

Washburn University  
Meeting of the Faculty Senate

December 13, 2010  
3:30 pm Kansas Room, Memorial Union

- I. Call to Order
- II. Approval of Minutes of the Faculty Senate Meeting of November 8, 2010 (pp. 2-3)
- III. President's Opening Remarks  
Special Guest: Dr. Alan Bearman, Dean, Libraries
- IV. Report from the Faculty Representatives to the Board of Regents
- V. Faculty Senate Committee Reports
  - A. Minutes from the Faculty Affairs Committee meeting of November 15, 2010 (pg. 4)
  - B. Minutes from Faculty Affairs Committee Meeting of November 29, 2010 (pg. 5)
  - C. Minutes from the Academic Affairs Committee meeting of October 15, 2010 (pg. 6-7)
- VI. University Committee Reports
  - A. Interdisciplinary Committee Minutes of September 13, 2010 (pp. 8-9)
  - B. Interdisciplinary Committee Minutes of October 22, 2010 (pp.10-11)
  - C. Honors Committee Minutes of October 6, 2010 (pg. 12)
  - D. Library Committee Minutes of November 10, 2010 (pp. 13-16)
  - E. Curriculum Development Minutes of October 13, 2010 (pg. 17)
  - F. Faculty Development Grant Committee Minutes of October 5, 2010 (pp. 18-20)
  - G. Research Grant Committee Minutes of November 2, 2010 (pp. 21-22)
- VII. Old Business
  - A. 10-22 Curriculum Approval Process (pp. 23-28)
- VIII. New Business
- IX. Information Items
- X. Discussion Items
- XI. Announcements
- XII. Adjournment

# Washburn University

*Minutes of November 8, 2010  
Kansas Room, Memorial Union*

Present: Arterburn, Averett, Barker, Bird, Blank, Croucher, Dodge, Fernengel, Fry, Gonzalez-Abellas, Jacobs, Kelly, Kowalski, Lunte, Mazachek, McBeth, Melick, Menzie, Morse, Ramirez, Roach, Routsong, Sanchez, Shaver, Sheldon, Stover, Tate (VPAA), Wagner, Weigand, Guests: Mullican, Hupp, Peterson

- A. The meeting of the Faculty Senate was called to order at 3:31 PM. Russ Jacobs presiding.
- B. The minutes of the Faculty Senate meeting of October 25, 2010 were approved.
- C. President's Opening Remarks.  
President Jacobs reported to the Senate that Dean Alan Bearman will attend the December meeting of the faculty senate. President Jacobs also reported that he had visited with Dean Roxanne Kelly of Washburn Institute of Technology, and due to different employment requirements, there was problem with a faculty representative attending faculty senate meetings. Dean Kelly suggested Associate Dean Gabelmann would be available. After discussion, the faculty senate informally approved that an invitation be extended to Asst Dean Gabelmann to keep faculty senate up to date on activities at WU.
- D. Report from the Faculty Representatives to the Board of Regents.  
VP Roach reported that he attended the BoR audit meeting and full meeting. Roach reported that the regents addressed the whistleblower policy in both meetings, and that the tone of the meeting had changed from a strong policy to a minimal policy. The auditors recommend that a policy be initiated, but at this time it will be a weaker policy with general recommendations to see the faculty council concerning reporting.
- E. Faculty Senate Committee Reports –  
No minutes were submitted.
- F. University Committee Minutes
  - a. International Education/ International WTE Meeting minutes of September 16, 2010 were accepted.  
Senators discussed the minutes, including that the committee was looking at making travel funds available to full-time lecturers. After discussion, the senate was concerned that there are different definitions for lecturer across the university. The matter was referred to the Faculty Affairs Committee.
- G. Old Business.
  - a. 10-20 Revision of Honors Advisory Members Terms – approved by faculty senate
  - b. 10-21 Proposal to move CLS from CAS to SAS – approved by faculty senate
- H. New Business – no new business reported
- I. Information Items
  - a. Matt Arterburn, Chair of the FAC, distributed a draft of the electronic voting mechanism developed by FAC for voting by general faculty. It will be sent electronically for comment. The senate asked for

clarification on who will tally electronic votes and what is a major or minor item. The FAC will continue to work on the draft.

President Jacobs offered thanks to both Academic Affairs committee and Faculty Affairs committee for all their hard work so far this year.

- J. Discussion Items - none
- K. Announcements –none
- L. Adjournment: the meeting was adjourned at 4:29 pm

**Faculty Affairs Meeting Minutes**  
**November 15, 2010**

In Attendance:

Matt Arterburn, Chair

Roy Wohl

Cheryl Childers

Rob Weigand

Sean Bird

Michael Averett

Jean Sanchez

Dr. Nancy Tate, VPAA, ex officio

- A. Meeting called to order and opening remarks by Matt Arterburn.
- B. The minutes of the Faculty Affairs committee meeting of November, 1, 2010 were approved.
- C. New Business: The committee has been asked to investigate the activities of full-time lecturers at Washburn to aid in better defining the roles of faculty in this group. The committee has agreed to devote the bulk of its attention to this issue once the Online Curricular Approval Process completed, but to delay action until such time.
- D. Old Business:
- I. Continued discussion of overhaul to curricular approval process. Proposed Action Item – Online Curricular Approval Process (DRAFT) distributed and discussed. Modifications were made to draft based on feedback from Faculty Affairs Committee. Following are additional comments and considerations:
- Dr. Tate recommends that Lisa Jones, University counsel, review the draft and make recommendations as needed. Specific concerns were noted regarding the open meetings act. Lisa Jones will be in attendance at next Faculty Affairs meeting scheduled for Monday, 11/29/10.
  - Discussion of how voting must occur electronically, based on Zoomerang requirements. Voting links must come directly from each user's Washburn email to prevent duplicate voting, for example.
  - Reviewed current process for voting on curricular changes. Current steps involved include:
    - VPAA and Academic Affairs Chair decide whether curricular change is eligible for voting or if it can be approved by the Department where it originated.
    - The chair of the committee that brings a change forward decides, with the VPAA, if sent to General Faculty or decided in Faculty Senate.
  - Based on above, it is suggested that Faculty Senate decide whether curricular change can be sent to electronic voting or must be moved to General Faculty voting. This is in keeping with what is currently written in the Faculty Senate constitution and so the action item will be modified to include this protocol.
- II. Intellectual Property
- Dr. Tate received a final draft and University Counsel is reviewing currently. Will meet with ad hoc committee and once changes are made, will be sent to Faculty Affairs.

**Faculty Affairs Meeting Minutes**  
**November 29, 2010**

In Attendance:

Matt Arterburn, Chair

Roy Wohl

Cheryl Childers

Rob Weigand

Sean Bird

Michael Averett

Dr. Nancy Tate, VPAA, ex officio

Lisa Jones, University Counsel

Cynthia Waskowiak, Clerk to Counsel

- A. Meeting called to order and opening remarks by Matt Arterburn (3:32).
- B. The minutes of the Faculty Affairs Committee meeting of November 15, 2010 were approved as amended.
- C. Old Business: The committee continued to discuss the overhaul of the curricular approval process (CAP). Modifications to text by consensus. Following are additional comments and considerations:
- Lisa Jones, University Counsel, explained the Kansas Open Meetings Act, who falls under its purview, what constitutes a meeting, and how KOMA intersects with the Kansas Open Records Act.
  - Nancy Tate recommended adding wording to the CAP document acknowledging that guest access will be provided to students and the public upon request.
  - Jones said that attendance in the discussion segment would be the result of logging in to the discussion board.
  - Tate said that the document needs to contain an effective date.
  - Jones will research whether approval of changes by General Faculty through the curricular approval process must go to Board of Regents.

Action item: A motion was made and carried, unanimously, to approve CAP with modifications and send this action item to the Faculty Senate.

- D. New Business: The committee was charged by Faculty Senate to research the definitions, responsibilities and duties of Full-Time Lecturers.
- Jones explained that her office is working on the definitions of Lecturer and Faculty.
  - Weigand said that the committee should not advance on the issue until University Counsel has made some determination on definitions.
- E. A motion was made and carried to adjourn (5:20).

**Academic Affairs Committee**  
**October 15, 2010**  
**Meeting Notes**

Committee members in attendance:

Kathy Menzie (chair)  
Mary Sheldon  
Cal Melick  
Linda Croucher  
Becky Dodge  
Paul Byrne  
Kandy Ockree

Guests:

Donna LaLonde, Assessment Committee  
Mike Russell  
Kathy Hupp, Director CLS Student Affairs

The meeting was called to order by Kathy Menzie.

**I. Proposed Program Change for SAS**

Kathy Hupp, Director CLS Student Affairs, was present to answer questions about the proposed CLS program change.

The proposal would move the current Washburn University Clinical Laboratory Science (CLS) Program to the Department of Allied Health within SAS. The degree would change from a Bachelor of Science with a major in Clinical Laboratory Science (BS/CLS) to a Bachelor of Health Science with a major in Clinical Laboratory Science (BHS/CLS).

Kathy Hupp explained to the Committee that this was the first of two parts. The first is to add the program to SAS and the second would be for CAS to remove their program. The process for CAS to do this may take up to a year, so she was presenting the first part to the Academic Affairs Committee for approval. The Committee discussed the ramifications at length with Kathy.

**Action:** The motion was made to approve the proposal to move the CLS program from CAS (currently advised by the Biology Department) to the Department of Allied Health within the School of Applied Sciences.

Committee members expressed concern regarding a potential duplicate program in existence and whether this would create problems with the catalog.

A second motion was made to table the first motion until further information regarding deletion of the CAS course came to the Committee. After discussion, the second motion did not carry.

The Committee returned to the first motion and voted to approve the proposal as written with one dissenting vote. The proposal will be forward to the Faculty Senate with recommendation for approval from the Committee.

In addition, the Committee advised Kathy Hupp that a written letter of support from the Biology Department would be helpful, rather than just the minutes from the department meeting. The Committee also recommended representatives from both the College and School (e.g., John Mulligan, Dean Dunlap, Dan Peterson and/or Dean McQuere) attend the Faculty Senate meeting so that both sides were represented and available to answer questions and to explain the issues with this course.

The committee thanked Kathy Hupp and she left the meeting.

## **II. Committee Minutes**

The committee minutes for September 22 and October 6<sup>th</sup> were distributed to the members.

**Action:** The motion was made and carried to approve the minutes with one grammar correction to the Sept 22<sup>nd</sup> minutes and the correction of the spelling of Kandy Ockree's name in both documents.

## **III. General Education Faculty Workshop Luncheons**

The Academic Affairs Committee discussed the luncheon presentation format and what information they would like to obtain from faculty.

A list of questions was drafted. Rebecca Atnip was asked to send these out to the committee after the meeting so members could provide their feedback prior to the faculty workshops.

The committee also discussed other items for the meeting:

- Assessment introduction to be presented by a representative from the Assessment Committee
- Identify Gen Ed and Assessment as two separate issues
- Transfer issues
- Also differentiate distribution and learning outcomes
- Instruct each table to write a summary of their discussion following each question.
- Possibly provide a copy of the distribution model for Power Point?
- Transcriptionists – Linda Croucher (10/26 and 11/5) and Becky Dodge (11/5 and 11/10)
- Flipcharts, easels and markers, projector and screen for each meeting will be coordinated by Rebecca Atnip

### **Next meeting**

The Committee will be attending the luncheons:

- October 26, 12:00-1:30 (Kansas Room)
- November 5, 12:00-1:30 (Washburn B – Faculty Dev. in Kansas Room at 2:00 pm)
- November 10, 12:00-1:30 (Kansas Room)

A grid will be sent out to the committee members for their availability for Nov and Dec. The committee also will try to find a regular date and time to meet in the spring.

Attachments: SAS Program Change Request Form

## INTERDISCIPLINARY STUDIES COMMITTEE MEETING

September 13, 2010

2:00 P.M. – Baker Room

Bradbury Thompson Center

Present: Pat Munzer, Chair; Paul Prece, CAS; Park Lockwood, CAS; Hwa Chi Liang, CAS; John Paul, CAS, Tammy Baker, Mabee; Diane McMillen, SAS; Lucas Mullin, WSA; Joan Bayens, VPAA office

The meeting was called to order at 2:00 p.m. by Pat Munzer, followed by introductions.

Dr. Munzer indicated the position of this committee was to review the proposed courses. If the committee agreed with the proposed courses, those courses would then be submitted to Academic Affairs for approval.

In front of the committee today were three classes proposed by Dr. Rick Ellis. Each proposed course (**IS 250, IS 351, IS 352**) revolved around Community Service Transformational Experience. The committee agreed the three one (1) hour courses were developmental in nature, building on each other. General discussions regarding each of the courses involved:

- How would the courses be offered (every semester, every other)?
- Why not all three upper level courses? (It was decided that IS250 was more introductory level and needed to stay as proposed.)

The committee then discussed concerns regarding the proposed courses. It was decided to gain more information from Dr. Ellis regarding:

- The catalog description appears to be unclear. Specifically the wording, “Students complete 50 hours of service while meeting in a classroom setting to reflect upon that service through readings, discussion and written expression.”. The committee indicated they understand the intent, the description needs to clearly state what the student will do and what will be involved for the reflection groups.
- Regarding the statement, “Describe the writing component of the proposed course both qualitatively and quantitatively.” It is noted, “Students will be asked to maintain (sic) a journal of reflection (sic) on their service. They will also be required to submit a final essay of their service experience (sic) . The committee is requesting more information/clarity on sentence.
- The actual document needs to be reviewed for grammar, spelling and proofreading. The committee does not wish to continue on with the process with the documents as they have been presented. They are asking that Dr. Ellis correct the necessary issues and then resubmit.
- Could students take these courses more than once? It was discussed that students should not be taking these more than once. However this discussion led to discussions regarding why these courses aren’t offered for 1 to 3 hours, in particular the two upper division courses. Allowing students a variable hour would provide more benefits to students.
- Why not a 3 hour course rather than 3 one (1) hours courses?

In general, all of the committee members were approving of the concepts of the proposed courses. It is requested, once the concerns have been addressed, the courses be resent to the committee with a call for an electronic review and vote.

Meeting was adjourned at 2:40 p.m.

Addendum to the minutes:

Dr. Ellis provided corrections on the courses which were sent out to the Committee members. An electronic vote was held as to the recommendation regarding these proposed courses. A majority vote to pass these courses to the Faculty Senate was received with one no vote.

9/14/10

# INTERDISCIPLINARY STUDIES COMMITTEE MEETING

October 22, 2010

3:00 P.M. –Lincoln Room

Memorial Union

Present: Pat Munzer, Chair; Paul Prece, CAS; Jane Tanking, SON; Hwa Chi Liang, CAS; John Paul, CAS, Tammy Baker, Mabee; Joan Bayens, VPAA office. Proposed Course Presenter: Keith Rocci

The meeting was called to order at 3:00 p.m. by Pat Munzer. Pat asked Keith to introduce himself and provide information regarding the proposed classes.

In front of the committee today were four classes proposed by Dr. Alan Bearman and his staff. Keith explained that IS classes have been on the University schedule since 1989 and have been taught online for the past several years. The Library staff wanted to expand the electronic learning opportunities and built several classes to offer to students.

The first two classes discussed were IS 171 (Internet Research Strategies) and IS 172 (Advanced Research Strategies), which build on IS 170 (Library Research Strategies). Each of these courses could be taken as 5 week courses and all three could be taken within one semester. However, students must take IS 170 in order to enroll IS 171 (Internet Research Strategies) and IS 172 (Internet Research Strategies).

Discussion was held regarding

- “Testing out” and Keith indicated, although not completed yet, there has been talk about a competency test that students could take in a proctored setting. Again, this hasn’t been finalized yet.
- Whether these two courses would be proposed for Gen Ed credit. It was determined that at some point soon the Library staff would propose this.

After discussion, a vote was taken and all members present, and those who afforded a proxy, voted unanimously to recommend these two courses (IS 171 and IS 172) to Academic Affairs.

IS 173 (Information Literacy for Scholars): This course is currently being offered to High School students. The thought was this course could be offered so others would have an additional opportunity for research. This course is to be offered once a semester (a 16 week course).

Discussion was held regarding

- Whether this was to be a one hour course or a three hour course.
- Whether this course could be taken in addition to IS 170, 171 and 172 or instead of.

Keith was asked to gain clarification on these issues and then resubmit the information with that clarification noted. Once that information is received, it will be forwarded to the Committee members who will be asked to review it and vote electronically.

IS 174 (Trace Your Family History): Keith introduced this course discussion indicating this would be a special topics course and offered online only. This course will also be proposed as a Gen Ed credit. Much discussion as to the components of the course was had but all members present felt this was a worthy course to offer.

All voted unanimously for this course to be passed along to Academic Affairs.

The meeting was adjourned at 3:30 p.m.

Addendum: On November 4, 2010, the committee held an electronic vote regarding the modifications made to the proposed IS 173 course. A unanimous decision to recommend this course move to Academic Affairs was received.

All minutes were approved by the committee.

11/8/10

# Minutes

## Honors Advisory Board

Wednesday, October 6, 2010

12 – 1:00 PM

Cottonwood Room

Present: Michael McGuire (Chair), Jennifer Ball, Lance Cahill, Rachel Goossen, Keenan Hogan, Martha Imparato, Debbie Isaacson, Reinhild Janzen, Vickie Kelly, Erica Koepsel, Rachel Marlett, Denise Ottinger, David Pownell, and Carol Prim

Minutes from September 8, 2010 were approved.

- I. Honors Student Council Report (Keenan): progress on t-shirts for Honors students and interested board members was reviewed.
- II. Old Business
  - A. Membership Resolution Status – cleared Faculty Senate.
  - B. Rotation Status – Still needs to go to Faculty Senate
  - C. Revising Course Proposal Form – Curriculum Sub-Committee
  - D. Programming Dates
    1. Spring New Member Lunch – Wednesday, January 26, 12 p.m. in Washburn B
    2. Spring Banquet – Tuesday, April 5 in Washburn B – time frame used for last year’s banquet will be repeated: 6:30 – 7:00 social with dinner starting at 7:00
- III. New Business
  - A. New Policies
    1. Discussed, briefly, ideas for participation requirement. Will be discussed further at future meetings.
    2. Discussed, briefly, ideas for developing policy concerning probation. Will be discussed further at future meetings.
  - B. Revising Current Policy
    1. Discussed factors to consider concerning Honors Thesis requirement.
    2. Discussed factors to consider concerning Honors contract
- IV. Announcements
  - A. Next Meeting: Wednesday, November 3 (Cottonwood)
  - B. New Members for Spring 2011
    - Nic Cambell
    - Dilruba Gulshan
    - Grace Hildenbrand
    - Brian Oxendine
    - Mercedes Reyes
    - Jon Trotter
    - Kristina VanAnne
- V. Adjournment

# *Library Faculty Committee Meeting*

*November 10<sup>th</sup>, 2010*

*3:30 p.m.*

*Room 105, Mabee Library*

**TO:**

<i>Dr. David Bainum</i>	<i>Dr. Andrew Herbig</i>	<i>Ms. Marilyn Masterson</i>	<i>Dr. Tom Schmiedeler</i>
<i>Dr. Alan Bearman</i>	<i>Dr. Rob Hull</i>	<i>Dr. Jay Memmott</i>	<i>Dr. Terry Sorensen</i>
<i>Dr. Cheryl Childers</i>	<i>Dr. Catherine Hunt</i>	<i>Ms. Caley Onek</i>	<i>Dr. Sharon Sullivan</i>
<i>Dr. Erin Chamberlain</i>	<i>Mr. Terry Knowles</i>	<i>Ms. Nichole Perkuhn</i>	<i>Dr. Brian Thomas</i>
<i>Dr. Frank Chorba</i>	<i>Dr. Sam Leung</i>	<i>Dr. Karen Diaz Reategui</i>	<i>Dr. Jennifer Wagner</i>
<i>Dr. Barry Crawford</i>	<i>Dr. Park Lockwood</i>	<i>Dr. Michael Rettig</i>	<i>Dr. Ye Wang</i>
<i>Ms. Judy Druse</i>	<i>Dr. Meredith McKee</i>	<i>Dr. Leslie Reynard</i>	<i>Ms. Kelley Weber</i>
			<i>Dr. Iris Wilkinson</i>

The Library Faculty Committee convened in Mabee Library, Room 105 at 3:30 p.m. The following members were present: Dr. Bearman, Dr. Chamberlain, Dr. Chorba, Ms. Druse, Dr. Hull, Dr. Herbig, Dr. Leung, Ms. Perkuhn, Dr. Diaz-Reategui, Dr. Reynard, Dr. Sorensen, Dr. Sullivan, Dr. Thomas, Dr. Wagner, and Ms. Weber. Ms. Masterson, Dr. Hunt, Mr. Knowles, Dr. Wilkinson sent word they would be unable to attend.

Dr. Bearman and Judy Druse will attend the Faculty Senate meeting on December 13<sup>th</sup> to discuss concerns about the new Collection Development Policy.

The library has received the results of the LibQUAL+ Survey. This is an online assessment tool that was administered in September to library users to get opinions on our service quality and facilities. Kelley Weber, Business Librarian, is in the process of compiling information and will distribute a final report when completed. Ms. Weber reported that 393 valid surveys were received and 191 comments were made. A handout was distributed and early results revealed that there is a high level of undergraduate approval with "Library as Place." Ms. Weber presented statistics that revealed graduate students and faculty gave negative marks about library technology and easy access.

In order to find out the specifics of the comments made by faculty on the LibQUAL+ survey, Dr. Bearman asked the committee whether to survey the entire faculty or survey just the Library Committee members. It was suggested that in order for the library to receive various individual responses, Dr. Bearman should ask to get on the Division or Unit agenda. The survey will not only be used to measure how well the library has improved since the last survey, but it will also be used to move the library forward to meet the demands of academic and student success.

The library just started drafting the 2011-2013 Mabee Library Strategic Plan. The plan will be distributed to the Library Committee by the end of the academic year.

The library received the Capital Budget Planning schedule for 2012. The deadline to submit requests are as follows: Capital Improvement (11/28/10); Equipment (1/24/11) and Technology (2/7/11).

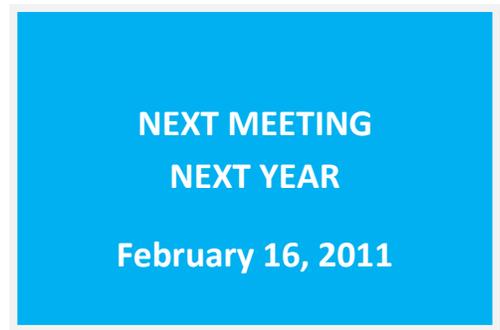
Because of a 4-8% book inflation increase next year, the library continues to make budget adjustments moving in the direction of electronic formats. The library has cut the book budget 54% over the last two years and there is still potential for more cuts. Illiad, the new Interlibrary Loan online ordering and management system, has made it possible for the library to keep track of how often an item is being loaned and borrowed. This allows the library to purchase an item if it has high usage. This new system has also increased the library collaboration efforts and sharing privileges.

During Winter Break the library liaisons will look at overall departmental spending. If a certain department has not spent most of their allocation by this time, some of their funding might be shifted to other departments. The library will begin its process of journal and database purchasing for 2012. If any department has materials that they feel are critical to growing your program, contact your library liaison.

Because of space shortage the library is withdrawing many titles in the VHS and DVD collections. The library is also collaborating with KTWU looking into the growing area of streaming video. The goal is to shift to streaming video through the course reserve platform by January 2011. The library will no longer purchase DVDs unless it is for classes. Faculty that orders DVDs for next semester must make it very clear to library liaisons that this is for a class or it will not get ordered.

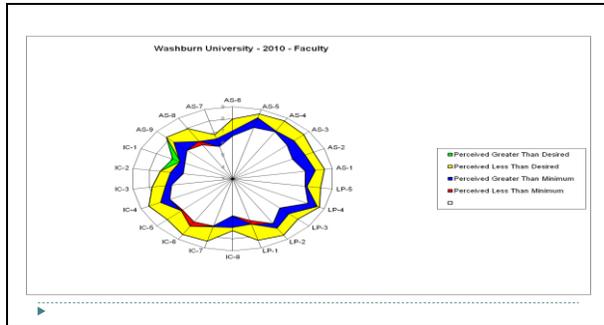
Digital Initiatives is working to upgrade the library's web site. The suggested name for this homepage will be called the Digital Branch and the design will target undergraduate students. For more advanced searching, the team will develop advanced pages using LibGuides. The library has purchased Encore for another three years and obtained Synergy, a discovery tool. The suggested name for this one search tool is "Bod Search." Synergy allows you to search the catalog and limit by content type, including articles. Digital Initiatives will load one database on Synergy for a trial run through the spring semester. Our goal is to have thirty additional databases loaded by fall 2011. Dr. Bearman asks that the Committee check out the design process of the digital branch and send him feedback.

**Meeting adjourned at 4:16 p.m.**  
**Respectfully submitted**  
*Ginger D. Webber, Administrative Secretary*



**Attachments:**  
**LibQUAL+ Survey Handout and Statistics**





## LibQUAL+ -- 2010

Number	Dimension	
AS-9	Affect of Service	Dependability in handling users' service problems
AS-8	Affect of Service	Willingness to help users
AS-7	Affect of Service	Employees who understand the needs of their users
AS-6	Affect of Service	Employees who deal with users in a caring fashion
AS-5	Affect of Service	Employees who have the knowledge to answer user questions
AS-4	Affect of Service	Readiness to respond to users' questions
AS-3	Affect of Service	Employees who are consistently courteous
AS-2	Affect of Service	Giving users individual attention
AS-1	Affect of Service	Employees who instill confidence in users
LP-5	Library as Place	Community space for group learning and group study
LP-4	Library as Place	A getaway for study, learning, or research
LP-3	Library as Place	A comfortable and inviting location
LP-2	Library as Place	Quiet space for individual activities
LP-1	Library as Place	Library space that inspires study and learning
IC-8	Information Control	Print and/or electronic journal collections I require for my work
IC-7	Information Control	Making information easily accessible for independent use
IC-6	Information Control	Easy-to-use access tools that allow me to find things on my own
IC-5	Information Control	Modern equipment that lets me easily access needed information
IC-4	Information Control	The electronic information resources I need
IC-3	Information Control	The printed library materials I need for my work
IC-2	Information Control	A library Web site enabling me to locate information on my own
IC-1	Information Control	Making electronic resources accessible from my home or office

## **CURRICULUM GRANTS COMMITTEE**

**Minutes**  
**October 13, 2010**

### **Members Present:**

*Pat Munzer, Chair*  
*David Pownell*  
*Don Kellogg*  
*Janice Schrum*  
*Ellen Carson (voted electronically)*

*The committee convened for the final time to award funds for Fiscal Year 2011. The applications received and the committee decision regarding each application follow:*

**Matthew Arterburn**            **\$2,000.00**

*Biology Department*

*Purpose:* *Equipment and software to produce pre-lab streaming video tutorials to enhance student preparedness and elevate outcomes in biology courses (e.g., DNA extraction, bacterial colony isolation)*

*Award:* *Partially awarded, \$901.00 (cost of laptop not covered.)*

**Nora Clark**                    **\$2,000.00**

*School of Nursing*

*Purpose:* *Development of clinical course options for WU undergraduate nursing students in Ireland.*

*Award:* *Denied*

**Duane Hinton**                **\$1,949.55**

*Biology*

*Purpose:* *Upgrade and expand the laboratory portions of both the BI 355 Developmental Biology course and the BI 357 Histology course to correspond to the information presented in the lecture portion of these courses.*

*Award:* *Full amount awarded (increased to \$2,000 to cover shipping costs)*

### **Summary**

*The total amount awarded during this meeting: \$2,901.00.*

*The total amount awarded previously: \$7,212.93.*

*The total awarded for FY2011: \$10,113.93, which leaves a balance of \$3886.07.*

**Faculty Development Grant Committee**  
**February 15, 2010**  
**Meeting Notes**

**Members Present:**

Pat Munzer, Chair  
Kevin Charlwood  
Kelley Weber  
Janice Schrum  
Lori McMillan  
Nora Clark

Pat Munzer (not present, voted by email)

Nancy Tate welcomed everyone and thanked them for coming. She reminded the committee the group of applications currently under review was the last group for this fiscal year.

The applications submitted for consideration by the committee are for the 2010 fiscal year. The committee received a total of 10 faculty development grant applications, for a total of \$5,000 in requested funds. A summary of the applications received and the committee decision regarding each application follow:

**Bird, Sean** Requested \$500  
Attend LOEX Conference 2010: Bridging and Beyond - Developing Librarian Infrastructure.  
Application awarded fully.

**Canipe, Michelle Reed** Requested \$500  
Attend Academic Library Planning and Revitalization Conference  
Application awarded fully.

**Ding, Xiaoli (Shiao-Li)** Requested \$500  
Attend summer workshop presented by the Institute on the Pedagogies of World Music Theories at Colorado University  
Application awarded fully.

**Dinkel, Shirley** Requested \$500  
Attend Adolescent Health Care Conference  
Application awarded fully.

**Jones, Doug** Requested \$500  
Attend Am. Society of Echocardiography annual scientific sessions  
Application awarded fully.

**Khan, Lori** Requested \$500

Attend Norton School of Lymphatic Therapy Certification Course for Physical Therapy  
Application awarded fully.

**McHenry, Eric** Requested \$500  
Attend 2010 Association of Writer and Writing Programs Conference  
Application awarded fully.

**Park, Sangyoub** Requested \$500  
Attend and present two papers at the Pacific Sociological Association  
Application awarded fully.

**Sorensen, Terry** Requested \$500  
Attend Annual Conference for the American Institute of Ultrasound in Medicine  
Application awarded fully.

**Peng, Xianofeng (Sheldon)** Requested \$500  
Attend China Investment and Finance Conference in China  
Application awarded fully.

### Summary

The total amount requested was \$5,000. The total awarded during this meeting: \$5,000. The total amount of funds available for FY2010 is \$14,000.00, which leaves the balance of available funds of \$1,141.58.

Nancy Tate explained to the committee if sufficient funds remained at the end of the year for all the internal grant funds, she would make announcement to all faculty about the availability of funds as she did last year. This determination will be made based on the amount of funds remaining, as well as the amount returned by faculty who were awarded grants but who were unable to use the funds. Dr. Tate said this determination is usually made in April to allow time for any unused funds to be expended before the end of the year.

Bender, Patti	Kinesiology	Attend American College of Sports Medicine Annual Conference	Jun-11	
Clark, Nora	School of Nursing			
Croucher, Linda	Allied Health	Attend th Kansas Society of Radiologic Technologists Annual Meeting	Apr-11	\$500.00
Garrison, Karen	Kinesiology	Attend the National Athletic Trainer's Association Educator's Conference in Washington, DC	Feb-11	\$500.00
Khan, Lori	Allied Health	Attend the International Regenerative Medicine Biolife Conference on Stem Cell	Dec-10	

		Research in China		
Kratina, John	Allied Health	Attend Am. Society of Radiologic Technologists Natl Radiation Therapy Conference	Oct-10	
Lockwood, Park	Kinesiology	Attend Am. College of Sports Medicine Annual Conference	Jun-11	
Mach, William	School of Nursing			\$500.00
McKee, Meredith	Psychology	Attend the Southwestern Psychological Association Conference	Apr-11	\$500.00
Niesen, Faye	Allied Health	Attend the American Society of Radiologic Technologists Natational Radiation Therapy Conference	Oct-10	
Sanchez, Jean	Allied Health	Attend a Wound Care Education Institute's training seminar and certification exam	Oct-10	\$500.00
Tanking, Jane	School of Nursing			\$500.00
Turk, Cynthia	Psychology	Attend and present at the Association for Behavioral and Cognitive Therapies Conference	Nov-10	\$500.00
Watts, Harrison	Criminal Justice	Attend the Texas Commissison on Law Enforcement Office Standards and Education Annual Conference	Oct-10	\$500.00
Weber, Kelly	Mabee Library	Attend the Library Assessment Conference	Oct-10	\$500.00
Kwon, Young Sub	Kinesiology	Attend the American College of Sports Medicine Annual Conference	Jun-11	\$500.00

**Research Development Grant Committee  
November 2, 2010  
Meeting Notes**

**Members Present:**

Pat Munzer, Chair  
Diane McMillen  
Sharla Blank  
Martha Imparato

Andrew Herbig (voted electronically)  
Norma Juma (voted electronically)  
Brenda Patzel (voted electronically)

Pat Munzer welcomed the committee and explained this was the last group of research grant applications for this fiscal year.

In addition, Pat Munzer explained that the one major research grant currently under review was submitted previously but was deferred by the committee until additional information was provided. No other major research grants were received for the major research grant committee or for this committee to review.

The committee reviewed six research grant applications (five small and one major) with a total requested of \$23,163.24. A summary of the applications received and the committee decision regarding each application follows.

**Small Research Grant:**

**Sundal, Mary** **Requested \$3,000.00**

Sociology/Anthropology Dept.

Two course-load reductions to help with preparation of two journal articles for publication  
Application awarded fully.

**Arterburn, Matthew** **Requested \$2,985.00**

Biology Dept.

Purchase of objective lenses for the Biology Department's new Zeiss microscope and additional scientific supplies to support research on the development of perennial wheat cultivars in collaboration with researchers at Washington State University.  
Application awarded fully.

**Glover, Jenna** **Requested \$2,784.00**

Psychology Dept.

"Interpersonal Lives of Young Adult Women: A Study of Passionate Friendship"

Application awarded fully.

**McConnell-Farmer, Judith** Requested \$2,933.25

Education Dept.

"Day in Nicodemus" - partially fund preliminary research needed for writing a scholarly article

Application awarded fully.

**Wang, Yeqiang** Requested \$2,450.99

Art Dept.

Artistic project to explore the possibilities of combining digitally printed images with watercolor

Application awarded fully.

### **Major Research Grant:**

**Wagner, Paul and Tracy** Requested \$9,010.00

Biology Dept

Research on a new model for Rating of Perceived Effort Scale (RPE)

Application awarded fully.

### **Committee Actions**

The committee determined that in order to assure the most cost effective use of grant funds, applicants will be asked to compare the cost of renting a car versus the mileage for driving their personal car and asked to use the less expensive of the two.

In addition, the committee noted there seemed to be more requests for computers in grant proposals. The committee determined it was necessary to notify grant recipients that once their research project was completed, the computer remains the property of Washburn University and should remain in the department of the grant recipient, but would not necessarily become the property of the department. The VPAA office will begin tracking these computers so that in the future, if researchers need laptops they will have access to them for research purposes.

### **Funding Summary**

The total amount requested and awarded during this meeting was \$23,163.24. Total funds available for FY 2011 were \$50,000.00. The total amount of funds awarded for FY 2011 (spring and fall distribution) were \$46,402.17, which leaves a balance of \$3,597.83.

The balance remaining will be moved to Faculty Development to help cover any additional requests for spring distribution.

## **Online Curricular Approval Process Overview**

Submitted by Faculty Affairs Committee

### **RATIONALE**

In order to expedite the process of curricular change, unburden General Faculty meeting agendas and enfranchise all faculty members, regardless of schedule, the Faculty Affairs Committee recommends the adoption of an electronic, online debate and balloting system for approval of curricular items.

Our current method of approving curricular changes is inefficient, requiring an in-person vote by a quorum at our infrequent General Faculty meetings. Furthermore, members of the General Faculty who teach or discharge other duties during these meetings are unable to vote regularly. The procedural steps required for these votes also comprise a time-consuming portion of General Faculty meetings and occlude discussion of other issues. In addition, given that General Faculty meetings occur, at most, three times in an academic year, academic units seeking curricular changes have to wait an inordinate amount of time for the approval process before they can implement those changes. Finally, an electronic balloting and voting system is used by similar institutions in the region and our dialogue with them has indicated that such systems are workable and efficient.

We recognize that Washburn is a close-knit community that promotes free debate and participation in legislative procedures and values the right for all faculty members to publicly discuss and vote on curricular issues. To preserve these principles, we suggest that the proposed new system retain participation rights of all General Faculty members, but streamline the process by moving voting and debate to an online platform. We suggest that a mechanism remain in place for a traditional in-person debate format on issues that the General Faculty deems too complex or controversial for a simple up-or-down, online vote. We recommend a message board system via a course management system for debate and an online survey software system for voting.

### **MECHANISM**

The online curricular approval system will occur in three phases: debate, voting and ballot-counting. Voting rights are extended to all members of the General Faculty as defined in the Faculty Handbook; Washburn staff and faculty who are not eligible to vote will have the opportunity to participate in debate, but not voting. Items eligible for online voting by the General Faculty will be determined by following protocols established in the Faculty Senate constitution.

#### **PHASE #1 - DEBATE**

On the fourth business day following a Faculty Senate meeting, any approved curricular changes will be communicated via e-mail to all faculty and staff, including both those requiring a vote by the General Faculty and those that do not. It will be the responsibilities of the Faculty Senate Secretary and the General Faculty Secretary to coordinate in providing text of curricular items, as worded by the Faculty Senate, to a designated member of ISS for dissemination to the faculty. The e-mail notification provided to all faculty and staff will provide individual hyperlinks leading to separate message boards for each curricular item requiring debate. Debate via message board will open as soon as the notification message is received and will end seven days later. Even after debate is closed, the postings will still be viewable by the General Faculty through the subsequent voting period.

### PHASE #2 – VOTING

When the debate period ends, members of the General Faculty will receive an e-mail message announcing that voting has begun. The General Faculty Secretary will assemble a list of eligible voting faculty at the beginning of each academic term and provide it to the ISS staff member who maintains the balloting system. The e-mail message to announce the beginning of the voting period will include hyperlink to the finalized message board discussion for each curricular item and a single hyperlink to a single online ballot for all curricular items requiring a vote. This ballot will display each curricular item, as worded by the Faculty Senate. For each item, the voter will be asked to answer two questions, the first regarding whether the item is appropriate for online voting, and the second regarding whether, if online voting is approved by the faculty, the item should pass as worded. To illustrate, the voter will first provide a YES or NO answer to the following question:

#1 - Do you approve of an online vote on the proposed curricular change, as worded?

An answer of YES will prompt a second question requiring a YES/NO:

#2 - Do you approve of the proposed curricular change, as currently worded?

An answer of NO to question #1 will prompt the following:

#1b - Should the proposed curricular item be:

A. Returned to the Faculty Senate for rewording or revision.

B. Discussed in-person at the next General Faculty meeting.

A “comment box” allows voters to explain rationale and/or propose rewording of the item.

Because it cannot be predicted whether the faculty will approve online voting, respondents who disapprove online voting will be asked to cast their contingent votes on whether the item should be passed as worded if online voting is approved.

#2 – If a majority of faculty votes to approve of an online vote, will you support the proposed curricular change, as currently worded?

### PHASE #3 – BALLOT-COUNTING

The Faculty Handbook provides that, in order for any action to be valid, a quorum (>33%) of the General Faculty must participate in the vote. So that the faculty will only have to vote once per month at most, the voting period will close at 5 PM on the seventh day from the start of voting. If a quorum is not met, then a vote on the curricular items in question is delayed until the next online voting/debate cycle. The hyperlink and ballot page will be accessible to each eligible faculty member only once, to prevent double votes.

At the end of the voting period, the designated ISS personnel will send results to both the chair of the Faculty Senate Electoral Committee and the General Faculty Secretary. Both entities will tally and confirm the results. In addition, ISS personnel will provide both entities with an itemized list of individual faculty

votes (recorded via the e-mail addresses of voters) for verification purposes only. E-mail addresses will not be shared otherwise unless a request is made via the Kansas Open Meeting Act.

If a majority (>50%) of respondents vote to permit online voting, then their contingent votes on whether to approve the item as currently worded will be tallied (regardless of participants' responses to question 1b). If a majority (>50%) of respondents vote to approve the item as worded, then the curricular change is approved, and the process is complete.

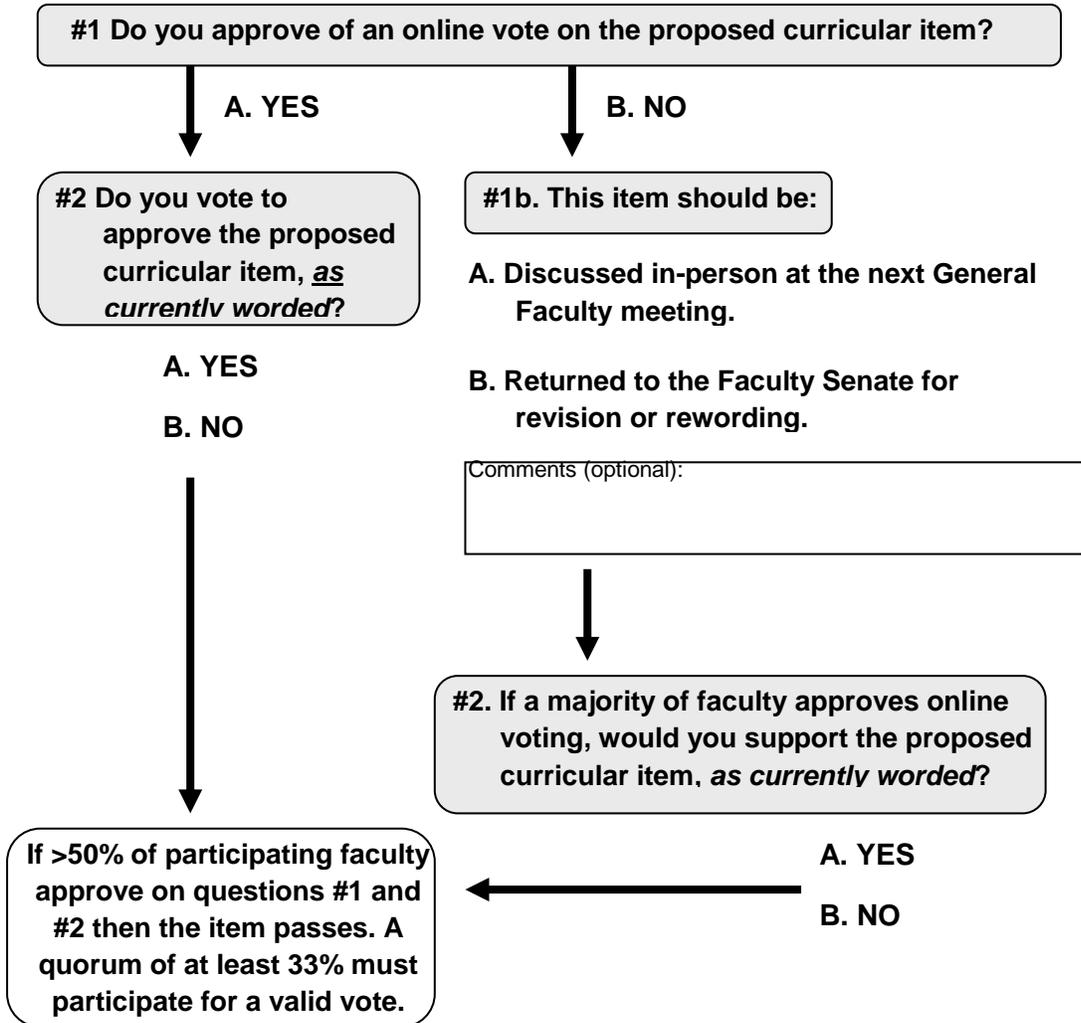
If a majority of respondents vote against online voting, then the majority response to question 1b will be followed and the item will be either returned to Faculty Senate or will be placed on the agenda for the next General Faculty meeting. ISS Personnel will provide comments and/or proposed rewordings from the voting faculty to the General Faculty Secretary and the chair of the Faculty Senate Electoral Committee.

Results of the vote will be announced to the General Faculty by the General Faculty Secretary within two business days after the voting period ends.

### **SUMMARY**

The following schematic summarizes the proposed system. These procedures are intended to act in compliance with established protocols for curricular approval, as delineated in the Faculty Handbook and as are currently in practice. The movement of debate and voting to an online system is intended as a change in medium, not procedure. With this change in implementation, curricular approval can be made more streamlined, expeditious and enable greater participation.

**BALLOT ORGANIZATION & VOTING OPTIONS**



## Faculty Senate Action Item

NO. 10-22

**Subject:** Online Curricular Action Item Approval Process for General Faculty

**Justification:** The Faculty Affairs Committee proposes the adoption of an electronic, online debate and balloting system for approval of curricular items by General Faculty, as described in the preceding document. This system would replace the current, in-person voting system used at General Faculty meetings.

**Language:** To execute this initiative, the committee proposes that the following language be added as item IV-D in Section One: Administrative Structure, of the Faculty Handbook:

### D. Electronic Voting for Curricular Items

Action items of a curricular nature placed on the agenda of the General Faculty can be voted on electronically, at the discretion of the Faculty Senate. Electronic voting will proceed using the same basic protocols as General Faculty votes and voting rights are extended to all members of the General Faculty as defined in section IV-A. Washburn staff and faculty who are not eligible to vote will have the opportunity to participate in online debates, but not voting.

On the fourth business day following a Faculty Senate meeting, any approved curricular changes will be communicated via e-mail to all faculty and staff, including both those requiring a vote by the General Faculty and those that do not. It will be the responsibilities of the Faculty Senate Secretary and the General Faculty Secretary to coordinate in providing text of curricular items, as worded by the Faculty Senate, to a designated member of ISS for dissemination to the faculty. The e-mail notification provided to all faculty and staff will provide individual hyperlinks leading to separate message boards for each curricular item requiring debate. Debate via message board will open as soon as the notification message is received and will end seven days later. Even after debate is closed, the postings will still be viewable by the General Faculty through the subsequent voting period. A guest login to a message board will be provided to a student or member of the public who upon request; these groups may view, but not contribute, to debate.

When the debate period ends, members of the General Faculty will receive an e-mail message announcing that voting has begun. The General Faculty Secretary will assemble a list of eligible voting faculty at the beginning of each academic term and provide it to the ISS staff member who maintains the balloting system. The e-mail message to announce the beginning of the voting period will include hyperlinks to the finalized message board discussion for each curricular item and a single hyperlink to a

single online ballot for all curricular items requiring a vote. This ballot will display each curricular item, as worded by the Faculty Senate. For each item, the voter will answer two questions, the first regarding whether the item is appropriate for online voting, and the second regarding whether, if online voting is approved by the faculty, the item should pass as worded. If a faculty member does not approve of online voting, they may suggest one of two options: return the action item to the Faculty Senate for revision, or to delay debate/voting until the next in-person General Faculty meeting. A comment box will be available so that faculty may suggest proposed rewordings or actions. A quorum (>33%) of the General Faculty must participate in the vote. The voting period will close at 5 PM on the seventh day from the start of voting. If a quorum is not met, then a vote on the curricular items in question is delayed until the next online voting/debate cycle. The hyperlink and ballot page will be accessible to each eligible faculty member only once, to prevent double votes.

At the end of the voting period, the designated ISS personnel will send results to both the chair of the Faculty Senate Electoral Committee and the General Faculty Secretary. Both entities will tally and confirm the results. In addition, ISS personnel will provide both entities with an itemized list of individual faculty votes (recorded via the e-mail addresses of voters) for verification purposes only. Individual voting data will not be shared otherwise unless a request is made via the Kansas Open Meeting Act.

If a majority of respondents vote to permit online voting, then their contingent votes on whether to approve the item as currently worded will be tallied. If a majority of respondents vote to approve the item as worded, then the curricular change is approved, and the process is complete. If a majority of respondents vote against online voting, then, based on vote totals, the item will be either returned to Faculty Senate or will be placed on the agenda for the next General Faculty meeting. ISS Personnel will provide comments and/or proposed rewordings from the voting faculty to the General Faculty Secretary and the chair of the Faculty Senate Electoral Committee.

Results of the vote will be announced to the General Faculty by the General Faculty Secretary within two business days after the voting period ends.

**Effective Date:** August 2011, effective at initiation of Fall 2011 semester.

**Financial Implications:** The VPAA's office is committed to providing the resources necessary to secure licenses for the balloting software system. ISS has been briefed on its role in executing and maintaining this system.

**Date:** Nov. 29<sup>th</sup>, 2010

**Submitted by:** Dr. Matt Arterburn  
Chair, Faculty Affairs Committee