

**Washburn University  
Meeting of the Faculty Senate  
February 19, 2018  
3:00 PM – Forum Room, BTAC**

- I. Call to Order**
- II. Approval of Faculty Senate minutes of February 5, 2018 (pp. 2-4)**
- III. President’s Opening Remarks:**
  - **Seeking a new FS representative on Graduate Council**
- IV. Report from the Faculty Representative to the Board of Regents:**
- V. VPAA Update—Dr. JuliAnn Mazachek:**
- VI. Faculty Senate Committee Reports: NONE**
- VII. University Committee Reports:**
  - **Receipt of the Honors Advisory Board minutes from November 1, 2017 (p. 5)**
  - **Receipt of the Faculty Handbook Committee minutes from November 8, 2017 (pp. 6-7)**
  - **Receipt of the Graduate Council minutes from November 27, 2017 (p. 8)**
  - **Receipt of the Honors Advisory Board minutes from December 6, 2017 (pp. 9-10)**
- VIII. Old Business:**
  - **18-9 Undergraduate Student Level Classifications (pp. 11-12)**
- IX. New Business: NONE**
- X. Information Items: NONE**
- XI. Discussion Items: NONE**
- XII. Announcements:**
- XIII. Adjournment**

**Washburn University  
Meeting of the Faculty Senate  
February 5, 2018  
3:00 PM – Forum Room, BTAC**

**PRESENT:**

**Barker, Cook, Erby, Fredrickson, Garritano, Grant (Emily), Grant (Erin), Hickman, Hockett, Jolicoeur, Kwak, Mansfield, Mark, Mazachek, Prasch, Schmidt, Schnoebelen, Scofield, Sheldon, Sourgens, Stacey, Steffen, Todwong, Wasserstein, Watson, and Watt**

**ABSENT:**

**Black, Jackson, Krug, Memmer, Modellmog, Ockree, Petersen, Wohl, and Worsley**

**GUESTS:**

**Bluml, Connell, Gropitch, Holthaus, Martin, and Simmons**

- XIV. Schmidt called the meeting to order at 3:03pm.**
- XV. The Faculty Senate minutes of January 22, 2018 were approved.**
- XVI. President's Opening Remarks:**
- **Remember to consider candidates for Senate officers to be elected at the end of this semester. Anyone who is interested in serving as President or Secretary should discuss release time issues with her/his supervisor.**
  - **Schmidt opened the floor for brief remarks from Molly Steffes-Herman, Campus Advocate. Schmidt asked if her position was grant-funded or a permanent position; Steffes-Herman responded that it was a permanent position. Schmidt also asked her to clarify confidentiality. Steffes-Herman and Gropitch clarified that it is situational.**
- XVII. Report from the Faculty Representative to the Board of Regents: NONE**
- XVIII. VPAA Update—Dr. JuliAnn Mazachek:**
- **Mazachek indicated the new Dean of the School of Law would be announced on Thursday at the Washburn Board of Regents meeting.**
  - **Mazachek announced that Jennifer Ball would chair the newly established Freedom of Expression committee.**
  - **Finally, Mazachek indicated that a series of Faculty Handbook changes will be making their way to the Senate soon, including: an online education procedure/policy, a policy defining main campus librarians (as faculty), a policy finalizing definitions (if there are changes) for Law School faculty and librarians, a non-reappointment/termination policy for faculty, a review of committees (some may be added; others may be removed), a policy changing the tenure and promotion guidelines for the School of Nursing, and providing a final draft of the Faculty Handbook (that is checked for consistency and looks finalized) on the website (turn it from red to black).**
- XIX. Faculty Senate Committee Reports: NONE**

- XX. University Committee Reports: NONE**
- XXI. Old Business: NONE**
- XXII. New Business: NONE**
- XXIII. Information Items:**
- **SAS Program Modifications were acknowledged.**
- XXIV. Discussion Items:**
- **Jim Martin and Rich Connell presented the WU Campus Master Plan as a discussion item. Prasch commented that he was shocked that the library and Carnegie renovations were 10+ year goals on the plans instead of being addressed sooner. Mazachek indicated that changes to Carnegie aren't cost-effective; moving programs to the old law school when the new law school opens is what we're currently looking to do. As far as the library, Mazachek said we wanted to consider what libraries might look like in the future and keep the options open. Mark wondered about parking; Connell said that the area across from KTWU could be annexed if the city allowed. Mark also asked about the possibility of a garage; Connell noted that it would be four times more costly to do an elevated parking structure rather than a parking lot. Schmidt asked why the indoor practice facility was being built sooner rather than later; Mazachek said the projected costs to build the practice facility were believed to be smaller at the time the plan was designed. The current demand is based on newer information and where donors are making their gifts. Cook asked where the marching band would practice given the current plans; Martin wasn't sure but added that the band could potentially use the practice facility. Barker asked if investing in the practice facility would jeopardize the cash reserves that had been used in the past to avoid layoffs and tough economic times. Martin said that it would use up a good deal of our current reserves; he added that sales tax revenues should help. Barker added that he believed it was wrong to fund a non-academic building in such a way when we're asking for more private donations for an academic building (the new law school). Garritano wondered about the plans for the turf field plans. Connell said they haven't moved forward with this plan at all and thus, he wasn't sure about these plans.**
  - **Eric Grospitch and Joel Bluml presented the Current Academic Impropriety Policy/Process as a discussion item. Bluml added that the "Notification of Infraction" Form helps clarify the process. Hockett asked if the forms were also used to see if the same student was committing multiple infractions; Bluml said that they are used for this purpose. Sheldon wondered if there were any other practical ways that this information might be communicated to faculty. Bluml noted that FERPA regulations mandate that specific information wouldn't be released unless the necessary requirements are met—only the aggregated data is used. He also noted that very few of these forms come through his office in a given semester. Grospitch added that most faculty members handle the infractions themselves, though added that faculty should use these forms and send them through the Student Life office. Barker suggested speaking about these subjects at division / unit meetings to get the information out there. Bluml said that he had taken some steps to do this and would continue to do so in the future.**
- XXV. Announcements:**
- **Erby reminded everyone that the Lincoln Lecture is tomorrow night.**

XXVI. **Schmidt adjourned the meeting at 3:56pm.**

## Honors Advisory Board Meeting Minutes

Wednesday, November 1, 2017

Lincoln ~ 12:10 p.m.

### Call to Order

Present—Ball, Bixler, Bluml, Cook, Cummings, Erby, Hageman, McGraw, Sanchez, Way, Williamson, Wynn

### I. Minutes from September 6, 2017 approved

### II. Honors Student Council Report

- Lecture Series—first lecture at Honors Student Council was Eric McHenry, “Scary, No Scary?”
  - Attendance was high
- Etiquette Dinner
  - Plans proceeding well—Callista Gould will be the speaker again this year
  - Sponsorship was up

### III. Old Business

- Honors Program Strategic Plan
  - General discussion
  - Desire to understand the value current students perceive for Honors Program—board sees cohort creation, challenging courses, post-graduate success, relationship with faculty/staff as benefits—will follow up with students
  - Board emphasized importance of securing administrative support
  - Discussion of ways to attract continuing students through course offerings, advertising, connecting with honor societies

### IV. Announcements

- Etiquette Dinner: Tuesday, November 14, 2017, check in at 5:45
  - Tickets available in the Union (11am-1pm, November 1-3 and 6)
- Public Relations presentation: Monday, December 11, at 1:30

# Faculty Handbook Committee Minutes

## Martin Board Room

November 8, 2017

Paul Byrne, Jane Carpenter, Cheryl Childers, Zach Frank, Marc Fried, Cynthia Holthaus, Pat Munzer, Shaun Schmidt, Laura Stephenson, Nancy Tate, Kelly Watt

### 1. Online Education Policy

Information was provided to the committee regarding this policy, and membership of two committees.

Dean Stephenson indicated when the deans reviewed this it was asked that “concurrently” be placed in #4 within the Online/Hybrid Course Offerings section. After discussion, the word “normally” would be used in this statement. This statement will be as follows:

*“4. EXISTING face to face courses which are converted to the online/hybrid format must normally be approved by the Online Course Quality Committee prior to being taught in the proposed semester.” Any exceptions must be approved by the Dean and VPAA.*

Discussions occurred regarding the following:

1. Concern was expressed about units that have processes for course review already in place. It was determined a report should be given to the Online Course Quality Committee by the Unit.
2. If units do not have a current review process for online education then online courses must be reviewed by the committee. It was determined in this discussion an overall review cycle should be created.
3. Is the Online Course Quality Committee reviewing the instructor or the quality of the course/content. This review is to ensure quality of the education provided. The purpose is to have training in the creation of courses and to not have a faculty member simply create and provide poor quality education through online methods.
4. The ultimate goal is for each unit to have a review process and the Online course Quality Committee would receive reports from the units on the quality of the courses.

After discussion regarding the proposed committees, it was decided Dr. Mazachek and Dr. Tate will review the proposed policy and revise the document based upon today’s input.

### 2. Relationship Policy:

Marc Fried provided information about the policy statement and why it is separate from the procedures. The Washburn University Board of Regents should review the policy

and consider approval of that, and the procedures with more details will be placed within the regulations/procedures of the WUPRPM.

There will be a process where input and feedback will be gathered. Dr. Mazachek indicated through the input process, it needs to be clear this is not a faculty senate process. She further indicated she hoped to have this in front of the Regents in the February 2018 board meeting.

3. Advisory committees

Dr. Mazachek indicated she has been having conversations about how we document advisory committees and how it is possible to allow them to remain as advisory. The current practice is to document them in the faculty handbook and constitution, which sends a different message about the purpose of these committees. Dr. Mazachek indicated Faculty Senate should not have authority over these committees, and we should review the process of where these types of committees should be documented.

Dr. Schmidt indicated a change to the constitution should be made which will then pull advisory committees out of handbook.

Meeting was adjourned at 1:00 p.m.

**Next committee meeting is November 29, 2017, 12:00 – 1:00 p.m.**

## Graduate Council Minutes

November 27, 2017

12:00 – 1:00 p.m.

Lincoln Room/Union

**Members Present:** Bob Boncella (SOBu), Bassima Schbley (SW), Vickie Kelly (AH), Kayla Waters (HS), Bruce Mactavish (MLS), Mary Pilgram (CN/LE), David Pownell (ED), Delaine Smith (SON), Brenda Patzel (SON), Joe Mastrosimone (SOL), Amanda Luke (Mabee), Jim Schnoebelen (Faculty Senate), JuliAnn Mazachek (ex-officio), Blake Cauble-Johnson and Richard Liedtke (Guests)

1. Meeting was called to order at 12:04pm.

2. **Minutes:** Motion to approve the meeting minutes from October 23, 2017 was made. The minutes were approved and will be forwarded to Faculty Senate.

3. **Enrollment:** Guests Blake Cauble-Johnson and Richard Liedtke provided a handout addressing concerns regarding the current process of transferring CollegeNet applications into Banner. In order to provide timely turn-around of accepted applicants, all applications from CollegeNet have been preloaded into Banner; during high volume times, preloading is staff intensive. Discussion occurred on how to balance the workload of Enrollment Management with the needs of individual programs. Programs will use the Excel spreadsheet on the shared drive to indicate accepted applicants. Enrollment Management will then transfer those applications into Banner and log entry dates in the spreadsheet to keep programs apprised of applicant processing. Blake will follow up with next steps after consultation with other Enrollment Management staff.

4. **Graduate SLO Agenda Item:** Council members suggested minor revisions to the agenda item before approving. Vickie Kelly will submit it to Faculty Senate.

5. **Marketing and SmartHub (formerly Keystone):** Due to time, discussion was postponed to January's meeting.

6. **Election of New Chair:** Members elected Kayla Waters as the new Council chair.

7. Meeting was adjourned at 1:04pm.



## Honors Advisory Board Meeting Minutes

Wednesday, December 6, 2017

Lincoln ~ 12:00 p.m.

### Call to Order

#### I. Approval of Minutes from November 1, 2017

#### II. Honors Student Council Report

- Etiquette Dinner
- Good report from employers and from Callista
- Sorting of employers and students went well

#### III. New Business

- Writing Intensive Course Designations (for discussion)
  - Committee discussed advisability and feasibility of writing-intensive designations for Honors courses
    - Used to be Honors agreements that students would write a certain amount
    - Writing intensive courses might be a way to establish an Honors course
    - Will students with more than one honors course find this difficult?
    - Could we create writing intensive as an option among several, including innovative courses, etc. (will explore)
    - Writing across the curriculum—this is similar
      - Need to work out a definition
- Assessment Report Results
- NSSE results
  - Finding Honors students needs to be more reliable
  - This is in comparison to other institutions and we are generally doing well.

#### V. Announcements

- Student achievements:
  - Ashlee Herken presented a poster, “Gene Annotation of Contig17 within Dot Chromosome of *Disophila eugracilis*” at the Kansas Honors Connections Conference
  - Fall 2017 graduates:
    - Buschbom, Ty, Honors Associate

Dos Santos-Jensen, Thaina, Honors Associate with Distinction in Service  
Glover, Annastasia, Honors Graduate with High Distinction in Service  
Smyth, Emily, Honors Associate with Distinction in Service  
Toenjes, Deanna, Honors Scholar  
Vandeleuv, Jack, Honors Scholar  
Waters, Grant, Honors Associate

- Urbild Conference and paper competition
- Accepting proposals for Fall 2018 Honors courses to the end of the year
  - Please encourage your colleagues to submit proposals
- Public Relations presentation: Monday, December 11, at 1:30

**FACULTY AGENDA ITEM NO 18-9**

Date: 20 February 2018

Submitted by: *Dr. Juli Mazachek, ext. 1648*

SUBJECT: *Undergraduate student level classifications*

Rationale: Academic Standing was the first step in a planned two-step process that included changing academic classifications to better serve students. The new academic standing process which includes a new standard for categorizing students was voted in by the faculty in spring 2015. The classification proposal was to follow, but was delayed due to changes in the registrar’s office and other administrative changes at the university. This more standard classification model is being proposed to be effective beginning with the 2018-19 academic year. This change would bring student classification in line with the student categories used in WU’s Academic Standing policy as well as those used for the financial aid Satisfactory Academic Standing Policy. This change will move Washburn University in line with the six KBOR universities as we seek to attract transfer students and continue to be transfer friendly.

Identified Benefits:

- Will bring student classifications in line with Academic Standing categories
- Matches the practice of all KBOR universities for attracting transfer students (transfer friendly)
- Encourages concept of students earning at least 30 hours of credit in an academic year
- Aligns student classification with the categories used for the financial aid Satisfactory Academic Progress (SAP) which is aligned with our current Academic Standing policy

Description: This request is to change the student classification hours to match the new academic standing policy. Thus, the proposed classifications are:

<i>Current:</i>	<u>Level</u>	<u>Completed Credit Hour Range</u>
	Freshman	0 – 23
	Sophomore	24 – 53
	Junior	55 – 87
	Senior	88+
Proposed:	<u>Level</u>	<u>Completed Credit Hour Range</u>
	Freshman	0 – 29
	Sophomore	30 – 59
	Junior	60 – 89
	Senior	90+

Financial Implications: None

Proposed Effective Date: Fall term 2018.

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

Approved by: *AAC on date 2/26/2018*

*Faculty Senate on date*

Attachments Yes  No