

# CFC Meeting Agenda

May 6, 2015, 3:30 in the Vogel Room

\*Seid Adem  
Karen Diaz Anchante  
\*Rick Barker  
Susan Bjerke  
Steve Black  
\*Sharla Blank  
\*Karen Camarda  
Stephanie Decker  
\*Jason Emry  
Kelly Erby  
Ross Friesen  
Tim Fry

\*Rachel Goossen  
\*Michael Hager  
\*Chris Hamilton  
Chris Kelts  
\*Park Lockwood  
\*Gabi Lunte  
\*Taylor Marcell  
\*Eric McHenry  
Kathy Menzie  
\*Kim Morse  
\*Jae Yoon Park  
\*Dave Provorse

\*Michael Rettig  
\*Tracy Routsong  
Jim Schnoebelen  
\*Janet Sharp  
\*Ian Smith  
\*Ann Marie Snook  
\*Sharon Sullivan  
Nan Sun  
Craig Treinen  
\*Jennifer Wagner  
\*Ye Wang  
\*Corey Zwikstra

\* CFC member for 2015-16

The next meeting of the College Faculty Council is Wednesday, May 6, at 3:30 pm in the Vogel Room.

I. Call to Order

II. Welcoming our New CFC Representatives

III. \*Approval of Minutes, March 4, 2015

IV. Division Reports

- A. \*Natural Sciences Division February Minutes Approval
- B. \*Natural Sciences Division March Minutes Approval
- C. \*CPA Division April Minutes Approval

V. Brief Items

- A. Update on declaring minors
- B. SIR-II

VI. Committee Reports

VII. Discussion

- A. Dean's Report
- B. Issues for next year's CFC

VIII. New Business

- A. \*Subcommittee Election Process
- B. \*Approval of Subcommittee Assignments
- C. Election of Subcommittee Chairs

IX. Announcements

X. Adjournment

\*See attachment

College Faculty Council (CFC)  
Meeting Minutes  
March 4, 2015

In attendance: Kelly Erby, Jim Schnoebelen, Kathy Menzie, Kim Morse, Corey Zwikstra, Jason Emry, Stephanie Decker, Dave Provorse, Steve Black, Ross Friesen, Tim Fry, Janet Sharp, Michael Rettig, Chris Hamilton, Nan Sun, Ian Smith, Lisa Sharpe Elles, Michael Hager, Karen Diaz Anchante, Eric McHenry

- I. Call to Order 3:32 PM
- II. Approval of Minutes from February 4, 2015
- III. Committee Reports- None
- IV. New Business
  - a. Curriculum Changes- The proposed program changes were approved:
    - i. B.A. in English Literature
    - ii. B.A. in Kinesiology
    - iii. B.A. of Science in Athletic Training
    - iv. B.A. of Education in Physical Education
- V. Discussion
  - a. Student Perception Forms—a pilot of the SIRII form will happen this semester. Dean Stephenson is looking for faculty volunteers who are tenured
  - b. Enrollment—following up on the conversation with Richard Liedtke at the last CFC meeting, several CFC members indicated they would like the opportunity to delve more deeply into issues related to recruitment in order to ensure the College is involved in these matters. An ad hoc subcommittee was proposed and approved. Its members include Kim Morse, Chris Hamilton, Kelly Erby, Ian Smith, Michael Hager, and Lisa Sharp Elles.
  - c. Announcements—The Grand Marshal at spring commencement this year will be Carol Vogel. It was suggested that the College hold a reception in her honor before commencement begins.
- VI. Adjourned 4:10 PM

Respectfully submitted by Kelly Erby

**Natural Science Division (NSD) Minutes for Friday, February 13, 2015.**

- I. Called to order at 2:03 pm by Division Chair Susan Bjerke.
- II. Minutes of the previous NSD meeting (10/10/14) were approved as circulated.
- III. Committee Reports – none
- IV. Old Business – none.
- V. New Business –
  - A. The NSD elected Sarah Cook to be their representative to the Assessment Committee, term will run through 2016.
  - B. The NSD approved the Physics minor course name changes.
    - Experimental Physics to Physics Research
    - Atomic and Nuclear Physics Lab to Modern Physics Laboratory
- VII. Announcements
  - Susan Bjerke announced Apeiron will be on April 24, 2015; open to all areas of the WTE as well, deadline for submission is March 25, 2015.
  - Tracy asked for volunteers for speakers for Fall 2015.

The meeting was adjourned at 2:08 pm.

Minutes respectfully submitted by Rick Barker, Secretary

There was an interesting and informative presentation by Takrima Sadikot about “The Promise of Biotechnology”.

## Natural Science Division (NSD) Minutes for Friday, March 13, 2015.

- I. Called to order at 2:04 pm by Division Chair Susan Bjerke.
- II. Minutes of the previous NSD meeting (2/13/15) were approved as circulated.
- III. Committee Reports – none
- IV. Old Business – none.
- V. New Business –
  - A. The NSD approved Math changes – MA 141 and MA 151
  - B. The NSD approved Biology changes to accommodate new BI 103 core course
  - C. The NSD approved BI 322 – new 300-level botany course
  - D. The NSD elected the following members:
    - Academic/Sweet Sabbatical Committee – Andrew Herbig
    - CAS Promotion and Tenure Committee – Susan Bjerke
    - NSD Division Chair – Jennifer Wagner
    - General Education Committee – Paul Wagner
    - Interdisciplinary Studies Committee – Rodrigo Mercader
    - IT Advisory Committee – Cecil Schmidt
    - Student Success/Undergraduate Retention Committee – Lisa Sharpe Elles
    - Undergraduate Probation and Reinstatement Committee – Takrima Sadikot
    - University Program Review Committee – Tracy Wagner
    - Fall 2015 sabbatical replacement for Faculty Senate - Sam Leung

### VII. Announcements

The NSD discussed the possible impacts of construction on parking around Stoffer  
Shaun Schmidt announced Apeiron will be on April 24, 2015; open to all areas of the  
WTE as well, deadline for submission is March 25, 2015.  
Tracy asked for volunteers for speakers for Fall 2015.

The meeting was adjourned at 2:22 pm.

Minutes respectfully submitted by Rick Barker, Secretary

There was an interesting and informative presentation by Drew Vartia about “The Chemistry you Do, and The Chemistry You Don’t”.

**CPA Division**  
**Minutes: Wednesday, April 22, 2015**  
**Meeting called to order: 4:05pm**

**Old Business:**

- Discussion of Music Minor in Jazz: discussion of general faculty meeting vote on Thursday, April 30.

**New Business:**

The following positions have been nominated/voted/filled in the CPA division...

- CAS Promotion & Tenure: Ye Wang
- General Education: Kelly Watt
- Interdisciplinary Studies: Rebecca Meador
- Student Success: Jaeyoon Park

The following position have been nominated/voted/filled to represent CPA in Faculty Senate:

- Andrea Garritano
- Craig Treinen
- Penny Weiner

The following position needs a nomination/vote to be filled in the CPA division...

- CPA Division Chair \_\_\_\_\_
- Discussion held that this position is rotated between departments. An e-mail has been sent to department chairs for names/ideas for nominations.

**Items from Floor:**

- Rebecca Meador and discussion: for future meetings and interactions of committee members within CPA to communicate/discuss workings happening within the College/University.
- Well wishes given to Marydorsey on her retirement!

**Meeting adjourned: 4:25pm**

Minutes Respectfully Submitted,  
C. Kelts

**ADENDUM:**

- After an e-mail to the CPA Division, Michael Hager was voted in as new CPA Division Chair.

## Faculty Handbook- CFC Subcommittee Election Process

### 4. Committees

In acting as the agent of the faculty of the College of Arts and Sciences, the College Faculty Council (CFC) recognizes that its work may be effectively conducted through committees. The council shall determine the membership of the standing committees of the council; these committees, with the exception of the student academic appeals committee, shall elect chairs from among their own membership. The standing committees include the committee on committees, the curriculum committee, the professional development committee, the resources committee, and the student academic appeals committee. The council may impanel additional committees with specified responsibilities from among the membership of the college faculty.

#### a. Composition of committees

- i. The CFC committee on committees (COC) is composed of division chairpersons.
- ii. Membership on the professional development, resources, and curriculum committees is to be broadly representative of the college.
- iii. Unless otherwise specified, each committee term is for one academic year.
- iv. The student academic appeals committee consists of the dean of the college (or the dean's designated representative) as chairperson; two members from each division elected for staggered two-year terms and three students matriculated in the College of Arts and Sciences, appointed yearly by the president of the Washburn Student Association.

#### b. Procedures for establishing committee composition

- i. The CFC committee on committees (COC) shall prepare and present a slate of nominees for membership on the CFC committees to the CFC and the college faculty for approval.
- ii. To assure the orderly impaneling of both the CFC and its committees, departments and divisions shall elect their representatives to the CFC prior to April 15 and submit the names of these representatives to the current secretary of the CFC.
- iii. Prior to April 22, the current chairperson of the COC shall convene the new members of the COC for the next academic year. The COC shall then elect a chair from among its membership, determine the number of members needed for each CFC committee, solicit committee preference from among the members of the newly elected CFC, make nominations in light of those expressed preferences, and assure that the membership of each committee is broadly represented from across the college.
  - (a) Each member of the CFC shall serve on a standing committee, unless that member requests not to be nominated.

(b) If in the interest of balancing expertise and representation, the COC needs to expand any committee's membership from outside the CFC, it shall nominate additional members from among the college faculty.

iv. The COC shall present its slate of committee members to the newly elected CFC for its approval at the May meeting.

v. The CFC slate shall be presented to the college faculty at its first fall meeting for ratification. Additional nominees may be made and approved at that time.

c. Responsibilities of committees

i. The committee on committees shall establish committees as outlined above in section 8.I.E.4.b. If a vacancy occurs on one of the CFC committees, the COC shall name a replacement, subject to the confirmation of the CFC. Whenever the college is required to designate or elect faculty from among its membership to university committees for which nominations and/or election procedures are not otherwise provided, the COC shall serve as the nominating committee, subject to the confirmation of the CFC.

ii. The curriculum committee shall recommend to the council policies on: academic priorities, degree requirements and standards; academic major requirements; the awarding of academic credit and honors; and those matters of curriculum assigned to it by the council. The curriculum committee shall recommend action on departmental initiatives concerning new programs, program changes, and the addition, modification, or deletion of courses.

iii. The professional development committee shall recommend to the council policies concerning the following personnel matters: faculty support and evaluation in the areas of teaching, research and scholarship, and service; faculty teaching loads; faculty grievances; selection, evaluation, and retention of chairpersons and the dean; and other personnel issues assigned by the council.

iv. The resources committee shall review policies and past allocations, recommend revisions of them, and act upon other matters concerning resources as they are assigned to it by the council. The resource matters routinely assigned to this committee shall include those of faculty compensation and benefits.

CFC Subcommittee List 2015-16

Curriculum Committee:

Karen Camarda (NSD)  
Tracy Routsong (HUM)  
Eric McHenry (HUM)  
Dave Provorse (SOC)  
Jason Emry (NSD)  
Kim Morse (SOC)  
Park Lockwood (EDKN)  
Ye Wang (CPA)

Resources Committee:

Michael Rettig (EDKN)  
Sharla Blank (SOC)  
Ann Marie Snook (CPA)  
Rachel Goossen (SOC)  
Seid Adem (NSD)  
Rick Barker (NSD)  
Gabi Lunte (HUM)  
Jae Yoon Park (CPA)

Professional Development Committee:

Sharon Sullivan (CPA)  
Janet Sharp (NSD)  
Ian Smith (HUM)  
Chris Hamilton (SOC)  
Jennifer Wagner (NSD)  
Corey Zwikstra (HUM)  
Taylor Marcell (EDKN)  
Michael Hager (CPA)