

**Washburn University  
Meeting of the Faculty Senate**

**February 10, 2014  
3:00 PM Kansas Room, Memorial Union**

- I. **Call to Order**
- II. **Approval of Minutes of the Faculty Senate Meeting of December 9, 2013 (pp. 2-4)**
- III. **President's Opening Remarks**
- IV. **Report from the Faculty Representative to the Board of Regents**
- V. **VPAA Update—Dr. Randy Pembroke**
- VI. **Faculty Senate Committee Reports**
  - **Academic Affairs Committee of November 18, 2013 (pp. 5-6)**
  - **Faculty Affairs Committee of November 4, 2013 (pp. 7-9)**
  - **Faculty Affairs Committee of November 18, 2013 (pp. 10-11)**
- VII. **University Committee Reports**
  - **Faculty Development Steering Committee of December 6, 2013 (p. 12)**
  - **General Education Course Review Committee of November 4, 2013 (pp. 13-14)**
  - **Honors Advisory Board of November 6, 2013 (p. 15)**
- VIII. **Old Business**
  - **14.1 International Business Concentration for the BBA Degree (p. 16)**  
--Dmitri Nizovtsev Presents
  
  - **14.2 Faculty Handbook: Tenure, Probationary Period; Early Petitions (pp.17-18)**  
--Jennifer Wagner Presents
- IX. **New Business**
- X. **Information Items**
- XI. **Discussion Items**
  - **Scheduling of General Faculty Meetings**
  - **Student photos on D2L: FERPA issues**
- XII. **Announcements**
- XIII. **Adjournment**

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**Faculty Senate**  
**Washburn University**

Minutes of December 9, 2013  
3:00 PM Kansas Room, Memorial Union

Present: Arterburn, Ball, Berry, Chamberlain, Edwards, Francis, Frank, Fernengal, Florea, Friesen, Jackson, Kitts, Lunte, Mach, McConnell-Farmer, McMillen, Mercader, Palbicke, Pembrook (ex-officio), Perret, Reynard, Roach, Rubenstein, Russell, Schbley, Sheldon, Smith, Stoner-Hawkins, Sun, Treinen, Wagner, Weber, Weiner, Wisneski, Wood

Guests: Scheibmeir, Tate

- I. The meeting of the Faculty Senate was called to order at 3:05 PM, Dr. Matt Arterburn presiding.
- II. The minutes of the Faculty Senate meeting of November 25, 2013 were approved.
- III. President's Opening Remarks  
Arterburn thanked Faculty Senate subcommittee members for their productive work during the semester and senators for attending the last meeting of the year.
- IV. Report from the Faculty Representative to the Board of Regents  
Ball reported a routine meeting in which documents forwarded by the Faculty Senate (e.g. the Washburn Legal Scholars 3.5 + 3 Program and the new minors in Kinesiology) were approved. Ball added that the University received an unmodified opinion in the recent auditor's report (i.e. the University's financial report appeared to be in order).
- V. Report from the VPAA, Dr. Randy Pembrook  
Pembrook congratulated Pat Munser on her appointment as Dean of the School of Applied Studies. He added that the search for the Dean of Arts and Sciences was continuing, and that an appointment for the Director of the Center for Teaching Excellence will be forthcoming.

Pembrook announced that the International and Comparative Law Center was approved. It will be co-directed by Nancy Maxwell and Craig Martin.

Pembrook reported that the Board of Regents will be discussing such issues as enrollment, marketing techniques, and transfer students later this month.

In conclusion, Pembrook congratulated the School of Music for the Holiday Vespers concert. He praised soloists Sylvia Stoner-Hawkins and Ann Marie Snook for their performances, and noted the aptness of hearing "I'm Dreaming of a White Christmas" while it was snowing outdoors.

- VI. Faculty Senate Committee Reports
  - A. The Academic Affairs Committee Minutes of November 4, 2013 were accepted.
  
- VII. University Committee Reports
  - A. The Assessment Committee Minutes of November 14, 2013 were accepted.
  - B. The International Education Committee Minutes of November 14, 2013 were accepted.
  
- VIII. Old Business
  - A. 13.20 Faculty Handbook Change: Probation and Reinstatement Committee was approved. It will be forwarded to the general faculty. –Matt Arterburn presented 13.20 to the Faculty Senate.
  
  - B. 13.21 Faculty Handbook Change: Program Review Committee was approved. It will be forwarded to the general faculty. –Matt Arterburn presented 13.21 to the Faculty Senate.  
  

Note 1: A clarification was inserted under “Proposed Wording,” page 1:

“. . . to improve the quality of the academic, **administrative, and student life** programs”

To compliment this insert, “academic” was then deleted as a modifier of “program” and “programs” within the same paragraph.
  
  - C. 13.22 Faculty Handbook Change: Student Success Committee was approved. It will be forwarded to the general faculty. –Matt Arterburn presented 13.22 to the Faculty Senate.
  
  - D. 13.23 General Education Transfer Policy Revision was approved. It will be forwarded to the general faculty. –Nancy Tate, Associate Vice President, Academic Affairs, presented 13.23 to the Faculty Senate.
  
  - E. 13.24 Online RN to BSN Program Proposal was approved. It will be forwarded to the general faculty. –Monica Scheibmeir, Dean, School of Nursing, presented 13.24 to the Faculty Senate.

Note 1: Scheibmeir clarified that some students will have to complete pre-requisites (e.g. General Chemistry, Microbiology) before applying to the program. She added that this program will help empower RNs to complete the BSN Degree and so add to an advanced workforce.

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IX. New Business  
None

X. Information Items  
None

XI. Discussion Items  
None

XII. Announcements  
None

XIII. The Faculty Senate adjourned at 3:40 PM.

**Academic Affairs Committee Meeting  
November 18, 2013  
Meeting Minutes**

Committee members in attendance

Royce Kitts  
Rodrigo Mercader  
Tony Palbicke  
Randy Pembrook (ex officio)  
Bassima Schbley

Crystal Stevens (by telephone)  
Danny Wade

Not in attendance:

Jennifer Ball  
Rob Weigand

Guests

Associate Vice President Nancy Tate

The meeting was called to order by the Chair, Tony Palbicke.

**I. Minutes from October 4, 2013**

The minutes were sent to the committee prior to the meeting for review. The minutes were approved with one minor change and will be forwarded to Faculty Senate.

**II. New Business—Transfer of General Education credits from Regionally Accredited Institutions**

Associate Vice President Nancy Tate attended the meeting representing the General Education committee who proposed the Transfer of General Education agenda item. Dr. Tate provided an overview of the proposal that was sent to the committee prior to the meeting. Several points of interest in the discussion included:

- a. A request was made to add “or a prerequisite to the major” to #4 point within the Exceptions to the policy paragraph.
- b. Dr. Tate also asked the committee to review an additional paragraph which included transfer language pertaining to International students. The committee members agreed this should be added to the agenda item, and indicated this would be on the 3<sup>rd</sup> page, the paragraph right before the exceptions paragraph.
- c. The effective date of Fall 2014 raised some discussion. After some conversation, it was determined the effective date should read, “ this policy will be applied retroactively for the previous six (6) years and will appear in the Fall 2014 catalog.

After further discussion, a motion was offered to approve the proposal with the requested changes made, seconded and all voted to approve the agenda item. Based on the approval, this will be forwarded to Faculty Senate.

The meeting was adjourned.

**Meeting Schedule:**

Monday, December 2, 2013 in the Thomas Room

**Washburn University Faculty Senate  
Faculty Affairs Committee**

Meeting Minutes

Monday, November 4, 2013

3:30 pm, Crane Room

**APPROVED FAC: December 2, 2013**

Present: Marguerite Perret, Sarah Ubel, Jennifer Wagner, Margaret Wood, Diane McMillen, David Rubenstein, Karen Fernegel, Bill Roach, Kelly Weber,

Approval of Minutes:

- Approval of minutes from Monday, October 14, 2013 meeting.
  - Diane moved, David second
  - Unanimously approved

Old Business:

- General discussion of changes to Tenure/Promotion section of Faculty Handbook
  - Feedback from constituencies discussed
  - Discussion of Item 5 (stopping the tenure clock)
    - Suggested addition of wording: add “partner” to list of who qualifies as a family member (D. to care for a family member [e.g. spouse, partner, child, parent] E. Death of a family member [e.g. spouse, partner, child, parent]).
      - Along the same lines make sure that language is broad enough to apply to different cultural definitions of family.
    - Suggestion to add divorce (dissolution of formalized union) to situations in which the tenure clock can be stopped.
  - Discussion of Item 7 (T/P committee members of same or higher rank)
    - It might be useful to lay out the procedures for determining committee membership for each school
    - Discussion of how this impacts College and School committees on Tenure and Promotion (e.g. CCPT).
      - Will this mean that all the school and college level committees will only be made up of full professors?
      - Will Handbook description and definition of these committees have to be changed?

- Discussion of Item 9 (adding items to T/P petitions)
  - General discussion of pro's and con's
  - Committee seemed split on this: several individuals supportive of this, others not convinced.

New Business:

- **FA Agenda Item 1:** Proposal to make 6-year probationary period for tenure consistent throughout Section 3 (Faculty Personnel Policies and Procedures) section of the Faculty Handbook.
  - Language reviewed and a correction made where one reference to 7 years was missed in original proposal.
  - Move to approve with changes: Diane; Seconded: Karen
  - Approval unanimous
- **FA Agenda Item 2:** Proposal to add language to Faculty Handbook that creates pathways for faculty members, unit heads, chairs, and deans to collaboratively establish development opportunities for faculty who are granted tenure but are not promoted to Associate Professor.
  - Discussion of whether this language applies to SON and SOL
    - SOL faculty are hired in at Associate level
    - Margaret e-mailed Deans for information but did not receive response from SOL or SON
    - Margaret will forward this language to all Deans, but especially call to the attention of SOL and SON deans.
    - Language for SON maintained (pending input from Dean, SON)
    - Language for SOL deleted
  - Move for approval with recommended changes: David; seconded: Marguerite
  - Approval unanimous
- **Discussion of Employment Contract Language**
  - Consider a request of removal of financial exigency language that has appeared in 2014 contracts.
    - Jennifer and Sarah summarize discussion that occurred in NS Division and Humanities Division.
    - General discussion of some of the implications of the language
    - Discussion about establishing explicit definitions of "financial exigency" and the processes that would take place if the University were in financial peril.
    - Decision was made to gather information about this new language before trying to solve the problem.



- Decision was made to invite the University Attorney and the Vice President of Academic Affairs to inform us about the new language and cessation of contracts.
  - Because this is an issue that concerns all faculty we determined that this fact finding phase of our actions would most appropriately take place on the level of the entire Senate.
  - Once we have adequate information the issue could then be kicked back down to Faculty Affairs to develop any appropriate actions.
- Moved to request the President of Faculty Senate or the Executive Council of Faculty Senate to invite the University Attorney and the Vice President to an upcoming FS meeting: Diane; seconded: Jennifer.

#### Discussion Items:

- Tasks and timeline for FA Committee
  - Prioritized List
    - Definitions
      - We will distribute these to stakeholders over Winter Break
      - Seek feedback from constituencies early in the Spring
      - Seek to approve and move these up to the Senate early in the spring.
    - VPAA meet with candidate regarding majority negative (9A)
    - Early Tenure Review (Item 8)
      - Jennifer is going to take on the task of drafting this language for a FA Agenda Item early in the spring. Perhaps this item and the definitions can be moved up to Senate at the same time.
    - Stopping Tenure Clock (Item 5)
    - Committee Membership (Item 7)
    - Adding Material to Portfolio (Item 9B)
    - Communication with Candidate throughout Process (Item 9C)
    - Chairs required to write letter (Item 6)

#### Announcements:

Next meeting, November 18, 2013, 3:30 pm, Crane Room

# Washburn University Faculty Senate Faculty Affairs Committee

## Meeting Minutes

Monday, November 18, 2013

3:30 pm, Crane Room

**APPROVED FAC: December 2, 2013**

Present: Sarah Ubel, Jennifer Wagner, Margaret Wood, Diane McMillen, Karen Fernegel, Bill Roach, Kelly Weber

Time: 3:30 pm – 5:00 pm

Opening Comments:

Approval of Minutes:

- Minutes from Monday, November 4, 2013 meeting not approved because quorum not achieved until later in meeting (late arrivals/early departures). These will be approved at our next meeting (December 2, 2013)

Old Business:

- Review of what we have accomplished this semester (Fall 2013)
  - A full report will be submitted to the committee and the FS President (Matt Arterburn), FS Secretary (Mary Sheldon) at end of semester.
- Goals and timeline for FA Committee Spring 2013
  - Tenure/Promotion Handbook Changes (prioritized List)
    - Definitions (put up for FAC vote Feb 3, first meeting of Spring)
    - VPAA meet with candidate regarding majority negative (9A)
    - Early Tenure Review (Item 8)
      - Jennifer and Sarah have been working on this language will have Agenda Item ready for consideration at Dec. 2 meeting.
    - Stopping Tenure Clock (Item 5) (draft language and put up for FAC vote before April 7)
    - Committee Membership (Item 7) (draft language and put up for FAC vote before April 7)
    - Adding Material to Portfolio (Item 9B)
    - Communication with Candidate throughout Process (Item 9C)

- Chairs required to write letter (Item 6)(draft language and put up for FAC vote before April 7)
- Contracts/Letters/Financial Exigency
  - Discuss issues raised in Faculty Senate (Spring)
  - Research how other institutions have handled similar issues
  - Consider/draft language related to financial exigency for Handbook (put up for FAC vote before April 7)

New Business:

- Cynthia Waskowiak (University Compliance Officer) began to walk us through changes in definitions for the Faculty Handbook.
  - Vigorous discussion of “Senior Lecturer” designation
    - Can be seen as reward but also formalizes trend toward hiring untenured faculty members.
    - Kelly points out that the librarians are still discussing the benefits/costs of tenure
  - Vigorous discussion of “Equivalency”
    - Not sure why this is necessary or how this would unfold in practical situations. The example of YoYoMa wanting to teach at Washburn is given as an example but some on committee would like more realistic, practical examples of how this would work (retired Payless executive wanting to teach at Business School).
    - Also considerations about how such a policy impacts accreditation.
- Decided to put off nomination and vote for new Chair FAC because we have one more meeting this semester. New chair will be elected at next meeting.

Announcements:

Next meeting, December 2, 2013, 3:30 pm, Crane Room

**Faculty Development Steering Committee**

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**December 6, 2013  
2:00 pm – 3:30 PM  
Washburn B  
Meeting Minutes**

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

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

The Committee members informally invited Prof. Sharafy to discuss his idea of the 3-D Printing Workshop. Organization of the workshop was the main focus of the discussion with some coverage of the future potential of 3-D printing in various fields. After the conversation many noted that a workshop covering this subject would be very intriguing and informative.

The Committee members agreed that the Winter Social was a great success with 75 people in attendance.

Dr. Charlwood announced that he believed upon review of the planned workshops that the spring 2014 Faculty Development schedule seemed to be complete.

- **February 7, 2014 - Diversity Workshop** with Dennis Etzel and Sharon Sullivan (MyWU Story/Pop cultural referents) – shepherded by Dr. Charlwood.
- **March 7, 2014 – Flipped Classroom** with Dr. Margaret Wood (College of Arts & Sciences, Sociology & Anthropology), Dr. Reza Espahbodi (School of Business), and Rusty Taylor (School of Applied Studies, Respiratory Therapy). Dr. Juma will approach Dr. Espahbodi. Dr. Charlwood will shepherd this workshop also.
- **April 4, 2014 – 3-D Printing** with Azyz Sharafy. Dr. Herbig will shepherd this idea to fruition.

Dr. Sullivan asked everyone to recall her idea of personality testing for a workshop. She had attended a session where James Barraclough presented a much shortened Briggs-Meyers evaluation that would work in a 90-minute workshop and could be focused to explore personality in the classroom and how it can hurt or enhance affective teaching. She asked that it be considered as one possibility for the fall 2014 semester of faculty development workshops with Mr. Barraclough as presenter. Group unanimously agreed that Dr. Sullivan's idea was worth pursuing and scheduling fall 2014.

Before the close of the meeting, members of the Committee in attendance wished to compose an email to the Vice President for Academic Affairs endorsing the nomination of Dr. Kevin Charlwood for the position of Director of the Center for Teaching Excellence and Learning (C-TEL). Dr. Charlwood concluded the meeting at 4:00 pm.

## General Education

### Course Review Committee Meeting

November 4, 2013

Those Present: Jennifer Ball, Sean Bird, Cheryl Childers, Sarah Cook, Vickie Kelly, Donna LaLonde, Bradley Siebert, Nancy Tate, and Roy Wohl

Dr. Tate thanked everyone for attending the course review committee meeting. There are two major items on the agenda: the proposals for the new general education courses and a proposal for a change in the transfer policy.

A. General Education new course proposals:

a. Six (6) courses were submitted for review by the committee. Those included:

CM 105

EN 112

EN 113

EN 116

EN 300 (as a University requirement—must have SLO attached)

HI 105

b. After substantial discussion, all courses would be conditionally approved and Dr. Donna LaLonde was asked to provide assistance to the departments to ensure all objectives were clearly written and the assessment methods were easily identified.

c. In the History proposal, it is indicated this course will be crosslisted with MU 105. Donna was asked to work with the Music and History departments to ensure the objectives and learning outcomes match.

d. Once those modifications have been accomplished, Donna will then notified the Vice President's office and an official approval notification would be provided to the departments.

(These letters have been sent providing official notification of the new general education course status)

B.

C. Transfer Policy

An e-mail with a draft of the proposed transfer policy was sent prior to the meeting. Committee members were asked to review and provide comments and/or suggestions. Based on those suggestions, Dr. Tate developed a final draft that included all of the

comments and suggestions. The committee members then discussed those changes and decided which of the changes made the most impact with students and faculty.

After all committee members discussed the policy, a motion and second were made and Dr. Tate asked for final discussion. All committee members unanimously voted for this proposal to be submitted through the faculty governance process.

The meeting was adjourned.

**MINUTES****HONORS ADVISORY BOARD**

Wednesday, November 6, 2013

Cottonwood Room – 12:00 p.m.

**Present:** Michael McGuire (Chair), Jennifer Ball, John Burns, Danny Funk, Michael Gleason, Martha Imparato, Eric McHenry, Denise Ottinger, Bassima Schbley, Brad Turnbull, and Ye Wang.

The minutes of the September 4 meeting were approved as distributed.

**HONORS STUDENT COUNCIL REPORT**

Amanda Kennedy, President of the Honors Student Council, updated board members on plans and preparations for upcoming events hosted by the Honors Student Council.

**UNFINISHED BUSINESS****Benchmark Review**

Michael distributed a compilation of results from other schools' honors programs to use as benchmarks. Committee members were encouraged to review and make comments. Michael offered to share electronically for those who were interested.

**Alignment of Student Learning Outcomes with Mission**

The board approved the new mission statement along with new student learning outcomes. Though there was a consensus on the mission and SLOs, many members offered suggestions on how to reword both the mission and SLOs for clarity.

**NEW BUSINESS****Entry Points for Transfer (and other) Students**

Michael distributed a handout listing three entry points for students. John Burns recommended changing the term "entry points" to "completion points." This suggestion resonated well with the board members.

**Input on Etiquette Dinner and Quest-Super Saturday**

Michael requested suggestions and other ideas concerning the upcoming events. He also invited all to attend or participate.

**.ANNOUNCEMENTS**

- Honors Tailgate this Saturday, November 9, Northeast Corner of Henderson, 11:00 – 12ish
- Etiquette Dinner next week (Tuesday, Nov. 12, 6:30 – 8:00ish)
- Quest Super Saturday: Saturday, December 7, 8:30-3:30ish (Specific times depend on roles)
- Other(s) from members of the board
- The next meeting is Wednesday, December 11 at 11:30 in the Lincoln Room.

The meeting adjourned.

**FACULTY AGENDA ITEM 14-1**

Date: November 25, 2013

Submitted by: School of Business, Dean – David Sollars

Contact person – Dmitri Nizovtsev, 670-1599, [dmitri.nizovtsev@washburn.edu](mailto:dmitri.nizovtsev@washburn.edu)

SUBJECT: International Business concentration for the BBA degree

Description: Presently, candidates for the Bachelor of Business Administration degree can choose one of six concentrations: Accounting, Economics, Finance, General Business, Management, or Marketing. We propose adding a concentration in International Business to that set. Reasons for the change and the benefits thereof are presented in the attached document.

Rationale: The change is necessary because:

- The evolving nature of the modern marketplace creates demand for graduates with skills suitable for employment in international enterprises.
- There is substantial evidence of growing interest in International Business degrees from incoming freshmen and prospective students.
- The most recent set of standards issued by the Association for Advancement of Collegiate Schools of Business, places special emphasis on the need to prepare graduates for employment in the global marketplace.
- Peer universities in Kansas and the Midwest have added International Business to their degree portfolio in the past few years.

For more details, see the attached document.

Financial Implications: The annual cost of program is approximately \$100,000. The program is projected to start generating positive cash flow in third year of its existence. For detailed financial analysis, see the *Financial Impact Analysis* section, pp. 10-13 and Appendix B.

Proposed Effective Date: *Fall 2014.*

Request for Action: *Approval by Academic Affairs Committee, Faculty Senate, and General Faculty.*

Approved by: AAC on date **12/2/13**

*FAC on date*

*Faculty Senate on date*

Attachments : Yes  No



**FACULTY AFFAIRS AGENDA ITEM 14-2**

Date: *December 2, 2013*

Submitted by: *Faculty Affairs Committee*

SUBJECT: *Change in Faculty Handbook language regarding the probationary period and early petitions for tenure*

Description: *The new language proposed below would clarify the university's policies on the mandatory year in which a faculty member must petition for tenure, and give faculty the right to petition for tenure before the mandatory year. Changes making the probationary period six years consistently throughout the faculty handbook were approved by the Faculty Senate on November 25, 2013; the proposed language reflects this change, and amends the number of years required to teach at Washburn to reflect it.*

Rationale: *The current language in the Faculty Handbook does not address situations in which a faculty member chooses to petition for tenure prior to the mandatory year, and does not explicitly address how the mandatory year should be calculated in situations in which a faculty member negotiates for an early mandatory year at the time of hire. The proposed language addresses both of these issues.*

Financial Implications: *none*

Proposed Effective Date: *At the beginning of the Fall 2014 semester.*

Current Wording:

3.II.E. Beginning with appointment to the rank of full-time instructor or a higher rank, the probationary period at Washburn University shall not exceed seven years. At least four of these seven years must be at Washburn as a full-time instructor or higher rank. Up to three years credit may be granted, by written agreement, for full-time service at other institutions of higher education. The initial employment contract of every full-time faculty member will indicate that member's maximum probationary period at Washburn University.

Wording Approved by the Faculty Senate on November 25, 2013:

3.II.E. Beginning with appointment to the rank of full-time instructor or a higher rank, the probationary period at Washburn University shall not exceed six years. At least four of these six years must be at Washburn as a full-time instructor or higher rank. Up to three years credit may be granted, by written agreement, for full-time service at other institutions of higher education. The initial employment contract of every full-time faculty member will indicate that member's maximum probationary period at Washburn University.

Proposed Wording:

3.II.E. The probationary period will not exceed six years once a tenure track faculty member is appointed at Washburn University. At least three of these six years must be at Washburn University as a full-time faculty member with a tenure-track appointment. The faculty member is required to petition for tenure in the last year of the probationary period. The initial employment contract of every full-time tenure-track faculty member will indicate the member's mandatory tenure review year. Units have the right to establish stricter minimum thresholds of university service for tenure or promotion (e.g., three years of full-time teaching at a higher education institution, or four years full-time service at Washburn University, etc.).

3.II.E.1. Negotiated Time. By written agreement at the time of hire, a tenure-track faculty member may be granted up to three years credit for full-time service at other institutions of higher education. The probationary period will consist of the number of negotiated years combined with the number of years at Washburn University required to complete a total of six years. If the petitioner is unsuccessful at the end of the probationary period, the petitioner will be issued a terminal contract.

3.II.E.2. Petition Prior to Completion of Probationary Period. A tenure track faculty member may determine in collaboration with his or her department chair and/or dean to petition for tenure prior to the completion of the six year probationary period. An early petition may occur only one time and after all university and unit requirements for time of service have been completed, usually during the fourth or fifth year of the probationary period. If the petitioner is unsuccessful, it does not preclude the completion of the remainder of the probationary period and a subsequent application for promotion and tenure within the six year probationary period, unless otherwise specified in the original hiring contract.

Request for Action: *Approval by Faculty Affairs Committee, Faculty Senate, and General Faculty*

Approved by: *AAC on date*

*FAC on **12/2/13***

*Faculty Senate on date*

Attachments Yes  No