CFCCC Approval

CFCCC Comments (optional)

Empty text area for CFCCC Comments with up/down arrows.

Signature

Date

CFC Approval

CFC Comments (optional)

Empty text area for CFC Comments with up/down arrows.

Signature

Date

CAS Signature

Electronically signed by Kelly Erby on 01/24/2022 10:32:57 AM

Select Request Type

- New Program
- Program Change
- Program Deletion

### Change Program Form

Please provide the requested program change information in the areas below

What is the program title?

What is the rationale for the change?

Complete revised description:

Describe the nature of the proposed change:

Do you currently have the equipment and facilities to teach the classes within the proposed change?

Does this change affect any other departments?

Effective date:

Initiator First Name  Initiator Last Name  Initiator Email

...3631353738

Sarah Cook 01/20/2022  
Initiator Signature Date

To be completed by the library:

Email address of librarian completing evaluation:

Are current library holdings adequate?

...3635333937

Alan Bearman 01/21/2022  
Library Signature Date

To be completed by Chair of the Department of Education:

Will addition of/changes to this course in any way alter the program leading to a teacher certification?

...3831313534

Cherry Steffen 01/20/2022  
Dept of Education Signature Date

- Route to Division Chair
- Route to CFC
- Route to Affected Dept/School
- Route to CAS General Faculty
- Route to Dean
- Route to CFCCC

Division Chair Approver First Name  Division Chair Approver Last Name  Division Chair Approver Email

Dean Approver First Name

\* Laura

Dean Approver Last Name

\* Stephenson

Dean Approver Email

\* laura.stephenson@washburn.edu

CFCCC Approver First Name

\* Bruce

CFCCC Approver Last Name

\* Mactavish

CFCCC Approver Email

\* bruce.mactavish@washburn.edu

CAS Comments (optional)

Empty text area for CAS Comments with scroll arrows.

Division Chair Approval

Division Chair Comments (optional)

Empty text area for Division Chair Comments with scroll arrows.

Signature

Date

Dean Approval

Dean Comments (optional)

Empty text area for Dean Comments with scroll arrows.

Signature

Date

CFCCC Approval

CFCCC Comments (optional)

Empty text area for CFCCC Comments with scroll arrows.

Signature

Date

CFC Approval

CFC Comments (optional)

Empty text area for CFC Comments with scroll arrows.

Signature

Date

CAS General Faculty Approval

CAS General Faculty Comments (optional)

Empty text area for CAS General Faculty Comments with scroll arrows.

Signature

Date

CAS Signature

Electronically signed by Kelly Erby on 01/23/2022 9:30:51 PM

Select Request Type

- New Program
- Program Change
- Program Deletion

**Change Program Form**

Please provide the requested program change information in the areas below

What is the program title?

\* Advertising and Public Relations

What is the rationale for the change?

\* The new Advertising and Public Relations concentration was approved during AY2020-2021. We are now following CFCCC recommendation to create a new course called MM416 Digital and Social Content Strategies. We would like this new course to replace the MM415 Promotions Writing course within this concentration to reflect the latest curriculum changes.

Complete revised description:

Describe the nature of the proposed change:

\* Replace the MM415 Promotions Writing course with the new MM416 Digital and Social Content Strategies. The new MM 416 Digital and Social Content Strategies is up for approval while the MM415 Promotions Writing is being deleted from the catalog. Both MM415 and MM416 are upper-level, three-credit-hour courses so they do not affect the total hours within the program or the distribution between upper and lower-level hours.

Do you currently have the equipment and facilities to teach the classes within the proposed change? \* Yes

Does this change affect any other departments? \* No

Effective date: \* fall 2022

Initiator First Name: Maria  
Initiator Last Name: Stover  
Initiator Email: maria.stover@washburn.edu

...3437303136

Maria Stover                      01/23/2022  
Initiator Signature                      Date

To be completed by the librarian:

Email address of librarian completing evaluation: alan.bearman@washburn.edu

Are current library holdings adequate? \* Yes

...3131343530

Alan Bearman                      01/26/2022  
Library Signature                      Date

To be completed by Chair of the Department of Education:

Will addition of/changes to this course in any way alter the program leading to a teacher certification? \* No

...3136333532

Cherry Steffen                      01/24/2022  
Dept of Education Signature                      Date

- Route to Division Chair
- Route to Affected Dept/School
- Route to Dean
- Route to CFCCC
- Route to CFC
- Route to CAS General Faculty

Division Chair Approver First Name

\* Kristen

Division Chair Approver Last Name

\* Grimmer

Division Chair Approver Email

\* kristen.grimmer@washburn.edu

Dean Approver First Name

\* Laura

Dean Approver Last Name

\* Stephenson

Dean Approver Email

\* laura.stephenson@washburn.edu

CFCCC Approver First Name

\* Bruce

CFCCC Approver Last Name

\* Mactavish

CFCCC Approver Email

\* bruce.mactavish@washburn.edu

CAS Comments (optional)

Empty text area for CAS Comments with up/down arrows.

Division Chair Approval

Division Chair Comments (optional)

Empty text area for Division Chair Comments with up/down arrows.

Signature

Date

Dean Approval

Dean Comments (optional)

Empty text area for Dean Comments with up/down arrows.

Signature

Date

CFCCC Approval

CFCCC Comments (optional)

Empty text area for CFCCC Comments with up/down arrows.

Signature

Date

CFC Approval

CFC Comments (optional)

Empty text area for CFC Comments with up/down arrows.

Signature

Date

CAS Signature

Electronically signed by Kelly Erby on 01/26/2022 9:02:15 AM

Select Request Type

- New Program
- Program Change
- Program Deletion

### Change Program Form

Please provide the requested program change information in the areas below

What is the program title?

Contemporary Journalism

What is the rationale for the change?

The Contemporary Journalism concentration is the staple of the Mass Media program, but because of the rapid changes in this field, it needs periodic updates. The last update to this concentration was done over 12 years ago. The proposed changes address course updates, but do not affect the catalog description, title, or total credit hours of this concentration.

Complete revised description:

Sequence of courses with notes on the ones that are changing:

MM100 Introduction to Mass Media  
MM 199 Professional Media Applications  
MM 202 Professional Media Writing  
MM 300 Media Law, Ethics & Diversity  
MM321 Advanced Professional Media Applications  
MM400 Media Literacy (deleting this class; this is a change across all MM concentrations)  
MM403 Advanced Professional Media Writing  
MM308 Introduction to Film and Video Techniques OR MM311 TV Studio Production (students get to pick one; either one will replace MM409, which we have not offered for many years)  
MM 326 Student Media Practicum (1 cr.)  
MM 426 Advanced Student Media Practicum (2 cr.) (both MM326 and MM426 add up to 3 credits and replace the MM431 Creative Media Practicum class)  
MM 416 Digital and Social Content Strategies (this new class replaces MM422 Editing)  
MM 494 Internship  
MM 499 Career Development & Digital Portfolio  
Upper-level electives for this concentration will change from 6 credit hours to 9 credit hours (because of the deletion of MM400)  
Total credits remain at 40

Describe the nature of the proposed change:

The proposed changes affect several courses within the concentration. In particular:

- 1) deletion of MM400 Media Literacy course. This change is being made across all MM concentrations.
- 2) replacement of MM409 Electronic Journalism, which we have not taught for over eight years, with the option to take either MM308 Introduction to Film and Video Techniques OR MM311 TV Studio Production. Both classes are excellent substitutes for the MM409 course, so we wanted to give students the option to select one or the other.
- 3) replacement of MM431 Creative Media Practicum with a new set of MM326 Student Media Practicum (1cr) and MM 426 Advanced Student Media Practicum (2 cr)
- 4) replacement of MM422 Editing, which will be deleted, with the new MM416 Digital and Social Content Strategies. The copyediting skills are still being taught in the MM403, MM326 and MM426 classes. By adding a new course to this concentration, we are addressing the demands of the professional field.
- 5) Because of the deletion of MM400 Media Literacy, this concentration will have 9 instead of 6 upper-level electives. This is seen as a desirable change because students like to augment their journalism skills with additional film/video, advertising and PR classes.

MM416 is the only course that's needing approval as a new course during AY2021-2022. All other courses were approved during AY2020-2021.

Do you currently have the equipment and facilities to teach the classes within the proposed change?

Does this change affect any other departments?

Effective date:

Initiator First Name

Initiator Last Name

Initiator Email

*Maria Stover*

01/23/2022

Initiator Signature

Date

To be completed by the library:

Email address of librarian completing evaluation:

Are current library holdings adequate? \*

*Alan Bearman*

01/24/2022

Library Signature

Date

To be completed by Chair of the Department of Education:

Will addition of/changes to this course in any way alter the program leading to a teacher certification? \*

*Cherry Steffen*

01/24/2022

Dept of Education Signature

Date

Route to Division Chair

Route to Affected Dept/School

Route to Dean

Route to CFCCC

Route to CFC

Route to CAS General Faculty

Division Chair Approver First Name

Division Chair Approver Last Name

Division Chair Approver Email

\*

\*

\*

Dean Approver First Name

Dean Approver Last Name

Dean Approver Email

\*

\*

\*

CFCCC Approver First Name

CFCCC Approver Last Name

CFCCC Approver Email

\*

\*

\*

CAS Comments (optional)

^  
v

Division Chair Approval

Division Chair Comments (optional)

^  
v

Signature

Date

Dean Approval

Dean Comments (optional)

^  
v

Signature

Date

CFCCC Approval

CFCCC Comments (optional)

^  
v

Signature

Date



CFC Approval

CFC Comments (optional)

Signature

Date

CAS Signature

Electronically signed by Kelly Erby on 01/24/2022 9:22:55 PM

Select Request Type

- New Program
- Program Change
- Program Deletion

**Change Program Form**

Please provide the requested program change information in the areas below

What is the program title?

\* Film and Video

What is the rationale for the change?

\* We would like to replace one course within the Film and Video concentration to expand the skills of our film/video students as well as meet the demands of the mass media field.

Complete revised description:

The proposed change does not affect the catalog description, title, or total credit hours of this concentration.  
Proposed sequence:  
MM100 Introduction to Mass Media  
MM 199 Professional Media Applications  
MM 222 Screenwriting  
MM 300 Media Law, Ethics & Diversity  
MM 312 Cinematography  
MM 350 Film Editing and Theory  
MM 372 Film Production  
MM 321 Advanced Professional Media Applications (only change)  
MM 405 Documentary Filmmaking  
MM 414 Advanced Film Production  
MM499 Career Development & Digital Portfolio  
MM494 Internship

Describe the nature of the proposed change:

\* The requested change involves the replacement of the MM400 Media Literacy course (3 credits) with the MM321 Advanced Professional Media Applications course (3 credits). MM321 was updated during AY2020-2021 when we updated 90% of our courses. MM400 will be deleted because it's not part of the new curriculum. Both MM400 and MM321 are upper-level, three-credit-hour courses so they do not affect the total hours within the program or the distribution between upper and lower-level hours.

Do you currently have the equipment and facilities to teach the classes within the proposed change? \* Yes

Does this change affect any other departments? \* No

Effective date: \* fall 2022

Initiator First Name  
Maria

Initiator Last Name  
Stover

Initiator Email  
maria.stover@washburn.edu

...3335393039

*Maria Stover*

Initiator Signature

01/23/2022  
Date

To be completed by the library:

Email address of librarian completing evaluation: alan.bearman@washburn.edu

Are current library holdings adequate? \* Yes

...3335383331

*Alan Bearman*

Library Signature

01/24/2022  
Date

To be completed by Chair of the Department of Education:

Will addition of/changes to this course in any way alter the program leading to a teacher certification? \* No

*Cherry Steffen*  
Dept of Education Signature

01/24/2022  
Date

Route to Division Chair

Route to Affected Dept/School

Route to Dean

Route to CFCCC

Route to CFC

Route to CAS General Faculty

Division Chair Approver First Name

\* Kristen

Division Chair Approver Last Name

\* Grimmer

Division Chair Approver Email

\* kristen.grimmer@washburn.edu

Dean Approver First Name

\* Laura

Dean Approver Last Name

\* Stephenson

Dean Approver Email

\* laura.stephenson@washburn.edu

CFCCC Approver First Name

\* Bruce

CFCCC Approver Last Name

\* Mactavish

CFCCC Approver Email

\* bruce.mactavish@washburn.edu

CAS Comments (optional)

[Empty text box with scroll arrows]

Division Chair Approval

Division Chair Comments (optional)

[Empty text box with scroll arrows]

Signature

Date

Dean Approval

Dean Comments (optional)

[Empty text box with scroll arrows]

Signature

Date

CFCCC Approval

CFCCC Comments (optional)

[Empty text box with scroll arrows]

Signature

Date

CFC Approval

CFC Comments (optional)

[Empty text box with scroll arrows]

Signature

Date

CAS Signature

Electronically signed by Kelly Erby on 01/24/2022 9:24:26 PM

Select Request Type

- New Program
- Program Change
- Program Deletion

**Change Program Form**

Please provide the requested program change information in the areas below

What is the program title?

\* Mathematics Bachelor of Arts

What is the rationale for the change?

\* We are adjusting our required correlated course sequence options.

Complete revised description:

Degree Requirements	
Required Courses	
MA 151 Calculus & Analytic Geometry I 5	
MA 152 Calculus & Analytic Geometry II	5
MA 253 Calculus & Analytic Geometry III	3
MA 207 Discrete Mathematics	3
MA 301 Linear Algebra	3
Select one of the following:	3
MA 340 ANOVA/Design of Experiments	
MA 341 Nonparametric Tests/Quality Control	
MA 346 Regression Analysis	
MA 344 Mathematics Statistics I	3
MA 354 Abstract Algebra	3
MA 371 Introduction to Real Analysis I	3
MA 372 Introduction to Real Analysis II	3
MA 380 Problem Solving Strategies	2
MA 388 Capstone Research	1
PH 220 Symbolic Logic	3
Subtotal	40
Correlated Courses	
Select one of the following sequences:	12-13
Sequence 1	
PS 281 General Physics I & PS 282 General Physics II (or PS 261 College Physics I & PS 262 College Physics II), three hours of PS 3XX (puts students on track to obtain a Physics minor)	
Sequence 2	
CM 111 Introduction to Structured Programming, CM 245 Contemporary Programming Methods, CM 307 Data Structures & Algorithmic Analysis, CM 332 Data Mining (puts students on track to obtain a CS minor with Data Science emphasis)	
Sequence 3	
CM 111 Introduction to Structured Programming, CM 203 Digital Forensics I, CCM 245 Contemporary Programming Methods, CM 303 303 Digital Forensics II (puts students on track to obtain a Digital Forensics Minor)	
Sequence 4	
EC 200 Principles of Microeconomics, EC 201 Principles of Macroeconomics, six hours of EC 3XX (puts students on track to obtain an Economics Minor)	
Sequence 5	
EC 211 Statistics for Business and Economics, BU 248 Foundations of Data Analysis, BU 250 Management Information Systems, DA 348 Data Discovery and Management (puts students on track to obtain a Business Data Analytics Minor)	
Sequence 6	
• EC 200 Principles of Microeconomics, BU 260 Business Plan Development, EC306 Game Theory and Applications, CM 390 Game Programming (puts students on track to obtain a Game Design Minor)	
Subtotal	12-13
Total Hours	52-53

Describe the nature of the proposed change:

\* The new correlated course sequence options will put students on track to obtain a minor in either Physics, Computer Information Sciences, Digital Forensics, Business Data Analytics, or Game Design.

Do you currently have the equipment and facilities to teach the classes within the proposed change? \* Yes

Does this change affect any other departments? \* No

Effective date: \* 7/1/2022

Initiator First Name: Sarah  
Initiator Last Name: Cook  
Initiator Email: sarah.cook@washburn.edu

...3438313239

Sarah Cook  
Initiator Signature  
01/20/2022  
Date

To be completed by the library:

Email address of librarian completing evaluation: alan.bearman@washburn.edu

Are current library holdings adequate? \* Yes

...3035383338

Alan Bearman  
Library Signature  
01/21/2022  
Date

To be completed by Chair of the Department of Education:

Will addition of/changes to this course in any way alter the program leading to a teacher certification? \* No

...3032343932

Cherry Steffen  
Dept of Education Signature  
01/20/2022  
Date

Route to Division Chair  Route to Affected Dept/School  Route to Dean  Route to CFCCC   
Route to CFC  Route to CAS General Faculty

Division Chair Approver First Name: \*Seid  
Division Chair Approver Last Name: \*Adem  
Division Chair Approver Email: \*seid.adem@washburn.edu

Dept Approver First Name: \*Karen  
Dept Approver Last Name: \*Camarda  
Dept Approver Email: \*karen.camarda@washburn.edu

Dept Approver First Name: Bruce  
Dept Approver Last Name: Mechtly  
Dept Approver Email: bruce.mechtly@washburn.edu

Dept Approver First Name: Tom  
Dept Approver Last Name: Hickman  
Dept Approver Email: tom.hickman@washburn.edu

Dean Approver First Name: \*Laura  
Dean Approver Last Name: \*Stephenson  
Dean Approver Email: \*laura.stephenson@washburn.edu

CFCCC Approver First Name: \*Bruce  
CFCCC Approver Last Name: \*Mactavish  
CFCCC Approver Email: \*bruce.mactavish@washburn.edu

CAS Comments (optional)

Division Chair Approval  
Division Chair Comments (optional)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Department or School Approval  
Dept Comments (optional)

Signature

Date

Department or School Approval

Dept Comments (optional)

Signature

Date

Department or School Approval

Dept Comments (optional)

Signature

Date

Dean Approval

Dean Comments (optional)

Signature

Date

CFCCC Approval

CFCCC Comments (optional)

Signature

Date

CFC Approval

CFC Comments (optional)

Signature

Date

CAS General Faculty Approval

CAS General Faculty Comments (optional)

Signature

Date

CAS Signature

Electronically signed by Kelly Erby on 01/24/2022 12:36:14 PM

Select Request Type

- New Program
- Program Change
- Program Deletion

**Change Program Form**

Please provide the requested program change information in the areas below

What is the program title?

\* Mathematics Bachelor of Science

What is the rationale for the change?

\* We are adjusting our required correlated course sequence options.

Complete revised description:

Degree Requirements	
Required Courses	
MA 151 Calculus & Analytic Geometry I 5	
MA 152 Calculus & Analytic Geometry II	5
MA 253 Calculus & Analytic Geometry III	3
MA 207 Discrete Mathematics	3
MA 301 Linear Algebra	3
Select one of the following:	3
MA 340 ANOVA/Design of Experiments	
MA 341 Nonparametric Tests/Quality Control	
MA 346 Regression Analysis	
MA 344 Mathematics Statistics I	3
MA 354 Abstract Algebra	3
MA 371 Introduction to Real Analysis I	3
MA 372 Introduction to Real Analysis II	3
MA 380 Problem Solving Strategies	2
MA 388 Capstone Research	1
PH 220 Symbolic Logic	3
Subtotal	40
Correlated Courses	
Select one of the following sequences:	12-13
Sequence 1	
PS 281 General Physics I & PS 282 General Physics II (or PS 261 College Physics I & PS 262 College Physics II), three hours of PS 3XX (puts students on track to obtain a Physics minor)	
Sequence 2	
CM 111 Introduction to Structured Programming, CM 245 Contemporary Programming Methods, CM 307 Data Structures & Algorithmic Analysis, CM 332 Data Mining (puts students on track to obtain a CS minor with Data Science emphasis)	
Sequence 3	
CM 111 Introduction to Structured Programming, CM 203 Digital Forensics I, CCM 245 Contemporary Programming Methods, CM 303 303 Digital Forensics II (puts students on track to obtain a Digital Forensics Minor)	
Sequence 4	
EC 200 Principles of Microeconomics, EC 201 Principles of Macroeconomics, six hours of EC 3XX (puts students on track to obtain an Economics Minor)	
Sequence 5	
EC 211 Statistics for Business and Economics, BU 248 Foundations of Data Analysis, BU 250 Management Information Systems, DA 348 Data Discovery and Management (puts students on track to obtain a Business Data Analytics Minor)	
Sequence 6	
• EC 200 Principles of Microeconomics, BU 260 Business Plan Development, EC306 Game Theory and Applications, CM 390 Game Programming (puts students on track to obtain a Game Design Minor)	
Subtotal	12-13
Total Hours	52-53

Describe the nature of the proposed change:

\* The new correlated course sequence options will put students on track to obtain a minor in either Physics, Computer Information Sciences, Digital Forensics, Business Data Analytics, or Game Design.

Do you currently have the equipment and facilities to teach the classes within the proposed change? \* Yes

Does this change affect any other departments? \* No

Effective date: \* 7/1/2022

Initiator First Name: Sarah  
Initiator Last Name: Cook  
Initiator Email: sarah.cook@washburn.edu

...3735353837

*Sarah Cook*  
Initiator Signature  
01/20/2022  
Date

To be completed by the library:

Email address of librarian completing evaluation: alan.bearman@washburn.edu

Are current library holdings adequate? \* Yes

...3130373639

*Alan Bearman*  
Library Signature  
01/21/2022  
Date

To be completed by Chair of the Department of Education:

Will addition of/changes to this course in any way alter the program leading to a teacher certification? \* No

...3633383739

*Cherry Steffen*  
Dept of Education Signature  
01/20/2022  
Date

Route to Division Chair  Route to Affected Dept/School  Route to Dean  Route to CFCCC   
Route to CFC  Route to CAS General Faculty

Division Chair Approver First Name: \*Seid  
Division Chair Approver Last Name: \*Adem  
Division Chair Approver Email: \*seid.adem@washburn.edu

Dept Approver First Name: \*Karen  
Dept Approver Last Name: \*Camarda  
Dept Approver Email: \*karen.camarda@washburn.edu

Dept Approver First Name: Bruce  
Dept Approver Last Name: Mechtly  
Dept Approver Email: bruce.mechtly@washburn.edu

Dept Approver First Name: Tom  
Dept Approver Last Name: Hicks  
Dept Approver Email: tom.hicks@washburn.edu

Dean Approver First Name: \*Laura  
Dean Approver Last Name: \*Stephenson  
Dean Approver Email: \*laura.stephenson@washburn.edu

CFCCC Approver First Name: \*Bruce  
CFCCC Approver Last Name: \*Mactavish  
CFCCC Approver Email: \*bruce.mactavish@washburn.edu

CAS Comments (optional)

Division Chair Approval  
Division Chair Comments (optional)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Department or School Approval  
Dept Comments (optional)



Signature

Date

Department or School Approval

Dept Comments (optional)

Signature

Date

Department or School Approval

Dept Comments (optional)

Signature

Date

Dean Approval

Dean Comments (optional)

Signature

Date

CFCCC Approval

CFCCC Comments (optional)

Signature

Date

CFC Approval

CFC Comments (optional)

Signature

Date

CAS General Faculty Approval

CAS General Faculty Comments (optional)

Signature

Date

CAS Signature

Electronically signed by Kelly Erby on 01/24/2022 12:38:33 PM

Select Request Type

- New Program
- Program Change
- Program Deletion

**Change Program Form**

Please provide the requested program change information in the areas below

What is the program title? \*

What is the rationale for the change?

\* We have recently added the courses PS/EG 103 Physics and Engineering Seminar I and PS/EG 303 Physics and Engineering Seminar II, and are now proposing to require these courses for our degree programs. As indicated in the rationale for those courses, our goal is to increase the engagement of department majors, as well as to provide a venue for them to learn and practice skills that they do not consistently encounter in physics courses, such as writing, giving presentations, working in groups, and leading groups.

Although this change increases the number of required credit hours in physics by two, we have confirmed that the degree can still be completed within 120 credit hours.

Complete revised description:

Describe the nature of the proposed change:

\* We propose to add PS 103 Physics and Engineering Seminar I and PS 303 Physics and Engineering Seminar II to the courses required for this degree.

Do you currently have the equipment and facilities to teach the classes within the proposed change? \*

Does this change affect any other departments? \*

Effective date: \*

Initiator First Name

Initiator Last Name

Initiator Email

...3332333131

Karen Camarda  
Initiator Signature

01/21/2022  
Date

To be completed by the library:

Email address of librarian completing evaluation:

Are current library holdings adequate? \*

...3236383732

Alan Bearman  
Library Signature

01/21/2022  
Date

To be completed by Chair of the Department of Education:

Will addition of/changes to this course in any way alter the program leading to a teacher certification? \*

...3834313833

Cherry Steffen  
Dept of Education Signature

01/21/2022  
Date

Route to Division Chair

Route to Affected Dept/School

Route to Dean

Route to CFCCC

Route to CFC

Route to CAS General Faculty

Division Chair Approver First Name

\* Seid

Division Chair Approver Last Name

\* Adem

Division Chair Approver Email

\* seid.adem@washburn.edu

Dean Approver First Name

\* Laura

Dean Approver Last Name

\* Stephenson

Dean Approver Email

\* laura.stephenson@washburn.edu

CFCCC Approver First Name

\* Bruce

CFCCC Approver Last Name

\* Mactavish

CFCCC Approver Email

\* bruce.mactavish@washburn.edu

CAS Comments (optional)

Empty text area for CAS Comments with up/down arrows.

Division Chair Approval

Division Chair Comments (optional)

Empty text area for Division Chair Comments with up/down arrows.

Signature

Date

Dean Approval

Dean Comments (optional)

Empty text area for Dean Comments with up/down arrows.

Signature

Date

CFCCC Approval

CFCCC Comments (optional)

Empty text area for CFCCC Comments with up/down arrows.

Signature

Date

CAS General Faculty Approval

CAS General Faculty Comments (optional)

Empty text area for CAS General Faculty Comments with up/down arrows.

Signature

Date

CAS Signature

Electronically signed by Kelly Erby on 01/23/2022 10:18:31 PM

Select Request Type

- New Program
Program Change
Program Deletion

Change Program Form

Please provide the requested program change information in the areas below

What is the program title? A.S. in Engineering Physics

What is the rationale for the change?

We have recently added the courses PS/EG 103 Physics and Engineering Seminar I and PS/EG 303 Physics and Engineering Seminar II, and are now proposing to require these courses for our degree programs. As indicated in the rationale for those courses, our goal is to increase the engagement of department majors, as well as to provide a venue for them to learn and practice skills that they do not consistently encounter in physics and engineering courses, such as writing, giving presentations, working in groups, and leading groups.

Complete revised description:

[Empty text box with scroll arrows]

Describe the nature of the proposed change:

We propose to add EG 103 Physics and Engineering Seminar I and EG 303 Physics and Engineering Seminar II to the courses required for this degree.

Do you currently have the equipment and facilities to teach the classes within the proposed change? Yes

Does this change affect any other departments? No

Effective date: Fall 2022

Initiator First Name: Karen, Initiator Last Name: Camarda, Initiator Email: karen.camarda@washburn.edu

...3831373639

Karen Camarda (Signature), 01/21/2022 (Date)

To be completed by the library:

Email address of librarian completing evaluation: alan.bearman@washburn.edu

Are current library holdings adequate? Yes

...3032363431

Alan Bearman (Library Signature), 01/21/2022 (Date)

To be completed by Chair of the Department of Education:

Will addition of/changes to this course in any way alter the program leading to a teacher certification? No

...3039303535

Cherry Steffen (Dept of Education Signature), 01/21/2022 (Date)

- Route to Division Chair [checked], Route to Affected Dept/School [unchecked], Route to Dean [checked], Route to CFCCC [checked], Route to CFC [checked], Route to CAS General Faculty [checked]

Division Chair Approver First Name, Division Chair Approver Last Name, Division Chair Approver Email

\*Seid

\*Adem

\*seid.adem@washburn.edu

Dean Approver First Name

Dean Approver Last Name

Dean Approver Email

\*Laura

\*Stephenson

\*laura.stephenson@washburn.edu

CFCCC Approver First Name

CFCCC Approver Last Name

CFCCC Approver Email

\*Bruce

\*Mactavish

\*bruce.mactavish@washburn.edu

CAS Comments (optional)

Text area for CAS Comments with up/down arrows.

Division Chair Approval

Division Chair Comments (optional)

Text area for Division Chair Comments with up/down arrows.

Signature

Date

Dean Approval

Dean Comments (optional)

Text area for Dean Comments with up/down arrows.

Signature

Date

CFCCC Approval

CFCCC Comments (optional)

Text area for CFCCC Comments with up/down arrows.

Signature

Date

CFC Approval

CFC Comments (optional)

Text area for CFC Comments with up/down arrows.

Signature

Date

CAS General Faculty Approval

CAS General Faculty Comments (optional)

Text area for CAS General Faculty Comments with up/down arrows.

Signature

Date

CAS Signature

Electronically signed by Kelly Erby on 01/24/2022 10:25:35 AM

Select Request Type

- New Program
- Program Change
- Program Deletion

### Change Program Form

Please provide the requested program change information in the areas below

What is the program title? \*

What is the rationale for the change?

We have recently added the courses PS/EG 103 Physics and Engineering Seminar I and PS/EG 303 Physics and Engineering Seminar II, and are now proposing to require these courses for our degree programs. As indicated in the rationale for those courses, our goal is to increase the engagement of department majors, as well as to provide a venue for them to learn and practice skills that they do not consistently encounter in physics courses, such as writing, giving presentations, working in groups, and leading groups.

Complete revised description:

To major in Physics with a Bachelor of Arts Degree, one must satisfactorily complete 25 hours in Physics?, including PS 103 and PS 303. ?At least 12 ?of the 25 hours must be upper division hours?, and ?at least 6 hours of major courses in the Department must be taken in residence at Washburn University. ?No more than one credit in PS 103 and one credit in PS 303 will count towards the major.

Describe the nature of the proposed change:

We propose to add PS 103 Physics and Engineering Seminar I and PS 303 Physics and Engineering Seminar II to the courses required for this degree. Since these courses can be taken multiple times for credit, we are also specifying that each course can only count once for credit towards the degree.

Do you currently have the equipment and facilities to teach the classes within the proposed change? \*

Does this change affect any other departments? \*

Effective date: \*

Initiator First Name

Initiator Last Name

Initiator Email

...3736383133

*Karen Camarda*

Date

Initiator Signature

To be completed by the library:

Email address of librarian completing evaluation:

Are current library holdings adequate? \*

...3938343037

*Alan Bearman*

Date

Library Signature

To be completed by Chair of the Department of Education:

Will addition of/changes to this course in any way alter the program leading to a teacher certification? \*

...3232373231

*Cherry Steffen*

Date

Dept of Education Signature

Route to Division Chair

Route to Affected Dept/School

Route to Dean

Route to CFCCC

Route to CFC

Route to CAS General Faculty

Division Chair Approver First Name

\* Seid

Division Chair Approver Last Name

\* Adem

Division Chair Approver Email

\* seid.adem@washburn.edu

Dean Approver First Name

\* Laura

Dean Approver Last Name

\* Stephenson

Dean Approver Email

\* laura.stephenson@washburn.edu

CFCCC Approver First Name

\* Bruce

CFCCC Approver Last Name

\* Mactavish

CFCCC Approver Email

\* bruce.mactavish@washburn.edu

CAS Comments (optional)

Empty text area for CAS Comments with up/down arrows.

Division Chair Approval

Division Chair Comments (optional)

Empty text area for Division Chair Comments with up/down arrows.

Signature

Date

Dean Approval

Dean Comments (optional)

Empty text area for Dean Comments with up/down arrows.

Signature

Date

CFCCC Approval

CFCCC Comments (optional)

Empty text area for CFCCC Comments with up/down arrows.

Signature

Date

CFC Approval

CFC Comments (optional)

Empty text area for CFC Comments with up/down arrows.

Signature

Date

CAS Signature

Electronically signed by Kelly Erby on 01/24/2022 10:27:27 AM

Select Request Type

- New Program
- Program Change
- Program Deletion

### Change Program Form

Please provide the requested program change information in the areas below

What is the program title?

\* Bachelor of Science in Computer Information Science with a Concentration in Data Science (CIP: 52.1301)

What is the rationale for the change?

\* MA346 and MA384 are only offered in the Fall of even numbered years. A student entering the junior year of this program in odd years would need to wait until their senior year to take these courses. It is advantageous to offer alternatives that are offered in odd years. We propose that the MA346 requirement change to MA342 (odd years) or MA346 (even years) and the MA384 requirement change to MA344 (odd years) or MA384 (even years).

Complete revised description:

Computer Information Sciences Core - 13 hrs  
CM111 Intro to Structured Programming (4)  
CM231 Computer Organization/Assembler (3)  
CM245 Contemp Programming Methods (3)  
CM261 Networked Systems I (3)  
Computer Information Sciences Required - 21 hrs  
CM307 Data Structures & Algorithmic Analysis (3)  
CM322 Operating Systems (3)  
Either CM331 Computational Intelligence (3)  
or CM332 Data Mining (3)  
CM333 Software Engineering (3)  
CM334 Modeling with VBA/Excel (3)  
CM336 Database Management Systems (3)  
CM465 CIS Capstone Project (3) Approved CM Electives - 12 hrs  
These courses should be selected in consultation with a departmental advisor. A minimum of 6 hours must be upper division.  
Correlated - 46 hrs  
PH220 Logic (3)  
EC200 Princ of Microeconomics (3)  
EC201 Princ of Macroeconomics (3)  
Either BU342 Organization and Management (3)  
or BU346 Organizational Behavior (3)  
EN208 Business/Technical Writing (3)  
CN150 Public Speaking (3)  
Either CN340 Professional Interviewing (3)  
or CN341 Persuasive Speaking (3)  
MA140 Statistics (3)  
MA151 Calculus I (5)  
MA152 Calculus II (5)  
MA206 Discrete Math - Computing (3)  
MA301 Linear Algebra (3)  
MA342 Statistical Computing (3) or MA346 Regression Analysis (3)  
MA344 Mathematical Statistics (3) or MA384 Theory of Interest (3)  
Additional Bachelor of Science Requirements  
Students must also meet the Bachelor of Science University Requirements. A 30-hour concentration in the Division of Natural Sciences and Mathematics is required and must be approved by the department chairperson. At least 20 of these hours must be selected from one discipline. Transfer students must complete at least nine upper division hours in computer information sciences from Washburn University.

Describe the nature of the proposed change:

\* We propose that the MA346 requirement change to MA342 (odd years) or MA346 (even years) and the MA384 requirement change to MA344 (odd years) or MA384 (even years).

Do you currently have the equipment and facilities to teach the classes within the proposed change? \* Yes

Does this change affect any other departments? \* Yes



If yes, explain:

It may affect the enrollment in MA courses. If the schedule of planned offerings of MA courses changes then we may need to revisit these.

Effective date: \* ASAP

Initiator First Name

Bruce

Initiator Last Name

Mechtly

Initiator Email

bruce.mechtly@washburn.edu

...3336303538

*Bruce Mechtly*  
Initiator Signature

01/21/2022

Date

To be completed by the library:

Email address of librarian completing evaluation: alan.bearman@washburn.edu

Are current library holdings adequate? \* Yes

...3734383537

*Alan Bearman*  
Library Signature

01/21/2022

Date

To be completed by Chair of the Department of Education:

Will addition of/changes to this course in any way alter the program leading to a teacher certification? \* No

...3238313037

*Cherry Steffen*  
Dept of Education Signature

01/26/2022

Date

Route to Division Chair

Route to Affected Dept/School

Route to Dean

Route to CFCCC

Route to CFC

Route to CAS General Faculty

Division Chair Approver First Name

\* Seid

Division Chair Approver Last Name

\* Adem

Division Chair Approver Email

\* seid.adem@washburn.edu

Dept Approver First Name

\* Sarah

Dept Approver Last Name

\* Cook

Dept Approver Email

\* sarah.cook@washburn.edu

Add Row

Add Row

Dean Approver First Name

\* Laura

Dean Approver Last Name

\* Stephenson

Dean Approver Email

\* laura.stephenson@washburn.edu

CFCCC Approver First Name

\* Bruce

CFCCC Approver Last Name

\* Mactavish

CFCCC Approver Email

\* bruce.mactavish@washburn.edu

CAS Comments (optional)

Empty text area for CAS Comments with scroll arrows.

Division Chair Approval

Division Chair Comments (optional)

Empty text area for Division Chair Comments with scroll arrows.

Signature

Date

Department or School Approval

Dept Comments (optional)

Empty text area for Dept Comments with scroll arrows.

\_\_\_\_\_  
Signature Date

Dean Approval

Dean Comments (optional)

\_\_\_\_\_  
Signature Date

CFCCC Approval

CFCCC Comments (optional)

\_\_\_\_\_  
Signature Date

CFC Approval

CFC Comments (optional)

\_\_\_\_\_  
Signature Date

CAS General Faculty Approval

CAS General Faculty Comments (optional)

\_\_\_\_\_  
Signature Date

CAS Signature

Electronically signed by Kelly Erby on 01/27/2022 9:51:32 AM

Select Request Type

- New Program
- Program Change
- Program Deletion

Program Deletion Form

Please provide the requested program change information in the areas below

What is the program title?

Bachelor of Fine Arts in Art, Printmaking

Reason for this program deletion:

By deleting our multiple concentrations in Studio Art and creating a single BFA degree in Studio Art, we are making the program much more flexible for students and aligning with the best practices in our discipline and as proposed by our accrediting body: the National Association of Schools of Art and Design (NASAD)

Complete description:

[Empty text area]

Is the program being deleted from the catalog being replaced with another program? Yes

If yes, explain:

It is replaced by the BFA in Studio Art.

Is the content of this program being distributed to another program? Yes

If yes, explain:

The content will be covered by the curriculum of the BFA in Studio Art.

Does this deletion affect any other departments? No

Initiator First Name: Kelly, Initiator Last Name: Thor, Initiator Email: kelly.thor@washburn.edu

...3734333130

Kelly Thor (Signature)

01/27/2022 (Date)

To be completed by the librarian:

Email address of librarian completing evaluation: alan.bearman@washburn.edu

Are current library holdings adequate? Yes

...3237393431

Alan Bearman (Library Signature)

02/01/2022 (Date)

To be completed by Chair of the Department of Education:

Will addition of/changes to this course in any way alter the program leading to a teacher certification? No

...3038383534

Cherry Steffen (Dept of Education Signature)

01/27/2022 (Date)

- Route to Division Chair
- Route to CFC
- Route to Affected Dept/School
- Route to CAS General Faculty
- Route to Dean
- Route to CFCC

Division Chair Approver First Name, Division Chair Approver Last Name, Division Chair Approver Email

\*Kristen

\*Grimmer

\*kristen.grimmer@washburn.edu

Dean Approver First Name

Dean Approver Last Name

Dean Approver Email

\*Laura

\*Stephenson

\*laura.stephenson@washburn.edu

CFCCC Approver First Name

CFCCC Approver Last Name

CFCCC Approver Email

\*Bruce

\*Mactavish

\*bruce.mactavish@washburn.edu

CAS Comments (optional)

Text area for CAS Comments with up/down arrows.

Division Chair Approval

Division Chair Comments (optional)

Text area for Division Chair Comments with up/down arrows.

Signature

Date

Dean Approval

Dean Comments (optional)

Text area for Dean Comments with up/down arrows.

Signature

Date

CFCCC Approval

CFCCC Comments (optional)

Text area for CFCCC Comments with up/down arrows.

Signature

Date

CFC Approval

CFC Comments (optional)

Text area for CFC Comments with up/down arrows.

Signature

Date

CAS General Faculty Approval

CAS General Faculty Comments (optional)

Text area for CAS General Faculty Comments with up/down arrows.

Signature

Date

CAS Signature

Electronically signed by Kelly Erby on 02/01/2022 11:41:08 AM

Select Request Type

- New Program
- Program Change
- Program Deletion

Program Deletion Form

Please provide the requested program change information in the areas below

What is the program title?

Bachelor of Fine Arts in Art, Photography

Reason for this program deletion:

By deleting our multiple concentrations in Studio Art and creating a single BFA degree in Studio Art, we are making the program much more flexible for students and aligning with the best practices in our discipline and as proposed by our accrediting body: the National Association of Schools of Art and Design (NASAD)

Complete description:

[Empty text area with scroll arrows]

Is the program being deleted from the catalog being replaced with another program? Yes

If yes, explain:

It will be replaced by the BFA in Studio Art.

Is the content of this program being distributed to another program? Yes

If yes, explain:

Yes, the content will be covered by the BFA in Studio Art.

Does this deletion affect any other departments? No

Initiator First Name: Kelly, Initiator Last Name: Thor, Initiator Email: kelly.thor@washburn.edu

...3337383033

Kelly Thor (Signature), 01/27/2022 (Date)

To be completed by the librarian:

Email address of librarian completing evaluation: alan.bearman@washburn.edu

Are current library holdings adequate? Yes

...3731393138

Alan Bearman (Library Signature), 02/01/2022 (Date)

To be completed by Chair of the Department of Education:

Will addition of/changes to this course in any way alter the program leading to a teacher certification? No

...3931363037

Cherry Steffen (Dept of Education Signature), 01/27/2022 (Date)

- Route to Division Chair
- Route to CFC
- Route to Affected Dept/School
- Route to CAS General Faculty
- Route to Dean
- Route to CFCCC

Division Chair Approver First Name, Division Chair Approver Last Name, Division Chair Approver Email

\*Kristen

\*Grimmer

\*kristen.grimmer@washburn.edu

Dean Approver First Name

Dean Approver Last Name

Dean Approver Email

\*Laura

\*Stephenson

\*laura.stephenson@washburn.edu

CFCCC Approver First Name

CFCCC Approver Last Name

CFCCC Approver Email

\*Bruce

\*Mactavish

\*bruce.mactavish@washburn.edu

CAS Comments (optional)

Text area for CAS Comments with up/down arrows.

Division Chair Approval

Division Chair Comments (optional)

Text area for Division Chair Comments with up/down arrows.

Signature

Date

Dean Approval

Dean Comments (optional)

Text area for Dean Comments with up/down arrows.

Signature

Date

CFCCC Approval

CFCCC Comments (optional)

Text area for CFCCC Comments with up/down arrows.

Signature

Date

CFC Approval

CFC Comments (optional)

Text area for CFC Comments with up/down arrows.

Signature

Date

CAS General Faculty Approval

CAS General Faculty Comments (optional)

Text area for CAS General Faculty Comments with up/down arrows.

Signature

Date

CAS Signature

Electronically signed by Kelly Erby on 02/01/2022 11:42:56 AM

Select Request Type

- New Program
- Program Change
- Program Deletion

Program Deletion Form

Please provide the requested program change information in the areas below

What is the program title?

Bachelor of Fine Arts in Art, Painting and Drawing

Reason for this program deletion:

By deleting our multiple concentrations in Studio Art and creating a single BFA degree in Studio Art, we are making the program much more flexible for students and aligning with the best practices in our discipline and as proposed by our accrediting body: the National Association of Schools of Art and Design (NASAD)

Complete description:

[Empty text box with scroll arrows]

Is the program being deleted from the catalog being replaced with another program? Yes

If yes, explain:

It will be replaced by the BFA in Studio Art.

Is the content of this program being distributed to another program? Yes

If yes, explain:

Yes, the content will be covered by the curriculum of the BFA in Studio Art.

Does this deletion affect any other departments? No

Initiator First Name: Kelly, Initiator Last Name: Thor, Initiator Email: kelly.thor@washburn.edu

...3236323530

Kelly Thor (Signature), 01/27/2022 (Date)

To be completed by the library:

Email address of librarian completing evaluation: alan.bearman@washburn.edu

Are current library holdings adequate? Yes

...3335323037

Alan Bearman (Library Signature), 02/01/2022 (Date)

To be completed by Chair of the Department of Education:

Will addition of/changes to this course in any way alter the program leading to a teacher certification? No

...3236313531

Cherry Steffen (Dept of Education Signature), 01/27/2022 (Date)

- Route to Division Chair
- Route to CFC
- Route to Affected Dept/School
- Route to CAS General Faculty
- Route to Dean
- Route to CFCCC

Division Chair Approver First Name, Division Chair Approver Last Name, Division Chair Approver Email

\*Kristen

\*Grimmer

\*kristen.grimmer@washburn.edu

Dean Approver First Name

Dean Approver Last Name

Dean Approver Email

\*Laura

\*Stephenson

\*laura.stephenson@washburn.edu

CFCCC Approver First Name

CFCCC Approver Last Name

CFCCC Approver Email

\*Bruce

\*Mactavish

\*bruce.mactavish@washburn.edu

CAS Comments (optional)

Empty text area for CAS Comments with up/down arrows.

Division Chair Approval

Division Chair Comments (optional)

Empty text area for Division Chair Comments with up/down arrows.

Signature

Date

Dean Approval

Dean Comments (optional)

Empty text area for Dean Comments with up/down arrows.

Signature

Date

CFCCC Approval

CFCCC Comments (optional)

Empty text area for CFCCC Comments with up/down arrows.

Signature

Date

CFC Approval

CFC Comments (optional)

Empty text area for CFC Comments with up/down arrows.

Signature

Date

CAS General Faculty Approval

CAS General Faculty Comments (optional)

Empty text area for CAS General Faculty Comments with up/down arrows.

Signature

Date

CAS Signature

Electronically signed by Kelly Erby on 02/01/2022 11:44:33 AM



Select Request Type

- New Program
- Program Change
- Program Deletion

Program Deletion Form

Please provide the requested program change information in the areas below

What is the program title?

Bachelor of Fine Arts in Art, Graphic Design and Electronic Art

Reason for this program deletion:

by deleting our multiple concentrations in Studio Art and creating a single BFA degree in Studio Art, we are making the program much more flexible for students and aligning with the best practices in our discipline and as proposed by our accrediting body: the National Association of Schools of Art and Design (NASAD)

Complete description:

[Empty text box with scroll arrows]

Is the program being deleted from the catalog being replaced with another program? Yes

If yes, explain:

It will be replaced by the BFA in Studio Art.

Is the content of this program being distributed to another program? Yes

If yes, explain:

Yes, it will be covered by the BFA in Studio Art curriculum.

Does this deletion affect any other departments? No

Initiator First Name: Kelly, Initiator Last Name: Thor, Initiator Email: kelly.thor@washburn.edu

...3335343630

Kelly Thor (Signature), 01/27/2022 (Date)

To be completed by the library:

Email address of librarian completing evaluation: alan.bearman@washburn.edu

Are current library holdings adequate? Yes

...3135313739

Alan Bearman (Library Signature), 02/01/2022 (Date)

To be completed by Chair of the Department of Education:

Will addition of/changes to this course in any way alter the program leading to a teacher certification? No

...3938303636

Cherry Steffen (Dept of Education Signature), 01/27/2022 (Date)

- Route to Division Chair
- Route to CFC
- Route to Affected Dept/School
- Route to CAS General Faculty
- Route to Dean
- Route to CFCCC

Division Chair Approver First Name, Division Chair Approver Last Name, Division Chair Approver Email

\*Kristen

\*Grimmer

\*kristen.grimmer@washburn.edu

Dean Approver First Name

Dean Approver Last Name

Dean Approver Email

\*Laura

\*Stephenson

\*laura.stephenson@washburn.edu

CFCCC Approver First Name

CFCCC Approver Last Name

CFCCC Approver Email

\*Bruce

\*Mactavish

\*bruce.mactavish@washburn.edu

CAS Comments (optional)

Text area for CAS Comments with up/down arrows.

Division Chair Approval

Division Chair Comments (optional)

Text area for Division Chair Comments with up/down arrows.

Signature

Date

Dean Approval

Dean Comments (optional)

Text area for Dean Comments with up/down arrows.

Signature

Date

CFCCC Approval

CFCCC Comments (optional)

Text area for CFCCC Comments with up/down arrows.

Signature

Date

CFC Approval

CFC Comments (optional)

Text area for CFC Comments with up/down arrows.

Signature

Date

CAS General Faculty Approval

CAS General Faculty Comments (optional)

Text area for CAS General Faculty Comments with up/down arrows.

Signature

Date

CAS Signature

Electronically signed by Kelly Erby on 02/01/2022 11:47:54 AM

Select Request Type

- New Program
- Program Change
- Program Deletion

Program Deletion Form

Please provide the requested program change information in the areas below

What is the program title?

Bachelor of Fine Arts in Art, Ceramics and Sculpture

Reason for this program deletion:

By deleting our multiple concentrations in Studio Art and creating a single BFA degree in Studio Art, we are making the program much more flexible for students and aligning with the best practices in our discipline and as proposed by our accrediting body: the National Association of Schools of Art and Design (NASAD)

Complete description:

[Empty text box with scroll arrows]

Is the program being deleted from the catalog being replaced with another program? Yes

If yes, explain:

Yes, it will be replaced by the BFA in Studio Art.

Is the content of this program being distributed to another program? Yes

If yes, explain:

Yes, it will be covered by the BFA in Studio Art curriculum.

Does this deletion affect any other departments? No

Initiator First Name: Kelly, Initiator Last Name: Thor, Initiator Email: kelly.thor@washburn.edu

...3339373438

Kelly Thor (Signature), 01/27/2022 (Date)

To be completed by the librarian:

Email address of librarian completing evaluation: alan.bearman@washburn.edu

Are current library holdings adequate? Yes

...3330343637

Alan Bearman (Library Signature), 02/01/2022 (Date)

To be completed by Chair of the Department of Education:

Will addition of/changes to this course in any way alter the program leading to a teacher certification? No

...3231383331

Cherry Steffen (Dept of Education Signature), 01/27/2022 (Date)

- Route to Division Chair
- Route to CFC
- Route to Affected Dept/School
- Route to CAS General Faculty
- Route to Dean
- Route to CFCCC

Division Chair Approver First Name, Division Chair Approver Last Name, Division Chair Approver Email

\*Kristen

\*Grimmer

\*kristen.grimmer@washburn.edu

Dean Approver First Name

Dean Approver Last Name

Dean Approver Email

\*Laura

\*Stephenson

\*laura.stephenson@washburn.edu

CFCCC Approver First Name

CFCCC Approver Last Name

CFCCC Approver Email

\*Bruce

\*Mactavish

\*bruce.mactavish@washburn.edu

CAS Comments (optional)

Text area for CAS Comments with up/down arrows.

Division Chair Approval

Division Chair Comments (optional)

Text area for Division Chair Comments with up/down arrows.

Signature

Date

Dean Approval

Dean Comments (optional)

Text area for Dean Comments with up/down arrows.

Signature

Date

CFCCC Approval

CFCCC Comments (optional)

Text area for CFCCC Comments with up/down arrows.

Signature

Date

CFC Approval

CFC Comments (optional)

Text area for CFC Comments with up/down arrows.

Signature

Date

CAS General Faculty Approval

CAS General Faculty Comments (optional)

Text area for CAS General Faculty Comments with up/down arrows.

Signature

Date

CAS Signature

Electronically signed by Kelly Erby on 02/01/2022 11:50:08 AM

Select Request Type

- New Program
- Program Change
- Program Deletion

### Program Deletion Form

Please provide the requested program change information in the areas below

What is the program title?

Minor in Fitness

Reason for this program deletion:

It is designed for non-majors, but has had little interest over the years and is no longer a desirable option to offer in our department.

Complete description:

The Minor in Fitness provides content knowledge and competencies expected for entry-level fitness certification through the American Council on Exercise, American College of Sports Medicine, and the National Strength and Conditioning Association. Courses comprising this minor are: KN257, KN300 or KN318, KN308, KN321, KN326, KN400, KN410, plus CPR/First AID/AED certifications at time of graduation.

Is the program being deleted from the catalog being replaced with another program?

Is the content of this program being distributed to another program?

If yes, explain:

We now offer a KN class in partnership with the National Academy of Sports Medicine and the Athletics and Fitness Association of America that leads to a national certification in Personal Fitness Training and it has been well received by our majors and several non-majors.

Does this deletion affect any other departments?

Initiator First Name

Roy

Initiator Last Name

Wohl

Initiator Email

roy.wohl@washburn.edu

...3533383534

*Roy Wohl*

Initiator Signature

01/27/2022

Date

To be completed by the library:

Email address of librarian completing evaluation:

Are current library holdings adequate?

...3833353430

*Alan Bearman*

Library Signature

02/01/2022

Date

To be completed by Chair of the Department of Education:

Will addition of/changes to this course in any way alter the program leading to a teacher certification?

...3637373631

*Cherry Steffen*

Dept of Education Signature

01/27/2022

Date

Route to Division Chair

Route to Affected Dept/School

Route to Dean

Route to CFCC

Route to CFC

Route to CAS General Faculty

Division Chair Approver First Name

Division Chair Approver Last Name

Division Chair Approver Email

\* Carolyn

\* Carson

\* carolyn.carson@washburn.edu

Dean Approver First Name

Dean Approver Last Name

Dean Approver Email

\* Laura

\* Stephenson

\* laura.stephenson@washburn.edu

CFCCC Approver First Name

CFCCC Approver Last Name

CFCCC Approver Email

\* Bruce

\* Mactavish

\* bruce.mactavish@washburn.edu

CAS Comments (optional)

Text area for CAS Comments with up/down arrows.

Division Chair Approval

Division Chair Comments (optional)

Text area for Division Chair Comments with up/down arrows.

Signature

Date

Dean Approval

Dean Comments (optional)

Text area for Dean Comments with up/down arrows.

Signature

Date

CFCCC Approval

CFCCC Comments (optional)

Text area for CFCCC Comments with up/down arrows.

Signature

Date

CFC Approval

CFC Comments (optional)

Text area for CFC Comments with up/down arrows.

Signature

Date

CAS General Faculty Approval

CAS General Faculty Comments (optional)

Text area for CAS General Faculty Comments with up/down arrows.

Signature

Date

CAS Signature

Electronically signed by Kelly Erby on 02/01/2022 11:52:02 AM

Select Request Type

- New Program
- Program Change
- Program Deletion

## New Program Form

Please enter new program information

Title of program & CIP:

Bachelor of Fine Arts in Studio Art

Please state the rationale for offering this program:

Essentially, by deleting our multiple concentrations in Studio Art and creating a single BFA degree in Studio Art, we are making the program much more flexible for students and aligning with the best practices in our discipline and as proposed by our accrediting body: the National Association of Schools of Art and Design (NASAD)

Exact proposed catalog description:

Bachelor of Fine Arts in Studio Art (Total 121 hours)

Catalog Description: The Bachelor of Fine Arts Degree in Studio Art is designed for the student who intends to follow a career in the visual arts, including but not limited to: graphic design, animation, photography, ceramics, painting, multimedia art, sculpture, printmaking, higher education, and arts administration. BFA graduates are expected to exhibit a high level of technical knowledge and conceptual development and therefore must apply and be admitted to the BFA program, in accordance with Art Department standards. All Studio BFA students prepare a senior exhibition of their artwork as the capstone experience of their degrees.

The Studio BFA degree consists of 82 hours in Art, the University Core requirements (12 hours), 27 hours General Education (9 hours from each of the divisions), and 45 hours of Upper Division work. All BFA students must enter the Mulvane Art Museum's Juried Student Exhibition at least twice during their academic careers.

Note: BFA students in Art Education with Teacher Licensure must meet all competencies and requirements to teach P-12 art in the state of Kansas. Their degree requirements are listed separate from the BFA in Studio Art.

Studio BFA Major Requirements (82)

Studio BFA Foundation Requirements (15)

AR 101 Survey of Art History, Prehistoric to Medieval (3)

AR 102 Survey of Art History, Renaissance to Contemporary (3)

AR 120 2D Design (3)

AR 121 3-D Design (3)

AR 140 Drawing I (3)

Studio BFA Intermediate Required Courses (21)

AR 219 Introduction to Printmaking (3)

AR 220 Photography I (3)

AR 223 Graphic Design I (3)

AR 240 Painting I (3)

AR 260 Ceramics I (3)

AR 262 Sculpture I (3)

AR 407 Themes in Contemporary Art Practice (3)

Studio BFA Media Requirements: (12 hours, 6 of which must be at the 300-level or higher)

One AR XXX 3-D Elective (3) (AR 265, 360, 361, 364, 365, 381, OR 460)

One AR XXX Drawing OR Painting OR Printmaking Elective (3) (AR 141, 319, 323, 324, 340, 341, 342, 345, 419, 443, 441)

One AR XXX Photography OR Graphics OR Electronic Arts Elective (AR 222, 226, 231, 318, 320, 321, 327, 322, 325, 326, 352, 353, 354, 355)

Studio BFA Upper Division Requirements (16)

AR 3XX Art History Elective (3) (AR 300-316)

AR 300 Art Theory Past and Present (3) OR AR 307 20th Century Art (3)

AR 400 Senior Exhibition (1)

AR 401 Internship (3)

AR 403 Workshop in Art Media (3)

AR 404 Professional Practices (3)

Studio BFA Electives: Upper Division (18) Any studio or special topics courses including up to 3 hours study abroad and/or 3 hours Art History and/or 3 hours Museum and Curatorial Studies

TOTAL =82 hours

NOTE: All studio classes meet twice the amount of time as a lecture class. 3 hours of credit = 6 hours per week of classroom instruction and 3 hours minimum of work outside of class.

List any financial implications:

None

Are any other departments affected by this new program? \* No

Initiator First Name  
Kelly

Initiator Last Name  
Thor

Initiator Email  
kelly.thor@washburn.edu

...3331373730

Kelly Thor 01/27/2022  
Initiator Signature Date

To be completed by the library:

Email address of librarian completing evaluation: alan.bearman@washburn.edu

Are current library holdings adequate? \* Yes

...3939383435

Alan Bearman 02/01/2022  
Library Signature Date

To be completed by Chair of the Department of Education:

Will addition of/changes to this course in any way alter the program leading to a teacher certification? \* No

...3630313033

Cherry Steffen 01/31/2022  
Dept of Education Signature Date

Route to Division Chair

Route to Affected Dept/School

Route to Dean

Route to CFCCC

Route to CFC

Route to CAS General Faculty

Division Chair Approver First Name  
\* Kristen

Division Chair Approver Last Name  
\* Grimmer

Division Chair Approver Email  
\* kristen.grimmer@washburn.edu



Dean Approver First Name

\* Laura

Dean Approver Last Name

\* Stephenson

Dean Approver Email

\* laura.stephenson@washburn.edu

CFCCC Approver First Name

\* Bruce

CFCCC Approver Last Name

\* Mactavish

CFCCC Approver Email

\* bruce.mactavish@washburn.edu

CAS Comments (optional)

Empty text area for CAS Comments with scroll arrows.

Division Chair Approval

Division Chair Comments (optional)

Empty text area for Division Chair Comments with scroll arrows.

Signature

Date

Dean Approval

Dean Comments (optional)

Empty text area for Dean Comments with scroll arrows.

Signature

Date

CFCCC Approval

CFCCC Comments (optional)

Empty text area for CFCCC Comments with scroll arrows.

Signature

Date

CFC Approval

CFC Comments (optional)

Empty text area for CFC Comments with scroll arrows.

Signature

Date

CAS General Faculty Approval

CAS General Faculty Comments (optional)

Empty text area for CAS General Faculty Comments with scroll arrows.

Signature

Date

CAS Signature

Electronically signed by Kelly Erby on 02/01/2022 11:46:15 AM