

Washburn University  
Meeting of the Faculty Senate  
March 30, 2020 3:00 PM  
Zoom Meeting Hosted by FS Executive Committee

- I. Call to Order
- II. Approve minutes of the Faculty Senate Meeting of March 2, 2020 (pp. 2-7)
- III. President's Opening Remarks
- IV. Report from the Faculty Representative to the Board of Regents
- V. VPAA Update - Dr. JuliAnn Mazachek
- VI. Consent Agenda
  - Faculty Senate Committee Reports
  - University Committee Reports
- VII. Old Business
- VIII. New Business:
  - Resolution recommending extraordinary circumstances language to be added to academic policy re: COVID-19 (p. 8-9)
- IX. Information Items
  - 20-10 Change to Bachelor of Integrated Studies (Erby) (pp. 10-14)
  - 20-11 99 CAS credit-hour rule (Routsong) (pp. 15-16)
- X. Discussion Items
  - Proposal to vending machines changes (Thor)
- XI. Announcement
- XII. Adjournment

Washburn University  
Meeting of the Faculty Senate  
March 2, 2020  
3:00 PM – Forum Room, BTAC

Present: Barker, Beatie, Byrne, Cook (M), Cook (S), Dodge, Friesen, González-Abellás, Grant, Huff, Jones, Juma, Krug, Mazachek, Miller, Morse, Ricklefs, Sainato, Schmidt (P), Schmidt (S), Stevens, Wang, Wasserstein, Woody, Zwikstra

Absent: Childers, Douglass, Grimmer, Menninger-Corder, Pierce, Prasch, Romig, Smith, Watson

Guests: Ball (J), Bearman, Hickman, Holthouse, House-King, Liedtke, Smith (R), Sollars

- I. Call to Order
- II. Approved minutes of the Faculty Senate Meeting of February 17, 2020
- III. President's Opening Remarks
  - Added a consent agenda to be used until end of term. Can pull items out for separate votes as necessary.
  - OER Week for higher education is coming up; this was announced in the WU paper. Washburn has good information regarding OER online. KBOR is going to be including OER notifications on courses and WU is thinking of doing the same. On March 26<sup>th</sup>, there is a presentation on campus regarding statewide OER efforts. Need to register / RSVP.
  - The faculty census is in process as there need to be elections to the senate. VPAA is working on it so that we hopefully have these materials before spring break. Need to think about who you want for officers next year.
  - Monday, March 16<sup>th</sup> is the next meeting. Odds are low to have significant action items, and we will meet in April. Watch emails for cancellation notification.
- IV. Report from the Faculty Representative to the Board of Regents
  - No meeting.
- V. VPAA Update - Dr. JuliAnn Mazachek
  - Climate survey had a 30 percent response rate from students and 50 percent from faculty and staff. Still need to complete the data analysis. (J) Ball will be involved in the breaking down of this data. Will be thoughtful analysis and not

presented in haste. There are going to be both positive areas and areas on which we need to focus the efforts. Thanks for participation and for helping in promotion.

- A committee on Coronavirus with representatives from across campus will be meeting starting this week to get an understanding on how WU will be affected. This group will meet throughout the semester. It may affect travel decisions / study abroad programs. Funnel all questions through your dean.
- Faculty handbook committee is working on the non-reappointment and termination process. Changes to the policy lasts 30 years. The group is being deliberate, e.g. at the last meeting, those involved spent 30 minutes on one paragraph with no movement, thus it may not be done by the end of March..
- Academic Affairs have seen the Freedom of Speech policy. Faculty Affairs is next, and then Senate.
- The VPAA office has been sick and slower with turnaround than they would like. Get in touch with (J) Ball to ask for any assistance you might be needing.
- OER ([washburn.edu/open](http://washburn.edu/open)) will meet Wednesday in the library with faculty on campus talking about their experiences. On March 26<sup>th</sup> national and regional efforts will be presented. There will be an OER conference at Ft. Hayes later this year. Reach out to (J) Ball, Cook (M), and Bearman if you are interested.

#### VI. Consent Agenda

- Faculty Senate Committee Reports
  - i. Approved the Faculty Affairs Committee Meeting Minutes from September 23, 2019
- University Committee Reports
  - i. Received the Academic Diversity & Inclusion Committee Meeting Minutes of December 10, 2019

#### VII. Old Business

- 20-7 School of Business - Concentration in Data Analytics was Passed unanimously and sent to general faculty for approval.
  - i. Cook (S) asked if this program can be a minor. Schmidt (P) stated that this came up at Academic Affairs; the school of business is working on

this for the next round. There is a certificate proposal planned once the courses are on the books. There are two current courses that could be applied to the minor (Hickman).

- ii. Cook (S) asked if the minor or certificate is an option for someone majoring in mathematics. There is an insurance certificate now, which was reconfigured last year to make it easier for actuarial students to earn that minor (Sollars).
  - iii. Barker announced a data science minor currently coming through CAS in computer science, with a math programming approach.
  - iv. EN101, MA116, and MA140 are proposed prerequisites for the business minor (Schmidt, P)
  - v. Schmidt (S) asked whether the funding for this would come from new students and credit hours or if the money would be redistributed. Sollars confirmed that while there are expected increases in students and hours, and some may choose to extend their time to get this extra concentration or to double major, the money will be moved around. Mazachek added that, staffing and ensuring revenue, is a current discussion.
  - vi. Morse noted that the proforma includes a first year projection of 100 students in this program. Sollars clarified that the enrollment projection is not for the program, but a guesstimate of how many people will enroll in particular courses (e.g. BU248).
- 20-9 Washburn policy on children in the workplace was approved with amendments (Prasch)
    - i. Zwikstra presented on behalf of Prasch that there should be a broadly represented, including faculty, staff, and students to look into this. Our current policies are similar to KBOR universities (Huff). Morse noted that doesn't mean that is good.
    - ii. Schmidt (S) believes this is a great idea, but not the proposal as presented. Clarity on the type and longevity of the committee is missing. Mazachek perceives the proposal as a request of the VPAA to

propose the committee details. The work may take up to a year.

Schmidt moved to send the proposal back to FA to clarify these details.

- iii. Byrne suggested that Faculty Affairs cannot determine how VPAA will create this committee. Huff confirmed that establishing all these details was out of the preview of the FA, thus the broad strokes. Schmidt (S) asked to keep in mind that administrators report to other administrators, and that the faculty needs to play a role in their governance.
- iv. Mazachek suggested an amendment regarding committee membership. VPAA could propose task force membership and a potential timeline to the Senate before moving forward. Barker added that the VPAA / committee should keep Senate up to date on the changes. Morse will add amendments regarding members, timeline, and reporting committee results.
- v. Schmidt (P) added that the group should be called a taskforce rather than call it a subcommittee to suggest it is short term. This amendment was approved.
- vi. Ricklefs has a concern about students being involved. Can the taskforce make the decision about not letting students bring their children? Huff suggested examinations of policy to include liability issues.

VIII. New Business: none

IX. Information Items

- Changes in language to Course Modalities (Ball)
  - i. There had been confusion and concerns regarding the labels lecture, hybrid, and web for course types. Deans as well as handbook, faculty affairs, and academic affairs committees provided input regarding how they would like these defined. The newly created categories - face to face, online, and mixed mode – are set to be implemented in the spring and will be used much more carefully.

- ii. Cook (S) asked for clarification of “no more than ten percent of the course content and exams will be in person per credit hour” for online courses. Math exams are proctored for online classes. Determined this will not be an issue.
- iii. Barker raised concern regarding the face to face courses with required classroom attendance. Mazachek clarified that the expectation is that the faculty will be in the classroom rather than the students.

X. Discussion Items

- STAR Report (Bearman)

- i. Five years ago there were changes made to suspension and probation policies, as WU had the harshest in the state. Efforts were made to help coach students back into good standing. Program is working and achieving what was set out to achieve
- ii. The previously released report had some errors that will be addressed in this year’s presentation of the report
- iii. Cook (S) asked about the suggestion of a successful program when there are a similar number of people in the program and not in the program returning to good standing. Barker agreed he was unsure if the percentages being compared are meaningful. If 32 percent of all students on warning, including those on STAR, return to good standing and 33 percent of those on STAR return to good standing, then what is the real effect?
- iv. Cook (S) further asked if people are returning to good standing or being granted continued probation? Morse suggested that it may take a while to get back to good standing. Students who participate in STAR need to see a pretty high percentage increase to get to good standing. Cook (M) cannot tell by looking at the report the GPA at which they started and would like to see how much of a change in GPA they were seeing. With the students who do have a big GPA jump, there is potential that their own internal drive is making that difference.

XI. Announcement

- On March 4<sup>th</sup> and 5<sup>th</sup> in Mabee 302, there are panels and workshops on OER.
- Ball and Bearman have coordinated a committee regarding OER on campus, please reach out if you would like to help.
- Jones announced that registration for Aperion closes March 18<sup>th</sup>.
- Grant, on behalf of the Academic Diversity and Inclusion Committee, announced that sustainability will be the WUmester 2021 theme.
- Krug has a completed faculty census, brief electoral subcommittee meeting after senate adjourns.

XII. Adjournment 4:01 pm

## Faculty Handbook committee

3-20-2020

### 1) Temporary suspension of academic policies in extraordinary circumstances

Under extraordinary circumstances (as defined by the Washburn University Policy, Regulation and Procedures Manual), and by a majority vote of the Faculty Senate, academic policies in the Washburn University Academic Catalogs and Faculty Handbook may be temporarily suspended to allow alternate, time-constrained practices to be adopted in order to respond to the emergent needs of students and faculty.

*WUPRPM definition (publication forthcoming): "Extraordinary Circumstances": situations that are beyond the University's control or are not reasonably foreseeable, and significantly impact the normal operations of the University or a unit of the University, as determined by the Board of Regents and/or the Administration. Such situations include but are not limited to an emergency declaration by local, state, or federal government, or a significant impact on the health and safety of an employee(s) or the University, such as tornadoes, pandemics, fires, etc.*

### 2) Alternate temporary practices to adopt for students enrolled in Spring 2020, in light of COVID-19 pandemic operational changes. Law students should check the law school website and consult the Associate Dean for Academic Affairs for the academic rules governing the law school.

Relating to *Awarding "Incomplete" Grades* section of Undergraduate and Graduate Catalogs and *Section 6.V.B.1* of the Faculty Handbook

- For Spring 2020, allow Incompletes for students who were current with course requirements up until the change in normal operations
- Unless an earlier deadline is stipulated by the instructor of the course, the incompletes assigned in Spring 2020 must be completed by the last day of classes in Spring 2021, and grades submitted by the deadline of grade submission; otherwise a W (withdrawal) will be recorded.
- For programs where sequential completion of coursework is required, Deans may grant extension of timelines for completion of Incompletes for subsequent course(s) in future semesters.

Relating to *Withdrawals* section of Undergraduate and Graduate Catalogs

- From the 3<sup>rd</sup> week of the semester through the last day of classes for Spring 2020, any dropped course will be recorded as a W (withdrawal).

Relating to the *A/Pass/Fail Option* section of the Undergraduate Catalog and *Section 6.V.D.4 (A/Pass/Fail Options)* of the Faculty Handbook

- For Spring 2020, a student may elect A/Pass/Fail status for more than one course



- For Spring 2020, there are no restrictions on completed semester credit hours or GPA for electing A/Pass/Fail status
- For Spring 2020, a student may elect A/Pass/Fail status up until the last day of classes
- *Courses in a student's major (including minor and correlate courses) cannot be taken for A/Pass/Fail without written permission from the appropriate department chair or dean on file in the Student One Stop (SOS).*
- For Spring 2020, a faculty member is allowed with approval from chair (if applicable) and dean to offer their course for credit/no credit

Relating to *Repetition of Courses* section of Undergraduate Catalog and *Section 6.XII (Repetition of Courses)* of the Faculty Handbook

- Courses taken in Spring 2020 will not be subject to excessive repeat holds that require dean's permission for removal

Relating to the *Undergraduate Academic Probation and Reinstatement Policy* section of Undergraduate Catalog

- Students enrolled in Spring 2020 will not be placed on academic probation status or suspended based on their performance during that semester

Relating to *Section 6.XXV (Success Week Policy)* of the Faculty Handbook

- For Spring 2020, the Success Week guidelines may be put aside by the faculty member

# COLLEGE OF ARTS AND SCIENCES PROGRAM CHANGE FORM

	Chair's Signature	Recommendation	Review Date
<b>Department</b>	<u>Tracy Routsong</u>	<u>Approve</u>	<u>2019-02-11</u>
<b>Division</b>	<u>Tracy Routsong</u>	<u>Approve</u>	_____
<b>Dept. of Educ.</b>	<u>N/A</u>	_____	_____
<small>(If relates to teacher certification program.)</small>			
<b>Dean</b>	<u>Laura Stephenson</u>	<u>Approve</u>	<u>2020-02-18</u>
<b>Curriculum Committee</b>	<u>Kerry Wynn</u>	<u>Approve</u>	<u>2020-02-25</u>
<b>Accepted by CFC</b>	<u>Michaela Saunders</u>	<u>Approve</u>	<u>2020-03-03</u>
<b>CAS Faculty</b>	<u>Michaela Saunders</u>	<u>Approve</u>	<u>2020-03-05</u>
<b>Approved By:</b>	<b>Faculty Senate</b> _____	<b>University Faculty</b> _____	<b>WU Board of Regents</b> _____

Program: Bachelor of Integrated Studies (CIP: )

1. Reason for this program change?

The current program was created when there were fewer options for courses and course programs that could be completed or mostly completed online. As a part of the PLAN 2+2 program, this was essential. As PLAN phased out, the needs of the integrated studies program transitioned to work with a wider array of students. While still an option for online students, this degree also serves a purpose for students who desire more flexibility or creativity within the program. Last, these degree changes are similar to statewide and national trends for a flexible option toward graduation for students.

2. Complete revised description.

Mission Statement: The Integrated Studies program aims to foster cross-disciplinary connections in preparation for the complexity of a global society.

The Bachelor of Integrated Studies allows students the opportunity to blend resources in a sound and creative manner. Consistent with the mission of the University and the College of Arts and Sciences, students are able to individualize their academic experiences. This degree can provide a broad, general studies focus, or a more concentrated development of an emphasis delivered in a variety of platforms including online, face-to-face, and weekend options. This degree may be completed fully online.

The requirements of the BIS degree are based on the assumption that a multi-disciplinary approach is suitable for the depth of experience of an undergraduate student's degree. In particular, those students who desire exposure of various disciplines relevant to their personal interests, goals, aspirations, or career path will benefit from this degree. This program allows for more flexible and creative options toward reaching students' degree goals. Multi-disciplinary plans

of study within the Bachelor of Integrated Studies may be created in one of two ways:

- Unique, customized plan created by a student with the assistance of the director of the program.
- Standard multi-disciplinary plan.

### Program Goals

Students who complete the Bachelor of Arts in Integrated Studies should be able to:

- Demonstrate the ability to engage in objective, multidisciplinary perspective taking. Outcome: Develop an ISP that includes two or more disciplines.

- Integrate knowledge and modes of thinking drawn from two or more disciplines

Outcome: Articulate how course materials integrate into a cohesive program in a reflection paper.

- Integrate interdisciplinary understanding of a complex problem or intellectual question Outcome: Design and complete an interdisciplinary project.

### Descriptions of Plans

**Individualized Study Plan:** To meet the depth of experience component within traditional degree requirements, the student designs and submits for approval an Individualized Study Program (ISP). This ISP is formulated by selecting courses consistent with a specific focus, theme, or unifying conceptual principle with the approval of the BIS Director. All ISPs will have a minimum of 30 credit hours.

**Multi-Disciplinary Study Plan:** As the world becomes more complex, the needs for interdisciplinary educational experiences increases. To respond to this trend, groups of departments may design a Multi-disciplinary Study Program (MDSP) for approval by the Integrated Studies Advisory Committee (ISAC) and the BIS Director. Students who choose to pursue these "pre-approved" plans of study must complete the course-work identified by the participating departments or work with the BIS Director to find appropriate substitutions. All MDSPs will have a minimum of 30 credit hours but may have more depending on the individualized plan.

The following pre-approved multi-departmental study programs (MDSPs) are currently available:

#### Two Areas of Emphasis

12 - 18 hours completed in each of two departments or disciplines, one of which must be within CAS.

#### Three Areas of Emphasis

12 - 18 hours will be completed in each of three departments or disciplines, two of which must be within CAS.

All programs require the completion of:

IS 389 Capstone Project Development (1 credit hour) plus IS 390 Capstone Project (2 credit hours)

Upper division courses may require prerequisites or consent of instructor. Programs must be formulated in consultation with the BIS Director. If considering a customized plan, use the standard program examples below as models.

#### Administrative Communication:

Students must complete the following plan of study.

39 hours of required courses:

CN 308 Organizational Communication CN elective (3 credit hours)  
CN 330 Conflict & Negotiation  
CN 350 Persuasion  
Select 12 Credits of Psychology Core  
Select 12 Credits from Business/Political Science/Sociology Core  
IS 389 Capstone Development  
IS 390 Capstone Project

Web Technology Utilization Emphasis:

Students must complete the following plan of study. 34 hours of required courses:

AR 223 Graphic Design I (3)  
AR 321 Photoshop Imaging (3)  
CM 101 Computer Concepts and Applications (3)  
CM 111 Introduction to Structured Programming (4)  
CM 113 Visual Programming (3)  
CM 130 Web development I (3)  
CM 330 Web Development II (3)  
MM 202 Creative Media Writing (3)  
MM 321 Visual Communication (3)  
MM 372 Filmmaking I (3)  
3 hours in Integrated Studies Capstone courses or Internship: IS 388 Internship \*pending approval (1 -7) OR  
IS 389 Capstone Project Development (1) and IS 390 Capstone Project (2)  
Approved AR/CM/MM Electives

(21 hours-at least 18 must be upper division) from below:

AR 120 Design I: 2-D (3)  
AR 321 Photoshop Imaging (3)  
AR 322 Graphic Design II (3)  
AR 325 Photoshop Imaging II (3)  
AR 326 2- and 3-D Digital Animation (3)  
AR 403 Workshop in Art Media (3) Consent of Instructor required  
AR 429 Web Design (3)  
CM 203 Digital Forensics I (3)  
CM 231 Comp. Organization/Assembler Language (3)  
CM 245 Contemporary Programming Methods (3)  
CM 261 Networked Systems I (3)  
CM 307 Data Structures and Algorithmic Analysis (3)  
CM 322 Operating Systems (3)  
CM 361 Networked Systems II (3)  
MM 100 Introduction to Mass Media (3)  
MM 319 Public Relations I (3)  
MM 352 Advertising I (3)  
MM 422 Editing (3)

Required Correlated Courses:

MA 140 Statistics (3)  
BU 250 Management Information Systems (3)  
EN 208 Professional Writing (3)  
CN 150 Public Speaking (3)

One of the following two:  
CN 340 Interviewing (3)  
CN 341 Persuasive Speaking (3)

Students interested in obtaining more information about the Bachelor of Integrated Studies should contact the College of Arts and Sciences Dean's office or the Director of the Program.

Grade of "C" or better required for designated courses in the ISP/MDSP.

ISP/MDSP consists of at least 30 graded hours, including 12 hours 300-400 level courses and a capstone project (IS 389 and IS 390 or substitute approved by ISAC).

Courses applied to the General Education distribution requirements may not also be utilized to meet ISP/MDSP requirements.

All requirements for the Bachelor of Arts degree must be met with the following exceptions: no major requirements; no foreign language requirement.

### 3. Describe the nature of the proposed change.

These changes adjust to current needs of students and programs. The proposed changes create more flexibility for those changing from other schools (Nursing, Business, etc.), and for those who are wanting to have other combinations within their coursework. In lay terms, think about the options like this: 1. The almost major - This is for the student who has nearly completed a degree, but has switched to the BIS. They will bulk up the major with coursework from one additional area (e.g. A student nearly completes an education degree, but then chooses not to move forward. That student might take courses in another area to prepare him or her to work with youth, but not in the same way as a classroom teacher. \*Example created with the Education department) 2. A double minor to a major. This is a very typical way other colleges and universities handle an integration or general studies program. Students take 15 - 18 hours within two areas, plus the Capstone. 3. The triple area emphasis. This is the current model of the BIS. The change would open up the three areas to allow for students to take coursework from any discipline, instead of just Communication and Psychology.

Additionally, this change falls in line with practice and will allow for more transparency and consistency. (Currently, course availability and student interest has led to substitutions.)

There is also a change open up which upper division courses in Psychology and Communication Studies might be taken. This change is because since this program originated, both departments have added online options and in discussion with the department chairs, neither could see good reason to keep the limitations in place.

Last, it allows for a major to have 30 credit hours instead of 39. This falls in line with the CAS requirements for a major, and with other similar programs within other colleges and universities.

### 4. Do you currently have the equipment and facilities to teach the classes within the proposed change.

yes

5. Does this change affect any other departments? Yes

This allows students to take courses, assuming they have met the pre-requisites, within any of the CAS departments to build their Integrated program instead of only Communication Studies and Psychology.

## Program Change Form: 99 CAS credit-hour rule

### 1. Reason for this program change:

CAS proposes to eliminate the 99 semester hours of credit in courses that are offered in the College of Arts and Sciences (CAS), or would normally be taught by a discipline in a college of arts and sciences, as a requirement for baccalaureate (BA, BEd, BFA, BM, BPA, or BS) degrees from Washburn.

The requirement of the 99 hours of CAS credit was originally intended to ensure students graduating with a baccalaureate degree had a strong background in the liberal arts and sciences disciplines. However, the requirement has more recently become an obstacle to graduation for some students, especially as the total hours required for a degree have decreased to 120 in most cases. In particular, this requirement has become cumbersome for students pursuing a dual degree, double major, or a minor in a program outside of CAS (e.g. business or social work), as well as students who transfer to a CAS major after being in another program. Current requirements for CAS bachelor degrees assure that students still have a strong background in liberal arts and sciences (a minimum of 79 hours for a BA—at least 92 hours is more likely given the average number of hours required in majors for a BA—and 84 for a BS). Eliminating this requirement is congruent with Washburn’s mission to eliminate barriers to graduation or transfer, as well as CAS’s goal to encourage interdisciplinary study.

### 2. Complete Revised Description:

Eliminate paragraph in catalog, p. 99:

~~To receive a BA, BEd, BFA, BM, BPA, or BS degree from Washburn University, a student must complete a minimum of 99 semester hours of credit in courses that either are offered in the College of Arts and Sciences or would normally be taught by a discipline in a college of arts and sciences.~~

CFC and CAS general faculty passed an amended version of the proposal as follows:

To receive a BA, BEd, BFA, BM, BPA, or BS degree from Washburn University, a student must complete a minimum of 99 84 semester hours of credit in courses that either are offered in the College of Arts and Sciences or would normally be taught by a discipline in a college of arts and sciences.

### 3. Describe the nature of the proposed change:

Students receiving a baccalaureate degree will no longer be required to take 99 semester hours of credit in courses that are offered in CAS.

### 4. Do you currently have the equipment and facilities to teach the classes within the proposed change:

Yes.

### 5. Does this change affect any other departments?

Yes. While this change will eliminate the requirement for students graduating with a baccalaureate degree to complete ~~99~~ 84 semesters hours of credit, it will also eliminate a barrier to students pursuing a double major or a minor in a program from outside of CAS (e.g. a modern languages student majoring or minoring in business).