

Washburn University
Meeting of the Faculty Senate

May 9, 2011
3:30 pm Kansas Room, Memorial Union

- I. Call to Order
- II. Approval of Minutes of the Faculty Senate Meeting of April 11, 2011 (pp. 2-3)
- III. President's Opening Remarks
- IV. Report from the Faculty Representatives to the Board of Regents
- V. VPAA Update – Dr. Randy Pembrook
- VI. Special Guest: Elliott Haugen, Interim Director, ISS
- V. Faculty Senate Committee Reports
 - A. Minutes from the Academic Affairs Committee meeting of March 31, 2011 (pp. 4-6)
- VI. University Committee Reports
 - A. Assessment Committee meeting minutes of March 11, 2011 (pp. 7-8)
- VII. Old Business
 - A. 11-18 Approval of WU 101 (pp. 9-10) *Attachment
- VIII. New Business
 - A. Election of Officers for 2011-2012
- IX. Information Items
- X. Discussion Items
- XI. Announcements
- XII. Adjournment

**Faculty Senate
Washburn University**

*Minutes of April 11, 2011
Kansas Room, Memorial Union*

Present: Arterburn, Barker, Bird, Blank, Croucher, Dodge, Edwards, Fry, Gabelmann, Griffin, Jacobs, Janzen, Kelly, Kowalski, Lunte, Mazachek, Melick, Menzie, Pilgram, Rich, Roach, Routsong, Sharafy, Shaver, Wagner, Weigand, Wohl

- I. The meeting of the Faculty Senate was called to order at 3:32 PM. Russ Jacobs presiding.
- II. The minutes of the Faculty Senate meeting of March 14, 2011 were approved.
- III. President's Opening Remarks.
The President reported that a recommendation had been received from a representative to discuss a proposal for "fairness first" funding, should the University received a budget cut as proposed by the State of Kansas. After discussion, it was forwarded to the FAC for discussion.
- IV. Report from the Faculty Representatives to the Board of Regents
Jacobs reported that the BoR has not meet since the last meeting. They will meet again on April 22. The BoR budget activity seems to be on hold until final budget numbers have been set for WU.
- V. Faculty Senate Committee Reports –
 - A. Faculty Affairs Committee Minutes of March 7, 2011 were approved.
 - B. Academic Affairs Committee Minutes of February 24, 2011 were approved.
 - C. Academic Affairs Committee Minutes of March 10, 2011 were approved.
 - D. A brief report from the Electoral Committee reported that the at-large election has been completed and Steve Angel was elected. Divisions and schools are continuing their elections for 2011-2012. Senators were reminded to have personnel submit names as soon as possible to the FS secretary.
 - E.
- VI. University Committee Minutes
 - A. Minutes of the Assessment Committee meeting of February 11, 2011 were accepted.
 - B. Minutes of the Interdisciplinary Committee meeting of March 10, 2011 were accepted.
 - C. Minutes of the International Education Committee meeting of November 18, 2010 were accepted.
 - D. Minutes of the International Education Committee meeting of February 24, 2011 were accepted.
 - E. Minutes of the International Education Committee meeting of March 31, 2011 were accepted.

- VII. Old Business. –
- A. 11-11 Change to the Board of Student Media Constitution – Passed
 - B. 11-12 IS 171 Proposal – Passed with the following modification: ADDED: *No more than four (4) credit hours of IS 170-174 can be earned by a student.*
 - C. 11-13 IS 172 Proposal – After discussion about topic specific research projects, the proposal was amended by the following: REWRITTEN: Line Three of Course Description **from:** *This course is ideal for students who are interested in designing a research plan for publication* **to:** *This course is ideal for students that are interested in tools and skills that facilitate development of an upper-level research plan.* The proposal was also amended to add the following restriction: *No more than four (4) credit hours of IS 170-174 can be earned by a student.* After a successful motion to close debate, the proposal as amended passed.
 - D. 11-14 IS 173 Proposal – Passed with modification: ADDED: *No more than four (4) credit hours of IS 170-174 can be earned by a student.*
 - E. 11- 15 IS 174 Proposal – Passed with modification: ADDED: *No more than four (4) credit hours of IS 170-174 can be earned by a student.*
 - F. 11-16 Baccalaureate Credit Hour Revisions – Passed
 - G. 11-17 Online Curriculum Approval – Passed
- VIII. New Business – No new business was reported.
- IX. Information Items –
- A. Reminder that Apeiron is April 22.
 - B. Reminder to read the IT Task Force report that was sent out for comment.
- X. Discussion Items: No discussion items
- XI. Announcements: Next meeting is May 11. New members will join the FS at the end of old business and elect officers for next year
- XII. Adjournment: The meeting was adjourned at 4:57 pm

Academic Affairs Committee Meeting
March 31, 2011
Meeting Notes

Committee members in attendance

Paul Byrne
Becky Dodge
Cal Melick
Kathy Menzie (Chair)
Kanalis Ockree
Randy Pembroke (ex officio)
Mary Sheldon
Linda Croucher

Guests:

Alan Bearman, Dean of Libraries (By conference phone)
Donna LaLonde
Nancy Tate, Associate VPAA

Kathy Menzie called the meeting to order.

I. Meeting Minutes for February 24 and March 10, 2011

The meeting minutes for February 24th and March 10th were sent to the committee members for their review prior to the meeting.

The motion was made and carried to approve the minutes with one change in the way a vote was reported for the IS 170 series of courses.

II. WU101 Course Proposal

The WU101 Course Proposal was sent to the committee members for their review prior to the meeting.

The committee discussed the proposal at length with Dr. Bearman, who joined the meeting by conference phone.

The committee had several concerns/questions regarding the proposed course content. The following list contains the committee's suggestions, which were compiled and sent to Dr. Bearman for his response.

Committee suggestions regarding WU 101

You have handed us a draft with many impressive components. We believe WU 101 could be a model for such courses.

General suggestions:

1. Revise Course Objectives to reflect assessment. You may use the LOs.
2. Indicate your role as editor of the text. Show the title of chapters and the names of faculty for those chapters written by Washburn faculty. If a chapter is not written by a Washburn faculty member, indicate which Washburn faculty member has reviewed and endorsed the chapter. (You do not need to provide all the chapters.)
3. Consider revising the Grading Scale, especially pertaining to Attendance and Participation credit.
4. Define the FYE Capstone Project.
5. Provide an explanation of what happens between the ending of Module 14 on Nov. 21 and the end of the semester.
6. Clarify who will be responsible for developing the Student Mentor activities.
7. Define who will have ultimate authority within the team, and that person's specific responsibilities as to teaching, daily classroom presence, supervision, and assessment and evaluation of the components of the course.

Module suggestions

Provide more description of the modules:

8. Provide a completed module for one of the modules: description of content, book chapter, discussion questions, online component and online quiz component (I am not sure of the correct terms). Essentially we would like to see the materials a student reads and the material the student is supposed to respond to, in class and online.
9. Word the Breakout Sessions to clarify what specific academic content is being covered. (e.g. It would be good to expand and clarify classes such as: " Class #14 Breakout Session: Budgeting.")
10. Word the Field Trip Sessions to clarify the academic content being covered. Where tours of campus buildings are listed, indicate the academic activity. Where

discussions are listed, indicate subjects: e.g. Student Mentors will lead small group discussions on _____; or Student Mentors will supervise small group project involving _____; or Student Mentors will supervise sports-related activities in the SRWC.

The committee requested a response in time for the April 14th committee meeting, if possible.

Next Meeting:

Thursday, April 14, 3 pm

Meeting adjourned.

MINUTES
ASSESSMENT COMMITTEE

Friday, March 11, 2011 - Lincoln Room – 2:00 p.m.

Present: Donna LaLonde (chair), Joanne Altman, Pamela Erickson, Yvette Jenkins, Vickie Kelly, Jay Memmott, Kathy Menzie, Kelley Weber, and CJ Crawford (administrative support). Absent: Nancy Tate, Denise Ottinger, Melodie Christal, Jane Carpenter, Gillian Gabelman, Kandy Ockree, Danny Wade, and Lucas Mullin.

The minutes from February 11 were approved.

SPRING WORKSHOP

Donna said she received positive feedback about the workshop on March 4. The liaisons appreciated the luncheon and having an opportunity to talk in a less structured environment.

She said there may be some confusion about the rubric and asked the committee if it should be changed to make it clearer. After discussion, it was agreed that the rubric is clear, but reviewer comments need to be more descriptive. The committee should look at the rubric and discuss what the categories mean and how the committee rates them. It was suggested that the committee mentors meet with their liaisons to review the rubric, if necessary, prior to the end of the semester.

ANNUAL ASSESSMENT REPORT DEADLINE

CJ will send an email to all liaisons and department chairs reminding them of the June 30 deadline for annual assessment reports to be posted on the wiki.

PROGRAM REVIEW

Donna said that Program Review has gone well. Student Life were the first non-academic areas to complete the assessment forms. Academic programs that were up for review this year were Mathematics, BIS, and Nursing.

The feedback loop still needs work to show how data is affecting changes or decisions not to change.

FALL WORKSHOP

After discussion, it was decided to have the fall workshop begin with a luncheon for liaisons and committee members, followed by a more formal presentation where department chairs and other faculty are invited to participate. It was recommended that levels be developed as breakout sessions – one for those who are new to the assessment process and reporting, one for those who are experienced, and one for co-curricular units. The luncheon will begin at 1:00 p.m. and the workshop will be scheduled from 2:00 p.m. to 3:30 p.m. It was recommended to have the workshop on the third Friday in September. CJ will check the calendar for conflicts and then reserve rooms and notify the committee. CJ will also email copies of each department's rubric rating sheet and a copy of the cover memo that was sent to the respective liaisons.

ETS TESTING

The testing is going well. Donna said we need to share the information/data with the committee. CJ will contact Melodie and Nancy about presenting information at the April meeting.

OTHER

Donna suggested that Admissions should be the next non-academic unit to go through the Assessment process. CJ will set up a meeting for Donna and her to meet with Richard Liedtke.

It was suggested to come up with assessment award(s) to give out during the first faculty meeting for the academic year. Donna said it was a good idea and is considering recognizing a department and also one or two liaisons.

The next meeting is April 8 at 2:00 p.m. in Morgan 270.

The meeting adjourned.

**WASHBURN UNIVERSITY
INTERDISCIPLINARY STUDIES
REVIEW FORM**

	Chair/Direct Report Signature	Recommendation	Review Date
Department/Area	_____	_____	_____
Dean/Direct Report	<u><i>[Signature]</i></u>	<u>APPROVE</u>	<u>March 14, 2011</u>
Interdisciplinary Committee	<u><i>Nancy A Tate</i></u>	<u>Approve</u>	<u>3/28/11</u>

Part I General Information

1. Exact proposed catalog description (including course number, title, and credits, prerequisites)

WU 101 The Washburn Experience - This three-hour course for first year students focuses on developing the skills necessary to be successful in college. Each section of the course will use common themes such as the exploration of study skills, wellness, technology, academic integrity, information literacy, global citizenship and others to introduce students to a series of best practices.

2. Rationale for offering this course.

The rationale for this course is found in the work of the university-wide First Year Experience committee over the last three years and in Washburn University's new strategic plan. The committee's recommendation was that a comprehensive course be offered which extends the work begun at New Student Orientation and transitions them into their university experience through the development of comprehensive, college-level success skills. This recommendation is based on research which shows that universities that have a formal first year program retain students at a higher rate than those schools which do not. The committee did extensive research to confirm its position that Washburn University should move forward with this endeavor.

3. Does this represent an added course to your curriculum?

- a. No Which course(s) is it replacing?
- b. Yes How is the cost to be underwritten? **FYE funds**

4. What will be the extent and nature of the reading required for this course?

See attached syllabus and an example of the financial literacy reading. The course will have a customized textbook specific to Washburn University's services and traditions in combination with chapters focusing on general success skills.

Part II Content Considerations

5. Will this course be proposed as a General Education course?

Yes No

Not at this time, although there is planned discussion regarding making this a required course for all new students at Washburn University.

If yes, please indicate the General Education goals to be served by this course?

6. How will student performance be assessed?

The course is a hybrid course (face-to-face instruction in combination with online modules). All grading will be automated online (quizzes over each chapter/module covered in the course), with the exception of a final capstone project for the class. The final projects will be graded separately by the instructional teams.

The traditional 90%-80%-70%-60% grading scale will be employed.

7. Does the Department/Area consider the proposed course will primarily attract: Department's majors Non-majors Department majors and majors from specific other departments?

Which departments? **It is recommended that all first year students take this course regardless of major.**

Part III Financial/Resource Considerations

8. Has the Department/Area proposing the course addition reviewed the University Catalog and determined that the proposed course does not duplicate in title or content existing courses? **Yes** **No**

9. How often does the Department/Area anticipate the proposed course will be offered? Every semester Every other semester Every three semesters Irregularly

The majority of students will take this course in the fall semester.

10. Has the proposed course been offered as a special topic? **Yes** **No**

If yes, when was it offered? _____ Enrollment

For several years Washburn has offered IS 100/IS 170 to conditionally admitted students, and in the Fall 2010 semester did offer three sections of IS 110. Combined these courses were designed to accomplish the goals of WU 101, which would replace the current IS designated success skills courses (IS 100 & IS 110).

11. Are current library holdings adequate? **Yes** **No** If the answer is "no," what would be necessary to bring the library collection to an acceptable standard for this course offering?

Requested Action: Approval by Faculty Senate



Signature of Librarian