

**Washburn University
Meeting of the Faculty Senate**

February 12, 2007
3:30 PM Kansas Room, Memorial Union

- I. Call to Order
- II. Approval of Minutes of the Faculty Senate meeting of January 22nd, 2007.*
- II. President's Opening Remarks
- IV. Report from the Faculty Representatives to the Board of Regents.
- V. Faculty Senate Committee Reports.*
 - A. Minutes of the Faculty Affairs Committee meeting of January 19th, 2007
- VI. University Committee Minutes.
 - A. Board of Student Publications – minutes of 09/08/2006, 10/13/2006, and 11/10/2006
- VII. Old Business.
- VIII. New Business.
 - A. Consolidation of planning documents proposal (07-01)*
- IX. Discussion Items.
- X. Announcements
- XI. Adjournment

*Attachments

Faculty Senate
Washburn University

Minutes of January 22, 2007 Meeting
Kansas Room, Memorial Union

Present: Baker, Bayens, Boyd, Camarda, Concannon, Dinkel, A. Evans, Jacobs (President), Jackson, Liang, Lockwood, Martin, Meador, Munzer, Nobo, Ockree, Ogawa (visitor), Palmer, Patzel, Pownell, Prash, Ray, Renn-Scanlan, Roach, Russell, C. Schmidt, S. Schmidt, Shald, Shipley, L. Smith, C. Sullivan, S. Sullivan, Tate, Van Dalsen

- I. The meeting of the Faculty Senate was called to order at 3:31 PM.
- II. The minutes of the November 27th, 2006 Faculty Senate meeting were approved.
- III. President's Opening Remarks.
 - A. The President gave thanks for all of the hard work of the standing committees of the Faculty Senate.
- IV. Report from the Faculty Representatives to the Board of Regents.
 - A. The Budget and Finance committee of the Board of Regents proposed and approved a 4% increase in the salary pool.
- V. Faculty Senate Committee Reports.
 - A. The minutes of the Academic Affairs Committee of 11/20/2006 and 12/04/2006 were approved.
 - B. The minutes of the Faculty Affairs Committee of 11/29/2006 were approved.
- VI. University Committee Minutes.
 - A. The minutes of the International Education committee meetings of 11/16/2006 and 12/07/2006 were accepted.
 - B. The minutes of the General Education committee meeting of 11/06/2006 were accepted.
- VII. Old Business.
 - A. The proposal for a certificate in Morita therapy in the Human Services department (06-15) was approved.
- VIII.. New Business. There was none.
- IX. Discussion Items. There was none.
- X. The meeting was adjourned at 4:16 PM.

Respectfully submitted by Mike Russell, Secretary to the Faculty Senate

Washburn University
Faculty Affairs Committee

Minutes of January 19, 2007 Meeting
1:00pm Mosiman Room, Memorial Union

Present: Lee Boyd, Andrew Evans, Park Lockwood, Kandy Ockree, Brenda Patzel, Mike Russell, Sharon Sullivan.

- I. The meeting was called to order.
- II. Sabbatical application procedures and guidelines were discussed.
 - a. The wording regarding the formation of the Sabbatical committee was revised. The suggested revision is as follows:
 - i. The Faculty Affairs Committee shall appoint members of the Academic Sabbatical Committee (ASC). The ASC will also serve as the Sweet Summer Sabbatical Committee. Each member of the ASC/SSC will serve a term of 2 years. However, during the first year, 5 members of the committee will only serve a one-year term. These 5 members will be selected by lot. This method of staggering will provide the ASC/SSC with both experience and fresh input. Each spring, the FAC shall request that each School and Division of the College of Arts and Sciences needing to nominate members to the ASC submit those nominations by the end of the academic year. The FAC shall consider all nominations at the first meeting of each fall semester and select an appropriate ASC committee.
 - b. The wording for the Academic Sabbatical Leave section of the Faculty Handbook was revisited. Some suggestions were presented and those suggestions will be discussed with the VPAA office prior to presentation at the next Faculty Senate meeting.
 - c. Sabbatical Guidelines were discussed and revised. There continues to be ongoing discussions regarding the content of the guidelines and the residence of the entire document (ex. VPAA website, Website for sabbaticals, etc.).
- III. There was a discussion of the Conflict of Interest policy and procedures. A revised version of such procedures was presented and discussed. Further revisions were suggested. These revisions will be completed and sent to the FAC via email. Upon receiving these revisions, the FAC will suggest any final changes in order for this document to be presented at the next Faculty Senate meeting.
- IV. Meeting was adjourned at 2:25pm.
- V. Next meeting will be February 19th at 3:30pm in the Mosiman room.

Submitted by Park Lockwood, Secretary of the Faculty Affairs Committee

Board of Student Publications
Meeting Minutes
Sept. 8 2006

1. Voting Members Present: Maria Raicheva-Stover, Donna LaLonde, Molly Shea, Kelly Navinsky, Effie Cooper, Brent Kumorowski
2. Core Members Present: Regina Cassell, Andrew Roland, Sarah Van Dalsem, Brenda Snyder, Courtney Cook, Amanda Schuster
3. Ex-officio Members Present: Dawn Shew
4. Voting Members Absent: Bob Beatty
5. Ex-officio Members Absent: Meredith Kidd
6. Maria Raicheva-Stover was nominated by Bob Beatty by email. Donna LaLonde seconded the motion. All voting members present approved.
7. Donna LaLonde motioned for the approval of the minutes from the May 5th, 2006 meeting. Motioned seconded and approved by all voting members present.
8. Regina Cassell presented the directors report. Ms. Cassell discussed events occurring since the last board meeting. She also compared last year's budget to the ending balances.
9. Andrew Roland presented the business report. Mr. Roland presented the proposed budget for Student Publications. He also discussed his plans to improve the business affairs of Student Publications. Mr. Roland made the following proposals:
 - a. Proposal to approve the hiring of three employees: Jennae Frey, Christin Sheldon, & Errin Thompson.
The proposal was approved by all voting members present.
 - b. Proposal to purchase a 1.83GHz Intel Core 2 Duo iMac from Apple Computer. The computer will come with 1GB of DDR2 SDRAM, a 10GB SATA hard disk, a 24X CDRW/DVD-ROM drive, a 64MB video card, and a 17 inch widescreen LCD display. Mr. Roland reported that the estimated cost of the computer would be \$967.00. He also stated that the computer would be used primarily by Courtney Cook and her staff. Maria Raicheva-Stover proposed an amendment to the proposal, indicating that inclusion of an extended warranty would be a prudent decision. Donna LaLonde seconded the motion, with the final proposal allowing the purchase of the computer and warranty for a price not to exceed \$1,220. The proposal was approved by all voting members present.
 - c. Mr. Roland proposed that the board approve the proposed budget. The proposal was approved by all voting members present.
10. Courtney Cook presented the advertising report. Ms. Cook presented information regarding all of her advertising sales, and an update on her staff
11. Brenda Snyder presented the promotions report. Ms. Snyder provided details on both her promotions campaign and yearbook sales. Ms. Snyder made the following proposals:
 - a. Mass Mailing to entire campus, which will focus primarily on parents. Ms. Snyder estimated the cost to be \$2,000. This proposal was approved by all voting members present.

- b. Ms. Snyder also made a proposal regarding compensation for her staff. Maria Raicheva-Stover motioned that this proposal be discussed at the next board meeting. Ms. Raicheva-Stover's motion was approved by all voting members present.
 - c. Ms. Snyder also made a proposal regarding the Fall Promotion's Budget, with \$4,000.00 in expenditures as a substitute to the Promotions budget included in the Proposed budget presented by Andrew Roland. The proposal was approved by all voting members present.
12. Amanda Schuster presented the yearbook report. She reported that this year's book will focus on the theme of "Identity." Ms. Schuster presented the following proposals:
- a. Approval of Ashley Bickford and Nick Quaintance as writers for the yearbook.
 - b. Ms. Schuster also requested that the board approve the hiring of a photographer to take yearbook photos. The expenditure of up to \$1000 to contract a local photographer for at least 3 days of service, or approximately 18 hours, was approved unanimously by the voting members present.
All of Ms. Schuster's proposals were approved by all voting members present.
13. Sarah Van Dalsem presented the Washburn Review report. She provided an update on the newspapers business since the last board meeting. Ms. Van Dalsem made the following proposals:
- a. Approval of the following employees: Libby Vaughn, Emily Charles, Brandon Trujillo, and Sarah Farlee.
 - b. A proposal to sign a contract with College Publisher for the hosting of the Washburn Review website.
 - c. Renewal of a contract with the Associated Press.
All of Ms. Van Dalsem's proposals were approved by all voting members present.

Minutes of Online Vote to Approve Amended Mailing Proposal (Conducted Sept. 27, 2006)

1. Bob Beatty made a motion to approve spending up to \$2,500.00 for mailing expenses in the hope that it could be conducted as inexpensively as possible.
2. Maria Raicheva-Stover seconded the motion.
3. Voting in Affirmation: Bob Beatty, Maria Raicheva-Stover, Effie Cooper, Kelly Navinsky, and Brent Kumorowski.
4. Abstaining: Donna LaLonde, Molly Shea.
5. The motion is approved.

Board of Student Publications
Meeting Minutes
October 13, 2006

1. Voting Members Present: Maria Raicheva-Stover, Donna LaLonde, Molly Shea, Kelly Navinsky, Effie Cooper, Brent Kumorowski.
2. Core Members Present: Regina Cassell, Andrew Roland, Sarah Van Dalsem, Brenda Snyder, Courtney Cook, Amanda Schuster
3. Voting Members Absent: Bob Beatty
4. Ex Officio Members Absent: Dawn Shew, Meredith Kidd
5. Minutes from the Sept. 8th meeting of the Board were approved.
6. Regina Cassell presented the director's report.
7. Courtney Cook presented the advertising report. Ms. Cook presented her latest figures on ad sales for the Kaw and Review.
 - a. Ms. Cook made a proposal to approve spending \$430 on rate cards.
 - b. The motion was approved by all voting members present.
8. Brenda Snyder presented the promotions report. Ms. Snyder reported on her efforts in regard to ongoing promotions campaigns. Furthermore, she presented a revised budget, using less funding than previously proposed.
 - a. The Board considered Ms. Snyder's Pay Proposal, tabled from the last meeting. The proposal outlines revised hourly wages and commissions based on yearbook sales.
 - b. Molly Shea proposed an amendment to the deadline for yearbook sales bonuses, asking that the original date, December 1, 2006, be changed to December 8, 2006.
 - c. The proposal and amendment were approved by all voting members present.
9. Amanda Schuster presented the yearbook report. Ms. Schuster provided an overview of the mailing and yearbook website projects, and informed the board that she had successfully hired a professional photographer.
 - a. Ms. Schuster proposed that the Board approve the hiring of April Montgomery as a freelance writer and photographer.
 - b. The proposal was approved by all voting members present.
10. Andrew Roland presented the business report. Mr. Roland informed the Board that expenses are generally in line with the budget. Furthermore, Mr. Roland discussed the possibility of creating a central website for Student Publications.
11. Sarah Van Dalsem presented the newspaper report. Ms. Van Dalsem informed the Board that the agreement with College Publisher has been finalized.

**Board of Student Publications
November 10, 2006 Minutes**

Voting Members Present: Maria Raicheva-Stover, Donna LaLonde, Bob Beatty, Molly Shea, Brent Kumorowski, Kelly Navinsky, Effie Cooper.

- 1.Voting Members Absent: None.
- 2.Core Members Present: Regina Cassell, Brenda Snyder, Andrew Roland, Amanda Schuster, Sarah Van Dalsem, Courtney Cook.
- 3.Core Members Absent: None.
- 4.Ex Oficio Members Present: None.
- 5.Ex Oficio Members Absent: Meredith Kidd, Dawn Shew.
- 6.Regina Cassell Presented the Director's Report.
 - A.Ms. Cassell discussed her thoughts on possible changes to the yearbook
 - B.Molly Shea presented a letter from the President of WSGA.
 - C.Bob Beatty suggested that a committee be formed to discuss what the student body would like to see in a publication.
- 7.Andrew Roland presented the Business Report.
 - A.Mr. Roland reported that everything was on track with the budget.
- 8.Courtney Cook presented the Advertising Report.
 - A.Ms. Cook reported that she has gross sales of \$39,000 for the Review
 - B.Ms. Cook proposed that the Board approve hiring Alicia Phillips as a sales associate.
 - i.The proposal is approved by all voting members present.
- 9.Brenda Snyder presented the Promotions Report.
 - A.Ms. Snyder provided a summary of Promotions campaigns to date, and yearbook sales.
- 10.Amanda Schuster presented the Kaw Yearbook Report.
 - A.Amanda presented the first 100 pages of the yearbook.
- 11.Sarah Van Dalsem presented the Review Report.
 - A.Ms. Van Dalsem reported her experiences from her recent trip to the College Media Conference in St. Louis.
 - B.Ms. Van Dalsem made the following proposals:
 - i.The Board approve the hiring of Chris Hamm as a staff photographer.
 - 1.The proposal is approved by all voting members present.
 - ii.The Board approve the termination of Brandon Trujillo.
 - 1.The proposal is approved by all voting members present.

AGENDA ITEM

Date: February 12, 2007

Number: 07-01

Subject: Consolidation of planning documents

Description:

One of the benefits of engaging in the Higher Learning Commission Accreditation Self Study process is the opportunity to review our effectiveness in communicating what is important to Washburn University. As a part of the process, we also have the opportunity to consider new venues for communication. One such venue we would like to use is, of course, the World Wide Web.

Over the past several months, a number of academic administrators and faculty have reviewed the documents, print and electronic, which inform the community about the vision, mission and core values of the institution. Presented here for your information and comment is a consolidation of those documents. We felt this consolidation was appropriate and important, allowing us to succinctly communicate the vision, values, and mission of Washburn University.

The preamble and vision statement comes from the Academic Plan and the Washburn Transformational Experience description approved by the Faculty Senate. The mission statement is the "mission summary" previously adopted by the Washburn Board of Regents. The core values are as addressed in the "full mission statement" and the mission statement of the VPAT area, and are representative of the shared values of all members of the Washburn community.

As this consolidated document does not represent anything new, it is presented as an information item. Suggestions for improvement are eagerly sought.

Requested action: Faculty Senate review and comment

Originated by: Ron Wasserstein, VPAA, on behalf of the HLC Self-Study Steering Committee

Washburn University Vision, Values, and Mission

Preamble

The road to graduation from Washburn University must be a transformative experience, not merely be a series of transactions by which a student completes an array of courses and is rewarded with a diploma. Washburn's goal is to graduate students who are highly principled citizens who make a difference in society.

Vision

Washburn University will be widely recognized for academic excellence, evidenced by student and faculty achievement, leadership development, community commitment, and global understanding.

Values

- Washburn University values high quality instruction in the learning/teaching process.
- Washburn University values diversity, is dedicated to equality, and committed to serving a diverse population including residents of Topeka, Shawnee County, Kansas, the nation and the world.
- Washburn University values the fundamentals of a general education, helping individuals reach their full academic potential.
- Washburn University values a collegial and interactive process in planning and decision making, promoting civility, understanding, and mutual concern.
- Washburn University values improvement, continuously assessing undergraduate and graduate programs to meet community needs and professional expectations.
- Washburn University values tradition and progress.
- Washburn University encourages the growth and development of all learners and those who facilitate these processes.
- Washburn University values integrity and ethical behavior in all matters.
- Washburn University provides a professional and supportive work environment where our employees enjoy freedom of conscience and the right to refuse to engage in actions that violate ethical principles and standards or provisions of law.
- Washburn University values transformational experiences in leadership, community service, international education and scholarly and creative activities for all students.
- Washburn University values its role in the community and is closely engaged with the community beyond the campus, providing services and outreach activities that enhance the social and economic vitality of the region.

Select Mission

Washburn University shall prepare qualified individuals for careers, further study and life long learning through excellence in teaching and scholarly work. Washburn University shall make a special effort to help individuals reach their full academic potential.

Approved by the Washburn Board of Regents, September 17, 1999