

Washburn University
Meeting of the Faculty Senate
April 9, 2012

3:30 pm Kansas Room, Memorial Union

- I. Call to Order
- II. Approval of Minutes of the Faculty Senate Meeting of March 12, 2012 (pp. 2-3)
- III. President's Opening Remarks
- IV. Report from the Faculty Representatives to the Board of Regents
- V. Report from the Units – Roy Wohl & Tim Fry, CAS, Division of Ed KN
- VI. Report from the VPAA
- VII. Faculty Senate Committee Reports
 - A. Minutes from the Academic Affairs Committee meeting of February 13, 2012 (pp.4-5)
 - B. Minutes from the Academic Affairs Committee meeting of March 12, 2012 (pg.6)
 - C. Minutes from the Faculty Affairs Committee meeting of March 5, 2012 (pp. 7-8)
- VIII. University Committee Reports
 - A. Honors Advisory Committee Minutes of February 1, 2012 (pp. 9)
- IX. Old Business
 - A. 12-03 Deletion of Banking Program (pp.10-11)
 - B. 12-04 Proxy Voting (pg. 12)
 - C. 12-05 General Education Phase I Proposal (pp.13-14)
- X. New Business
- XI. Information Items
- XII. Discussion Items
- XIII. Announcements

**Faculty Senate
Washburn University**

*Minutes of March 12, 2012
Kansas Room*

Present: Angel, Arterburn, Averill, Barker, Blank, Byrne, Dodge, Edwards, Fernengel, Gonzalez-Abellas, Isaacson, Kaufman, Kelly, Mazachek, Melick, Menzie, Morse, Ockree, Pembroke (VPAA), Perret, Pilgram, Rich, Roach, Routsong, Schmidt, Sheldon, Wagner, Weigand, Wohl

- I. The meeting of the Faculty Senate was called to order at 3:32 PM. Steve Angel presiding.
- II. The minutes of the Faculty Senate meeting of February 13, 2012 were approved.
- III. President's Opening Remarks.
President Angel welcomed members and remarked that VP Pembroke would be addressing several items during his presentation. Angel reported that the Washburn BOR will be meeting this week and will vote on promotion and tenure and emeriti. One of the action items they will be discussing is the \$13 million addition/renovation of Morgan Hall to create the new face of Washburn. It will serve as a one-stop center for new students. Angel also reported that the consent agenda contains an item concerning the continuation of shared leave.
- IV. Report from the Faculty Representatives to the Board of Regents: there has been no BoR meeting since the last faculty senate meeting.
- V. Report from the Units – Library : Cal Melick & Sean Bird
Melick reported from the library program review that gate counts at the library are increasing dramatically. Annual totals are increasing as well; the library gets crowded with limited seating. As proposed by WSGA, the library is now offering extended hours on Sunday thru Thursday. The library is open until 2 am, staffed with student assistants and security. After 11 pm, entrance is by use of student or faculty id. In addition, library staff are teaching IS 170 – Research and WU 101 – First Year Experience. Because of increased teaching, the classrooms are full and activity has increased. From the first cohort of FYE students, it appears students have both higher GPA and retention than those students who were not enrolled in the fall. The library also has a new assistant Dean of Student Success and Retention. They have increased tutoring options with the tutoring and writing center, including extended hours. The library has recently added a new technology, SYNERGY, which is a federated search tool that allows search of multiple databases at one time.
The facilities at the library are constantly being strained and as a result, they are utilizing compressed shelving on the lower level to free up group study space. The library has also added the following services: smart phone apps and access to mobile databases, text a librarian, worldview satellite broadcasts, and laptop checkout in the library.
- VI. Report from the VPAA – Dr. Pembroke
VP Pembroke asked Senators to reflect on the timing of Sibberson Awards. Based on requests from the funding family, the award is typically not announced until the semester after a student graduates, with the awardee returning the semester after they have graduated. Only the finalists are announced at graduation. Pembroke asked Senators to consider whether they awards, based on the highest GPA of the

commencement class, should be calculated by the semester immediately prior to graduation, or should we just assume that students with 4.0 GPA will complete their degree with a 4.0.

VP Pembroke reported to Senators that in the next 2-3 weeks, all faculty would be asked to have a photo taken or submit a photo; they would prefer business casual instead of formal. VP Pembroke also reported that work on the faculty handbook is continuing. If there are particular issues, please send your comments to committee members. Senators Angel, Arterburn, Kaufman, and Roach are on the committee.

- VII. Faculty Senate Committee Reports –
- A. Minutes from the Academic Affairs Committee of January 26, 2012 were accepted.
- VIII. University Committee Minutes
- A. Graduate Committee Minutes of January 26, 2012 were accepted
 - B. Interdisciplinary Committee Minutes of November 15, 2011 were accepted
 - C. Assessment Committee Minutes of January 27, 2012 were accepted
 - D. Library Committee Minutes of February 15, 2012 were accepted
 - E. Assessment Committee Minutes of February 17, 2012 were accepted.
- IX. Old Business. –
- A. 12-01 – International Education Credit Proposal : Kelly McClendon from International presented the rationale and overview of the proposal to give elective credit, up to 12 hours, in 200 level intensive English courses. After discussion, the item was approved.
 - B. 12-02 – Civic Engagement – Poverty Studies Minor: Dr. Rick Ellis, LinC, provided the overview of the proposal. After discussion, the item was approved.
- X. New Business – none
- XI. Information: Shaun Schmidt reminded senators that Apeiron registration is open until March 15. Apeiron will be held on April 20.
- Tracy Routsong reminded senators that the Nall Speak-off is April 4.
- XII. Discussion: Jennifer Wagner, chair of the Electoral committee, reminded senators that there are 4 at-large positions on the Senate that are due for election this spring. She encouraged senators to recruit candidates and told senators the announcement would be sent to general faculty on Tuesday, March 13.
- XIII. The next meeting will be held on Monday, April 9.
- XIV. Adjournment – the meeting was adjourned at 4:58 pm

**Academic Affairs Committee Meeting
February 13, 2012
Meeting Notes**

Committee members in attendance

Paul Byrne
Becky Dodge
Lori Edward
Vickie Kelly
Cal Melick
Kanal Ockree
Randy Pembroke (ex officio)
Shaun Schmidt
Mary Sheldon
Nancy Tate

Guests

Kelly McClendon, International Programs
Rick Ellis, Community Service/LinC

The meeting was called to order by the Chair, Kandy Ockree.

I. Minutes for January 23 , 2012

The minutes were sent to the committee prior to the meeting for review. The minutes were approved as written and will be forwarded to Faculty Senate.

II. Civic Engagement Course Proposals

Civic Engagement submitted three proposals for review and approval. Rick Ellis was in attendance to answer questions about the proposals, and his modifications to the proposals.

The committee asked for clarification of when these courses would be offered and the approval process. After discussion, the committee recommended clarifying the statement regarding the approval process.

Committee Action:

This committee gave approval through a motion, second and vote to have the proposals forwarded to Faculty Senate.

III. IE200- Intensive English Course Credit Proposal

Kelly McClendon was present at the meeting to answer questions regarding the modifications she was asked to make. Discussion did occur regarding prerequisites and how that would show in Banner. It was decided that Dr. Tate would work with Kelly to gain the appropriate prerequisites into Banner.

Committee Action:

This committee gave approval through a motion, second and vote to have the proposals forwarded to Faculty Senate.

IV. Timing of the final Committee Meeting

Shaun Schmidt brought to the attention of the committee the final meeting for the Academic Affairs committee is scheduled to occur after the May graduation. It was decided to set the last meeting for this committee on April 23, 2012 in the Baker room.

V. Update on General Education

Dr. Randy Pembroke provided a substantial update on the refinement of general education. He talked about the work the Ad Hoc/Task Force has been doing and the general agreement of the task force was that they needed to generate an entire proposal to present to the various committees and then General Faculty.

After quite a bit of time and work, it is now felt in order to make progress, the task force is strongly considering proposing phases with the first phase involving

- The five student learning outcomes,
- An assessment plan, and
- How both might impact classes across campus.

Phase II would then deal with the Core Concept and the Distribution.

After discussion, Dr. Pembroke was encouraged to consider a marketing strategy that includes:

- Assessment must be done to comply with HLC.
- To keep the focus on the students learning- not what class they are learning in.
- Other components that may not be liked (i.e. WU 101, EN 300) can be discussed and dealt with later.
- Data would support the changes and will always inform as to what is being done.

The committee agreed to support the task force bringing forth a plan as outlined by Dr. Pembroke.

The meeting was adjourned at 2:10 p.m.

Meeting Schedule:

Monday, March 12, 2012, 1-2 pm, Baker Room

Monday, April 9, 2012, 1- 2 pm, Baker Room

Monday, April 23, 2012, 1-2 pm, Baker Room

**Academic Affairs Committee Meeting
March 12, 2012
Meeting Notes**

Committee members in attendance

Paul Byrne
Becky Dodge
Lori Edward
Debbie Isaacson
Vickie Kelly
Cal Melick
Kanal Ockree
Randy Pembroke (ex officio)
Shaun Schmidt
Mary Sheldon
Nancy Tate

The meeting was called to order by the Chair, Kandy Ockree.

VI. Minutes for February 13 , 2012

The minutes were sent to the committee prior to the meeting for review. The minutes were approved as written and will be forwarded to Faculty Senate.

VII. Deletion of the Banking Program

Information submitted by Dean Willie Dunlap regarding the justification to delete the banking program was submitted to the committee prior to the meeting for review. Kandy Ockree asked if there was a need for discussion.

Committee Action:

A motion to delete the program was made and approved without discussion. This will be sent forward to Faculty Senate.

VIII. Update on General Education

Dr. Randy Pembroke provided an update on the refinement of general education, based on the last discussion had with this committee. Dr. Pembroke provided a handout with a Phase 1 and asked for discussion regarding this information.

Upon discussion, The committee asked for an implementation plan to be submitted along with some suggested changes in wording. Dr. Pembroke agreed to make those changes and then send to this committee and to the General Education Task Force yet this week.

The committee agreed to move the date of the next Academic Affairs committee meeting to March 26, 2012 so that they can provide a formal approval of this phased plan and have it go forward to Faculty Senate so this can appear before the spring General Faculty meeting.

The meeting was adjourned at 1:30 p.m.

Meeting Schedule:

Monday, March 326, 2012, 1-2 pm, Baker Room
Monday, April 23, 2012, 1-2 pm, Baker Room

Faculty Affairs Meeting Minutes
March 5, 2012

In Attendance:

Matt Arterburn, Chair

Jean Sanchez

Roy Wohl

Sean Bird

Rob Weigand

Miguel Gonzalez-Abellas

Sharla Blank

Marguerite Perret

Karen Fernengel

Nancy Tate, AVPAA, ex officio

- I. Meeting called to order
- II. Opening remarks by Matt Arterburn
- III. Old Business
 - A. Approval of minutes from previous meeting
- IV. New Business
 - A. Social Media Regulations Discussion**

Changed 13.3.4 to "shall include" statement.
One change will be requested from Lisa under 13.5.1, second bullet to "endorsing the illegal use of drugs or alcohol". Also, 13.6.3 is in the document twice so the second entry will be changed to 13.6.4.
Faculty affairs will share with faculty senate at next meeting. The regulations were unanimously approved/endorsed, assuming the above changes.
 - B. Prohibiting proxy votes in Faculty Senate Discussion**

Matt created a document that establishes prohibition of proxy votes in the senate, based on discussion at the February meeting. The text proposed now reads, "no senator may deliver a vote by proxy in the faculty senate or faculty senate committees" and this would be added to the Faculty Senate constitution. Faculty affairs voted unanimously in favor of putting forth this agenda item.
 - C. Assessment Committee Discussion**

Dr. Tate suggested this faculty agenda item in order to maintain better continuity on the assessment committee and because additional training will be provided for committee members. This change would mean that assessment committee members are appointed by VPAA instead of elected by divisions. Much discussion ensued and suggestion was made that committee member be appointed by the assessment coordinator, instead of the VPAA, followed by

ratification from appointee's division. A suggestion was also made that there be (2) 3-year term limits included. This would be a change to the faculty handbook under determination of assessment committee membership. A compromise position was suggested in which the assessment coordinator would send nominations to each division/unit, which would be empowered to either accept these nominations or nominate others from within their ranks. Further discussion deferred to next faculty affairs meeting.

- V. Discussion Items
 - A. New faculty handbook committee meeting – could bring additional agenda items to faculty affairs.
- VI. Announcements
 - None.
- VII. Meeting Adjourned

MINUTES
HONORS ADVISORY BOARD
Wednesday, February 2, 2012
Cottonwood Room – 12:00 p.m.

Present: Michael McGuire (Chair), Jennifer Ball, John Dahlstrand, Lisa Sharpe Elles, Martha Imparato, Kate McCown, Eric McHenry, Denise Ottinger, Sangyoub Park, David Pownell, Carol Prim, Jim Smith, Amanda Sorrell, Ye Wang and CJ Crawford (Administrative support)

The committee minutes from December 14, 2011 were approved.

Michael is sending an email today to the Honors students about the scholarship application. The scholarship committee members are Denise Ottinger, Carol Prim, and Kate McCown. Review of applications should include service to the program and the University as well as academic status. Three scholarships are available. Michael would like to give one scholarship to a senior, one to a junior and one to a sophomore.

HONORS STUDENT COUNCIL REPORT

- There is a new member luncheon on Friday, February 3.
- The spring informational meeting is on Friday, February 8 and an Honors student council meeting will be held afterwards.
- A movie night has been scheduled for February 23.
- One council member is working on developing a service week in April for sexual assault awareness.

UNFINISHED BUSINESS

Update on Mission Statement and Learning Outcomes

Michael's goal for finalizing a mission statement and student learning outcomes is the end of May 2012.

SWOT Analysis

Michael is asking the committee for assistance on a SWOT analysis of the Honors program. The committee divided up into groups and wrote down what they felt are the program's strengths, weaknesses, opportunities and threats. Michael will compile the lists and send them to the members for discussion at the next meeting. He also gave each member "homework" and asked them to look at honors programs from a university he assigned them and one other, possibly their alma mater.

Quiz Bowl

The quiz bowl has been postponed until possibly spring 2013.

NEW BUSINESS

None.

ANNOUNCEMENTS

Michael announced that there are seven new members for spring 2012 and two applications have been received and approved for fall 2012, however, there isn't a guarantee that the students will end up going to Washburn.

The next Honors Advisory Board meeting Wednesday, March 7 at 12:00 p.m. in the Baker Conference Room (BTC).

The meeting adjourned at 12:40 p.m.

FACULTY AGENDA ITEM

NO. 12-03

Date: *January 23rd, 2012*

Submitted by: *Dean W. Dunlap, SAS, x2112*

SUBJECT: *Deletion of the Associate of Applied Science Degree in Banking*

Description: *Deletion of the banking associate degree program.*

Rationale: This associate of applied science degree began over twenty-five years ago at Washburn in the SAS. Originally, it was supported by a number of local banks in this area of the State. These banks used the curriculum as an inservice training program for bank employees and promoted the program with tuition scholarships. Most instructors were recruited to teach the courses from these cooperating banks.

Initially, to insure compatibility and curriculum quality the curriculum was derived from the American Institute of Banking (AIB) curriculum. AIB is the foremost educational organization for Banking in the USA. A number of universities have agreements with AIB for course credit and degree requirements. AIB also assured that coursework taken in Topeka would be recognized on a national level at most banks. AIB also provided certification for each of its courses. AIB's curriculum was highly evaluated and a specification of books, tests and teaching materials were a requirement. At approximately, 20 years ago the typical enrollment in the AIB authorized courses was around 20 to 25 students. Typically, only about 5 to 10 of those students took the course for Washburn credit while the remainder took the course to receive the course certification and meet the affiliated Bank's inservice requirements.

Approximately 12 years ago the Kansas Bankers Association (KBA) affiliated with AIB in Kansas. The procedures under the AIB chapter remained stable until enrollments declined with the loss of locally owned banks. Larger banking corporations buying out local banks resulted in less of a need for the cooperation between banks for education of its employees. Most of the large national banks have not provided scholarships to its employees. The substantial reduction in scholarship funds to bank employees had a significant effect on enrollment.

Eventually, enrollments declined further and the KBA could no longer sustain the costs of the earlier agreements with Washburn. Tuition costs from the courses initially supported adjunct salaries. KBA was placed in a situation where they could not reimburse WU for costs of the teaching. WU was unable to

bear the costs of the program with such low enrollments. KBA in the last three years has not offered an AIB course on Washburn's campus and the affiliation functionally dissolved.

Current students in the banking program can take a course directly from AIB or an AIB course offered sporadically by KBA. The AIB courses are offered online and all exams are proctored. While academically the program has quality, the interest on the part of students and support from banks has declined. We currently have only five identified majors of which two are almost finished, one is partly through, and the last two are currently not enrolled at Washburn this semester.

Given the administrative and time costs, it is recommended that the banking program, associate of applied science degree, be deleted from the university offerings. The recommended deletion would take effect in the Fall of 2012. All current students will be able to complete all coursework since AIB courses will continue to be available online or through KBA. No new students will be accepted starting July 1", 2012.

Financial Implications: *Currently, the associate dean in the SAS manages the Banking program. No faculty positions or adjunct faculty positions are associated with this degree program. For the last two years there has been zero monies attached to the Banking program. Prior to 2009, the Banking program was managed by associate dean or the chair of the former Office, Legal and Technology department.*

Proposed Effective Date: *Fall 2012*

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

Approved by: AAC on date: *March 12, 2012*

Faculty Senate on date

Attachments Yes No

Date: *March 5th, 2012*

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

SUBJECT: *Prohibition of Proxy votes in Faculty Senate*

Description: *The Faculty Senate Constitution does not currently address whether voting by proxy is permitted. Historically this has not been allowed, in accordance with Roberts Rules of Order. The Faculty Affairs Committee recommends the addition of language to the Faculty Senate Constitution that explicitly prohibits voting by proxy, to avoid any future confusion on this issue.*

This action will modify section V-D of the Faculty Senate Constitution with the addition of a single sentence (underlined section):

D. Actions of the Faculty Senate will be taken by majority vote of members present, with the exception of amendments to the Senate Constitution. All actions of the Faculty Senate, however, require the presence of a quorum, defined as at least half the elected representatives. No senator may deliver a vote by proxy in the faculty senate or faculty senate committees.

Rationale: The Faculty Affairs Committee recommends against the use of votes by proxy in the Faculty Senate and its subcommittees. The use of proxies invites risks of eroding committee continuity, less-informed voting/discussion and Faculty Senate representation becoming an intermittent commitment.

Financial Implications: *None*

Proposed Effective Date: *Immediately upon final approval*

Request for Action: *Approval by FS*

(Note: 2/3 majority vote required for changes to FS constitution)

Approved by: *FAC on date: 03/05/2012*

Faculty Senate on date:

Date: 26 March 2012

Submitted by: Dr. Randy Pembroke, VPAA, ext. 1649

SUBJECT: Phase 1 – General Education Refinement

Description:

After much discussion by two separate ad hoc committees and the Academic Affairs Committee, the following general education refinement is recommended for Phase 1 of the General Education program:

PHASE 1

1. The previously accepted five student learning outcomes (SLO) and their definitions are being presented to the faculty for official approval/ratification thus replacing the nine skills currently listed in the University Catalog.
2. The following expectations will be required of all current and future General Distribution (Arts and Humanities, Social Sciences, Natural Sciences and Mathematics) and Core Courses at Washburn. [Core definition: Courses required of all degrees. All students must complete the Core Courses with a grade of C or better.]
 - a. Each course will identify a primary SLO. (Projected date for submission to the General Education/ Student Learning Outcome Review Committee for approval: Fall 2012)
 - b. Each course will include objectives relating to the SLO.
 - c. A substantial portion (a minimum of 30% is recommended) of the course content and therefore the assessment process should relate to the SLO.
 - d. Regarding the SLO assessments occurring at the course level, a process for making the analyzed data available to instructors and departments will be developed. The rationale based on this analysis pertaining to any course changes will be presented to the university-wide Assessment Committee, Units and Schools.
 - e. Data relating to assessing the course SLO objectives will be shared with an assessment coordinator for use by the department in higher learning commission (HLC) data sets and the general education 5-year course review.
3. To guarantee assessment expertise on the General Education Committee two representatives from the University Assessment Committee will be appointed to serve on the General Education/Student Learning Outcome Review Committee to provide guidance on the course SLO assessment processes and analysis.
4. Phase 1 activities will be completed based on the attached proposed implementation plan for an effective date of Fall 2013.
5. The attached University Catalog copy would replace the current Graduation Requirements section of the 2013-2014 University Catalog.

Financial Implications: None

Request for Action: *Approval by FAC/FS/ Gen Fac/BOR*

PHASES 2 AND 3----**FOR INFORMATION ONLY**

While Phases 2 and 3 are included to reflect future directions for General Education development, at this juncture these are the best predictions regarding content and timelines. **THESE ELEMENTS MAY CHANGE BASED ON ONGOING DISCUSSIONS.**

PHASE 2

1. In addition to the assessment process taking place at the General Distribution level (Phase 1, Point 2), an overarching assessment process will be presented by December 2012, relating to proposed entry and/or exit capabilities of Washburn students on the SLOs.

PHASE 3

1. Based on data from both the overarching assessment process and the course-based process, recommendations will be made by September 2015 as to specific potential **General Education course requirements** (e.g., Should each student take at least one course in each SLO area as part of the General Distribution requirement; Are core courses sufficient and appropriate based on learning outcomes, etc.). The General Education “Core” (those courses [or transfer equivalents] required of all Washburn students) will be reviewed.
2. Based on data from both the overarching assessment process and the course-based process, recommendations will be made by September 2015 as to the specific potential **Major Area course requirements** (e.g., each student must take at least one course in three SLO areas as part of the Major Area of study).
3. This change in general education provides an excellent opportunity for each academic unit to review their existing general distribution groupings and determine whether any changes should be submitted through the governance process for approval.

Approved by: AAC on date *March 26, 2012*

FAC on date

Faculty Senate on date

Attachments Yes No

