

**Washburn University
Meeting of the Faculty Senate
December 7, 2015
3:00 PM – Kansas Room, Memorial Union**

- I. Call to Order**
- II. Approval of Minutes of the Faculty Senate Meeting of November 16, 2015 (p. 2-4)**
- 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 International Education Committee minutes from October 8, 2015. (p. 5)**
 - **Receipt of the Interdisciplinary Studies Committee minutes from October 29, 2015 (p. 6)**
 - **Receipt of the Assessment Committee minutes from November 11, 2015 (p. 7-8).**
 - **Receipt of the Library Committee minutes from November 18, 2015 (p. 9).**
- VIII. Old Business:**
 - **16-3 Change to Faculty Handbook-Assessment Committee Membership Tenure (p. 10-11)**
- IX. New Business:**
 - **16-4 Office Door Proposal (p. 12)**
- X. Information Items: None**
- XI. Discussion Items:**
- XII. Announcements**
- XIII. Adjournment**

**Washburn University
Meeting of the Faculty Senate
November 16, 2015
3:00 PM – Kansas Room, Memorial Union**

PRESENT: Ball, Farwell, Francis, Jackson, Kwak, Leung, McHenry, Memmer, Modellmog, Palbicke, Pembroke, Porta, Routsong, Russell, Sadikot, Schnoebelen, Smith, Steinroetter, Stevens, Stevenson, Wohl, Worsely, Zwikstra

ABSENT: Alexander (Rebecca), Alexander (Ryan), Childers, Garritano, Mansfield, Mapp, Mastrosimone, Mechtly, Petersen, Sanchez, Scofield, Sourgens, Stacey, Treinen, Tutwiler, and Weiner

GUESTS: Craig Barnes and Blake Porter

- XIV. President Ball called the meeting to order at 3:03 pm.**
- XV. The minutes of the Faculty Senate meeting of October 19, 2015 were approved.**
- XVI. President's Opening Remarks:**
- **Thanks to our guests for bring here: Craig Barnes from Shawnee County Health and Blake Porter, Washburn Student Government Association (WSGA) President.**
 - **Thanks to those who came to one of the Dean Forster talks about active shooter situations on campus.**
- XVII. Report from the Faculty Representative to the Board of Regents:**
- **Health care plan changes—there was not much of a change to the base plan though copays have changed; the buy-up plan costs increased fairly significantly.**
 - **Local preference for contracts was discussed and reaffirmed once again.**
- XVIII. VPAA Update—Dr. Randy Pembroke:**
- **Dean Forster meetings: we need to create and discuss specific plans, especially regarding how we secure rooms. Do we want to have Forster instruct us more on this issue of preparedness (and then, given that, do we feel like we have an obligation to pass along information to our students?)?**
 - **Conceal and carry conversation: At Washburn Tech, a couple of issues came up regard control of the weapon during class and in the event required uniforms not allowing students to conceal weapons (since it might conflict with the law). Another issue that came up was establishing when a gun a weapon (if the gun isn't operational, does it still have to be concealed/should it be included under the law?).**
 - **Student honor code dinner coming up tonight: do we need an honor code? What might it include?**
 - **What are we doing for adjunct faculty to make sure they're represented and supported? On Wednesday night we'll be having a focus group with some nominated individuals to address these issues.**
- XIX. Faculty Senate Committee Reports: NONE**

- XX. University Committee Reports:**
- The General Education Committee minutes from October 20, 2015 were received.
 - The Library Committee minutes from October 21, 2015 were received.
 - The Assessment Committee minutes from October 15, 2015 were received.
 - The Honors Advisory Board minutes from September 2, 2015 were received.
- XXI. Old Business: None**
- XXII. New Business: None**
- XXIII. Information Items: None**
- XXIV. Discussion Items:**
- A proposal for a smoking ban on campus passed last spring by WSGA (presented by Blake Porter, president WSGA). Russell wondered if this would apply to campus visitors (including parents). Porter noted that enforcement isn't the purview of WSGA, but some campuses have used a Good Samaritan policy for not doing it, or providing tickets to violators. Some campuses have also worked on phasing out smoking over time. Ball asked if this year's WSGA had talked about specific ways to honor this; Porter responded that it needs to be a broader university policy. Modellmog wondered if this ban might hurt recruitment; Porter countered by noting that Pittsburg State has turned this into a recruitment tool. Craig Barnes also noted that seven public institutions in Kansas have banned it. Steinroetter wondered if this would apply to e-cigarettes; Porter said yes though the current language would have to be changed to reflect that. Francis wondered about the impact on neighborhoods around Washburn; Porter noted that he hadn't considered this issue. Russell wanted to know where Porter would go from here; Porter wants Faculty Senate to move on it in some way. Porter noted that some schools, to help with this would also give out nicotine gum, and Barnes also said there were County services available to help with tobacco cessation, as well. Pembroke clarified that something like this should eventually get to the Board for approval and policy clarification. Steinroetter felt uncomfortable making a policy decision of any kind without finding out how faculty felt about it. Ball noted that a survey was sent out last year and while she didn't have specific figures from it, the majority of faculty who reported back indicated they wanted a smoke-free campus. Wohl worried about enforcement and the right of a person to sit in her or his private vehicle and do what s/he wants. Jackson said among law school faculty, having clearly marked and delineated areas away from public areas is the preference. Francis said the law faculty also said that keeping our campus neighbors happy is key since parking issues already annoy them.
 - Faculty office door policy in Morgan Hall (Ball). Ball spoke to Rick Anderson since this is under his purview. Ball said he indicated they don't want stuff taped to doors but we don't want to make a policy. Ball asked if we should push for a policy about what we can do with our doors or something else? Porta wondered if we could ask the person who wants the doors to be free of things to come before Senate and justify it. Ball thinks that since we're advisory to the administration, the request wouldn't work. Zwikstra asked for clarification of the policy. Steinroetter noted that it is being enforced; people will pull items posted on doors and push them underneath or present them forcefully to faculty.

Wohl seconded bringing the person who was policing the hallways to come before the Senate to indicate the logic. Ball will seek a clarification of the policy.

XXV. Announcements: NONE

XXVI. President Ball adjourned the meeting at 3:54pm.

International Education /International WTE Committee

October 8, 2015, 4-5 pm, International House

Present: Liviu Florea, Lara Rivera, Brian Ogawa, Zach Frank, Kelly Watt, Miguel Gonzalez – Abellas, Sangyoub Park, Seid Adem, Nancy Tate, and Baili Zhang.

Zhang shared the highlights of international education: record number of international students (307 students from 39 countries), record number of study abroad participants (203, 122 of them WTE), and record enrollment in intensive English courses (1,002 hours with 119 students).

Minutes of September 3 meeting were approved.

Committee reviewed and recommended funding for the following individuals:

Perret - Paraguay

Sharafy – India

C. Martin – the Hague

A. Collins – Armenia

(McConnell- Farmer’s request was deferred to later discussion since the intended travel falls in the next budget year.)

Committee discussed funding guidelines and policy. No action was taken.

Respectfully submitted,

Baili Zhang

Interdisciplinary Studies Committee Meeting

October 29, 2015 3:00 PM

Baker Room (BTAC)

Meeting Minutes

In Attendance: Dalton Hane, Diane McMillen*, Rebecca Meador, Rodrigo Mercader*, Tom Schmeideler, Gwen Wilson, Kelly Erby**

*Electronically

** Guest

Dr. Tate opened the meeting and asked for introductions.

There were 4 proposals submitted by Sharon Sullivan through the Women's and Gender Studies program: WG 199, WG 390, WG 395 and WG 399.

The committee entertained a motion and second, and after discussion approved proposals WG 199, WG 395 and WG 399. Most of the discussion centered around WG 390. It was decided to ask for additional information regarding this course, specifically a request was made to have a syllabus submitted for review.

Note: the request for a syllabus was made via e-mail to Sharon Sullivan, who provided that information. The committee reviewed the syllabus, requested additional information and that was provided. All approved the course WG 390 with the new information and modifications.

Dr. Tate adjourned the meeting.

MINUTES

ASSESSMENT COMMITTEE

Thursday, November 12, 2015

Lincoln Room – 2:30 p.m.

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

STUDENT LIFE ASSESSMENT

Guest Jean Sanchez attended the meeting to present a proposed draft of the Assessment Plan document for co-curricular programs. Jean handed out a document showing the resources she used for research (AALHE/Association for the Assessment of Learning in Higher Education web site, CCC&TI/Caldwell Community College & Technical Institute, CHEA/Council for Higher Education Accreditation, and *Assessment Practice in Student Affairs: An Applications Manual*/Schuh & Upcraft, 2000), and an explanation of what type of outcomes should apply with the code designations for the outcome types (SLO=Student Learning Outcome, SSO=Support Service Outcome, and AO=Administrative Outcome).

After review of the document, Vickie asked for feedback from the committee by Friday, November 20 emailed to assessment@washburn.edu. After that time, any approved suggestions for modification would be made and a new draft sent to Denise Ottinger by November 23 for review and feedback by the directors in the Student Life areas.

ASSESSMENT EXTRAVAGANZA UPDATE AND FOLLOW UP MEETINGS

The Assessment Extravaganza is scheduled for **Thursday, February 4 from 2:30 p.m. to 4:30 p.m. in the Ruth Garvey Fink Hall in the Bradbury Thompson Center**. The event is on the CTEL website and Eventbrite will be used for registration.

Nine posters will be presented: Overview/Timeline USLO Assessment, Course Embedded Assessment Process, Course Embedded Assessment Results, ETS Proficiency Profile Results, Critical Thinking VALUE Rubric Assessment Results, Torrance Creative Thinking Results, MSL Global Ethics Diversity Results, Pilot Process/Critical Thinking, Written Communication, Oral Communication, and Overview of Critical Thinking.

Handout packets will be prepared consisting of a copy of each poster with supporting documentation on the backside of the poster followed by discussion questions.

Follow up meetings will be coordinated with the academic units to allow the opportunity to review the discussion questions and USLO test results.

GROUP ASSIGNMENTS FOR 2015-16 ASSESSMENT REPORT REVIEW

Committee members will be paired together and assigned reports to review following the June 30 deadline. The committee will meet on Saturday, August 27 to discuss the process and status of the Annual Assessment Report review and completion of the evaluation rubric. More details will be provided in Spring 2016.

OTHER

Karen Kapusta-Pofahl has met with both the Women's and Gender Studies and Study Abroad programs and has made progress towards developing Assessment Plans.

Nancy Tate and Vickie Kelly met with the Faculty Affairs Committee to propose restructuring the membership of the Assessment Committee from elected faculty to appointed faculty who have a more vested interest in assessment and would therefore be more active on the committee. The Faculty Affairs Committee denied the request. A new proposal is being submitted stating that elected faculty would serve a three-year term (change from current two-year term) and the terms would be staggered so that no more than one-third of the faculty membership would be eligible to rotate off the committee each year. In addition, a term limit will be recommended with the opportunity for a constituent group to waive the term limit, along with a stipulation that the VPAA reserves the right to ask for a replacement member if someone is not living up to the obligations of committee membership.

The meeting adjourned.

NEXT MEETING: Thursday, February 11, 2016 @ 2:30P – Lincoln Room

Library Committee Minutes

November 18th, 2015

Room 105

4:00 p.m.

The Library Committee convened in Mabee Library at 4:00 p.m. The following members were present: Dr. Bearman, Sean Bird, Dr. Brown, Keith Farwell, Dr. Hull, Dr. Ladstaetter, Dr. Messay, Dr. Myers, Dr. Schmalzried, and Dr. Thomas. Dr. Chamberlain, Dr. Dirks, Dr. Herbig, Dr. Schmiedeler, Dr. Watt, Penny Weiner, and Dr. Wilkinson sent word they would be unable to attend.

Dr. Bearman reiterated that the materials budget for 2015-16 has been allocated and that budget cuts and vendor price increases will require library representatives to turn in their FY16 materials request into their library liaison no later than January 15, 2016. If you haven't heard from your library liaison about your FY16 budget allocation, please contact Sean Bird (x1550) ASAP.

Open Access conversation was discussed in great detail.

Five ranges of shelving have been removed from 3rd floor to make more room for the Tutor/Writing Center. The third floor will be closed off after Finals and the carpet will be replaced. If you need materials that are located on the third floor, the main desk will retrieve it for you.

Janet Homan, LAIII, will be retiring in January 2016, Teresa Nitcher will take on her responsibilities. With the increasing Athletic Advising load, Kaydee Emperley, will vacate her current position as Coordinator of Tutor/Writing Center and return to CSS. Two new job ads are currently open, Coordinator of Tutor/Writing Center and a Grant Facilitator/Coordinator of Friends Group.

Kate Dineen an International renowned Artist has drafted sketches for the Cal Melick and Glenda Taylor Memorial. More information will follow.

Dr. Bearman asked for the committees support when the final draft is submitted to the Faculty Handbook Committee and Faculty Affairs regarding tenure for academic librarians.

Meeting Adjourned at 4:48 p.m.

Respectfully submitted

Ginger D. Webber

Administrative Specialist

Annual Report can be found at: www.washburn.edu/mabee/about_us/AnnualReport2014.pdf

FACULTY AGENDA ITEM NO 16-3

Date: 10 November 2015

Submitted by: Dr. Nancy Tate, AVPAA, ext. 2546

SUBJECT: *Change Faculty Handbook - Modification of Assessment Committee Membership Tenure*

Rationale: *To guarantee long-term assessment expertise on the Assessment Committee and to allow Washburn University to invest in development activities for current and future committee members, the VPAA is recommending changing the committee membership terms from 2 years to 3 years. This proposed change will provide the ability to maintain consistent membership of dedicated faculty members to move the University forward in dealing with the increasingly important program and general education assessment issues facing all postsecondary institutions. Committee composition would not change significantly; although it would be reduced to one Library/Student Success representative and expanded to include Washburn Tech and the School of Law as well as the assessment coordinator. Membership would continue to reflect the current representation of the academic units.*

Description:

Current Faculty Handbook Wording (Section One, VII.D.1.)

Members include one faculty member each from the Schools of Business and Nursing, two faculty members from the School of Applied Studies, one faculty member from each of the five divisions of the College of Arts and Sciences, one library faculty member, the Assistant Dean of Student Success and Retention, one Student Affairs staff member, and the president of the Washburn Student Association, or designee, as voting members and the Vice President for Academic Affairs, and the Executive Director of Planning, or their designees, as non-voting ex-officio members.

Faculty members (including the library faculty member) are elected by their academic units for staggered two-year terms. The Academic Advising and Student Affairs staff members are chosen by the VPAA in consultation with the Assistant Dean of Student Success and Retention and the Chief Student Affairs Officer.

The chair shall be elected from the elected faculty members of the committee by the voting members of the committee. A secretary shall be elected. Minutes shall be kept of all meetings and submitted to the secretary of the Faculty Senate for circulation to the Faculty Senate and through the Faculty Senate circulation list.

Proposed Wording:

Members include one faculty member each from the Schools of Business, ~~and~~ Nursing, ~~and~~ **Law**, two faculty members from the School of Applied Studies, one faculty member from each of the five divisions of the College of Arts and Sciences, **one representative from Washburn Institute of Technology**, ~~one library faculty member~~, the ~~Assistant Associate~~ Dean of

University Libraries and Student Success **or designee**, one Student Affairs **Life** staff member, and the president of the Washburn Student **Government** Association or designee, as voting members and **the faculty assessment coordinator**, the Vice President for Academic Affairs, **the Director of the Center for Teaching Excellence and Learning**, and the ~~Executive~~ Director of ~~Planning~~ **Strategic Analysis and Reporting** or their designees, as non-voting ex-officio members.

Faculty members (~~including the library faculty member~~) are elected by their academic units for staggered ~~two~~ **three-year terms with a limit of two consecutive terms (six years)**. ~~The Academic Advising and Student Affairs staff members are chosen by the VPAA in consultation with the Assistant Dean of Student Success and Retention and the Chief Student Affairs Officer.~~ **This term limit can be waived by majority vote of the constituent unit. The Student Success and Student Life staff members are appointed by the VPAA in consultation with the Dean of University Libraries and the Vice President for Student Life respectively. Because this committee is critical to the continued accreditation of the University, strong commitment by committee members is required. Should a member fail to uphold the required responsibilities to the committee, the Vice President for Academic Affairs may request a new member be elected by the constituency.**

~~The chair shall be elected from the elected faculty members of the committee by the voting members of the committee.~~ **The committee will be chaired by the faculty assessment coordinator.** Minutes shall be kept of all meetings and submitted to the secretary of the Faculty Senate for circulation to the Faculty Senate and through the Faculty Senate circulation list.

Financial Implications: *None*

Proposed Effective Date: *Fall 2016*

Request for Action: *Approval by FAC/FS/ Gen Fac/BOR*

Approved by: *AAC on date*

FAC on date 11/17/2015

Faculty Senate on date

Attachments Yes No

FACULTY AGENDA ITEM NO 16-4

Date: November 23, 2015

Submitted by: Jennifer Ball, President, Faculty Senate, x1840

SUBJECT: Faculty Door Policy

Description: Faculty members with offices in Morgan Hall have been told they may not post anything on their office doors. The General Faculty requests clarification on the policy and supports a policy that allows faculty members to post signs, images, etc., on their doors.

Rationale: Some faculty members to whom this (apparently unofficial) policy applies have objected to it. It is unclear who has made this decision or why, and the General Faculty would ask the Administration to make clear what the policy is, as well as the reason for it. The reasoning would be helpful in possibly finding an alternate solution to whatever problem the posting on office doors is thought to cause.

Further, the General Faculty expresses support for a policy that allows faculty members to post signs, images, etc., on their office doors. Not only does it allow faculty members the freedom to express themselves and individualize their spaces, but it also lends a college "feel" to the hallways of our buildings, as opposed to their having a sterile aesthetic.

Recent academic literature points to the importance of employees' control over their workspaces. A few such studies are listed here.

S.Y. Lee, J.L. Brand, "Effects of control over office workspace on perceptions of the work environment and work outcomes," *Journal of Environmental Psychology* 25 (2005), 323-333.

Jon L. Pierce, Michael P. O'Driscoll & Anne-Marie Coghlan, "Work environment structure and psychological ownership: The mediating effects of control," *The Journal of Social Psychology* 144:5 (2004), 507-534.

Meredith M. Wells, "Office clutter or meaningful personal displays: The role of office personalization in employee and organizational well-being," *Journal of Environmental Psychology* 20 (2000), 239-255.

Financial Implications: None.

Proposed Effective Date: NA

Request for Action: Approval by Faculty Senate/General Faculty

Approved by: *Faculty Senate on date*

Attachments Yes No