

# CFC Meeting Agenda

April 6, 2016, 3:30 in the Shawnee Room

Seid Adem  
Rick Barker  
Sharla Blank  
Karen Camarda  
Charles Cranston  
Jason Emry  
Rachel Goossen  
Michael Hager

Chris Hamilton  
Park Lockwood  
Gabi Lunte  
Taylor Marcell  
Eric McHenry  
Kim Morse  
Dave Provorse  
Michael Rettig

Tracy Routsong  
Janet Sharp  
Ian Smith  
Ann Marie Snook  
Sharon Sullivan  
Jennifer Wagner  
Ye Wang  
Corey Zwikstra

I. Call to Order

II. \*Approval of Minutes, March 2, 2016

III. Division Reports

A. \*Education/Kinesiology February Minutes

IV. Committee Reports

A. \*Curriculum Committee Minutes

V. New Business

VI. Discussion

A. SIR-II Updates

B. Math Success Initiatives

C. Updates from Registrar's Office

VII. Announcements

VIII. Adjournment

Next CFC Meeting: Wednesday, May 4, 3:30 p.m. in the Vogel Room

\*See attachment

# CFC Meeting Minutes

## March 2, 2016, 3:30 in the Vogel Room

In attendance:

Seid Adem  
Rick Barker  
Sharla Blank  
Karen Camarda  
Charles Cranston  
Jason Emry  
Rachel Goossen

Park Lockwood  
Gabi Lunte  
Dave Provorse  
Michael Rettig  
Tracy Routsong  
Janet Sharp  
Ian Smith

Ann Marie Snook  
Sharon Sullivan  
Jennifer Wagner  
Corey Zwikstra

Guests: Cindy Hornberger, Kathy Menzie, Tom Underwood, Tim Peterson, and Michael Gleason

- I. Call to Order
- II. Minutes for February 3, 2016 approved.
- III. Division Reports
  - A. Natural Sciences/Math Division February minutes approved
- IV. Committee Reports
  - A. Curriculum Committee of College Faculty Council minutes approved.
    1. Minutes were edited.
    2. Course proposals in CM, MM, and MU were approved.
    3. MA 108 was postponed until CFCCC could meet and discuss.
- V. New Business
  - A. Curriculum Changes
    1. \*M.A. in Communication and Leadership- New Program  
An overview of the program was provided. This will be mostly an applied degree for individuals in the field and for Concurrent Enrollment Program teachers in Communication. This was approved.
    2. B.A. in Kinesiology- Course changes were approved.
    3. B.Ed. in Physical Education- Course and program changes were approved with an edit—addition of KN 333 to the list of proposed courses.
- VI. Discussion

A. SIR-II

1. The pilot report showed that participation in the SIR-II was closer to that of the previous evaluation for online course completion: the SIR-II had a 6% lower participation rate than our older system, not a 16% lower rate.
2. We are going to pilot the SIR-II again this semester. There needs to be more education of the faculty about devoting classroom time to the survey.

B. Course Success Groups

1. There are a number of people that are wanting have this opportunity again.
2. The added component is that they can look at assessment data, open source materials, and looking at specific courses.

VII. Announcements

- A. March 3<sup>rd</sup> - Mia Bay is speaking
- B. March 9<sup>th</sup> at 3:30 – CAS Faculty Meeting; Refreshments at 3:00 pm
- C. March 11<sup>th</sup> – CAS After Hours
- D. April 1<sup>st</sup> – Luncheon/Pot Luck - 12:00 – 2:30 pm. Bring a side.
- E. Wind Ensemble was invited to Boulder, CO. We are the only school chosen that does not have a Master's program.
- F. April 29<sup>th</sup> – APEIRON (March 31<sup>st</sup> deadline for applying)

VIII. Meeting adjourned at 4:02 p.m.

Next CFC Meeting: Wednesday, April 6, 3:30 p.m. in the Vogel Room

Respectfully submitted by Tracy Routsong

Division of Education and Kinesiology  
Minutes of February 24, 2016  
Division meeting  
PC 225

Present: Park Lockwood (Chair), Susan Alexander, John Burns, Tiffany Dirks, Ross Friesen, Tim Fry, Karen Garrison, Tracie Lutz, Judith McConnell-Farmer, Margie Miller, David Pownell, Cherry Steffen, Roy Wohl

- I. The meeting was called to order at 3:00 pm.
- II. Minutes of the November 18, 2015 meeting were approved by email.
- III. Committee reports.
  - a. Academic/Sweet Sabbatical Committee
    - One rejected with suggestions
    - Five or six approved
    - Four or five reduced by \$500 because of funds
  - b. Assessment Committee
    - Nancy Tate, Vickie Kelly, and Kayla Carter provided an overview of the Assessment Extravaganza. They also handed out a booklet of the Assessment Extravaganza.
    - Points and comments they made:
      1. The data is being looked at and it is important.
      2. Are the tests measuring what we want to measure?
      3. Need to have more students taking the tests. Would like to have 200 or more for the data to be representative.
      4. How are seniors leaving? Will they be successful in graduate school or in careers?
      5. Need to identify strengths and weaknesses in SLOs.
      6. How do we get all students to perform better?
  - c. Student Success Committee
    - Reviewing declaration process. Students currently are forced into majors and may take unneeded courses.
    - Students will not be able to change schedule without advisors' permission.
  - d. Program Review
    - Met with Mabee Library
    - Two left to meet with for year -- Math and Statistics, WTE
- IV. Committees not included above did not meet or were not reported this month.

V. Old business

a. Discussion: Updates to the B.Ed.

- Starting with a discussion of possible changes to professional education requirements first, working on framework and how it relates to inTASC and CAEP standards.
- Then look at individual programs
- Have plan to move forward by end of semester
- It was suggested that UTEC be utilized more, important to get input from all

VI. New business – No new business

Next meeting will be in Carnegie, room and time TBA.

Meeting adjourned

David Pownell, Recorder

## **Curriculum Committee of College Faculty Council (CFC-CC)**

### **Meeting Minutes: 3-28-2016**

As a follow-up to electronic discussion and voting, the CFC Curriculum Committee convened to discuss the New Course proposal for MA108. Those in attendance included: Tracy Routsong, Karen Camarda, Kim Morse, and Dave Provorse. Sara Cook and Kevin Charlwood from the Math department also attended to provide clarification of the proposal and answer committee members' questions.

The outcomes from that meeting were:

**Approval of MA108 College Algebra Preparation** as a NEW Course (extends content in College Algebra into a two-semester sequence).

Recommendation that a proposal for funding to support the extension of the Math's Department's capacity to provide Supplemental Instruction for students struggling to successfully fulfill the university-wide Math requirement (MA116 College Algebra) be placed on the agenda of the CFC meeting scheduled for Wednesday, April 6, 2016.

### **Electronic Meeting Minutes: 3-29-16**

Members participating: Dave Provorse (Chair), Karen Camarda, Jason Emry, Kim Morse, Park Lockwood, Tracy Routsong, Ye Wang, Eric McHenry

Following email discussion and electronic voting, the CFC-CC voted to approve the following:

#### **NEW Course**

**KN430** Senior Seminar in Physical Education

#### **Change Course NUMBER**

**KN476** Synthesis and Application in Kinesiology

#### **Change Course NUMBER and PREREQS**

**KN375** Secondary Physical Education Methods and Instruction Strategies

#### **Change Course PREREQS only (to reflect changes in Course Numbers previously approved)**

**KN350** Evaluation of Athletic Injuries

**KN494** Internship in Kinesiology

**KN495** Internship in Kinesiology II

**HL377** Critical Issues in Health

#### **Change Course DESCRIPTION and PREREQS**

**HL277** Principles of Health Education

To: Mr. Rick Anderson, VPAT  
From: Dr. Kevin Charlwood  
Chair, Mathematics & Statistics  
Date: September 30, 2014  
Re: Supplemental Instruction

All Washburn students must meet the University mathematics requirement for graduation with a Bachelor's degree. Many students meet this requirement with either MA 112 Essential Mathematics or MA 116 College Algebra. In many instances, students need a semester of MA 104 Intermediate Algebra as preparation for either MA 112 or 116; both MA 112 and 116 carry MA 104 as a possible way to meet the prerequisite. In recent years, the D-F-W rate has been in the neighborhood of 40% for MA 104 and 116, and slightly less in MA 112.

Since before 1997 when I came to Washburn, we have had a Math Lab whose main function was to provide free tutoring help to students in any of MA 103, 104, 110 (now 112), 116, 117, 123, 140, 141 and 151. All of those courses numbered below 151 are pre-calculus level courses; MA 151 is Calculus I (considered to be the first major's course in mathematics). Our tutors have typically been math or science majors, who are in at least MA 152 Calculus II when they begin working for us. In discussions with Dean Bearman in Mabee Library and the Chairs of Biology (Dr. Mullican) and Chemistry (Dr. Angel), I am in favor of the proposal to fund our best math tutors to become supplemental instructors.

Supplemental instruction would involve having as many as four (depending on availability) math tutors spend extra time each week attending classes for which they would help oversee tutoring among their peers. As a pilot, I would recommend that the targeted classes be MA 104, 112, 116 and 140 (Statistics) to enhance our tutoring efforts in those classes. These particular classes form the core of our tutoring needs. Since these top students would be going "above and beyond" as far as normal tutoring duties are concerned, I would recommend a higher rate of pay for their services, say, \$10 per hour as opposed to the usual \$7.25 (minimum wage) tutors are paid.

Supplemental instructors would be expected to attend all classes each week for their assigned course (i.e., MA 116) to keep up with the material covered and how it is being taught. As far as budget, if we had four students per semester attending classes that meet for 44 contact hours, this would mean a total of \$1,760 per semester just for the class attendance (\$3,520 per year). This would be in addition to their usual tutoring hours in Mabee Library 308 (or in MO 252 once the Morgan renovation project is complete) – these funds are already budgeted by Dean Bearman and Dean Stephenson (on behalf of CAS). Based on need, the supplemental instructors could spend additional hours each week helping oversee other math tutors in the lab.