

**Washburn University  
Meeting of the Faculty Senate  
September 21, 2015  
3:00 PM – Henderson Hall, Room 112**

- I. Call to Order**
- II. Approval of Minutes of the Faculty Senate Meeting of August 31, 2015 (pp. 2-3)**
- III. President’s Opening Remarks**
- IV. Report from the Faculty Representative to the Board of Regents**
- V. VPAA Update—Dr. Randy Pembrook**
- VI. Faculty Senate Committee Reports**
  - **Approval of the Academic Affairs Committee Minutes from April 13, 2015 (p. 4-5).**
  - **Approval of the Academic Affairs Committee Minutes from September 14, 2015 (p. 6).**
- VII. University Committee Reports:**
  - **Receipt of the Graduate Council Minutes from April 30, 2015 (p. 7)**
  - **Receipt of the International Education Committee Minutes from April 30, 2015 (p. 8).**
  - **Receipt of the Honors Advisory Board Minutes from April 1, 2015 (p. 9).**
  - **Receipt of the Assessment Committee Minutes from April 23, 2015 (p. 10).**
- VIII. Old Business:**
  - **16-1 Honors Tiered System (p. 11-12)**
  - **16-2 LE Certificate-Baccalaureate Options (p. 13-14)**
- IX. New Business:**
- X. Information Items**
- XI. Discussion Items**
- XII. Announcements**
- XIII. Adjournment**

**Washburn University  
Meeting of the Faculty Senate  
August 31, 2015  
3:00 PM – Kansas Room, Memorial Union**

**PRESENT:**

**Alexander (Rebecca), Ball, Farwell, Francis, Garritano, Jackson, Kwak, Leung, Mansfield, Mapp, Mastrosimone, Memmer, Moddelmog, Palbicke, Pembrook, Petersen, Porta, Routsong, Sadikot, Sanchez, Schnoebelen, Smith, Sourgens, Stacey, Steinroetter, Stevens, Stevenson, Treinen, Tutwiler, Weiner, Wohl, Worsely, Zwikstra**

**ABSENT:**

**Alexander (Ryan), Childers, McHenry, Mechtly, Russell, Scofield**

- XIV. President Ball called the meeting to order at 3:06pm.**
- XV. The minutes of the Faculty Senate Meeting of May 4, 2015 were approved.**
- XVI. President's Opening Remarks:**
- Thank you all for being here and serving as a senator. We'll do introductions after the meeting and socialize.
- XVII. Report from the Faculty Representative to the Board of Regents:**
- There have been two general meetings, and one finance-budget meeting over the summer; a couple of things of note:
    - Washburn's position in terms of tuition is approximately in the middle among KS Regent's schools, so we're competitive.
    - We're the lowest in terms of tuition increases over the past five years.
    - There will be a modest salary increase of 1.8% going into effect in October/November.
- XVIII. VPAA Update—Dr. Randy Pembrook:**
- Thanks for the turnout at the first General Faculty meeting.
  - Academic Affairs Committee reminder: with the way we structured the new approach to probation, this committee will make a recommendation back to the full group on an annual basis.
  - Bylaws: we had a proposal at the end of the last year coming forward regarding new programs. They typically come through units, but what if we have an interdisciplinary program? It resolved itself at the time, but we may revisit this quandary at least to discuss it.
  - Enrollment/Recruitment/Retention—thanks for your efforts over the summer to help with this.
  - NOTE: The Small Recital Hall project is a multi-phase project; we're just starting to look at it. The timeline is long-term.
  - Pembrook noted he was very pleased that the new faculty seem to be fitting in well already—thanks for making this happen.
- XIX. Faculty Senate Committee Reports: None**

**XX. University Committee Reports:**

- The minutes of the International Education Committee meeting of 3-26-15 were received.
- The minutes of the Assessment Grant Committee meeting of 5-7-15 were received.
- The minutes of the Curriculum Grant Committee meeting of 4-22-15 were received.
- The minutes of the Faculty Development Grant Committee meeting of 4-22-15 were received.
- The minutes of the General Education Course Review Committee meeting of 4-8-15 were received.
- The minutes of the Interdisciplinary Studies Committee meeting of 4-8-15 were received.
- The minutes of the Interdisciplinary Studies Committee meeting of 5-4-15 were received.
- The minutes of the Small Research Grant Committee meeting of 4-23-15 were received.

**XXI. Old Business: NONE**

**XXII. New Business: NONE**

**XXIII. Information Items: NONE**

**XXIV. Discussion Items: NONE**

**XXV. Announcements:**

- Schnoebelen noted that the location of our next meeting (on September 21<sup>st</sup>) is Henderson Hall, Room 112.
- We need committees to elect chairs and send those to Ball (and CC Schnoebelen) ASAP.

**XXVI. President Ball adjourned the meeting at 3:17pm.**

Academic Affairs Committee Meeting  
April 13, 2015  
Meeting Minutes

Committee members in attendance:

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

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

1. Minutes from the March 30, 2015  
The minutes were sent to the committee prior to the meeting for review. The minutes were approved, with one modification and will be forwarded to Faculty Senate.
2. New Business—
  - a. Probation and Reinstatement proposal:

Dr. Pembrook provided an overview of the probation/reinstatement proposal. He offered additional information for the committee to consider. After some discussion the committee felt data should be collected for five years. A motion was made and seconded to add the following paragraph into the proposal, with two modifications (as noted).

Standing more time to improve their academic record so that the final result is the acquisition of a post-secondary credential. It is not intended to increase student loan debt apart from such credential attainment. Nor, is it intended to lower the quality of academic work of those graduating at Washburn University. Therefore, this proposal mandates that data previous to and including the academic year 2014-15 will be compared to information from the academic years ~~2015-16, 16-17, and 2017-18~~ **annually** regarding student loan debt, degree attainment, achievement of academic good standing, improvement in repeated courses, retention, and default rates for students on academic warning, probation, and suspension. ~~In addition, no later than Spring, 2018,~~ **Starting in Fall 2020 and every 5<sup>th</sup> year thereafter**, the Academic Affairs Committee in conjunction with the Probation and Reinstatement Committee and the Office of the Vice President for Academic Affairs will review these data and make recommendations to the Faculty Senate on the continuation or alteration of this policy.

Additionally, a few other minor modifications were made and accepted.

A motion was made and seconded to approve the amendment as noted.

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

Meeting to adjourned at 4:05 p.m.

Academic Affairs Committee Meeting

September 14, 2015

Meeting Minutes

Meeting called to order, 3:05 pm

**Present**

Mike Russell

Sam Leung

Barb Stevenson

Sungkyu Kwak

Ryan Alexander

Randy Pembroke

Tony Palbicke

Guests:

Mike McGuire – Honors

Michael Gleason – Leadership

Motion made/seconded/passed regarding minutes from meeting on 4/13/15.

**New Business**

1. New Tiered system for Honors Students

a. Discussion regarding why this was necessary. Reason was mainly to give Associate degree students the opportunity to gain recognition for completion of lower levels of Honors work in fulfillment of their AA degree. The AA students would take classes in a specific sequence depending upon their AA degree requirements. The proposed start date will be for students in the fall 2015 semester. **Motion passed.**

2. Leadership Certificate change

a. Discussion regarding goal of this change. Main justification was to provide Associate degree seeking students with the chance to start/complete the Leadership Certificate. Discussion regarding the value of the minor v. certificate in Leadership as it applies to AA – BA/BS students. **Motion passed.**

3. Members were encouraged to review the submission information sheet for Academic Affairs.

Meeting adjourned at 4:05 pm

**Next Meeting:** 9/28/15

Submitted by Tony Palbicke

**Graduate Council Meeting**  
**April 30, 2015**  
**Baker room/BTC**  
**12:00 – 1:00 p.m.**

Present: Ryan Alexander, Aida Alaka, Bob Boncella, Shirley Dinkel, Bruce Mactavish, Dan Petersen, Michael Rettig, Kayla Waters

Guests: Michelle Shipley, Eric Matthews

Chair Bob Boncella called the meeting to order.

1. The February 23, 2015 minutes were submitted to the committee previously with a request they review these prior to the meeting. A motion and second to approve the minutes were made. All approved said minutes.

New Business:

1. Post Graduate Certificate in Health Care Education

A motion and second were made to accept the proposal. An overview of the program was offered by Eric Matthews.

Eric indicated the School of Nursing representatives approached the Master of Health Services faculty to see of their interest to offer 9 credit hours Nursing students need for the education portion of the DNP program (and others). The School of Nursing had decided to not offer the Master of Science in Nursing but knew the 9 credit hours were needed. MHS faculty agreed to work up the Post-Graduate certificate and the School of Nursing has supported this proposal.

3 courses were identified and will be offered to help students meet the needs of their programs. These courses were bundled and will be taught with current faculty.

Discussion occurred regarding the financial implications as noted on the agenda. After discussion and conversation regarding current needs vs. future needs, Michelle Shipley indicated the addition of this certificate to the workload of current faculty is doable. No additional resources are needed at this time.

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

Information Item Only:

A subgroup of the Graduate Council was formed to discuss the Continuous Enrollment issue. Vickie Kelly asked that a handout be provided to the council for discussion. After good discussions, it was determined questions would be e-mailed to Vickie for possible resolution, and this item will be placed on the official agenda for the April meeting.

Meeting was adjourned at 12:30 p.m.

## International Education /International WTE Committee

April 30, 2015, 4-5 pm, International House

Present: Alex Glashausser, Liviu Florea, Lara Rivera, Brian Ogawa, Judy McConnell-Farmer, Karen Diaz Anchante, and Baili Zhang

Minutes of March 26 meeting were approved.

Zhang reported that a vigil / prayer ceremony was held to honor the earthquake victims in Nepal. Ogawa asked whether there were adequate university services including mental health services available to international students in tragic times like this. Zhang indicated he would check around.

Committee reviewed but declined Wilkinson's funding request based on the fact that the applicant no longer holds the full-time faculty status.

Committee reviewed and voted via email to approve Schbley's request for funding. The email format was necessary because the request was submitted after the committee met.

The committee voted to change the first restriction in the Fund Guidelines from current to revised, effective August 1, 2015.

**Current:** This fund is available only to support travel abroad for scholarly and professional endeavors, which typically include presenting scholarly and creative work, and invited unpaid teaching/conducting master classes/seminars/workshops. Mere attendance at a conference does not qualify for funding.

**Revised:** This fund is available only to support travel abroad for presenting scholarly and creative work, and invited unpaid teaching/conducting master classes/seminars/workshops. Mere attendance at a conference does not qualify for funding.

Zhang informed the committee that he would work with the deans to select several new members for next term.

Baili Zhang



## MINUTES

### HONORS ADVISORY BOARD SUBCOMMITTEES

Wednesday, April 1, 2015

Crane Room – 12:00 p.m.

**Present:** John Burns, Emily Engler (Student Representative), Andrew Herbig, Debbie Isaacson, Jean Sanchez, and Michael McGuire (Chair)

#### **Scholarship Subcommittee Meeting Notes**

- Met on March 4, 2015 in the Crane in place of regular Honors Advisory Board meeting
- Members Present: Michael Gleason, Martha Imperato, Jennifer Jenkins, Michael McGuire, and Brad Turnbull
- Incoming student application materials were distributed along current student application materials
- Evaluation scheme was discussed
  - Members agreed to rank order both incoming and current students based on several criteria discussed (e.g., quality of essay, resume, and gpa)
  - Members also agreed to rank order current honors students' scholarship application materials from which outstanding first-, second-, and third-year honors students would be selected
- Committee members agreed to meet over the summer to further discuss the process of evaluating scholarship recipients for next year with the goal of creating a rubric.

#### **Curriculum Subcommittee Notes**

- The Curriculum subcommittee met on April 1, 2015 in place of the regular Honors Advisory Board.
- **Honors Student Council Report**
  - Emily, President of the Honors Student Council, reported to committee the success of the Spring Banquet.
  - Emily also provided the committee with a new initiative for tiered-system, which was voted and approved by the Honors Student Council to be adopted beginning next academic year (2015-2016).
- A report from the Program Review Committee, which had been distributed at an earlier meeting, was redistributed and reviewed.
  - Committee members weighed in on several points identified in the report for which a response will be revised for the Program Review Committee
  - Special thanks to Jean Sanchez for taking and summarizing notes for the response.

The meeting adjourned at approximately 12:55 p.m.

## **MINUTES**

### **ASSESSMENT COMMITTEE**

Thursday, April 23, 2015

Cottonwood Room – 2:00 p.m.

Present: Nancy Tate, Melanie Burdick, Sarah Cook, Emily Grant, Tom Hickman, Vickie Kelly, Elaine Lewis, Denise Ottinger, Michael Rettig, Jim Smith, Margaret Wood and CJ Crawford (administrative support).

Absent: Jane Carpenter, Gillian Gabelmann, Bob Handley, Dalton Hane, Sean Stacey, and Maria Stover.

#### **ASSESSMENT RETREAT**

The Retreat to review Assessment Plans and Reports is scheduled for Friday, July 17 in Henderson 103 from 9A-1P with brunch being served at 10A. We need as many committee members as possible to attend to help with the review.

We will need to select award recipients – best practices/process and most improved – to be announced at the August General Faculty meeting.

#### **SAMPLE OF UPDATED ANNUAL ASSESSMENT REPORT DOCUMENT**

The sample Assessment Report document showing how the information for the second year would be added was approved by the committee.

#### **ACADEMIC EFFECTIVENESS ANALYST**

Nancy said the budget had been approved add an Academic Effectiveness Analyst beginning next year. This position would be responsible for assessment analysis and reporting and would be located in the SAR office.

#### **GENERAL EDUCATION ANNUAL REPORT**

A sample form was handed out and Nancy asked for feedback from the Assessment Committee on what the final form should look like.

#### **BEST PRACTICES POSTER SESSION**

There was a discussion on when to have the Best Practices poster session for 2015-2016. The first one was held in January 2013 and the second one was held in October 14. It was recommended that during the retreat in July the reviewers could help identify a topic for the session and departments to present. It was suggested that November may be a good month to hold the poster session but further discussion would be needed after the July retreat.

The meeting adjourned.

## FACULTY AGENDA ITEM NO 16-1

Date: *April 29, 2015*

Submitted by: *Dr. Michael McGuire, ext. 1342*

SUBJECT: *New Tiered System for Honors Students*

**Rationale:** A new tiered system for the Washburn University honors program has been a work in progress for several years now. The rationale is simple: allow more students to participate in honors and receive recognition for doing so. A primary goal was to make the program more accessible to students. For example, the new system allows transfer students to join and complete up to Tier 1 for recognition of their efforts. In addition to providing transfer students with the opportunity to participate in honors, the system allows for students to join late (e.g., as juniors) and still complete the lowest tier. Further, some students who begin as freshman may dropout of honors due to their major requirements. The new system, at the very least, would allow them to bow out after tier 1 and still receive recognition for what they have accomplished. Alternatively, it might motivate them to stay involved longer to receive some further recognition. Finally, there is a service component developed by the students in which, by completing a specified number of hours, students would receive the label “with Distinction in Service” in addition to the appropriate tier level (e.g., Honors Associate with Distinction in Service). This tiered system was approved by both Honors Student Council and the curriculum subcommittee of the Honors Advisory Board.

### **Description:**

#### Curricular

Tier 1: Honors Associate – 12 Hours Honors Credit

Tier 2: Honors Scholar – 18 Hours Honors Credit

Tier 3: Honors Graduate – 24 Hours Honors Credit

- Regardless of tier, students would still be expected to complete an Honors Thesis Project (or similar scholarly project (e.g., scholarly/creative WTE, or capstone project within major)).

#### Involvement

No distinction with no involvement

With Distinction in Service – 50 Hours involvement (35 in HONORS)

With High Distinction in Service – 100 Hours involvement (75 in HONORS)

Each curricular tier can be combined with any level of distinction and would be noted on the academic transcript upon graduation.

Financial Implications: *Registrar’s time to modify transcript descriptors*

Proposed Effective Date: *Fall 2015*

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

Approved by: *Interdisciplinary Studies on date*

*AAC on date*

*FAC on date*

*Faculty Senate on date*

Attachments Yes  No  X

## FACULTY AGENDA ITEM NO 16-2

Date: 4/13/2015

Submitted by: *Dr. Nancy Tate*

SUBJECT: *Leadership Certificate Curriculum Change*

Description: This proposal changes the catalog language to allow the Leadership Studies Certificate be earned by associate degree seeking students. In addition, a new course (LE 350) will be added to become the culminating course of the students' experience with the Leadership Studies Certificate. This is a 350 course code, more appropriate for students at the associate degree level.

*Current Language:*

The Leadership Studies Minor and Certificate are interdisciplinary programs open to students in all majors and degree programs. The Leadership Studies Minor or Certificate combine academic, co-curricular and community leadership experiences and is designed to be completed concurrently while earning a baccalaureate degree. These programs provide graduates with the knowledge and skills necessary to be effective leaders in government, business, not-for-profit, educational, and civic settings.

*Proposed Language:*

The Leadership Studies Minor and Certificate are interdisciplinary programs open to students in all majors and degree programs. The Leadership Studies Minor **and** Certificate combine academic, co-curricular and community leadership experiences. **The Leadership Studies Minor is designed to be completed concurrently while earning a baccalaureate degree. Students completing an associate degree or baccalaureate degree are able to earn a Leadership Studies Certificate.** These programs provide graduates with the knowledge and skills necessary to be effective leaders in government, business, not-for-profit, educational, and civic settings.

Rationale: *In the current catalog description it is unclear whether students earning an associate degree are able to complete the leadership certificate, and the Leadership Institute has received several requests for this option. The proposed catalog change will clearly define the acquisition of the certificate at the associate degree level and the acquisition of the leadership minor or certificate at the baccalaureate degree level.*

Financial Implications: *None. Existing faculty will offer LE 350 (currently being proposed) on demand in course load.*

*Leadership Studies Minor students take LE100, LE200, LE300, LE400 and two elective courses. Students pursuing the Leadership Studies Certificate will take three of these four core courses (LE100, LE200 and LE300), and the new LE350 course will be the final course to complete the certificate.*

Proposed Effective Date: *Immediately*

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