

**Washburn University**  
**Meeting of the Faculty Senate**  
**October 28, 2013**  
**3:00 PM Kansas Room, Memorial Union**

- I. Call to Order
- II. Approval of Minutes of the Faculty Senate Meeting of September 23, 2013 (pp. 2-4)
- III. President's Opening Remarks
- IV. Report from the Faculty Representatives to the Board of Regents
- V. VPAA Update—Dr. Randy Pembrook
- VI. Faculty Senate Committee Reports
  - A. Academic Affairs Committee Minutes of October 21, 2013 (p. 5)
  - B. Academic Affairs Committee Minutes of September 16, 2013 (pp. 6-8)
  - C. Academic Affairs Committee Minutes of April 15, 2013 (p. 9)
  - D. Faculty Affairs Committee Minutes of September 30, 2013 (pp. 10-12)
  - E. Faculty Affairs Committee Minutes of September 16, 2013 (pp. 13-15)
  - F. Faculty Affairs Committee Minutes of October 29, 2012 (pp. 16-20)
- VII. University Committee Reports
  - A. Assessment Committee Minutes of September 12, 2013 (pp. 21-22)
  - B. Faculty Development Steering Committee Minutes of October 4, 2013 (p. 23)
  - C. Faculty Development Steering Committee Minutes of September 6, 2013 (p. 24)
  - D. International Education/International WTE Committee Minutes of October 10, 2013 (p.25)
  - E. International Education/International WTE Committee Minutes of September 12, 2013 (p. 26)
  - F. Library Committee Minutes of September 25, 2013 (pp. 27-28)
  - G. Sabbatical Committee Minutes (Sweet Sabbatical) of September 25, 2013 (pp. 29-36)
- VIII. Old Business
  - A. 13-12 Change in the Minor in Communications (p. 37)
  - B. 13-13 New Minors in Kinesiology (p. 38)
  - C. 13-14 New Associate of Liberal Studies Degree (pp. 39-40)
  - D. 13-15 New Mass Media Minor in Film and Video (p. 41)
  - E. 13-16 New Women's and Gender Studies Course Designation (p. 42)
  - F. 13-17 Washburn Legal Scholars 3.5 + 3 Program (p. 43)
- IX. New Business
- X. Information Items
- XI. Discussion Items
- XII. Announcements
- XIII. Adjournment

**Faculty Senate  
Washburn University**

Minutes of September 23, 2013  
3:00 PM Kansas Room, Memorial Union

Present: Arterburn, Ball, Chamberlain, Edwards, Francis, Frank, Fernengal, Florea, Friesen, Jackson, Kitts, Lunte, McMillen, Mercader, Palbicke, Pembroke, Reynard, Roach, Rubenstein, Russell, Schbley, Sheldon, Smith, Stevens, Stoner-Hawkins, Sun, Treinen, Ubel, Wade, Wagner, Weber, Weigand, Weiner, Wisneski, Wood

- I. The meeting of the Faculty Senate was called to order at 3:05 PM, Matt Arterburn presiding.
- II. The minutes of the Faculty Senate meeting of August 26, 2013 were approved.
- III. President's Opening Remarks  
President Arterburn reminded those in attendance that updates for the Faculty Handbook will be coming before the Faculty Senate.
- IV. Report from the Faculty Representative to the Board of Regents  
Arterburn reported that the health plan will be renewed. There are no suggested increases. A new Flexible Spending Account agreement between the University and ASI Flex will replace the University's agreement with Security Benefit. The administration will investigate if we can move to a more competitive rate for the Family Plan, in keeping with the rates at peer institutions.
- V. Report from the VPAA, Dr. Pembroke  
CENTER FOR TEACHING EXCELLENCE AND LEARNING. After receiving input from faculty at town hall meetings, information on the Center for Teaching Excellence and Learning will be sent to HLC for approval. The Center will feature faculty development opportunities, funds to establish new courses, travel funds, and other opportunities to enhance teaching. An Advisory Board will be formed.

FINK/FARLEY PROFESSORSHIPS. Nominations for the Fink Visiting Professorships and Farley Professorships should be received by early October.

VISION 2022 DOCUMENT. At recent roundtables, there has been discussion on whether Vision 2022 is part of the original Strategic Plan or an appendix to the Strategic Plan. Anyone who wants material from the Strategic Plan embedded within Vision 2022 should notify the Vice President.

STOP-THE-CLOCK. In discussions on the tenure process moving through the University, one item being considered is a Stop-the-Clock feature which would allow a candidate to ask administrators to stop the clock at any time during the process.

DEANS SEARCH COMMITTEES. The searches for deans are continuing with John Mullican as chair for the CAS Search and Harrison Watts as chair for the SAS Search.

VI. Faculty Senate Committee Reports

The Faculty Affairs Committee Minutes of October 29, 2002 were tabled until the Faculty Senate meeting on October 28, 2013.

VII. University Committee Minutes

A. The Assessment Committee Minutes of August 22, 2013 were accepted.

B. The Honors Advisory Board Minutes of April 13, 2013 were accepted.

VIII. Old Business

None

IX. New Business

None

X. Information Items

DIVERSITY CLIMATE SURVEYS, 2010 & 2013. Kim Morse reported that the University is making significant progress through a willingness to work across college lines to create a diverse climate. Morse cited "Respectful" and "Supportive" as two areas in which respondents continue to rate the University at a high level. According to the 2013 survey, one of our greatest areas of improvement has been in our inclusion of regularly offered courses and course material on race, culture, ethnicity, and other issues of diversity. Challenges still remain. Twenty-three percent of respondents still feel that the group they identify with is not an active part of campus community life. Many respondents also feel that they must hide something about their group in order to fit into the University. In particular, the University needs to attend to such groups as veterans, the LGBT community, students with disabilities, non-traditional students, and students from a broad range of religious affiliations, ranging from atheist to fundamentalist Christian.

Morse concluded, "There are still conversations to have."

Morse added that Sharon Sullivan was elected chair of the Diversity Initiative Committee for the 2013-14 school year.

FACULTY VOTING. Sarah Ubel volunteered to assist Bill Roach, General Faculty Secretary, when D2L faculty voting is required.

XI. Discussion Items

None

XII. Announcements

The next Faculty Senate meeting is set for October 28, 3 PM.

XIII. The meeting was adjourned at 4:00 PM.

**Academic Affairs Committee Meeting  
October, 21, 2013  
Meeting Minutes**

**Committee Members in Attendance**

Tony Palbicke  
Rob Weigand  
Jennifer Ball  
Ridrigo Mercador  
Randy Pembroke  
Crystal Stevens  
Danny Wade  
Royce Kitts

**Guests**

Yolanda Ingram – School of law

The meeting was called to order by Tony Palbicke.

- I. Minutes from 9/16/13
  - a. The minutes were sent to the committee prior to the meeting for review. The minutes were approved as written.
  
- II. Agenda items for Consideration
  - a. The Legal Scholars 3.5 + 3 Program
    - i. This item was sent back to the law School after the meeting on 9/16/13 for revision. The revised version was sent to committee members prior to the meeting on 10/21/13.
    - ii. Discussion was called for.
    - iii. Motion was made to approve the p3.5 + 3 Proposal, and was approved my members by unanimous vote.
    - iv. Discussion after the vote suggested that samples from 2 or 3 schools (Criminal Justice, Business) be drafted for further discussion at other committee meetings, such as Faculty Senate, to provide an example of what a student advising would look like.
  
- III. Motion for adjournment called. Meeting was adjourned at 3:30 PM

## Meeting Minutes

### Committee members in attendance

Jennifer Ball  
Royce Kitts  
Rodrigo Mercader  
Randy Pembroke (ex officio)  
Tony Palbicke  
Bassima Schbley  
Crystal Stevens  
Danny Wade  
Rob Weigand

### Guests

Laura Stephenson, Interim Dean, CAS  
Kathy Menzie, Chair—Communications and Mass Media  
Steve Cann, Political Science Department  
Yolanda Ingram, School of Law

The meeting was called to order by Dr. Pembroke as a quorum wasn't reached in the last meeting.

#### **I. Selection of Chair**

Dr. Pembroke indicated the first order of business was to select a chair since a quorum was achieved in this meeting. He asked for nominations. Tony Palbicke was nominated, seconded and nominations were called to close.

The motion was made, seconded, nominations closed, and all approved Tony as the chair of the Academic Affairs committee for 2013-2014.

#### **II. Minutes from April 15, 2013**

The minutes were sent to the committee prior to the meeting for review. The minutes were approved as written and will be forwarded to Faculty Senate.

#### **III. Agenda Items for consideration**

- a. Change in the Minor in Communication:  
Kathy Menzie provided an overview of the change to the minor in communication. The proposal removes several course requirements and adds three upper division communication courses.

Discussion occurred with a motion to approve offered. The motion was seconded and all approved the change proposed.

b. New Minor in Film and Video

Kathy Menzie provided an overview of the new minor proposal. She indicated this curriculum is designed to provide students with a focus for entry into a variety of film and television industry positions.

Discussion occurred with a motion to approve offered. The motion was seconded and all approved the change proposed.

c. Associate of Liberal Studies

Dean Stephenson provided an overview of the new Associate of Liberal Studies program which was started under Dean McQuere. She indicated the addition of this associate degree will allow those students who are involved in the curriculum credentials that would help them find employment (such as education paraprofessionals).

Good discussion occurred with modifications and suggestions made as follows:

1. Rationale should read as: The Associates of Liberal Studies degree provides another alternative for students who aspire to earn an associate's degree. The foundation for the ALS degree was initially developed in conversations between the Dean of CAS and the VPAA. The idea was next discussed by the BIS Committee, the College Faculty Council and the CAS chairs, eventually resulting in a formal proposal that was approved by the CFC on May 1, 2013 (with suggested changes). The ALS degree was approved by the CAS Faculty on May 8, 2013.
2. \* Students transferring to Washburn University with at least 24 hours with a GPA of 2.0 or higher AND those who have completed 24 hours by Spring 2014 are exempt from the WU101 requirement.
3. \*\*\* Minimum of 12 hours of electives must be taken outside the 12-hour discipline in Plan A or outside the primary 6-hour general education area in Plan B.

A motion was made, and seconded to send the proposed program forward with the modifications noted above.

d. New Legal Scholars 3.5 +3 Program

Steve Cann and Yolanda Ingram provided an overview of the proposed program. Several questions were asked and through the discussion a request to have the proposal revised was made. Steve indicated the proposal would be resubmitted to the Academic Affairs Committee for the next meeting.

e. Minor in Kinesiology

The Academic Affairs committee discussed the minor. The thought was if the department felt they needed to delete a minor, they should be able to do so without interruption.

Discussion occurred with a motion to approve offered. The motion was seconded and all approved the proposal.

f. Women's and Gender Studies

The proposal has been made to change the course designations from IS (Interdisciplinary Studies) to WG (Women and Gender Studies).

Discussion occurred with a motion to approve offered. The motion was seconded and all approved the proposal.

In summary, five (5) of the agenda items are to be moved forward to Faculty Senate for their next meeting.

Meeting was adjourned at 4:10 p.m.

## Meeting Minutes

### Committee members in attendance

Jennifer Ball  
Debbie Isaacson  
Vickie Kelley  
Royce Kitts  
Randy Pembrook (ex officio)  
Shaun Schmidt  
Rob Weigand

Lori Edwards  
Tony Palbicke  
Danny Wade

### Guests

Alan Bearman, Dean, University Library  
John Dahlstrand, Asst. Dean

The meeting was called to order by the Chair, Shaun Schmidt.

#### **IV. Minutes from April 1, 2013**

The minutes were sent to the committee prior to the meeting for review. The minutes were approved as written and will be forwarded to Faculty Senate.

#### **V. Academic Advising Handbook**

Dr. Bearman indicated in order to help those who advise in a consistent basis across campus, an academic advising handbook was developed. Dr. Bearman will be taking this through the Faculty Affairs committee but wished to share it with the AAC for discussion.

After discussion regarding the handbook, a few suggestions/questions were made or asked:

- a. How can we ensure new faculty look at this?
- b. Advisor needs to know when classes are to be offered and consideration is asked to make statements to that regard in the book.
- c. There should be a statement regarding the responsibility to the student should the student chose to not follow the advisors advice regarding class choices.
- d. There should be a reminder to faculty the registrar audit process sometimes means the degree audit is not available and accuracy is questioned.

Updates from the subcommittees: None offered.

The meeting was adjourned for the academic year 2012-2013.

## **APPROVED: OCTOBER 14, 2013**

### Meeting Minutes Monday, September 30, 2013 3:30 pm, Crane Room

Committee Members Present: Ross Friesen, Jennifer Wagner, Margaret Wood, Diane Mc Millen, David Rubenstine, Bill Roach, Randy Pembrook (guest)

Meeting Time: 3:30 – 4:51 pm

#### Approval of Minutes:

- Minutes from Monday, September 14, 2013 meeting approved unanimously (attached at end of this document).

#### Old Business:

- Proposed changes to Faculty Handbook (Submitted by: Dr. Randy Pembrook, VPAA)
  - Probation and Reinstatement Committee (attached below)
    - change in chair designation
    - Margaret summarized changes and discussion from last meeting, no further discussion
    - Motion to approve, second
    - Approved unanimously
  - Program Review Committee (attached below)
    - update wording describing function and operation of PR Committee, change composition
    - Margaret summarized changes and discussion from last meeting, no further discussion
    - Motion to approve, second
    - Motion approved unanimously to move on to the Faculty Senate

- Undergraduate Retention Committee (attached below)
  - change name, function, and composition of committee

- Margaret summarized changes and discussion from last meeting, and also noted that wording of first sentence had been changed by the VPAA's office as per the committee's request from the last meeting (9/14).
- Motion to approve, second
- Motion approved unanimously to move on to the Faculty Senate

New Business:

- Promotion and Tenure Subcommittee Recommendations (attached as separate document PDF)
  - Dr. Randy Pembroke, VPAA walked us through the logic behind proposed changes.
  - 9 areas of proposed change
    - (1) Units have autonomy to decide if they will grant tenure without promotion or if they will only grant tenure if someone also earns promotion
      - In the case that tenure is granted without promotion the VPAA proposes to offer support to help faculty in that situation achieve promotion as well.
    - (2) Units review promotion and tenure guidelines
    - (3) Units create a list of terminal degrees
    - (4) Make 6 year probationary period standard for all units
    - (5) Probationary period may be put on hold for extenuating circumstances
    - (6) Chairs are required to provide review of candidates
    - (7) Committee members reviewing an application for t & promotion must hold the academic standing to which the candidate is applying (tenure/rank)
    - (8) Early tenure review is possible
    - (9) Unresolved issues:
      - Communication during T & P process
        - Petitions evaluated negatively at all stages will have opportunity to pull their petition before it goes to BOR
      - Adding materials to the petition after submitted
      - Should applicants have an opportunity to respond to recommendations at various stages

Discussion Items:

- None

Announcements:

- Next meeting, October 14, 2013, 3:30 pm, Crane Room

Meeting Minutes  
Monday, September 16, 2013  
3:30 pm, Crane Room

Approved, September 30, 2013

Committee Members Present: Ross Friesen, Diane P. McMillen, Jennifer Wagner, Bill Roach, Margaret Wood, Nancy Tate (guest)

Opening Comments:

- Responsibilities of Faculty Affairs Committee
  - Margaret passed out the description of Faculty Affairs duties from the Faculty Handbook.
  - Group discussed that much of our work this year would focus on proposed changes to the Faculty Handbook.
  - Nancy described faculty handbook change process and suggested that we would probably be presented with time sensitive changes first (for legal considerations), followed by fairly simple straight-forward changes, followed by changes that required more discussion (such as Faculty load).
  - Jennifer suggested that the VPAA Office and the committees working on the Handbook revisions send a limited number (3-4) of changes at a time so the Faculty Affairs Committee and Faculty Senate can give proper attention to each item.
  - Bill Roach described how the work on his Faculty Handbook subcommittee was proceeding.

Old Business:

- None

New Business:

- Because we did not have a quorum (6 committee members) we were unable to vote on or approve any of the items submitted.

- We discussed each item and came to a preliminary consensus.
- Diane asked if it was possible to have committee members vote via. e-mail

- Jennifer pointed out that last year the Faculty Senate had decided that it was necessary to be present at a meeting and participate in discussion in order to vote on action items.
- We will present a summary of our discussion to committee members who were absent at our next meeting (Sept. 30) and hopefully will be able to move forward and vote on these items at that time.
  
- Proposed changes to Faculty Handbook (Submitted by: Dr. Randy Pembrook, VPAA): Summary of discussion on each item
  - Probation and Reinstatement Committee (attached below)
    - change in chair designation
    - The change proposes that the Associate Vice President for Academic Affairs will serve as Chair of this committee.
    - Nancy explained that reinstatement of students fits more comfortably with the duties of the VPAA Office.
    - Over the past several years the Dean of Students has expanded responsibilities related to Student Life, and decisions related to academic reinstatement are better situated under Academic Affairs.
    - All committee members present considered the proposed change appropriate.
  - Program Review Committee (attached below)
    - update wording describing function and operation of PR Committee, change composition
    - Academic Affairs committee members felt that the wording and description of the Program Review Committee is much clearer in this revised description.
    - The proposal seeks to define Tri-chairs of the Program Review Committee, VPAT, VPAA, VPSL.
    - This change seems appropriate since all areas of the university now undergo Program Review.
  - Undergraduate Retention Committee (attached below)
    - change name, function, and composition of committee
    - The Faculty Affairs Committee appreciated the change of name suggested (Student Success Committee).

- The committee recommends that an introductory sentence be added to the description of the committee that would reflect the broader focus on “student success” rather than retention.
- Technical changes: (1) take out “and” in the 7<sup>th</sup> line between Education and Washburn (2) take out semi colon in line 9 after the word “aid.”
- We will send this item back to the VPAA Office asking for the small changes requested.

Discussion Items:

- None

Announcements:

- Next meeting, September 30, 2013, Crane Room

Faculty Affairs Committee  
Washburn University  
Minutes  
October 29, 2012

Present:

Royce Kitts  
Bill Roach

Keith Mazachek  
David Rubenstein

Diane McMillen  
Sarah Ubel, Chair

Marguerite Perret  
Roy Wohl

Call to Order: 1:00 pm - Crane Room (Union)

Old Business:

- Minutes approved October 22, 2012 at the Faculty Senate meeting

New Business:

- Faculty Handbook: Discussion and Recommendations regarding Tenure and Promotions Issues 5 – 9 (summarized below) took place

Announcements:

- Next meeting will be determined when new business arises

Adjournment: 5:16

**Faculty Handbook Revision Issues**

**Promotion and Tenure**

**Discussed by Faculty Affairs on 10-29-12**

Present:

Royce Kitts  
Bill Roach

Keith Mazachek  
David Rubenstein

Diane McMillen  
Sarah Ubel, Chair

Marguerite Perret  
Roy Wohl

Issues Identified by Faculty Handbook Revision Committee Promotion and Tenure	Committee Discussion
<p><b>5. Issue: Review of Files by Faculty holding identical rank (e.g., Assoc. Professor reviewing applications of an Assoc. Professor for promotion to Professor)</b></p> <p><i>Potential Direction for Discussion by Faculty Groups:</i></p> <ul style="list-style-type: none"> <li>A. Designate that an assistant professor should never vote on a file of a faculty member applying for associate or full professor.</li> <li>B. Likewise, an associate professor should not vote on an application for full professor.</li> <li>C. In cases where a potential committee member is in such a position, either he/she should recuse himself/herself or the unit's committee membership policies should be written in such a way so as to create substitute membership, thus avoiding the problem.</li> </ul>	<p>There were questions regarding the rationale for excluding Associate Professors from reviewing the promotion materials for those petitioning for Professor.</p> <ul style="list-style-type: none"> <li>• Challenges               <ul style="list-style-type: none"> <li>○ Given the small size of many departments in campus, this would significantly minimize or eliminate departmental participation on a petitioner's committee.</li> <li>○ Non-departmental committee members may find it difficult to interpret the petitioner's activities described in the petition because they lack familiarity with standards and expectations of the discipline. This difficulty may be exacerbated if there are no members of the department on the committee.</li> <li>○ This may allow a small group or single member of a department to serve as the entire departmental voice on the committee regarding who is promoted to Professor.</li> </ul> </li> <li>• Benefits               <ul style="list-style-type: none"> <li>○ It may potentially eliminate conflicts regarding membership of the department committee for those petitioning for Professor since all members would be of the same level.</li> </ul> </li> </ul>

- A discrepancy between the rank of the petitioner and the rank of a reviewer was also identified to be possible in the following circumstances:
  - It is possible that the Department Chair who reviews and makes a recommendation regarding the petition may be at a lower rank than the petitioner. This should not preclude the Department Chair from reviewing and making a recommendation regarding the petition.
  - It is possible that the individual committee members of university committees (ex: College Committee on Promotion and Tenure) who reviews and makes a collective recommendation regarding the petition may be at a lower rank than the petitioner. This should not preclude a committee member from reviewing and contributing toward the collective recommendation regarding the petition.

**The Faculty Affairs Committee requests language regarding this issue from the Faculty Handbook Review Committee.**

- Language should be clear regarding:
  - Individuals eligible for service on a tenure and promotion (to Associate Professor) committee must be tenured faculty.
  - Individuals eligible for service on a promotion (to Professor) committee must be an Associate Professor or Professor.
  - Individuals serving as Department Chair and on University Committees related to promotion and tenure must be tenured faculty and may review petitions for a faculty rank higher than the committee person or chair currently holds.

**6. Issue: Language pertaining to the probationary period**

*Potential Direction for Discussion by Faculty Groups:*

- A. Move to a model and supporting language indicating Washburn has a **MAXIMUM** 6-year probationary period requiring tenure review no later than year 6.
- B. Under extraordinary circumstances a tenure-track applicant who is denied

**The Faculty Affairs Committee requests language regarding this issue from the Faculty Handbook Review Committee.**

- Language should be clear regarding:
  - There is a six year probationary period.
  - If the petition for promotion for promotion and tenure is unsuccessful then the seventh year will be a terminal contract with no opportunity for reapplication for promotion and tenure.
  - There should be no extraordinary circumstances identified which would allow a reapplication for promotion and tenure in the seventh year.

<p>tenure during the Year-6 review could be reviewed again during the terminal contract year but for the large majority, the Year-6 decision would stand.</p> <p>C. How to define “extraordinary circumstances” would need to be addressed.</p> <p>D. We would eliminate handbook references to a 7-year probationary period.</p>	<p>19</p> <ul style="list-style-type: none"> <li>▪ The committee discussed that “extraordinary circumstances” would be those which enabled the stoppage of the tenure clock which would still allow for a six year probationary period excluding the “clock stopped” year(s). This topic is discussed in Issue 7.</li> <li>○ All references to a seven year probationary period will be eliminated.</li> </ul>
<p><b>7. Issue: Communication regarding potentially stopping the tenure clock in unusual circumstances</b></p> <p><i>Potential Direction for Discussion by Faculty Groups:</i></p> <p>A. Generate wording in the policy and procedures for “stopping the clock” for those individuals on tenure track lines who confront major life changing events (e.g., health or family issues, professional opportunities [e.g., elected for a two-year term to lead a national organization]) so that these steps are clear to faculty members and to administrators and can be applied appropriately and consistently.</p> <p>B. This wording also could address whether the “clock” and the original timeline can be “re-negotiated” under more normal circumstances (e.g., research agenda does not accelerate at the rate envisioned after a short timeline was negotiated in the original contract).</p>	<p><b>The Faculty Affairs Committee requests language regarding this issue from the Faculty Handbook Review Committee.</b></p> <ul style="list-style-type: none"> <li>• It was a consensus that flexibility should be maintained regarding the interpretation of “extraordinary circumstances” that would precipitate stopping a tenure clock. However, it was also concluded that a brief list of appropriate examples of “extraordinary circumstances” should be articulated to give guidance to faculty. Some examples discussed were: <ul style="list-style-type: none"> <li>○ birth or adoption of a child</li> <li>○ significant health issue or death</li> <li>○ significant professional opportunity</li> </ul> </li> </ul> <p>The following questions arose regarding this issue:</p> <ul style="list-style-type: none"> <li>• What is the time frame within which an “extraordinary circumstance” must be claimed? <ul style="list-style-type: none"> <li>○ EX: It may be reasonable that the claiming of an “extraordinary circumstance” resulting from the birth of a child should be required to occur within a particular time frame. It may be reasonable that the claiming of an “extraordinary circumstance” resulting from the death of a child should not be required to occur within a particular time frame.</li> </ul> </li> <li>• How much time is stopped? <ul style="list-style-type: none"> <li>○ Should this be a full academic year, semester or some other length of time?</li> </ul> </li> <li>• How many times can you stop the tenure clock during the six year probationary period?</li> <li>• Should there be a maximum length of time that the tenure clock can be stopped during the probationary period?</li> <li>• The process through which the “extraordinary circumstance” would be applied for should be articulated and included in the Faculty Handbook. We knew of no process for making this request.</li> </ul>

- It was presumed that the current “unofficial” process was for the non-tenured faculty member to first communicate his or her rationale for “stopping the tenure clock” with the Department Chair. A dilemma may arise at this point, if the Department Chair does not agree with the rationale the non-tenured faculty member presented. That junior faculty member may be faced with circumventing the Chair to contact the Vice President of Academic Affairs. The Department Chair should not be the sole arbiter of what is an “extraordinary circumstance.”

**8. Issue: Combining Initial Tenure Review and Promotion to Associate Professor**

*Potential Direction for Discussion by Faculty Groups:*

- A. The current concept that a candidate is strong enough to warrant a lifetime commitment (tenure) but not strong enough for a promotion (Assistant to Associate) seems counter intuitive.
- B. Citing common practice in higher education, it would seem prudent and efficient to combine the process of tenure review and promotion to Associate Professor to avoid a second independent, promotion review within 1-2 years of the tenure decision.

**The Faculty Affairs Committee requests language regarding this issue from the Faculty Handbook Review Committee.**

- Language should be clear regarding:
  - The review for promotion to Associate Professor and tenure should occur at the same time.
  - A petitioner cannot receive tenure and not promotion and vice versa.

**9. Issue: Terminal Degree Definitions**

*Potential Direction for Discussion by Faculty Groups:*

The terminal degree definitions by discipline are used in calculating statistics for external reports. It would be fairly simple to include this information in an appendix to the Washburn P&T process to avoid any confusion.

**The Faculty Affairs Committee requests language regarding this issue from the Faculty Handbook Review Committee.**

- Language should be clear regarding:
  - Discipline appropriate terminal degrees should be clearly identified in department promotion and tenure guidelines.

**MINUTES****ASSESSMENT COMMITTEE**

Thursday, September 12, 2013

Lincoln Room – 2:30 p.m.

Present: Donna LaLonde (chair), Melanie Burdick, Jane Carpenter, Vickie Kelly, Kathy Menzie, Denise Ottinger, Michael Rettig, Jim Smith, Kelley Weber, Betsy West, Margaret Wood and CJ Crawford (administrative support).  
Absent: Melodie Christal, Amber Dickinson, Donna Droge, Garrett Fenley, Gillian Gabelman, and Nancy Tate.

The minutes from the August 22, 2013 Assessment Committee meeting were approved as distributed via email.

**MEET YOUR MENTOR LUNCH**

The feedback has been very positive for the Meet Your Mentor Lunch that was held on Friday, September 6. The attendance was very good. It was recommended that we do this again each fall and we have a “Jump Start Your Assessment Report” reception in early spring.

**ASSESSMENT COMMITTEE MEASURE OUTCOMES**

After discussion, it was agreed to adopt the following *three outcomes* for the Assessment Committee:

- 1) 100% of programs will have curriculum maps by June 30, 2014.
- 2) The committee will have a focused effort to work with chairs, directors and deans to ensure that faculty are aware of their department’s/unit’s assessment results and are involved in data analysis by establishing a certain amount of meeting with faculty to talk about assessment.
- 3) The new Assessment web site will be complete by early spring.

There was a discussion about what the committee could do to foster a climate of assessment on campus. Some suggestions were:

- 1) Hold workshops on two topics:
  - a) Backwards Course Design – establishing Student Learning Outcomes and then designing course content to meet the outcomes, and
  - b) Writing Course Objectives
- 2) Develop a “How to Manual” on the Assessment Process
- 3) Talk to WSGA about getting Assessment events in the Student Planner

Part of Quality Assurance is transparency and the posting of assessment data on the web site. A decision needs to be made about what information on the Assessment web site will be accessible to the public and what information will need a university login.

The October meeting will be a working session on the “How to Manual” and Margaret Wood will talk about Quality Assurance.

**MENTOR MEETING UPDATES**

Donna and Vickie met with the Criminal Justice and Legal Studies department. They are looking for suggestions to help with the collecting of data from internships and it was suggested they may want to develop and use an online form similar to what Education uses.

**FALL DROP-IN SESSIONS**

Donna has received good feedback from liaisons about the opportunity to attend drop in sessions. The first four sessions will be on the topic of curriculum mapping and will be:

Wed., 9/18 – 3:00 p.m. – 5:00 p.m. and Thu., 9/19 – 4:00 p.m. – 5:00 p.m.

Wed., 10/16 – 3:00 p.m. – 5:00 p.m. and Thu., 10/17 – 4:00 p.m. – 5:00 p.m.

The topic for the November drop in sessions will be determined at the October meeting.  
Tue., 11/19 – 4:00 p.m. – 5:00 p.m. and Wed., 11/20 – 3:00 p.m. – 5:00 p.m.

**JANUARY POSTER SESSION**

The planning committee is having their initial meeting on Tuesday, September 17. Donna is working on the invitation letter to send to suggested participants.

The meeting adjourned.

**FUTURE COMMITTEE MEETINGS** (all are scheduled for 2:30 p.m. in the Lincoln Room)

**2013**

October 10  
November 14  
December 5

**2014**

January 23  
February 13  
March 13  
April 10  
May 8

**Faculty Development Steering Committee**  
**October 4, 2013**  
**2:00 pm – 3:30 PM**  
**Kansas Room**  
**Meeting Minutes**

Dr. Kevin Charlwood opened meeting at 3:30 pm.

In attendance were: Ann Callies, Kevin Charlwood, Andrew Herbig, Norma Juma, Larry McReynolds, Barb Quaney, Courtney Sullivan, Kelley Weber.

All in attendance agreed that the workshop on cultural awareness was well attended (31 ppl.) and informative.

Dr. Herbig reported that everything should be in place for the November 1, 2013 workshop presented by Dr. Roy Wohl and Ms. Coletta Meyers.

Dr. Charlwood asked if there were any ideas for the spring 2013 workshops. He asked if it might be better given the lack of focus that committee should hold off on a personality testing workshop until a more defined workshop could come out of the idea. All were in agreement that it needs further investigation. Some ideas to help define this idea could come from Dr. Dave Provorse or Dr. Michael McGuire. Dr. Quaney offered to share biological data verifying the veracity of the personality testing outcomes. The idea is under investigation.

Dr. Charlwood asked that the committee consider the ideas offered by Dr. Tate. Three ideas rose to the top as viable ideas: flipped classroom, classroom management, and Leadership Challenge. Dr. Juma suggested one other on grants.

- Two possible presenters for the flipped classroom workshop may be Dr. Margaret Wood, Dr. Reza Espahbodi and Mr. Rusty Taylor. Dr. Sullivan mentioned that German language uses a flipped classroom model.
- Classroom management may be a very good workshop to revisit. Dr. Quaney suggested that the classroom management would be helpful if it include a basic primer in teaching at the college level, especially for those new to teaching in the university environment (as opposed to high school, etc.) as well as fair assessment (test questions, etc.).
- Members seemed to think the Leadership Challenge workshop would be very interesting as well as a chance to formally introduce Michael Gleason to the faculty. Other programs could also be presented to faculty: Vista program & Bonner Program.
- Dr. Juma suggested that a workshop on internal and external grant processes could be very helpful to new faculty based on her findings at the Catharsis luncheon. Dr. Herbig pointed out that it would be nice if Dr. Nancy Tate from the VPAA's office could talk about internal grants, and Ms. Mikulka from the grants office could offer a talk on how faculty go about searching for grants in their fields of research.

Dr. Charlwood asked the committee if March 2013 was a viable date for the Flipped Classroom workshop. He also asked whether February 2013 seemed a possible date for a Grant, Teaching Workshop, or Vista/Bonner/Leadership Challenge workshop. All agreed. April's workshop may focus on the Center for Teaching Excellence & Learning (C-TEL). It will become clearer as the date approaches and more decisions are made about the Center's role on campus.

Dr. Quaney agreed to help Dr. Sullivan with the Winter Social prizes.

Dr. Charlwood concluded the meeting at 4:00 pm.

**Faculty Development Steering Committee**  
**September 6, 2013**  
**2:00 pm – 4:00 PM**  
**Kansas Room**  
**Meeting Minutes**

Dr. Kevin Charlwood opened meeting at 4:00 pm.

In attendance were: Ann Callies, Kevin Charlwood, Andrew Herbig, Norma Juma, Larry McReynolds, Bassima Schbley, Courtney Sullivan, Kelley Weber

Dr. Charlwood noted the good turnout for the promotion and tenure workshop.

Dr. Charlwood asked where things stood with the next workshop with International programs. Dr. Sullivan recalled that the workshop was complete. Ms. Callies agreed that the last email exchange with Ms. McClendon seemed to indicate that all was in place. To verify this Dr. Sullivan offered to follow-up with Ms. McClendon. The title suggested by Ms. McClendon is "Internationals in Your Classroom: Cultural Awareness." Ms. McClendon, Ms. Staerkel, and Mr. Vogel will present and provide international snacks to the attendees. The committee only need provide beverages, hot water for Chinese tea, and a platter of cookies.

Turning to the November workshop, Dr. Charlwood asked how the Employee Wellness workshop was going. Dr. Herbig said that he still needs to get in contact with Dr. Roy Wohl and Ms. Coletta Meyer. Dr. Herbig would like to touch base with them to get an idea of what they plan on presenting during the workshop.

Dr. Charlwood asked about the Winter Social and who would like to take the lead on this event. Dr. Sullivan volunteered to coordinate the Social and contact Dr. Quaney and Dr. Ottinger for their assistance with planning and prize collections. Dr. Herbig's only request for the event was that it include Chartwell's "famous" hot chocolate. This was noted by Mr. McReynolds.

Dr. Charlwood asked for other ideas for workshops. Mr. McReynolds recounted previous suggestion from the April 2013 meeting. These were refined in discussion with the following suggestions:

- Personality Assessment Workshop (possible resources: Marilyn Koelliker, Kent McAnally, or James Barraclough) with a focus on learning styles
- Teaching and Student Learning Workshop (possible resource: Dr. Michael McGuire) possible focus on struggling learners & how to reach them. (Possible organization around an ideal student/ideal professor setup)
- Center for Teaching Excellence & Learning (CTEL) (possible resource other than Dr. Charlwood, Dr. Pembroke ) This would work for an April 2014 workshop.

Ms. Callies expressed some interest in following up on the Personality Assessment/Teaching & Student Learning ideas and each one's viability as a workshop separately or as one revised or combined workshop

Dr. Charlwood concluded the meeting at 4:30 pm.

**International Education /International WTE Committee**

**October 10, 2013, International House**

Present: Brian Ogawa, Nancy Tate, Matt Arterburn, Karen Diaz Anchante, and Baili Zhang

Minutes of September 12 were approved.

Zhang reported that SON will host five visitors from the TADD grant (Northern Ireland and Hungary).

“India Study Program” was approved for 2013-2014.

“European Cultures and Societies: Northern Ireland” program was tabled till the next meeting for a detailed course syllabus and more information on the academic requirements.

Proposal for a partnership between Washburn and Cela Bayar University (Turkey) was endorsed.

Respectfully submitted,

Baili Zhang

**International Education /International WTE Committee**

**September 12, 2013, International House**

Present: Norma Juma, Alex Glashausser, Brian Ogawa, Mary Sundal, Nancy Tate, Matt Arterburn, and Baili Zhang

Minutes of March 28 were approved.

Zhang reported on the recent trip President Farley and he took to explore the possibility of technical education in Brazil and high school partnerships in Paraguay.

Ogawa reported the hiring of a new international faculty KM Kwang by the Social Work Department. Juma reported a visiting faculty from Wuhan, Wang Jing, had just arrived.

Sheldon Peng's funding request was approved retroactively.

Roy Wohl's funding request was recommended pending clarifications on the organizing/sponsoring entity. (It was later approved via email.)

The following definition of credit for Faculty-Led Travel Courses was endorsed:

*A faculty-led travel course is a credit-bearing course in which the majority of the academic work is accomplished through group study and travel external to the Washburn University campus. Normally, short-term programs are arranged for 1 to 3 credit hours. Typical activities included in determining the credit hours awarded for faculty-led travel courses are: pre-trip academic and cultural awareness sessions; on-site formal/structured learning; immersion activities; cultural interactions; group and individual reflection activities; student presentations; and service learning projects. Determination of the number of credit hours granted is based on the standard definition of a student credit hour espoused by the university (completion of approximately one hour of classroom instruction, online interaction with course material, or direct faculty instruction and a minimum of two additional hours of student work each week for approximately 15 weeks for one semester or the equivalent amount of work over a different amount of time).*

Respectfully submitted,

Baili Zhang

***Library Committee Minutes***  
***September 25, 2013***  
***4:00 p.m.***  
***Mabee Library Tour***

***TO:***

<b>Dr. Seid Adem</b>	<b>Dr. Frank Chorba</b>	<b>Dr. Margie Miller</b>	<b>Dr. Tom Schmiedeler</b>
<b>Dr. David Bainum</b>	<b>Dr. Barry Crawford</b>	<b>Dr. Tony Palbicke</b>	<b>Dr. Diana Seitz</b>
<b>Dr. Damian Barron</b>	<b>Dr. Sophie Delehavy</b>	<b>Dr. Gaspar Porta</b>	<b>Dr. Brian Thomas</b>
<b>Dr. Alan Bearman</b>	<b>Dr. Keith Farwell</b>	<b>Dr. Gregg Preuss</b>	<b>Dr. Kelly Watt</b>
<b>Dr. Sean Bird</b>	<b>Dr. Andrew Herbig</b>	<b>Dr. Michael Rettig</b>	<b>Ms. Penny Weiner</b>
<b>Ms. Elise Blas</b>	<b>Dr. Rob Hall</b>	<b>Dr. Leslie Reynard</b>	<b>Ms. Cassandra White</b>
<b>Dr. Jane Brown</b>	<b>Dr. Donna LaLonde</b>	<b>Dr. Brenda Ridgeway</b>	<b>Dr. Margaret Wood</b>
<b>Dr. Erin Chamberlain</b>	<b>Ms. Randi McAfee</b>	<b>Dr. Bassima Schbley</b>	

*The Library Committee convened in Mabee Library, at 4:00 p.m. The following members were present: Dr. Adem, Mr. Barron, Dr. Bearman, Mr. Bird, Dr. Chorba, Dr. Herbig, Ms. McAfee, Dr. Miller, Dr. Palbicke, Dr. Reynard, Dr. Ridgeway, Dr. Seitz, Dr. Thomas, Ms. Weiner, and Ms. White. Ms. Blas, Dr. Chamberlain, and Dr. Farwell sent word they would be unable to attend.*

Committee members gathered at the Study Grounds Coffee Shop in Mabee Library to tour the many changes that are taking shape as the library prepares the new space for Advising, Writing Center, and Tutoring.

Dr. Bearman led a tour through the construction zones in the Mabee Library and answered questions about how the changes are designed to impact students and their success. Perhaps of particular interest, Dr. Frank Chorba asked if he had but one wish what would he add to the Library, Dr. Bearman responded a classic Reading Room because of its impact upon reminding the learning community of what its intellectual heart looks, feels, and smells like.

Dr. Bearman also responded to questions about the budget reductions that the Library faced, as did all units, and he explained how the Library is further reducing its spending for materials. Attached is the book allocation by academic department in FY14.

Dr. Bearman asked the Faculty members of the committee to aid him and Academic Advising to develop one-page graduation/program sheet modeled on the excellent one that is used in the Department of Music. More information regarding this request will be sent to the committee members in the near future.



NEXT MEETING - WEDNESDAY

October, 23, 2013; ROOM 105; 4:00 PM

4:00 p.m.

SWEET SABBATICAL COMMITTEE  
September 25, 2013

Present: Nancy Tate, Glenda Taylor, Karen Camarda, Ross Friesen, Linda Elrod, Mary Sheldon, Dave Provorse, Bassima Schbley

Dr. Tate called the meeting to order at 1:00 p.m.. The agenda had two discussion items which were unresolved issues from the last committee meeting. Discussion involved:

- a. Fulbright and Academic Sabbaticals. Dr. Beatty, who was on the committee last year, indicated he would be willing to submit research and information regarding those who are applying for Fulbrights and how they may or may not impact Academic Sabbaticals.

After a great deal of discussion, the Sabbatical committee determined the best course of action would be to have these processes separate; that an application for a Fulbright should not be coupled with an application for Academic Sabbatical.

The recommendation based on this discussion is to create a policy for the Fulbright so the University can provide support to anyone who has received a Fulbright.

b. **Sweet Sabbatical vs. Summer Teaching:**

Dr. Beatty also provided information regarding the sweet sabbaticals and whether faculty can receive compensation during the summer and receive a sweet

It was discussed, and Ross remembered this committee decided what could be compensated during the last meeting in the spring semester. The minutes were found and read, and all committee members agreed with the decision reflected in the last meeting which was faculty could not be compensated through the summer months and take a sweet sabbatical.

Meeting was adjourned at 2:00 p.m.

Attached: Revised Guidelines for Sweet Sabbatical

**Washburn Endowment Association  
Mary B. Sweet Sabbatical**

**Guidelines**

The Mary B. Sweet Sabbatical was established in 1955 to provide the opportunity during the summer for Washburn University of Topeka faculty to advance their education.

"The purpose of the 'Summer Faculty Grant' is to further the education and training of the recipients in their individual capacity by enabling the recipient to study a subject of his own choice at some university outside the state of Kansas. Study, however, may consist of travel if a definite design is in view by way of the training and educational development of the recipient." (Mary B. Sweet, 1958)

The following guidelines have been established to assist applicants in preparing their applications.

**I. Eligibility Requirements**

Individual faculty members are eligible for annual awards of up to \$12,000, provided the following requirements are met:

- A. The applicant presents a proposal that is consistent with the purpose of the 'Summer Faculty Grant' as stated above.
- B. The applicant will not receive compensation from the university for summer teaching or other services provided between the spring and fall semesters unless that compensation is included in the applicant's annual 12 month contract with the university. Faculty not on 12 month contracts may not receive any compensation or stipend from the university for work occurring during the summer months.
- C. For Faculty on a 12 month contract, the applicant will not teach in any summer session that overlaps any of the days included in his/her proposal.
- D. The applicant has completed a minimum of three years service as a full-time faculty member of Washburn University of Topeka.
- E. The applicant is a full-time university employee with the rank of lecturer, instructor, assistant professor, associate professor or professor in the College of Arts & Science, the School of Business, the School of Nursing or the School of Applied Studies, or is a full-time librarian who is not a member of the Law School faculty.
- F. The applicant must remain outside the state of Kansas for at least 30 consecutive days between the end of the spring semester and the beginning of the fall semester. Days outside Kansas in addition to the aforementioned 30 need not be consecutive but must fit into an integrated plan of study or travel.
- G. Applicants may receive Sweet Summer Sabbatical awards no more than twice in any four-year period. However, the selection committee may consider the recency and size of previous awards in considering the relative merits of proposals.

H. Applicants on 12 month contracts must have the approval of their proposed absence by their immediate supervisors prior to submitting a Sweet Sabbatical proposal.

### **I. Maximum Funding**

Sweet Sabbaticals of at least 30 days will be funded up to \$4000 plus \$100 per day for each day beyond 30 days up to a maximum of 60 days. Applicants may receive up to an additional \$100 per day for each complete day spent studying or traveling outside of North America, up to a maximum of \$5000 additional funding. This guideline should be used to assist in determining the maximum amount of eligibility for a Sweet Sabbatical. (Please see funding chart attached)

### **III. Application Procedure**

A. Applications are due in the office of the Vice President for Academic Affairs, Bradbury Thompson Alumni Center Suite 200, no later than **January 25** in the spring semester for the coming summer. **Applicants must submit their applications through their department chair (when applicable) and their dean. These offices will most likely establish earlier deadlines and the applicant is responsible for meeting these deadlines.**

Applications received by the Vice President will be referred to the Sweet Summer Sabbatical Committee for its recommendation concerning (1) which proposals are to be funded and (2) the amount of each grant.

In making its recommendations the committee should consider the following:

1. The purpose of the sabbatical is the furtherance of the education and training of the recipients in their individual capacity.
  - a. There is no requirement that applicants propose research projects nor that their work lead to results for publication or presentation.
  - b. While any educational project has the potential of improving instruction and/or administration, there is no requirement that applicants demonstrate that their projects will have this effect.
2. The grant may not be used to compensate the recipients for any past or future services to Washburn University.
3. When available funds will support all proposals, all proposals meeting the eligibility requirements (paragraph I, above) will be recommended. (In the event that a proposal will also be supported by entities other than WEA the committee may consider whether the full amount requested is to be recommended.)
4. When available funds will not support all proposals, the committee should base its recommendations on the following considerations:

- a. The extent to which the proposal will "further the education and training of the recipients in their individual capacities."
- b. the tenure status of the applicant (donor's preference for tenured applicants). Librarians with more than six years full-time service are to be accorded the same priority as faculty with tenure.
- c. the seniority of the applicant (donor's preference for senior applicants)<sup>3</sup>
- d. the recency of previous awards (donor's preference for a rotational basis)
- e. the amount of recent awards
- f. the relevance of the proposal to the applicant's professional discipline

Subsequent to the Sweet Summer Sabbatical Committee's recommendations, the Vice-President of Academic Affairs will make a recommendation to the Washburn Endowment Association. The Washburn Endowment Association will make final funding decisions.

B. Candidates must indicate on their application if funds in support of the sabbatical project are provided by other agencies or sources for tuition, living expenses, transportation, for services rendered during the sabbatical period, or for other purposes. Such amounts may be considered in determining the amount of the award to be recommended. If this is not known at the time the application is filed and the grant approved, any such funds or allowances received shall be reported to the Vice President for Academic Affairs who may determine an appropriate amount to be returned to the Washburn Endowment Association.

C. The recipient must file a written report with the office of the Vice President for Academic Affairs **no later than October 5th of the year the award was received**. That report will specify the general activities of each day of the sabbatical. Report forms are available in the Academic Affairs office.

D. A person taking course work shall file with the office of the Vice President for Academic Affairs an official transcript of the courses taken, whether taken for credit or not-for-credit.

#### **IV. Additional Information**

A. The Washburn Endowment Association will make all award payments directly to the recipient. The recipients are not employees of the Washburn Endowment Association. Any problems relating to exemption of an award from taxation are left with the individual recipient and the Internal Revenue Service. Washburn University and the Washburn Endowment Association assume no responsibility for any tax liability. It is urged that each recipient maintain a proper daily record as to time, place, persons and events. Each recipient should also obtain and retain receipts for all expenditures incurred. Washburn Endowment Association will provide the recipient the required copy of the IRS form submitted to federal and state taxing authorities.

B. Failure to perform the sabbatical as approved may result in the request for the return of all funds advanced. Future applications for an individual will not be considered unless an acceptable report has been filed with the office of the Vice President for Academic Affairs for a previous sabbatical, and the recipient shall be ineligible for future awards.

C. No award shall be made to any person unless that person shows that their sabbatical is of unquestionable educational value.<sup>4</sup>

When you decide to apply for this sabbatical, keep in mind that the tax reform act of 1986 has changed the conditions under which part or all of this award may be exempt from tax.

To be filed with the

**Office of the Vice President for Academic Affairs  
Morgan 262**

**APPLICATION FOR MARY B. SWEET SABBATICAL AWARD**

Name of Applicant On Tenure: YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, year \_\_\_\_\_ Full-time employment at Washburn since \_\_\_\_\_

Department \_\_\_\_\_ Rank or Position \_\_\_\_\_

Have you previously received a Sweet Sabbatical? ( ) YES ( ) NO

If yes, state year(s) and amount(s) of previous award(s) Year(s) \_\_\_\_\_ /Amount(s) \_\_\_\_\_

If you have had a previous sabbatical, have you fulfilled the reporting requirements requested under Item II.C. of the guidelines for your last sabbatical? ( ) YES ( ) NO

For what period of time are you applying? \_\_\_\_\_  
(Be specific as to beginning and ending dates -- if not continuous, be specific as to each period. Note eligibility requirements, particularly I.F.)

How many days will you be outside of Kansas on your sabbatical? \_\_\_\_\_

How many days will you be outside of North America on your sabbatical? \_\_\_\_\_

If any course work is to be taken, what is the First Day/Last Day \_\_\_\_\_

Length of time as specified in the course catalog \_\_\_\_\_

Name of University to be attended \_\_\_\_\_

Names of courses (and credit hours for each) for which you will be enrolled:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the sabbatical is not for course work (or work specifically required for a degree), please explain fully the merits of the project and how you expect your project will further your education and training as an individual.

**Total amount of award for which you are applying:** \$ \_\_\_\_\_  
(Submit estimated budget details for tuition, travel costs and method of travel, living expenses, etc.)

Transportation \$ \_\_\_\_\_ Living Accommodations \$ \_\_\_\_\_

Meals \$ \_\_\_\_\_ Other Expenses \$ \_\_\_\_\_

Provide details here:

Have you applied for any grant, scholarship, transportation or other outside financial assistance to support this project? ( ) YES ( ) NO If yes, please provide details and amount:

Attach any necessary supporting documents and additional comments or information that you would like considered.

**I HAVE READ THE GUIDELINES FOR THIS SABBATICAL AND AGREE TO THE TERMS OUTLINED THEREIN. I WILL FILE A WRITTEN REPORT OF MY SABBATICAL EXPERIENCE WITH THE OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS AFTER THE SABBATICAL IS COMPLETED BUT NO LATER THAN OCTOBER 5.**

**Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

**Department Chair (if applicable)** \_\_\_\_\_ **Date** \_\_\_\_\_

**Dean** \_\_\_\_\_ **Date** \_\_\_\_\_

**VPAA OFFICE USE ONLY**

Date Application Received in VPAA Office \_\_\_\_\_

Email Acknowledgement Sent from VPAA Office \_\_\_\_\_

Application Complete ( ) YES ( ) NO

Comments

## **PROPOSAL RATING SCORE**

Each individual reviewer should provide a provisional rating score for each application prior to the first committee meeting. Following discussion, all ratings will be reassessed by individual reviewers, and committee voting will be based on the total of all final rating scores. In the case of ties, where the number tied cannot all be granted sabbaticals, tied applications will be discussed again, and a new vote will be held to break the tie.

When available funds will not support all proposals, the committee should base its recommendations on the following considerations:

- a. The extent to which the proposal will "further the education and training of the recipients in their individual capacities.
- b. the tenure status of the applicant (donor's preference for tenured applicants). Librarians with more than six years full-time service are to be accorded the same priority as faculty with tenure.
- c. the seniority of the applicant (donor's preference for senior applicants)
- d. the recency of previous awards (donor's preference for a rotational basis)
- e. the amount of recent awards
- f. the relevance of the proposal to the applicant's professional discipline

Use the following rating scale to rate each application:

- (1.) Clearly an exceptional proposal; one which definitely should be granted.
- (2.) Very good proposal; one which should be granted if at all possible.
- (3.) Average proposal; one which has merit and is worthy of support, but which demonstrates no particularly remarkable characteristics which might warrant a higher priority.
- (4.) Fair proposal; one which has some merit, but about which you have some reservations.
- (5.) Proposal should not be funded under any circumstances.

**INITIAL SCORE** (1 High; 5 Low) **before** discussion:

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**FACULTY AGENDA ITEM NO. 13-12**

Date: August 26, 2013

Submitted by: Kathy Menzie, ext. 1865

Description:

Changing the minor in Communication by removing several course requirements and adding three upper division communication courses. The minor will require CN101 and CN150 and then three upper division courses, chosen in consultation with a Communication faculty member.

Rationale:

The minor has been 18 hours requiring CN 101 and CN150, then three hours from skills courses and three hours from theory course and three elective hours. This was confusing for both advisers and students. Some theory classes were not offered frequently, making it difficult for students to find appropriate courses. In addition, in the future the department plans to eliminate the difference between skills and theory courses, so it would not be possible for students to fulfill the minor as written. The change simplifies the requirements.

Financial Implications: none

Proposed Effective Date: Fall 2013

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

Approved by: AAC on date: 9/30/13

FAC on date:

Faculty Senate on date:

Attachments

Yes

No

**FACULTY AGENDA ITEM NO. 13-13**

Date: August 26, 2013

Submitted by: Roy Wohl

Description:

Delete Minor in Kinesiology

Rationale:

Two new Kinesiology Minors (Minor in Fitness and Minor in Coaching) are more appropriate to the discipline and more attractive to the broader range of students. Each of these new minor programs prepare the student for a national certification exam - the Minor in Kinesiology does not and is no longer relevant.

Financial Implications: None

Proposed Effective Date: Fall 2013

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

Approved by: AAC on date: 9/30/13

FAC on date:

Faculty Senate on date:

Attachments

Yes

No

**FACULTY AGENDA ITEM NO. 13-14**

Date: August 21, 2013

Submitted by: Laura Stephenson, ext. 1561

SUBJECT: New Associate of Liberal Studies Degree

Description:

The Associate of Liberal Studies Degree is intended to give students a broad background in liberal studies in preparation for further study or employment.

1. General Education Requirements for an Associate Degree at Washburn
 

MA 112/116	Mathematics	3 hours
EN 101	Freshman Composition	3 hours
WU 101	Washburn Experience	3 hours*
Gen Ed Social Sciences (minimum of 2 disciplines)		6 hours
Gen Ed Natural Sciences and Mathematics (min. 2 disc.)		6 hours
Gen Ed Arts and Humanities (min. of 2 disciplines)		6 hours
  
  2. Specific Additional Requirements: Choose Plan A or Plan B
 

Plan A		
A focus of at least 12 hours in one CAS discipline		12 hours**
(General education courses do not count towards the 12 hour total)		
Plan B		
12 hours in the disciplines outlined for Plan A or primary 6 hours general education areas		12 hours**
  
  3. Electives 23 hours\*\*\*
- Total: 62 hours minimum\*\*\*\*

\* Students transferring to Washburn University with at least 24 hours with a GPA of 2.0 or higher AND those who have completed 24 hours by Spring 2014 are exempt from the WU101 requirement.

\*\*Minimum grade of C on all courses used to satisfy Plan A or Plan B.

\*\*\*Minimum of 12 hours of electives must be taken outside the 12-hour discipline in Plan A or outside the primary 6-hour general education area in Plan B.

\*\*\*\*Minimum of 24 hours from Washburn with 12 of the last 24 hours at Washburn; Minimum GPA of 2.0

Rationale:

The Associates of Liberal Studies degree provides another alternative for students who aspire to earn an associate's degree. The foundation for the ALS degree was initially developed in conversations between the Dean of CAS and the VPAA. The idea was next discussed by the BIS Committee, the College Faculty Council and the CAS chairs, eventually resulting in a formal proposal that was approved by the CFC on May 1, 2013 (with suggested changes). The ALS degree was approved by the CAS Faculty on May 8, 2013.

Financial Implications:

No anticipated new costs. May increase enrollment slightly as students may stay to complete the ALS degree who might have otherwise left Washburn without a degree.

Proposed Effective Date: Fall, 2014

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

Approved by: AAC on date: 9/30/13

FAC on date:

Faculty Senate on date:

Attachments Yes  No

**FACULTY AGENDA ITEM NO. 13-15**

Date: August 21, 2013

Submitted by: Kathy Menzie

SUBJECT: New Minor in Film and Video

Description:

The Film & Video curriculum is designed to provide students with theoretical, pre-production and production skills for entry into a variety of film and television industry positions.

Rationale:

The Minor in Film and Video will allow students of all backgrounds to participate in telling stories of importance to them by using some of the latest methods and technologies in recorded digital form. The general minor in mass media includes only 9 hours of film and video courses. This minor includes all the courses in the Film and Video sequence, 21 hours, allowing students with a major in theater or art to develop their skills in digital film in addition to their major courses.

Financial Implications: None

Proposed Effective Date: Fall 2013

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

Approved by: AAC on date: 9/30/13

FAC on date:

Faculty Senate on date:

Attachments

Yes

No

**FACULTY AGENDA ITEM NO. 13-16**

Date: August 23 2013

Submitted by: Sharon Sullivan, 2246

SUBJECT: Women’s and Gender Studies

Description:

Currently the course designation for Women’s and Gender Studies is IS (Interdisciplinary Studies). This is a proposal to change the course designation to WG (Women’s and Gender Studies).

Rationale:

Women’s and Gender Studies has a proven track record of student enrollment. A WG course designation would allow Washburn to more efficiently draw students’ attention to the program it currently offers. With a WG course designation, students will be better able to identify Women’s and Gender Studies courses, including cross-listed courses, and enhance the clarity of the transcript.

Financial Implications: None

Proposed Effective Date: Fall 2014

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

Approved by: AAC on date:9/30/13

FAC on date:

Faculty Senate on date:

Attachments

Yes

No

**FACULTY AGENDA ITEM NO. 13-17**

Date: October 21, 2013

Submitted by: Mark Peterson

SUBJECT: New Washburn Legal Scholars 3.5 + 3 Program

Description:

The 3.5 + 3 program is designed to enable academically talented and focused students to complete their undergraduate degree while simultaneously completing their first semester of law school.

Washburn's 3.5 + 3 program is designed to enable academically talented and focused students to complete their undergraduate degree while simultaneously completing their first semester of law school. This program is a modification of a baccalaureate degree. As there is no prelaw major, students are required to complete an existing major and to complete all other degree requirements. The program is designed so that students in the program would complete at least 109 credits toward their undergraduate degree. They would then be eligible to apply for entry to Washburn University School of Law for entry in the final semester of the senior year. In law school they would simultaneously complete the remaining 15 elective credits of undergraduate study and receive their bachelor's degree by successfully completing the first 15 credits of law school.

Rationale:

The Legal Scholars Program is offered in order to help attract well-qualified and highly motivated students to Washburn's undergraduate program and ultimately to Washburn's Law school

Financial Implications: The undergraduate side of the university will lose one semester of tuition from the predicted one or two students per annum.

Proposed Effective Date: Fall 2014

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

Approved by: AAC on date **10.21.13**

FAC on date

Faculty Senate on date

Attachments Yes  No