

**Academic Affairs Committee  
October 15, 2010  
Meeting Notes**

Committee members in attendance:

Kathy Menzie (chair)  
Mary Sheldon  
Cal Melick  
Linda Croucher  
Becky Dodge  
Paul Byrne  
Kandy Ockree

Guests:

Donna LaLonde, Assessment Committee  
Mike Russell  
Kathy Hupp, Director CLS Student Affairs

The meeting was called to order by Kathy Menzie.

**I. Proposed Program Change for SAS**

Kathy Hupp, Director CLS Student Affairs, was present to answer questions about the proposed CLS program change.

The proposal would move the current Washburn University Clinical Laboratory Science (CLS) Program to the Department of Allied Health within SAS. The degree would change from a Bachelor of Science with a major in Clinical Laboratory Science (BS/CLS) to a Bachelor of Health Science with a major in Clinical Laboratory Science (BHS/CLS).

Kathy Hupp explained to the Committee that this was the first of two parts. The first is to add the program to SAS and the second would be for CAS to remove their program. The process for CAS to do this may take up to a year, so she was presenting the first part to the Academic Affairs Committee for approval. The Committee discussed the ramifications at length with Kathy.

**Action:** The motion was made to approve the proposal to move the CLS program from CAS (currently advised by the Biology Department) to the Department of Allied Health within the School of Applied Sciences.

Committee members expressed concern regarding a potential duplicate program in existence and whether this would create problems with the catalog.

A second motion was made to table the first motion until further information regarding deletion of the CAS course came to the Committee. After discussion, the second motion did not carry.

The Committee returned to the first motion and voted to approve the proposal as written with one dissenting vote. The proposal will be forward to the Faculty Senate with recommendation for approval from the Committee.

In addition, the Committee advised Kathy Hupp that a written letter of support from the Biology Department would be helpful, rather than just the minutes from the department meeting. The Committee also recommended representatives from both the College and School (e.g., John Mulligan, Dean Dunlap, Dan Peterson and/or Dean McQuere) attend the Faculty Senate meeting so that both sides were represented and available to answer questions and to explain the issues with this course.

The committee thanked Kathy Hupp and she left the meeting.

## **II. Committee Minutes**

The committee minutes for September 22 and October 6<sup>th</sup> were distributed to the members.

**Action:** The motion was made and carried to approve the minutes with one grammar correction to the Sept 22<sup>nd</sup> minutes and the correction of the spelling of Kandy Ockree's name in both documents.

## **III. General Education Faculty Workshop Luncheons**

The Academic Affairs Committee discussed the luncheon presentation format and what information they would like to obtain from faculty.

A list of questions was drafted. Rebecca Atnip was asked to send these out to the committee after the meeting so members could provide their feedback prior to the faculty workshops.

The committee also discussed other items for the meeting:

- Assessment introduction to be presented by a representative from the Assessment Committee
- Identify Gen Ed and Assessment as two separate issues
- Transfer issues
- Also differentiate distribution and learning outcomes
- Instruct each table to write a summary of their discussion following each question.
- Possibly provide a copy of the distribution model for Power Point?
- Transcriptionists – Linda Croucher (10/26 and 11/5) and Becky Dodge (11/5 and 11/10)
- Flipcharts, easels and markers, projector and screen for each meeting will be coordinated by Rebecca Atnip

### **Next meeting**

The Committee will be attending the luncheons:

- October 26, 12:00-1:30 (Kansas Room)
- November 5, 12:00-1:30 (Washburn B – Faculty Dev. in Kansas Room at 2:00 pm)
- November 10, 12:00-1:30 (Kansas Room)

A grid will be sent out to the committee members for their availability for Nov and Dec. The committee also will try to find a regular date and time to meet in the spring.

Attachments: SAS Program Change Request Form