

Washburn University
Meeting of the Faculty Senate

November 10, 2008
3:30 PM Kansas Room, Memorial Union

- I. Call to Order
- II. Approval of Minutes of the Faculty Senate meeting of Oct. 13, 2008.
- III. President's Opening Remarks.
- IV. Report from the Faculty Representatives to the Board of Regents.
- V. Faculty Senate Committee Reports.
 - A. Minutes from the Faculty Affairs Committee meeting of Oct. 16, 2008 (p. 4).
- VI. University Committee Minutes.
 - A. Minutes of the Library Committee meeting of Oct. 8, 2008 (p. 5-6).
- VII. Old Business.
 - A. Academic Affairs Committee proposal on criteria for upper-division general education (#08-10) (p. 7).
- VIII. New Business.
 - A. Joint Appointments (#08-07) (p. 8).
 - B. Course numbering system (#08-06) (pp. 9-11).
- IX. Information Items.
- X. Discussion Items.
 - A. Faculty-Administrative salary increases
 - B. Summer 2-in-1 checks
 - C. Midterm grades for freshmen
- XI. Announcements.
- XII. Adjournment.

**Faculty Senate
Washburn University**

*Minutes of October 13, 2008
Kansas Room, Memorial Union*

Present: Arterburn, Berry, Bowen (VPAA), Byrne, Camarda, Concannon, Croucher, Ding, Ginzburg, Jackson, Jacobs, Kaufman, Kerchner, Lockwood, Lunte, Manske, McGuire, Melick, Naylor, Patzel, Porta, Pownell, Prash (President), Ray, Routsong, Russell, C. Schmidt, S. Schmidt, Shipley, Sullivan, Tate (AVPAA), Walker, Wunder, Wynn

- I. The meeting of the Faculty Senate was called to order at 3:31 PM.
- II. The minutes of the Faculty Senate meeting of Sept. 8, 2008 were approved.
- III. President's Opening Remarks.
 - a. Prash reported that he met with President Farley and said that the university is working toward a model on WTE compensation.
- IV. Report from the Faculty Representatives to the Board of Regents.
 - a. Prash stated that the last meeting was dominated by two letters: Farley's letter of apology to the community and the WU settlement over the W suit filed by Wisconsin.
- V. Faculty Senate Committee Reports.
 - a. The report from the Electoral Committee meeting of Sept. 22, 2008 was approved. Russ Jacobs, Chair of the Electoral Committee, discussed problems in the recent At Large Faculty Senate balloting, saying that the School of Business did not receive any ballots in the mail.
 - b. Minutes from the Faculty Affairs Committee meeting of Sept. 18, 2008 were approved.
 - c. Minutes from the Academic Affairs Committee meeting of Sept. 29, 2008 were approved.
- VI. University Committee Minutes.
 - a. Minutes of the Assessment Committee meeting of Aug. 5, 2008 were accepted.
 - b. Minutes of the Library Committee meeting of Sept. 11, 2008 were accepted.
 - c. Minutes of the International Education/International WTE Committee meeting of Sept. 26, 2008 were accepted.
- VII. Old Business.
 - a. A motion was made to approve the action item entitled "Revision to the Composition of the Academic Affairs Committee" (AAC) (#08-09) as amended. Fourteen senators voted in favor of the item and 5 opposed it, so it passed as amended.
- VIII. New Business.
 - a. A motion was made to have the Faculty Senate Secretary use the standard found in Action Item 08-09 in all future documentation. In other words, future action items should list the individual who originated the action item. The motion passed.
 - b. Joint Appointments (#08-07). Prash reported that he will send out the completely revised paragraph "i" to members of the Senate and that the action item will be further discussed at the next Senate meeting.
 - c. Discussion was given to action item #08-10, entitled "Academic Affairs Committee proposal on criteria for upper-division general education." Prash explained that the action item is a short term fix to the General Education problems while other senators questioned whether it made sense to change things before next year's General Education

overhaul. Ray suggested that if members regarded the item as a reasonable solution then the Senate should pass it. The subsequent motion made to close at first reading passed.

- d. Discussion was given to action item #08-11, entitled “Academic Affairs Committee proposal on revised skill sets for general education.” Prasch gave the background on the item, stating that it aims to both simplify and define the General Education skill sets. A few senators then pointed out the numbering that had been skewed by Word and requested that the errors be fixed. Some senators wondered what would happen if the Senate approved the item and some wondered if passing it would cause many issues such as whether it would require immediate review of all Gen Ed courses. It was suggested that the item be sent to the Ad Hoc Committee for review and since most seemed in agreement, a motion was made to move the item to the General Education Ad Hoc Committee for review. The motion passed, the secretary corrected the numbering, and forwarded #08-11 to Robin Bowen. The VPAA reported back that she received it and would indeed pass it on to the Ad Hoc committee for review and comment.

IX. Information Items.

- a. Whitney Philippi, WSGA President, presented the WSGA Smoking Decision Survey and Proposal to the Senate. She said she wanted to get input from the Senate before it went any further. Jacobs suggested adding “non-smoking” to letter B of the proposal, which, with his proposed change, would then read: “The Smoking Decision Committee recommends that the university move ashtrays away from the non –smoking entrances to building, in order to avoid traffic in front of doorways.”

X. Discussion Items.

- a. Mike Russell briefly discussed Faculty-Administrative salary increases and provided a summary of Faculty-Administration raises in FY06, FY07, FY08, and FY09. Robin Bowen provided two tables on Merit Salary Increases 2008-2009. This issue will be discussed at the next meeting since the Senate meeting was drawing to an end due to time restraints.
- b. Prasch gave a brief background on the issue of Summer 2-in-1 checks and said that it will be discussed at the next Senate meeting since time had run out in the meeting.
- c. The issue midterm grades for freshmen will also be discussed at the next meeting for the same reason.

XI. Announcements. There were none.

XII. The meeting was adjourned at 4:59 P.M.

Respectfully submitted by Courtney Sullivan, Secretary to the Faculty Senate.

**Washburn University
Faculty Affairs Committee**

Minutes of October 16, 2008 Meeting
Lincoln Room, Memorial Union

Present: Michael McGuire (Chair), Matt Arterburn, Linda Croucher, Park Lockwood, Tony Naylor, Mary Ramirez, Gene Wunder.

- I. The meeting was called to order at 2:30pm.
- II. Harold Rood presented information on long-term care insurance and health savings plans.
 - a. A summary of Washburn's health insurance premiums and analysis of the health insurance fund was distributed to the committee. Within the past several years, the Benefits Committee has recommended that Washburn not include a long-term care insurance plan within their group insurance. Reasons for this recommendation were numerous and included the cost and the lack of faculty / staff interest in this type of insurance. The FAC will continue to discuss this topic based on the new information presented and then decide if further action needs to occur.
 - b. Health savings plans were discussed. It was concluded that this high-deductible insurance plan may not be beneficial to most Washburn employees and may also drive up the cost of current insurance premiums for those who choose not to enroll in this plan. Although the FAC will continue to discuss this issue, it was generally concluded that this type of plan may be more financially counterproductive for most Washburn University and its employees.
- III. The Academic and Sweet Sabbatical Committee. The FAC will begin the process of forming this 2008 – 09 committee by contacting the VPAA office and requesting volunteers from the schools of Law, Nursing, Business, and College of Arts and Sciences (Humanities) to serve on this committee. Names of volunteers will be sent to the FAC and the FAC will make a final recommendation as to the membership of this committee.

Meeting was adjourned at 3:40pm.

Next meeting will be in the Cottonwood room at 2:30pm on Thursday, November 20th.

Submitted by Park Lockwood, Secretary of the Faculty Affairs Committee

*Library Committee Meeting
THURSDAY
October 9, 2008
3:30 p.m.
Room 105
Mabee Library*

TO:

*Dr. David Bainum
Dr. Karen Barron
Dr. Alan Bearman
Ms. Amy Billinger*

*Dr. Cheryl Childers
Ms. Heather Collins
Dr. Barry Crawford
Dr. Sophie Delahaye
Ms. Judy Druse
Dr. Yongtao Du*

*Dr. Liviu Florea
Dr. Ursula Jander
Dr. Reinhild Janzen
Mr. Terry Knowles
Dr. Sam Leung
Dr. Park Lockwood
Ms. Kelley McDonald
Dr. Michael McGuire
Mrs. Marilyn Masterson
Dr. Jay Memmott*

*Ms. Jenny Mills
Dr. Maria Raicheva-Stover
Dr. Michael Rettig
Dr. Leslie Reynard
Dr. Tom Schmiedeler
Dr. Douglass Smith
Dr. Ann Marie Snook
Dr. Sharon Sullivan
Dr. Brian Thomas
Dr. Jennifer Wagner
Dr. Iris Wilkinson*

The Library Committee was convened in the Mabee Library, Room 105 at 3:30 p.m. The following members were present: Dr. Barron, Dr. Bearman, Ms. Billinger, Ms. Druse, Dr. Du, Dr. Florea, Dr. Janzen, Mr. Knowles, Dr. McGuire, Ms. Mills, Dr. Schmiedeler, Dr. Smith, Dr. Thomas, and Dr. Wagner. Drs. Leung, Masterson, Sullivan, and Wilkinson sent word they would be unable to attend.

Reminder: Encore will go live tomorrow, October 10, 2008. The Law Library will host an Innovative training session at 10:30 a.m. in the Court Room in the Law School. During the week of October 13th, the Libraries will offer a series of drop-in sessions for student/faculty/staff; a reminder will be sent out. Starting tomorrow, the URL for the ATLAS catalog page will change to <http://www.topekalibraries.info>. Please contact your liaison if you receive any feedback.

In order for the library to get department input, the library is drafting a new Weeding/Withdrawal Policy. The committee agreed that when materials are targeted for withdrawal the library liaison will e-mail a list to the unit representative. The unit will have about one week to either approve the list or come over to take a closer look at what is being withdrawn. More information will follow.

At this time the library has been spared from university budget cuts. Friday (10/10/08) is the deadline for other academic units to submit their list of budget cuts. Dr. Bearman submitted \$575,000 in "New Money and New Position" for 2010 Budget Requests.

Dr. Bearman emphasized how important it is that academic Units partner with the library when writing grant proposals. Dr. Bearman requested a full-time Grants Writer in the 2010 budget requests.

Tonight (10/9) will be a re-play of the Vice-Presidential Debate. Friends of Mabee Library will sponsor the refreshments. The last Presidential Debate, Wednesday, October 15, 2008, will be sponsored by Alumni.

**NEXT MEETING: Thursday, November 6th, 2008
 3:30 p.m., Room 105, Mabee Library**

**Meeting adjourned at 4:05 p.m.
Respectfully submitted
Ginger D. Webber, Administrative Secretary**

Faculty Senate Agenda Item

Number: 08-10

SUBJECT: Criteria for upper-level general education

Background: There is increasing pressure for upper-level general education for at least two reasons: first, in the realm of ideas about how best to pursue general education, that pressure comes from the notion that general education ought to be pursued throughout an undergraduate career, often culminating in some sort of capstone, rather than be concentrated in out-of-major coursework in the first years (and this idea is consistent, clearly, with the direction of the WTE here at Washburn); second, and more narrowly, at least according to Nancy Tate, the new requirement for upper-level credit (45 hours) has increased pressure for general-education upper-level credits, and, as presently constituted, the General Education Committee is looking with more favor on such proposals (of course, this is just what Nancy Tate said, and perhaps it needs verification). At present, general-education options at the 300 or 400 level are very limited: one English course, one Philosophy course, half a dozen Art courses (all art history), a couple Modern Languages, one theatre, and none in the natural or social sciences. The problem is how to designate upper-level general-education courses, without just saying that any course counts (which seems to me to abandon the idea of general education, as opposed to specific disciplinary education, entirely).

Proposal: To be accepted as a general-education course, an upper-level course must, in the view of the General Education Committee, fulfill at least one of the following requirements:

1. It must have a strong interdisciplinary component, bridging the methods and approaches of multiple disciplines.
2. It must have a broadly foundational content, covering material of wide interest in the liberal arts.

No more than 20% of the upper-level courses listed in the catalog for any one discipline may be considered as fulfilling general-education requirements.

Date: Sept. 29, 2008

Tom Prasch

FS President and member of the Academic Affairs Committee

Faculty Senate Agenda Item

Number: 08-07

SUBJECT: Joint Appointments

BACKGROUND: In order to make the Faculty Handbook consistent with the intent of the original action of the Washburn faculty in regard to joint appointments, the Faculty Senate approves the following revision of the Faculty Handbook, Section III:2, paragraph I.

I. When deemed appropriate by the Vice President for Academic Affairs, a full-time tenure track faculty position may split into two half-time positions and persons otherwise qualified to fill such a position may be appointed to share it as a joint faculty appointment. The two members will share the teaching, research, and service components of the appointment. On an individual basis, the quantity of teaching, research, and service will be less than what is expected of a full-time faculty member; however, the quality of the work performed by each member must be comparable to that expected of a full-time faculty member. Beginning with appointment to instructor or a higher rank in a joint faculty position, the probationary period at Washburn University shall not exceed seven years. Such probationary period for each of the two persons in a joint faculty position shall be identical and stated in their respective initial employment contracts with the University. At least four of the seven years probationary service must be at Washburn at the rank of instructor or higher. Up to three years credit may be granted to both appointees, by written agreement, for full-time service by each as teaching faculty at other institutions of higher learning. Joint faculty appointees in a tenure track position may be eligible for petition for tenure and promotion in accordance with the procedures for full-time faculty members outlined in Article V sections 6-7 of the Washburn University Bylaws and in section III below. A joint petition may be prepared, but it should clearly state the accomplishments of each individual. The evaluation and recommendation will be applied to each member individually, and both must be deemed deserving in order to be promoted or receive merit. In evaluation for tenure, the same consideration should occur, so that each of the two individuals will be considered separately. Separate tenure decisions will be reached, but in the context of the joint appointment. Tenure or promotion will only be awarded to any person sharing a joint faculty appointment in the event that (a) both individuals in such a joint faculty position petition for tenure and/or promotion in the same year of review; and, (b) both individuals are deemed to fulfill all of the requirements for tenure and/or promotion in rank. In the event that one of the individuals does not petition for tenure or one of the two is deemed not to fulfill all of the requirements for tenure, both will be given notice of non-reappointment and their employment will terminate upon the expiration of their probationary period. The property right granted by the award of tenure is the continuation of employment as a half-time faculty member which may be terminated for cause under Article V, section 8 of the University Bylaws or as provided in subsection K below. Each faculty member holding a joint appointment will be entitled to all benefits to which any individual faculty member is entitled, as detailed in Section V, sections VI-XII of the faculty handbook. [Or, alternatively: “to which any individual faculty member carrying a 50% load is entitled”??]

Comment [TP1]: Added language from the statement approved by General Faculty, May 2002.

Comment [TP2]: Consistent with below, here referencing both university bylaws and faculty handbook.

Comment [TP3]: Language from General Faculty statement of May 2002.

Date: Nov. 3, 2008

Tom Prasch Robin Bowen
FS President VPAA

Originated by Lee Boyd, NSD representative to the Faculty Senate in May 2008.

Faculty Senate Agenda Item

Number: 08-06

SUBJECT: Course numbering system

COURSE NUMBERING SYSTEM

Draft Proposal

- 100 – 199 Lower Division, typically basic or introductory first year post secondary work.
- 200 – 299 Lower Division, somewhat greater degree of academic rigor than at the 100 level.
- 300 – 399 More Advanced Upper Division level in discipline, may include introductory professional coursework requiring lower division pre-requisites.
- 400 – 499 Advanced Coursework in discipline or profession.
- 500 – 599 Graduate Coursework, but does not count toward 30 hour minimum for Masters degree. Often used for foundation or prepatory graduate work.
- 600 – 999 Regular Graduate courses counted toward graduate degree.
- 600 – 799 Master degree level courses.
- 800 – 999 Doctoral degree level courses.

Courses Listed for Both Graduate and Undergraduate Credit

Courses co-listed as both undergraduate and graduate courses:

- are listed as 400- and 600- level courses respectively;
- require that those students taking the course for graduate credit complete additional work at an accelerated level appropriate for graduate credit; and
- that the additional work required for graduate credit is reflected in the course syllabus.

A maximum of eight (8) hours, 2 lab courses of co-listed as both graduate and undergraduate, but taken as graduate credit, can be accepted toward a graduate degree at Washburn University.

Undergraduate students enrolled in such co-listed courses (whether for graduate or

undergraduate credit) pay undergraduate tuition rates, graduate students pay graduate tuition rates.

Undergraduates taking Graduate Courses for Undergraduate Credit: Graduate course offerings (courses numbered 500 and above) may be taken for undergraduate credit only with the approval of the program director/coordinator and the concurrence of the appropriate Dean.

Undergraduates taking Graduate Courses for Graduate Credit: Undergraduate students who meet the following criteria may take up to nine (9) credit hours of 600-, or 700 level graduate courses for graduate credit at Washburn University.

The student should:

- Be of senior standing, and
- Have a GPA of 3.0 or better, and
- Have approval from the program director/coordinator, and
- Have approval from the appropriate Dean or his or her designee

Courses taken for graduate credit at Washburn University as an undergraduate student can count either toward the undergraduate degree or toward the graduate degree, but **cannot** count toward both degrees. Upon enrolling in the course, the student must identify whether the course credit hours should count toward the undergraduate or graduate degree. This decision **cannot** be reversed at a later date. Undergraduate students enrolling in courses for graduate credit will pay undergraduate tuition rates for such courses.

Date: Nov. 2008

Originated by: VPAA's office

Course numbering explanations

Background: Although there is a defined university policy relating to course numbering, that policy has never been uniformly applied, with the result there is at present no consistency in numbering policy among units. Establishing a uniform policy for course numbering makes sense both to clarify university procedures and to make Washburn University numbering more transparent and more consistent with broad national patterns (to ease course transfers and to make Washburn transcripts easier to interpret for others). But such a policy also needs to be sensitive to the particular needs of the full range of Washburn programs (a difficulty with the proposed policy of the College Faculty Council [6 December 2006]).

The basic outlines of the policy proposed by the VPAA's office would make Washburn University course numbers consistent with those broadly employed by other institutions, while retaining enough flexibility to work for all units. Although Washburn does not currently offer the doctorate degree, the numbering system keeps that possibility open for the future.

The undergraduate numbering sequence (100-499) reflects normative practices nationwide. It allows, however, for the special numbering requirements of professional schools, where introductory courses may be taught at the 300 level.

The 500-599 level of graduate coursework, designed to provide a specifically graduate-level designation for courses in which graduate students are making up deficiencies in undergraduate preparation, is necessitated by the requirements of financial aid, which cannot go to graduate students simply taking undergraduate courses.

The other graduate course levels (600-799, 800-999) again correspond to nationwide norms.

In order to ensure that this is a workable system for Washburn University, this proposal should be circulated by the deans to all concerned units as well as to the Registrars office and to those who work with the Banner system.