

Washburn University
School of Business General Faculty Meeting
HC104, Thursday, August 20, 2015

Present: Baker, Ball , Boncella, Byrne, Esmonds, Espahbodi, Florea, Harnowo, Hickman, Hull, Juma, Kwak, Martin, Moore, Nizovtsev, Price, Rao, Smith, Schmidt, Scofield, Sollars, Stoica, Vam Dalsem, Walker, Weigand

Absent: Alleyne, Moore, Ockree

1. Minutes from the meeting on May 7, 2015 were approved.
2. Kelly Weber – Business Librarian talked about library’s website and all the resources that they library has.
3. Dean’s report
 - New faces, Sunita Rao – Accounting, Akhadian(Dion) Harnowo – POM and Shane Van Dalsem – Finance
 - We will have a WUST guest coming August 27th.
 - Wake Up Speaker on September 3rd. If you would like to go to the breakfast or have them come to your class please let Emily know.
 - Homecoming events – October 23rd Alumni Celebration. SoBu will have an open house. Steven Kitchen will be speaker. Also will have 2 to 3 breakout sessions. Where professors will talk about their program.
 - Enrollment – SoBu is up, just not sure how much. From 1st day to 1st day we are up 6%. Over all University is down.
 - 1.8% raise
 - AACSB review team will be here 9-27 to 9-29. You should have gotten CIR report in your mailbox.
 - Everyone needs to think about assessment.
 - September 10th Faculty meeting – go over mission stuff
 - September 17th Faculty meeting – go over assessment
4. Election of Faculty Chair – Dmitri nominated Sungkyu. Stoica closed. Motion moved
5. Election of SoBu rep on Faculty Affairs Committee – Scofield nominated Liviu. Dmitri closed. Motion moved.
6. Stoica moved to adjourn.

Submitted by

Jennifer Bixel, Administrative Secretary, School of Business

Rosmary Walker
Secretary, School of Business General Faculty

Washburn University
School of Business General Faculty Meeting
HC104, Tuesday, November 17, 2015

Present: Alleyne, Ball, Byrne, Boncella, Florea, Harnowo, Hickman, Juma, Kwak, Martin, Moore, Nizovtsev, Price, Rao, Scofield, Schmidt, Smith, Sollars, Stoica, Van Dalsem, Walker, Weigand
Visiting: Dr. Farley

1. Minutes from the meeting on August 20, 2015 were approved.
2. Dean's Report
 - Grades are Due May 14: No incompletes
 - Open House Dec 9 from 1:30 – 3:30
 - Thursday morning is Wake Up with Washburn
 - Strong international results on the MFT (97th percentile) overall good MFT results 89th percentile for undergrad and 78th percentile for graduate
 - BSBC – Security Benefit would like some way to get more people interest in financial services. Maybe someone wants to look into a “Certificate of Insurance Studies” we have the following courses that might apply BU374, BU 387, BU 375, BU 378, BU 475, EC 485, and EC 480
3. President fielded questions on the State of WU
4. 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)

Washburn University
School of Business General Faculty Meeting
HC104, Thursday, February 11, 2016, 2:30

Present: Alleyne, Ball, Byrne, Esmonds, Espahbodi, Florea, Hickman, Hull, Juma, Kwak, LeJuernne, Martin, Moore, Nizovtsev, Ockree, Price, Rao, Smith, Schmidt, Scofield, Sollars, Stoica, Vam Dalsem, Walker

Absent: Boncella, Harnowo, Weigand

1. Minutes from the meeting on 11/17/15 were approved.
2. Dean's report
 - Got letter from AACSB – Good Report
 - Events upcoming
 - February 25 – Colby Fries – Wake Up with Washburn
 - April 21st – Karol Rogers – Wake Up with Washburn
 - April 22nd – Scholarship luncheon
 - April 27th – BGS dinner – Marc Beffort will be speaker
 - March 6th – BAP luncheon
 - If you have a speaker in class please let the Dean know

EIR – Richard Davis –CEO of US Bank

Greg Brenneman – New Book – David has book if you would like one.

Randy asked to talk about open source textbook. 3 professors use it right now.

Budget and Retirement – really don't know anything new.
3. Reza proposed change to the policy on changes to the Journal list. 1st reading
 - Requested change to wording on #4 to “Impact factor of the journal, if available.”
 - Suggested adding folder name to where the list is maintained.
4. Reza proposed policy on Promotion to Senior Lecturer. 1st reading. Friendly amendment to delete last sentence on page 2 under #5. Intellectual contributions. Change wording for #6c to: “A committee of three faculty members comprised of the petitioner's or a related discipline will be appointed by the Dean to conduct a review of the petition. After review, the committee shall communicate in writing a recommendation to the Dean of the School. Proposed to forgo to 2nd reading, approved. Motion to accept the proposal as amended, passed.
6. Stoica moved to adjourn.

Submitted by

Jennifer Bixel, Administrative Secretary, School of Business

Rosmary Walker
Secretary, School of Business General Faculty

Sungkyu Kwak
Chair, School of Business General Faculty

Proposed Policy on Changes to the Journal List

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

The request from the faculty member should provide a rationale for the change based on

1. The organization supporting the publication, specifically affiliated professional association or publisher
2. The editorial board and authors, specifically affiliation and discipline prominence of editors and authors from the two most recent publications
3. Independent ranking(s), e.g., ABDC ranking, and
4. Impact factor of the journal, if available.

The request may also include other information the faculty member finds relevant for her or his particular journal request, including but not limited to, readership composition and size, SCImago Journal Rank (SJR), Journal Eigen Factor score, Impact per Publication, and Journal h-index.

Note to faculty: Open access information on journal metrics can be found at <http://www.scimagojr.com/journalrank.php?country=US> and <http://www.harzing.com/pop.htm>.

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

Washburn University
School of Business

Policy on Promotion to Senior Lecturer (as passed)

Description and Criteria. Promotion from Lecturer to Senior Lecturer requires active participation in the academic area of appointment, with responsibilities that include: a sustained record of “above standard” teaching, maintenance of AACSB qualification, and a record of excellence in school, university or professional service.

1. **Eligibility.** A minimum of 5 years of full-time service at Washburn University at the rank of Lecturer is required.
2. **Qualification.** To be promoted to Senior Lecturer, the petitioner must demonstrate past adherence to the School’s Faculty Scholarly Activities Policy (FSAP) or Faculty Professional Activities Policy (FPAP) regarding AACSB qualification and have accumulated a sufficient body of achievements that provide confidence that such qualification will be maintained into the future.
3. **Teaching.** Appointment to Senior Lecturer requires a record of “above standard”, demonstrated by the quality of a variety of practices that may include, but are not limited to:
 - Fostering an effective learning environment for students in and out of the classroom;
 - Engaging in curriculum/course development and improvement;
 - Using data and other types of feedback for improvement of teaching;
 - Guiding students in academic work that supports classroom learning, such as independent study projects, research, internship experiences, field trips, WTE projects, and preparation of conference presentations;
 - Engaging in innovative and creative teaching methods; and
 - Engaging in effective academic advising that supports student goals and interests.

Methods of Evaluation of Teaching. Various methods of evaluation will be employed in congruence with policies and procedures in the SOBU policy documents and University Faculty Handbook. Metrics may include but are not limited to:

- Student course evaluation results from standardized course evaluations submitted anonymously by students at the end of each course;
 - Peer teaching observations;
 - Dean and program director evaluations of teaching effectiveness and course/curriculum development;
 - School and University teaching awards;
 - External speaking engagements that speak to the candidate’s reputation as an effective instructor;
 - Peer review of syllabi; and
 - Unsolicited letters that support teaching effectiveness/mentorship.
4. **Service.** Appointment to Senior Lecturer requires a record of service engagement that is demonstrated by the quality of a variety of practices that include, but are not limited to:
 - Serving on committees at the area, school, university, community and/or professional level;
 - Assisting with lecturer searches and retention (e.g., mentoring, peer reviews)
 - Advising student groups;
 - Assisting with graduation ceremonies;
 - Participating in professional organizations;
 - Speaking to community groups; and
 - Serving as a member of community board of directors.

Methods of Evaluation of Service. Various methods of evaluation will be employed in congruence with policies and procedures in the SOBU policy documents and the University Faculty Handbook. Metrics may include but are not limited to:

- Written documentation of committee work (e.g., letters from committee chairs; official list of university committee assignments);
- Unsolicited letters of support/thanks for service;
- Conference programs showing service;
- Honors, awards, or special recognition for service activities;
- Published documents showing service (e.g., graduation programs, newspaper articles, newsletter articles).

5. **Intellectual Contributions.** Appointment to Senior Lecturer requires a record of intellectual contributions consistent with the AACSB guidelines and the School's FSAP and FPAP. These guidelines and policies mandate different intellectual contribution activities for promotion to Senior Lecturer, depending on whether the petitioner is classified as SP (scholarly practitioner) or IP (instructional practitioner). The SP classification requires that the petitioner has accumulated at least 2.00 publication points and engaged in some other intellectual contribution activities (for detail, refer to FSAP) during the preceding five years. The IP classification is normally obtained and retained through professional activities; intellectual contribution activities count, but are not required (for detail, refer to FPAP).

Methods of Evaluation of Intellectual Activities. Various methods of evaluation will be employed in congruence with policies and procedures in SOBU policy documents (including FSAP and FPAP) and University Faculty Handbook.

6. **Appointment to Senior Lecturer Process**

The appointment to Senior Lecturer is a shared faculty and administrative responsibility involving a recommendation of a faculty review committee and SOBU Dean.

- a. Candidates eligible for consideration for appointment to Senior Lecturer shall be notified by the Dean that they are eligible to petition. This notification is provided upon initial eligibility only.
- b. Candidates shall submit a written petition and supporting documentation illustrating achievement of School criteria for appointment to Senior Lecturer. Documentation should be thorough and specifically relate to each criterion and be as current as possible.
- c. A committee of three faculty members comprised of the petitioner's or a related discipline will be appointed by the Dean to conduct a review of the petition. After review, the committee shall communicate in writing a recommendation to the Dean of the School.
- d. The Dean shall submit the recommendation of the Committee, and the Dean's recommendation, together with the supporting documentation, to the Vice President for Academic Affairs.
- e. In cases where the petition for promotion to Senior Lecturer is unsuccessful, the petitioner in consultation with the Dean will work in a consensual process to help the petitioner reach the professional level where promotion to Senior Lecturer may be obtained. A negative review will not be forwarded to the Washburn University Board of Regents.

Washburn University
School of Business General Faculty Meeting
HC104, Thursday, March 10, 2016, 2:30

Present: Ball, Byrne, Esmonds, Espahbodi, Florea, Hickman, Harnowo, Hull, Juma, Kwak, Moore, Nizovtsev, Ockree, Price, Rao, Smith, Schmidt, Scofield, Sollars, Vam Dalsem, Walker, Weigand

Absent: Alleyne, Boncella, Martin, Stoica,

1. Meeting called to order
2. Minutes from the meeting on 2-11-16 were approved.
3. Presentation from Vickie Kelly and Kayla Carter about assessment.
4. Dean's report
 - April 12, 2017 is Alumni Association Annual Award Banquet. David Manley, bba '67, is getting the Distinguished Service Award. Jim Martin, bba '79, is receiving the Col. John Ritchie Award. And Ty Walrod, bba '06 is receiving The Graduate of the Last Decade (Gold) Award.
 - Celebration on April 8 at 4:00 to celebrate accreditation and 3 promotions.
 - TK magazine – Rob Weigand has an article and there is an article on Pitch competition, too.
 - BGS – invited almost 70 – dinner is April 27th
 - Belgium students are here working with Hills and our students.
 - Scholarship lunch is April 22, 2016
 - Approved policy on senior lecturer – Randy Pembroke sent back with University guidelines.
 - Budget – 3% cut for six regent schools. But Gov. might come back with more cuts.
 - No word on early retirement.
5. Reza Espahbodi presented a proposal a change to the policy on changes to the journal list.
 - a. Faculty members wanted a justification of the basis of decision provided by the Faculty Personnel Committee.
 - a. There was a question as to whether a rubric could be created for the decision process
 - b. Motion to call the question by Jennifer Ball. No second.
 - c. Motion to table by Kandy Ockree, seconded by Louella Moore. Motion passed (10 to 4).
6.
 - a. Tom Hickman proposed a change to BU378 to change prereq. Waived second reading. Move to approve. Passed
 - b. Tom Hickman proposed KS Insurance Certificate. Waive second reading. Move to approve. Passed
 - c. Dmitri Nizovtsev proposed to remove CM101 computer competency and the Internet from the set of prerequisites for EC306 Game Theory and Applications. Waive second reading. Move to approve. Passed.
6. Dmitri Nizovtsev moved to adjourn.

Submitted by

Jennifer Bixel, Administrative Secretary, School of Business

Rosemary Walker
Secretary, School of Business General Faculty

Proposed Policy on Changes to the Journal List

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The request from the faculty member should provide a rationale for the change based on

1. The organization supporting the publication, specifically affiliated professional association or publisher,
2. The editorial board and authors, specifically affiliation and discipline prominence of editors and authors from the two most recent publications,
3. Independent ranking(s), e.g., ABDC ranking, and
4. Impact factor of the journal (or similar, if impact factor does not apply)

The request may also include other information the faculty member finds relevant for her or his particular journal request, including but not limited to, readership composition and size, SCImago Journal Rank (SJR), Journal Eigen Factor score, Impact Per Publication, and Journal h-index.

Note to faculty: Open access information on journal metrics can be found at <http://www.scimagojr.com/journalrank.php?country=US> and <http://www.harzing.com/pop.htm>.

The list shall be maintained at wushare.wuad.washburn.edu/wu/sobu/faculty and [personnel committee](#).

Course Change Form

Course Originator: David Sollars

Department (Area): School of Business

Current Catalog Description:

BU 378 Life Insurance (3) The problems of and the alternative techniques for the insuring of human life values from the differing viewpoints of the company, the economy, and the consumer. Among the topics covered are: financial needs in the life cycle of the family, settlement options and the programming elements of business insurance, estate planning, probability theory mortality, rating and reserves. Prerequisite: BU 374 or consent.

Proposed Catalog Description:

BU 378 Life and Health Insurance (3) The problems of and the alternative techniques for the insuring of *health and* human life values from the differing viewpoints of the company, the economy, and the consumer. Among the topics covered are: *health and* financial needs in the life cycle of the family, settlement options and the programming elements of business insurance, estate planning, probability theory mortality, rating and reserves, *and the recent changes in the health insurance landscape*. Prerequisite: BU 374.

In short, the change is requested to add components of health insurance to the already existing life insurance course. The School would regularly offer the course per the request of the Kansas Insurance Department, and industry, including Security Benefit, Blue Cross/Blue Shield of Kansas and other companies. This course is a part of the state-wide effort to better support the Kansas insurance industry through the creation of the Kansas Insurance Certificate Program, a certificate to be offered through the coordinated efforts of several of the KBOR universities and Washburn University.

The other change is that consent is being eliminated as a prerequisite. Students must have completed BU 374 (or equivalent). Such a change would be consistent with the KIC program proposal.

Resources (Provided by Administration with Faculty Consultation)

- a. How often offered? Depending on demand and funding provided by the Kansas Insurance Education Foundation, once per semester.
- b. Costs implications (faculty/staffing requirements - full/part-time, etc.): Online development and adjunct staffing costs will be incurred. Costs for first few years to be covered by funding provided by KEIF. In addition, KEIF will provide partial scholarship funding for students enrolling in the course.
- c. Academic qualifications required to teach this course: The usual FSAP or FPAP faculty qualifications to meet SA/SP/SA/IP requirements
- d. Current faculty that are qualified to teach the course: None on FT status.
- e. Anticipated enrollment: 20 students per semester
- f. Impact on enrollment in other classes: It might draw from other elective classes, but will also be taken by other Kansas university students as part of the KIC program.
- g. How might the course be expected to increase enrollment? Part of the Kansas Insurance Certificate (KIC) program open to business students at all Kansas KBOR universities and Washburn University. We hope that local insurance focused firms will encourage their employees utilize the existing business degree programs offered by the SOBU.
- h. If enrollment will not increase where will these students come from? KU, KSU, FHSU have agreed to offer courses in the KIC program. WSU, PSU, ESU will also offer the introductory course and may add other courses in the future.
- i. Signature from Dean's Office

2. Pedagogy

- a. Academic justification for this course: To provide business students with detailed knowledge, tools and skills related to life and health insurance for both career and individual needs.
- b. Learning objectives:
 - Students will have detailed knowledge of the life and health insurance industries, their industry organization, and regulatory/legal environment.
 - Students will have detailed knowledge of life and health insurance products and services, their creation and provisions, and the business models used to develop and offer product/services in these industries.
 - Students will have detailed knowledge of social insurance concepts, including Social Security, Medicare, and ACA-related topics.
- c. How will the objectives match the School of Business objectives?

Our mission is to “provide high quality business education which enhances the economic vitality of the region.” We offer this course to provide a better prepared pool of students/graduates for important economic entities in Topeka and our region as a part of the KIC program.

- d. Assessment outcomes: Not a part of SOBU Assessment program
- e. Evaluation instruments: TBD, but likely to include the usual examinations, papers, and online discussion group participation
- f. Grading standards: Regular graded course.
- g. Necessary Entry Skills: See below
- h. Necessary Entry Knowledge

Course requires BU 374 Principles of Risk and Insurance as a prerequisite, which in itself requires junior level standing. The usual assortment of junior level skills is expected.

3. Resources

- a. Modification of existing course
- b. If No, what course is this replacing: [Name and Number of Courses]

- c. Type of Course: Elective in SOBU, Elective in KIC Program
- d. Has the proposed course been offered as a special topics course? This is a modification of existing course already in the catalog. The original course has been offered in the past.
- e. Has the proposing faculty member(s) reviewed the catalogue and determined that the proposed course does not duplicate in title and/or content existing courses? This a change in an existing course to include health insurance -related material.
- f. Reason for this course: The Washburn elective in the KIC program
- g. What program does it serve? Primarily the KIC program. It could also be a BBA upper-division business elective.
- h. Textbook: TBD, but possible: Life and Health Insurance, 2nd Ed. Kaplan Financial 2010 will serve as a possible basic reference.
- i. Other required/recommended materials: TBD by instructor, with expectation of other readings, cases, and inputs from industry.
- j. Library holdings: Expected to be Sufficient
- k. Equipment: D2L Infrastructure
- l. Facilities: On-line course

Subject Matter/Topics to be Covered:

Life Insurance:

- Review of Insurance,
- Regulation, Legal, Underwriting Basics
- Group Insurance Concepts
- Life Insurance Sales
- Policy Issuance and Delivery
- Types of Life Insurance Policies, Provisions, Riders and Options
- Annuities
- Social Life Insurance
- Retirement Plans

Health Insurance:

- Policy Underwriting, Provisions and Delivery
- Medical Expense Insurance and Policies

- Group Health Insurance
- Social Health Insurance
- Long-Term Care
- Health Insurance, Taxation, ACA

Curriculum Committee

General Request Submission Form

Note: NOT to be used for New Course proposals, which are made on a separate form designed for that specific purpose.

This form requires information to be provided in two sections: (A) Now, i.e., the current status of the situation, and (B) In The Future, i.e., the change requested and how it will improve the situation in the future.

Change request submitted by David Sollars .

(A) NOW:

1. What is the Current Situation which needs to be addressed?

(describe in sufficient detail)

The need for a skilled work force in insurance and related financial sector industries has increased in Kansas, and even here in Topeka. The State Commissioner, Ken Selzer, and the Kansas Insurance Department, local industry, including Security Benefit and BCBSKS, and the Kansas Insurance Education Foundation have asked the KBOR universities and Washburn to develop an academic credential related to the insurance industry. The KBOR schools and Washburn have worked together on a consortium proposal to meet this need. What is proposed is the Washburn version of a 12 hour, four-course sequence Kansas Insurance Certificate, that will utilize Washburn courses and those also found at the other KBOR institutions.

2. How long has this situation existed in its current form?

This has been a topic of conversation for many years. The Kansas Department of Commerce suggests the need for insurance-related professionals is growing in Kansas.

3. Why is it necessary that it be changed?

To be consistent with our mission to “enhance the economic vitality of the region” we need to support insurance and related-business workforce needs and provide students with enhanced education and career opportunities.

(B) IN THE FUTURE:

1. Proposed change. (describe in sufficient detail)

See attached

2. How does the proposed change solve the problem?

The expected outcome is that more students will graduate with more tools/skills/knowledge related to the insurance and financial services sector.

3. What new problem(s) might this proposed change create?

None except many of the usual coordination problems encountered by consortium arrangements.

4. What objection(s) to the proposed change are likely to arise?

Why this industry (as opposed to others)? The answer is that the industry has stepped up and is willing to financially support this initiative.

Faculty Resources? At present we have no full-time faculty with insurance as an academic area. An adjunct faculty with the appropriate credentials will be needed (as we do with BU 374 now). Dr. Rob Hull has agreed to assist in getting this course set-up in D2L.

What happens if KIEF decides to pull the funding in the future, or not enough of the KBOR institutions participate to make this a viable program? We would then have to considered whether it makes economic sense for us to continue the program. KIEF funding should be available for three years at the minimum. For example, a Topeka-based organization gave a six-figure gift to support this endeavor, and has promised more if successful.

5. Are there any decision deadlines which the Committee needs to be aware of?

KIEF and the Commissioner Selzer are preparing a program launch announcement as soon as this program is approved.

Per VPAA Office “Regarding the certificate, I think it would be good to take that to Academic Affairs/Senate/General Faculty/WUBOR If we work backwards from General Faculty on April 14, that would put it at Senate on April 4 and Academic Affairs on March 28 so we would need it sent to Academic Affairs on March 21. WUBOR would approve on April 21.”

Given we have spring break in March, there is a proposed SOBU faculty meeting scheduled for March 10.

For consideration of the SOBU Curriculum Committee and SOBU General Faculty

This proposal is to create the Washburn University version of the Kansas Insurance Certificate Program. It is part of a consortium arrangement with the participating KBOR Universities in the State of Kansas. It would require students to complete 12 hours (3-courses) in insurance and/or insurance-related courses. As part of the consortium, Washburn will continue to offer BU 374 Principles of Risk and Insurance on a regular basis, but will also offer a modified version of the current on-the-books-but-not-offered BU 378 Life Insurance by also including health insurance topics. Information regarding BU 378 Life and Health Insurance is available as a separate document. An appropriately qualified instructor will be identified to teach the new course.

KIEF and the Commissioner Selzer are preparing a program launch announcement as soon as this program is approved.

Financial Implications: Working with industry and the Kansas Insurance Department, the Kansas Insurance Education Foundation has agreed to provide grant funding to participating universities to offset curriculum development, marketing, scholarship and instructor costs for the next few years to test the viability and sustainability of the program into the future.

Kansas Insurance Certificate Program Proposal

Purpose: The Kansas Insurance Certificate (KIC) program provides the academic preparation to help students establish and advance in rewarding careers in insurance and related industries. Offered through a consortium of Kansas universities, the KIC coursework provides students with (1) an understanding of insurance and risk management, and (2) the opportunity to take advanced coursework in specific insurance specialty areas or closely-related fields. Supported by the Kansas Insurance Education Foundation (KIEF), Kansas Insurance Department, and a variety of insurance organizations, KIC students enjoy the opportunity to receive scholarships, internships, preferred placement and other benefits.

Learning Outcomes: After completing the KIC Program, a student will have:

1. Understanding of the principles and basics of the insurance industry based on successful completion of introductory course;
2. Specialized knowledge in at least one selected area in the insurance industry, eg. life, property and casualty, etc., based on successful completion of course(s) in the selected area
3. Participated in an experiential internship or applied learning experience at an approved partner company, or additional knowledge in a related professional field;
4. Demonstrated certificate and company required foundational skills and work habits, including but not limited to critical thinking skills, communication and organizational skills, and ability to work with and manipulate data in an informational technology environment

Program Admission: Students seeking to complete the KIC will complete a program admissions form. Students must meet all admissions and prerequisite requirements of the universities offering the courses.

Articulation/Transfer/Fee Payment:

[University Registrars are figuring this out. The goal will be to reduce burdens/costs for students]

[Note: Students seeking Certificate “only” will have extremely limited Federal Financial Aid opportunities; does not affect degree seeking students]

Students from other institutions must apply as non-degree seeking students, and pay the regular business tuition/fees of the course-offering institution.

Curriculum: Students must complete 12 hours (minimum grade of C) as described below:

Level 1. BU 374 Principles of Risk and Insurance (similarly offered at all institutions) (3)

Level 2. Select two courses (6 hours) from the following on-line courses:

BU 378 Life and Health Insurance (Washburn) (3)

FINAN 661 Financial Planning (K-State) (3)

Property and Casualty Insurance (KU Edwards) (3)

ECFI 680 Retirement and Employment Benefit Planning (Fort Hayes) (3)

Level 3. To be selected from one of the following:

BU 499 Internship (Insurance-related) (3), Or

An additional course from the level 2 courses above (3), Or

An approved related-course, such as an upper division course in one of the following:

BU 366 Sales (3)

Additional upper-division insurance related courses as approved by the home institution (3)

Total Hours: 12

Certificate to be awarded upon completion of program by the student's home institution.

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School of Business General Faculty Meeting
HC104, Thursday, April 28, 2:30

Present: Ball, Byrne, Esmonds, Florea, Hickman, Harnowo, Hull, Juma, Kwak, Nizovtsev, Ockree, Rao, Smith, Schmidt, Scofield, Sollars, Walker, Weigand

Absent: Alleyne, Boncella, Espahbodi, Martin, Moore, Price, Stoica, Van Dalsem

1. Meeting called to order
2. Minutes from the meeting on 3/10/16 were approved with corrections. Add Reza's last name to #5 and spell Louella's name right on #5 letter d.
3. Dean's report
 - MBA and MAcc student – out with the Dean – Blue Moose at 5:00 on May 6th
 - Budget – still up in the air
 - Make appointment with David for annual review
 - NIBS – champions Kennedy White, Connor England, and Mark Feuerborn! The Washburn trio won first place in the Network of International Business Schools (NIBS) Worldwide Business Plan Competition! They won with the idea and a business plan for D18, a service that helps restaurants, manufacturers, and hotels save money by identifying tax exemption opportunities within their utility charges. The final round was held today in the Netherlands; the WU team participated via Skype. They were awarded a championship trophy and \$1,250 in cash.
 - CTEL Award – Pam Schmidt
4. Old Business
 - Rob Weigand opened to discuss change to the Policy on changes to the Journal List.
 - Motion to approve the Journal List Proposal. Motion: Ball, Second Harnowo, Motion passed.
5. Elections
 - a. Sungkyu Kwak nominated for Faculty Chair – elected
 - b. Sungkyu Kwak nominated for Faculty senate – elected
 - c. Paul Bryne nominated for Sabbatical Committee – elected
 - d. Rosemary Walker nominated for Interdisciplinary Studies Committee – elected
 - e. Dmitri Nizovtsev nominated for General Education – elected – Jennifer Ball will do fall 2016 while Nizovtsev is on Sabbatical.
 - f. Rosemary Walker nominated for Secretary – elected
6. Jennifer Ball moved to adjourn.

Submitted by

Jennifer Bixel, Administrative Secretary, School of Business

Rosemary Walker
Secretary, School of Business General Faculty

Proposed Policy on Changes to the Journal List

Any full-time faculty member can request a change to the journal list at any time, whether it is to add, change the rating, or delete one or more journals, *by submitting a written request to Faculty Personnel Committee*. The Committee shall *review* the request at its next scheduled meeting, and make a recommendation to the Dean. *In addition, the Committee shall share the basis for its recommendation with the requester.*

The request from the faculty member shall provide a rationale for the requested change based on all of the following four criteria

- 1. The organization supporting the publication, specifically affiliated professional association or publisher*
- 2. The editorial board and authors, specifically affiliation and discipline prominence of editors and authors from the two most recent publications*
- 3. Independent ranking(s), e.g., ABDC ranking, and*
- 4. Impact factor (or similar statistic, e.g., journal h-index, if impact factor is unavailable) of the journal*

The request may also include other information the faculty member finds relevant for her or his particular journal request, including but not limited to, readership composition and size, SCImago Journal Rank (SJR), Journal Eigen Factor score, Impact Per Publication, Journal h-index, and letters from faculty colleagues expressing their recommendation(s)/views.

The list shall be maintained *on the SOBU shared drive.*