

**Washburn University  
Meeting of the Faculty Senate  
April 20, 2015  
3:00 PM – Kansas Room, Memorial Union**

- I. Call to Order**
- II. Approval of Minutes of the Faculty Senate Meeting of April 6, 2015 (pp. 2-5)**
- III. President’s Opening Remarks**
- IV. Report from the Faculty Representative to the Board of Regents**
- V. VPAA Update—Dr. Randy Pembrook**
- VI. Faculty Senate Committee Reports**
  - **Approval of Academic Affairs Committee Minutes from March 30, 2015 (pp. 6-7)**
  - **Approval of the Faculty Affairs Committee Minutes from February 9, 2015 (pp. 8)**
- VII. University Committee Reports**
- VIII. Old Business:**
  - **15-22 Modification of the Probation-Reinstatement Policy (pp. 9-14)**
  - **15-23 Amendment of Faculty Handbook-Faculty Roles and Responsibilities (pp. 15-25)**
- IX. New Business**
- X. Information Items**
- XI. Discussion Items**
- XII. Announcements**
- XIII. Adjournment**

**Washburn University  
Meeting of the Faculty Senate  
April 6, 2015  
3:00 PM – Kansas Room, Memorial Union**

**PRESENT: Ball, Dick, Florea, Francis, Frank, Jackson, Kwak, Lunte, McConnell-Farmer, Modellmog, Palbicke, Pembrook, Petersen, Rubenstein, Russell, Sadikot, Sanchez, Schmidt, Schnoebelen, Scofield, Sourgens, Stacey, Stevens, Stevenson, Sun, Weiner, Wisneski, Bird\*, Foster\*, Waskowiak\***

**ABSENT: Alexander, Berry, Chamberlain, Childers, Friesen, Mapp, McHenry, Perret, Routsong, Schbley, Smith, Treinen**

**\*Guests**

**XIV. President Ball called the meeting to order at 3:05pm.**

**XV. Q&A with Pam Foster (Equal Opportunity Director) and Cynthia Waskowiak (University Compliance Officer) regarding EEO Policy Draft.**

- **Comments can be provided today or later by e-mail. The new policy is quite different than it used to be. Some specific things to look at: definition of reporting requirements (of particular interest to faculty), the definition of consent, and conduct code officer description (typically the direct report for a faculty or staff member). One of the biggest issues we've dealt with is what is the most efficient way to report a complaint; section 4 indicates how the process has been clarified (please let us know if you have ways to make this clearer or more efficient). Note that the burden of proof is different for me than law enforcement (preponderance versus reasonable doubt). Another issue we're dealing with is amnesty for alcohol use (or other campus policy violations) in such cases so as to encourage people to come forward without the fear of disciplinary action.**
- **Some asked about the amnesty policy specifically and wondered about amnesty for underage drinking and if this was a national standard. Ball reminded everyone that the only thing we can speak to is university policy (4.4 on page 10). Francis noted that Washburn police regularly do report such offenses to the city and county when they occur on campus.**
- **Foster noted that the biggest change would be the complaint procedure, so please let them know if you have suggestions. They also noted that the grounds for appeal were added/clarified in terms of this process (section 7).**
- **Petersen asked if a faculty members would also be included in the appeals process with the 3 VPs? Waskowiak said that such a suggestion could be made.**
- **Russell asked about the reporting requirement (in 4.2.1)—the "must" report aspect of this. Before it was any type of discrimination or harassment, so he wondered if this only applies to relationship violence. Foster said no—it does apply to all. Waskowiak noted that this requirement has always been the case. Ball indicated that at a previous meeting it wasn't always perceived this way (a misperception among faculty), so this new language will seem like a change to some.**

- Petersen noted that there is an educational aspect of this requirement: we would have to report the information if a student told us about it. We need to indicate that we would report this information to the student OR refer them to, say, counseling services (otherwise we have to report it). We have to err on the side of safety with students, but that could be difficult when students trust us but not counseling services (or some other campus source). We need to have some clear information on what this is and how we address it.

XVI. The Minutes of the Faculty Senate Meeting of March 2, 2015 were approved.

XVII. President's Opening Remarks: None

XVIII. Report from the Faculty Representative to the Board of Regents

- Budget and finance committee and regular meetings (March 12, 2015):
  - Big news here was the approval of the new housing and dining hall contractor.
  - Other things were announced at the Employee Recognition Reception last week (Emeritus and other awards).
  - Tenure and Promotion decisions also went through for a few
    - Russell asked why there isn't a university announcement about T&P? Pembroke said that these decisions are currently announced publicly in some ways, but if the University wanted a mass message, we could send that out from his office.

XIX. VPAA Update—Dr. Randy Pembroke:

- There will be three town hall open forums April 10th, 14th, and 16th about probation reinstatement.
- 150<sup>th</sup> anniversary: October 23-25 is the culminating homecoming event. The alumni association is reaching out to the departments about doing something special for their grads during this time.
- WU Tech folks have asked about the templates for the website—do they look how we want them to and contain the information that we want them to? In the next few months we will probably make sure that past changes are working well or indicate if we want to make change. Deans are the contact points for this project.
- Self-rule from Kansas Board of Regents was approved. After one more vote, approval of our own undergrad programs will be in the University's hands.
- When Morgan reopens this summer, we will see the bookcase with the story of the faculty and the faculty awards in a clear and lauded location. The winners of these awards every year will be featured there and then will be transferred upstairs outside of C-TEL's office.

XX. Faculty Senate Committee Reports

- The Academic Affairs Committee Minutes of February 23, 2015 were approved.

**XXI. University Committee Reports**

- The Graduate Council Minutes of January 26, 2015 were received.
- The International Education/International WTE Committee Minutes of January 29, 2015 were received.
- The General Education Committee Minutes of March 9, 2015 were received.
- The International Education Committee Minutes of February 26, 2015 were received.
- The Graduate Council Minutes of February 23, 2015 were received.

**XXII. Special Orders:**

- Election of a new Parliamentarian for the Senate: Freddy Sourgens was elected by acclamation.

**XXIII. Old Business:**

- **15-19 Modifying Governance Processes.** Pembroke said the purpose of this proposal is to clear up confusion about the idea of a “major revision” and what needs to go through the Academic Affairs Committee (AAC). Is a “major revision” based on perception of complexity? Some units bring us everything, while some units bring us very few items. How do we know what should and shouldn’t come to AAC? This policy clarifies such issues. Ball wondered about major revisions to programs that do fall under major academic units. Schmidt wondered about 4; what kind of changes? Perhaps we need to add programmatic changes (some sort of description)? Petersen asserted that this isn’t necessary; it (probably) is spelled out clearly in the purpose of the committee in the Faculty Handbook. Russell argued that one of the sections in the proposal is reflective of the Faculty Senate Constitution, which means that we would need to amend the Faculty Senate Constitution before we can adopt this policy. It was noted that the Faculty Senate Constitution needs to be reviewed first before this language can change since revisions like this require two readings. Schmidt and Ball, upon inspecting the Faculty Senate Constitution, noted that it doesn’t indicate that we can’t waive first reading. The proposal was then amended to include that this was not just a Faculty Handbook change—it also was an amendment of the Faculty Senate constitution. As such, this was a voted amendment (not friendly). It was voted in as such unanimously, and then was considered as an amendment. First reading was waived. 24 senators were present; a vote of 16 was necessary to pass. The proposal was passed unanimously.
- **15-20 Online Information Literacy Minor Proposal.** Sean Bird spoke on behalf of this. Modellmog asked about how many new courses were new. Bird responded that the electives were all new, but the core classes were not. Petersen asked about how often these classes would be offered. Bird believed that they could all be offered within a two-year cycle. The Proposal was passed.
- **15-21 MHS Certificate.** Both Ball and Frank spoke on behalf of this. Petersen wondered about certificates; are there a minimum number of hours to qualify for this label. Frank said that financial aid signed off on it. Pembroke said that there was no official definition of a certificate. Dick wondered if individual fields have their own standards. Pembroke wondered about why we’re pushing the start out to 2016—is there a unique reason why? He said he will check with Vickie about this. The proposal was approved.

**XXIV. Information Items: None**

**XXV. New Business: None**

**XXVI. Discussion Items: None**

**XXVII. Announcements:**

- **Schmidt announced that Apeiron is on April 24<sup>th</sup>. Presentations start at 10:30am and the last lecture will be at noon. Oral presentations will be from 1:00-3:00pm, followed by the poster presentation session from 3:00-5:00pm. Get your students AND colleagues there!**

**XXVIII. President Ball adjourned the meeting at 4:24pm.**

Academic Affairs Committee Meeting  
March 30, 2015  
Meeting Minutes

Committee members in attendance:

Ryan Alexander  
Caren Dick  
Sungkyu Kwak  
Tony Palbicke  
Mike Russell  
Shaun Schmidt (Chair)  
Barbara Scofield  
Sean Stacey  
Barb Stevenson  
Randy Pembroke (ex officio) via Zoom

Guest Presenters:

Sean Bird, Asst. Dean, Mabee Libraries  
Alan Bearman, Dean Mabee Libraries

The meeting was called to order by the Chair, Shaun Schmidt at 3:00 p.m.

1. Minutes from the February 23, 2015  
The minutes were sent to the committee prior to the meeting for review. The minutes were approved, with one modification and will be forwarded to Faculty Senate.
2. New Business—
  - a. Minor—Information Literacy

A motion and second were made to accept the proposal.

Sean Bird offered an overview of the minor and the courses necessary for the completion of the minor. Discussion occurred regarding whether courses listed should be mandated, and it was determined substitutions could be made and/or additional courses could be returned back to the Interdisciplinary committee for review.

After discussion, the committee members voted to approve this motion regarding the agenda item. Based on this approval, this will be forwarded to Faculty Senate.

- b. Submission process for courses/programs

A motion and second were made to accept the proposal.

Dr. Pembroke, via ZOOM, offered an overview of this proposal. The committee previously reviewed this proposal and discussion ensued regarding some of the additional items as to what should not be submitted to the Faculty Senate governing process.

After discussion, it was determined through a friendly amendment to place the statement “unless 1 of the above 5 criteria are also present:”

Also determined through a friendly amendment that the financial implication statement should read “There will be savings in time and efforts through less committee work.

Also determined through a friendly amendment the Proposed effective date should read, “Upon approval of the Washburn University Board of Regents”

After discussion, the committee members voted to approve this motion regarding the agenda item, with the friendly amendments included. Based on this approval, this will be forwarded to Faculty Senate.

c. Proposal draft for modifying the Probation and Reinstatement Policy

Dr. Pembroke offered an overview of the proposal. Several points of importance were made:

- As an open admission institution, Washburn University has higher standards for students who receive a semester or cumulative GPA of 2.0 or less than the other Regents Institutions.
- For some students, a 2.0 or a 2.25 GPA is not mathematically possible to achieve if they have had one bad semester
- This proposal defines access as more than the University having an Open Admission policy as it seeks to ensure that Washburn recognizes and creates programs, policies and procedures that give students the time to mature as successful members of our Community of Learning.

Much discussion occurred regarding this proposal with Dr. Pembroke asking the committee to continue reflecting on this and to e-mail him with questions/concerns/modifications. Dr. Pembroke indicated he is considering having open forums for the campus to discuss this proposal. He then hopes to have it to the Faculty Senate and General Faculty.

Meeting to adjourned at 4:30 p.m.

Faculty Affairs Committee Meeting  
February 9<sup>th</sup>, 2015  
Meeting Minutes

Committee members in attendance:

Liviu Florea  
Gabi Lunte  
Linsey Modellmog  
David Rubenstein  
Bassima Schbley  
Mark Smith  
Crystal Stevens  
Craig Treinen

Not in attendance:

Ross Friesen

Guests:

Laura Stephenson

The meeting was called to order by the Crystal Stevens at 3:30pm

1. Laura Stephenson from the College of Arts and Science brought forth changes on the promotion and tenure guidelines. It was moved and seconded to approve said changes.
2. The September 8<sup>th</sup>, 2014 Faculty affair minutes were approved without changes.
3. Committee decided to not set further meeting dates. Will call meeting as agenda items come forward.

Meeting was adjourned at 3:45pm.



## FACULTY AGENDA ITEM NO 15-22

Date: *March 30, 2015*

Submitted by: *Probation and Reinstatement Committee, Academic Affairs committee*

SUBJECT: *Proposal to Review the Washburn University Undergraduate Academic Probation and Reinstatement Policies*

Description/Rationale: Washburn University's current Academic Probation, Suspension and Reinstatement policy places a student on probation for the next semester in which the student enrolls when the cumulative GPA falls below 2.00. As well, students whose cumulative GPA still does not meet the required standards and who earn a semester GPA below 2.00 will be suspended for at least one semester. This proposal defines access as more than the University having an Open Admissions policy because it seeks to ensure that Washburn recognizes and creates programs, policies and procedures that give students the time to mature as successful members of our Community of Learning.

### **Current Catalog Language**

A student in good standing is defined as one whose cumulative grade point average (GPA) is 2.00 or above.

A student whose cumulative grade point average is still below 2.00 but who earned a semester GPA of 2.25 or above will be maintained on probation;

A student whose cumulative GPA is still below 2.00 and who earned a semester GPA between 2.00 and 2.25 may be maintained on probation or may be suspended.

- I. Any student whose cumulative GPA falls below 2.00 will be placed on academic probation for the next semester in which the student enrolls.
  - A. Students will have their records evaluated at the end of the probationary semester with one of the outcomes listed above.
  - B. Students whose cumulative GPA still does not meet the required standards and who earned a semester grade point average below 2.00 will be suspended for at least one semester. Summer Sessions are not considered as one semester.
  - C. If a student feels that there were extenuating circumstances beyond the student's control which resulted in the low level of academic performance, the student may:
    - a) Submit a typed petition to the Office of the Vice President for Academic Affairs requesting consideration for the extenuating circumstances. (See Section III for deadlines)
    - b) The student must present evidence of the extenuating circumstances.
    - c) The student must present evidence that these circumstances no longer exist and that the student will be able to perform at a higher level during the next semester.
    - d) The request will be presented to the Probation and Reinstatement Committee for consideration as detailed in Section IV.

II. Reinstatement from Suspension Status

- A. In order to be considered for academic reinstatement, the student must complete the established reinstatement process no later than 60 calendar days prior to the beginning of the semester/session in which the student wants to enroll.
- B. The student must complete the following steps in order to complete the reinstatement petition process:
  - 1) Contact the Student Life Office and set up an appointment with the Dean of Students for consultation about reinstatement.
  - 2) Obtain a Reinstatement Petition form from the Student Life Office.
    - a) The petition must be submitted with a legible Washburn ID number, mailing address including zip code, home/cell number and any former names.
  - 3) Meet with an academic advisor in the Office of Academic Advising to:
    - a) Discuss the past academic history,
    - b) Identify strategies for academic success,
    - c) Create an academic plan.
  - 4) The student should create a letter outlining:
    - a) What was discussed with the academic advisor,
    - b) Discussion of the past academic performance
    - c) Identified strategies that will assist in having a successful academic reentry to the University, and
    - d) The academic plan for the upcoming semester, if reinstated.
  - 5) The student must submit the completed Reinstatement packet which includes the Petition Form and the typed letter requesting reinstatement to the Office of the Vice President for Academic Affairs no later than 60 days prior to the beginning of the semester/session in which the student wants to enroll. The petition packet can be submitted to the Dean of Students who will ensure the completed packet is sent to the VPAA office within two (2) days of receipt.

Proposed Language [**new language is in bold**]

**Students with 0 – 29 hours must maintain a 1.8 cumulative grade point average in order to be in good academic standing. Students with 30 – 59 hours must maintain a 1.9 cum GPA or higher. Students with more than 60 credit hours must maintain a 2.0 GPA or higher to be in good academic standing. Specific regulations governing students whose cumulative grade point average does not meet good academic standing have been developed.**

**Academic Notice:**

**A freshman or sophomore as determined by the student’s cumulative credit hours, whose cumulative grade point average (GPA) falls below 2.00 and into the ranges below, receives a letter of Academic Notice.**

<b>Cumulative Credit Hours Attempted</b>	<b>Cumulative GPA Requirement</b>
<b>0-29</b>	<b>1.80 to 1.99</b>
<b>30-59</b>	<b>1.90 to 1.99</b>

The Letter of Academic Notice will clearly state the need for students to improve their academic performance to avoid being placed on Academic Warning in a later semester. Further, it will highlight that both Associate and Bachelor degree seeking students need a minimum 2.0 GPA to graduate.

**Academic Warning:**

Academic Warning is used to indicate that an undergraduate student is not meeting requirements for good academic standing. A student is placed on academic warning when his/her cumulative grade point average (GPA) falls within the indicated range based on his/her cumulative credit hours attempted (see below).

Cumulative Credit Hours Attempted	Cumulative GPA
0-29	1.60 to 1.79
30-59	1.70 to 1.89
60-89	1.80 to 1.99
90 or more	1.90 to 1.99

A student on Academic Warning can continue to enroll at Washburn University. Students on Academic Warning are required to enroll and participate in the STAR Program: Stage 1 administered by the Center for Student Success and Retention each semester they are on Academic Warning.

STAR Program: Stage 1 includes, but is not limited to:

- Semester course registration considerations to promote success
- Completion of the online learning modules
- Mid-term grade checks and class attendance checks

**Academic Probation and Suspension:**

An undergraduate student on Academic Warning who does not achieve a 2.0 GPA for the semester and obtains a cumulative Washburn University GPA outlined below is placed on Academic Probation or can face Academic Suspension as determined by the Probation and Reinstatement Committee with input from Center for Student Success and Retention. A student who achieves 2.0 GPA for the semester but has not achieved the minimum required cumulative GPA outlined above, is considered to be on Academic Warning.

Cumulative Credit Hours Attempted	Cumulative GPA Requirement
0-29	1.59 or below
30-59	1.69 or below
60-89	1.79 or below
90 or more	1.89 or below

Students who are placed on probation rather than being dismissed by the Probation and Reinstatement committee and the Center for Student Success must enroll in the STAR Program: Stage 2.

STAR Program: Stage 2 includes, but is not limited to:

- Semester course registration revisions to promote success
- Completion of the online learning modules
- Mid-term grade checks and class attendance checks
- Required tutoring in various courses
- Required Financial Aid and/or Literacy counseling
- Academic coaching meetings

A student who completes the requirements of the STAR Program: Stage 2 but who does not meet the minimum required semester GPA or cumulative GPA listed for Academic Warning may remain enrolled only if both the CSSR and the Probation and Reinstatement Committee make a positive recommendation. In such cases, the student will be considered to be on Academic Probation and continue in the STAR Program: Stage 2.

Students on Academic Warning or Academic Probation can face immediate Academic Suspension if they do not participate in and/or successfully complete the terms of the STAR Program.

Students who obtain either a semester or cumulative GPA of 1.0 or below, can face immediate Academic Suspension, even if not previously on Academic Warning or Academic Probation.

#### Reinstatement from Suspension Status

- In order to be considered for academic reinstatement, the student must complete the established reinstatement process no later than 60 calendar days prior to the beginning of the semester/session in which the student wants to enroll.
- The student must complete the following steps in order to complete the reinstatement petition process:
  - Contact the STAR Program Coordinator to arrange an individual Student Success Plan for their transition semester back into Washburn University and to schedule their reinstatement meeting. Call the Center for Student for Success, 785-670-1942, Mabee 201, to schedule your reinstatement meeting.**
  - The purpose of this meeting is to (1) discuss your past academic history, (2) explore strategies for future academic success, and (3) assist you in creating **your required individual Student Success Plan**. The **STAR Program Coordinator, upon the completion of your agreed upon Individual Student Success Plan**, will sign the verification portion of a Reinstatement Petition Form, and give to you for submission as part of your request for reinstatement.
- Fast track reinstatement: If you have earned academic credits from other institutions which will make your GPA higher than a 2.0, please make sure you provide that information to the **STAR Program Coordinator**. Your earned academic credits may allow you to gain a fast track reinstatement and your advisor can provide you with instructions. Also make sure that all transcripts are sent to the Admissions office once all grades have been posted at the other institution(s).*
- If you believe your GPA will be higher than a 2.0 with the transfer of courses, please submit a written request\* to the VPAA office.*
- Complete the Reinstatement Petition Form
- Compose a personal statement. Your statement should include the following information:
  - Discussion of your past academic performance,
  - Information about your meeting with the **STAR Program Coordinator**

- 3) The strategies you have identified to have a successful academic reentry to the University, and
  - 4) The academic plan for the semester you want to attend if reinstated.
- G. Submit the Reinstatement Petition Form and your Personal Statement by the deadline to the address listed on the Petition Form. NOTE: IF you have attended another college, official transcripts must be received by the Admissions Office for the committee's review before a final decision is made.

**The primary intention of the proposal is to give students who are not in Academic Good Standing more time to improve their academic record so that the final result is the acquisition of a post-secondary credential. It is not intended to increase student loan debt apart from such credential attainment. Nor, is it intended to lower the quality of academic work of those graduating at Washburn University. Therefore, this proposal mandates that data previous to and including the academic year 2014-15 will be compared to information annually regarding student loan debt, degree attainment, achievement of academic good standing, improvement in repeated courses, retention, and default rates for students on academic warning, probation, and suspension. Starting in Fall 2020 and every 5<sup>th</sup> year after, the Academic Affairs Committee in conjunction with the Probation and Reinstatement Committee and the Office of the Vice President for Academic Affairs will review these data and make recommendations to the Faculty Senate on the continuation or alteration of this policy.**

#### Financial Implications:

This proposal recognizes the potential net revenue that the recommended policy change will create. In summary,

- 73%: The percentage of students who would be allowed an additional term (or more) at Washburn based on this proposed policy change.
- 6.8%: The percentage of students who would move from probation/suspension to academic good standing (notice), if the proposed policy was implemented.
- \$ 1,915,750: The tuition generated if all suspended (201130-201430) were allowed to continue one term.
- \$ 926,250: The tuition generated, if the new policy existed at the time the 807 students above were suspended. The new policy would allow 211 of these students to continue at least one or more terms. This is \$ 154,375 per term.
- \$ 142, 537: The per semester tuition revenue, if we improve the number of students on probation who return to good standing by 10% and the number on continued probation (and/or warning) by 20%.

The successful launch and implementation of a rejuvenated STAR Program, with its design to assist students in finding their academic footing after a stumble and then make positive progress towards earning a degree requires the immediate hiring of one new position: The STAR Program Coordinator. This is accomplishable through the reallocation of existing CSSR funds.

In the future, as the total time commitment necessary to ensure the success of students entering the STAR Program is better understood and assuming the initial results positively impact student success and retention, the expectation is a second STAR Program team member will become necessary. The CSSR will look for funding for this position (\$40,000.00 [salary] + \$10,000.00 [benefits]) from the net revenue tuition increase attributable to the success of the STAR Program.

Proposed Effective Date: This program would be available for all undergraduate students enrolled in Fall 2015 and thereafter.

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

Approved by: *AAC on April 13, 2015*

*FAC on date*

*Faculty Senate on date*

Attachments Yes  No

**FACULTY AGENDA ITEM NO 15-23**

Date: April 13, 2015

Submitted by: *Nancy Tate, Associate Vice President for Academic Affairs, x1648*

**SUBJECT: Proposal to Amend Faculty Handbook – Faculty Roles and Responsibilities (Part 1)**

Description/Rationale: The Faculty Handbook Revision Committee recommends the language of the following sections of the Faculty Handbook be modified to more accurately reflect current practice. Additional change proposals will be forthcoming after further faculty review and discussion has occurred.

<p>5.1.A. General Policy          ...A normal undergraduate load is considered to be twenty-four equated hours per year in the College of Arts and Sciences, School of Business, School of Nursing, and School of Applied Studies and either twelve or thirteen credit hours in the School of Law. Graduate teaching loads are negotiated by the Dean of the school involved. Reduction of teaching loads for department chairpersons and for others who have responsibility for the direction of such extracurricular activities as athletics, band, orchestra, drama, and debate, provided that such activities are considered to be a part of the teacher's regular assignment, is determined by the Dean of the major academic unit and the Vice President for Academic Affairs. Should circumstances necessitate deviation from the normal load, adjustment should be made in the teaching assignment for the following year.</p>	<p>5.1.A. General Policy          ...A normal undergraduate load is considered to be twenty-four equated hours per year in the College of Arts and Sciences, School of Business, School of Nursing, and School of Applied Studies and either twelve or thirteen credit hours in the School of Law. Graduate teaching loads are <del>normally determined by the Dean of the school involved.</del> <b>In certain situations, particularly relating to graduate teaching loads, Deans, working with the Office of the Vice President for Academic Affairs, may determine alternate teaching expectations taking into account issues such as overall staffing levels, new program development, curricular revision, accreditation needs, scholarly pursuits and grant opportunities, and budgets.</b> Reduction of teaching loads for department chairpersons and for others who have responsibility for the direction of <del>such</del> <b>extracurricular or administrative activities,</b> provided that such activities are considered to be a part of the teacher's regular assignment, is determined by the Dean of the major academic unit and the</p>	<p><b>Comments regarding proposed changes:</b> Adds flexibility to the determination of faculty load based on departmental needs. Adds wording providing more flexibility regarding deviation from normal load and potentially allowing for banking of extra load credit and provides additional clarity regarding instances in which faculty load modifications may be awarded.</p>
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	Vice President for Academic Affairs. <b>(See Section Five I.C.5)</b> Should circumstances necessitate deviation from the normal load, adjustment <del>should</del> <b>will</b> be made in the teaching assignment <del>for the following year in future semesters.</del>	
5.1.B. Evening Courses As an integral part of their teaching load, members of the full-time faculty are expected to teach evening courses that are part of the program of the department or school of which he/she is a member. Appropriate consideration, where possible, will be given to the schedules of faculty members who are to teach both day and evening so that the total load is a reasonable one. The schedule maker will attempt to not assign early morning classes to faculty members who have taught late classes the preceding night.	5.1.B. Evening Courses As an integral part of their teaching load, members of the full-time faculty are expected to teach evening courses that are part of the program of the department or school of which he/she is a member. Appropriate consideration, where possible, will be given to the schedules of faculty members who are to teach both day and evening so that the total load is a reasonable one. <del>The schedule maker will attempt to not assign early morning classes to faculty members who have taught late classes the preceding night.</del>	<b>Comments regarding the proposed changes:</b> Eliminates duplicative wording regarding providing appropriate consideration for faculty teaching both day and evening courses.
5.XI.A. Leave Without Pay The Board of Regents may grant a faculty member a leave of absence without compensation for a period not to exceed one year (two consecutive academic semesters) for the faculty member to continue graduate work or engage in other professional activity. No faculty member may be awarded consecutive leaves of absence without compensation for more than two academic/calendar years. Application for a leave of absence shall be made to the Department Chair/Dean of the faculty member's major academic unit. A leave of absence without compensation may be granted by the Board only after receiving the recommendations, through the President, of the Department Chair/Dean of the affected major academic unit and the Vice President for Academic Affairs. At the time leave is granted, the	5.XI.A. Leave Without Pay The Board of Regents may grant a faculty member a leave <del>of absence</del> without <del>compensation</del> <b>pay</b> for a period not to exceed one year (two consecutive academic semesters) for the faculty member to continue graduate work or engage in other professional activity <b>or for other purposes approved by the appropriate Dean and the Vice President for Academic Affairs. Continuation of the leave without pay may be granted on an annual basis with the approval of the appropriate Dean, Vice President for Academic Affairs and the Board of Regents. Approval for both the initial leave request and for any request for continuation of such leave shall be granted only if there is a determination that the continuation of leave is in the best interest of the University.</b>	<b>Comments regarding the proposed changes:</b> Maintains maximum of one year with right to request additional leave. Approval process will now also involve the Vice President for Academic Affairs, along with approval of Board of Regents. No maximum number of years of leave is set but annual requests are required for continued leave. Sets standards to be used to approve application for leave and continuation of leave. Requires continuations of leave to occur early enough that academic units have sufficient time to cover the faculty member's continued absence. This also refers to the leave as "leave without pay" consistent with the title of the section and how leave is referenced in other policies for the University.



<p>Board shall determine whether the period of leave of absence without compensation shall be credited towards the length of service requirements of the faculty member for promotion and/or tenure. Upon expiration of leave, the returning faculty member shall receive his/her class and office assignments from his/her Department Chair/Dean. The Department Chair/Dean shall also make a recommendation for the salary of the faculty member in the normal budgeting process. The recommendation for salary shall take into consideration salary increments to which such faculty would have otherwise been entitled had she/he not been in a leave of absence status.</p>	<p><b>Determination if the continuation of leave is in the best interest of the University shall include considering the following:</b></p> <ul style="list-style-type: none"> <li>•<b>Department’s ability to accommodate the continued leave without pay without loss of program integrity and without placing undue burden on other Employees;</b></li> <li>•<b>Extent of the financial impact on the University; and,</b></li> <li>•<b>Impact on the University’s ability to complete its mission and to fulfill its obligations.</b></li> </ul> <p><b>The faculty member must request the continuation no later than the beginning of the last semester of the leave. No faculty member may be awarded consecutive leaves of absence without compensation for more than two academic/calendar years.</b></p> <p><del>Application for a leave of absence shall be made to the Department Chair/Dean of the faculty member’s major academic unit.</del> <b>Application for a leave without pay</b> may be granted by the Board only after receiving the recommendations, through the President, of the Department Chair/Dean of the affected major academic unit and the Vice President for Academic Affairs. At the time leave is granted, the Board shall determine whether the period of leave of absence without compensation pay shall be credited . . . budgeting process. The recommendation . . . had she/he not been in a leave of absence without pay status.</p>	
<p>5.XI.B. Intergovernmental Exchange The Board of Regents may authorize the exchange of Washburn University of Topeka employees to another governmental entity in the State of Kansas as provided by K.S.A. 75-4401 et. seq. Employees who participate in an</p>	<p>5.XI.B. Intergovernmental Exchange The Board of Regents may authorize the exchange of Washburn University of Topeka employees to another governmental entity in the State of Kansas as provided by K.S.A. 75-4401 et. seq. Employees who participate in an</p>	<p><b>Comments regarding the proposed changes:</b> Ensures this type of leave is consistent with leave without pay and that the language for the leave without pay is consistent with Section 5.XI.A.</p>

<p>intergovernmental exchange of personnel shall be considered during such participation to be in the status of leave of absence without compensation. The period of an employee's participation in an intergovernmental exchange shall not exceed two consecutive academic or calendar years. Application for participation in an intergovernmental exchange of personnel shall be initiated and awarded in the same manner as a leave of absence without compensation.</p>	<p>intergovernmental exchange of personnel shall be considered during such participation to be in the status of leave of absence without <del>compensation</del> <b>pay</b>. The <del>period of an employee's participation in an intergovernmental exchange shall not exceed two consecutive academic or calendar years.</del> Application for participation in an intergovernmental exchange of personnel shall be initiated and awarded in the same manner as a leave of <del>absence</del> without <b>compensation pay</b>.</p>	
<p>5.XI.D. Sweet Summer Sabbatical ... The most pertinent requirements provide:</p> <p>1. That the recipients of the awards be full-time university employees with the rank of lecturer, instructor, assistant professor, associate professor or professor in the College of Arts and Sciences, the School of Business, the School of Nursing, or the School of Applied Studies who has completed a minimum of three years of full-time service or a full-time librarian who is not a member of the Law School faculty.</p>	<p>5.XI.D, Sweet Summer Sabbatical ...The most pertinent requirements provide:</p> <p>1. That the recipients of the awards be full-time university employees with the rank of lecturer, instructor, assistant professor, associate professor or professor in the College of Arts and Sciences, the School of Business, the School of Nursing, or the School of Applied Studies <del>who has completed a minimum of three years of full-time service</del> or a full-time librarian who is not a member of the Law School faculty <b>who has completed a minimum of three years of full-time service.</b></p>	<p><b>Comments regarding the proposed changes:</b> Moves the three-year minimum full-time service clause to the end of the statement since it also applies to librarians.</p>
<p>5.XI.D. Sweet Summer Sabbatical</p> <p>4. ...</p> <p>Applications are due in the office of the Vice President for Academic Affairs no later than January 25 in the spring semester for the coming summer from the applicant's department chair (when applicable) and dean.</p> <p>...</p>	<p>5.XI.D. Sweet Summer Sabbatical</p> <p>4. ...</p> <p>Applications are due in the office of the Vice President for Academic Affairs no later than <del>January 25</del> <b>the end of January</b> in the spring semester for the coming summer from the applicant's department chair (when applicable) and dean.</p> <p>...</p>	<p><b>Comments regarding the proposed changes:</b> Adds flexibility to the application and final report submission deadlines.</p>

<p>Recipients of Sweet Sabbatical awards are required to submit a <a href="#">written report</a> with the office of the Vice President for Academic Affairs no later than October 5 of the year the award was received. That report will specify the general activities of each day of the sabbatical.</p>	<p>Recipients of Sweet Sabbatical awards are required to submit a <a href="#">written report</a> with the office of the Vice President for Academic Affairs no later than <del>October 5</del> <b>the end of September</b> of the year the award was received. That report will specify the general activities of each day of the sabbatical.</p>	
<p><b>6.III.A. Grades</b> Term grades are submitted on-line and are due after the final examination period as specified in the appropriate class schedule so the necessary processing can be completed before the next semester/term. A targeted announcement will be sent to the faculty indicating the deadline for submission of grades. Grades not submitted by the deadline will be recorded as "NR" (not recorded). After the deadline, grades or grade changes must be submitted using the formal paper process on a "Change of Recorded Grade" form.</p>	<p><b>6.V.A. Grades</b> Term grades are submitted on-line and are due after the final examination period as specified in the appropriate class schedule so the necessary processing can be completed before the next semester/term. <del>A targeted</del> <b>An electronic</b> announcement will be sent to the faculty indicating the deadline for submission of grades. Grades not submitted by the deadline will be recorded as "NR" (not recorded). <b>Timely submission of final grades is a basic faculty responsibility. Faculty failure to meet this deadline impacts students negatively.</b> After the deadline, grades or grade changes must be submitted using the formal paper process on a "Change of Recorded Grade" form.</p>	<p><b>Comments regarding the proposed changes:</b> Adds explanatory information regarding the importance of submitting final grades on time. Note: Additional items are being proposed for addition to this section at a later date.</p>
<p><b>6.III.B. Grades and Grade Points</b> ...*Students who unofficially drop by not attending class will receive a grade from the course instructor based on the grade earned. Students who officially withdraw during a semester prior to the twelfth week deadline receive a W.</p>	<p><del>6.V.B. Grades and Grade Points</del> <del>*Students who unofficially drop by not attending class will receive a grade from the course instructor based on the grade earned. Students who officially withdraw during a semester prior to the twelfth week deadline receive a W.</del> <b>*Faculty will report grades of F in one of three ways:</b>  <b>FF – Grade of F earned due to performance in class</b>  <b>QF – Grade of F assigned due to student nonattendance at some point in the semester. The last date of participation</b></p>	<p><b>Comments regarding the proposed changes:</b> Replaces the existing footnote for the awarding of F with the three options for assigning the grade.</p>

	<p><b>will be provided.</b></p> <p><b>NF – Grade of F assigned due to student nonattendance from the beginning of the semester.</b></p> <p>Students who officially withdraw during a semester prior to the twelfth week deadline receive a W.</p>	
<p>6.III.D. A/Pass/Fail Option</p> <p>... 4. May take the A/Pass/Fail option for only one course per semester (not including PE 198).</p> <p>...</p> <p>While there is no specific limit to the total number of semester hours that may be taken on a non-graded basis (Pass/Fail, credit by examination, advanced placement, and/or military service), a minimum of 84 hours presented for graduation with a Bachelor's degree, 42 with an associate degree must be on a graded basis. For international students presenting transfer credit from an international tertiary institution accredited by the Ministry of Education (or its equivalent) in that country, a minimum of 60 hours for a baccalaureate degree (30 hours for an associate degree) presented for graduation must be on a graded basis since Washburn converts grades earned in these transfer courses to CR, P, and NC.</p>	<p>6.V.D. A/Pass/Fail Option</p> <p>... 4. May take the A/Pass/Fail option for only one course per semester <del>(not including PE 198).</del></p> <p>...</p> <p>While there is no specific limit to the total number of semester hours that may be taken on a non-graded basis (Pass/Fail, credit by examination, advanced placement, and/or military service), a minimum of 84 hours presented for graduation with a Bachelor's degree, 42 with an associate degree must be on a graded basis. For international students presenting transfer credit from an international tertiary institution accredited by the Ministry of Education (or its equivalent) in that country, a minimum of 60 hours for a baccalaureate degree (30 hours for an associate degree) presented for graduation must be on a graded basis since Washburn converts grades earned in these transfer courses to CR, P, and NC.</p>	<p><b>Comments regarding the proposed changes:</b> Eliminates the exception regarding allowing PE 198 (KN 198) to be taken A/Pass/Fail in conjunction with a second course in a given semester.</p>
<p>6.V.A. Adding a Class</p> <p>A student wishing to add a course to his/her schedule may do so on the web when it is available for registration/enrollment. Specific instructions will be available in the appropriate Class Schedule Bulletin or on the web.</p> <p>A student adding a course to his/her schedule may need for an instructor to place an</p>	<p>6.VII.A. Adding a Class</p> <p>A student wishing to add a course to his/her schedule may do so on the web when it is available for registration/enrollment. Specific instructions will be available in the appropriate Class Schedule Bulletin or on the web.</p> <p>A student adding a course to his/her schedule may need for an instructor to place an</p>	<p><b>Comments regarding the proposed changes:</b> Reflects the current method of adding a class</p>

<p>override or a combination of overrides on the My.Washburn account. Placing an override on the student's account provides special approval to enroll for a student who has circumstances which have prevented the student from adding the class. Some types of overrides that may be needed by the student to register include: capacity, class (classification), level (i.e., undergraduate, graduate, law), link (linked courses), corequisite, prerequisite, special (special permission), and time (time conflicts). Students may add a class at any time throughout the registration period prior to the last day to enroll in a course without instructor's permission. After this date, all course additions require the student to utilize the late add process found on the registration screen on the My.Washburn account...</p>	<p>override or a combination of overrides on the My.Washburn account. Placing an override on the student's account provides special approval to enroll for a student who has circumstances which have prevented the student from adding the class. Some types of overrides that may be needed by the student to register include: capacity, class (classification), level (i.e., undergraduate, graduate, law), link (linked courses), corequisite, prerequisite, special (special permission), and time (time conflicts). Students may add a class at any time throughout the registration period prior to the last day to enroll in a course without instructor's permission. After this date, all course additions require the student to utilize the late add process found on the registration screen on the My.Washburn account...</p>	
<p>6.V.B. Dropping/Withdrawing</p> <p>1. Initiated by Student: Withdrawing from class(es) or from the University</p> <p>A student who wishes to withdraw from a course may do so on the web when it is available for registration/enrollment. Specific instructions will be available in the appropriate Class Schedule Bulletin or on the web...</p>	<p>6.VII.B. Dropping/Withdrawing</p> <p>1. Initiated by Student: Withdrawing from class(es) or from the University</p> <p>A student who wishes to withdraw from a course may do so on the web when it is available for registration/enrollment. Specific instructions will be available in the appropriate Class Schedule Bulletin or on the web...</p>	<p><b>Comments regarding the proposed changes:</b> Reflects the current method of dropping a class</p>
<p>6.VIII. Academic Fresh Start</p> <p>Students who have performed poorly in their first year or two at college and then withdraw or are dismissed frequently return to school at a later date to resume their education. Unfortunately, their prior academic record often presents a major obstacle to their overall success.</p> <p>Persons in this category who</p>	<p>6.IX. Academic Fresh Start</p> <p>Students who have performed poorly in their first year or two at college <b>any regionally accredited post-secondary institution</b> and then withdraw or are dismissed, frequently return to school at a later date to resume their education. Unfortunately, their prior academic record often presents</p>	<p><b>Comments regarding the proposed changes:</b> Reflects updated procedures for implementing Academic Fresh Start.</p>

<p>want an opportunity for a fresh undergraduate start at Washburn University, without the handicap of their prior academic record, may apply for admission under Academic Fresh Start subject to the following conditions.</p> <p>A. All previous academic work at any college or university will be disregarded with respect to Washburn University graduation requirements. The prior academic record remains a part of the student overall academic transcript, but none of it is carried forward as part of his/her program. The transcript will indicate "Academic Fresh Start" and the date it was granted. The student will then begin his/her college study again under the current catalog with no credits attempted, no credits earned, and no grade points earned. This policy applies only to Washburn students. A student transferring from Washburn University to another institution will have to follow the receiving institution's policy.</p> <p>B. A person may receive Academic Fresh Start only once.</p> <p>C. At least three years must have elapsed between the end of the semester in which the applicant was last in attendance at college and the beginning of the semester in which he/she intends to re-enroll.</p> <p>D. A student granted Academic Fresh Start is considered an entering freshman and as such is eligible for consideration for all academic opportunities afforded any Washburn students. Granting of Academic Fresh Start does not mean the student is eligible for financial aid. An individual request for reinstatement of federal aid should be directed to the financial aid office in writing.</p>	<p>a major obstacle to their overall success.</p> <p><del>Persons in this category</del>  <b>Students</b> who want an opportunity for a fresh undergraduate start at Washburn University, without the handicap of their prior academic record, may apply for admission under Academic Fresh Start <b>within the first term of attendance</b> subject to the following conditions.</p> <p>A. All previous academic work at any college or university <b>regionally accredited post-secondary institution</b> will be disregarded with respect to Washburn University graduation requirements.</p> <p><del>B.</del> <b>B.</b> The prior academic record remains a part of the student's overall academic transcript, but <del>none of it is not</del> carried forward as part of <del>his/her</del> <b>the student's</b> program.</p> <p><del>C.</del> <b>C.</b> The <b>Washburn</b> transcript will indicate "Academic Fresh Start" and the date it was granted.</p> <p><del>D.</del> <b>D.</b> The student will then begin <del>his/her</del> college study again under the current catalog with no credits attempted, no credits earned, and no grade points earned. <del>This policy applies only to Washburn students. A student transferring from Washburn University to another institution will have to follow the receiving institution's policy.</del></p> <p><del>B.</del> <b>E.</b> A person may receive Academic Fresh Start only once.</p> <p><b>The Academic Fresh Start</b></p>	
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<p>The applicant will present his/her petition for Academic Fresh Start to the Academic Advising Center. If the applicant is a transfer student or a former Washburn student who subsequently attended another institution, an official copy of all transcripts must be on file in the Office of Admissions before the application is considered. Students must apply 30 days before each semester's enrollment period.</p>	<p><b>policy applies only to the Washburn academic record. A student granted Academic Fresh Start is an entering first-year student and as such is eligible for consideration for all academic opportunities afforded by Washburn. A student transferring from Washburn University to another institution will have to follow the receiving institution's policy.</b></p> <p><b>To be eligible for consideration of an Academic Fresh Start:</b></p> <p><del>C.</del> <b>A.</b> At least three years must have elapsed between the end of the semester in which the applicant was last in attendance at <del>college</del> <b>any regionally accredited post-secondary institution</b> and the beginning of the semester in which he/she intends to re-enroll. <b>This three-year waiting period may be waived if course work was completed prior to high school graduation.</b></p> <p><del>D.</del> A student granted Academic Fresh Start is considered an entering freshman and as such is eligible for consideration for all academic opportunities afforded any Washburn students. Granting of Academic Fresh Start does not mean the student is eligible for financial aid. An individual request for reinstatement of federal aid should be directed to the financial aid office in writing.</p> <p><b>B. Student petition for Academic Fresh Start within the first term of attendance.</b></p> <p><b>C. Student must apply for admission through the Office of Admissions.</b></p> <p><b>D. Submit official transcripts from all regionally accredited post-secondary institutions</b></p>	
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	<p><b>attended.</b></p> <p><b>E. Application fee paid.</b></p> <p>The applicant will present his/her petition for Academic Fresh Start to the Academic Advising Center. If the applicant is a transfer student or a former Washburn student who subsequently attended another institution, an official copy of all transcripts must be on file in the Office of Admissions before the application is considered. Students must apply 30 days before each semester's enrollment period.</p> <p><b>Granting of Academic Fresh Start does not mean the student is eligible for institutional scholarships or financial aid. An individual request for reinstatement of federal aid should be directed to the financial aid office in writing.</b></p> <p><b>Petitions are available through the Office of Academic Advising.</b></p>	
<p>6.XV. Participation in Activities</p> <p>It is assumed that all faculty members will attend faculty meetings and participate in commencement activities in proper academic regalia unless arrangements are made with the Dean of the school. All faculty are urged to participate as fully as possible in assemblies, lecture series, concerts, plays, and whatever other activities contribute to the cultural life of the University community.</p>	<p>6.XVII. Participation in Activities</p> <p>It is assumed that all faculty members will attend faculty meetings and participate in commencement activities in proper academic regalia <del>unless arrangements are made with the Dean of the school.</del> All faculty are urged to participate as fully as possible in assemblies, lecture series, concerts, plays, and whatever other activities contribute to the cultural life of the University community.</p>	<p><b>Comments regarding the proposed changes:</b> Modified to reflect existing practice</p>

**Financial Implications:** None

Approved by Faculty Affairs Committee: April 13, 2015



Approved by Faculty Senate:

**Requested Action:** General Faculty approval.

**Presented By:** Dr. Nancy Tate

Associate Vice President for Academic Affairs