

Washburn University
School of Business General Faculty Meeting
HC104, Thursday, September 25, 2014

Present: Alleyne, Ball , Boncella, Byrne, Espahbodi, Florea, Hickman, Hull, Juma, Kwak, LeJuerrne, Martin, Moore, Nizovtsev, Ockree, Price, Schmidt, Smith, Scofield, Sollars, Walker,

Absent:: Baker, Stoica (conferene), Weigand

1. Minutes from the meeting on August 21 were approved.
2. Dean's report
 - Looking for bowlers for JA Bowl-A-Thon on October 17
 - Monday, October 26: AACSB Team Chair Bill Talon will visit. Clear your calendars for the day.
 - October 30 is the Economic Lecture Series
 - November 1 is the SOBU Tailgate Party
 - We have numerous searches going on now. Be ready to meet the candidates.
 - SOBU enrollment was down 2%
 - Get your intellectual contributions onto Russ's desk ASAP. If you have something you can put in the WPS that would be helpful.
 - For conference reimbursement you need to submit: Program Cover, Pages with your name in them, and copy of paper you are presenting.
 - We need to figure out as a group how to measure the "Impact" of Faculty Research for AACSB
3. Promotion and Tenure Policy
 - Motion to suspend the two-reading requirement for the Promotion and Tenure Policy. Motion approved.
 - Motion to approve the Promotion and Tenure Policy as amended. Motion approved.
4. Journal Lists
 - The journal list has been adjusted to correct for multiple different rankings of the same journal. The most relevant discipline was used in the decision.
 - Motion to approve the journal list. Motion passed
 - Motion to accept the Proposed Policy on Changes to the Journal List as amended. Motion passed.
5. Faculty Scholarly Activities Policy (FSAP)
 - First reading
6. Faculty Professional Activities Policy (FPAP)
 - First reading
7. Moved to adjourn.

Submitted by

Jennifer Bixel
Administrative Secretary, School of Business

Rosmary Walker
Secretary, School of Business General Faculty

School of Business Promotion and Tenure Policy

1. General Policy

The guidelines for appointment, tenure and promotion for the School of Business are consistent with the appointment, tenure and promotion policies of Washburn University and reflect the criteria for accreditation by the American Assembly of Collegiate Schools of Business and the North Central Association. Performance review criteria for evaluating faculty for appointment, tenure and promotion are to be utilized in conjunction with portfolios for teaching, research and service compiled by the individual faculty member.

The first commitment of a faculty member should be to high standards of teaching effectiveness. Each faculty member is also expected to maintain a pattern of professional and intellectual development consistent with the mission of the School.

Faculty members are encouraged to continually evaluate themselves, utilizing the guidelines as development tools.

2. Minimum requirements for appointment, tenure and promotion

a. Education

The doctoral degree in the area within which the individual teaches is the normal prerequisite to appointment at the rank of (tenure-track) Assistant Professor and above. This qualification includes individuals holding the JD degree who teach business law or legal environment of business and individuals who teach taxation holding (1) LLM (in Taxation) / CPA, or (2) JD with an accounting master's degree. Candidates who have completed all of the work for the doctorate except the dissertation and have made substantial progress on the dissertation may be considered for appointment as Assistant Professors.

b. Experience

i. To be considered for tenure, normally five years of full-time experience at the rank of Assistant Professor or higher, three of which will have been at Washburn, are required. Consideration of a petition for tenure will occur no later than in the sixth year of full-time service at Washburn University.

ii. To be considered for promotion to the rank of Associate Professor, five years of full-time teaching experience, including three years of full-time service after the attainment of the appropriate doctoral (or equivalent) degree, are required.

iii. To be considered for promotion to the rank of Full Professor, ten years of service, including at least three years of service as an Associate Professor, are normally required.

A faculty member may petition for early consideration for tenure and/or promotion. Deferral or denial of a petition at any time is not prejudicial toward consideration in subsequent years.

c. Teaching

Individual members of the faculty are responsible for

- i. currency in their instructional field(s),
- ii. delivery of effective instruction,
- iii. accessibility to students consistent with the School's expectations.

Teaching includes academic program planning, curriculum and course-work development, classroom instruction, and student advisement.

Quality of instruction is assessed by peer, student and dean evaluations of classroom teaching and by dean and peer review of other activities relevant to teaching objectives.

d. Research and Scholarly Activity

All faculty are expected to engage in research and scholarly activity, resulting in published intellectual contributions in any of three major areas:

i. Basic or discovery scholarship ~~Discipline-based scholarship (often referred to as basic research)~~: adds to the theory or knowledge base of the faculty member's field.

Outputs from basic or discovery scholarship activities include, but are not limited to, publication in refereed academic journals, research monograph, scholarly books, chapters in scholarly books, proceedings from scholarly meetings, papers presented at academic meetings, publicly available research working papers, and papers presented at faculty research seminars.

ii. Applied or integration/application scholarship ~~Contributions to practice (often referred to as applied research)~~: influence professional practice in the faculty member's field.

Outputs from applied or integration/application scholarship include, but are not limited to, publication in refereed professional journals, professional presentations, public/trade journals, in-house journals, book reviews, publicly available research working papers, and papers presented at faculty workshops.

iii. Teaching and learning scholarship ~~Learning and pedagogical research contributions~~: influence the teaching-learning activities of the disciplines.

Outputs from teaching and learning scholarship activities include, but are not limited to, textbooks, publication in pedagogical journals, written cases with instructional material, instructional software, and publicly available material describing the design and implementation of new courses.

Discipline-based scholarship, contributions to practice, and learning and pedagogical research are all valued. The quality of intellectual output, not merely the number of publications, is the primary determinant in measuring the level of intellectual contribution. Maintaining the SA (scholarly academics) ~~AQ (academically qualified)~~ status as outlined by the school's FSAP (Faculty Scholarly Activity Policy) is required, but not necessarily sufficient for granting tenure and/or promotion.

e. Service

Each faculty member is expected to provide service to the university, to the academic unit, to the profession and to the external communities served by the School. Examples of service include, but are not limited to:

serving on school and university committees and task forces; active participation in university and school governance; providing leadership in the development of special projects or grants; active participation in professional and business organizations; conducting research studies for business or government agencies; providing leadership for student organizations; serving on committees of professional associations and organizations; appointments to professional or civic boards; providing services to community groups; and teaching in non-degree, executive education programs.

Performance is gauged in terms of the quality of the service, not just the number of committees or organizations involved.

3. Performance criteria for tenure and promotion

Faculty performance in teaching, research, and service is assessed in terms of three ratings: “above the standards”, “at the standards,” and “below the standards.” The standards are specified in this document and other school policies, most importantly the FSAP.

For tenure and/or promotion to Associate Professor, the rating of “at the standards” in teaching, research and service represents the minimal requirement.

For promotion to Full Professor, an “above the standards” rating in teaching and “at the standards” ratings in both research and service are normally required. The standards for promotion to Full professor are higher than those for promotion to Associate professor. Also, continued accomplishments and leadership since promotion to Associate Professor are required.

4. Procedures for tenure

- a. The Dean shall provide written notice to each faculty member to be evaluated prior to the beginning of the formal review process. Such notice shall contain an invitation for the faculty member to submit such materials as s/he chooses to be considered in the evaluation.
- b. The candidate’s tenure committee will consist of all tenured faculty members in the candidate’s discipline area. If the discipline area does not have five tenured members, the candidate will submit to the Dean a list of tenured members in cognate disciplines. The list shall include twice the number of names as the number lacking in the candidate's discipline. From the list, the Dean, together with the committee, will make the final selection. The committee will select a chairperson.
- c. The committee will evaluate the materials submitted by the petitioner and determine if the candidate has achieved the necessary level of performance to justify the granting of tenure. After careful and deliberate consideration, the committee will provide its recommendation to the Dean in the form of a written report from each individual committee member.
- d. All tenured school faculty members are encouraged to submit written recommendations on tenure to the discipline tenure committee. These recommendations become part of the candidate's file and will be submitted with the file to the Dean.
- e. Upon receipt of the committee recommendations, the Dean will submit to the Vice President for Academic Affairs his/her recommendations together with the recommendations of the discipline committee. In addition, these recommendations will be shared with the candidate in a way that retains the anonymity of the evaluators.
- f. All written correspondence from individual faculty members and from members of the committee will remain confidential.

5. Procedures for Promotion

The procedure for promotion shall follow the procedure for tenure with the following exceptions:

- a. The candidate’s promotion committee will consist of a minimum of three and no more than five faculty members in the candidates discipline area holding a higher rank. If the discipline area does not have three members holding the higher rank, the candidate will submit to the Dean a list of higher-ranked faculty members in cognate disciplines. The list shall be at least twice that number lacking in the candidate's discipline. A petitioner may also request that an outside member be added to the committee. From it, the Dean, together with the committee, will make the final selection.

b. All school faculty members holding higher rank are encouraged to submit written recommendations on promotion to the discipline promotion committee. These recommendations become part of the candidate's file and are submitted with the file to the Dean

Proposed Policy on Changes to the Journal List

Any full-time faculty member can request a change to the journal list, whether it is to add, change the rating, or delete one or more journals through the Personnel Committee. The Committee shall discuss the request, time permitting, at its next scheduled meeting with consultation of the relevant faculty, and make a recommendation to the Dean. The changes to the list can be made on a continuous basis.

The list should be maintained at a location readily accessible to the faculty.

The request from the faculty member should provide a rationale for the change based on information such as the organization supporting the publication, the editorial board and authors, readership composition and size, independent ranking(s), and impact factor of the journal.

Washburn University
School of Business General Faculty Meeting
HC104, Thursday, October 23, 2014

Present: Alleyne, Baker, Boncella, Byrne, Espahbodi, Florea, Hickman, Juma, Kwak, LeJuerrne, Martin, Moore, Nizovtsev, Price, Schmidt, Smith, Sollars, Stoica, Walker, Weigand

1. Minutes from the meeting on September 25, 2014 were approved.
2. Dean's report
 - Monday, October 26: AACSB Team Chair Bill Talon will visit. Clear your calendars for the day. The purpose of the visit is for Bill to get a feel for what is happening at WU. New standards complicates the visit next year. This will be our first time under the new standards and the team is also new to the standards. Therefore, the target is questionable.
 - Homework from last team:
 - reduce the assessment goals/objectives
 - the MBA program needed an external assessment measure
 - tighten up AQ/PQ standards and better monitor them
 - increase the quality of intellectual contribution portfolio
 - Need a standard by standard write-up in Jan/Feb.
 - Engagement examples
 - SBDC
 - TK magazine
 - Professional Associations
 - Student Club community service
 - Impact examples (more of a challenge)
 - Education/ Graduates are getting jobs
 - Alumni locations
 - SBDC Impact
 - Research Impact ??? (classrooms, textbooks, and schools that use)
3. Planning and Review
 - Update of strategic plan started 1 year ago
 - New mission statement
 - Comments to Jim Martin
4. Curriculum
 - Innovation (voluntary –vs- required).
 - Faculty – student Interactions
 - Write – Experience (IT graded)
 - Are we closing the loop (we need 3 – 5 improvements because of the assessment program)
5. Faculty Scholarly Activities Policy (FSAP)
 - Friendly Changes to the FSAP
 - P.3 Publication earns it's authors ... 1.00 point for an acceptable "C".
 - Motion to Change the valuation for "Aspirational" journal articles from 2.5 to 2.0 (Motion: Ockree, Second: Dmitri, Motion failed)
 - Motion to approve the FSAP with the friendly admendment (Motion: Baker, Second: Dmitri, Motion passed)
6. Faculty Professional Activities Policy (FPAP)
 - To pass the FPAP as passed out (Motion: Gary, Second: Bob, Motion Passed)
7. Entrepreneurship Program (Multiple Motions)
 - Pre-requisite change
 - The change will allow non-business majors to get the certificate.

- There will be 4 classes under the certificate program with few business pre-requisites.
 - First Reading
- Motion to change the numbering of BU470 to BU370
 - Motion by Smith
 - First Reading
- Motion to make Entrepreneurial Marketing an elective for marketing majors.
 - Motion to suspend the rules of a second reading (Motion: Dmitri, Second: Stoica, Motion Passed)
 - Motion to approve (Motion: Dmitri, Second: Stoica, Motion Passed)

8. Moved to adjourn.

Submitted by

Rosemary Walker
Secretary, School of Business General Faculty

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The request from the faculty member should provide a rationale for the change based on information such as the organization supporting the publication, the editorial board and authors, readership composition and size, independent ranking(s), and impact factor of the journal.

Washburn University
School of Business General Faculty Meeting
HC104, Thursday, January 29, 2015

Present: Baker, Ball, Byrne, Florea, Hickman, Hull, Juma, Kwak, LeJuernne, Martin, Moore, Nizovtsev, Ockree, Price, Schmidt, Scofield, Smith, Sollars, Stoica, Walker, Weigand

1. Minutes from the meeting on October 23, 2014 were approved.
2. C-Tel
 - Margaret Wood would like you to send examples of community engagement to her. She will have someone come out to interview you and write up the example. It is for HICEP.
3. Election of Grand Marshal
 - Gary Baker was elected as Grand Marshal for this Spring's commencement
4. Dean's Report
 - May 16th is graduation
 - 2 POM candidates are coming in during the next 2 weeks.
 - Shane will come for a Foundation Finance visit
 - Tuesday begins the Spring Research Seminar Series
 - KAW bank has agreed to fund it for another year
 - Feb. 19 we will be having a Wake-Up-Speaker
 - Spring enrollment was up 2.8% over last Spring
 - Entrepreneurship had their first Pitch Competition. This semester the Pitch Competition will feature High School students on April 10
 - Week of March 2 the Belgium students are coming.
 - The International Major is popular
 - The MAcc has class sizes in the 15 – 17 range
 - AACSB report due in final form on July 15th.
5. Old Business
 - Entrepreneurship Curriculum Change
 - Motion to change the pre-requisites of BU260 to “BU115, BU110, or consent” Motion by David Price, Seconded by Kandi Ockree, motion carries with no dissent.
 - Motion to approve the Entrepreneurship Curriculum change with amendment above. Motion by David Price, Seconded by Kandi Ockree, motion carries with no dissent. (Final version of motion attached).
6. New Business
 - Motion to change the AC699 course to all unlimited repeats for grade. Motion by Kandi Ockree, Second Jim Martin. First Reading
 - Motion would allow international students to take an internship during each semester of the MAcc.
 - Question: will this cause a problem with international student's visa?
7. Motion to adjourn

Submitted by

Rosemary Walker
Secretary, School of Business General Faculty

**Curriculum Committee
General Change Request
Submission Form**

Change request submitted by: Dr. David Price, Assistant Professor Marketing

Date: September 16, 2014

Proposed Change:

To arrange the classes and pre-requisites for entrepreneurship classes in the Entrepreneurship & Innovation (EI) concentration, Entrepreneurship Certificate (EC) and Business Minor with Entrepreneurship (BME) to better serve BBA and WU students. It is designed to create a clear distinction between the two programs and encourage enrollment in entrepreneurship courses, the School of Business and Washburn University.

The proposed changes are listed in Attachment A with existing courses and pre-requisites in Attachment B.

What is the current situation addressed by this change request?

At present there is some confusion with regard to pre-requisites to Entrepreneurship courses with the introduction of the EI concentration.

Why is the proposed change necessary?

To create a clear distinction between the two programs, and make the EC more accessible to non-BBA students.

How does the proposed change solve the problem(s) identified?

By adding some pre-requisites it confirms that BBA students must still have completed all of their lower division core requirements before entering into the EI major classes. It also allows non-BBA students to enroll in BU343 as part of the EC.

What new problems might arise as a result of the change?

By once again offering BU115 as part of the EC, another instructor must teach this course.

Have all relevant faculty members and administrators that you believe may be affected by the change been contacted and made aware of the proposed change?

Contacted: Dean Sollars, Stacy Woltje, Entrepreneurship instructors.

Are there any decision deadlines of which the committee needs to be aware?

We would like to have the decision approved to be included on the SOBU Faculty meeting agenda on September 25, 2014.

Attachment A: Proposed Changes to Entrepreneurship Programs

1. Entrepreneurship & Innovation concentration:

BU343 Entrepreneurship, Creativity & Innovation

Prerequisites: EC200, EC201, AC224, AC225, BU250, BU342 (concurrent)

CHANGE TO: "BU260 or BU342 Concurrent"

BU369 Entrepreneurial Marketing

Prerequisites: EC200, EC201, BU360

BU389 Entrepreneurial Finance for Small Business

Prerequisites: AC224, AC225, BU250, MA140, EC211, MA141, BU381

BU470 Entrepreneurship Clinic

Prerequisites: BU115, BU260, Jr. Status

CHANGE TO: "BU343 or Admission to the SOBU"

2. Entrepreneurship Certificate (& Business Minor w/Ent. Cert.):

BU115 Introduction to Entrepreneurship

Prerequisites: None

CHANGE: Begin offering this class again ASAP

BU260 Business Plan Development

Prerequisites: None

CHANGE TO: "BU115, BU101, or Consent"

BU343 Entrepreneurship, Creativity & Innovation

Prerequisites: EC200, EC201, AC224, AC225, BU250, BU342 (concurrent)

CHANGE TO: "BU260 or BU342 Concurrent"

BU470 Entrepreneurship Clinic

Prerequisites: BU115, BU260, Jr. Standing

CHANGE TO: "BU343 or Admission to the SOBU"

For BBA students, BU406 can still substitute for one of the four classes in the EC. This will generally if not always include skipping BU115 or BU260, as this is for BBA students completing the EC. We feel the international aspect increases the appeal of the EC and offers some flexibility to the program. In some cases, this will also help recruitment for the class. This requires no changes:

BU406 – Entrepreneurial Experience

Prereq: AC224, AC225, BU250, EC200, EC201, EC211, MA141, BU315, BU347, BU381

The proposed changes will also aid in the development and enrollment in the Business Minor with emphasis in Entrepreneurship.

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1. United Way Presentation
2. EEO Policy
 - a. Look at the following sections and send feedback to Cynthia Waskowlak
 - b. P. 2 “Responsible Employee” definition
 - c. P. 9 “Reporting Requirement”
 - d. P. 5 “Consent” definition 2.7
3. Minutes from the meeting on January 29, 2015 were approved.
4. Dean’s Report
 - SOBU is giving back \$70,000 of operating fund
 - Soren’s line is gone
 - Expected enrollment increase in the fall. If it happens then there might be a salary program.
 - We meet the 80% on the MFT
 - List of upcoming events given.
 - Washburn Rural’s Business Program will start a CEP class in the Fall for BU180 – Consumer Finance
 - Get your AACSB vita done in 2 weeks.
 - Please report technology issues
5. Motion to adjourn

Submitted by

Rosemary Walker
Secretary, School of Business General Faculty

Sungkyu Kwak
Chair, School of Business General Faculty

Washburn University
School of Business General Faculty Meeting
HC104, Thursday, May 7, 2015

Present: Alleyne, Baker, Ball, Byrne, Espahbodi, Florea, Hickman, Hull, Juma, Kwak, LeJuerrne, Martin, Moore, Nizovtsev, Ockree, Price, Scofield, Schmidt, Smith, Sollars, Walker, Weigand

Electronic Voting (week of April 28, 2015):
Jennifer Ball was elected as a SOBU Faculty Senator.

1. Minutes from the meeting on March 26, 2015 were approved.
2. Dean's Report
 - First Student Appreciation Day will occur tomorrow
 - Grades are Due May 14
 - We received and \$250,000 endowment for Entrepreneurship/Innovation
 - Set a meeting with Jennifer for your annual review
 - AACSB – what is missing in the report
 - AOL closing the loop
 - Where we will be in 5 years – strategic plan
 - Management faculty numbers are marginally sufficient
 - Report to the Dean any inaccuracies in the documents and examples of “impact, innovation, or engagement” that have been missed in the document
3. Motion on Entrepreneurship Program Change
 - a. Motion to suspend rule of second reading (Motion: Ball, Second: Nizovtsev, motion passed)
 - b. Motion to pass the Entrepreneurship program change (Motion: Baker, Second: Ball, motion passed)
4. Election of Representatives
 - a. Academic/Sweet Sabbatical – Paul Byrne
 - b. Undergrad Probation/Reinstatement – Jennifer Ball
 - c. Honorary Degree – Rob Weigand
 - d. University Program Review – Michael Stoica
5. Information Item (Personnel Committee)
 - a. A proposal was brought forward to add “Problems and Perspectives in Management” to the Journal List. The recommendation of the committee has been forwarded to the SOBU Dean. The decision was based upon: ranking of the journal at other schools, the citation rankings, quality of the papers in the journal, quality of authors who publish in the journal, quality of editorial board, quality of journal editor, and relative ranking with our current list.
6. Motion to adjourn

Submitted by

Rosemary Walker
Secretary, School of Business General Faculty

Sungkyu Kwak
Chair, School of Business General Faculty

SOBU Faculty Meeting Program Change Request

Change request submitted by: Dr. David Price, Assistant Professor Marketing

Date: April 30, 2015

Proposed Changes to Entrepreneurship Certificate (EC) Program

During the last SOBU faculty meeting, we approved BU101 as a *pre-requisite* for BU260 as part of the four classes required for the EC. The program is designed for non-BBA students, and BU101 would be a logical and important first class before taking additional entrepreneurship courses. Additionally, we are not currently offering BU115.

However, we did not pass a *program* change that allows BU101 to be considered part of the EC.

Proposed Changes to Entrepreneurship Programs

Add “BU101 Introduction to Business” to the Entrepreneurship Certificate program requirements.

Thus the EC would be listed as:

Entrepreneurship Certificate required courses:

BU115 Entrepreneurship & Entrepreneurial Law or BU101 Introduction to Business

BU260 Business Plan Development

BU343 Entrepreneurship, Creativity & Innovation

BU370 Entrepreneurship Clinic (new number)