

CFC Meeting Minutes

November 8, 2017, 3:30 in the Vogel Room, Memorial Union

Rick Barker
Michael Averett
Gloria Dye
Linzi Gibson
Kristen Grimmer
Rik Hine
Alex Klales

Kara Kendall-Morwick
Michael O'Brien
Holly O'Neill
RaLynn Schmalzried
Jason Shaw
Jennifer Wagner
Ye Wang

Kerry Wynn
Corey Zwikstra
Ian Smith
Linsey Modellmog
Danielle Head
Chris Jones

I. Call to Order at 3:31

II. Introductions

III. Calendar and Grade Submission Discussion with guest Steve Grenus, Registrar, and Bruce Mactavish, Associate Dean, College of Arts and Sciences

A. Criteria Used in Developing Academic Calendars

1. Late Fall Break this year due to football.
 - a. Students “checked out” coming back from late fall break and looking toward Thanksgiving break.
2. Created 5 years ahead
 - a. Does the calendar get revised? – It can due to football, new National holidays, revision doesn't happen often.
3. Every associate dean is on the committee along with faculty members
4. Tend to follow regent schedules

B. Grade Submission

1. Importance of reporting grades on time. Implications for:
 - a. Creation of transcripts (e.g. Nursing students entering the workforce immediately)
 - b. Satisfactory Academic Progress (SAP) guidelines and reporting
 - c. Academic Standing (warnings, probation)
 - d. Posting grades for students
 - e. Conferring of degrees
2. Years coming up will be Wednesday reporting dates (after Fall 2017 which will be Tuesday). Tuesday reporting issue won't come up again until 2021.
 - a. Can do SAP reporting after holidays in future semesters
 - b. Faculty have concerns about Tuesday reporting dates. Can there be a skeleton crew that comes in on the semesters where we would normally have Tuesday reporting? There will not be a skeleton crew working as this issue will not come up again until 2021.
 - c. Some faculty move finals to success week so they have more time to grade finals. This is a violation of University policy and is in no way sanctioned by the University.
 - d. KU doesn't close and that gives room for later reporting dates (Friday)
 - e. Software will be updated, which can help in the reporting process.
3. Spring and Summer 2017 Washburn had 100% of grades in on time.

IV. October 4, 2017 CFC Minutes Approved

V. Division Reports

- A. Natural Science and Math Minutes October 20, 2017, Accepted

VI. Committee Reports

- A. Curriculum Sub-Committee Meeting Minutes September 15 – October 16, Accepted
 - 1. Correction: October 2nd Minutes CIS Capstone 465 (not 435)

VII. New Business

- A. New Program – Applied Statistics Approved
- B. New Minor – Computer Information Sciences with Concentration in Digital Forensics Approved
- C. New Minor – Computer Information Sciences Approved
- D. Change – Bachelor of Arts in Religious Studies Approved
- E. Change – Bachelor of Arts in Computer Information Sciences Approved
- F. Change – Bachelor of Science in Computer Information Sciences Approved
- G. Change – Bachelor of Arts in Computer Information Sciences with Emphasis in Digital Forensics Approved
- H. Change – Bachelor of Science in Molecular Biology in Biotechnology Approved

VIII. Discussion

- A. Best practices for SIR-II
 - 1. Will be sent to faculty at the time the SIR-II becomes available
 - a. Use in-class time
 - (1) How easy/difficult is this to compete on the smartphone
 - b. Offer incentives
 - c. Emphasize value of student responses
 - d. Send reminders
 - e. Request qualitative comments
- B. Minimum number of hours for a Bachelors degree at Washburn is now 120 credits, but the college never changed from 124 credit hours.
 - 1. Proposal put fourth from Natural Sciences to change minimum number of hours for a Bachelor of Science to 120 hours.
 - a. Need feedback from all affected departments
 - b. Should we also do this for the Bachelor of Arts?
 - c. Not necessary to change at the department level.
 - d. Would the number of hours outside the major need to be changed?
 - e. Curriculum committee will review proposal

IX. Other Discussion

- A. Do we have a document that shows the governance structure of the University?
 - 1. There is a document that will be posted to the University website
 - 2. Definitions of committees in faculty handbook along with list of committee members
- B. Grand Marshal will be Russ Jacobs for the December commencement, Tom Averill for the Spring Commencement
- C. Dennis Etzel – Topeka Human Relations Commission Troy Scroggins Award, Fall 2017
- D. Emails/postcards from offices around campus requesting grades – how do we know this

information is protected?

- E. Volume of emails is still a concern (will be addressed in December CFC meeting)
- F. Checking of unlisted references during search, which is current University policy
- G. How do we get a list of minors in our department?
 - 1. New degree works system will allow us to access this information

X. Adjournment at 4:40 pm