

**Washburn University
Meeting of the Faculty Senate
March 6, 2017
3:00 PM – Kansas Room, Memorial Union**

- I. Call to Order**
- II. Approval of the Faculty Senate meeting minutes of February 20, 2017 (pp. 2-4)**
- III. President’s Opening Remarks**
- IV. Report from the Faculty Representative to the Board of Regents**
- V. VPAA Update—Dr. JuliAnn Mazachek**
- VI. Faculty Senate Committee Reports:**
 - **Approval of the Academic Affairs Committee meeting minutes from September 12, 2016 (pp. 5-6).**
 - **Approval of the Academic Affairs Committee meeting minutes from January 20, 2017 (p. 7).**
 - **Approval of the Faculty Affairs Committee meeting minutes from November 14, 2016 (p. 8).**
- VII. University Committee Reports:**
 - **Receipt of the International Education/International WTE meeting minutes from November 10, 2016 (p. 9)**
 - **Receipt of the Library Committee meeting minutes from February 15, 2017 (p. 10)**
- VIII. Old Business:**
 - **17-2 Update of Credit for Prior Learning (CPL) Policies (pp. 11-14).**
 - **17-3 Graduate Council Wording and Membership Changes (pp. 15-17)**
 - **17-5 Faculty Handbook Committee (pp. 18-19)**
- IX. New Business:**
 - **17-4 Conceal Carry Exemption (first reading) (p. 20)**
- X. Information Items: NONE**
- XI. Discussion Items:**
 - **Updating Undergraduate Student Classification to match new Academic Probation of Reinstatement Policy (presented by Richard Liedtke)**
- XII. Announcements**
- XIII. Adjournment**

**Washburn University
Meeting of the Faculty Senate
February 20, 2017
3:00 PM – Kansas Room, Memorial Union**

PRESENT:

Alexander, Ball, Barker, Erby, Kwak, Moddelmog, Ockree, Petersen, Prasch, Sadikot, Schmidt, Schnobelen, Scofield, Siemens, Sourgens, Stacey, Steinroetter, Stevens, Wasserstein, Weiner, Wohl, Worsely, and Zwikstra

ABSENT:

Farwell, Francis, Garritano, Kapusta-Pofahl, Mansfield, Mastrosimone, Matthews, Mazachek, Memmer, Smith, Treinen, and Tutwiler

GUESTS:

Dohrman, Bird, Holthaus, Gropitch, Schmidt (Thomas), Liedtke

- I. **President Schmidt called the meeting to order at 3:02pm.**
- II. **The Faculty Senate meeting minutes of December 5, 2016 were approved.**
- III. **President's Opening Remarks:**
 - **The VPAA search is still underway; please try to attend the open forums, ask questions and then follow up by sending Dr. Farley your comments.**
 - **The VPAT search is waiting for the VPAA search to end before re-opening.**
 - **The Faculty Affairs Committee (FAC) is working on the proposal dealing with the organization of the faculty handbook revision committee.**
 - **The Academic Affairs Committee (AAC) will be working with the Office of Student Life on the Student Code of Conduct. They're particularly concerned with the Faculty Handbook's academic impropriety policy that the student code references that may be out of date. The goal is to have a revised policy in place by next fall.**
 - **Schmidt noted that he and Ball are currently serving on an ad hoc relationship task force that includes a wide variety of administrators and the two faculty representatives.**
 - **Liedtke presented some preliminary enrollment numbers for spring: he noted the number of total students is down slightly (0.89%) but indicated that credit hours are up slightly (0.93%). He indicated that more information would be coming out in the next couple of weeks.**
- IV. **Report from the Faculty Representative to the Board of Regents:**
 - **Moddelmog attended the most recent meeting and reported the following:**
 - **President Farley announced that community members are exploring the creation of a North Topeka education project.**
 - **Ways of increasing recruitment to Washburn Tech was discussed.**
 - **The new protocol for campus open carry was discussed. It was proposed that Washburn would adopt an open carry while outside campus buildings/concealed carry while inside campus buildings policy, though Moddelmog noted that this is a proposal that was tabled until more information comes out.**

- Schmidt added that five of the faculty senates from the Regents institutions have passed resolutions which support a permanent exemption for higher education institutions to the Kansas conceal carry policy going into effect in July; He indicated that any senator can propose such a resolution for the Washburn Faculty Senate to consider. Petersen asked if there was a version of this that had been adopted that was available for Senators to view. Schmidt said he would send these out to individuals if they e-mailed him.

V. VPAA Update—Dr. JuliAnn Mazachek: NONE

VI. Faculty Senate Committee Reports:

- The Academic Affairs Committee meeting minutes of September 12, 2016 were not approved. Because of concerns expressed by Kwak (Chair of the AAC), Barker asked that the minutes be amended. Kwak elected to withdraw these minutes for revision; they will be resubmitted at a later date once the AAC has the opportunity to consider revising them.

VII. University Committee Reports:

- The Graduate Council meeting minutes from October 24, 2016 were received.
- The Graduate Council meeting minutes from November 28, 2016 were received.

VIII. Old Business: NONE

IX. New Business: NONE

X. Information Items:

- 17-02 Update of Credit for Prior Learning (CPL) Policies (presented by April Dohrman): Prasch said that had the full language side by side with the new language, it might be better to understand. Prasch also noted that the 2nd part might require a lowering of our standards (a tougher discussion for later). Barker asked if this language would align us with KBOR? Dohrman said it would. Barker said that he wasn't in favor of aligning Washburn with KBOR because it takes the decision (with its inclusion in the catalog) out of faculty hands and places it in administrator's hands. Sadikot said if we approve the language, then how are we not tacitly agreeing to the KBOR scores later. Ball asked where the actual problematic words were as it didn't seem troubling to her. Prasch wondered why it was an information item rather than an action item, and because of this status, if it provided the faculty with a voice at all? Ball said she wouldn't have a problem with it being an action item and asked for this to be added as an action item by the AAC. Scofield noted that this isn't just aligning with new language (repeating CLEP exams, for instance, looks like an actual change with policy implications). Modellmog seconded Prasch's earlier comment that including both old and new language would be helpful. Wohl wondered about DSST credit and what a "pass" means grade-wise under this system; Dohrman said this wasn't set but it would likely be classified as a C grade. Modellmog wondered if some of these classes were major classes; Dohrman noted that some were but Chairs/Unit heads would be contacted for approval.

XI. Discussion Items:

- Barker wanted to raise a discussion issue for the future: due dates for summer offerings starting in 2018 and advising load. With the recent changes in registration dates for summer versus fall semesters, faculty are now essentially being asked to potentially double their

advising sessions during the spring semester (since summer PINs are released weeks before fall PINs. He also noted that the decisions about these deadlines did not include faculty input, and that soon we will be asked to determine what classes we're offering much earlier than before. Steinroetter noted that this was especially troubling for those departments conducting searches since they wouldn't even know what faculty to assign to some classes or if such classes could be offered, and that there might be problems creating schedules far in advance if faculty are retiring. Petersen said that this might be helped in the future with moving to a one PIN policy.

XII. Announcements:

- Schmidt announced that Apeiron would be on April 28, 2017; registration is due by March 30, 2017.

XIII. President Schmidt adjourned the meeting at 3:45pm.

Academic Affairs Committee Minutes

Monday, September 12, 2016

3:00 – 4:00 pm

Thomas Room

Present: Annie Collins, Keith Farwell, Sungkyu Kwak, Bobbe Mansfield, JuliAnn Mazachek (ex officio), Sean Stacey, Vanessa Steinroetter, Melanie Worsley

Guests present: Nancy Tate, April Dohrman

Chair Kwak called the meeting to order and asked everyone present to introduce themselves. Chair Kwak then moved to the order of the business meeting.

1. Approval of Minutes from April 25, 2016 meeting
The minutes were sent to the committee prior to the meeting for review. The minutes were approved and will be forwarded to Faculty Senate.
2. Discussion Items:
 - a. Prior Learning (AP, IB, and CLEP credits)

Chair Kwak indicated Faculty Senate President Shaun Schmidt asked the members of the Academic Affairs committee to review the matter of Prior Learning credits, along with the recent KBOR and Legislative actions to see if Faculty should have input on whether Washburn University goes along with the proposals and Senate Bill. April Dohrman was asked to provide information as to the Prior Learning actions taken by KBOR and the Legislature through a Senate Bill. April indicated KBOR is trying to align all public institutions with prior learning credits (AP, IB and CLEP—all credit by exam programs).

April indicated KBOR asked all public institutions to provide their scores. If there is a conflict or disagreement as to what the score should be for a particular course, then a system-wide process has been developed where a majority of the institutions would have to agree with the new score. (i.e. Washburn wants a score of 5 and all other institutions want a score of 3. The system-wide review would take place and a majority would either agree the score should be moved for all institutions to a 5 or remain at a 3).

KBOR is taking this action to allow courses to transfer between institutions. This action isn't different than the transfer work being completed by another KBOR/institutional working committee. It should be noted that this change is not an opt in or out possibility. In that we are a public institution, we must go along with the actions stated through KBOR and the Senate Bill.

April indicated there is one change in the CLEP Senate Bill that may cause Washburn University an issue. The bill indicates if the CLEP credit is within the major, then the CLEP credit should count within the major. Our current policy states permission from the chair must be obtained prior to the course/credit being counted.

Changes, should there be any, will be brought forth to the Academic Affairs committee through agenda items. This agenda item will be submitted to Faculty Senate as an Information Item.

b. University master syllabus

Nancy Tate provided the history of the master syllabus and concluded that some sections of the master syllabus are important due to the HLC accreditation through federal government requirements as well as campus resources. Nancy stated this is a contract between the instructor and the student but also with the University. She indicated this is provided to all faculty in August through the official campus e-mail, but is also provided through D2L.

Chair Kwak indicated Senate President Schmidt had a concern with the length of the syllabus and wished to have the members of this committee discuss if the amount of information is important to have. He also relayed President Schmidt's claim that a syllabus is a contract between the instructor and the students.

After discussion by the members, it was felt that, since this was issued, and available through electronic means (link and through D2L), the master syllabus is adequate and workable for faculty. All members felt this issue should not have further discussion.

Meeting was adjourned at 3:35 p.m.

Academic Affairs Committee Minutes

January 20, 2017

Electronic Vote

Committee members: Annie Collins, Keith Farwell, Sungkyu Kwak, Bobbe Mansfield, JuliAnn Mazachek (ex officio), Sean Stacey, Vanessa Steinroetter, Melanie Worsley

1. Approval of Minutes from September 12, 2016 meeting
The minutes were sent to the committee for review. The minutes were approved and will be forwarded to Faculty Senate.
2. Prior Learning (CPL) policies
On January 20, 2017, this committee was asked to review the agenda item referring to the Prior Learning (CPL) policies which will align Washburn University with the current Kansas Board of Regents CPL policies and the recently passed senate bill no. 388 regarding CLEP credit.

Committee members were asked to indicate their concerns regarding this agenda item. No concerns were expressed by the deadline indicated and a quorum vote to pass this was received.

The agenda items will be forwarded to Faculty Senate.

Meeting was adjourned.

Faculty Affairs Committee Minutes
Monday, November 14, 2016
3:00 – 4:00 p.m.
Cottonwood Room/Union

Present: John Francis, Amy Memmer, Barbara Scofield, Crystal Stevens, Roy Wohl, Corey Zwikstra

Guest: Shaun Schmidt

Chair Crystal Stevens called the meeting to order at 3:05 p.m.

1. Approval of Minutes from October 12 and September 26 meetings
The minutes were sent to the committee prior to the meeting for review. The minutes were approved and will be forwarded to Faculty Senate.

2. Shaun Schmidt had asked the Faculty Affairs committee to review draft language which was sent to the committee members prior to the meeting. This draft language dealt with clarifying the role of the Secretary of the Faculty Senate. Additional handouts were distributed at the meeting which providing evidence of the multitude of tasks associated with the Secretary position.

After some discussion, and review of the Senate Constitution, it was determined there isn't a description of what the President does so therefore there shouldn't be any further description for the Secretary. However, all members agreed the Secretary for Faculty Senate should have 1/8 reassigned time. The wording for the agenda should be:

"The President of the Faculty Senate shall ordinarily receive one-quarter reassigned time and clerical support from the office of the Vice President of Academic Affairs. The Secretary of the Faculty Senate shall ordinarily receive one-eighth reassigned time."

A motion and second was received. After further discussion, the members passed the motion. The agenda item will be moved forward to the Faculty Senate.

Meeting was adjourned at 3:40 p.m.

International Education /International WTE Committee

November 10, 2016, 4-5 pm, International House

Present: Kelly Watt, Miguel Gonzalez-Abellas, Sangyoub Park, Alex Glashausser, Nancy Tate, Zach Frank, and Baili Zhang

October meeting minutes were approved.

Zhang reported the program to Haiti went smoothly and the students and faculty returned to campus safely. Zhang also updated the committee on the VPAA search noting “the commitment to international education” was among the additional qualifications.

The following requests for funding were approved:

Norma Juma: \$1,500

Dmitri Nizovtsev: \$1,500

Reza Espahbodi: \$1,500 (via email)

Linda Elrod’s request was tabled for clarifications on funding cycles.

Respectfully submitted,

Baili Zhang

Library Committee Minutes

February 15, 2017

Room 105

4:00 p.m.

The Library Committee convened in Mabee Library at 4:02PM. The following members were present: Dr. Adem, Dr. Bearman, Dr. Chamberlain, Dr. Conner, Dr. Mary Menninger-Corder, Dr. Dahl, Dr. Grimmer, Dr. Herbig, Dr. Hine, Dr. Morgan, Dr. O’Leary, Dr. Porta, Ms. Tenny, Dr. Thomas, and Dr. Wooldridge. Mr. Bird, Mr. Farwell, Dr. Hull, and Dr. Schmiedeler sent word they would be unable to attend.

Dr. Bearman talked about the State budget constrictions that might affect the ability of Mabee Library to continue to provide access to the same number and quality of academic databases. State budget constrictions have the very real potential to affect not only the databases that Mabee purchases but also those that we purchase as members of a consortium of state college and university libraries, magnifying the loss of resources.

It is that time of year to ask the Library Committee and all faculty to review the journal and database collections as part of our preparations to deal with potential budget shortfalls and decreases in purchasing power. Lori Fenton, Technology Librarian, will distribute to each library liaison (librarian) a survey of departmental journals and electronic resources to share with the committee representatives. Library Committee representatives will be asked to work with their departmental colleagues to complete the survey. The library liaisons will work with the departments to make decisions regarding new purchases, cancellations, and the reallocation of resources. Discussion followed. More information will follow.

Dr. Bearman spoke about a project being launched in WU101 with Dr. Cindy Wooldridge and a group of her colleagues that uses science based strategies to improve student achievement. To learn more, please visit: learningscientists.org.

Because of continued space constraints in the Mabee, the librarians are withdrawing/weeding print materials from the collections. Questions about this project should be directed to either Dr. Bearman or Associate Dean Sean Bird.

Meeting adjourned at 4:35PM

Respectfully submitted

Ginger D. Webber

Administrative Specialist

FACULTY AGENDA ITEM NO 17-2

Date: February 27, 2017

Submitted by: Dr. Nancy Tate

Subject: *UPDATE WASHBURN UNIVERSITY’S CREDIT FOR PRIOR LEARNING (CPL) POLICIES TO **ALIGN** WITH CURRENT KANSAS BOARD OF REGENTS (KBOR) CPL POLICIES AND THE 2016 KANSAS HOUSE BILL No. 2622 REGARDING CLEP CREDIT*

Rationale: This proposal seeks to align Washburn’s CPL policies with KBOR and Higher Learning Commission standards, and responds to the 2016 Kansas House Bill No. 2622. Aligning our CPL policies, particularly CLEP standards, with those of the KBOR “state educational institutions” ensures Washburn University remains competitive in its recruiting of high achieving Direct-from-High School matriculates.

This is a two-part proposal, through which Washburn University Faculty (1) updates Undergraduate Catalog Language for CPL processes and policies; and, (2) recommends academic departments update their CLEP and AP scores.

Part 1: Revise language in the Undergraduate University Catalog as indicated:

Current Catalog Language	Proposed Catalog Language
Section: Credit by Examination, Pg. 76	
Title: Credit by Examination	Title: Credit for Prior Learning
Recognizing that many individuals gain knowledge through self-study which may be equivalent to that attained through the completion of formal college courses, Washburn University has adopted a comprehensive program whereby college credit may be granted through means other than enrollment in and the successful completion of prescribed college courses. The University may grant credit through national/international examinations and university departmental examinations	Recognizing that individuals gain knowledge outside a traditional postsecondary environment, Washburn University maintains a comprehensive Credit for Prior Learning (CPL) program. CPL may take the form of postsecondary credit or advanced standing toward further education. Postsecondary level credit is the optimal outcome. The University may grant credit through national/international examinations, university department examinations, and/or prior military training. To gain additional information regarding CPL, students should contact the Center for Prior Learning and Testing in Mabee Library.
The national/international examinations are the College Entrance Examination Board (CEEB), Advanced Placement Examinations, the International Baccalaureate (IB) Diploma Program, DSST examinations (formerly DANES testing), and the College Level Examination Program (CLEP). The University Departmental Examinations are administered on campus by individual academic departments.	Delete language as information is listed below.

Test scores must be submitted directly from national testing companies in order to be considered for credit.	Delete current language, as it is addressed within the specific exam sections.
Section: DSST Testing, Pg. 78	
After an initial DSST examination is attempted, students must wait 90 days before retesting	If a DSST examination is attempted and not passed, a student must wait 90 days before retesting.
No language exists discussing how DSST credit will be awarded.	Credit for DSST examinations are awarded as credit. However, the score identified as passing should be interpreted as equivalent to a grade of C or better. Therefore, DSST credit can be awarded for any course requiring a grade of C or better. This credit is considered transfer credit and may be treated as a prerequisite for subsequent courses. There is no record made on the academic transcript for those students who are not awarded credit. Each school or department within the university has different curriculum requirements and may use the scores in different ways.
In order for DSST exam credit earned at another institution to be considered, transcripts must be submitted. Depending on the institution in which the credit was awarded, students may need to submit an official DSST transcript.	In order for Washburn University to accept as transfer credit DSST exam credit awarded at another postsecondary institution, official university transcripts must be submitted to Washburn. Depending on the institution awarding the credit, students may need to submit an official DSST transcript to Washburn University.
Here's to Your Health (exam title) Substance Abuse (exam title)	Delete both exam titles and score information as the department no longer approves for them to be awarded as credit.
Section: College Level Examination Program (CLEP), Pg. 78	
Students are only eligible to complete CLEP examinations before they have attempted or completed any college course in that discipline from a regionally accredited postsecondary institution.	Students cannot earn CLEP credit for a course previously attempted or completed at Washburn University or a regionally accredited postsecondary institution.
CLEP examinations may be attempted only once for credit at Washburn University.	If a CLEP examination is attempted and not passed, a student must wait 90 days before retesting.
Either credit or a letter grade of "A", "B", or "C" will be assigned based upon the departmental CLEP evaluation. For courses evaluated as a letter grade, students who would prefer to receive credit only must obtain departmental	Credit for CLEP examinations are awarded as credit. However, the score identified as passing should be interpreted as equivalent to a grade of C or better. Therefore, CLEP credit can be awarded for any course requiring a grade of C or

approval. If a letter grade is awarded, it will become part of the Washburn University GPA.	better.
CLEP exam credit listed on transcripts from other universities is not automatically awarded credit. Scores must be officially sent to Washburn University.	In order for Washburn University to accept as transfer credit CLEP exam credit awarded at another postsecondary institution, official university transcripts must be submitted to Washburn. Depending on the institution awarding the credit, students may need to submit an official CLEP transcript to Washburn University.
CLEP credits may not be used in your major or correlate area unless approved by the chairperson of your major department.	Delete current language. [House Bill No. 2622 states: "credit hours awarded for exams in the subject of the student's major course of study shall apply towards the student's degree program major course of study, and all other credit hours shall apply towards general degree requirements;"]
No language exists explaining how students can schedule a CLEP exam.	To schedule a CLEP Examination at Washburn University, contact the Center for Prior Learning and Testing in Mabee Library.
Section: University Departmental Exams, Pg. 79	
The student must finalize this process by taking the credit by exam registration form to the Business Office where he or she pays the fee for challenging a course by examination. The fee for each credit hour is one-third of the current resident under-graduate per-credit-hour tuition rounded to the nearest dollar.	The student must finalize this process by taking the credit by exam registration form to the Center for Prior Learning and Testing where he or she pays the standard testing fee for the exam. [KBOR CPL policy is: Fees should be based on the assessment service performed and not determined by the number of credits awarded. Tuition cannot be assessed for CPL.]
The student takes his/her copy which has been marked "paid" to the department at the scheduled time of the examination.	The student then returns to the Center for Prior Learning and Testing to complete their examination at the scheduled time.
Section: Transferring CPL from Another Institution	
None	Credit for Prior Learning awarded by all accredited institutions of higher education is evaluated in the same manner as regularly graded coursework from these institutions. The credit awarded is adjusted to the CPL policies of Washburn University. Every attempt is made to ensure that credit for prior learning applies to both a student's degree program and university requirements for graduation.

Section: CPL Limits	
None	There is no overall cap on Credit for Prior Learning that can be earned at Washburn University. The amount of CPL may be limited by the student's need to meet all University and departmental requirements for graduation.

Part 2: Washburn University Faculty Senate recommends that academic departments align their CLEP and AP credit awarded with KBOR standards as designated in the KBOR Policy Manual, CH II: Governance—State Universities¹

3. b. Each state university shall award:

i. Credit for all Advanced Placement (AP) examination scores of three (3) or above for the equivalent course or courses at their institution

ii. Credit for all College-Level Education Program (CLEP) examination scores at or above the American Council of Education's (ACE) recommended scores for the equivalent course or courses at their institution

Note 1: KBOR Policy Manual, CHII: Governance—State Universities, 3 d. does include the following process: "Any academic discipline may establish a higher system-wide AP and CLEP exam score above three (3) on AP exams and above the ACE recommended scores for CLEP exams using the process proposed by the Council of Faculty Senate Presidents and approved by the Council of Chief Academic Officers.

Note 2: VPAA or designee will initiate conversations with academic departments regarding unit scores and timetables.

Financial Implications: *Revenue obtained from departmental exams would be reduced; however, additional revenue from administration of prior learning assessment tools would increase.*

Proposed Effective Date: *Immediately*

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

Approved by:

Dean of University Libraries and the Center for Student Success and Retention March 30, 2016

VPAA March 31, 2016

AAC February 27, 2017

Faculty Senate on date

Attachments Yes No

¹ <https://www.kansasregents.org/resources/PDF/About/BoardPolicyManual.pdf>, 17.

FACULTY AGENDA ITEM NO 17-3

Date: February 27, 2017

Submitted by: Dr. JuliAnn Mazachek, Interim Vice President for Academic Affairs

SUBJECT: Proposal for Graduate Council Charge and Membership—
Faculty Handbook, Section 3, VII. A: Graduate Council

Rationale:

Undergraduate academic issues come through the Academic Affairs Committee which reports to the Senate. For consistency, it would seem that graduate academic issues should have the same type of path, beginning with Graduate Council and flowing to Faculty Senate.

Additionally, it is advantageous for the programs and for Washburn University for this Graduate Council to also serve as an advisory council on administrative matters touching more than one graduate program.

Therefore, the following language is proposed for consideration and approval by the Faculty Senate.

Current Wording

GRADUATE COUNCIL

*The **Graduate Council** reports to the Faculty Senate and is charged with evaluating and making recommendations to the Faculty Senate regarding (1) all new graduate programs (majors, degrees, certificates and the like) proposed by any major academic unit of the University; (2) major revisions to existing programs (such as a change in major designation or the addition of a major or concentration); and (3) new graduate academic programs or revisions to such programs that originate from units other than major academic units. The primary concern of the Council shall be consistency of the proposed program with applicable University-wide and external accreditation guidelines and regulations including admission criteria and procedures, potential impact of the program on other established graduate programs in the University, and financial implications of such new or revised program. Joint programs including School of Law are subject to this review. All programs exclusively to the School of Law are not.*

The Office of Graduate Programs and Academic Outreach will collaborate with the Office of Institutional Research to provide appropriate data regarding graduate programs, respond to requests for information, and assume other administrative duties deemed appropriate by the Graduate Council, Faculty Senate, and the Vice President for Academic Affairs. The Office of Graduate Programs and Academic Outreach also will collaborate with Enrollment Management on generating information on student recruitment, financial aid, and graduation.

*The **Graduate Council** voting membership will consist of one faculty member from Mabee Library and at least one faculty member from each School and the College (excluding the School of Law) with a maximum of one faculty member from each graduate program. Committee members shall be faculty who regularly teach or support graduate courses in the programs. The major academic units that offer graduate degree programs and Mabee Library will determine their own procedures for electing or*

appointing their representatives to the Graduate Council. Each representative will serve a two-year term. The Graduate Council will elect a Chairperson annually who will also serve as a member of the Faculty Senate. The Dean of the Office of Graduate Programs and Academic Outreach, the Vice President for Academic Affairs, and a representative from the School of Law will serve as non-voting ex-officio members of the Council.

Decisions of the Graduate Council will require the affirmative vote of two-thirds of the voting members; two-thirds of the members shall constitute a quorum to conduct business. Actions taken by the Graduate Council will serve as the first reading of such action for the Faculty Senate and must be submitted to the full Faculty Senate in writing at least one week prior to a second (final) reading by the Senate.

Proposed wording:

GRADUATE COUNCIL

The Graduate Council is charged with evaluating carefully and making recommendations to the Faculty Senate regarding (1) all new graduate programs (majors, degrees, certificates and the like) proposed by any major academic unit of the University; (2) major revisions to existing programs (such as a change in major designation or the addition of a major or concentration); and (3) new graduate academic programs or revisions to such programs that originate from units other than major academic units. In these matters, the primary concern of the Council shall be consistency of the proposed program with applicable University-wide and external accreditation guidelines and regulations including admission criteria and procedures, potential impact of the program on other established graduate programs in the University, and financial implications of such new or revised program. Joint programs including School of Law are subject to this review. All programs exclusive to the School of Law are not.

In addition to the review and decision responsibilities listed above, the Graduate Council shall also serve as an important advisory council for providing input into the decision process on administrative matters and procedures affecting multiple graduate programs across the campus, and as an important collaborative council for seeking opportunities to coordinate and cooperate in ways to best support and strengthen graduate programs at Washburn University.

Decisions of the Graduate Council regarding the matters forwarded to Faculty Senate will require the affirmative vote of the majority of the voting members in attendance; a majority of the members shall constitute a quorum to conduct business. In these matters, actions of the Graduate Council will serve as the first reading of such action for the Faculty Senate and must be submitted to the full Faculty Senate in writing at least one week prior to a second (final) reading by the Senate.

Actions of the Graduate Council regarding administrative matters (matters not forwarded to Faculty Senate) will require the affirmative vote of two-thirds of the voting members; a majority of the members shall constitute a quorum to conduct business. If a member is unable to attend the meeting in person, the member may issue their vote on an action item in advance of the meeting by submitting their vote in writing via email to the Chairperson of the Graduate Council. The email vote will be recorded in the minutes as part of the action.

*The **Graduate Council** voting membership will consist of the director (or a designee) of each graduate program including the School of Law, and one faculty member from Mabee Library designated by the dean of the library. The Graduate Council will elect a Chairperson annually. There must be one faculty senate representative on the Graduate Council, who will serve as a voting member. This representative*

may be an existing member of the council (e.g. a Graduate Program director), in which case, he/she will cast only one vote per issue. The Vice President for Academic Affairs (or their designee) will serve as a non-voting ex-officio member of the Council.

The minutes of the Graduate Council meetings shall be forwarded to Faculty Senate in a timely manner.

Financial Implications:

None

Proposed Effective Date: Fall 2017

Request for Action:

Approved by:

Faculty Senate on date:

General Faculty on date:

Attachments: No

FACULTY AGENDA ITEM NO 17-5

Date: *February 20, 2017*

Submitted by: *Dr. JuliAnn Mazachek, Interim Vice President for Academic Affairs*

SUBJECT: *Faculty Handbook Committee—Creation of a Standing Advisory Committee*

Description: With the effort to continuously improve and govern, it is recommended the ad hoc Faculty Handbook Committee should be a University standing advisory committee. Changing the function and accountability of this committee will better serve the University shared governance process.

Rationale: The Faculty Handbook was drafted more than forty years ago and has been revised and modified several times since then; however it has not been reviewed in its totality for uniformity, clarity and cohesiveness through all sections. Changes were sometimes made without checking for cross-references, and some employment policies are unnecessarily described in the Faculty Handbook as well as in the Washburn University Policies, Regulation and Procedures Manual (WUPRPM) that applies to all employees. The Faculty Handbook should not replace the WUPRPM, but should complement it by addressing areas that are specific to faculty.

From this committee, revisions and clarifications have gone through the faculty governance process that have clarified many issues. As we are committed to the continuous improvement of the Faculty Handbook, it is clear this ad hoc committee needs to become a standing advisory committee within the shared governance process.

Proposed language:

Mission/Charter: The Faculty Handbook Committee shall be a standing advisory committee with the purpose of 1) reviewing the Faculty Handbook in a logical and timely fashion, 2) considering suggestions made for modifications to the handbook 3) evaluating new policy recommendations prior to implementation, 4) creating new policies/procedures in response to developments in the legal environment, 5) reviewing policies for possible elimination of practices/rules/guidelines if inconsistent with the current higher education environment, and 6) recommending any of the revisions, modifications or amendments to the handbook through the shared governance process to the President.

The committee is charged with reviewing at least one portion of the handbook every semester to identify and determine necessary changes/modifications needed, if any. Additionally, the committee should address any pertinent changes in a timely manner.

The core membership will include 5 faculty members one from each of the major academic units appointed by their respective Dean, 2 senate representatives (initially appointed by faculty senate in the senator's first term), one library representative (dean or designee), 5 academic deans/designee,

University Counsel (ex-officio and non-voting) and VPAA/designee (ex-officio and voting if tie-breaker is needed). Designated faculty members from the five major academic units will serve three- year terms and are limited to two successive terms. The Vice President for Academic Affairs or VPAA designee will serve as chairperson. Other administrators and faculty will be invited to participate in meetings when subsets within sections require additional input.

All policy or substantive changes recommended by the committee will proceed to the Faculty Senate President who will make the determination whether the agenda item should be reviewed by the Academic Affairs Committee or the Faculty Affairs Committee prior to sending it to the Faculty Senate. Should the Faculty Affairs Committee generate a faculty handbook idea and develop the agenda item, this item will then be submitted to the Faculty Handbook Committee for review and recommendation to the Faculty Senate. Other faculty/administrators can offer ideas/agenda items to the Faculty Handbook committee. This committee will complete the research, and develop an agenda item to be forwarded to Faculty Senate for the governance process as stated above.

Agenda items addressing mandated changes required by Statute or the Kansas Board of Regents will be developed by the Faculty Handbook Committee and then presented as an Information Item to the Faculty Senate for discussion and input.

This committee will be granted the authority to ensure the Faculty Handbook has consistent titles, formatting, dates and language throughout. Such editorial changes are not considered substantive and as such will move forward as information items to the Faculty Senate.

Financial Implications: No costs involved in moving from an ad hoc committee to a standing committee.

Proposed Effective Date: Fall 2017

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

Approved by:

FAC on 2/27/17

Faculty Senate on date

Attachments Yes No

FACULTY AGENDA ITEM NO 17-4

Date: 23 February 2017

Submitted by: Thomas Prasch on behalf of Kerry Wynn

SUBJECT: Exempting college campuses from concealed carry of firearms

Description: Proposal that the Faculty Senate endorse and publicize the following statement: We, the elected representatives of the faculty of Washburn University, oppose legislation allowing concealed carry of firearms on Washburn University's campus. We respectfully request the legislature of the state of Kansas to continue to exempt colleges and universities from the provisions of the Personal and Family Protection Act.

Colleges and universities in the United States have historically been designated gun-free zones, reflecting their mission as educational institutions. The concealed carry of firearms on campus--in residence halls, classrooms, and arenas--threatens to restrict open discussion and debate, presents dangers for the physical safety of students, faculty, and staff, and hampers the ability of institutions to recruit faculty and staff and to thrive within their budgets.

We strongly support efforts to make college campuses gun-free zones for students, faculty, staff, parents, and community members. We ask the legislature to respect the rights of institutions to determine their own policies according to the needs of each community.

We therefore call on Kansas's legislators to stand with us and to permanently exempt all institutions of higher learning from the mandate to allow concealed carry on campus.

Rationale: That it is important that we add our voices to the opposition to concealed carry of firearms on campus.

Financial Implications: None

Proposed Effective Date: When passed.

Request for Action: *Approval by FS and Gen Fac*

Approved by:

Faculty Senate on date

Gen Fac on date

Attachments Yes **No**