

Washburn University  
Meeting of the Faculty Senate  
February 13, 2012  
3:30 pm Kansas Room, Memorial Union

- I. Call to Order
- II. Approval of Minutes of the Faculty Senate Meeting of November 28, 2011 (pp. 2-3)
- III. President's Opening Remarks
- IV. Report from the Faculty Representatives to the Board of Regents
- V. Report from the Units – Dr. Gillian Gabelmann, Washburn Institute of Technology
- VI. Report from the VPAA
- VII. Faculty Senate Committee Reports
  - A. Minutes from the Academic Affairs Committee meeting of November 7, 2011 (pp. 3-4)
  - B. Minutes from the Faculty Affairs Committee meeting of October 17, 2011 (pg. 5)
  - C. Minutes from the Faculty Affairs Committee meeting of November 21, 2011 (pg. 6)
- VIII. University Committee Reports
  - A. Faculty Library Committee Minutes of December 1, 2011 (pg. 7)
  - B. Research Grant Committee Minutes of October 25, 2011 (pp. 8-9)
  - C. Faculty Development Grant Committee Minutes of October 25, 2011 (pp. 10-12)
  - D. Curriculum Development Grant Committee Minutes of October 25, 2011 (pp.13-14)
  - E. Assessment Committee Minutes of October 14, 2011 (pg. 15)
  - F. Honors Meeting Minutes of December 14, 2011 (pg. 16)
- IX. Old Business
- X. New Business
- XI. Information Items
- XII. Discussion Items
- XIII. Announcements

**Faculty Senate  
Washburn University**

*Minutes of November 28, 2011  
Kansas Room*

Present: Arterburn, Barker, Blank, Edwards, Fry, Gonzalez-Abellas, Isaacson, Jacobs, Kelly, Kowalski, Mazachek, Melick, Menzie, Miller, Morse, Ockree, Perret, Pilgram, Rich, Roach, Routsong, Rubenstein, Sanchez, Schmidt, Sheldon, Wagner,

- I. The meeting of the Faculty Senate was called to order at 3:32 PM. Bill Roach presiding.
- II. The minutes of the Faculty Senate meeting of November 14, 2011 were approved.
- III. President's Opening Remarks.  
Elliott Haugen addressed the Senators, thanking them for their input and support. Haugen commented that the process began 21 months ago due to concerns of the Senate. One of his first meetings was with the Senate, and he thanked them for both opening the door, and helping support changes and new initiatives. The IT Resources policy is going to the Washburn BoR this Friday. The department is taking a much more logical approach by taking out the control and putting in the protection, making IT a shared governance.
- IV. Report from the Faculty Representatives to the Board of Regents  
Vice President Roach reported that there had been no meeting of the BoR since the last FS meeting.
- V. Report from the Units – None
- VI. Report from the VPAA – None
- VII. Faculty Senate Committee Reports –  
A. Minutes from the Academic Affairs Committee of October 24, 2011 were accepted.
- VIII. University Committee Minutes  
A. Minutes of the General Education Review committee meeting of November 7, 2011 were accepted.  
B. Minutes of the Graduate Education Committee meeting of October 28, 2011 were accepted.
- IX. Old Business. –  
A. 11-29 – Change to Political Science Major – Dr. Mark Peterson was present to answer questions. Motion to approve was passed.  
B. 11-30 – Department of Education Proposal for Two Master's Degrees. A motion to postpone action failed. A motion to amend the proposal, replace the word "two" with "additional" was passed. The amended proposal was approved.
- X. New Business – none
- XI. Adjournment – the meeting was adjourned at 4:11 pm

**Academic Affairs Committee Minutes**  
**November 7, 2011**  
**1:00 – 2:00 pm**  
**Baker Room**

**Members present:**

Kandy Ockree (Chair)  
Paul Byrne  
Becky Dodge  
Lori Edwards  
Debbie Isaacson  
Vickie Kelly  
Cal Melick  
Shawn Schmidt  
Mary Sheldon  
Randy Pembroke (ex officio)

Kandy Ockree called the meeting to order.

**1. Committee minutes from October 24, 2011**

The committee minutes from October 24 were sent to the committee prior to the meeting for their review. A motion was made to accept the minutes as presented. The motion was seconded and carried.

**2. Review of Program changes:**

The proposed program changes were sent to the committee for review prior to the meeting. The list of changes appears below:

- **Political Science** – Program change.
- **Kinesiology** - Program Change, Athletic Training Education Program/BS Athletic Training Major
- **Kinesiology** Program Change, Athletic Training Education Program/BS Athletic Training Major
- **Art** - Program Change, Course Requirement for All BFA Programs

The committee voted on the proposed program changes as one agenda item. The motion was made to approve these changes and to recommend them to the faculty senate. The motion was seconded and carried unanimously.

Dr. Pembroke recommended to the committee that The Political Science and Art Departments provide additional information to the Faculty Senate regarding their current and anticipated enrollments for the proposed classes (e.g., would this approach result in lower enrollment in upper division classes). Vickie Kelly, secretary to the Faculty Senate said she would request the information from these departments.

**3. University Closing/Technical Difficulty policy**

A proposed statement was provided by the VPAA office as a guideline for use with master syllabus as follows:

*The course instructor is responsible for providing information in his/her course syllabus regarding the class policy for dealing with unanticipated university closings (e.g., weather related cancellations) and technical difficulties experienced by students attempting to utilize any online class materials and assignments. This information can be found in the main portion of the course syllabus.*

After discussion, the committee modified the wording as follows:

*The course instructor is responsible for providing information in his/her course syllabus regarding the class policy for dealing with unanticipated university closings and technical difficulties.*

The motion was made to approve the proposed policy as modified. The motion was seconded and carried unanimously.

The committee agreed to provide syllabi examples they felt were appropriate and agreed to forward their examples to Rebecca Atnip to be used as examples with the policy statement above.

#### **4. New Program Submission forms from Schools/College**

Several committee members had not had an opportunity to meet with their units to discuss the new program submission form. The agenda item will be discussed at the next meeting.

#### **5. The next committee meeting will be Monday, December 5<sup>th</sup> at 1- 2pm.**

The meeting was adjourned.

**Faculty Affairs Meeting Minutes**  
**October 17, 2011**

In Attendance:

Matt Arterburn, Chair

Sean Bird

Miguel Gonzalez-Abellas

Sharla Blank

Marguerite Perret

Rosemary Walker

Karen Fernengel

Michael Averett

Jean Sanchez

Nancy Tate, Assistant VPAA, ex officio

Invited Guest: Lisa Jones, University Counsel

Invited Guest: Randy Pembroke, VPAA

- I. Meeting called to order
- II. Opening remarks by Matt Arterburn
- III. Old Business:
  - A. Approval of minutes from September 19, 2011 meeting
  - B. Employment outside of Washburn University
    - Discussion continued from previous meeting and all comments from schools shared.
    - Verbal and written comments presented from various schools/divisions.
    - Objections noted from all schools/divisions. All academic units reported majority opposition to the proposal as worded.
    - Dr. Pembroke shared further information on this issue which arose from the Dean's retreat. Deans of several schools expressed a need to standardize policy for employment outside WU.
    - Discussion regarding existing conflict of interest policy and whether that addresses the issues. The university conflict of interest policy explicitly prohibits outside teaching without consent of the VPAA/Dean.
    - At current time, no action will be taken on the proposed document. However, the VPAA requested that the FAC assemble a list of outside roles for faculty members, delineated into those which the faculty consider essential and should never be restricted, and those which "cross the line" into conflict of interest, abuse or interference with duties to Washburn. This list would serve as the basis of future discussions.
- IV. New Business
  - A. Voting by proxy in Senate and Subcommittees – this item was tabled until the next meeting due to insufficient time for discussion.
- V. Discussion Items
- VI. Announcements
- VII. Meeting Adjourned

**Faculty Affairs Meeting Minutes**  
**November 21, 2011**

In Attendance:

Matt Arterburn, Chair

Sean Bird

Miguel Gonzalez-Abellas

Sharla Blank

Marguerite Perret

Roy Wohl

Karen Fernengel

- I. Meeting called to order
- II. Opening remarks by Matt Arterburn
- III. Old Business:
  - C. **Approval of minutes** from October 17, 2011 meeting; minutes were approved unanimously.
  - D. **Employment Outside of WU.**

The committee discussed the implications of the current conflict of interest policy section that prohibits all outside teaching unless approved by the VPAA, including a request by the VPAA that outside teaching/scholarly activities be categorized into "Acceptable," "Conditional/Approveable" and "Prohibited" groups. Unable to reach consensus at present, the committee decided to continue work on this topic as a discussion item in future meetings.
- IV. New Business
  - B. **Voting by proxy in Senate and Subcommittees**

The committee discussed the prospect of altering the Senate constitution to allow proxy votes, as discussed at recent FS meetings. The committee voted unanimously to recommend that proxy voting remain prohibited. The rationale for this decision is summarized in the following statement, drawn up by the committee:

"The Faculty Affairs Committee recommends against the implementation of votes by proxy in the Faculty Senate and its subcommittees. The use of proxies invites risks of eroding committee continuity, less-informed voting/discussion and Faculty Senate representation becoming an intermittent commitment."
  - C. **Social Media Policy**

The committee briefly discussed a proposed policy for social media websites that represent Washburn's academic units and student groups. Insufficient time remained for a robust discussion of this topic, and thus this will be the first order of business for the first Spring FAC meeting.
- V. Discussion Items
- VI. Announcements
- VII. Meeting Adjourned

***Faculty Library Committee Meeting***  
***December 1, 2011***  
***2:30 p.m.***  
***Room 105, Mabee Library***

***TO:***

Dr. David Bainum	Ms. Judy Druse	Dr. Park Lockwood	Dr. Tom Schmiedeler
Dr. Alan Bearman	Dr. Andrew Herbig	Dr. Meredith McKee	Dr. Sharon Sullivan
Dr. Phyllis Berry	Dr. Rob Hull	Dr. Mary Menninger-Corder	Dr. Brian Thomas
Dr. Cheryl Childers	Dr. Catherine Hunt	Dr. Jae Yoon Park	Mr. Evan Thomas
Dr. Erin Chamberlain	Mr. Michael Kitowski	Dr. Gaspar Porta	Dr. Ye Wang
Dr. Barry Crawford	Ms. Shelbie Konkel	Dr. Michael Rettig	Ms. Kelley Weber
Dr. Karen Diaz Anchante			
Ms. Annelise Doty	Dr. Donna LaLonde	Dr. Leslie Reynard	Ms. Penelope Weiner

***The Faculty Library Committee convened in Mabee Library, Room 105 at 2:30 p.m. The following members were present: Dr. Bearman, Ms. Druse, Dr. Leung, Dr. Thomas, Ms. Doty, Ms. Weber, Dr. Diaz Anchante, Dr. Porta, Dr. Schmiedeler, and Dr. Chorba. Dr. Berry, Dr. Chamberlain, Dr. Herbig, Dr. Hull, Dr. Hunt, Ms. Konkel, Dr. Park, and Dr. Reynard sent word they would be unable to attend.***

Several vendors recently have approached faculty directly to try to sell products, so Dr. Bearman reminded the committee of the steps required to purchase materials. For electronic resources, such as online journals and databases, the Libraries commit to these purchases 18 to 24 months ahead. He also reminded the committee that there is often more expense involved than portrayed by the vendor, such as start-up costs, yearly maintenance fees, and inflationary costs. In addition, vendors often neglect to mention that particular products can only be purchased as part of larger packages.

Since January 2008 the Libraries book budget has been cut approximately 60 percent. However, some private endowed funds are available to supplement this budget. These funds make up the materials' budget that is allocated to the departments for books, e-books, DVDs and other one-time purchases that make up the permanent collection. The collection development policy dictates how these funds may be used. The Libraries essentially follow a buy-on-demand process based upon requests from faculty. Requests outside the scope of the collection development policy are usually followed by discussion, but the goal is always to try and find a way to say yes.

Additional funds are allocated for ongoing purchases, such as journals and databases. The Libraries pay yearly fees to obtain access to these resources. Decisions on what to purchase are based upon such factors as faculty requests, usage statistics and departments highlighted in the University strategic plan.

Dr. Bearman ended his comments with a reminder that open access is the future and he will approach the committee regarding this issue at a later meeting.

Following the meeting library liaisons will email departmental liaisons to remind them of purchasing procedures.

**Meeting adjourned at 2:45 p.m.**

**Respectfully submitted**

***Judy Druse, Assistant Dean of Libraries***

**RESEARCH GRANTS COMMITTEE**  
**Meeting Notes**  
**October 25, 2011**

**Members Present:**

Nancy Tate, Chair  
Patricia Judd  
Bill Mach  
Sharla Blank  
Martha Imparato  
Sarah Smarsh  
Karen Carmada

Diane McMillan (shared her comments with the chair)  
Norma Juma (voted electronically – abstained from voting on her grant application)

Dr. Nancy Tate opened the meeting and reminded the committee that this was the second distribution of FY12 funds for the Research Grant Committee. In the past, the general rule has been to distribute half the funds in the spring and half in the fall, although this is a somewhat flexible guideline. Previous distribution left a balance of \$19,400.00, after some grant funds were returned. This leaves \$30,600 available for distribution.

Dr. Tate also informed the committee that the Major Grant Review Committee had prioritized the three major research grants, but recommended only one to the committee, which was Ye Wang's. The other two major grant applications were not acceptable use of grant funds as the proposals were currently written.

**Small research grant applications:**

<b>Angel, Stephen</b>	Requested: \$1,880.00	Awarded: \$1,880.00
Proposal:	"Formation and Testing High-Efficiency Photovoltaic Quantum Dot Aerogel Lattices"	

<b>Hager, Michael</b>	Requested: \$3,000.00	Awarded: \$3,000.00
Proposal:	"An Exploration of the Abstracted Human Figure With The Use of Printmaking Processes and Drawing"	

<b>Kwon, Young sub / Park Lockwood</b>	Requested: \$1,538.00	Awarded: \$1,538.00
Proposal:	"Changes in Electroencephalography (EEG) Activity in Response to Palm Cooling and Warming"	

<b>Marsh, Jennifer</b>	Requested: \$3,000.00	Award Denied
Proposal:	Funding for a student work-study position. Denied: not research related.	



<b>Nam, Hee Seok</b>	Requested: \$3,000.00	Awarded
Conditionally		
Proposal:	"On the Haezendonck Risk Measure and Asymptotic Dependence"	
	Conditionally awarded based on verification of acceptance to present at the conference identified in the proposal.	
<b>Pezzino, Fernando</b>	Requested: \$3,000.00	Deferred
Proposal:	"Cultural Fragments" (Learning techniques using the cultural aspects of art.)	
	Deferred to Curriculum Development Grant Committee	
<b>Sharafy, Azyz</b>	Requested: \$2,993.82	Partially Funded:
\$1,844.82		
Proposal:	"Visual and Conceptual Exploration of Microscopic Photo Images on Macro Objects for Creating Sculptures and Installation Art"	

#### **Committee Action:**

The Research Grant Committee agreed to extend the deadline two weeks so that the additional available funds could be used by faculty. The additional proposals were reviewed by the committee and added to the summary information below:

<b>Nam, Hee Seok</b>	Requested: \$8,000.00	Denied
Proposal:	"On the Haezendonck Risk Measure and Asymptomatic Dependence"	
<b>Marsh, Jennifer</b>	Requested: \$10,000.00	Denied
Proposal:	The Dream Rocket Project	
<b>Wang, Ye</b>	Requested: \$10,000.00	Awarded Fully
Proposal:	Reconstructing Classical Paintings with Contemporary Photography	
<b>Porta, Gaspar</b>	Requested: \$3,000.00	Awarded Partially,
\$2,560.00		
Proposal:	"Illustrating and Proving the Central Limit Theorem and Other Results About Time Series Using Dice and Pascal-like Triangles"	
<b>Preuss, Greg</b>	Requested: \$1,887.50	Awarded Fully
Proposal:	"Fool Me Once, Shame on Me: Development and Validation of a Measure of Sucker Rumination."	
<b>Sullivan, Sharon</b>	Requested: \$1,750.00	Awarded Fully
Proposal:	"Sisters of Survival: Voices of Incarcerated Women" (Self-published book)	

#### **Final Summary of Funding for FY12:**

The total funds available for FY 2012 was \$50,000. The total amount awarded for FY12 was \$46,760.34, with a balance remaining of \$3,239.66.

Part of the remaining balance was transferred to the Faculty Development fund to support the need for additional grant funds.

**Faculty Development Grant Committee  
October 25, 2011  
Meeting Notes**

Members Present:

Nancy Tate, Chair  
Kelly Weber  
Pat Munzer  
Sheldon Peng  
Jeff Jackson

Nancy Tate welcomed everyone and thanked them for coming. She reminded the committee the group of applications currently under review was the second and final group for fiscal year 2012. A third distribution was not set for this fiscal year.

After discussion, the committee decided to offer three distribution dates, one in the spring, one in the fall and one in the following early spring to allow for summer conferences occurring before the end of the fiscal year.

The committee received a total of 14 grant applications, for a total of \$7,000 in requested funds. A summary of the applications received and the committee decision regarding each application follow:

**Brian Ogawa**                      \$500.00                      Awarded fully  
Purpose:                      Funds to attend the Morita Therapy Research Seminar

**Rebecca Meador**                      \$500.00                      Awarded fully  
Purpose:                      Funds to attend the 2011 National Flute Association Conference

**Patricia Dahl**                      \$500.00                      Awarded conditionally (form revision requested)  
Purpose:                      Funds to attend the 2012 American Correctional Association Winter Conference

**Becky Dodge**                      \$500.00                      Awarded fully  
Purpose:                      Funds to attend the ASRT Radiation Therapy Conference

**Dennis Etzel**                      \$500.00                      Awarded fully  
Purpose:                      Funds to attend the 2012 Association of Writers & Writing Programs Conference and to represent WU as one of the conference's sponsors.

**Mark Kaufman**                      \$500.00                      Awarded fully  
Purpose:                      Funds to attend and present co-authored research at the Annual Conf. of the National Council of Family Relations

**Vickie Kelly**                      \$500.00                      Awarded fully  
Purpose:                      Funds to attend the Teaching Professor Conference

**Royce Kitts**                      \$500.00                      Awarded fully  
Purpose:                      Funds to attend the Internet Librarian Conference

**Young sub Kwon**                      \$500.00                      Awarded fully  
Purpose:                      Funds to attend the American College of Sports Medicine Annual Meeting and Inaugural World Congress on Exercise in Medicine

**Jennifer Marsh**                      \$500.00                      Denied  
Purpose:                      Funds to pay for multiple conference registration fees, subscriptions, etc.  
  
Denied because the request does not fit the purpose of faculty development grant funds.

**Margie Miller**                      \$500.00                      Awarded fully  
Purpose:                      Funds to attend the National Conf. of the American Alliance for Health, Physical Education, Recreation and Dance

**Hee Seok Nam**                      \$500.00                      Awarded fully  
Purpose:                      Funds to pursue the completion of the ASA

**Sarah Smarsh**                      \$500.00                      Denied  
Purpose:                      Funds to attend the Assoc. of Writers & Writing Programs  
  
Denied because faculty member has received faculty development grants in two consecutive previous years.

**Roy Wohl**                      \$500.00                      Awarded fully  
Purpose:                      Funds to attend and present at the Annual International Conference on the Health Risks of Youth

#### **Summary of funds disbursement**

The total amount requested was \$7,000. The total awarded during this meeting: \$6,000. The total amount of funds available for FY2012 is \$9,400.00, which leaves the balance of available funds of \$1,000.00.

#### **Committee Action:**

The Faculty Development Committee agreed to extend the deadline two weeks so that the additional available funds could be used by faculty. The additional proposals were reviewed by the committee and added to the summary information below:

**Ladstaetter, Klaus**                      \$500.00                      Awarded Fully  
Proposal:                      Funds to attend the annual meeting of the SW Philosophical Society.

**Naylor, Tony** \$500.00                      Awarded Fully  
Proposal:                      Funds to attend the National Conference of US Institute of Theatre Technology.

**Nizovtsev, Dmitri**                      \$500.00                      Awarded Fully  
Proposal:                      Funds to attend the Continuing Education Program on International Economics.

<b>Park, Sangyoub</b>	\$500.00	Awarded Fully
Proposal:	Funds to attend and present a research paper at the American Sociological Association meeting.	
<b>Porta, Gaspar</b>	\$500.00	Awarded Fully
Proposal:	Funds to travel and consult with Robert Lindauer on a joint statistics project using Lego dice to teach mathematics/statistics.	
<b>Preuss, Greg</b>	\$500.00	Awarded Fully
Proposal:	Funds to attend the Teaching Preconference at the annual meeting of the Society of Personality and Social Psychologists	
<b>Sullivan, Courtney</b>	\$500.00	Awarded Fully
Proposal:	Funds to stay four additional nights in Paris to do research for a book project (she is leading a group of students to Paris for an International Media Seminar).	
<b>Weigand, Rob</b>	\$500.00	Awarded Fully
Proposal:	Funds to teach an executive MBA class at the International School of Management in Paris.	

#### **Summary of funds disbursement for FY12**

The total amount for FY2012 is \$9,400.00. The total funds distributed was \$12,400. Additional awards were supplemented from funds transferred from another under expended grant fund.

## **CURRICULUM GRANTS COMMITTEE**

### **Minutes**

**October 25, 2011**

#### **Members Present:**

Nancy Tate, Chair  
Diane McMillan  
Karen Fernengel  
Kandy Ockree  
Lori Fenton  
David Pownell

Dr. Tate opened the meeting and reviewed the rules and guidelines of the committee: Due to the unusual circumstances, the committee approved extending the deadline for additional grant applications, contingent on the approval of the Faculty Development Grant Committee and Research Grant Committee.

Following are the decisions made by the Curriculum Development Grant Committee:

**Dye, Gloria** Requested \$2,000.00 Award denied  
Proposal: Funds to purchase two iPad2 computers for use by faculty in the classroom.

Application was denied because Curriculum Development grants are not awarded to faculty to purchase computers for personal use, rather the funds are to be used in the classroom for students.

**Carlson, Carolyn** Requested \$777.98 Award denied  
Proposal: Funds to purchase one iPad2 and specified software to use in various courses and to be used in courses to include the use of iPad2 technology

Application was denied because Curriculum Development grants are not awarded to faculty to purchase computers for personal use, rather the funds are to be used in the classroom for students.

**Sundal, Mary** Requested \$2,009.78 Awarded \$2,000.00  
Proposal: Funds to purchase primate casts to enhance anthropological courses.

**Sharafy, Azyz** Requested \$1,958.00 Awarded \$1,958.00  
Proposal: Funds to purchase 20 flip cameras for use in new AR 399 Basic Multimedia class, which uses basic tools and software to create and use multimedia art.

#### **Summary of funding:**

The total funds available for FY 2012: \$14,000.00. The total amount awarded during the first and second distribution was \$8,453.50. Leaving a balance of \$5546.50.

**Committee Actions:**

- The Committee added the following statement to the Curriculum Development Grant application: *Travel and computer equipment are typically not eligible for funding through this limited grant budget.*
- The Curriculum Development Committee agreed to extend the deadline two weeks so that the additional available funds could be used by faculty. The additional proposals were reviewed by the committee and have been added to the summary information below:

**Zach, Frank**

Requested \$1,882.00

Denied

Proposal: Funds to purchase assessment tools to be shared among Allied Health Departments.

Application was denied because grant funds are intended for purposes that apply to curriculum development or assessment of a specific course and not for general departmental use.

**Porta, Gaspar**

Requested \$2,000.00

Awarded \$2,000.00

Proposal: Funds to create a math/education summer course geared toward middle school and high school math teachers and pre-service math education teachers.

**Sharpe-Elles, Lisa**

Requested \$1,350.00

Awarded \$1,350.00

Proposal: Funds to assist in development and testing of a new experiment for Biochemistry I laboratory.

**Wood, Margaret / Sundal, Mary**

Requested \$1,859.00

Awarded \$1,859.00

Proposal: Partial funding for the production of a short pedagogical video about ethical issues surrounding the curation, study and display of a Pawnee sacred bundle.

**Final Summary of Funding for FY12:**

The total funds available for FY 2012 was \$14,000.00. The total amount awarded for FY12 was \$13,662.50, with a balance remaining of \$337.50.

**MINUTES**  
**ASSESSMENT COMMITTEE**

Friday, October 14, 2011 – Shawnee Room – 2:00 p.m.

Present: Donna LaLonde (chair), Denise Ottinger, Melodie Christel, John Dahlstrand, Yvette Jenkins, Vickie Kelly, Sean Bird (for Kelley Weber), Jim Smith, Margaret Wood, and CJ Crawford (administrative support). Absent: Nancy Tate, Jane Carpenter, Gillian Gabelman, Kathy Menzie, Susie Pryor, Danny Wade, and Eric Benedict.

The minutes of the August 26, 2011 committee meeting were approved.

**PROGRAM REVIEW**

The co-curricular units have been asked to complete assessment plans. The original idea came from an HLC conference that all units should be a part of assessment.

Should administrative areas be required to have Student Learning Outcomes? After discussion, the committee agreed that they should. It was recommended to set up a meeting with the committee with a few of the areas before the end of the semester to see how the committee can help them with their assessment efforts.

**OTHER**

Several departments that have general education courses up for review are piloting one of the new Student Learning Outcomes.

Revisions still need to be made to the Student Learning Outcomes Assessments document to make it more clear and useful.

The meeting adjourned.

**MINUTES**  
**HONORS ADVISORY BOARD**  
Wednesday, December 14, 2011  
Lincoln Room – 11:30 a.m.

**Present:** Michael McGuire (Chair), Lisa Sharpe Elles, Lucy Hesse, Kate McCown, Eric McHenry, Denise Ottinger, Sangyoub Park, Carol Prim, Tracy Routsong, Ye Wang and CJ Crawford (Administrative support)

The committee minutes from November 2, 2011 were approved.

**HONORS STUDENT COUNCIL REPORT**

- Lucy Hesse is the new president. Elections were on November 30.
- Three new positions have been added to the student council board – fundraising/advertising, community service, and tabling. There are now seven on the board.
- The council is looking to expand their presence on campus and in the community.

**UNFINISHED BUSINESS**

**Honors Course Proposal Forms**

Michael would like to have both the Master form and the Semester Offering form revised by January 6. He will be sending the forms to the committee for final input. Michael asked for

**Update on Mission Statement and Learning Outcomes**

Michael has been meeting with people on campus. He plans to have a working draft before the faculty luncheon in May and finalize by November 2012.

**NEW BUSINESS**

**SWOT Analysis**

Michael is looking for assistance from the committee and would like to have the committee's perception of the program's strengths, weaknesses, opportunities and threats, and other suggestions to improve the overall quality of the program.

**Timeline for Honors Course Proposal Email Reminders**

Michael asked for thoughts on deadlines to notify faculty of course submission deadlines. It was recommended to send a notice before finals and one or two reminders later.

**Quiz Bowl**

Would it be possible to do something in the spring – maybe partner with the SWRC (sports trivia)? It was suggested to also check with Amanda Hughes since she is involved in QUEST.

**ANNOUNCEMENTS**

Some changes have already been made to the Honors Program web site.

The Honors Program is doing more programming this year.

We have received our first application for fall 2012.

**The next Honors Advisory Board meeting Wednesday, February 1 at 12:00 p.m. in the Cottonwood Room.**

The meeting adjourned at 12:30 p.m.