

**Washburn University
Meeting of the Faculty Senate
August 29, 2016
3:00 PM – Washburn B, Memorial Union**

- I. Call to Order**
- II. Approval of minutes of the Faculty Senate Meeting of May 2, 2016 (pp. 2-3)**
- III. President’s Opening Remarks:**
- IV. Report from the Faculty Representative to the Board of Regents:**
- V. VPAA Update—Dr. JuliAnn Mazachek:**
- VI. Faculty Senate Committee Reports:**
 - **Approval of minutes of the Academic Affairs Committee of March 28, 2016 (pp. 4-5)**
 - **Approval of minutes of the Academic Affairs Committee of April 25, 2016 (pp. 6)**
- VII. University Committee Reports:**
 - **Receipt of minutes of the Graduate Council of March 28, 2016 (pp. 7-9)**
 - **Receipt of minutes of the Library Committee of April 27, 2016 (pp. 10)**
 - **Receipt of minutes of the Research Grant Committee of April 27, 2016 (pp. 11).**
- VIII. Old Business: NONE**
- IX. New Business:**
- X. Information Items:**
 - **Senate committees for FY17: Electoral, Academic Affairs, and Faculty Affairs committees should meet immediately and select a chair.**
- XI. Discussion Items:**
 - **Discussion of enrollment.**
- XII. Announcements:**
- XIII. Adjournment**

**Washburn University
Meeting of the Faculty Senate
May 2, 2016
3:00 PM – Henderson Hall, Room 112**

PRESENT:

**Alexander (Rebecca), Ball, Barker*, Erby*, Farwell, Kapusta-Pofahl*, Sungkyu, McHenry, Modellmog, Petersen, Prash*, Sadikot, Schmidt, Schnoebelen, Scofield, Smith, Stacey, Steinroetter, Stevens, Tutwiler, Wasserstein*, Weiner, Wohl, Zwikstra
(* Indicates a newly elected senator)**

ABSENT:

Alexander (Ryan), Childers, Francis, Garritano, Jackson, Mansfield, Mapp, Mastrosimone, Memmer, Palbicke, Pembrook, Porta, Routsong, Russell, Sanchez, Sourgens, Stevenson, Treinen, Worsely

- I. **President Ball called the meeting to order at 3:03pm.**
- II. **The minutes of the Faculty Senate Meeting of April 4, 2016 were approved.**
- III. **President's Opening Remarks: President Ball thanked all in attendance for their service on Senate this year.**
- IV. **Report from the Faculty Representative to the Board of Regents:**
 - **President Ball attended the April 21st meeting; she noted that the following faculty members were approved for Emeritus status: Denise Ottinger, David Bainum, Phyllis Berry, Willie Dunlap, Cynthia Hornberger, Richard Martin, Marilyn Masterson, Carl Myers, Tim Peterson, John Christenson, Michael Kaye, and Joe McKinney.**
- V. **VPAA Update—Dr. Randy Pembrook: NONE**
- VI. **Faculty Senate Committee Reports: NONE**
- VII. **University Committee Reports: NONE**
- VIII. **Old Business: NONE**
- IX. **New Business: NONE**
- X. **Special Orders:**
 - **President Ball thanked outgoing senators for their service and welcomed the new senators.**
 - **Election of Faculty Senate Officers for 2016-2017:**
 - **President: Shaun Schmidt and Jim Schnoebelen were nominated. Schmidt was elected. (President Schmidt took over the meeting from outgoing president Ball).**
 - **Vice President: Linsey Modellmog was nominated and elected unanimously.**
 - **Secretary: Jim Schnoebelen and Barbara Scofield were nominated. Jim Schnoebelen was re-elected.**
 - **Parliamentarian: Rick Barker was nominated and elected unanimously.**

XI. Information Items: NONE

XII. Discussion Items: NONE

XIII. Announcements:

- **Graduation is May 14th; please attend to support your students.**

XIV. President Schmidt adjourned the meeting at 3:24pm.

Academic Affairs Committee Agenda

Monday, March 28, 2016

3:00 – 4:00 pm

Lincoln Room

Present: Sungkyu Kwak, Bobbe Mansfield, Jean Marshall, Tony Palbicke (Chair), Mike Russell, Shaun Schmidt, Barbara Scofield Barb Stevenson, Randy Pembroke (ex officio)

Guest: Ann Marie Snook, Tom Hickman

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

1. Minutes from the March 4, 2016 electronic meeting
The minutes were sent to the committee prior to the meeting for review. The minutes were approved and will be forwarded to Faculty Senate.
2. Action Items:
 - a. New Program Bachelor of Music in Music Performance-Guitar Emphasis
Dr. Ann Marie Snook provided information regarding the proposed emphasis of Music Performance/Guitar.
Discussion of the proposal included what new classes will be offered (applied guitar) which will be taught by an adjunct. Accommodations will be made for the large ensemble requirement as well as the use of others from the string areas will be asked to participate in the Juris process.
Dr. Snook indicated the NASM accreditation process will occur in the fall semester.

A motion was made and seconded to approve the proposal with no further discussion offered. The committee members voted to approve this agenda item. Based on this approval, the proposal will be forwarded to Faculty Senate.

- b. New certificate-Kansas Insurance
Tom Hickman provided information about the Kansas Insurance certificate proposal. This certificate program is a partnership project with several Universities and the Kansas Department of Commerce and the Kansas Department of Insurance. Through the partnership, students can enroll in certain courses offered through other Universities and will be issued a Washburn University certificate.

The Department of Insurance is helping with financial support for this program, along with offering scholarship money for students.

A motion was made and seconded to approve the proposal with no further discussion offered. The committee members voted to approve this agenda item. Based on this approval, the proposal will be forwarded to Faculty Senate.

c. Additional Agenda Item:

Dr. Pembroke reminded the committee members that they had asked that an annual report be presented regarding the STAR program. This request was made during the discussions and ultimate approval of the new probation and reinstatement policy. Tony agreed to reach out to Alan Bearman and request he provide that report at one of the upcoming Academic Affairs committee meeting.

Meeting was adjourned at 3:30 p.m.

Academic Affairs Committee Minutes

Monday, April 25, 2016

3:15 – 4:00 pm

Lincoln Room

Present: Ryan Alexander, Sungkyu Kwak, Bobbe Mansfield, Jean Marshall, Tony Palbicke (Chair), Mike Russell, Shaun Schmidt, Barbara Scofield, Randy Pembroke (ex officio)

Guests: Alan Bearman, Julia Murray

1. Minutes from the March 28, 2016 electronic meeting
The minutes were sent to the committee prior to the meeting for review. The minutes were approved and will be forwarded to Faculty Senate.
2. Update regarding STAR program (Probation/Reinstatement policy) (Non-action item)
Chair Tony Palbicke asked Dean Bearman to provide an update on the STAR program.
Dean Bearman indicated the program has accomplished what was proposed.
 1. A STAR coordinator was hired to work with the students who were placed within the STAR program due to their academic status. A mentoring program was quickly developed and implemented as a component of this program; it is working well.
 2. The program was implemented quickly, and thus far has done well with the students who have participated. 71% of those who participated in the program completed the requirements.

The committee learned through discussions, that the STAR coordinator continues to provide information about students who participated (completed and non-completions) to the Probation and Reinstatement committee. There is a recommendation made but the Probation and Reinstatement committee is charged with the responsibilities of making the final decision regarding the academic status should a student not have satisfactory grades.

The program is making an impact on those served however not enough data is available to determine fully why some students are successful and others are not. The program will make another report to the committee in the Fall 2016 semester. At that point, the question of “what is the outcome of a full year data” should be answered.

Chair Tony Palbicke asked if a survey/exit interview could be done to gain feedback from students on program. Tony was asked to discuss this with Dean Bearman to see if he/his staff could coordinate this.

Meeting adjourned at 4:00 p.m.

Graduate Council Minutes

March 28, 2016

12:00 – 1:00 p.m.

Lincoln room/Union

Graduate Committee members Present: Aida Alka (ex-officio), Bob Boncella (MBA), Julie Boydston (PY), Shirley Dinkel (DNP), Bruce Mactavish (MLS), Bobbe Mansfield (SON), Tim Peterson (ex-officio), Randy Pembroke (ex-officio), Blake Porter (WSGA), Michael Rettig (ED), Bassima Schbley (MSW), Jim Schnoebelen (FS), Kayla Waters (HS)

Guests: Michael Gleason, Kathy Menzie, Tom Underwood, Kelly Russell

1. Approval of Meeting Minutes from February 22 and 25, 2016

The February 22 and 25, 2016 minutes were submitted to the committee previously with a request committee members review these prior to the meeting. A motion and second to approve the minutes were made. All approved said minutes.

2. New Business:

Master–Communication and Leadership

Dr. Michael Gleason, Dr. Tom Underwood and Dr. Kathy Menzie attended the Graduate Council to provide information regarding the Master of Arts in Communication and Leadership Proposal. Dr. Gleason reminded the Council members that graduate courses in Communication and Leadership were previously approved through this governing body. The courses and now the program have been submitted and approved through the College governing process. The Graduate Council is the next step for the master degree proposal before it is submitted to the Faculty governance process.

Discussion occurred regarding the proposal, courses and plans for a program director. All agreed some answers would be clearer once students were enrolled in the courses, and it was known of the growth potential for the program.

A motion was made to approve the Master of Arts program, with a second offered. There wasn't further discussion. All council members in attendance voted to approve the Master of Arts proposal which will now be sent to the Faculty Senate.

3. Update on the continuous enrollment policy

Chair Michael Rettig indicated this policy is effective Fall of 2016. There will not be a need for further review in other governing processes according to the Executive Committee of the Faculty Senate. Council members were informed the course number they should use for any continuous enrollment should be 777.

4. Accepting continuing education courses as credit toward graduate program degrees

Michael Rettig

Chair Michael Rettig asked about this agenda item. It was determined this question was asked by a council member, but it was felt that this had been answered. Discussion did occur regarding accreditation guidelines and then regulations mandated through HLC. No further discussion and this is considered resolved.

5. Continued discussion on Incomplete policy

Council members were asked how many semesters students are allowed to have incompletes on their transcripts.

After some discussion, Chair Michael Rettig volunteered to draft language that would address the incompletes starting in the Fall 2016 semester. Once approved, the policy would impact current students but not resolve incompletes from previous years. All did agree to have a university wide policy which will indicate students will have two semesters to resolve an incomplete. [note: the summer session does not count within the two semesters].

6. Update on Midwest Graduate Symposium

Council members agreed this agenda item is to start the discussion of how graduate students can showcase their research as undergraduates are able to do (through Apeiron and through Undergraduate Research Day). Bruce Mactavish indicated Apeiron is now allowing graduate students to participate. Discussion continued as to how graduate programs could possibly build components into the program requirements which might help students showcase their work and enhance the visibility of the graduate programs.

Bruce Mactavish volunteered to have conversations with Shaun Schmidt and Tracy Routsong as to the possibilities of having a graduate symposium mirror the Apeiron and Undergrad Research events.

7. Funding to support grad students for conferences, etc. Michael Rettig

This discussion was also discussed with the Symposium agenda item. A few graduate programs have student presentations on campus AND off campus built into the requirements for completion. Psychology for instance has an off-site presentation as a requirement for completion of the program. Many students attend regional or national conferences to make their presentation or showcase their work. Julie Boydston indicated any financial support would be helpful, whether it is through payment of a poster or payment of travel/registration costs.

Dr. Pembroke indicated we would send an e-mail out requesting more information on what the financial needs might be. He asked council members to think of how many graduate students annually will do a poster at an Apeiron type event, and then be prepared to provide that number.

8. Agenda Items for April meeting will include:
 - a. Midwest symposium
 - b. The new application process
 - c. Draft language for the Incomplete policy

Meeting adjourned 1:00 p.m.

Library Committee Minutes

April 27th, 2016

Room 105

4:00 p.m.

The Library Committee convened in Mabee Library at 4:00 p.m. The following members were present: Dr. Adem, Dr. Bearman, Mr. Bird, Dr. Brown, Dr. Chamberlain, Dr. Grant, Dr. Herbig, Dr. Hull, Dr. Ladstaetter, Dr. Porta, Dr. Messay, Dr. Park, Dr. Reynard, and Dr. Watt. Mr. Farwell, Dr. Schmalzried, Dr. Thomas, Ms. Weiner, and Dr. Wilkinson sent word they would be unable to attend. Ms. Ashworth attended for Ms. Webber.

Dr. Bearman reported on the Emergency Response to weather at Washburn University/Mabee Library on April 26, 2016, and the resulting questions/concerns it caused. He reported that if the intent of the university is to close the entire campus during spring and/or winter weather, the library also closes because its personnel are not considered essential. Nevertheless, the Library is reviewing its weather procedures in accordance with what appears to be the new University policy. Keeping the library open during spring weather will have implications for the budget. More information will follow.

The 2016/2017 Budget was submitted.

Dr. Bearman reported on the results of the Journal and Database Surveys. Departmental response rate varied. Data from the responses was distributed to departments for them to verify that the survey correctly reflects their need for journals and databases. If a database or journal scored below a 3.0, the plan is for it to receive additional review. Accreditation needs always plays a role in the decision making process, with the first draft of cuts and new potential purchases being distributed as budget becomes solidified. The purchasing process will be largely impacted by state budget and enrollment. More information will follow.

Meeting adjourned at 4:39PM

Respectfully submitted

Kinsey Ashworth

Student/Peer Educator

Small Research Grant Committee Meeting

April 27, 2016

Committee members present: Gloria Dye, Kara Kendall-Morwick, Jean Marshall, Marilyn Masterson (electronically), Leslie McCullough, Freddy Sourgens (electronically) Nancy Tate (chair)

Dr. Nancy Tate provided an overview of the small research grant committee's duties and responsibilities.

\$35,000 is available to award for the Major research and the small research grants. The pattern of the committee is to award close to ½ of the total amount available in the spring meeting which leaves a remaining balance available for faculty who wish to submit a grant application in early fall.

Major Research Grant Applications:

Conner, Christopher Requested: \$9950 Denied

**Wohl, Roy and
Lockwood, Park** Requested: \$9917.94 Awarded: \$8,600
Proposal: The Impact of a Community Wellness Program on a Lower-income Population

Small Research Grant Applications:

Altus, Deborah Requested \$3000 Awarded: \$3000

**Burdick, Melanie
Dahl, Patricia** Requested \$1944 Awarded: \$1944
Proposal: The Literacy Narratives of Female Ex-Offenders: Before, During and After Incarceration

Erby, Kelly Requested: \$900 Awarded: \$900
Proposal: Restaurant Republic: The Rise of Public Dining in Boston

Park, Sangyoub Requested \$3000 Awarded: \$2,072
Proposal: Topekan Korean School: A Little Bit More Korean

Steinroetter, Vanessa Requested \$3000 Awarded: \$2,500
Proposal: Representations of Reading, News Media, and Communication Technologies in Southern Literature of the Civil War

Summary

The current total amount awarded was \$18,516 for the small and major research grants. The remaining balance is approximately \$16,000 for fall semester proposals.