

Washburn University  
Meeting of the Faculty Senate

November 16, 2009  
3:30 pm Kansas Room, Memorial Union

- I. Call to Order
- II. Approval of Minutes of the Faculty Senate Meeting of October 26, 2009 (pp. 2-3)
- 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 Academic Affairs Committee meeting of September 9, 2009 (pp. 4-5)
  - B. Minutes from the Academic Affairs Committee meeting of October 28, 2009 (pp. 6-9)
- VI. University Committee Reports
  - A. Assessment Committee Minutes of October 14, 2009 (pp. 10-11)
  - B. Assessment Committee Minutes of October 28, 2009 (pg. 12)
- VII. Old Business
  - A. Faculty Senate Resolution on the Washburn Technology Crisis (09-10) pp. 13-14
- VIII. New Business
  - A. Joint Appointments (09-16) pp. 15-17
  - B. Success Week Proposal (09-17) pp. 18-19
  - C. Transfer committee recommendations (pp 20-21)
  - D. Occupational Therapy Program Proposal ( separate PDF Attachment – 47 pages)
  - E. Status of No Confidence Motion (pg. 22)
- IX. Information Items
- X. Discussion Items
- XI. Announcements
- XII. Adjournment

**Faculty Senate  
Washburn University**

*Minutes of October 12, 2009  
Kansas Room, Memorial Union*

Present: Arterburn, Averett, Barker, Berry, Bowen (VPAA), Byrne, Cantanzaro, Childers, Croucher, Isaacson, Jackson, Janzen, Kaufman, Khan, Love (guest), Lunte, Manske, Mazachek, McBeth, McGuire, Melick, Menzie, Onek (guest), Porta, Prasch (President), Rich, Routsong, Russell (guest), Sharafy, Shaver, Sullivan, Walker, Wilson (guest), Wynn

- I. The meeting of the Faculty Senate was called to order at 3:33 PM.
- II. Prasch suggested amending B of his opening remarks and then the minutes of the Faculty Senate meeting of October 12, 2009 were approved.
- III. President's Opening Remarks.
  - A. Prasch discussed the recent Presidential Budget committee he attended. He noted that he was surprised to hear that the introduction of furloughs was raised in the event of further cuts in state support and noted that increasing enrollment would be another alternative. He was also alarmed to hear about a proposed program reduction and reallocation. Dean McQuere and Prasch expressed significant alarm that the idea was even being discussed. The plan would target underperforming programs and the committee was looking at a systematic way of implementing this. VPAA Bowen mentioned that this possibility has been mentioned in several of the white papers.
- IV. Report from the Faculty Representatives to the Board of Regents.
  - A. Prasch stated that the Board has not met since the last meeting and that he will make a report the next time.
- V. Faculty Senate Committee Reports.
  - A. All items from the Academic Affairs Committee were approved and formal minutes from the committee's last meeting will be approved at the next Senate meeting.
- VI. University Committee Minutes.
  - A. Minutes from the Assessment Committee meeting of Sept. 9, 2009 were accepted.
  - B. Minutes from the Assessment Committee meeting of Sept. 23, 2009 were accepted.
  - C. Minutes from the International Education/International WTE Committee meeting of September 17, 2009 were accepted.
  - D. Minutes from the Faculty Library Committee meeting of Oct. 15, 2009 were accepted.
  - E. Minutes from the Honors Advisory Committee meeting of October 7, 2009 were accepted.
- VII. Old Business.
  - A. (Action Item (09-14). Amendment to the Change to Appendix IV (Human Subjects Research Policy) of the Faculty Handbook. The item was approved.
  - B. (Action Item 09-15) Clarification of the structure of the Major Research and Grant Review Subcommittee.

It was pointed out that the word “recluse” on the bottom of pages 12 and 15 should be changed to “recuse.” Prasch explained the differences between the two options, a motion was made to approve Option I, and that motion passed. The item (Option I) was approved.

VIII. New Business.

- A. ( Action Item 09-10) Faculty Senate Resolution on the Washburn Technology Crisis. A motion was made to move the item off the table and into first reading. The motion was seconded and several minutes of discussion ensued. Bowen announced that President Farley wanted the Senate to know that he has still not received the Sungard report, but will form a committee once it is received. Senator Barker expressed dismay over the fact that the statement released about the incident implied that the steering committee had signed off on the letter excusing Gunter of any blame when it fact it had never seen it. It was agreed that the presidential committee the resolution was proposing could not be formed by the original Nov. 1 date. Prasch also mentioned that since the Senate could not meet on Nov. 9, that new dates for FS meetings should be established. The Senate voted on and approved the following dates for meetings ending out the Fall semester: November 16, November 30, and December 14. Several motions were made to amend the action item and several passed. A motion was made to close the amended item on first reading and it was accepted. The Senate will take up the item again on Nov. 16.

- IX. Information Items. Rick Barker thanked the WSGA president and vice president for the excellent job WSGA did in organizing homecoming activities.

- X. Discussion Items. There were none

- XI. Announcements. Robin Bowen announced that Mike Gunter has proposed to switch over the email system November 14 or November 21. In response, she told him that her preference would be that the switch be delayed until the holiday break. However, if it had to be one of the two proposed dates, November 21 would work best. She also mentioned that she hoped he would send notice of the date as soon as it is established so that students, faculty, and staff would have adequate time to prepare for the change.

- XII. Adjournment. The meeting was adjourned at 5:01 PM

- XIII. The next meeting is scheduled for **Monday, Nov. 16 at 3:30 pm** in the Kansas Room, Memorial Union.

**Academic Affairs Committee  
September 9, 2009**

**Members in attendance:**

Kathy Menzie	Debbie Isaacson
Howard Faulkner	Cal Melick
Keith Mazachek	Robin Bowen
Paul Byrne	(Rebecca Atnip, recorder)

**Guests:**

Garrett Love and Caley Onek

Dr. Robin Bowen, Chair, opened the meeting.

**Presentation from WSGA**

Garrett Love and Cayle Oneck, WSGA, presented a proposal for adapting “Success Week” on Washburn University Campus. They shared their research with the committee (attached to these minutes).

After some discussion, the committee agreed a “Success Week” was feasible, although it may not be an entire week. This time would comprise two-three weekdays before the onset of finals.

Dr. Bowen noted the Department Chair or Dean would be the appropriate monitor for this project, not the VPAA office.

The committee recommended changes to the proposed guidelines. Garrett Love agreed to provide a completed draft for the next meeting of the committee, which would include a clarification of the terminology to be used for this designated time on campus.

**WTE and Transfer Committees**

Dr. Bowen explained the funding for WTE was cut 37% (\$350,000) this fiscal year. The current need was for additional direction and recommendations as to whether this program should be required or optional.

In addition, a need was identified to make Washburn more “Transfer friendly.” Any plan would need to be put in place to be implemented next year in order to increase student enrollment.

Members of the Academic Affairs committee were asked to volunteer for each committee so they would be directly involved in this process. Following is the result of committee assignments:

WTE

Kanalis Ockree  
Kathy Menzie  
Debbie Isaacson  
Cal Melick  
Lori Khan

Transfer

Howard Faulkner  
Keith Mazachek  
Linda Croucher  
Paul Byrne  
Jeanne Catanzaro

### **Ongoing Business**

- Course changes and proposals
- General Education
- First Year Experience (Freshman Seminar)
- Other curricula issues

### **Membership question**

A question arose about membership requirements as the Faculty Senate approved two people from each academic unit. Dr. Bowen agreed to verify this information with Nancy Tate and Tom Prasch.

### **Chair of Academic Affairs Committee**

Dr. Bowen requested a volunteer to chair the committee, Kathy Menzie volunteered to take this responsibility.

Rebecca Atnip was assigned to work on finding a time for the next Academic Affairs, WTE and Transfer committee meetings and will send lists of the members of the two new committees to Academic Affairs committee members.

Meeting adjourned.

**Academic Affairs Committee**  
**October 26, 2009**  
**Minutes**

Committee members in attendance:

Kathy Menzie (chair)  
Keith Mazachek  
Lori Khan  
Paul Byrne  
Kanalís Ockree  
Jeanne Catanzaro  
Debbie Isaacson  
Cal Melick  
Robin Bowen  
Linda Croucher (voted by absentee ballot)

Guests:

Garrett Love and Caley Onek, WSGA  
Pat Munzer, Allied Health

Kathy Menzie called the meeting to order.

A motion was made and approved to revise the order of agenda items so the guests could present at the beginning of the meeting and then be dismissed.

**Revised draft for Success Week**

The proposal and research was presented to the committee by Garrett Love and Caley Onek, WSGA.

The committee approved the proposal and recommended it be presented to the Faculty Senate for approval (with minor changes in wording).

**Occupational Therapy Program**

Pat Munzer was present to answer any questions regarding the new occupational therapy program proposal.

Dr. Munzer explained this associate degree program was developed in response to a request by St. Francis who had identified a need for more students who are trained in occupational therapy. The proposal includes funds for resource materials for the library, which students must have access to for program accreditation.

Dr. Munzer said the prerequisite classes had been notified of this proposal. The maximum number of students for this program would be approximately 20 students. For this particular program, the accreditation process must be started before the program is in place.

In addition, Allied Health has been working with WEA to identify possible donors and is looking for other alternative funding sources. If external funding was not available, the program will not move forward.

The committee approved the proposal and recommended it be advanced to the Faculty Senate for approval.

The guests were dismissed from the meeting.

### **Minutes**

The committee approved the Sept. 9, 2009 committee minutes.

The course change requests below were distributed to the committee electronically for review prior to the meeting.

### **Course Change Requests from the College of Arts and Sciences**

#### **A. Music Course deletion**

The Music Department wishes from a three-track program to a single-track program. The proposal includes removing the single, focused music education tracks, Vocal Only and Instrumental Only. The General Track in music education, which includes both instrumental and vocal music, would remain unchanged, as described in the catalog.

The committee approved this proposal and recommended it be moved forward to the Faculty Senate.

#### **B. Education Course changes**

- *Ed 340 Teaching Adolescents in a Middle Level Environment*

The proposed change would be from 3 credit hours to 2 credit hours with a field-based component offered in a 1-hour practicum with title-specific content.

The committee approved this proposal and recommended it be moved forward to the Faculty Senate.

- *Building Leadership* - graduate degree program revision

General summary of proposal:

Remove RD 510 Classroom Reading Instruction and require students to take SE 510 Learning and Behavioral Problems.

Remove Ed 560 Adv. Educational Psychology and require students to take either ED 486 Issues in Educational Technology or ED 582 Leadership in Educational Technology

The committee approved this proposal and recommended it be moved forward to the Faculty Senate.

### **C. Communication Course changes**

The Communication Department proposes the changes below to strengthen the research component of the communication curriculum, and to improve the end-of-career work product.

The proposed changes are summarized as follows:

- *Revise CN 304 Qualitative Communication Research Methods*
- *Add CN 305 Quantitative Research Methods*
- *Add CN 498 Communication Capstone Project*
- *Delete CN 301 Advances Organizational Communication*

It was noted the addition of CN 498 research course as a requirement would increase the course requirement from 30 to 36 hours.

The committee approved this proposal and recommended it be moved forward to the Faculty Senate.

## **Committee Reports**

### **A. Transfer Subcommittee**

The committee members received the recommendations from the Transfer Subcommittee prior to the meeting.

In Howard Faulkner's absence the transfer subcommittee was represented by Keith Mazacheck.

The recommendation from the Transfer committee contained procedural and substantive Issues. The committee determined no action was required on the procedure items as these items were provided for information purposes and many were already undergoing corrective action by administration.

The substantive issues were addressed individually by the committee as follows:

- WTE  
The committee understood this recommendation was made on the bases of making Washburn more “transfer friendly.” However, the committee moved to defer this recommendation to the WTE committee for further consideration, as their recommendation had not yet been presented to the committee.

- EN300  
Elimination of the 200/300 placement examination.

The second semester of freshman composition taken by students transferring into Washburn will be accepted as satisfying general education hours in the Humanities Division. This recommendation will take effect immediately upon approval. (An example would be students who have taken EN102 in another institution would not receive credit in humanities.)

Dr. Howard Faulker and the English Department will work with SAS, SON, SOBU, etc. to come up with EN 300 course-specific to those areas.

The committee approved this proposal as written and recommended it be moved forward to the Faculty Senate. (not sure about the highlighted area).

- PE198  
University requirement of PE 198 be eliminated.

The committee approved this proposal and recommended it be moved forward to the Faculty Senate.

- General Education  
The committee moved to separate the recommendation into 2 parts.  
Part 1: “The committee recommends that the general education requirement be made non-course specific.”

The committee approved the first sentence of the recommendation as stated above, but tabled discussion until the next meeting (the second week of Nov), which would allow the Gen Ed committee time to present their recommendation it is ready at that time..

The next committee meeting will be November 11, 12:30 pm – 2:00 pm

**MINUTES**  
**ASSESSMENT COMMITTEE**

Wednesday, October 14, 2009

Cottonwood Room

3:00 p.m.

Present: Donna LaLonde (chair), Nancy Tate, Melodie Christal, Joanne Altman, Danny Wade, Cathy Hunt, Mary Shoop, Heather Collins, and CJ Crawford (administrative support). Absent: Denise Ottinger, Jane Carpenter, Kandy Ockree, Lori Khan, Jay Memmott, Lucas Mullin and Don Vest.

**APPROVAL OF MINUTES**

The committee minutes from September 23, 2009 were approved.

**ASSESSMENT WORKSHOP – SEPTEMBER 25**

Donna thanked everyone for participating in the workshop. The feedback from the liaisons has been great. Committee members who were present felt that the liaisons understood that the assessment process is still evolving. One observation was that people now seem to be talking the same talk and areas are making progress with their assessment process. Most liaisons like the rubric and many felt it would help to improve their student learning outcomes and possibly their mission statement.

The committee does want feedback on the rubric and adapting the reporting process as may be needed for some areas, but is not interested in "wordsmithing" at this time. It was requested to add the Wiki URL to the Assessment web site. CJ will contact ISS.

**MATH DEPARTMENT ASSESSMENT REVIEW**

The Math Department assessment review will be on October 28 at 3:30 p.m. The committee agreed on the following for the meeting/review:

- 1) Prior to the review, Donna will ask the department to self-evaluate their report using the rubric. (NOTE: All committee members will also complete a rubric for the Math Department report on the Assessment web site and ratings can be discussed prior to meeting with the Math Department.)
- 2) Ask for feedback from the Math Department on the rubric.
- 3) Ask the Math Department what the committee can do to be helpful.

The meeting time will be extended to 4:30 p.m. to allow additional time for discussion, if necessary.

## **OTHER AREA ASSESSMENT REVIEWS**

It was agreed to wait until January or later for the committee to meet with International Programs and BIS. Both areas are in the initial stages of their assessment processes, and it would be best for the committee mentor to have more time to meet with each area.

## **PROGRAM REVIEW**

Nancy Tate is going to the first Program Review Committee meeting and asked what she should share with them about the rubric and the Assessment Committee input. After discussion, it was agreed that each area's assessment portion of their Program Review report will be the rubric ratings for the previous years and comments will be added to each rubric with the Assessment Committee's analysis. Donna said she felt it was important that both the Assessment and the Program Review Committees meet together to talk about the changes and the process.

## **Next Committee Meeting**

The committee will meet again on **October 28** from 3:00 p.m. to 4:30 p.m. in the Cottonwood Room in Memorial Union. Future Fall Meetings (all in the Cottonwood Room from 3:00 p.m. to 4:00 p.m.):

November 11

December 2

The meeting adjourned.

**MINUTES**  
**ASSESSMENT COMMITTEE**

Wednesday, October 28, 2009

Cottonwood Room

3:00 p.m.

Present: Donna LaLonde (chair), Nancy Tate, Denise Ottinger, Joanne Altman, Cathy Hunt, Mary Shoop, Lori Khan, Kandy Ockree, Heather Collins, and CJ Crawford (administrative support). Absent: Melodie Christal, Danny Wade, Jane Carpenter, Jay Memmott, Lucas Mullin and Don Vest.

Guests: Faculty from the Mathematics and Statistics Department including Dr. Kevin Charlwood, Department Chair, and Dr. Sarah Cook, Assessment Liaison.

**APPROVAL OF MINUTES**

The committee minutes from October 14, 2009 were approved.

In place of a regular meeting, the Assessment Committee met with the Mathematics and Statistics Department to talk about the new assessment reporting process, request feedback on the Student Learning Outcomes matrix, and explain how assessment reports will be used as part of the Program Review report.

The committee discussed the Assessment Report Rating rubric with members of the Math Department. It is the expectation of the committee that it will continue to be involved on a regular feedback cycle with all departments.

The department's feedback on the Student Learning Outcomes matrix was consistent with the feedback received at the Assessment Liaison workshop in September. The matrix helped to facilitate communication with all department faculty and involved everyone more in the assessment process. There was consensus that remembering to close the feedback loop is a continuing challenge and any technological support that could be provided to help collect and evaluate data would be useful. There was a brief discussion about the features on Angel that might help and the committee agreed to look at this and discuss at a future meeting.

**Next Committee Meeting**

The committee will meet again on **December 2** from 3:00 p.m. to 4:00 p.m. in the Cottonwood Room in Memorial Union.

The meeting adjourned.

## Faculty Senate Agenda Item

No. 09-10

SUBJECT: Faculty Senate Resolution on the Washburn Technology Crisis

DESCRIPTION: Whereas the disastrously ill-timed and executed update of Washburn University technology systems over the weekend of August 8-9, followed by the full-scale meltdown of email systems from August 20 forward, has had a wide range of negative consequences for Washburn students, faculty, and administrative systems, including:

- At a time when enrollment and retention issues are especially important to Washburn's bottom line, the disruption of on-line classes, enrollment systems, and ability to email faculty at the very start of a semester, leading a number of students to withdraw from classes;
- Significant interference with students' abilities to interact with their professors and professors' abilities to communicate with students, significantly complicating basic processes of instruction;
- Catastrophic impairment of the ability of faculty to maintain their professional development, in an era when conference calls for papers, article submissions, invitations to speak, letters of recommendation, and basic communication with colleagues outside of Washburn fundamentally depend on functional email systems and access to email address books;
- The loss of email folders as an organizational system, resulting in loss of data and complicating all aspects of university life, including teaching, service, and the arrangement of special events;
- Significant interference with the ongoing work of Washburn libraries, in particular the ability to facilitate interlibrary loans, to manage faculty book orders, and to maintain connections with the Washburn community;
- Massive disruption of basic inter-campus communications, with deep consequent disruption to campus life, the ability of faculty to perform their service duties, the operation of campus committees, advising and enrollment management, and the added expense of the retreat to photocopying and hand delivery of messages;
- The loss of faith by Washburn students, faculty, and staff in the ability of ISS to provide reliable service and the perception that the administration of Washburn University lacks clear answers to the technology crisis; and
- The embarrassing taint on the public image of Washburn University and its ability to project an image of basic competence and ability to carry out advanced education in a computer-driven age, revealed in media ranging from negative television coverage to mocking Facebook pages,
- and whereas neither the vaguely worded updates posted on MyWashburn by ISS nor any statement by the administrators to whom ISS is responsible have done anything to address the fundamental character of this breakdown; the deep level of disruption in student, faculty, and

Washburn community lives; where responsibility for this crisis lies; or what will be done to ensure no further disruptions of this sort in the future.

MOTION: the Faculty Senate calls for the establishment by the President of Washburn University of an investigative panel, including faculty and student participants, commissioned to explore, at minimum, the following issues:

1. What was known in advance of the upgrade of potential difficulties or system incompatibilities, and why nothing of this knowledge, if it existed, was communicated to the Technology Steering Committee and the Faculty Instructional Technology Committee;
2. What led to the decision to carry out such a fundamental shift in systems one week before the beginning of a semester, and why the Technology Steering Committee and Faculty Instructional Technology Committee were not alerted to the fact that this upgrade could be less than routine;
3. Why no back-up systems were in place, and why there seems to have been no effort to create any sort of fail-safe mechanism, any workable restore point, or even, at the bare minimum, some sort of bounce-back message for email so that colleagues outside of Washburn would know that messages were not being received;
4. Who at Washburn University is taking responsibility for the decisions that led to this crisis, and what consequences that responsibility entails;
5. What the cost of this crisis has been to Washburn University , in terms of lost student enrollment, retreat to paper copies, disruption of faculty and student life, and wasted staff time;
6. What mechanisms are being put in place to ensure that meltdowns of this scale do not take place in the future;
7. Whether, in light of the crisis, it has become critical to engage the services of an outside consultant on technology issues on campus;
8. And what mechanisms will be put into place to ensure that ISS is directly answerable in some real way to academic programs.

The committee shall include representation from each academic unit of the university and each division of the College of Arts and Sciences. No more than one member shall be drawn from ISS, and that member shall not chair the committee. The commission should deliver at least a preliminary report of its findings to the full faculty of the university by no later than December 16, and a final report no later than Feb. 26, 2010.

Date: September 14, 2009

Originated By: Thomas Prasch  
Faculty Senate President

## Faculty Senate Agenda Item

No. 09-16

Note: Regent Marquand's suggested changes appear in italics. Revisions of those suggestions appear as tracked changes.

Faculty Handbook Revision in regard to Joint Appointments

### DESCRIPTION:

In order to make the Faculty Handbook consistent with the intent of the original action of the Washburn *University* faculty *for* joint appointments, the Faculty Senate approves the following revisions of the Faculty Handbook, Section III.2, paragraph I.

I. When deemed appropriate by the Vice President for Academic Affairs, a full-time track faculty position may *be* split into two half-time positions and faculty individuals otherwise qualified to fill such a position may be appointed to share it as a joint faculty appointment. The two *faculty 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 *faculty member* must be comparable to that expected of a full-time faculty member. Responsibilities for teaching, research, and service should be balanced on an annual basis except by special agreement between the two *faculty members* and the department.

Beginning with *the* appointment to instructor, or a higher ranking in a joint faculty position, the probationary period at Washburn University shall not exceed seven years. Such probationary period for each of the two *faculty members serving* in a joint position shall be identical and stated in their respective initial employment contracts with *Washburn* University. At least four of the seven years of *the* probationary service must be at Washburn *University* at the rank of instructor or higher. Up to three years credit may be granted to both *faculty members* by written agreement, for full-time service by each as teaching faculty at other institutions of higher learning.

*Faculty members appointed to joint* tenure track positions may be eligible for tenure and promotion in *accord* 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 *presented by the two faculty members appointed to a joint position*, but it should clearly state the accomplishments of each *faculty member* in teaching, scholarship, and service; *however*, each *[delete individual]* may choose to present his or her own petition. The evaluation and recommendation will be applied to each *faculty member* individually, and both must be deemed deserving in order to be promoted or receive merit. In the evaluation for tenure, the same consideration should occur, so that each of the two *faculty members* 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 the *faculty member* sharing a joint faculty

appointment in the event that *both*: (a) (delete unnecessary words) petition for tenure and/or promotion in the same year of review; and, (b) (delete unnecessary words) are deemed to fulfill all of the requirements for tenure and/or promotion in rank. In the event that one of *faculty members* 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 *Washburn* University Bylaws, or as provided in subsection K below. Each *faculty* member *servicing in a* joint appointment position will receive an individual contract. Each *faculty* member will receive half of the full-time compensation for the position.

~~[delete Both of]~~ The *faculty* members sharing the full-time jointly held appointment shall be entitled to benefits otherwise accruing to full-time faculty members. Among these are:

Academic and Sweet Summer Sabbaticals (to be shared).

Retirement (each receiving benefits based on their individual salary).

Life insurance (each insured based on *that* individual's salary).

Group Health Insurance (~~each will receiveing~~ full benefits; premium payments will be based upon *the individual's* salary, plan selected, and type of coverage elected).

Tuition waiver for children of either participant.

Note: The faculty benefit of short-term and long-term disability insurance will not be available to faculty members sharing joint appointments due to insurance company regulations.

~~The rest of the document is unchanged.~~

**Faculty Senate Agenda Item** Number: **\_08-07\_** **SUBJECT: Joint Appointments** 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. Responsibilities for teaching, research, and service should be balanced on an annual basis except by special agreement between the two members and the department.

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 in teaching, scholarship, and service; each individual may choose to present his or her own petition. 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 member of this joint appointment will receive an individual contract. Each member will receive half of the full-time compensation for the position. Both of the members sharing the full-time jointly-held appointment shall be entitled to benefits otherwise accruing to full-time faculty members.

Among these are: Academic and Sweet Summer Sabbaticals (to be shared). Retirement (each receiving benefits based on their individual salary). Life insurance (each insured based on their individual salary). Group Health Insurance (each receiving full benefits; premium payments based upon salary, plan selected, and type of coverage elected). Tuition waiver for children of either participant. Note: The faculty benefit of short-term and long-term disability insurance will not be available to faculty members sharing jointly-held appointments due to insurance company regulations

Original Date: Nov. 3, 2008

Tom Prasch FS President  
Robin Bowen VPAA  
Originated by Lee Boyd, NSD  
representative to the Faculty Senate in  
May 2008

Requested Action: Faculty Senate Approval

DATE: November 12, 2009

**Success Week Proposal**

The WSGA requests consideration of these proposed guidelines by both faculty and administration that a final, enforceable policy be formulated and enacted for the Spring 2010 or Fall 2010 semester.

**Proposal: The last week of Fall and Spring undergraduate classes will be designated Success Week.** The intent would be to allow time for students to be able to review and prepare for final examinations. Therefore, no student organization registered with the Student Activities & Greek Life Office may hold meetings or sponsor events without the expressed permission of designated staff of SAGL.

For academic programs, the following guidelines apply:

- A. Faculty are encouraged to utilize Success Week as a time for review of course material in preparation for the final examination. If an examination is to be given during Success Week, it must not be given in the last three days of Success Week. Assignments worth no more than 10% of the final grade and cover no more than one-fourth of assigned reading material in the course could be given.
- B. Major course assignments (extensive research papers, projects, etc.) should be due the Friday prior to Success Week and should be assigned early in the semester. Any modifications to assignments should be made in a timely fashion to give students adequate time to complete the assignments.
- C. If major course assignments must be given during Success Week, they should be due no later than the Wednesday of Success Week. Exceptions include class presentations by students and semester-long projects such as a project assignment in lieu of a final. Participation and attendance grades are acceptable.

This policy excludes make-up assignments, make-up tests, take-home final exams, and laboratory examinations. It also does not apply to classes meeting one day a week for more than one hour.

All university laboratory classes are exempt from this policy.

Instructors may petition their Dean or Department Chair if they believe the policy “jeopardizes or impairs” their ability to teach.

**Instructors are to be reminded that the majority of students are enrolled in multiple courses in the semester, and widespread violation of this faculty handbook policy can cause the workload of students to be excessive as the students begin preparing for their final examinations.**

**Students should be reminded that their primary reason for attending college should be their curriculum and students have the responsibility of studying throughout the entire semester.**

The Deans and Department Chairs will publicize and monitor this policy each semester.

Submitted: November 12, 2009

Tom Prasch, President



## **Dead Week Information**

### *Findings by the WSGA Success Week Task Force*

#### ***Kansas Board of Regents Schools currently with Dead Weeks or Dead Days***

5 of 6 (All but Fort Hays State University)

Kansas State University

Pittsburg State University

Emporia State University

University of Kansas

Wichita State University

#### ***US News & World Report's "Top 10 in Midwest"***

At least 5 of other 9 colleges in top 10 have a Dead Week or Dead Day Policy in place.

#### ***Group of comparison institutions (Masters Colleges and University (medium programs), public and similar size of enrollment***

At least 20 of 33 institutions have a Dead Week or Dead Day Policy in place.

#### ***Ivy League schools with Dead Week/Dead Day Policies in place***

At least 7 of 8 - Harvard, Princeton, Cornell, Brown, Columbia, Dartmouth, Penn.

## **Transfer Committee Recommendations**

To fulfill its charge to identify ways to make Washburn University more “transfer friendly,” the Transfer Committee has considered both procedural and substantive issues.

### **Procedural issues:**

To expedite the posting of transcripts from other schools, Washburn will now accept electronic transcripts when sent through official channels.

To facilitate decisions about transfer credits, including those for general education,

The general education committee now considers requests on a “rolling” schedule rather than twice a year and students are no longer required to write an essay with their application;

The university is using transfer equivalency software (the TES system) to handle as many applications as possible electronically;

Department chairs will review and update their departments’ listings on the transfer guide so that they are current and accurate;

The transfer guide will be made available on the faculty tab of my.washburn.

To advance cooperation between community colleges and Washburn, all programs with more than 60 hours of required courses for the degree are strongly encouraged to set up individualized consortium agreements with each of the local community colleges. Students in these highly prescriptive programs should be receiving advice during the first two years that will help them avoid hours that do not satisfy degree requirements. Such arrangements will not only help students but will also improve our image as the advisors at these schools will be able to encourage students to attend Washburn.

### **Substantive issues:**

The Transfer Committee makes the following recommendations (to be considered individually) to the Academic Affairs Committee:

#### **EN 300**

The committee endorses the elimination of the 200/300 placement examination.

The second semester of freshman composition taken by students transferring into Washburn will be accepted as satisfying general education hours in the Humanities Division. This recommendation will take effect immediately upon approval.

The English Department will work with the various schools and majors to develop more major-specific sections of EN 300, especially with the SON.

**PE 198**

The committee recommends that the university requirement of PE 198 be eliminated.

**WTE**

The committee recommends that the Washburn Transformational Experience be changed from a requirement to an option.

**General Education courses**

The committee recommends that the general education requirement be made non-course specific, i.e., any course in any department of the CAS qualifies for general education credit. [possible addition, depending on outcome of ad hoc general education committee recommendations: “provided the course syllabus demonstrates a clear emphasis on at least one of the General Education Learning Objectives and the instructor can adequately assess student learning regarding that objective”].

The committee sites the following advantages of such a change:

All transfer issues involving general education credit are eliminated;

The cumbersome paperwork for general education course approval is eliminated;

The discrepancy in transfer credit acceptance between transfer students with a completed associate’s degree and those who do not have one is eliminated;

Interdisciplinary and special topics courses are encouraged since they would not need to go through general education committee approval;

Upper-division courses will be available for general education credit and therefore appeal to a broader base of students.

**FACULTY SENATE AGENDA ITEM**

No. 09-18

SUBJECT: Faculty Senate Resolution on the Michael Gunter **No Confidence Vote** taken April 13, 2009 with a vote of 27for – 3against – 3abstain which is an 82% majority voting no confidence in Michael Gunter’s ability to perform his job.

Whereas there has been no response from the Administration to the Faculty Senate about the **No Confidence Vote** after 7+ months;

Whereas the 82% vote was misrepresented to the Board of Regents as a few disgruntled faculty;

Whereas during the past 7+ months problems have continued to surface in ISS:  
the ill-timed and executed update of Washburn University technology systems over the weekend of August 8-9  
followed by the full-scale meltdown of email systems from August 20 forward  
followed by the proposed plan to upgrade the email server over the weekend of Nov 14 in the middle of the semester and online registration  
Michael Gunter not posting nor presenting minutes to be approved by the Faculty IT Advisory Committees he chairs  
no minutes posted since the May 11, 2009 meeting for the Technology Steering Committee  
the sending of an email memo exonerating Michael Gunter over the signature of the Technology Steering Committee, when not even a draft of the memo had been presented to the committee, let alone a final copy being approved by the committee

The faculty senate requests an acknowledgment of the **No Confidence Vote** from the president and would appreciate some response by the president concerning the vote.

Date: November 9, 2009

Proposed By: Rick Barker