

**Washburn University
Meeting of the Faculty Senate
October 2, 2017
3:00 PM – Forum Room, BTAC**

- I. Call to Order**
- II. Approval of Faculty Senate minutes of September 18, 2017 (pp. 2-3)**
- 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 minutes from September 11, 2017 (p. 4).**
 - **Approval of the Academic Affairs Committee minutes from September 25, 2017 (p. 5-6).**
- VII. University Committee Reports:**
 - **Receipt of the Honor’s Advisory Board minutes from February 8, 2017 (pp. 7-8)**
 - **Receipt of the Interdisciplinary Studies Committee minutes from September 5, 2017 (p. 9)**
 - **Receipt of the Library Committee minutes from September 20, 2017 (p. 10).**
 - **Receipt of the Assessment Committee minutes from Spetember 14, 2017 (pp. 11-12).**
- VIII. Old Business:**
 - **18-2 Faculty Handbook-Adjuncts and Instructor Qualifications (pp. 13-14)**
- IX. New Business: NONE**
- X. Information Items: NONE**
- XI. Discussion Items:**
 - **AAC Task Force to Explore Academic Freedom Policy and Freedom of Expression Statement.**
- XII. Announcements:**
- XIII. Adjournment**

**Washburn University
Meeting of the Faculty Senate
September 18, 2017
3:00 PM – Kansas Room, Memorial Union**

PRESENT:

Barker, Cook, Erby, Fredrickson, Garritano, Grant (Emily), Grant (Erin), Hickman, Hockett, Jackson, Jolicoeur, Krug, Kwak, Mansfield, Mark, Memmer, Moddelmog, Ockreee, Schmidt, Schnoebelen, Scofield, Sheldon, Sourgens, Stacey, Todwong, Watson, Watt, Wohl, and Worsley

ABSENT:

Black, Petersen, Prasch, Steffen*, and Wasserstein,

GUESTS:

Fry (*filling in for Steffen), Grospitch, and Liedtke

- I. **President Schmidt called the meeting to order at 3:04pm.**
- II. **The minutes of the Faculty Senate Meeting of August 28, 2017 were approved.**
- III. **President’s Opening Remarks:**
 - **Welcome to our guests (Eric Grospitch, Richard Liedtke, and Tim Fry)**
- IV. **Report from the Faculty Representative to the Board of Regents: NONE**
- V. **VPAA Update—Dr. JuliAnn Mazachek:**
 - **The university is updating our Strategic Plan. Members of Executive Staff will be going back to their Units to seek feedback, so please look for an e-mail from the VPAA’s office or Deans and invitations to four different round table discussions on the main campus (plus one on the Tech campus) and share your insights. She said they were hoping to present a final draft to the Board of Regents at their February meeting. Schmidt wondered if faculty-governing bodies would be a part of this process. Mazachek said that it won’t be formalized through the governance process, but noted that the Executive Committee was seeking broad input in drafting this plan. She envisions presenting it to Senate for discussion.**
 - **Mazachek also noted that we’re beginning the search for the next Dean of the School of Law, so we might see some communication about that in the near future. She added that we should feel free to share the information with anyone who may be interested.**
 - **Finally, Mazachek said Washburn is adopting new software on campus that will help manage the Student Success programs (one feature of which will be an app for smart phones). She said they’re hoping this will help with retention and student success. More information will be shared soon, and implementation will be ready before the next round of New Student Orientations in 2018.**
- VI. **Faculty Senate Committee Reports: NONE**
- VII. **University Committee Reports:**
 - **The Graduate Council minutes from April 24, 2017 were received. Barker wondered about item 8 here; he thought that policies developed here had to also appear in the Catalog. Wohl**

noted that perhaps approved items need only appear in the electronic catalog. Mazachek will follow up on this question.

- The Faculty Handbook Committee minutes from August 9, 2017 were received.
- The Faculty Handbook Committee minutes from August 31, 2017 were received.

VIII. Old Business:

- 18-1 Resolution for Welcoming Environment (second reading) was presented by Schmidt. Sheldon suggested an amendment (to augment the 4th sentence and moving it to sentence 2) that was approved. Schmidt asked this document, once approved, might be shared. Mazachek suggested it should be an information item sent to the President. Barker suggested that it could also be sent to the *Washburn Review* and other area newspapers. Worsley noted that AAC is also considering an academic freedom statement that may work in tandem with this motion (it will likely come to the Senate on October 2nd). The motion passed unanimously.

IX. New Business: NONE

X. Information Items: NONE

XI. Discussion Items:

- Barker asked a question about the second set of minutes from the Faculty Handbook Committee. He said it featured a section on faculty engaging in outside work. He wondered when this language was decided and why it applied to faculty who are on a 9- or 10-month contract? Mazachek said it was reflective of what was in current documents in Washburn University Policies, Regulations, and Procedures Manual (WUPRPM) and the Handbook and has likely been around for a long time. She noted this item was still being debated, as well. Mazachek also noted that Faculty do not have authority over the WUPRPM, only the Handbook, and added that they're trying to find inconsistencies and the discussion will likely continue. Cook wondered if they were also talking about the meaning of "short term engagements;" Mazachek said the Deans wanted it to be intentionally vague.

XII. Announcements:

- Schnoebelen reminded Senators that the next meeting (October 2nd) will take place in the Forum room of the BTAC.

XIII. President Schmidt adjourned the meeting at 3:31pm.

Academic Affairs Committee Minutes

Monday, September 11, 2017

3:00 – 4:00 pm

Thomas Room

Present: Sarah Cook, Anne Fredrickson, Jason Jolicoeur, Sungkyu Kwak, JuliAnn Mazachek (ex officio), Tom Prasch, Kandy Ockree, Sean Stacey

1. Dr. Kwak called the meeting to order as Chair Melanie Worsley was unable to attend. After everyone introduced themselves, Dr. Kwak thanked all for being present.
2. Dr. Mazachek offered a few updates regarding:
 - HLC—Upcoming site visit
 - Online Quality – Discussion has occurred about the creation of a task force to help establish a process of documenting what faculty who teach online are doing to ensure the quality of their courses.
3. Dr. Prasch discussed the impact CEP courses are having within the offerings of two US History survey courses. After discussion, Dr. Prasch indicated an agenda item will be coming to the Academic Affairs committee regarding special considerations for the history department and general education requirements.
4. A request was made to have the Academic Affairs committee meet at 3:30 p.m. rather than 3:00 p.m. The committee members discussed what impact this might have on their personal and work schedules, and it was determined by consensus to keep the time of the meeting at 3:00 p.m.
5. Committee members were asked if there were other topics to be introduced for discussion. Dr. Ockree indicated she had received input from some faculty and was bringing forward for consideration and discussion. Discussion ensued about whether Washburn University should create a Freedom of Speech statement. A motion and second were made with all approving that a discussion be held regarding an academic freedom statement.

After very thoughtful and honest discussions, the committee decided to recommend that the Faculty Senate support the creation of a task force to explore and consider a statement to encourage free expression and academic freedom. It was recommended the task force use the Chicago model and statement as a resource.

A motion was made and seconded to ask the faculty senate to support the request for a task force to be appointed to address this issue. All approved.

The next meeting is to be held on September 25, 2017 at 3:00 p.m.

Academic Affairs Committee Minutes

Monday, September 25, 2017

3:00 – 4:00 pm

Thomas Room

Present: Sarah Cook, Anne Fredrickson, Jason Jolicoeur, Sungkyu Kwak, JuliAnn Mazachek (ex officio), Tom Prasch, Kandy Ockree, Sean Stacey, Melanie Worsley

1. Approval of Minutes from September 11, 2017 meeting
The minutes were sent to the committee for review. The minutes were approved and will be forwarded to Faculty Senate.
2. Action Items:
 - a. BS in Anthropology-Forensics Concentration

The agenda item was introduced by Chair Worsley indicating changes have been proposed in the requirements for the Forensic Anthropology major and minor.

A motion and second were made to discuss the agenda item.

Dr. Sundal provided an overview of the forensic anthropology program as it was developed in the beginning stages. When the forensic anthropologist, Dr. Klaes, was hired it was determined changes should be made to assist students to be better prepared within the discipline.

After thoughtful discussion, the committee recommended a friendly amendment to Dr. Sundal regarding language within the rationale section of the agenda item.

Rationale:

~~*When this program was created, it was designed as an Academic curriculum.*~~

Dr. Alexandra Klaes envisions not only an Academic program, but also a curriculum that puts upper-division students in the field practicing forensic anthropology (under her guidance). The goal is to also have a degree that prepares students (1) who wish to enter the labor market immediately upon graduation and (2) who wish to go on to graduate school, whether in forensic anthropology or medical school.

Dr. Sundal agreed the agenda item should be amended by the committee prior to sending the agenda item to Faculty Senate. Suggestions were also made to have the CAS change form modified

Once all answers were provided, a motion was made and seconded to approve the proposed changes. All committee members approved this agenda item.

b. Continued discussion on Freedom of Speech statement

A motion was made to reconsider the discussion the Committee had at the last meeting. The motion was seconded with all approving further discussion.

Chair Worsley asked several questions about the initiation of the discussion, and committee members provided information as to why this was introduced. It appears a few members indicated Washburn has policies that might cover freedom speech and academic freedom however they are disjointed, and difficult to find.

Chair Worsley asked why this committee is asking for consideration of a task force? After thoughtful answers, it was determined members wished to take a proactive approach for the campus regarding these policies.

Committee members discussed the processes of creating a task force and some concerns regarding the development of statements.

It was determined the Academic Affairs committee should request the Faculty Senate to consider the exploration of academic freedom and freedom of expression statements through the creation of a task force assembled by the Vice President of Academic Affairs in collaboration with the Vice President of Student Life, 2) if a task force is to be created, Faculty Senate should generate a list of names of faculty for consideration to participate on the task force named by the Vice President of Academic Affairs, and 3) if the task force is created, regular and on-going communication regarding the progress should be made to Faculty Senate.

A motion was made and seconded to have this submitted as a discussion item to Faculty Senate for the next meeting, scheduled for October 2, 2017. Chair Worsley asked the Academic Affairs committee members to attend the senate meeting to help with the discussion.

The committee meeting was adjourned with a motion/second and all approved.

Honors Advisory Board Meeting Minutes

Wednesday, February 8, 2017

Crane Room ~ 12:10 – 12:45 p.m.

Members Present: Jean Sanchez, Jennifer Ball, Kelly Erby, Kerry Wynn, Martha Placeras, Matthew Cook, Vanessa Steinroetter, Jen Blackburn, Jennifer Jenkins, Michael Gleason, Grant Waters (Honors Student Council Rep.), & Michael McGuire (Chair)

Call to Order

I. Minutes from November 2, 2016 were approved

II. Honors Student Council Report – big project his semester is Spring Banquet

IV. Unfinished Business

- Need to review annual assessment plan with committee at an upcoming meeting (Tentatively scheduled for April)
- Survey students afterwards to learn what they would like to know more about in terms of assessment.
- Need at least one volunteer to assist with assessment write-up

V. New Business

A. Recent course proposals were briefly discussed. Kerry revised old course proposal form for review, which Committee members approved to use going forward.

B. Discussion of review process for incoming students to be selected for scholarships as well as current students

1. Michael M. will follow up with members reviewing applications as to their preferred review method (i.e., hard copies or electronic copies).

2. Michael M. also briefly reviewed process for evaluating admission application materials for Brunt Scholarship and application current students will use.

C. Committee members were in favor of selecting all five Brunt Scholarship recipients prior to the Spring Banquet. The recipients will be announced at the Spring Banquet, or sooner, depending on when the final results are tallied.

VI. Announcements (*more details to come on day of meeting*)

- A. Honors Informational Session for Students tentatively scheduled for Wednesday, March 8 (still determining whether lunch time or late afternoon will work better)
- B. Annual Spring Banquet, Tuesday, April 4, 6:00 – 8:00 p.m. (save the date)
- C. Next Meeting: Wednesday, March 1, 12:10 – 12:50 (Crane)

Interdisciplinary Studies Committee Meeting Minutes

September 5, 2017 ♦ ☾ 1:00 PM Martin Room

Attendees: Nancy Tate, Deborah Altus, Alexandra Klales, Rodrigo Mercader, Andrea Thimesch, Rosemary Walker, Israel Wasserstein, Geoff Way

Guests: Kelly Erby, Vanessa Steinroetter

Dr. Tate called the meeting to order, provided information on the history and purpose of the Interdisciplinary Studies Committee for new committee members, and facilitated introductions. Drs. Erby and Steinroetter provided information on the Kansas Studies minor and answered questions about the proposals for requesting a Kansas Studies (KS) prefix and creation of KS 395, KS 397, and KS 399. Students obtain a Kansas Studies minor via a combination of upper and lower division courses totaling a minimum of 15 credit hours; at this time, there are no required courses. The content of current Kansas Study courses, IS 199 and IS 340, would not change with a prefix change to KS. The proposed courses of KS 395: Independent Study in Kansas Studies, KS 397: Internship in Kansas Studies, and KS 399: Special Topics in Kansas History will not be general education courses. As Kansas Studies is an interdisciplinary program, courses with a KS prefix—particularly KS 395 and KS 397—could be cross-listed with other departments. Both on- and off-campus programs have expressed interest in KS 397, which could provide a better fit than History or Political Science internships in which students have previously enrolled. Due to the range of faculty teaching a variety of approved topics with variable credit hours, the assessment question for KS 395 and KS 399 was intentionally vague; however, faculty teaching KS courses are mentored by a Kansas Studies Fellow.

Following this discussion, a motion to approve the prefix and courses was given and seconded; the prefix and courses were unanimously passed with the recommendation that approval from the Kansas Studies director, in addition to the course instructor, be added to the prerequisite of KS 395.

Dr. Tate adjourned the meeting.

Library Committee Minutes

September 20, 2017

Room 105

4:00 p.m.

The Library Committee convened in Mabee Library/CSS at 4:02PM. The following members were present: Dr. Adem, Mr. Bird, Dr. Camacho, Dr. Chamberlain, Dr. Conner, Ms. Conner, Dr. Menninger-Corder, Dr. Douglass, Dr. Nebel, Dr. Rik Hine, Mr. Naylor, Dr. O'Leary, Dr. Peterson, Dr. Porta, Ms. Simmons, and Dr. Smith. Dr. Bearman, Dr. Dahl, Dr. Herbig, and Dr. Grimmer sent word they would be unable to attend.

Introduction of Library Committee members.

Dr. Peterson nominated Dr. Nebel (Wooldridge) to serve another term. Motion passed by acclamation.

Sean Bird reported on the ongoing inflation pressures that the University Library is facing and the reducing purchasing power of the Unit. The library liaisons will work with the departments to make decisions regarding new purchases, cancellations, and the reallocation of resources. Discussion followed. (Liaison List attached)

Dr. Nebel asked about the status of the Faculty Lunch Presentation Project. Sean Bird asked faculty representatives to discuss with their respective departments to consider making a presentation to students in Mabee Library about topics in their areas of expertise to extend the walls of the classroom and provide an opportunity for students to engage in the public space of the library.

Mr. Naylor and Dr. Porta asked about the Weeding process in the library. Discussion followed.

Meeting adjourned at 4:48PM

Respectfully submitted

Ginger D. Webber

Administrative Specialist

ASSESSMENT COMMITTEE MEETING MINUTES
Thursday, September 14, 2017 2:30 p.m. to 3:30 p.m.
Cottonwood Room-Memorial Union

In attendance:

Vickie Kelly (Chair), Michael Hager, Louise Krug, Emily Grant, Amy Memmer, Melanie Burdick, Debbie Isaacson, Tom Hickman, Elaine Lewis, Gloria Dye, Sarah Cook, Catlynn Jaynes (administrative support)

Follow up on Assessment Retreat

Vickie thanked the committee for their participation in reviewing plans and reports. 51 reports and 15 plans were reviewed this year. Vickie stated it was a decline from the number of reports received last year. We will have a report by next month at the latest on an overview of assessment. Melanie asked how we would measure the success of assessment reporting. Vickie stated success would be every department completing an assessment plan or report and using the data to update based on that information.

Assessment Overview Manual

An Assessment Overview Manual was created and is located on the main page of the Assessment website. The manual is a way for HLC reviewers and faculty to understand how assessment ties and flows together. The manual will be helpful for transitioning the director of assessment position and will be updated yearly.

Upcoming Activities for the Year

a. USLO Review

Next month Kayla will have a report of all university wide testing. Eventually, the committee will want to start looking at that report information. An ad hoc committee originally chose the university wide tests and now there are concerns about some of the tests. We want to start thinking about what the correct tests are that will allow more buy in for upper division. Vickie would like committee members to start thinking about which test will be the right instrument to use.

b. Assessment Extravaganza

Feb 8 is the date for the Assessment Extravaganza. This year is overview on university wide tests. Next month, the committee needs to figure out what each committee member wants to do after looking at the results.

c. National Survey of Student Engagement (NSSE)

November 3rd--a NSSE representative will come to campus and talk about results and how to interpret them. This will be a luncheon and will have follow up meetings focusing on items we are not doing good.

d. Higher Education Research Institute (HERI)

January 22nd—Roundtable discussion and presentation on HERI results. Preliminary data that Vickie saw showed administrations support for faculty and faculty teaching support was high. Low on professional development activities.

e. Standardized Assessment of Information Literacy (SAILS) and ETS Proficiency Profile

Testing starts in October. Starbucks E-cards were purchased to be given as a reward to students that test.

f. Multi-Institutional Survey of Leadership (MLS)

Will begin in the spring.

Other

The committee discussed Rebranding Student Learning Assessment article. What are the things the committee can do to get more of a cultural embrace of assessment on campus? Besides rewarding with assessment monetary awards, what can we do? How do we continue to reward the departments that continue to do good jobs? Whom would the award go to, department or liaison?

Ideas for Assessment Extravaganza

Reflection sounds like a better word to use than assessment. There is misconception on what assessment means. How we use the data can be the focus at the Extravaganza. Possibly have a theme of data reflection process. What is the meaning behind the data? What does the data mean to departments? What does this mean for graduates? What have you changed to help your students? A blank poster can be set-up and faculty can write one thing they changed. Two people should be on each poster.

FACULTY AGENDA ITEM 18-2

Date: *August 31, 2017*

Submitted by: *Faculty Handbook Committee*

SUBJECT: *Faculty Handbook Change: Adjunct/Instructor Qualifications*

Rationale:

At their January 2014 meeting, the Kansas Board of Regents changed the policy regarding adjunct qualifications for concurrent enrollment course instructors, eliminating the specification of degrees and credit hours as qualification for high school faculty teaching college-level, non-tiered Concurrent Enrollment Partnership courses. The new policy directs universities to use the criteria and assumed practices for faculty qualifications of the Higher Learning Commission of the North Central Association as the standard for teaching non-tiered CEP courses. The Higher Learning Commission guidelines indicate that adjunct qualifications should be similar for both on-campus and concurrent enrollment instructors. As a result of this change in KBOR policy, the Vice President for Academic Affairs in conjunction with the Deans of the College and Schools reviewed the existing policy regarding adjunct qualifications and are proposing the following change to the Washburn University Faculty Handbook regarding adjunct qualifications.

Description:

Current Faculty Handbook wording: Section 5.V.C. Statement on Use and Qualifications of Adjunct Faculty

...The masters degree in a related discipline is the standard educational requirement, including at least 18 hours of graduate credit in the area to be taught. Exceptions to the above must always be approved in writing by the academic dean...

Proposed wording:

Minimum Qualifications for all Adjunct Faculty

(Based on HLC Assumed Practices and Washburn existing practices)

Faculty must possess an academic degree relevant to the discipline/field they are teaching and must be at least one level of education above the level of education they teach, except in programs for terminal degrees or when equivalent experience is established. Additional qualifications may be required and will be determined as appropriate by academic discipline or unit. In terminal degree programs, faculty members possess the same level of degree. If a faculty member holds a master's degree or higher in a related discipline or subfield other than that in which he or she is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.

Qualified faculty members are identified primarily by credentials, but other factors, including but not limited to equivalent experience, may be considered in determining whether a faculty member is qualified. For accredited programs, when faculty members are employed based on equivalent experience, professional experience (work/clinical experience) is defined by the specialized accreditation organization. For programs without specialized accreditation, professional experience is defined by the individual college or school but can be no less than a minimum of three years full-time work or employment in the field directly related to the area of instruction. In some specialized courses, a specialty license may be substituted for the experience requirement. Justification submitted for professional experience equivalence must include how the course instructor meets or exceeds the academic requirements for the course(s) to be taught. Exceptions to the academic credential must always be approved in writing by the academic dean and the vice president for academic affairs before the individual will be allowed to teach at Washburn University.

Proposed Effective Date: *Effective immediately*

Approved by: *FHC August 31, 2017*
Faculty Senate on date
General Faculty on date

Attachments Yes No