

**Washburn University
Faculty Affairs Committee**

Minutes of January 19, 2007 Meeting
1:00pm Mosiman Room, Memorial Union

Present: Lee Boyd, Andrew Evans, Park Lockwood, Kandy Ockree, Brenda Patzel, Mike Russell, Sharon Sullivan.

- I. The meeting was called to order.
- II. Sabbatical application procedures and guidelines were discussed.
 - a. The wording regarding the formation of the Sabbatical committee was revised. The suggested revision is as follows:
 - i. The Faculty Affairs Committee shall appoint members of the Academic Sabbatical Committee (ASC). The ASC will also serve as the Sweet Summer Sabbatical Committee. Each member of the ASC/SSC will serve a term of 2 years. However, during the first year, 5 members of the committee will only serve a one-year term. These 5 members will be selected by lot. This method of staggering will provide the ASC/SSC with both experience and fresh input. Each spring, the FAC shall request that each School and Division of the College of Arts and Sciences needing to nominate members to the ASC submit those nominations by the end of the academic year. The FAC shall consider all nominations at the first meeting of each fall semester and select an appropriate ASC committee.
 - b. The wording for the Academic Sabbatical Leave section of the Faculty Handbook was revisited. Some suggestions were presented and those suggestions will be discussed with the VPAA office prior to presentation at the next Faculty Senate meeting.
 - c. Sabbatical Guidelines were discussed and revised. There continues to be ongoing discussions regarding the content of the guidelines and the residence of the entire document (ex. VPAA website, Website for sabbaticals, etc.).
- III. There was a discussion of the Conflict of Interest policy and procedures. A revised version of such procedures was presented and discussed. Further revisions were suggested. These revisions will be completed and sent to the FAC via email. Upon receiving these revisions, the FAC will suggest any final changes in order for this document to be presented at the next Faculty Senate meeting.
- IV. Meeting was adjourned at 2:25pm.
- V. Next meeting will be February 19th at 3:30pm in the Mosiman room.

Submitted by Park Lockwood, Secretary of the Faculty Affairs Committee