

# CFC Meeting Minutes

December 7, 2016, 3:30 in the Shawnee Room

Seid Adem  
Rick Barker  
Mary Sundal  
Charles Cranston  
Gloria Dye  
Karen Garrison  
Linzi Gibson

Rachel Goossen  
Michael Hager  
Chris Hamilton  
Gabi Lunte  
Rodrigo Mercader  
Kara Kendall-Morwick  
Leslie Reynard

Jason Shaw  
Ann Marie Snook  
Brian Thomas  
Corey Zwikstra  
Grace Hildenbrand  
Laura Stephenson

I. Call to Order at 3:30 by Dean Laura Stephenson

II. October 5, 2016 Minutes Approved

III. Division Reports

- A. Natural Sciences and Math October Meeting Minutes Accepted
- B. Education/Kinesiology October Meeting Minutes Accepted

IV. Committee Reports

V. New Business

VI. Discussion

A. Publicizing CAS Faculty Scholarship

- Publicizing not only benefits college, but can be disseminated to the community
- How do we become aware of current scholarship among Washburn faculty?
  - Ask people to submit
- Potential Venues:
  - Topeka Capitol journal (difficult to get response)
  - College newsletter very positive (more emphasis?)
  - Front page of MyWashburn
  - Travel money could be a good resource
  - Faculty activity reports
  - CAS Directions magazine (aimed at alumni, not academic audience)
  - Chairs meetings
  - Faculty webpages
  - Academia.edu (follow Washburn faculty)

B. Division Voting Procedure

- In-person meetings have not been as well attended
- Should we require a quorum for division meetings?
- In-person meetings and discussion are essential and not happening enough
- Email is occasionally used to approve things if meeting is deemed unnecessary

C. Faculty handbook changes

- Ad hoc committee has been meeting for 6-7 years
  - Updating handbook is a large project
  - Proposal to faculty senate to create standing committee that handles faculty handbook changes. More faculty involvement along with deans.
- D. Fall commencement on Friday, December 16<sup>th</sup> 2016
- Working on streamlining fall commencement
  - How can we increase faculty involvement in commencement?
    - Discuss at faculty orientation
    - Include in P and T docs
    - Chair should emphasize involvement
    - Alerting department of who is graduating
    - Some people don't have hoods and robes
      - Retiring faculty may donate regalia
      - Can new faculty be given gown and have small amount taken out of check?
      - Can departments have a few gowns?
      - New hire robes sets expectations of attendance
      - Knowing we get a robe at tenure doesn't incentivize new faculty to buy them
- E. Summer school enrollment has plummeted because of changes in financial aid
- No tuition break this summer
  - Summer schedules out earlier
  - Move enrollment sooner than March (possibly when enrolling in spring)
  - Publish courses that are Gen Ed specific
  - Students don't always know when classes are going to be offered
    - Posting course rotation might be helpful
    - Should be taken into account in the 4-year plan on each department's website
    - Also helps to know the prerequisites for courses
  - Music has presence at NSO days (early morning when students come to register)
- F. Tom Averill has organized a faculty colloquium for a number of years. Each colloquium has a theme, common readings, meets for 8-10 weeks during fall semester, faculty do research presentations related to the topic. Tom will be retiring. Ideas for topics or suggestions for improvements are welcome.
- G. Laura will be meeting with the resources committee. Requests for capital improvements, technology, or other equipment will be reviewed.
- H. Program sheets that summarize departments' offerings.
- Faculty are unhappy with stock photos, not depicting Washburn students or faculty.
- I. Short one-minute videos for ten most popular departments aimed at admissions counselors. Want to create videos for every department aimed at students.

## VII. Announcements

- A. Vesper's concert on Sunday, Dec. 11 at 4 pm, performance in lobby starting at 3 pm
- B. Friday, December 9 Pet Therapy event for students SRWC from 10-2 pm
- C. Faculty After Hours at 4 pm on Friday, December 9

## VIII. Adjournment