

Washburn University
Meeting of the Faculty Senate

September 13, 2010
3:30 pm Kansas Room, Memorial Union

- I. Call to Order
- II. Approval of Minutes of the Faculty Senate Meeting of May 10, 2010 (pp. 2-3)
- III. President's Opening Remarks
- IV. Report from the Faculty Representatives to the Board of Regents
- V. Faculty Senate Committee Reports
- VI. University Committee Reports
 - A. Honors Advisory Committee Minutes of April 14, 2010 (pp.4-5)
 - B. Assessment Committee Minutes of April 14, 2010 (pg. 6)
- VII. Old Business
 - A. 10-17 Revision of Honors Advisory Board (pp. 7-8)
- VIII. New Business
 - A. Committee Appointments for 2010-2011 (pg. 9)
 - B. 10-18 Proposal to Change Name of Board of Student Publications to Board of Student Media (pg. 10)
- IX. Information Items
- X. Discussion Items
- XI. Announcements
- XII. Adjournment

**Faculty Senate
Washburn University**

*Minutes of May 10, 2010
Kansas Room, Memorial Union*

Present: Arterburn, Averett, Barker, Berry, Bird, Blank, Byrne, Catanzaro, Childers, Croucher, Dodge, Faulkner, Gonzalez-Abellas, Isaacson, Janzen, Jacobs, Kaufman, Kelly, Kowalski, Lewis-Sanchez, Manske, Mazachek, McBeth, Melick, Morse, Ockree, Prasch, Porta, Roach, Rood, Routsong, Shaver, Sheldon, Wagner, Walker, Weigand, Wohl,

- A. The meeting of the Faculty Senate was called to order at 3:30 PM. Tom Prasch presiding.
- B. The minutes of the Faculty Senate meeting of April 26, 2010 were approved.
- C. President's Opening Remarks.
The President had no opening remarks.
- D. Report from the Faculty Representatives to the Board of Regents.
Prasch reported that the Board of Regents Finance committee was meeting concurrently with the faculty senate. There had been no Board meeting since the last faculty senate meeting.
- E. Faculty Senate Committee Reports.
 - A. Academic Affairs minutes of April 16, 2010 were approved with changes.
- F. University Committee Minutes.
None submitted.
- G. Old Business.
 - A. 10-12 Revision of Addition of Lecturer to General Faculty. The revisions were approved as submitted by Kenneth Hackler, University counsel
- H. New Business.
 - A. Election of Officers for 2010-2011
 - Russ Jacobs (CAS) – President
 - Bill Roach (SOBU) – Vice-President
 - Vickie Kelly (SAS) – Secretary
 - Rick Barker (CAS) – Parliamentarian
 - Debbi Isaacson (SON) – Executive Committee
 - Mary Ramirez (SOL) – Executive Committee
 - B. 10-17 – Revision of Honors Advisory Committee – closed on first reading.
- I. Information Items – there were no information items
 - A. A reminder from the secretary to respond to e-mail for committee

assignments.

- B. Gaspar Porta reminded the Senators that during the meeting with Elliott Haugen, interim director of ISS, the issue of Sungards name appearing on the Washburn pages was brought forward and there has been no resolution to changing the format.

J. Discussion Items – there were no discussion items

K. Announcements – there were none.

L. Adjournment: the meeting was adjourned at 4.55 pm

MINUTES
HONORS ADVISORY BOARD

Wednesday, April 14, 2010

Lincoln Room – 12:00 p.m.

Present: Michael McGuire (Chair), Denise Ottinger, Jennifer Ball, Dean Corwin, Rachel Goossen, Keenan Hogan, Reinhild Janzen, Vickie Kelly, Nan Palmer, Bonnie Peterson, David Pownell, Carol Prim, and CJ Crawford (Administrative support)

The committee minutes from March 8, 2010 were approved.

Michael handed out a list of new fall Honors students.

HONORS STUDENT COUNCIL REPORT

Keenan said the Council recently met for the first time. Several topics were on the agenda including benefits and programming ideas. He said there appears to be confusion over when to use the Honors contract. He asked about restructuring the student representation on the Honors Advisory Board – currently there are three student representatives from WSGA. He would like to recommend that at least two of the students be from the Honors Student Council and one student from WSGA. CJ will check on what committee level the Honors Advisory Board is and if a membership change has to go through Faculty Senate.

Michael will be sending out an email asking for preferences about Advisory Board member terms – should there be staggered term limits (maybe 3 years)? Right now, there are no guidelines.

OLD BUSINESS

Regularly Scheduled Meetings

Meetings have been established through next year – the first Wednesday of every month at 12:00 p.m. in the Crane Room (September 1, October 6, November 3, February 2, March 2, and April 6). The exceptions are in December and May when the meetings will be the Wednesday during finals week at 11:30 a.m. (December 15 and May 11), and there won't be a meeting in January. The first meeting for the 2010-2011 Academic Year is on September 1.

Membership Applications Results

Ten new members were accepted for fall. Michael asked if there should be a cutoff tied to the number of hours a student has completed. After discussion, it was agreed that additional fall applications would be accepted with a cutoff date of July 19. This would allow freshmen attending New Student Orientations over the summer to apply for the program. After the July deadline, Michael will send the applications to three board members for feedback.

Scholarship Applications Results

Three students were presented with scholarships at the Spring Banquet – Anna Frantz (\$500), Lance Cahill (\$750), and Erica Koepsel (\$1,000). Scholarship amounts were awarded based on the number of Honors courses/hours completed. It was suggested to Michael that he visit with Richard Liedtke to see about additional scholarship funding.

Course Proposal Criteria

- 1) Working syllabus
- 2) Rationale for why course should be an honors course
- 3) Vita or statement about qualifications to teach course
- 4) Department Chair approval
- 5) Clear student learning outcomes
- 6) Renew annually

NEW BUSINESS

Honors Contract

Michael had sent a draft of the Honors Contract to board members for review prior to the meeting. It was recommended to add Department Chair approval and it should clearly state student learning outcomes and measures.

Curriculum Related: Thesis Requirements

This will be discussed at the May meeting.

The next Honors Advisory Board meeting is Wednesday, May 12 at 11:30 a.m. in the Crane Room.

The meeting adjourned at 12:00 p.m.

MINUTES
ASSESSMENT COMMITTEE
Wednesday, April 14, 2010
Lincoln Room – 3:30 p.m.

Present: Donna LaLonde (chair), Melodie Christal, Gillian Gabelmann, Joanne Altman, Cathy Hunt, Jay Memmott, Kandy Ockree, Danny Wade, Heather Collins, Kelley Weber, Mary Shoop, and CJ Crawford (administrative support). Absent: Nancy Tate, Denise Ottinger, Jane Carpenter, Lori Khan, Don Vest, and Lucas Mullin.

The minutes from the March 10 meeting were approved with a date change for the subcommittee meeting.

Donna met with the Academic Affairs Committee to talk about the assessment of general education. Everyone is in agreement that there is an issue with assessment – what to do about that issue hasn't been determined. Donna doesn't believe there is going to be a complete general education proposal at the May 12 General Faculty meeting. We need to have an opportunity for the Academic Affairs Committee and the Assessment Committee (or designated members) to talk about campus needs for assessment and general education. The Assessment Committee will be asked to look at rubrics that are part of the draft document to comment about what modifications would be appropriate or necessary to use in a class to collect data. A major concern is how information is going to be tracked on each student.

APRIL LIAISON WORKSHOP

The workshop subcommittee met on March 24 to finalize plans. It was decided to move the workshop to a computer lab and give the liaisons a hands-on opportunity to work on their annual assessment report. Cathy Hunt and Jay Memmott talked to the committee about their workshop presentations. Donna talked about the Assessment Fact Sheet and reviewed the workshop agenda.

OTHER

The following items were recommended for the wiki:

- 1) Link to VSA
- 2) Comprehensive list of assessment types
- 3) List of external accreditation agencies and the departments accredited through them

Donna reviewed the timeline for submission and review of the Annual Assessment Reports. After discussion, it was decided to have a retreat on July 23 so committee members could get together to review the assessment reports. CJ will reserve a room and notify everyone via email.

The meeting adjourned.

FUTURE SPRING MEETINGS (Lincoln Room from 3:30P-4:30P)

Wednesday, April 28 (wrap up meeting to review assessment progress for the academic year and deadlines/responsibilities for the Summer relating to Assessment Progress Reports)

.Faculty Senate Action Item

No. 10-17

Subject: Revision of Honors Advisory Committee

Justification: We are asking for a change in the composition of members serving on the Honors Advisory Board. Specifically, the current student make-up of the Honors Advisory Board does not reflect the wishes of the Honors Student Council as well as the make-up of similar committees at comparable universities. Other established Honors programs have an Honors Student Council. As of March 2010, we do too. Representatives from the student council serve the students' interests on a committee at the faculty/administrative level. We wish to see the same student interaction at Washburn University.

Old Language:

Honors Advisory Board

The purpose of the Honors Advisory Board is to encourage faculty participation in and foster a diversified honors program for Washburn students. Its responsibilities are to advise the Dean of Honors in developing policies relating to administration of the honors program, to devise seminars, colloquia and special course sections for honor students, to coordinate efforts of faculty members, department heads and appropriate deans to implement courses, and to approve selection of courses to be offered. The Board was established by University Council, and reports its recommendations to the Dean of University Honors.

Membership includes the Dean of University Honors, one Library faculty member appointed by the Director of Mabee Library, one faculty member representing each of the Schools, one faculty member from each division in the College, and three students involved in Honors appointed by the Washburn Student Association in consultation with the Honors Advisory Board.

New Language:

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Membership includes the Dean of University Honors, one Library faculty member appointed by the Director of Mabee Library, one faculty member representing each of the Schools, one faculty member from each division in the College, and three students. *Two of the students will be appointed by the President of the University Honors Student Council. The third student must be involved in Honors and will be appointed by the Washburn Student Government Association in consultation with the Honors Advisory Board.*

Financial Implications: None

Date: May 10, 2010

Submitted by: Dr. Michael McGuire, Dean
Honors Program

PROPOSED COMMITTEE ASSIGNMENTS:

ACADEMIC AFFAIRS (2 from each unit, library rep, VPAA (ex-officio))

Last Name	First Name	College/School	Returning
Menzie	Kathie	CAS	X
Sheldon	Mary	CAS	
Melick	Cal	Library	X
Catanzaro	Jeannie	SON	X
Isaacson	Debbi	SON	
Croucher	Linda	SAS	X
Dodge	Becky	SAS	
Byrne	Paul	SOBU	X
Ockree	Kandi	SOBU	x

FACULTY AFFAIRS : CAS -5 (one from each division), one from each school, library

Last Name	First Name	College/School	Division
Wohl	Roy	CAS	KN/ED
Averett	Michael	CAS	Creative/Performing
Arterburn *	Matt	CAS	Nat Science
Childers	Cheryl	CAS	Social Sciences
Janzen	Reinhild	CAS	Hum
Fernengel	Karen	SON	
Lewis-Sanchez	Jean	SAS	
Weigand	Rob	SOBU	
Bird	Sean	Library	
Kowalski	Tonya	Law	

ELECTORAL (usually 5-6 members)

Last Name	First Name	College/School
Kelly	Vickie	SAS
Wagner	Jennifer	CAS
Fry	Tim	CAS
Routsong	Tracy	CAS
Roach	Bill	SOBU
Edwards	Lori	SON

Faculty Senate Agenda item

No. 10-18

Department: Mass Media, Student publications

Proposal: Change the name of the Board of Student Publications to Board of Student Media

Description: The name has become an anachronism in the field. No longer are media neatly divided into print and broadcast. All print and broadcast news outlets have a presence on the World Wide Web, where each one writes stories, takes pictures, produces video, etc.

As the department of Mass Media converges our curriculum, we are also in the process of converging the media produced by students. As such the term "Publications" no longer applies to the activities the students are engaged in.

This board reports to the Faculty Senate and is listed in the Faculty Handbook, so a motion on a name change requires approval of the senate.

Requested action: Faculty Senate approval

Date: September 2, 2010