

**Washburn University  
Meeting of the Faculty Senate  
October 19, 2015  
3:00 PM – Kansas Room, Memorial Union**

- I. Call to Order**
- II. Approval of Minutes of the Faculty Senate Meeting of September 21, 2015 (p. 2-3)**
- III. President’s Opening Remarks**
- IV. Report from the Faculty Representative to the Board of Regents**
- V. VPAA Update—Dr. Randy Pembroke**
- VI. Faculty Senate Committee Reports**
- VII. University Committee Reports:**
  - **Receipt of the Assessment Committee Minutes from September 10, 2015 (p. 4-5)**
  - **Receipt of the Graduate Council Minutes from August 24, 2015 (p. 6-7)**
  - **Receipt of the Small Research Grant Committee Minutes from September 30, 2015 (p. 8-9)**
  - **Receipt of the Faculty Development Grant Committee Minutes from September 30, 2015 (p. 10-11)**
  - **Receipt of the Curriculum Grant Committee Minutes from September 29, 2015 (p. 12)**
  - **Receipt of the International Education Committee Minutes from September 3, 2015 (p. 13).**
- VIII. Old Business:**
- IX. New Business:**
- X. Information Items**
- XI. Discussion Items:**
  - **Baili Zhang will answer questions about recent changes to faculty funding for overseas trips.**
  - **Accommodation for absences due to approved activities: do we need a policy?**
  - **Faculty input needed on possible smoking ban on campus.**
  - **Faculty input needed on what type of direction we want from administration regarding active shooters on campus.**
- XII. Announcements**
- XIII. Adjournment**

**Washburn University  
Meeting of the Faculty Senate  
September 21, 2015  
3:00 PM – Henderson Hall, Room 112**

**PRESENT: Alexander (Rebecca), Alexander (Ryan), Ball, Farwell, Francis, Garritano, Jackson, Kwak, Leung, Mansfield, Mastrosimone, Memmer, Modelmog, Palbicke, Pembrook, Petersen, Porta, Routsong, Russell, Sadikot, Sanchez, Schnoebelen, Scofield, Smith, Sourgens, Stacey, Steinroetter, Stevenson, Tutwiler, Weiner, Wohl, Worsely, Zwikstra**

**ABSENT: Childers, Mapp, McHenry, Mechtly, Stevens, Treinen,**

**GUESTS: McGuire, Gleason**

- I. **President Ball called the meeting to order at 3:02pm.**
- II. **The Minutes of the Faculty Senate Meeting of August 31, 2015 were approved.**
- III. **President’s Opening Remarks: None**
- IV. **Report from the Faculty Representative to the Board of Regents: None**
- V. **VPAA Update—Dr. Randy Pembrook:**
  - **On November 2, the new forensics building ribbon cutting ceremony will take place. On November 3, Washburn employees will be able to tour the building.**
  - **Raises: Most will get the 1.8% increase. For 12-month contract employees, the raise will appear on October paycheck. 9- and 10-month contract employees, the raise will appear on the November paycheck. Staff members will see the increase on their October 16<sup>th</sup> paychecks.**
  - **The enrollment situation continues to be a topic. The Washburn Board of Regents will meet this Thursday about enrollment, after which the data will be made public.**
  - **Executive staff is discussing parking issues for faculty and staff, hoping to improve communication about this and policies that may be put in place that help when we have events on campus.**
  - **There is a new Elevator committee headed by Cynthia Hornberger and Pam Foster. If you have questions or concerns, please share them with either of them.**
  - **There will be a going away reception on November 11, 2015 for Margaret Wood.**
  - **Donna Lacey in the VPAA office is also retiring at the end of the year; there will be a going away party reception for her on December 3, 2015.**
  - **The fall annual faculty dinner will be on November 16, 2015.**
- VI. **Faculty Senate Committee Reports**
  - **The Academic Affairs Committee Minutes from April 13, 2015 were approved.**
  - **The Academic Affairs Committee Minutes from September 14, 2015 were approved.**
- VII. **University Committee Reports:**
  - **The Graduate Council Minutes from April 30, 2015 were received.**

- The International Education Committee Minutes from April 30, 2015 were received.
- The Honors Advisory Board Minutes from April 1, 2015 were received.
- The Assessment Committee Minutes from April 23, 2015 were received.

**VIII. Old Business:**

- **16-1 Honors Tiered System;** this item was presented by Michael McGuire, Director of the Honor's Program. Petersen asked if the designation appeared on the student transcript; McGuire said that it would though he wasn't aware about exactly where it would appear. Wohl asked about what he meant by "High Honors Service." McGuire said that they needed 100 hours of involvement. Ball noted that tracking is needed. Routsong wondered who would track this. McGuire said he would oversee it through the student honors council. The Agenda item was passed.
- **16-2 LE Certificate-Baccalaureate Options** was presented by Michael Gleason, Director of the Leadership Institute. Petersen wondered about the credit hours required of the associate degree as the certificate may ask students to have too many hours. Gleason noted that many of the hours could come from cross-listed courses that are currently part of the AA program the student is pursuing. The Agenda item was passed.

**IX. New Business:**

- **Moddelmog** proposed we move the International Education Committee Minutes to New Business to discuss the new funding policy passed at that meeting; the Senate approved. The funding had been changed to be less inclusive of all international activities/trips by faculty members unless they present at an academic conference while abroad. Petersen wondered if we should move this as a motion to reconsider the change. Ball said he could make that motion if he wanted to. Petersen noted that there are unknown pieces of this discussion that we are not privy to; he noted that we could invite the chair of the international committee to come talk to us about the decision making process. Russell said we could both talk to colleagues as well, but also ask the committee chair about the change. It was decided that Ball would e-mail Baili Zhang, chair of the International Education committee to invite him to the next meeting of the Senate in October.

**X. Information Items: None**

**XI. Discussion Items: None**

**XII. Announcements: None**

**XIII. President Bell adjourned the meeting at 3:31pm.**

## **MINUTES**

### **ASSESSMENT COMMITTEE**

Thursday, September 10, 2015

Lincoln Room – 2:30 p.m.

Present: Vickie Kelly (Chair), Melanie Burdick, Kayla Carter, Emily Grant, Karen Kapusta-Pofahl, Elaine Lewis, Amy Memmer, Sean Stacey, Clayton Tatro, Margaret Wood and CJ Crawford (administrative support). Absent: Jane Carpenter, Sarah Cook, Gloria Dye (Sabbatical), Bob Handley, Tom Hickman, Denise Ottinger, Maria Stover, and Nancy Tate.

Introduction of new members.

It was moved by Melanie Burdick and seconded by Emily Grant to approve the April 23, 2015 minutes as distributed, and the motion was unanimously approved.

#### **STATUS OF PLANS AND REPORT REVIEW ~ FUTURE TIMELINE AND PROCESS FOR REVIEW**

The majority of the Assessment Plans and Reports have been reviewed. About 50% of the ratings have been sent out. The remaining ratings will be sent by the end of September.

Vickie thanked everyone who was able to attend the Assessment Retreat in July. The timing of the retreat isn't the best and Vickie asked for suggestions on a better time to meet and improving the review process. This year was a little more time consuming since all Assessment Plans were reviewed in addition to the Annual Reports. In the future, only Assessment Plans that are updated will need to be reviewed in addition to all Annual Reports.

Options were discussed. It was requested that committee members be given their assignments prior to the review meeting so they could review the documents in advance. There were also suggestions for the review to happen after the first of August to accommodate 9-month faculty on the committee, possibly meet on a Saturday after the semester begins, and have some committee members assigned as reviewers for Plans and some assigned as reviewers for the Annual Reports. A later review would most likely mean that ratings wouldn't be distributed until October – would this be a problem for departments? Vickie asked everyone to think of ideas for discussion at future meetings.

The committee will review the rubrics at the last meeting of the academic year to prepare everyone for the review.

#### **COMMITTEE RESPONSIBILITIES AND LIAISONS**

Assigning committee mentors to department liaisons hasn't worked as well as hoped over the last few years. This will be discontinued for at least this year. Vickie is meeting with several departments who either request a meeting or have been identified as needing assistance. If anyone on the committee is interested in accompanying her on a department visit, please let her know.

Co-curricular areas need to set up their Plans by the end of this year. Vickie has met with several areas already and progress is being made.

AALHE, an Assessment organization we belong to, is holding a Webinar on co-curricular assessment. Everyone is invited to attend on Friday, September 18 in the Cottonwood Room from 2P-4P. Due to limited seating, please RSVP to Vickie.

#### **SCHEDULING OF ASSESSMENT EXTRAVAGANZA**

There was a discussion on when the Extravaganza would be held – November or January – and what it would entail. The VPAA office would like to focus on USLOs, including the testing that has been and will be done and share the results of testing that has been completed, but the timing of a November event won't work. Vickie and Margaret will meet to discuss and report back to the committee in October.

#### **C-TEL OCTOBER ASSESSMENT PRESENTATIONS**

October is Assessment month for C-Tel. Margaret, Vickie, and Melanie will be presenting at workshops on various assessment topics.

#### **ASSESSMENT WEB SITE**

The web site ([Washburn.edu/assessment](http://Washburn.edu/assessment)) is still a work in progress. CJ reviewed the pages and content as it currently stands. Vickie asked committee members for help in providing rubrics or other helpful suggestions for the Assessment Training and Tools page. Hopefully by the end of October, the other pages will be up-to-date, including public access to all Assessment Plans. If anyone has any other suggestions for the Assessment web site, please let Vickie know.

CJ also reviewed how subfolders are set up in the Assessment folder on the shared drive.

#### **OTHER**

A subcommittee, Vickie, Melanie, Karen, Kayla and Margaret will be meeting in the next couple of weeks to review fall applications for Assessment Grants and will give a report at the October meeting.

The meeting adjourned.

**NEXT MEETING:** Thursday, October 15 @ 2:30P – Lincoln Room

Graduate Council Agenda  
August 24, 2015  
12:00 – 1:00 p.m.

Graduate Committee members Present: Aida Alaka, (SOL) (ex-officio), Bob Boncella (MBA), Julie Boydston (PY), Patricia Dahl (CJ), Vickie Kelly (MHS), Bobbe Mansfield (MSN), Bruce Mactavish (MLS), Michael Rettig (MED), Tim Peterson (ex-officio), Brenda Patzel (MHNP-SON), Blake Porter (WSGA), Bassima Schbley (SW), Jim Schnoebelen (Fac. Senate), Kayla Waters (HS), Kelley Weber (Mabee)

Bob Boncella opened the meeting with introductions.

1. Approval of Meeting Minutes from April 30, 2015

The April 30, 2015 minutes were submitted to the committee previously with a request they review these prior to the meeting. A motion and second to discuss, then approve the minutes were made. All approved said minutes.

2. Election of Chair (as per Faculty Handbook)

Bob asked for nominations for chair of the graduate council committee, as per the faculty handbook. Bruce Mactavish nominated Michael Rettig and provided a brief overview of Michael's experience for this position.

No further nominations were made, therefore nominations were closed. A motion was made to accept the nomination and approve such. All approved and welcomed Michael as the chair for the upcoming 2015-2016 academic year.

3. Adoption/Implementation of Graduate Admission Software Application (Tim Peterson)

Chair Michael Rettig opened this item by thanking Tim Peterson for his work regarding the graduate application process. He asked Tim to provide an overview of the various attachments to e-mails that have been sent to the graduate council committee members. Tim offered an historical overview and then provided specifics of the CollegeNet program. Tim also discussed the implementation timeline with CollegeNet. (Handout)

Tim mentioned the following items of interest:

- First year cost for the program is \$8000 and initial one year startup fee of \$1000. This annual fee includes the application and generic reference form.
- Customization of the reference form is an annual fee.
- A single application will cover all of the demographic information for the various departments, and then once a specific program is picked by the student, the application takes the student to that program to complete discipline specific information. This also works if the student chooses to change their graduate study.
- The student is admitted by the program, the program contact will then provide that information to the Student One Stop, and then the student must provide a transcript to the One Stop in order to be accepted to the University and to have an account created (which causes a WIN to be processed).
- Additional documents can be attached to the application.

- Application fee is collected at the time they submit the application, unless there is a fee waiver process. Payment is credit/debit, e-check, PayPal.
- Multiple deadlines will be possible and will be set by each department. Tim indicated this process will be effective November 30 therefore applications submitted prior to this through the current (paper) process will be accepted.
- International student process is still being discussed.
- Each graduate program will designate one person who will have an online account to get information for their specific discipline.
- All departments should have the CollegeNet application link on their web pages. This link will be found on the graduate programs page, each department web page and admissions.

Questions that Tim will continue to resolve involve:

1. Can students who are veterans have the VA pay and how does this happen?
2. On the reference letter, could the reference letter be very generic and then have clarifying paragraphs per department/School.
3. How will the cost be covered?

A motion to accept CollegeNet was made; it was seconded and all approved.

Tim requested that each department go through their requirements and tell Tim what is needed/not needed by Friday, August 28, 2015.

Patricia Dahl announced the School of Applied Studies will have a Graduate programs open house on Sept. 1 from 3:00 -6:00 in the second floor lounge. They are creating a “zoom room” for online students to participate.

Prior to adjourning, Michael asked for future topics for discussion. Items mentioned include:

1. Continuous enrollment policy
2. Discussion of consistent practices across units:
  - International students
3. Course numbers
4. Marketing—update on work done to date
  - Set priorities on where we want to grow
  - 40% of undergrads received WU degree and market to graduate

Adjourned at 12:55 p.m.

## Small Research Grant Committee Meeting

September 30, 2015

Due to scheduling conflicts, it was decided to review 11 small research grant applications via electronic format; voting was also accomplished by electronic means. A summary of the applications received and the committee decision regarding each application follows:

### Small Research Grant Applications:

**Averill, Tom** Requested: \$407.76 Fully Awarded

Proposal: Request is to support multiple trips to conduct research for novel.

**Bayens, Gary** Requested \$2104.25 Fully Awarded

Proposal: Presenting research at a conference regarding the relationship between the CJ internships and knowledge domains using a STEM instrument.

**Beier, Benjamin** Requested \$3000 Fully Awarded

Proposal: Request is to participate in a seminar and then draft a paper on More's use of genre and classical sources in *Utopia*.

**Boydston, Julie** Requested \$2,962.50 Fully Awarded

Proposal: Request is to have release time, support and materials in revising an academic book for training and clinical purposes.

**Duncan, Angela** Requested \$2,050 Fully Awarded

Proposal: Requested funds to attend a training program, registration/travel, mobile applications and a survey license to access the convenience of and effectiveness of mobile applications and adapted MBSR programs.

**Grant, Erin** Requested \$2104.25 Fully Awarded

Proposal: Presenting research at a conference regarding the relationship between the CJ internships and knowledge domains using a STEM instrument.

**Head, Danielle** Requested \$3,000 Fully Awarded

Proposal: Requested funds for travel to continue development of an ongoing project, *Within and Without*, which explores how photography and the mediation of historical events has altered the understanding of the past.

**Rettig, Michael** Requested \$1,186 Fully Awarded



Proposal: Conduct research regarding how young children with disabilities display the same degree of moral development as typically developing children.

**Smith, Ian** Requested \$800 Fully Awarded

Proposal: Requested funds to pay for the preparation of a book index

**Steffen, Cherry and McConnell-Farmer, Judy** Requested \$2,954.73 Fully Awarded

Proposal: Requested funds to conduct the first phase designed to explore STEM education for children.

**Sullivan, Courtney** Requested \$400 Fully Awarded

Proposal: Requested funds to pay a professional indexer to create a book index

### **Summary**

The total amount awarded during this meeting: \$20,969.49. The total awarded during the first committee meeting (for FY16) was \$25,823. A total of \$46,792.49 in small research grant monies were awarded to 18 faculty members in the academic year.

## Faculty Development Grant Committee

September 30, 2015

### Meeting Notes

This is the second meeting of the Faculty Development Grant Committee for FY16. The committee received a total of 21 grant applications totaling \$9909.69. One application was withdrawn prior to the committee meeting.

After a great deal of discussion regarding criteria and available funding, the committee made decisions on the remaining 20 applications. A summary of the applications received and the committee decision regarding each application follow:

<b>Ryan Alexander</b>	\$500.00	Awarded fully
Purpose:	Travel to a national conference to present.	
<b>Kandis Barker</b>	\$464.00	Awarded fully
Purpose:	Travel to a conference, receive an award on behalf of the Mulvane, and attend workshops	
<b>Gary Bayens</b>	\$500.00	Denied
Purpose:	Travel to a national conference to present	
<b>Elise Blas</b>	\$500.00	Awarded fully
Purpose:	Travel to a national conference to attend	
<b>Patricia Dahl</b>	\$500.00	Awarded fully
Purpose:	Travel to a national conference to present	
<b>April Dohrman</b>	\$500.00	Awarded fully
Purpose:	Travel to a national conference to present	
<b>Ross Friesen</b>	\$500.00	Awarded fully
Purpose:	Travel to a national conference to present	
<b>Erin Grant</b>	\$500.00	Denied
Purpose:	Travel to a national conference to present	
<b>Park Lockwood</b>	\$500.00	Awarded fully
Purpose:	Travel to a national conference to attend	

<b>Judy McConnell-Farmer</b>	\$500.00	Awarded fully
Purpose:	Travel to a national conference to attend	
<b>Diane McMillen</b>	\$500.00	Awarded fully
Purpose:	Travel to a national conference to present	
<b>Amy Memmer</b>	\$500.00	Awarded fully
Purpose:	Travel to a national conference to present	
<b>Margie Miller</b>	\$500.00	Awarded fully
Purpose:	Travel to a national conference to present	
<b>Julia Myers</b>	\$500.00	Awarded fully
Purpose:	Travel to a national conference to present	
<b>Hee Seok Nam</b>	\$500.00	Awarded fully
Purpose:	Payment of a fee in obtaining VEE credits and registering for interim assessment of FAP	
<b>Jordan Noller</b>	\$500.00	Awarded fully
Purpose:	Travel to a national conference to present	
<b>Jean Sanchez</b>	\$445.69	Awarded fully
Purpose:	Travel to a national conference to attend	
<b>Sarah Springsteen</b>	\$500.00	Awarded fully
Purpose:	Travel to a national conference to present	
<b>Cindy Turk</b>	\$500.00	Awarded fully
Purpose:	Travel to a national conference to present	
<b>Melanie Worsley</b>	\$500.00	Awarded fully
Purpose:	Travel to a national conference to present	

**Summary of funds disbursement**

The total amount requested was \$9,909.69. The first round of money distributed for FY 2016 is \$1500.00. The amount distributed was \$ 8,909.69.

**Curriculum Grant Committee**

**September 29, 2015**

**Meeting Notes**

Present: Nancy Tate, David Pownell, Bobbe Mansfield, Lori Fenton, Margaret Wood

Lori Fenton and Diane McMillen by electronic means

The committee received a total of six grant applications for consideration. A summary of the applications received and the committee decision regarding each application follows:

**Sarah Cook** \$1500.00 Partially Awarded

Purpose: Request support for the development of MA 104 Intermediate Algebra example problems with video solutions and explanations.

**Keith Farwell** \$1500.00 Partially Awarded

Purpose: Request support to develop a new course in Diagnostic Medical Sonography Physics using an online format.

**Jason Jolicoeur** \$1500.00 Partially Awarded

Purpose: Request support to develop a new course in Criminal Justice: Crime and Religion.

**Marda Messay** \$550.00 Partially Awarded

Purpose: Requested funds to purchase films that will be utilized within the French courses taught.

**Janice Bacon** \$3000.00 Denied

Purpose: This was a combined proposal: Assessment and Curriculum. The proposal is to support a process of imbedding OTA practices within the current existing curricula.

**Gaspar Porta** \$3000.00 Denied

Purpose: Request travel money to a conference outside of the FY16; development of a course designed to create significant interest in and greater entry level access to careers in the accounting profession.

Summary: The total amount awarded during this meeting: \$4000. The total awarded during the first committee meeting (for FY16) was \$5,338.00. The total funds available for FY 2016 is \$9,400.00.

**International Education /International WTE Committee**

**Sept. 3, 2015, 4-5 pm, International House**

Present: Liviu Florea, Lara Rivera, Brian Ogawa, Zach Frank, Kelly Watt, Miguel Gonzalez – Abellas, Sangyoub Park, Tonya Kowalski, and Baili Zhang.

Susan Maendele and Jane Robinson attended as guests to provide additional information about their WTE proposal, “Exploration of Nursing in Japan”.

New members were welcome to the committee.

Minutes of April 30 meeting were approved.

Committee reviewed and approved the “Exploration of Nursing in Japan” WTE proposal.

The following funding requests were approved:

Committee voted to approve the following funding requests:

Bearman and Bird – London

Jackson – Budapest

Rachel Goossen – Winnipeg

Wilkinson’s funding requests were not approved.

Zhang reported record number of participants in study abroad programs the past year and record number of international student enrollment the current semester.

Respectfully submitted,

Baili Zhang