

**Academic Affairs Committee Meeting
September 17, 2012
Meeting Minutes**

Committee members in attendance

Bill Roach
Lori Edward
Debbie Isaacson
Vickie Kelly
Royce Kitts
Tony Palbicke
Randy Pembroke (ex officio)
Shaun Schmidt
Danny Wade

Absent:

Kandy Ockree

Guests

Alan Bearman, Dean, University Libraries
John Dahlstrand, Assoc. Dean Student Success and Retention

The meeting was called to order by the Chair, Shaun Schmidt.

I. Minutes from March 26, 2012

The minutes were sent to the committee prior to the meeting for review. The minutes were approved as written and will be forwarded to Faculty Senate.

II. Election of Chair

It was requested that the minutes reflect Shaun Schmidt was elected chair following the Faculty Senate meeting of August 27, 2011.

III. WU 101 Proposal

Dr. Bearman provided an update on the WU101 process. He indicated the current proposal is for targeted populations to be required to take WU 101, IS 100 or HN 100. The targeted populations are:

- a. First-time freshman students entering Washburn University direct from high school enroll in WU 101.
- b. First-time freshman students not direct from high school entering Washburn University with fewer than 12 hours completed at an accredited post-secondary institution enroll in WU101, IS 100 or HN 101 (conditional on being admitted into the Honors Program) as determined by their Academic Advisor.

- c. Students transferring to Washburn University with 12 to 23 hours completed at an accredited post-secondary institution who have not completed a university success course with a minimum grade of C enroll in WU101, IS 100 or HN 101 (conditional on being admitted into the Honors Program as determined by their Academic Advisor).

Notes: Students transferring to Washburn University with 24 or more credit hours completed at an accredited post-secondary institution with a GPA or 2.0 or higher are exempt from the requirement to take WU 101, IS 100, or HN 101.

Several Questions were asked. Those are listed below with the discussions that followed:

1. *Will this be a gen ed requirement?* No, this will be a university requirement and currently will add 3 hours as university requirements. (Later discussions have the net increase at 1 hour)
2. *Have there been conversations regarding how Banner will handle this requirement?* There have been but more will be needed. Banner will be able to identify the different targeted populations.
3. *What will happen if students do not take this during their first semester?* After some discussion, Dr. Bearman more work will be done to ensure that students take WU101/IS100/HN101 during their first semester at Washburn.
4. *Could this be a prerequisite for another course (EN101) in order for compliance?* Sure, but it is hoped that this would be as the other university requirements.
The thought is that if the advisors “frontload” students into the class there will be very students who “slip” through and not take it during their first semester.
5. *Will there be enough staffing?* Dr. Bearman indicated they have modeled 20 sections of this course and they have enough faculty for that amount.
6. *Could this course be taken prior to enrolling in 300 level courses?* Dr. Bearman indicated yes but there may be some on campus who resist that notion in that such action may slow down the graduation process of some students. Dr. Bearman indicated good advising and clear communication with students will help get students enrolled in the courses.
7. *How do other universities handle this type of requirement?* KU and KSU are still struggling in their development of this type of course and are in the same situation as we are. Other universities use the model where this course would automatically be on the student’s schedule when they arrive for their first semester and the only question would be what time the course would be taken.

A question was raised regarding the targeted populations and how it was stated on the Faculty Agenda. The question raised then turned into a friendly amendment and all agreed the wording should be changed. The change involved the following:

- a. ~~First-time freshman~~ Students entering Washburn University direct from high school enroll in WU 101.
- b. ~~First-time freshman~~ Students not direct from high school entering

There was discussion regarding what university requirement was “going away”. Dr. Pembroke indicated KN 198 would be removed as a requirement. This proposal is currently being moved through the CAS governance process. *The net increase to the university requirements would be 1 hour if KN198 were removed and WU101 was added.*

All agreed to bundle the WU101 proposal with the rescinding of KN 198.

After some discussion, a motion was made and seconded to accept this proposal (WU 101) pending a successful proposal of KN 198 being rescinded as a university requirement.

The motion passed with 7 approving and 1 dissenting vote.

IV. Informational Items for Discussion

Four items were placed on the agenda for discussion. Shaun Schmidt indicated Steve Angel, Faculty President, requested the Academic Affairs committee work on the four listed areas.

- a. Phase II Gen Ed
- b. Graduate Committee
- c. Administrative Withdrawal
- d. Degree Plan

After discussion as to what work was to be done, Dr. Pembroke offered part of his discussion with Steve. That discussion involved Steve asking if Academic Affairs is to be the overseer of graduate and undergraduate programs and curricula.

One member indicated if that would be the case then the makeup of this committee should change to include more voices, specifically from the graduate level.

It was decided that information regarding these four areas should be brought back to the committee and at the next meeting, October 1, Academic Affairs committee members will select which area they would like to find out information in.

The meeting was adjourned.

Meeting Schedule:

Monday, October 1, 2012 3 – 4:00 pm, Baker Room

Monday, October 15, 2012, 3-4:00 pm, Baker Room