

Washburn University Faculty Senate Faculty Affairs Committee

Meeting Minutes
Monday, September 16, 2013
3:30 pm, Crane Room

Approved, September 30, 2013

Committee Members Present: Ross Friesen, Diane P. McMillen, Jennifer Wagner, Bill Roach, Margaret Wood, Nancy Tate (guest)

Opening Comments:

- Responsibilities of Faculty Affairs Committee
 - Margaret passed out the description of Faculty Affairs duties from the Faculty Handbook.
 - Group discussed that much of our work this year would focus on proposed changes to the Faculty Handbook.
 - Nancy described faculty handbook change process and suggested that we would probably be presented with time sensitive changes first (for legal considerations), followed by fairly simple straight-forward changes, followed by changes that required more discussion (such as Faculty load).
 - Jennifer suggested that the VPAA Office and the committees working on the Handbook revisions send a limited number (3-4) of changes at a time so the Faculty Affairs Committee and Faculty Senate can give proper attention to each item.
 - Bill Roach described how the work on his Faculty Handbook subcommittee was proceeding.

Old Business:

- None

New Business:

- Because we did not have a quorum (6 committee members) we were unable to vote on or approve any of the items submitted.
- We discussed each item and came to a preliminary consensus.
- Diane asked if it was possible to have committee members vote via. e-mail
- Jennifer pointed out that last year the Faculty Senate had decided that it was necessary to be present at a meeting and participate in discussion in order to vote on action items.
- We will present a summary of our discussion to committee members who were absent at our next meeting (Sept. 30) and hopefully will be able to move forward and vote on these items at that time.

- Proposed changes to Faculty Handbook (Submitted by: Dr. Randy Pembroke, VPAA): Summary of discussion on each item
 - Probation and Reinstatement Committee (attached below)
 - change in chair designation
 - The change proposes that the Associate Vice President for Academic Affairs will serve as Chair of this committee.
 - Nancy explained that reinstatement of students fits more comfortably with the duties of the VPAA Office.
 - Over the past several years the Dean of Students has expanded responsibilities related to Student Life, and decisions related to academic reinstatement are better situated under Academic Affairs.
 - All committee members present considered the proposed change appropriate.
 - Program Review Committee (attached below)
 - update wording describing function and operation of PR Committee, change composition
 - Academic Affairs committee members felt that the wording and description of the Program Review Committee is much clearer in this revised description.
 - The proposal seeks to define Tri-chairs of the Program Review Committee, VPAT, VPAA, VPSL.
 - This change seems appropriate since all areas of the university now undergo Program Review.
 - Undergraduate Retention Committee (attached below)
 - change name, function, and composition of committee

- The Faculty Affairs Committee appreciated the change of name suggested (Student Success Committee).
- The committee recommends that an introductory sentence be added to the description of the committee that would reflect the broader focus on “student success” rather than retention.
- Technical changes: (1) take out “and” in the 7th line between Education and Washburn (2) take out semi colon in line 9 after the word “aid.”
- We will send this item back to the VPAA Office asking for the small changes requested.

Discussion Items:

- None

Announcements:

- Next meeting, September 30, 2013, Crane Room