

**Faculty Affairs Meeting Minutes**  
**November 15, 2010**

In Attendance:

Matt Arterburn, Chair

Roy Wohl

Cheryl Childers

Rob Weigand

Sean Bird

Michael Averett

Jean Sanchez

Dr. Nancy Tate, VPAA, ex officio

- A. Meeting called to order and opening remarks by Matt Arterburn.
- B. The minutes of the Faculty Affairs committee meeting of November, 1, 2010 were approved.
- C. New Business: The committee has been asked to investigate the activities of full-time lecturers at Washburn to aid in better defining the roles of faculty in this group. The committee has agreed to devote the bulk of its attention to this issue once the Online Curricular Approval Process completed, but to delay action until such time.
- D. Old Business:
- I. Continued discussion of overhaul to curricular approval process. Proposed Action Item – Online Curricular Approval Process (DRAFT) distributed and discussed. Modifications were made to draft based on feedback from Faculty Affairs Committee. Following are additional comments and considerations:
- Dr. Tate recommends that Lisa Jones, University counsel, review the draft and make recommendations as needed. Specific concerns were noted regarding the open meetings act. Lisa Jones will be in attendance at next Faculty Affairs meeting scheduled for Monday, 11/29/10.
  - Discussion of how voting must occur electronically, based on Zoomerang requirements. Voting links must come directly from each user's Washburn email to prevent duplicate voting, for example.
  - Reviewed current process for voting on curricular changes. Current steps involved include:
    - VPAA and Academic Affairs Chair decide whether curricular change is eligible for voting or if it can be approved by the Department where it originated.
    - The chair of the committee that brings a change forward decides, with the VPAA, if sent to General Faculty or decided in Faculty Senate.
  - Based on above, it is suggested that Faculty Senate decide whether curricular change can be sent to electronic voting or must be moved to General Faculty voting. This is in keeping with what is currently written in the Faculty Senate constitution and so the action item will be modified to include this protocol.

II. Intellectual Property

Dr. Tate received a final draft and University Counsel is reviewing currently. Will meet with ad hoc committee and once changes are made, will be sent to Faculty Affairs.