

Washburn University
Meeting of the Faculty Senate
February 25, 2013
3:30 pm Kansas Room Memorial Union

- I. Call to Order
- II. Approval of Minutes of the Faculty Senate Meeting of January 28, 2013 (pp. 2-3)
- III. President's Opening Remarks
- IV. Report from the Faculty Representatives to the Board of Regents
- V. Special Report –
- VI. VPAA Update – Dr. Randy Pembrook
- VII. Faculty Senate Committee Reports
 - A. Academic Affairs Committee Minutes of January 14, 2013 (pp. 4-5)
 - B. Academic Affairs Committee Minutes of February 4, 2013 (pp. 6-7)
- VIII. University Committee Reports
 - A. Graduate Committee Minutes of December 5, 2012 (pg. 8)
 - B. International Education Committee Minutes of January 24, 2013 (pg.9)
 - C. Honors Advisory Committee Minutes of December 12, 2012 (pg.10)
 - D. Faculty Development Committee Meeting of December 7, 2012 (pg. 11)
 - E. Faculty Development Committee Meeting of January 28, 2013 (pg. 12)
 - F. BOSM Committee Minutes of April 17, 2012 (pg. 13)
 - G. BOSM Committee Minutes of August 24, 2012 (pp.14-16)
 - H. BOSM Committee Minutes of September 24, 2012 (pg. 17)
 - I. BOSM Committee Minutes of October 2012 (pg. 18)
 - J. BOSM Committee Minutes of November 9, 2012 (pg. 19)
 - H. BOSM Committee Minutes of December 7, 2012 (pg. 20)
 - I. BOSM Committee Minutes of January 18, 2013 (pg. 21)
- IX. Old Business
 - A. 13-01 BFA Concentration Changes in Eight Areas (pg. 22)
 - B. 13-02 BFA with Licensure Program Changes (pg. 23)
 - C. 13-03 English – Writing Emphasis Requirement Changes for English Majors (pg. 24)
 - D. 13-04 Kinesiology: B.Ed., Physical Education Teaching Degree and B.A. Concentration Options (pp. 25-26)
 - E. 13-05 Kinesiology: Delete Concentration in Coaching (pg. 27)
 - F. 13-06 Kinesiology: Add Minor in Coaching (pg. 28)
 - G. 13-07 Mass Media – Contemporary Journalism Emphasis Change (pg. 29)
 - H. 13-08 Mass Media - Film and Video Emphasis Change (pg. 30)
- X. New Business
- XI. Information Items
- XII. Discussion Items
- XIII. Announcements

**Faculty Senate
Washburn University**

*Minutes of January 28, 2013
Kansas Room*

Present: Angel, Ball, Barker, Fry, Gonzalez-Abellas, Isaacson, Kelly, Kitts, Mazachek, Menzie, Mercader, Miller, Pembrook (VPAA), Roach, Russell, Schmidt, Sheldon, Wagner, Weber, Weigand, Wohl, Wynn

- I. The meeting of the Faculty Senate was called to order at 3:31 PM. Steve Angel presiding.
- II. The minutes of the Faculty Senate meeting of December 10, 2012 were approved.
- III. President's Opening Remarks.
Angel thanked the Senators for their continuing service. Angel reminded them of Dr. Farley's e-mail that enrollment is down, sales tax is down and the state funding at best is flat. Although not promising, no actions will be taken until the legislature retires. Angel addressed the KBI collaboration on campus and reported that it is moving through the legislature. If senators hear any question or concerns regarding the initiative, please let him know or have faculty contact him, their Dean, or Dr. Pembrook. This conversation started approximately 7 years ago; the KBI has outgrown their space and a collaboration with WU would provide opportunities to students in forensic sciences, computer sciences and criminal justice. If any other programs are interested in the opportunities, please have them contact him. Angel reminded senators that the vision 2022 project is going forward in the future. Faculty to student interaction is one of WU's strength; he expressed concern that faculty teaching traditional courses are increasingly not coming to campus every day during the week and how that may weaken this interaction.
- IV. Report from the Faculty Representatives to the Board of Regents: VP Roach had no new information from the BoR. Angel remarked that everything passed by General Faculty at the end of last semester has now been approved by the BoR.
- V. Special Report from the Unit –Rick Anderson, VPAT
Mr. Anderson presented information from the WU Campus Master Plan and the WIT Space Utilization Study. He reported that the last full master plan was completed in 1967-68 after the tornado. This plan will attempt to plan for the new 25 years. There are two representatives from the faculty senate on the master plan committee. A working session will be held with the BoR this week, with a draft targeted for April and the final plan by June/July 2013. A brief summary of campus utilization included an average utilization of classrooms at 33%, with ideal full utilization at 65%. Looking for areas where increased utilization could occur and seems to be a gap from 2-5 pm on Fridays. Additionally, the science labs show utilization of 14.5% (ideal 40%) and the scheduled computer labs at 17.4%. The study covers classroom space, current and future estimated enrollment. Anderson presented the three models for the master plan: campus spine (SW to NE configuration), campus framework (E-W and N-S), and the reinforcing districts (academic, athletic, housing).
- VI. Report from the VPAA – Dr. Pembrook
VP Pembrook told senators the announcement for the KBI project to the WU community was waiting for the Governors announcement. The next step for the KBI project was to get faculty together that is interested and begin the conversations. Pembrook informed senators that the university is trying to

determine the data processes that consistently work and those that don't. They are trying to find the challenges and address them, perhaps through a dashboard approach, or a way to make data usage more accessible.

Pembrook asked senators to mark their calendar for the February 6 Lincoln lecture.

- VII. Faculty Senate Committee Reports –
 - A. Academic Affairs Committee Minutes of November 19, 2012 were accepted.

- VIII. University Committee Minutes
 - A. Graduate Committee minutes from October 10 , 2012 were accepted
 - B. Graduate Committee minutes of November 7, 2012 were accepted
 - C. Honors Advisory Committee Minutes of November 7, 2012 were accepted

- IX. Old Business. none

- X. New Business : none

- XI. Discussion Items: none

- XII. Information Items: Kelly informed Senators that an online vote will begin this Wednesday and asked for help ensuring a quorum is met

- XIII. Adjournment – the meeting was adjourned at 4:41 pm

**Academic Affairs Committee Meeting
January 14, 2013
Meeting Minutes**

Committee members in attendance

Jennifer Ball
Lori Edwards
Debbie Isaacson
Vickie Kelly
Royce Kitts
Tony Palbicke
Shaun Schmidt (Chair)
Danny Wade
Rob Weigand
Randy Pembroke (ex officio)

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

I. Minutes from November 19, 2012

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

**II. Discussion Item:
AS in Liberal Studies**

Dr. Pembroke advised the Academic Affairs Committee that an Associate degree in Liberal Studies may come forth to this committee from the College of Arts and Sciences. This type of degree is focused on those students who do not have a particular concentration of study and who may not really know what they want to do. Dr. Pembroke advised the Higher Educational Institutions are being held to a high standard that students should complete some type of degree rather than simply accumulate a large amount of hours.

Some discussion ensued regarding Dr. Pembroke's information:

- a. It is hoped that some assessment measures will be built into the plan.
- b. It will take 62-64 to complete hours as with other AS degrees.
- c. A question was asked if the hours taken could be "batched" together to provide gen education assistance to the student.

Final discussion involved:

- This degree will probably hold the same requirements as other AA degrees
- CAS is working on this and will present something to the committee when the time

is appropriate.

III. Subcommittee Assignments

Shaun asked for updates regarding the assigned subcommittees:

- a. Phase II Gen Ed: Nothing to report at this time. Two meetings have been established for the Gen Ed and the Assessment Committees to meet. Nothing further will be reported until data has been collected.
- b. Graduate Committee: Nothing to report at this time. It was indicated that a proposal is being discussed amongst the Graduate Committee members. Dr. Pembroke volunteered to bring that proposal to the next meeting.
- c. Administrative Withdrawal:
Tony reported that a meeting with Richard Liedtke was the last actions taken on this assignment. He will contact staff involved with Banner to see if there is a way to give information direction to Financial Aid.
A request for next meeting was to have a report on the three kinds of "F's".
- d. Degree Plan: Gail Palmer requested to attend the next meeting to provide some education. All agreed this would be a great idea.

The meeting was adjourned.

Meeting Schedule:

Monday, February 4, 2013 3:00 – 4:00 pm, Baker Room

**Academic Affairs Committee Meeting
February 4, 2013
Meeting Minutes**

Committee members in attendance

Jennifer Ball
Lori Edwards
Debbie Isaacson
Vickie Kelly
Royce Kitts
Tony Palbicke
Randy Pembroke (ex officio)
Shaun Schmidt
Danny Wade
Rob Weigand

Guests

Richard Liedtke, Executive Director Enrollment Management
Gail Palmer, Financial Aid Office

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

IV. Minutes from January 14, 2013

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.

V. Subcommittee Assignments

a. **General Education:** Nothing to report.

b. **Graduate Committee:** Nothing to report.

c. **Administrative Withdrawal: Report on the three (3) F's:** Mr. Liedtke discussed the new process of reporting F's. The 3 F's process just started with this last semester and overall faculty did well with recording the necessary grades.

Mr. Liedtke indicated there were 11 freshman who received an NF, which was surprising. Other specific details will be made available once the report has been reviewed thoroughly.

Dr. Pembroke also discussed the concern with faculty not getting grades posted on time.

d. **Degree Plan:** Gail Palmer explained degree plans are necessary in order for the University to comply with federal regulations. Gail explained the following:

PACE: Pace is the total number attempted credit hours divided into the total number of credit hour completed. During this degree plan, students are notified by the financial aid office they must have an academic plan. Students in this status must complete 67% of their courses in order to stay in academic standing.

Degree Plans: Students who have to have degree plans are those who have maxed out their credit hours for financial aid. Gail indicated a template will be developed.

Veterans Office has yet different rules and degree plans must be completed prior to the semester.

Discussion and question/answer time occurred. Some questions asked included:

1. Could Banner help with completing the degree plan? No.
2. Could the Financial Aid office use the same degree plan from one semester to the next? Yes, as long as there aren't changes.
3. Could there be templates developed for PACE and for the Degree Audit used for a degree plan. Yes. Gail will do so and request assistance from those on the Academic Affairs Committee.

The meeting was adjourned.

Meeting Schedule:

Monday, February 18, 2013, 3-4:00 pm, Baker Room

Monday, March 4, 2013 3 – 4:00 pm, Baker Room

Graduate Committee Meeting
December 5, 2012 ♦ 12:00 PM – 1:00 PM
Martin Room (BTAC)
Minutes

Dr. Randy Pembroke called the meeting to order at 12:00 p.m.

Those present included: Bob Boncella, Shirley Dinkel, Kim Harrison, Andrew Herbig, Martha Imparato, Mark Kaufman, Bruce Mactavish, Gordon McQuere, Randy Pembroke, *Tim Peterson, Michael Rettig, Brenda Ridgeway, Monica Scheibmeir, David Sollars, Courtney Sullivan, Kayla Waters

1. A motion was made to approve the meeting minutes and was seconded. Graduate Committee Meeting Minutes from October 10, 2012 and November 7, 2012 were approved without objection.
2. Dr. Pembroke asked Dr. Peterson to present the Graduate Council subcommittee's findings:

Dr. Peterson provided two handouts, which explained the

- Graduate Program Governance at other area institutions,
- Existing Governance and Administration as described in the Faculty Handbook and
- Current Graduate Programs Governance & Administrative Proposal.

Thoughtful questions arose and were answered, regarding the proposal. Three things needing further investigation are:

- As it regards the composition of the Graduate Council, we will need to more clearly define what "program" means. Is it the school offering graduate degrees, the programs that have graduate degrees? Are certificates graduate degrees?
- We trust the process by which each unit selects its Graduate Council representative.
- What is it that we think we are; or, are we done when work is over or do we answer (i.e., move our work) to Faculty Senate or General Faculty for final approval? What autonomy should the Graduate Council have (i.e., should council recommendations be (a) adopted, (b) forwarded to Senate for approval or (c) forwarded directly to General Faculty. Is our job like that of the Academic Affairs Committee to review, assure and recommend regarding graduate (rather than undergraduate) education?

Note: Subsequent communications with Faculty Senate on December 10, 2012 indicated their hope that at least two Graduate Committee members would be on the Faculty Senate.

3. The Capstone/Thesis subcommittee reports their findings at our next meeting, February 6, 2013.
- Dr. Pembroke adjourned the Graduate Committee meeting at 1:00 p.m.

*Guest

**International Education /International WTE Committee
Jan. 24, 2013, International House**

Present: Norma Juma, Alex Glashausser, Karen Diaz Anchante, Brian Ogawa, Mary Sundal, and Baili Zhang

Minutes of Nov. 15, 2013 were approved as presented.

The following travel requests were recommended for funding approval:

Tonya Kowalski: \$1500, teaching in India

Susie Pryor: \$883, presenting in England.

Respectfully submitted,

Baili Zhang

MINUTES

HONORS ADVISORY BOARD

Wednesday, December 12, 2012

Lincoln Room – 11:30 a.m.

Present: Michael McGuire (Chair), Jennifer Ball, Marsha Carrasco Cooper, Pamela Erickson, Andrew Herbig, Lucy Hesse, Martha Imparato, Eric McHenry, Denise Ottinger, Sangyoub Park, David Pownell, Bassima Schbley, Abby Thill, Brad Turnbull, Ye Wang, CJ Crawford (Administrative support), and Kelli Coldiron (guest).

MINUTES

The minutes of the November 7, 2012 meeting were approved as distributed.

HONORS STUDENT COUNCIL REPORT

Lucy Hesse reported that they finished out the semester very strong. They received lots of positive feedback about the Etiquette Dinner. New Student Council officers have been elected – Amanda Sorrell, president; Ian Mikkelsen, vice president; Blair Landon, secretary, and Blaze Witten, treasurer.

UNFINISHED BUSINESS

Results of Core Values for Honors Program

The top three were academic excellence, integrity, and leadership.

Mission Statement

The Mission Statement sent out by Michael before the meeting was approved by the committee with slight modifications.

There was discussion about Student Learning Outcomes for the Honors Program. Michael will be asking some members to serve on a subcommittee to help in writing the SLOs. A suggestion was made to use the AACU Core Value rubric for critical thinking.

NEW BUSINESS

Revised Catalog Information

The information in the University Catalog is being updated to include HN101.

Tiered System for Honors Completion

Michael asked for feedback about setting up a tiered honor system that would allow students receiving an associate degree or transfer students to receive University Honors. Also, should there be categories such as High Honors, Honors Scholar, etc.?

Faculty Compensation

Michael asked for feedback on whether to create Honors Faculty status – what would the qualifications be?

ANNOUNCEMENTS

Deadline for Fall 2013 Honors course proposals is February 1.

The next Honors Advisory Board meeting is Wednesday, February 6 at 12:00 p.m. in the Cottonwood Room.

The meeting adjourned.

Faculty Development Steering Committee
December 7, 2012
4:30 PM
Ruth Garvey Fink Convocation Hall

Dr. Kevin Charlwood opened meeting at 4:30 pm, Friday, December 7, 2012.

In attendance were: Kevin Charlwood, Andrew Herbig, Bessima Schbley, Courtney Sullivan

Dr. Herbig and Dr. Sullivan pointed out that the conversations that occurred at the Faculty Planning dinners related to faculty development.

- Content of Faculty Development Workshops in question
- Communication of Resource for Faculty needs improvement
- Envisioning of a Faculty Development Resource Center
- Focus more on educating Faculty on the processes of teaching (i.e., rubrics, creation of test or test questions, means for useful assessment, etc.)

Dr. Herbig suggested that perhaps more faculty input could be sought for workshop content. More information is needed to decide this yet.

Dr. Charlwood requested ideas for the next workshops. All agreed that the Learning Management System (LMS) workshop seems in place. Drs. Herbig and Schbley suggested that the psychological testing for self-knowledge of teaching styles should be one of the upcoming workshops.

Dr. Charlwood directed them to focus on the next workshop which is the LMS workshop. The LMS system seems to be Desire2Learn. Whom might we tap as resources and presenters for this meeting in February, 2013?

- Keith Rocci
- Becky Hodges
- Rusty Taylor
- Sue Taylor-Owens

Dr. Charlwood suggested that the workshop have at least two (2) ITS people to show the new Learning Management System's dynamism so as to help faculty embrace the new system for in class use.

Dr. Charlwood concluded the meeting at 4:45 pm.

Faculty Development Steering Committee
February 1, 2013
2:00 pm - 3:30 PM
Washburn B – Memorial Union

Dr. Kevin Charlwood opened meeting at 3:30 pm, on February 1, 2013.

In attendance were: Ann Callies, Kevin Charlwood, Andrew Herbig, Norma Juma, Bill Mach, Larry McReynolds, Pat Munzer, Denise Ottinger, Courtney Sullivan, Nancy Tate, Kelley Weber

Dr. Charlwood and others introduced the idea of holding another Desire2Learn workshop with a slightly different focus, given the success of February's workshop with 91 people confirmed attending.

After discussion it was decided that the focus of the second Desire2Learn workshop should be helping those who utilize MyCourses only to transition, since MyCourses will be retired beginning in fall 2014. The content of this workshop would be a hands-on training on Desire2Learn's grade book, assignment and project posting, and communication features.

Some concerns arose during the conversation. Is the grade book a big enough hook to draw participants? Can we get iPads from the library again? Would the wireless network be able to accommodate the traffic of a 90 minute session, 60 minute, or 45 minute workshop?

- It was agreed that the MyCourses Migrators will fill the session. It must be made clear that this is not a substitute for the Online Education training program. This will be for MyCourses Migrators, so that they may utilize at most the grade book, posting of course projects, syllabus, assignment, and how to communicate.
- We will be able to get iPads.
- We must contact ITS to inquire about wireless capacity related to this session. As alternatives to one 90 minute session utilizing Wi-Fi, it may be possible to utilize two computer labs for the session or we can shorten the session with few participants and hold two 45-60 minute sessions.

Dr. Charlwood will take the lead on arranging logistics and presenters for "MyCourses Migrators" session.

Dr. Charlwood asked that the committee turn their attention to the March 1st workshop, concerning the issue of violence. After much discussion it became clear that this session should focus on the positive rather than the negative; response to violence than violence on campus. Dr. Munzer summarized it as focusing on:

- How to recognize a threat of danger? (UBAT refresher)
- What can one do to minimize danger to yourself and others? (VPAT, Police, Procedures)

The people to contact to potential present or speak: Dean Forster, Marilyn Koelliker, Randy Pembroke, Gary Bayens or his designate from Criminal Justice department. Dr. Munzer suggested that we solicit Chief Forster for a title for this session.

Ann Callies, Norma Juma & Kelley Weber are taking the lead on arranging logistics for this workshop.

Dr. Charlwood concluded the meeting at 4:05 pm.

Minutes from April 17, 2012

By Regina Cassell, Director of Student Media

Board Members present: Donna LaLonde, Maria Stover, Amanda Naverud, Lyhn Trahn and Trenton Snyder

Board members presented reports and here is the list of passed proposals from the director of student media. To see the full proposals refer to last year's BOSM report. I am going to ask Sarah to compile all of our board reports from last year into one document for easy reference.

We also discussed the budget at the final board meeting. The budget was monitored over the summer and we were able to purchase the wipeoff board and CS6.0 as hoped. We ended up closing the fiscal year with more than \$17,000 in our account.

Our account currently has \$6,993.71. This will greatly increase once the student activity money posts. The largest cost this summer was salary.

PASSED: Proposal 1: I would like to hire Daphne Phillips to be the Student Media leadership coordinator for fall 2012.

PASSED: Moving on the Faculty Senate Proposal 2: I propose the BOSM create a policy for faculty rotation.

PASS: Proposal 3: I would like to purchase a large wipeoff board (think classroom size) for the back wall of the office.

August 24th, 2012

Board of Student Media Minutes

Minutes from August 24th, 2012

By: Sarah Roth, Student Business Manager

Summary

Director's report: Dates and times were proposed and an email will be sent around by Sarah Roth to make sure meeting at 1pm will work for everyone and rooms will be set as soon as she hears from all board members. This summer student media has made some office improvements by removing the yearbook cubicles from the corner and created an employee lounge area, turned the cubicle desk into new work space down the south wall of the office, updated to CS 6.0 and moved three of our CS3 photoshop licenses into the editing room. We had three training sessions for students and lunch was provided, We contracted with Town News for online and we moved the yearbook deadline to fall. For the fall there's a conference in Chicago Oct. 31-Nov 4. The amounts for the trip will be in a later board meeting, we are getting names still. Regina also brought up the idea of conference bucks that could be award to help pay for conferences so that students don't have to pay so much out of pocket.

Advertising Manager: Raz spent with Bitra all summer calling all the business the Review use to contract with and new business to contract with. Raz redid the format of contract with new discounts and the overall look of contracts. This summer advertising has made of \$10,000 in contracts for the upcoming year. Advertising will be selling ads now for newsstands as well as online, but they are holding off to upload the online ads until we get town news up and running. He's goals for this year is to match or exceed 2011-2012 sales. Advertising second goal is make better working relationships with the business community in Topeka.

Promotions Director: Internal Promotions: GPA party: we have an overall gpa that we want to raise over the year. Bitra suggested us doing a party and giving away donated gift cards or other donated items. A proposal will be made closer to the time of the party. We helped with move crew, WuFest, S.O.S. Event, External Promotions: Top City Live, A Night of Media Merriment, First Friday Art Night, YWCA event in October. We are also planning on doing the Jayhawk theatre revival again this year in the spring and partnering with Pt's Coffee to promote and maybe partnering with First Friday or ArtConnect.

Review Editor-In-Chief: Tricia as started to put in the crosswords \$5 an issue back into the Washburn Review this year. Her goal for Student Media is to organize and refresh the way the review runs this year. She had a white board bought and put up this summer and how created a calendar of events on it. She also has put up APA reminder signs and smaller white boards all over the office to help with mistakes and messages.

Online Editor-In-Chief: We signed our contract with Town News and Brian is hoping to have it up in October. He will start paying writers more for online content. He has hired Bradley Parralas and is hoping to have him trained by December when he graduates so he can step into his spot. He's goal is to receive a pacemaker award at KACP for online.

Yearbook Editor-In-Chief: Kelsey Wager and Kayla attended the Herff-Jones plant in Kansas city and began designing the cover of the 2012-2013 full color yearbook. This yearbook will be the first ever full color in Washburn's history. The team is "The steps you take." We all take different steps for our futures, but we are all at Washburn which helps connect us. This year she wants to make the yearbook based on pictures. The yearbook deadlines has also been moved to next fall, so yearbook can capture more events in the spring and not leave them out.

Salaries

Raz Potter Advertising Manager proposed that he's staff Keeley B., Chloe C., Autumn K. And Bitia G. earn 12% on campus ad commissions and 17% on off campus ad sales for commissions when they reach \$20,000 as a team. Raz also proposed that after \$30,000 as team he would raise their commission to 15% for on campus ad sales and 18% for off campus ad sales. Raz also made a proposal that student media pay him \$ 1,000 for staff training. Which would go back to the students in supplies needed for the training sessions. This was approved by the board.

Bitia Givechi Promotions Director proposed that her staff Ryan B., Autumn K., Chloe M., Maci Miller, Hillary Tolliver, and Ashley R. proposed her staff would only get paid for helping and tabelleing as the following: if 2-3 students table at an event they would get paid \$15 per person which would be \$30-\$45. If the event required 4-5 people to able they would be paid \$10 per person which is \$40-\$50. If her staff for larger events that require more work and them to have their own section to be in charge of she would pay them \$50 for their time investment. Bitia also asked the her salary be \$2,500-3,000. The board approve her amounts.

Tricia Peterson Editor-In-Chief Proposed that her Section Editors Kelly Hurla, Luke Warcken, Ryan Hodges, and Photo Editor Mike Goerhing \$1,750. She also proposed that her Copy Editors Richard Kelly (head copy editor) be paid \$1,250, Fatima Oubaid, Anjelica Willis and Abby Brinker be paid \$1,100. Linnzi Fusco would be paid \$1,100. All was approved.

Brian Dulle Online Editor- In-Chief proposed that for online writer he would pay them \$20 per story since they have less time to write them and have less time to edited the story. It was approved.

Kayla Norton Yearbook Editor-In-Chief made no staff proposals.

Equipment Proposed:

Photography Equipment:

Sigma 4.5 mm f/2.8 EX DC HSM Circular Fisheye Lens - \$899

Canon EF 50 mm f/1.4 USM Standard & Medium Telephoto lens for canon SLR Cameras - \$359.99

Canon EF-S 18-200 mm f/3.5-5.6 IS Std. Zoom lens for Canon DSLR Cameras - \$569

These are lenses that are needed to effectively cover events for Student Media. One of them is very important for sports coverage. WE would also like another camera so we can let employees use it.

Canon EOS Rebel T3i 18 MP CMOS Digital SLR Camera and DIGIC 4 Imaging - \$879.99

Voice Recorders

Sony ICD-BX112 Digital Flash Voice Recorder x3 \$60/each

Two Microphone Headsets for Air Bods \$45 each.

Two Wireless Microphones and Receivers \$85 each.

HD Camcorder \$450

Two Universal Tripods \$24 each

Minutes from September 14, 2012

By: Sarah Roth

Absent: Kerry Wynn, Donna LaLonde, Shaun Collins, Lynh Tran, Jessica Barraclough, and Daphne Phillips.

Present: Kathy Menzie, Gary Handy, John Vogt, Caitlian Sturgeon, Regina Cassell, Sarah Roth, Brian Dulle, Rachele Potter, Bitu Givechi, Tricia Peterson, Kayla Norton

Summary

Director's report: For the trip to Chicago for only eight students to go the board recommended the students paid \$175 and student media would pay \$1,617. It was voted on through e-mail and approved. The board approved we could buy our new equipment, but we couldn't go over \$4,500. We decided not to buy the HD Camcorder.

Advertising Manager: Last month we sold \$10,774.36 in ad sales.

Promotions Director: Promotions is planning on having the YMCA with a Day without Violence. They also tabled every Wednesday of September from 11am-1pm to help push yearbooks and papers. They also are starting to plan night of Media Merriment.

Review Editor-In-Chief: The Review added a comic strip to the paper.

Online Editor-In-Chief: Last August we had a total of \$9,038 hits and this year we have had 16,015 hits. In September last year we had \$15,300 and this September as of 9/13/12 we had 8,487 hits. We started training for our new website which should be up by Mid-October.

Yearbook Editor-In-Chief: The ladder of the 2013 yearbook is finished as well as deadlines. The Spring Graduation is Magazine was underway. It will be 40 pages of last years spring sports and graduation. The yearbook-publishing deadline has been moved from this spring to next fall.

Leadership Consultant: Budget issues are being addressed as well as just observing student media. We have started to plan the fall retreat.

October 2012

By: Sarah Roth, Student Business Manager

Absent: John Vogt, Brian Dulle and Daphne Phillips

Present: Shaun Collins, Kerry Wynn, Caitlyn Sturgelon, Kathy Menzie, Jess Baraclough, Donna LaLonde, Regina Cassell, Raz Potter, Tricia Peterson, Kayla Norton, Bitu Givechi and Sarah Roth

Minutes: The minutes from September 14 were approved.

Director's report: Regina's Proposal 1 was the board needed to set up a day to interview a new promotions manager. The board decided to let Student Media hire and if we had a tie they would vote to break tie other wise Student Media would just let them know through e-mail. She also wanted to change the structure of Student Media. The board liked the idea, but thought it was a little confusing and to resubmit before they could approve it.

Proposal 2: Blog Talk Radio account needs to be renewed. The cost is 207.50 per month if we pay it annually or \$244.10 if we pay it monthly. The board approved to pay the Blog Talk Radio annually. We will be moving our website to Townnews at the end of October.

Advertising Manager: As of 10/5/12 we brought in an additional \$4,563 with another \$6,200 plus billed. We're right on track with our goal of \$45,000. The average per month is \$2,500.

Promotions Director: There are currently 5 radios shows at this point. Airbods has 21 tweets and Facebook 8 posts. The review has 32 tweets, 21 new followers, 8 mentions, and 19 retweets. Facebook: 5 posts on Fan page, 5 posts on Friend Page. Jess also brought up the date of Night of Media Merriment and it being planned during success week as this point it's not a big deal but for next year we need to move the date. Bitu also got a full time job for Jones Hewett.

Review Editor-In-Chief: The review has been moving more smoothly since AJ Dome took over News Editors. Ryan Hodges is now our production night news editor who helps with page design. The News Editor will receive \$1,750 and will receive News Editor Assistant \$1,100. The review has been only 8 pages to help with the budget.

Online Editor-In-Chief: Last August we had a total of 9,038 hits and this year we had a total of 16,015 hits on the website. The combinations of the content we are constantly generating online as well as Bitu and her teams helping with the promoting has made the website a success. We have previewed the new site and we have until the following Friday to make changes if needed. Also we have started training are started uploading to the new website.

Yearbook Editor-In-Chief: The ladder of the 2013 yearbook is finished as well as deadlines. The Spring Graduation is Magazine was underway. It will be 40 pages of last years spring sports and graduation. The yearbook-publishing deadline has been moved from this spring to next fall.

Leadership Consultant: Daphne is still doing Observations and taking notes at each meeting. We are planning our retreat for November 11 from 11-8 p.m. at Washburn University. Daphne is researching other student media organizations to see how they are structured, while some issues have been brought to her attention she feels like we need to create a code of conduct that she is researching from other organizations. She also went around a SWOT analysis for all student media members to fill out and will compile information and present it towards the end of the semester.

November 9, 2012 Minutes:

By: Sarah Roth, Student Business Manager

Absent:

Present: Shaun Collins, Caitlyn Sturgelon, Kathy Menzie, Jess Baraclough, Donna LaLonde, John Vogt, Regina Cassell, Raz Potter, Tricia Peterson, Kayla Norton, Austin Abernathy and Sarah Roth

Summary

Minutes: The minutes from October 12 were approved.

Director's report: We discussed the set up for student media. It's still a work in progress. Dr. Kerry Wynn can no longer set on the BOSM, but she will help find a replacement.

Advertising Manager: As of the last board meeting we were setting at \$25,000 in sales with an additional \$3,500 still outstanding due to contract agreements.

Promotions Director: We have 5 radio shows. Facebook for Airbods as 138 likes. We have a peak reach of 571 on 10-12-12. We have 1,319 Tweets 770 following and 995 followers.

Review Editor-In-Chief: The masthead was resigned. The Review has also gone to a tab. Jess agreed to help Tricia rewrite the senior staff paper.

Yearbook Editor-In-Chief: The Spring Graduation Magazine is finished. They did tabling Nov. 13 from 11-1. Yearbook pictures are getting organized and edited and design templates are being made.

Leadership Consultant: The Student Media retreat is underway. She is gathering information for a SWOT analysis. This will help gauge what student media needs to thrive and what they need help with. We will be working on the retreats as well.

Board of Student Media
Minutes from December 7, 2012
By: Sarah Roth, Student Business Manager

Absent: Donna LaLonde, Rachelle Potter, Austin Abernathy

Present: Shaun Collins, Caitlyn Sturgeon, Kathy Menzie, Jess Barraclough, John Vogt, Sarah Ubel, Regina Cassell, Tricia Peterson, Kayla Norton and Sarah Roth,

Summary

Minutes: The minutes from November 2012 were approved.

Director's report: The main purpose *of the* meeting *was to* have Daphne talk about her Leadership project *on* Student Media. Sarah Ubel will be joining the board since Dr. Wynn had to step down.

Advertising Manager: Ad sales are sitting at \$27,057.31

Promotions Director: The month of December we had 2,199 live listens and 1,575 recorded listens. The Facebook and Twitter accounts have been active.

Review Editor-In-Chief: We switched to a tab size paper which much success. The new masthead is nice as well as versatile. We will be able to do a lot more creative things with the front page. Over break contracts with Jess's help will be rewrote for spring. Two applicants for Photo Editor have applied and interview dates will be set for next week.

Yearbook Editor-In-Chief: We still need to print the Spring Graduation Magazine. We have another event scheduled for yearbook portraits. We will be tabling in the union sometime soon for this event. I would like to schedule a time over the break where I can take my staff over to Kansas City so we can all get more familiarized with Herff Jones and the software and the process of submitting pages etc.

Leadership Consultant: Presented her Leadership WTE.

BOSM Meeting: Jan. 18, 2013 Minutes

Minutes from January 18, 2013

By: Eric Gorton

Absent: Donna LaLonde, Sarah Ubel, Caitlin Sturgeon, John Vogt, Jerrica Bachman,

Present: Maria Stover, Jess Barraclough, Regina Cassell, Tricia Peterson, Austin Abernathy, Eric Gorton

Note: We did not have enough voting members present to approve any proposals. The BOSM approved through email the hire of Charles (Mike) Kerls.

Minutes: The minutes from December 2012 were presented. Members will approve in February.

Director's Report: Regina Cassell updated the BOSM about the resignation of advertising manager Rachelle Potter and the search for a new one. One candidate, Mike Kerls, was approved.

Advertising Manager Report: Ad sales were reported at \$26,000. We have about \$3,000 in outstanding ad revenue.

Promotions Director Report: Austin Abernathy presented numbers on AirBods and the upcoming plan for the Connect and Select Event.

Review Editor-In-Chief Report: Tricia updated the BOSM on the newspaper and online. Student Media senior staff members signed contracts for this semester, which were modeled after the ones used in the CAB office.

Yearbook Editor in Chief Report: Kayla Norton updated the BOSM on yearbook progress.

Date: February 18, 2013

Submitted by:

SUBJECT: ART - BACHELOR OF FINE ARTS CONCENTRATION CHANGES IN EIGHT AREAS

Description: *The BFA program has options for concentrations in the following areas: Art History, Photography, Graphic Design, and Electronic Arts, Painting and Drawing, Printmaking, Ceramics and Sculpture, as well as our General BFA. Each Concentration area includes 21 hours of Foundation courses, 18 hours of General Studio/Intermediate courses, 18 hours of courses for Concentration, 18 hours of required upper level courses, and 9 hours of upper level Electives. The BFA degree has a total of 84 hours in art, general education credits and University core requirements are 39 hours, resulting in a BFA degree of 123 hours. Attached are program sheets for each concentration area and the General BFA. (As revised by the College of Arts & Sciences Faculty on 1/25/2013)*

Rationale: *To meet the needs of Bachelor of Fine Arts students for more specialized preparation to meet professional expectations to enter the workforce or graduate study. Admissions to the BFA with emphasis in Art History will be suspended for Fall 2013.*

Financial Implications: *None*

Proposed Effective Date: Fall Semester 2013

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

Approved by: AAC on date February 18, 2013

FAC on date

Faculty Senate on date

Attachments Yes No

Date: *February 18, 2013*

Submitted by: Glenda Taylor, 1125

SUBJECT: *ART - BACHELOR OF FINE ARTS WITH LICENSURE PROGRAM CHANGES*

Description: *Removed AR 260 Sculpture I (3), and AR 402 Art Forum (1), from required courses, and reduced AR 403 Workshop in Art media from 6 to 3 hours. Added AR 404 BFA Professional Practice (2) and 3 hours art electives to degree programs. Changed General Education requirements to be consistent with all other BFA program, a total of 39 hours of general education and University requirements. Programs still requires 21 hours Professional Education courses. Total hours for BFA with Teaching Licensure is 141. Under the previous degree plan, the total hours for completion were 147.*

Rationale: *Offer students more electives in the BFA with licensure program and provide for consistency in general education requirements for all BFA degrees (38 hours). The effect will be to reduce the total number of required hours for the BFA with licensure to 141 hours. Changes reflect current licensure standards, accreditation standards of National Association of Schools of Art and Design (Art Accrediting agency), and reflects student demand for Art Education program that prepares them to teach P-12.*

Financial Implications: None

Proposed Effective Date: Fall Semester 2013

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

Approved by: *AAC on date February 18, 2013*

FAC on date

Faculty Senate on date

Attachments Yes No

Date: *February 18, 2013*

Submitted by: *Danny Wade, 1441*

SUBJECT: *ENGLISH - WRITING EMPHASIS REQUIREMENT CHANGES FOR ENGLISH MAJORS*

Description: *Require students to take EN 207 Beginning Non-Fiction Writing so that each student would then take each of the beginning writing emphasis courses, the Introductions to Fiction, Non-Fiction, and Poetry. This change would add three hours, to the current requirements, and would go over the usual 40-hour limit for a major (since each student is required to have 84 hours outside the major in order to graduate). Further, the writing emphasis has already added EN 315, Reading as Writers, as an essential course in skillful reading that will prepare students for similar courses at the graduate level. The writing emphasis also does not want that course, however, to take the place of EN 301, Critical Reading and Writing, which prepares writing emphasis students for their graduate literature courses. Therefore, the curriculum adjustment would be made to the number of Literature Survey courses. Currently, writing emphasis students take four survey courses related to American, British, and World Literature. In order to maintain the 39 English hours for the Writing Emphasis major, the program would like to drop the four courses Literature Survey requirement to three courses.*

Rationale: *Each student in the writing emphasis program would take each of the beginning writing emphasis courses, the introductions to Fiction, Nonfiction, and Poetry in order to better prepare him or her to write creatively and practically for a variety of audiences and purposes. Currently, writing emphasis students only take introductions to Fiction and Poetry. One of the writing emphasis' learning outcomes is that writing majors will experience a broad range of writing experiences. To truly meet this learning outcome in the future, writing emphasis students should be required to also take the beginning non-fiction writing course, EN 207.*

Financial Implications: *None*

Proposed Effective Date: *Fall Semester 2013*

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

Approved by: *AAC on date February 18, 2013*

FAC on date

Faculty Senate on date

Attachments Yes No

Date: February 18, 2013

Submitted by: Roy Wohl, 1459

SUBJECT: *KINESIOLOGY: B.Ed. , PHYSICAL EDUCATION TEACHING DEGREE & B.A. DEGREE CONCENTRATION OPTIONS*

Description: *Within the KN-B.Ed. Physical Education Teaching degree and the KN-BA degree, in the Exercise Physiology, Sport Management, Physical Therapist Assistant, and Flexible Option concentrations, remove the "correlated" status of BI 250 (Introduction to Human Anatomy), BI 275 (Human Anatomy), and BI 255 (Human Physiology), and change them to "prerequisite" status for KN 321 (Anatomical Kinesiology) and KN 326 (Physiology of Exercise).*

Rationale:

Biology prerequisites prepare Kinesiology students generally but not specifically for target KN courses. The current correlated status of these courses has unnecessarily hindered student progress. Removing correlated status from prerequisite, Biology courses would preserve the educational intent and remove the unintended complications.

Familiarity with biology concepts prepares students generally but not specifically for Kinesiology courses.

- The current, prerequisite Biology courses (BI 100/101, BI 250/275, BI 255) are broad in scope, and the proportion of content emphasized in later Kinesiology courses is relatively small.
- Students take the prerequisites at institutions whose content and standards differ greatly.
- Semesters or even years may intervene between a prerequisite and its target course.
- Even when taken in consecutive semesters, retention of information from Biology courses is low, as assessed by entry quizzes over prerequisite knowledge.

For these reasons, there is no significant correlation between grades earned in Biology prerequisites and subsequent success in their target Kinesiology courses. The difference in student knowledge between the "C" standard of a correlated course and the "D" or "Pass" standard of a prerequisite has proven inconsequential. On the other hand, students seem to benefit from a general familiarity that is gained by taking the biology courses. Those who have attempted the Kinesiology courses without first completing the biology prerequisites have been at a demonstrable disadvantage.

The consequences to student schedules between prerequisite and correlated courses are significant. The student who earns a "D" in Biology and then earns a "C" or better in the subsequent Kinesiology course has satisfied our department's minimum standard. Requiring that student to retake the Biology course to earn a "C" at that point, as would be required for a correlated course, is unnecessary.

The position of the Kinesiology Department is that KN 321 and KN 326 are the gateways to subsequent KN courses, and we have control over the content and performance required for the minimum "C" grade. The

current correlated status of Biology prerequisites has introduced a gateway without observable benefit to Kinesiology classes and has resulted in students having to repeat a Biology course to earn a "C" even when the target Kinesiology course has been successfully completed. We value the relatedness of the disciplines of Kinesiology and Biology, and we wish to continue to require Biology courses as prerequisites for KN courses, but we see no advantage in continuing the current, correlated status.

Financial Implications: *None*

Proposed Effective Date: *Fall 2013*

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

Approved by: *AAC on date February 18, 2013*

FAC on date

Faculty Senate on date

Attachments Yes No

Date: *February 18, 2013*

Submitted by: *Roy Wohl, 1459 Contact person for the motion, including phone extension*

SUBJECT: *KINESIOLOGY - DELETE CONCENTRATION AND COACHING*

Description: *The existing Concentration and Coaching is outdated and has been revised to attract kinesiology majors and other students interested in pursuing a coaching certification.*

Rationale: There is currently an Elective Concentration in Coaching within the B.Ed.-Physical Education Teaching degree that is outdated and contains courses that are not offered anymore. Because this concentration is outdated and only offered through the B.Ed.-PE, only B.Ed.-PE students were able to take the coaching classes. Currently, there are no students pursuing this coaching option. The intent is to make the new Minor in Coaching more appealing to all Kinesiology majors and to students in other disciplines who may have a career interest in pursuing a nationally recognized coaching certification.

Financial Implications: *None*

Proposed Effective Date: *Fall 2013*

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

Approved by: *AAC on date February 18, 2013*

FAC on date

Faculty Senate on date

Attachments Yes No

Date: *February 18, 2013*

Submitted by: *Roy Wohl, 1459*

SUBJECT: *KINESIOLOGY -ADD A MINOR IN COACHING*

Description: *A minor in coaching is being added to replace the existing concentration in coaching.*

Rationale:

The purpose of the Minor in Coaching is to provide students the education and experience needed to obtain an entry-level coaching position. In addition, courses selected provide the knowledge needed for students to complete the ASEP coaching certification exam. There are several reasons for proposing this minor. First, other universities in the state of Kansas offer a coaching minor. Washburn's Kinesiology department has the capacity to create a very competitive minor in this area of study. Second, there is a high demand for this area of study. Upon surveying Kinesiology students over a two-year period, there was more expressed interest in coaching than any other profession within the discipline. Third, there is currently a Concentration in Coaching within the B.Ed program that is outdated and contains courses that are not offered anymore. Because this concentration is outdated and only offered through the B.Ed program, only B.Ed students are able to take the coaching classes. The intent is to make it more appealing to other students wishing to pursue a national coaching certification.

Financial Implications: *Adjunct Instructor – Less than \$1500 to teach KN 240 – Coaching Principles and Philosophy*

Proposed Effective Date: *Fall 2013*

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

Approved by: *AAC on date*

FAC on date

Faculty Senate on date

Attachments Yes No

Date: February 18, 2013

Submitted by: Kathy Menzie, 1836

SUBJECT: MASS MEDIA – CONTEMPORARY JOURNALISM EMPHASIS CHANGE

Description: Remove MM 203 (Journalism I), MM 302 (Cinematic Storytelling), and MM 422 Editing and Design from the emphasis requirements.

Rationale: Reflect changes in field to better prepare students for careers in Mass Media. *MM203 did not generate enough enrollment so class has been combined with MM202 Creative Media Writing. MM302 became primarily a film class and did not meet the needs of the emphasis, MM422 will be split into two courses*

Financial Implications: \$0

Proposed Effective Date: June 2013

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

Approved by: *AAC on date February 18, 2013*

FAC on date,

Faculty Senate on date

Attachments Yes No

Date: February 18, 2013

Submitted by: Kathy Menzie, 1836

SUBJECT: MASS MEDIA - FILM AND VIDEO EMPHASIS CHANGE

Description: Remove MM 411 (Entrepreneurial Media) from the requirements for the film and video emphasis

Rationale: Class does not focus on Film and video entrepreneurship and so does not fit the emphasis.

~~The Film and Video emphasis will provide students with an opportunity for developing contemporary forms of the narrative, documentary, and newer expanded media genres for a variety of distribution outlets. The sequence is designed specifically to instruct students in the use of new digital technologies for the web, broadcast media, film narratives, and experimental or documentary applications. Recommended Minor in Anthropology, Art, computer science, English, History, Music, Political Science, Sociology or Theater.~~

Financial Implications: ~~————~~\$0

Proposed Effective Date: ~~————~~June 2013

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

Approved by: AAC on date February 18, 2013

FAC on date

Faculty Senate on date

Attachments Yes No