

Washburn University  
Meeting of the Faculty Senate

October 22, 2012  
3:30 pm Kansas Room Memorial Union

- I. Call to Order
- II. Approval of Minutes of the Faculty Senate Meeting of September 24 , 2012 (pp. 2-3)
- III. President's Opening Remarks
- IV. Report from the Faculty Representatives to the Board of Regents
- V. Report from Mike Russell, WTE and IRB Update
- VI. VPAA Update – Dr. Randy Pembroke
- VII. Faculty Senate Committee Reports
  - A. Academic Affairs Committee Minutes of March 26, 2012 (pg.4)
  - B. Academic Affairs Committee Minutes of September 17, 2012 (pp. 5-7)
  - C. Academic Affairs Committee Minutes of October 1, 2012 (pp. 8-10)
- VIII. University Committee Reports
  - A. Assessment Committee Minutes of September 16 , 2012 (pg. 11)
  - B. Honors Advisory Committee Minutes of September 5, 2012 (pp. 12-13 )
  - C. Research Grants Committee Minutes of September 12, 2012 (pg. 14)
  - D. Interdisciplinary Studies Committee Minutes of October 12, 2012 (pg. 15)
- IX. Old Business
  - A. 12-08 Approval of WU 101 (pp. 16-18)
  - B. 12-09 Removal of KN 198 as a University Requirement(pp.19-20)
  - C. 12-10 SAS Associate Degree Offerings with Washburn Tech (pg. 21)
  - D. 12-11 Change in Human Services Degree from AAS to AA (pg. 22)
  - E. 12-12 Makeup of General Education Committee (pp. 23-24)
  - F. 12-13 Approval of Masters of Accountancy in SOBu (pg. 25)
- X. New Business
  - A. 12-14 Change to Faculty Senate Constitution (pg. 26)
- XI. Information Items
- XII. Discussion Items
- XIII. Announcements

**Faculty Senate  
Washburn University**

*Minutes of September 24, 2012*

*Kansas Room*

Present: Angel, Barker, Edwards, Fernengel, Fry, Gonzalez-Abellas, Isaacson, Jackson, Kaufman, Kelly, McMillen, Menzie, Mercader, Miller, Palbicke, Pembroke (VPAA), Perret, Pilgram, Rich, Roach, Rubenstein, Russell, Schmidt, Sheldon, Ubel, Unruh, Wagner, Weigand, Wohl, Wynn

- I. The meeting of the Faculty Senate was called to order at 3:30 PM. Steve Angel presiding.
- II. The minutes of the Faculty Senate meeting of August 27, 2012 were approved.
- III. President's Opening Remarks.  
President Angel remarked that Washburn Institute of Technology will go before the Washburn BoR this Thursday to begin offering AAS degrees. The degrees offered will contain technical general education that may not be transferrable; however, a parallel plan is being put in place to allow students who may wish to transfer to a bachelor's program the opportunity to take courses that are transferrable. Angel reminded senators of the following items that should be coming to committees:  
Faculty Handbook suggestions should be sent to Dr. Pembroke, Dr. McQuere, or Dr. Tate. Faculty Affairs is looking at the composition of the Gen Ed committee. Electoral will be holding a special election to fill an at-large vacancy. Academic affairs is taking up WU 101 and KN 198. A campus master planning committee has been formed and Jennifer Wagner has agreed to represent faculty senate on the committee.
- IV. Report from the Faculty Representatives to the Board of Regents: There was no BoR meeting since the last faculty senate meeting.
- V. Special Report - Floyd Davenport, CIO/Director of ITS/ISS  
Davenport commented to senators that ITS is a service organization and wants to be engaged and collaborative with the campus. There are four main divisions: Support and services led by John Haverty, Infrastructure led by Kevin Halgren, Teaching and learning led by Brenda White, and Business led by Bob Stoller. Now in the process of selecting a new LMS system –Blackboard is on campus this week, followed by Desire2Learn and Canvass. Davenport asked for feedback on the systems and encouraged everyone to participate. In two week, two vendors will be coming onto campus to demonstrate video streaming systems. On the business side, the ARGOS reporting system is being launched for better reporting. Two training sessions have been held, with more to come. The phone systems have been upgraded and looking at more capabilities for phone and wireless on campus. The have update the wireless in the LLC. As part of the campus master plan, they are surveying for effective planning, assessing computer labs, virtual desktop lab and wireless capabilities. A committee to evaluate e-mail and calendaring has been formed with broad representation from the campus. Overall, Davenport closed by saying that they are also investigating mobile management in an effort to have good access and be secure as well.

- VI. Report from the VPAA – Dr. Pembrook  
VP Pembrook updated senators on the Quality Initiative (QI) and Quality Assurance (QA) groups. Tom Underwood is heading up the QI group and will be sending out proposals in the near future for ideas of to improve quality at WU. Margaret Wood is spearheading the QA groups. There will be six groups formed. Faculty dinners will be held in November to discuss the QI proposals. Promotion and Tenure guidelines have now been discussed with all units and now will be meeting with the Faculty Affairs Committee. The handbook committee continues to find places in the handbook that do not match either the FS constitution or how things are currently being done. The graduate committee structure is still being reviewed.  
Dr. Pembrook informed senators that job descriptions have now been advertised for both the Dean of SAS and the Director of the Leadership Institute. Additionally, Dean McQuere has announced that he will be stepping down as CAS Dean at the end of the year. They will begin the process of meeting with the divisions within CAS.
- VII. Faculty Senate Committee Reports –none
- VIII. University Committee Minutes
- A. Graduate Committee minutes from March 27, 2012 were accepted
  - B. Faculty Development Steering Committee Minutes of September 7, 2012 were accepted
  - C. Interdisciplinary Committee Minutes of September 5, 2012 were accepted
- IX. Old Business. –
- A. 12-07 Approval of PMHNP for the SON  
Dr. Monica Scheibmeir, Dean of the SON provided an overview. Item was approved and sent to General Faculty
- X. New Business –none
- XI. Discussion Items: none
- XII. Information Items: none
- XIII. Adjournment – the meeting was adjourned at 4:27 pm

**Academic Affairs Committee Meeting  
March 26, 2012  
Meeting Notes**

Committee members in attendance

Paul Byrne	Becky Dodge
Lori Edward	Debbie Isaacson
Vickie Kelly	Cal Melick
Kanalis Ockree	Randy Pembrook (ex officio)
Mary Sheldon	
Nancy Tate	

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

**I. Minutes for March 12 , 2012**

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

**II. Update on General Education**

Dr. Randy Pembrook provided an update on the refinement of general education, based on the previous discussions with this committee.

Several handouts were offered to the committee for review and discussion.

After lengthy discussion, several questions were raised:

- Will Phase I requirements only apply to specific Gen Ed courses or major courses which come in Phase III?
  - Phase I only deals with Gen Ed courses, and in that Phase I is the only Phase to be presented at this time, Gen Ed courses are all that will be affected.
- Will the 2012-2013 catalog be changed to include the catalog language?
  - No. This will affect the 2013-2014 catalog if passed.
- There was discussion as to why Phase II and III were placed in the Faculty Senate Agenda item.
  - The decision was made and accepted by Academic Affairs to modify Phase II and then include Phase II and III following the "Request for Action" on the Agenda Item.

After significant discussion, the Academic Affairs committee officially voted to approve moving Phase I on to the Faculty Senate with the modification to the agenda item which moves Phase II and Phase III to be presented after "Request for Action" on Phase I as an information item only.

The meeting was adjourned at 2:20 p.m.

**Meeting Schedule:**

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

**Academic Affairs Committee Meeting  
September 17, 2012  
Meeting Minutes**

Committee members in attendance

Bill Roach  
Lori Edward  
Debbie Isaacson  
Vickie Kelly  
Royce Kitts  
Tony Palbicke  
Randy Pembrook (ex officio)  
Shaun Schmidt  
Danny Wade

Absent:

Kandy Ockree

Guests

Alan Bearman, Dean, University Libraries  
John Dahlstrand, Assoc. Dean Student Success and Retention

The meeting was called to order by the Chair, Shaun Schmidt.

**III. Minutes from March 26, 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.

**IV. Election of Chair**

It was requested that the minutes reflect Shaun Schmidt was elected chair following the Faculty Senate meeting of August 27, 2011.

**V. WU 101 Proposal**

Dr. Bearman provided an update on the WU101 process. He indicated the current proposal is for targeted populations to be required to take WU 101, IS 100 or HN 100. The targeted populations are:

- a. First-time freshman students entering Washburn University direct from high school enroll in WU 101.
- b. First-time freshman students not direct from high school entering Washburn University with fewer than 12 hours completed at an accredited post-secondary institution enroll in WU101, IS 100 or HN 101 (conditional on being admitted into the Honors Program) as determined by their Academic Advisor.
  
- c. Students transferring to Washburn University with 12 to 23 hours completed at an accredited

post-secondary institution who have not completed a university success course with a minimum grade of C enroll in WU101, IS 100 or HN 101 (conditional on being admitted into the Honors Program as determined by their Academic Advisor.

Notes: Students transferring to Washburn University with 24 or more credit hours completed at an accredited post-secondary institution with a GPA or 2.0 or higher are exempt from the requirement to take WU 101, IS 100, or HN 101.

Several Questions were asked. Those are listed below with the discussions that followed:

1. *Will this be a gen ed requirement?* No, this will be a university requirement and currently will add 3 hours as university requirements. (Later discussions have the net increase at 1 hour)
2. *Have there been conversations regarding how Banner will handle this requirement?* There have been but more will be needed. Banner will be able to identify the different targeted populations.
3. *What will happen if students do not take this during their first semester?* After some discussion, Dr. Bearman more work will be done to ensure that students take WU101/IS100/HN101 during their first semester at Washburn.
4. *Could this be a prerequisite for another course (EN101) in order for compliance?* Sure, but it is hoped that this would be as the other university requirements.  
The thought is that if the advisors “frontload” students into the class there will be very students who “slip” through and not take it during their first semester.
5. *Will there be enough staffing?* Dr. Bearman indicated they have modeled 20 sections of this course and they have enough faculty for that amount.
6. *Could this course be taken prior to enrolling in 300 level courses?* Dr. Bearman indicated yes but there may be some on campus who resist that notion in that such action may slow down the graduation process of some students. Dr. Bearman indicated good advising and clear communication with students will help get students enrolled in the courses.
7. *How do other universities handle this type of requirement?* KU and KSU are still struggling in their development of this type of course and are in the same situation as we are. Other universities use the model where this course would automatically be on the student’s schedule when they arrive for their first semester and the only question would be what time the course would be taken.

A question was raised regarding the targeted populations and how it was stated on the Faculty Agenda. The question raised then turned into a friendly amendment and all agreed the wording should be changed. The change involved the following:

- a. ~~First-time freshman~~ Students entering Washburn University direct from high school enroll in WU 101.
- b. ~~First-time freshman~~ Students not direct from high school entering

There was discussion regarding what university requirement was “going away”. Dr. Pembroke indicated KN 198 would be removed as a requirement. This proposal is currently being moved through the CAS governance process. *The net increase to the university requirements would be 1 hour if KN198 were removed and WU101 was added.*

All agreed to bundle the WU101 proposal with the rescinding of KN 198.

After some discussion, a motion was made and seconded to accept this proposal (WU 101) pending a

successful proposal of KN 198 being rescinded as a university requirement.

The motion passed with 7 approving and 1 dissenting vote.

**VI. Informational Items for Discussion**

Four items were placed on the agenda for discussion. Shaun Schmidt indicated Steve Angel, Faculty President, requested the Academic Affairs committee work on the four listed areas.

- a. Phase II Gen Ed
- b. Graduate Committee
- c. Administrative Withdrawal
- d. Degree Plan

After discussion as to what work was to be done, Dr. Pembroke offered part of his discussion with Steve. That discussion involved Steve asking if Academic Affairs is to be the overseer of graduate and undergraduate programs and curricula.

One member indicated if that would be the case then the makeup of this committee should change to include more voices, specifically from the graduate level.

It was decided that information regarding these four areas should be brought back to the committee and at the next meeting, October 1, Academic Affairs committee members will select which area they would like to find out information in.

The meeting was adjourned.

**Meeting Schedule:**

Monday, October 1, 2012 3 – 4:00 pm, Baker Room

Monday, October 15, 2012, 3-4:00 pm, Baker Room

**Academic Affairs Committee Meeting  
October 1, 2012  
Meeting Minutes**

Committee members in attendance

Lori Edward  
Debbie Isaacson  
Vickie Kelly  
Royce Kitts  
Kandy Ockree  
Tony Palbicke  
Randy Pembrook (ex officio)  
Shaun Schmidt (Chair)  
Danny Wade  
Rob Weigand

Guests

Alan Bearman, Dean, University Libraries

The meeting was called to order by the Chair, Shaun Schmidt.

**VII. Minutes from September 17, 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.

**VIII. Subcommittee Assignments**

It was suggested by Faculty Senate President that Academic Affairs committee work through four (4) areas. Those areas include:

- a. Phase II Gen Ed
- b. Graduate Committee
- c. Administrative Withdrawal
- d. Degree Plan

Shaun asked that committee members volunteer to work in one of the areas. The charge is to gain background information on the area and bring that information back to this committee. The following members volunteered to work in the selected area:

- a) Phase II Gen Ed: (Vickie Kelly, Danny Wade)
- b) Graduate Committee (Shaun Schmidt, Debbie Isaacson and Kandy Ockree)
- c) Administrative Withdrawal (Royce Kitts; Tony Palbicke)
- d) Degree Plan (Lori Edward; Rob Weigand)

## IX. WU 101 Proposal

Dr. Bearman returned to the committee to provide an update on the WU101 proposal. He indicated after the last Academic Affairs committee meeting, a few items of interest were either resolved or are in current discussions. He requested to provide that information to the committee.

A motion to reconsider the proposal was made, seconded and approved by the committee.

Dr. Bearman indicated they worked on the following points of interest:

1. *Could an advisor “exempt” a student from taking WU101 or could a student slip through the first semester and not take the course?*

Dr. Bearman indicated discussions were had with the registrar’s office to ensure a system was developed to flag students who haven’t taken WU101. Should a student slip through the system and not take this during the first semester then a Directed Readings course will be provided to that student. As with all directed reading courses, this course will be specific to the student and their interests.

2. *Dr. Bearman indicated the target populations were simplified and put into one paragraph in the proposal. The proposal now reads:*

“Complete WU101: The Washburn Experience, IS100: The College Experience or HN101: Honors Washburn Experience (conditional upon admittance into the Honors Program) with a minimum grade of C. Students transferring to Washburn University with 24 or more credit hours completed at an accredited post-secondary institution with a GPA of 2.0 or higher are exempt from the requirement to take WU101, IS100 or HN101.

- Students entering Washburn University direct from high school enroll in WU101 or HN101 (conditional upon admittance into the Honors Program).
- Students not direct from high school entering Washburn University with less than 24 hours completed at an accredited post-secondary institution who have not completed a university success course with a minimum grade of C enroll in WU101, IS100 or HN101 (conditional upon admittance into the Honors Program) as determined by their Academic Advisor.
- Students transferring to Washburn University with 24 or more credit hours completed at an accredited post-secondary institution with a GPA of 2.0 or higher are exempt from the requirement to take WU101, IS100 or HN101. They are strongly encouraged to complete a series of independent online modules introducing them to the Washburn University Community of Learning. Students not falling in designated categories will be reviewed by Academic Advisors for applicable placement recommendations.
- Students originally determined as being required to complete WU101, IS100 or HN101 who advance beyond 24 hours of credit without fulfilling the requirement with a minimum grade of C, are required to compete a 3-credit hour Directed Readings project (IS110) administered by the FYE Lecturer/Coordinator.

3. *A question was raised after the meeting regarding this proposal was more about financial gain.* Dr. Bearman indicated a cost model was added in hopes of providing more information.

4. Dr. Bearman also indicated the official retention numbers are in and Washburn did very well. Preliminary results from Institutional Research indicated that 71.5% of the first-time freshman enrolled in IS110 (WU101) in the Fall 2011 semester were retained to Fall 2012, compared to a retention rate of 64.3% for all first-time retention.  
By admission status: Priority students in IS110 (WU101) retained at 77.6% versus 73.9%; while, Conditional students in IS110 (WU101) retained at 59% versus 40.3%.
5. *Have there been conversations regarding how Banner will handle this requirement?* Continued conversations have occurred with the Registrar's office. It was indicated that the registrar's office is concerned with the ability to have Banner make automatic scheduling.
6. *It was indicated that this proposal will increase the associate degree hours by 1 hour.*
7. *A question was asked if there is a mechanism available to allow students to not take the course if the student doesn't intend to stay at Washburn.* The answer is that we want good quality students to stay at Washburn and this is one way of helping students realize Washburn is a special place for them.
8. *Has work been done with departments that have their own introductory course (Music department)?*  
Dr. Bearman indicated he is in conversation with the Music department to gain similarities with their program and WU101.
9. *The question was asked again about how this will affect those students who are needing this course online.* Dr. Bearman indicated there will be 1 section for distance education students provided this next semester.

A motion was made and seconded to accept this amended proposal (WU 101). The motion passed with 8 approving and 1 abstaining vote.

Dr. Pembroke indicated timelines were important with this proposal and with KN 198. He asked if the committee would like to have the KN198 proposal in advance of the next Academic Affairs committee meeting. All of the committee members indicated they would like to have it available so this will be sent out within the week.

The meeting was adjourned.

**Meeting Schedule:**

Monday, October 15, 2012, 3-4:00 pm, Baker Room

Monday, November 5, 2012 3 – 4:00 pm, Baker Room

**MINUTES**

**ASSESSMENT COMMITTEE**

Thursday, September 6, 2012 – Cottonwood Room – 2:30 p.m.

Present: Donna LaLonde (chair), Melodie Christel, John Dahlstrand, Vickie Kelly, Denise Ottinger, Susie Pryor, Jim Smith, Danny Wade, Kelley Weber, Margaret Wood, and CJ Crawford (administrative support). Absent: Nancy Tate, Jane Carpenter, Gillian Gabelman, Kathy Menzie, Michael Rettig and Eric Benedict.

**COMMITTEE MEETING FREQUENCY**

Donna explained that we are meeting more frequently because the committee will have more work to do with the integration of the new General Education Student Learning Outcomes.

**GENERAL EDUCATION SLO PROGRESS/UPDATE**

Workshops have been held over the summer to educate departments and faculty about the new SLOs and process.

The Assessment Committee will probably meet a couple of times during the fall with the General Education Committee to review the documents.

- Departments with General Education courses must submit a Course Data Sheet for the SLO they have chosen providing the required information.
- The General Education and Assessment Committees will work together to review the Course Data Sheets and give feedback to departments.
- In Spring 2014, this committee will start to review the General Education Course Annual Reports.
- In two years, the Assessment Committee will report back to General Faculty about whether or not we are satisfied with the results and progress.

There was discussion about the new SLOs reporting and data collection. There is a Student Learning Outcomes folder on Angel.

**RUBRIC REVISION SUBCOMMITTEE**

Donna said it was time to update the Annual Assessment Report rubric and asked for volunteers to work on it. Vickie Kelly will start the draft with the help of Margaret Wood.

The meeting adjourned.

**FUTURE COMMITTEE MEETINGS** (all are scheduled for 2:30 p.m. in the Cottonwood Room)

**2012**

September 20  
October 4  
October 18  
November 1  
November 15  
December 6

**2013**

February 7                      April 18  
February 21                     May 2  
March 14  
April 4

## **MINUTES**

### **HONORS ADVISORY BOARD**

Wednesday, September 5, 2012

Cottonwood Room – 12:00 p.m.

**Present:** Michael McGuire (Chair), Jennifer Ball, Pamela Erickson, Andrew Herbig, Lucy Hesse, Martha Imparato, Denise Ottinger, Sangyoub Park, David Pownell, Bassima Schbley, Tom Stuart, Brad Turnbull, Ye Wang, Cassandra White, and CJ Crawford (Administrative support)

With new members on the board, Michael asked everyone to introduce themselves.

### **MINUTES**

The minutes of the March 7, 2012 meeting were previously approved via email. Michael asked if anyone saw anything they felt should be corrected or added.

Michael mentioned that in lieu of a meeting in May, the board has an appreciation lunch for faculty who have taught Honors courses during the year or participated in an honors contract with a student. Faculty currently aren't compensated, and he is working with the VPAA to try to figure out a model to do so.

### **HONORS STUDENT COUNCIL REPORT**

Lucy Hesse said the council has started planning events for this semester. They have already sent requests to local businesses asking for sponsorship for the etiquette dinner and will be following up with phone calls in the next couple of weeks. Michael said they will be doing a social networking skit with members from the Chamber of Commerce immediately preceding the dinner.

### **UNFINISHED BUSINESS**

#### **Mission Statement**

Michael will be sending out a revised Mission Statement for feedback that was developed from information board members provided last year from their research.

### **NEW BUSINESS**

#### **Honors Advisory Board Subcommittees**

Michael reviewed the responsibilities of each of the four subcommittees and sent around a paper asking board members to sign up for at least one of them: Curriculum, Admission, Scholarship, and Appeals (new).

He also said that he has proposed HN101 as the course designation for the Honors Freshman Seminar required for all incoming honors freshmen and will fulfill the anticipated requirement of WU101 for honors students.

#### **Course Proposals**

We have received five course proposals for spring so far – three are repeats and one is new. Michael has received three more new course proposals and is waiting on the final paperwork to send the information to the Curriculum subcommittee.

#### **Goals for Semester and Year**

Michael briefly reviewed the goals for this semester and this year which are the mission statement, curriculum development, and assessment.

#### **OTHER**

Michael distributed two handouts with one listing the “Basic Characteristics of a Fully Developed Honors Program” and the other listing “Basic Characteristics of a Fully Developed Honors College” prepared by the NCHC. He said he would like to work towards establishing an Honors College at Washburn and talked about the benefits of having Honors students at Washburn.

#### **ANNOUNCEMENTS**

Twenty-five (25) incoming freshmen have been accepted for fall 2012; last year there were 19 incoming honors freshmen. The Honors program is up to approximately 73 students.

The Spring Banquet is scheduled for Tuesday, April 9 in the Ruth Garvey Fink Hall in the BTC.

**The next Honors Advisory Board meeting Wednesday, October 3 at 12:00 p.m. in the Cottonwood Room.**

The meeting adjourned.

**Research Grants Committee  
Meeting Minutes  
September 26, 2012**

Members Present:

Nancy Tate, Chair  
Rachel Goosen  
Deborah Altus  
Rob Hull  
Brenda Patzel  
Patricia Judd

Dr. Nancy Tate opened the meeting and thanked the committee members for attending. Dr. Tate informed the committee this was the second round of proposals for Major Research grants, and the role of this committee was to recommend to the appropriations committee who will determine what amount will be provided.

There was only one grant proposal for consideration. After discussion, it was decided to ask the Faculty member requesting consideration to work with Lisa Jones, University Counsel to determine if there are intellectual, copyright and royalty property issues. Once these concerns were been addressed, the committee directed Dr. Tate to forward the committee's recommendation that this proposal should be considered for funding.

**Major research grant applications:**

**Weiner, Penny** Requested: \$9929.22 Award: Conditional  
Proposal: "Missing You, Metropolis"—an adaptation of poetry into script.

**Summary:**

The committee conditionally approved this proposal however prior to recommendation of funds several concerns were to be addressed with the University Counsel.

Meeting adjourned.

NOTE: (10-11-12) As requested, Penny Weiner addressed specific concerns raised by the committee with Lisa Jones, University Counsel, and Lisa is working with Penny to ensure legal issues are resolved in such a fashion that Washburn University will be protected regarding intellectual and copyright laws. Since Penny has addressed these issues, and work is being done towards resolution, the proposal has been forwarded to the appropriations committee to determine what amount can be provided for the proposal.

## **Interdisciplinary Studies Committee Meeting**

October 12, 2012

Online Meeting

Online Acknowledgements: Anthony Ho, WSGA; Mark Kaufman, SAS; Royce Kitts, Mabee; Shelbie Konkel, WSGA; Hwa Chi Liang, CAS; Park Lockwood, CAS; Bill Mach, SON; Jaeyoon Park, Jaeyoon Park, CAS; Mary Sundal, CAS; Nancy Tate, Chair; Rosemary Walker, SOBu; Corey Zwikstra, CAS; Larry McReynolds, VPAA office.

Committee members were asked to review a proposed change to IS110: Special Topics in Interdisciplinary Studies to 0 – 6 credit hours. The change is to allow students to enroll in a course that is part of a training program, but will not require the student to pay additional fees.

Committee members were asked to reply electronically with their recommendations, thoughts and comments. Of 11 members, 8 voted for approval. The committee approved the ISS 110 change.

The online meeting was closed October 12, 2012 at 8:00 a.m.

Date: October 1, 2012

Submitted by: Dr. Alan Bearman, Associate Professor of History & Dean of University Libraries, ext. 1855

SUBJECT: Requiring WU101, IS100 or HN101 as a Graduation Requirement

Rationale:

The rationale for requiring WU101: The Washburn Experience, IS100: The College Experience or HN101: Honors Washburn Experience for targeted student populations is to support Washburn's plans to promote student success and retention. National research and best practices indicate that first-year success/transition courses, as part of a holistic first-year experience program, positively impact student success and retention. Initial evidence from the Washburn University FYE pilot programs indicates consistency with the national findings<sup>1</sup> (to learn more please visit <http://www.washburn.edu/fye>).

The request is to modify catalog language regarding Graduation Requirements as follows:

Complete WU101: The Washburn Experience, IS100: The College Experience or HN101: Honors Washburn Experience (conditional upon admittance into the Honors Program) with a minimum grade of C. Students transferring to Washburn University with 24 or more credit hours completed at an accredited post-secondary institution with a GPA of 2.0 or higher are exempt from the requirement to take WU101, IS100 or HN101.

Notes:

1. Students entering Washburn University direct from high school enroll in WU101 or HN101 (conditional upon admittance into the Honors Program).
2. Students not direct from high school entering Washburn University with less than 24 hours completed at an accredited post-secondary institution who have not completed a university success course with a minimum grade of C enroll in WU101, IS100 or HN101 (conditional upon admittance into the Honors Program) as determined by their Academic Advisor.
3. Students transferring to Washburn University with 24 or more credit hours completed at an accredited post-secondary institution with a GPA of 2.0 or higher are exempt from the requirement to take WU101, IS100 or HN101. They are strongly encouraged to complete

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<sup>1</sup> Preliminary results from Institutional Research indicates that 71.5% of the first-time freshman enrolled in IS110 (WU101) in the Fall 2011 semester were retained to Fall 2012, compared to a retention rate of 64.3% for all first-time retention.

By admission status: Priority students in IS110 (WU101) retained at 77.6% versus 73.9%; while, Conditional students in IS110 (WU101) retained at 59% versus 40.3%.

a series of independent online modules introducing them to the Washburn University Community of Learning. Students not falling in designated categories will be reviewed by Academic Advisors for applicable placement recommendations.

4. Students originally determined as being required to complete WU101, IS100 or HN101 who advance beyond 24 hours of credit without fulfilling the requirement with a minimum grade of C, are required to complete a 3-credit hour Directed Readings project (IS110) administered by the FYE Lecturer/Coordinator.

#### Financial Implications:

The primary reason for offering WU101 is to further the success of Washburn University students. Like any program this program needs to be financially viable. The following information, therefore, seeks to demonstrate the viability of this proposal.

#### Potential New Revenue:

As part of a holistic First-Year Experience program the potential for additional revenue from single cohorts is significant. The Fall 2008 first-time freshman cohort at Washburn University included 830 students.<sup>2</sup> From this cohort Washburn retained 521 students, or 62.8%, into the Fall 2009 semester. Achieving the KBOR goal of a 10% increase in both retention and graduation rates will take both time and a university wide commitment to student success. What follows are three scenarios, culminating with the 10% increase, of the financial impact of a gradual increase in retention rates. Each of these scenarios assumes students are taking 12 credit hours at the Fall 2012 basic tuition rate of \$225.00 and are calculated using a Retention Revenue estimator from Noel-Levitz. Further, each model assumes no increase in the base tuition rate, students graduating in 4 years and demonstrates the total net gain in tuition from a single cohort.

Model 1:

3% (25 students) increase in retention = \$405,000.00 additional income from the Fall 2008 cohort.

Model 2:

6% (50 students) increase in retention = \$810,000.00 additional income from the Fall 2008 cohort.

Model 3:

10% (83 students) increase in retention = \$1,344,600.00 additional income from the Fall 2008 cohort.

#### Costs:

Two models are used to estimate potential costs. The first determines cost of two additional faculty lines to assist in the teaching of WU101. The second determines adjunct replacement costs to help

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<sup>2</sup> "Appendix A: Retention Rates for Undergraduate Students" Washburn University Retention Analysis: Fall 2008 to Fall 2009 (Washburn University: Office of Institutional Research, October 30, 2009), 4.

free faculty to teach WU101. While the third determines costs involved with hiring additional Academic Advisors to serve a growing student population.

8 sections per person x 2 = 16 sections: \$40,000.00 plus benefits = \$50,000.00 x 2 people = \$100,000.00

$N$  (additional students) / 21 (average WU class size) x 8 (assuming a 12 hour class schedule) x \$2,500.00 (salaries)

$N$  (additional students) / 400 (number of students served by each Academic Advisor) x \$40,000.00 (cost per additional Academic Advisor)

Adding the Adjunct Costs to the Academic Advising Costs together then produced the estimated total costs per model listed below:

Model 1: \$126,309.53

Model 2: \$152,619.05

Model 3: \$187,347.62

Proposed Effective Date: Fall 2013

Request for Action: Approval by FYE Oversight/University Retention/Interdisciplinary Studies/AAC/FS/Gen Fac/BOR

Approved by:

<i>FYE Oversight on date:</i>	April 24, 2012
<i>University Retention on date:</i>	May 1, 2012
<i>Interdisciplinary Studies on date:</i>	September 5, 2012
<i>AAC on date:</i>	October 1, 2012
<i>Faculty Senate on date:</i>	

Attachments: No

Date: September 26, 2012

Submitted by: Dr. Roy Wohl, Professor and Chair/Department of Kinesiology  
X1968

SUBJECT: Removal of KN198 Lifetime Wellness as a University graduation requirement

**Rationale:**

**Motion: Remove KN198 as a core requirement for Washburn University students.**

The Kinesiology department has developed a new three (3) hour course, KN 248, which will provide a more in depth and critical look at the issues surrounding one's wellness. This new course will afford students the opportunity to learn about creating and maintaining a healthy lifestyle.

With the creation of this new course, the proposal is to remove KN 198 as a university requirement and offer the new course as general education credit in the social sciences distribution area. Removing KN198 as a requirement will reduce the tremendous amount of coordination necessary to have adjunct instructors scheduled, appropriate classroom and court/field space reserved, equipment available, and other instructional necessities for the considerable number of sections offered each semester.

Additionally, Kinesiology majors have doubled in the last few years. Removing the difficulties in scheduling and the struggles to have enough classroom and programming space will afford the Kinesiology department the ability to meet the demands for their own majors. This will also enable others (athletics, SAS, SON) who need the classrooms, court/field spaces, equipment and other instructional necessities better opportunities to increase their usage of the facilities.

**Action:**

Modify catalog language that would remove KN198 as a University core requirement.

**The catalog language specifically removed would be as follows:**

**Course Description:**

KN198 Lifetime Wellness (2)

This course explores fitness and wellness concepts which are important throughout one's life. Each student will participate in a selected activity and fitness assessment, attend lectures on wellness-related topics, and develop a personal wellness behavior change plan.

Additionally, catalog language regarding the University Requirement—KN198 Lifetime Wellness would be removed from all pages (i.e. Page 89-90: University Requirements common to all Bachelor Degrees; page 92, General Education requirements; page 176-177, Course Offerings, University Requirement—KN 198 Lifetime Wellness). Any reference to KN 198 in the requirements within other departments' and Schools' sections of the catalog will be removed as well.

Financial Implications: Within Budget

Proposed Effective Date: Fall 2013.

NOTE: For the transition, the following will apply:

- |                                |  |
|--------------------------------|--|
| <b>Spring 2013 semester:</b>   | KN198 sections will be offered in normal fashion.  |
| <b>AY 2013-2014:</b>           | A smaller appropriate number of KN198 sections will be offered for students satisfying current requirements but the course will not be a requirement in the new catalog. Students may choose to satisfy degree requirements under their current catalog or the new one.    |
| <b>Summer 2014 and beyond:</b> | KN 198 will be eliminated from the University catalog and not be offered as a course.  |
| <b>Fall 2014 and beyond:</b>   | Students enrolling at Washburn who have KN198 in their planned program (e.g. those not enrolled for an extended period) would have the option based on recommendations of their advisor of substituting credits for the KN 198 course (which will no longer be available). |

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

Approved by: *AAC on 10-15-12*

*FAC on date*

*Faculty Senate on date*

Attachments Yes  No

**Date:** *September 25<sup>th</sup>, 2012*

**Submitted by:** *Dan L. Petersen, Ph.D., Associate Dean, SAS*

**SUBJECT:** SAS associate degree offerings in conjunction with Washburn Institute of Technology

**Description:** *For approximately two decades the SAS has offered the associate of applied science degree for select programs of study at Washburn Institute of Technology (WIT). It is the intent of the SAS to continue to offer an associate degree for students completing these programs. In order to do so, it is intent of the SAS to change all of the current associate of applied science majors to an associate of arts or an associate of science degree. As WIT begins to offer the associate of applied science, this proposal would offer students the option of completing a major at WIT but also completing WU general education. We believe that doing so will help attract capable students to the university and will provide a stepping stone to baccalaureate degrees offered on WU campus.*

**Rationale:** *See above.*

**Financial Implications:** This proposal requires no new courses or additional sections to existing courses. No additional staffing resources will be required since these resources are currently being offered. Financially, the proposal should help offset the impact of students completing the associate of applied science degree at WIT. This proposal should help to maintain a proportion of the current market share of students taking general education courses and required correlates at WU.

**Proposed Effective Date:** *Spring, 2013*

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

**Approved by:** *AAC on 10-15-12*

*FAC on date*

*Faculty Senate on date*

**Attachments** Yes X No

**FACULTY AGENDA ITEM NO. 12-11**

**Date:** *September 25<sup>th</sup>, 2012*

**Submitted by:** *Dan L. Petersen, Ph.D., Associate Dean, SAS*

**SUBJECT:** Change from an Associate of Applied Science in Human Services to an Associate of Arts in Human Services.

**Description:** Proposed change in the associate of applied science degree in the Human Services department from an associate of applied science to an associate of arts.

**Rationale:** Currently, the Human Services department offers an associate of applied science degree (AAS). In the School of Applied Studies this is the only AAS being offered outside of the Washburn Institute of Technology (WIT) articulated programs. With Washburn Institute of Technology (WIT) now having the authority to offer the Associate of Applied Science degree along with technical general education courses, the department wishes to continue requiring general education as defined by associate degrees at Washburn University. This change to an Associate of Arts (AA) would eliminate any confusion related to general education requirements for associate degrees at WU as opposed to those offered at WIT.

**Financial Implications:** none

**Proposed Effective Date:** *Fall, 2013*

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

**Approved by:** *AAC on 10-15-12*

*FAC on date*

*Faculty Senate on date*

**Attachments** Yes  No

Date: 11 September 2012

Submitted by: Dr. Randy Pembroke, VPAA, ext. 2546

SUBJECT: *Change in the Faculty Handbook—General Education Committee*

**Description:**

With the approval of the new student learning outcomes, the function and composition of the general education committee needs to be modified as well in the Faculty Handbook (Section One VII.B.6)

Current Wording:	Proposed Wording:	Faculty Affairs Committee Approved Wording:
The function of the General Education Committee is to assist faculty members to develop or modify courses that facilitate the acquisition of skills listed in the General Education Statement, and to approve courses for general education based on the criteria established by the General Faculty.	The function of the General Education Committee is to assist faculty members to develop or modify courses that facilitate the acquisition of the <b>student learning outcomes (SLOs)</b> listed in the General Education Statement, and to approve courses for general education based on the criteria established by the General Faculty.	The function of the General Education Committee is to assist faculty members to develop or modify courses that facilitate the acquisition of the student learning outcomes (SLOs) listed in the General Education Statement, and to approve courses for general education based on the criteria established by the General Faculty.
If a course is disapproved by the Committee, the rationale for such action will be written with reference to the adopted standards and communicated to the VPAA and the sponsor.	If a course is disapproved by the Committee, the rationale for such action will be written with reference to the adopted standards and communicated to the VPAA and the sponsor.	If a course is disapproved by the Committee, the rationale for such action will be written with reference to the adopted standards and communicated to the VPAA and the sponsor.
Once a course is approved by the Committee, it will be the responsibility of the sponsoring department to review its implementation and assess its effectiveness at least every five years. The results of the review and assessment will be forwarded to the VPAA. Any change in the course's targeted skills or in its general content or format must be submitted to the General Education Committee for approval.	Once a course is approved by the Committee, it will be the responsibility of the sponsoring department to review its implementation and <b>report assessment results to the Assessment Committee every year and to undergo a review by the General Education Committee</b> at least every five years. The results of the review and assessment will be forwarded to the VPAA. Any change in the course's targeted <b>SLO</b> or in its general content or format must be submitted to the General Education Committee for approval.	Once a course is approved by the Committee, it will be the responsibility of the sponsoring department to review its implementation and report assessment results to the Assessment Committee every year and to undergo a review by the General Education Committee at least every five years. The results of the review and assessment will be forwarded to the VPAA. Any change in the course's targeted SLO or in its general content or format must be submitted to the General Education Committee for approval.

Decisions of the Committee, including those concerning course approval, will be reported by the VPAA to the deans.	Decisions of the Committee, including those concerning course approval, will be reported by the VPAA to the deans.	Decisions of the Committee, including those concerning course approval, will be reported by the VPAA to the deans.
Decisions of the committee, including those concerning course approval, may be appealed to the Faculty Senate with further appeal to the General Faculty.	Decisions of the committee, including those concerning course approval, may be appealed to the Faculty Senate with further appeal to the General Faculty.	Decisions of the committee, including those concerning course approval, may be appealed to the Faculty Senate with further appeal to the General Faculty.
Members of the Committee are: the VPAA, one faculty member from each division of the College, one faculty member each from the Schools of Applied Studies, Business and Nursing, and one library faculty member. Faculty members are elected by their constituent units.	Members of the Committee are: the VPAA, one faculty member from each division of the College, one faculty member each from the Schools of Applied Studies, Business and Nursing, and one library faculty member. Faculty members are elected by their constituent units. <b>Two members of the University Assessment Committee will be ex-officio members and appointed by the VPAA with input from Faculty Senate and Assessment Committee. These ex-officio members of the General Education Committee will provide expertise on assessment and facilitate communication between the General Education Committee and the Assessment Committee.</b>	Members of the Committee are: the VPAA, one faculty member from each division of the College, one faculty member each from the Schools of Applied Studies, Business and Nursing, and one library faculty member. Faculty members are elected by their constituent units. Two members of the University Assessment Committee will be <b>non-voting</b> , ex-officio members and appointed by the VPAA with input from Faculty Senate and Assessment Committee. These <b>non-voting</b> , ex-officio members of the General Education Committee will provide expertise on assessment and facilitate communication between the General Education Committee and the Assessment Committee.

Approved – 10-5-12  
Royce Kitts  
Keith Mazachek  
Diane McMillen  
Marguerite Perret  
Bill Roach  
David Rubenstein  
Sarah Ubel, Chair  
Kerry Wynn

Financial Implications: *None*  
Proposed Effective Date: Fall 2012  
Request for Action: *Approval by FAC/FS/ Gen Fac/BOR*  
Approved by: AAC on date  
FAC on 10-5-12  
Faculty Senate on date  
Attachments Yes  No

**Date:** *October 15, 2012*

**Submitted by:** The Office of the Vice President for Academic Affairs

*And the Washburn University School of Business*

*Kandy Ockree, Professor of Accounting (x1589)*

*Jim Martin, Snyder Distinguished Professor of Business (x1588)*

*David Sollars, Dean (x2045)*

**Requested Action:** The Graduate Committee approved the Master of Accountancy Degree program by unanimous vote and is forwarding this to the Faculty Senate for approval.

**SUBJECT:** *Master of Accountancy (MAcc) Degree Program*

**Description:** The Master of Accountancy program is a professional degree program which will allow for Washburn students to (1) meet the education requirements set by the Kansas Board of Accountancy to sit for the CPA exam, and (2) complete a graduate degree. Qualified students interested in accounting will be able to seamlessly progress from the existing undergraduate program to the MAcc, and other professionals in our community will be able to return to school to complete their CPA requirements and/or earn the MAcc degree.

**Rationale:** To provide qualified students with a complete package of quality accounting education that will allow them to meet their career goals; to meet the very large demand for accounting graduates in our region; to increase enrollment at Washburn University.

**Financial Implications:** An additional faculty position in accounting has been approved for the FY14 budget; Additional operating costs are estimated to be \$5,000 per year.

Proposed Effective Date: Fall Semester, 2013

Request for Action: Approval by Washburn University Faculty Senate

Approved by: *School of Business Faculty and Dean, September 6, 2012*

*Washburn University Graduate Council, October 10*

Attachments Yes  No

Date: *October 22, 2012*

Submitted by: *Stephen A. Angel*

SUBJECT: *Senate Constitution, Item II. C*

Description:

Change statement from:

C. In addition, five at-large members of the Faculty Senate will be elected by all eligible faculty. No more than two of these may come from any one School or the College.

to:

C. In addition, five at-large members of the Faculty Senate will be elected by all eligible faculty. No more than two of these may come from any major academic unit including the College, Schools, and Libraries.

Rationale: *Recognize library faculty as Faculty Senate participants.*

Financial Implications: *None*

Proposed Effective Date: *November 22, 2012*

Request for Action: *Approval by Faculty Senate*

Approved by: *AAC on date*

*FAC on date*

*Faculty Senate on date*

Attachments Yes  No