

**Washburn University  
Meeting of the Faculty Senate  
February 20, 2017  
3:00 PM – Kansas Room, Memorial Union**

- I. Call to Order**
- II. Approval of the Faculty Senate meeting minutes of December 5, 2016 (pp. 2-4)**
- III. President’s Opening Remarks**
- IV. Report from the Faculty Representative to the Board of Regents**
- V. VPAA Update—Dr. JuliAnn Mazachek**
- VI. Faculty Senate Committee Reports:**
  - **Approval of the Academic Affairs Committee meeting minutes of September 12, 2016 (p. 5-6)**
- VII. University Committee Reports:**
  - **Receipt of the Graduate Council meeting minutes from October 24, 2016 (pp. 7-8)**
  - **Receipt of the Graduate Council meeting minutes from November 28, 2016 (pp. 9)**
- VIII. Old Business: NONE**
- IX. New Business: NONE**
- X. Information Items:**
  - **17-02 Update of Credit for Prior Learning (CPL) Policies (pp. 10-14)**
- XI. Discussion Items: NONE**
- XII. Announcements**
- XIII. Adjournment**

Washburn University  
Meeting of the Faculty Senate  
December 5, 2016  
3:00 PM – Kansas Room, Memorial Union

**PRESENT:**

Ball, Barker, Erby, Garritano, Kwak, Mansfield, Mazachek, Moddelmog, Prasch, Sadikot, Schmidt, Schnobelen, Scofield, Siemens, Stacey, Steinroetter, Treinen, Tutwiler, Wasserstein, Wohl, Zwikstra

**ABSENT:**

Alexander, Farwell, Francis, Kapusta-Pofahl, Mastrosimone, Matthews, Memmer, Ockree, Petersen, Smith, Sourgens, Stevens, Weiner, Worsely

**GUESTS:**

Grospitch, Liedtke

- I. President Schmidt called the meeting to order at 3:03pm.
- II. The minutes of the Faculty Senate Meeting of November 7, 2016 were approved.
- III. President's Opening Remarks:
  - Thanks to Erby for her efforts leading to Washburn receiving a Victims of Crime Act Grant to fund a Victim's Advocate position.
  - A standing Handbook revision committee is still in the works. Schmidt indicated he is hoping a version of the proposal will come back to the Senate by early next semester (Mazachek confirmed it will come to the full FS for first and second reading).
  - A question about Faculty-Student intimate relationships has come up, and it has been discovered that we don't have a policy. Mazachek noted that there is an administrative body that is looking at this since Washburn University, as a whole has no policy. Barker noted that it's not just a Faculty issue, but that faculty should have a say in the creation of it. Mazachek noted that she's in favor of this, as well, but that the process is just beginning. She acknowledged that faculty, staff, and administration should all be involved in this process. Mazachek will assemble an ad hoc committee with representatives from all three groups. She asked if anyone wants to work on this committee, to please let Schmidt know and he will pass on names.
  - Schmidt presented a brief update on an Enrollment Advisory committee. He noted that we're waiting on an official action item from Liedtke.
  - Schmidt noted that Fried is putting together a committee regarding allfacultystaff e-mail. Senators that are interested in serving on this committee should let him know.
  - Schmidt acknowledged the recent faculty letter of support in *The Washburn Review*. He asked that if anyone would like to make this sentiment into an agenda item to please let him know. Erby also noted that Wasserstein was also heavily involved in this process.
- IV. Report from the Faculty Representative to the Board of Regents:
  - Schmidt attended November 10<sup>th</sup> meeting. Key agenda items included:
    - The art gallery and first phase of the recital hall are underway.
    - The FLSA plans were also discussed.

- The faculty salary bump passed.
- The Leadership Institute presented about their successes.
- Dye presented information about her sabbatical.

**V. VPAA Update—Dr. JuliAnn Mazachek:**

- Mazachek applauded Erby specifically and all faculty in general with regard to work the *Review* letter of support to our students.
- Salaries: We did approve the salary campaign for faculty and staff; staff raises will be seen in January while faculty raises will begin in February.
- FLSA: Mazachek indicated that administration did have to make some changes to the policy manuals and were ready to implement on December 1<sup>st</sup> though a judge stayed the changes temporarily.
- On the VOCA grant—thank you for the team that helped with this.
- Commencement ceremony: we have heard from some folks on how to shorten the duration of the ceremony. Mazachek indicated that we’re anticipating a streamlined ceremony this December. The Deans agreed that they didn’t need to individually recognize each group of students and that broad introductions will be used instead so that a continuous line of students will be walking through, the goal being to shorten the time to an hour. Mazachek indicated that they would be interested in feedback afterwards.
- Summer registration. Mazachek noted that the registration dates haven’t changed yet though thanked academic unites for putting together summer schedules earlier than usual. She noted that our goal is that next year, registration for summer will happen at the same time as spring. Modellmog wondered if reduced tuition costs for general education courses would be happening again; Mazachek said that no—that was just a temporary program. Mazachek will work on relating the lack of a summer discount to faculty and students in the near future.

**VI. Faculty Senate Committee Reports:**

- The Faculty Affairs Committee minutes from September 26, 2016 were approved.
- The Faculty Affairs Committee minutes from October 12, 2016 were approved.

**VII. University Committee Reports:**

- The International Education Committee minutes from October 13, 2016 were received.
- The General Education Committee minutes of April 6, 2016 were received.
- The General Education Committee minutes of October 25, 2016 were received.
- The Assessment Committee minutes of November 10, 2016 were received.
- The University Library Committee minutes of November 16, 2016 were received.

**VIII. Old Business:**

- 17-01 Reassigned Time for Secretary of the Faculty Senate (presented by Wohl). Barker noted that our FS secretary provides minutes in a timely manner and it’s essentially a thankless job; he proposed that it be passed. Mazachek asked for clarification about the approval process; Schmidt clarified that this will have to go through General Faculty and Presidential approval. Sadikot wondered how it would logistically work; Wohl and Ball noted that it would depend on the individual and the needs as determined by the individual’s Chair or Dean. The motion passed unanimously.

**IX. New Business: NONE**

**X. Information Items: NONE**

**XI. Discussion Items: NONE**

**XII. Announcements: NOTE**

**XIII. President Schmidt adjourned the meeting at 3:37pm.**

## **Academic Affairs Committee Minutes**

**Monday, September 12, 2016**

**3:00 – 4:00 pm**

**Thomas Room**

Present: Annie Collins, Keith Farwell, Sungkyu Kwak, Bobbe Mansfield, JuliAnn Mazachek (ex officio), Sean Stacey, Vanessa Steinroetter, Melanie Worsley

Guests present: Nancy Tate, April Dohrman

Chair Kwak called the meeting to order and asked everyone present to introduce themselves. Chair Kwak then moved to the order of the business meeting.

1. Approval of Minutes from April 25, 2016 meeting  
The minutes were sent to the committee prior to the meeting for review. The minutes were approved and will be forwarded to Faculty Senate.
2. Discussion Items:
  - a. Prior Learning (AP, IB, and CLEP credits)

Chair Kwak indicated Faculty Senate President Shaun Schmidt asked the members of the Academic Affairs committee to review the matter of Prior Learning credits, along with the recent KBOR and Legislative actions to see if Faculty should have input on whether Washburn University goes along with the proposals and Senate Bill. April Dohrman was asked to provide information as to the Prior Learning actions taken by KBOR and the Legislature through a Senate Bill. April indicated KBOR is trying to align all public institutions with prior learning credits (AP, IB and CLEP—all credit by exam programs).

April indicated KBOR asked all public institutions to provide their scores. If there is a conflict or disagreement as to what the score should be for a particular course, then a system-wide process has been developed where a majority of the institutions would have to agree with the new score. (i.e. Washburn wants a score of 5 and all other institutions want a score of 3. The system-wide review would take place and a majority would either agree the score should be moved for all institutions to a 5 or remain at a 3).

KBOR is taking this action to allow courses to transfer between institutions. This action isn't different than the transfer work being completed by another

KBOR/institutional working committee. It should be noted that this change is not an opt in or out possibility. In that we are a public institution, we must go along with the actions stated through KBOR and the Senate Bill.

April indicated there is one change in the CLEP Senate Bill that may cause Washburn University an issue. The bill indicates if the CLEP credit is within the major, then the CLEP credit should count within the major. Our current policy states permission from the chair must be obtained prior to the course/credit being counted.

Changes, should there be any, will be brought forth to the Academic Affairs committee through agenda items. The agenda item will be submitted to Faculty Senate as an Information Item.

b. University master syllabus

Nancy Tate provided the history of the master syllabus and concluded that some sections of the master syllabus are important due to the HLC accreditation through federal government requirements as well as campus resources. Nancy stated this is a contract between the instructor and the student but also with the University. She indicated this is provided to all faculty in August through the official campus e-mail, but is also provided through D2L.

Chair Kwak indicated Senate President Schmidt had a concern with the length of the syllabus and wished to have the members of this committee discuss if the amount of information is important to have. He also relayed President Schmidt's claim that a syllabus is a contract between the instructor and the students.

After discussion by the members, it was felt that, since this was issued, and available through electronic means (link and through D2L), the master syllabus is adequate and workable for faculty. All members felt this issue should not have further discussion.

Meeting was adjourned at 3:35 p.m.

## Graduate Council Minutes

October 24, 2016

12:00 – 1:00 p.m.

Lincoln Room/Union

**Members Present:** Michael Rettig (ED), Pat Dahl (CJ), Bassima Schbley (SW), Vickie Kelly (AH), Jim Schnoebelen (C/L), Bobbe Mansfield (SON), Shirley Dinkel (SON), Bob Boncella (SOBu), Kandy Ockree (SOBu), Michael McGuire (PY), Bruce Mactavish (MLS), Kayla Waters (HS), Sandy Tutwiler (Fac. Sen.), JuliAnn Mazachek (ex-officio)

**Guest:** Angela Duncan (SOS)

1. Meeting was called to order at 12:00pm.
2. Motions to approve/second meeting minutes from September 26, 2016, were made; minutes approved.
3. Programs did not have any current concerns or questions regarding the new admissions process. Angela Duncan, Student One Stop, provided a paper application for use only with non-degree seeking applicants when the online application is unavailable. Use of the paper application should be infrequent. Angela also reminded Council members that non-degree seeking applicants do not qualify for financial aid and must also pay the \$40 application fee, whether they apply online or use the paper application.
4. Pat Dahl and Michael McGuire will provide a draft proposal at the November meeting.
5. Juli Mazachek confirmed that the advertising budget for FY 2017 is the same as it was for FY 2016; no new funds were added for advertising. Juli will clarify whether the \$25,000 from the Academic Outreach office last fiscal year was a one-time contribution or ongoing advertising support. Juli also confirmed that promotional materials, particularly those with minimal text space such as the MAcc pens, may highlight the program name. Though the brand book is still being finalized, it is available for programs to consult on logo usage guidelines. The Council discussed potentially creating a campus advisory committee of students, faculty, and staff to provide input to the marketing committee.
6. Council members began a discussion on the future role of the Council, which will be continued at the November meeting. Topics to address include a 10-year vision of graduate programs at Washburn, the relationship between graduate programs and continuing education, and confirmation that the support Tim Peterson provided has been assigned new owners. Council members also agreed to expand communication with academic deans by including them on meeting emails and granting them access to a newly created Graduate Council shared folder on the S:drive.
7. Vickie Kelly provided a brief overview of the handouts she created on common graduate program outcomes. She also clarified that HLC does specifically address graduate program assessment and, if the Council chooses to proceed, there are common areas among Washburn graduate programs that could be assessed. Further discussion will take place at the November meeting.

8. Due to time constraints, discussion of tuition for online graduate courses was postponed to a later date.

9. Meeting was adjourned at 1:10pm.

NOTE: During the meeting, the question was raised on whether the graduate incomplete policy needed to have Faculty Senate approval. Investigation following the meeting determined that the policy was in the 2016-2017 Graduate Catalog Addenda and no further action is needed.



## Graduate Council Minutes

November 28, 2016

12:00 – 1:00 p.m.

Lincoln Room/Union

**Members Present:** Michael Rettig (ED), Pat Dahl (CJ), Dan Petersen (SW), Vickie Kelly (AH), Jim Schnoebelen (C/L), Bobbe Mansfield (SON), Bob Boncella (SOBu), Bruce Mactavish (MLS), Kayla Waters (HS), JuliAnn Mazachek (ex-officio)

1. Meeting was called to order at 12:05pm.
2. Motions to approve/second meeting minutes from October 24, 2016, were made; minutes approved.
3. Direction of Graduate Programs

Dr. Mazachek discussed with the committee members their insights and opinions of the Graduate Council. Many in attendance indicated the Council was the collective group of faculty focused on specific needs for graduate programs. Other discussions included:

- a. The council expanded due to the development of several additional graduate programs. It is felt the council needs to have an identity and then be formally recognized. The council members felt their input should be recognized for any decisions affecting graduate programs.
- b. The purpose of the council is to oversee new academic curricula while maintaining existing programs. Members asked for guidance on what is acceptable for the council to discuss/consider and what should be discussion and decision points for the deans.
- c. Each unit should maintain responsibility of their graduate programs.
- d. It appears the next administrative discussion needs to involve recognition of faculty workload.
- e. The development of a users group to share expertise and collaborate on ideas would be beneficial.

After good discussion, Dr. Mazachek indicated she would be responsible for:

- \_Drafting handbook language that will offer guidance for decision scope and responsibility (Bob will do the preamble)
- \_Discussing the pathway for marketing

Council members were invited to forward other thoughts or discussion points to Dr. Mazachek.

4. Meeting was adjourned at 12:55pm.

## FACULTY AGENDA ITEM 17-02

### INFORMATION Item

Date: September 12, 2016

Submitted by: *Dr. Nance Tate*

**SUBJECT:** *UPDATE WASHBURN UNIVERSITY'S CREDIT FOR PRIOR LEARNING (CPL) POLICIES TO ALIGN WITH CURRENT KANSAS BOARD OF REGENTS (KBOR) CPL POLICIES AND THE RECENTLY PASSED SENATE BILL NO. 388 REGARDING CLEP CREDIT.*

Rationale: KBOR is aligning CPL policies in Kansas to Higher Learning Commission standards, with the rationale that they need to be consistent across the system. This proposal seeks to ensure that Washburn's CPL policies align with KBOR and provide standard methods for earning credits for prior learning and a structure for awarding those credits. In addition, with the passing of Senate Bill No. 388, our current policies need to be updated to align with the Bill.

Aligning Washburn's CPL policies, particularly CLEP standards, with those of the KBOR institutions makes the University more appealing to high achieving Direct-from-High School matriculates (See supporting documentation)

Description: Revise language in the University Catalog as indicated:

#### Proposed New Catalog Language

##### Credit by Examination

##### **Current Catalog Language**

Credit by Examination (title)

##### **Proposed Catalog Language**

Credit for Prior Learning (title)

##### **Current Catalog Language**

Recognizing that many individuals gain knowledge through self-study which may be equivalent to that attained through the completion of formal college courses, Washburn University has adopted a comprehensive program whereby college credit may be granted through means other than enrollment in and the successful completion of prescribed college courses. The University may grant credit through national/international examinations and university departmental examinations

##### **Proposed Catalog Language**

Recognizing that individuals gain knowledge outside a traditional postsecondary environment, Washburn University maintains a comprehensive Credit for Prior Learning (CPL) program. CPL may take the form of

postsecondary credit or advanced standing toward further education. Postsecondary level credit is the optimal outcome. The University may grant credit through national/international examinations, university department examinations, and/or prior military training. To gain additional information regarding CPL, students should contact the Center for Prior Learning and Testing in Mabee Library.

#### **Current Catalog Language**

The national/international examinations are the College Entrance Examination Board (CEEB), Advanced Placement Examinations, the International Baccalaureate (IB) Diploma Program, DSST examinations (formerly DANTE testing), and the College Level Examination Program (CLEP). The University Departmental Examinations are administered on campus by individual academic departments.

#### **Proposed Catalog Language**

Delete language as information is listed below.

#### **Current Catalog Language**

Test scores must be submitted directly from national testing companies in order to be considered for credit.

#### **Proposed Catalog Language**

Delete current language, as it is addressed within the specific exam sections.

#### DSST Testing

#### **Current Catalog Language**

After an initial DSST examination is attempted, students must wait 90 days before retesting.

#### **Proposed Catalog Language**

If a DSST examination is attempted and not passed, a student must wait 90 days before retesting.

#### **Current Catalog Language**

No language exists discussing how DSST credit will be awarded.

#### **Proposed Catalog Language**

Credit for DSST examinations are awarded as pass/fail. For DSST credit awarded for a course requiring a C or better, the academic department will accept the "pass" as satisfying a major requirement or they may decide to convert the score into a letter grade. This credit is considered transfer credit and may be treated as a prerequisite for subsequent courses. There is no record made on the academic transcript for those students who are not awarded credit. Each school or department within the university has different curriculum requirements and may use the scores in different ways.

#### **Current Catalog Language**

In order for DSST exam credit earned at another institution to be considered, transcripts must be submitted. Depending on the institution in which the credit was awarded, students may need to submit an official DSST transcript.

#### **Proposed Catalog Language**

In order for Washburn University to accept as transfer credit DSST exam credit awarded at another postsecondary institution, official university transcripts must be submitted to Washburn. Depending on the institution awarding the credit, students may need to submit an official DSST transcript to Washburn University.

**Current Catalog Language**

Here's to Your Health (exam title)

Substance Abuse (exam title)

**Proposed Catalog Language**

Delete both exam titles and score information as the department no longer approves for them to be awarded as credit.

College Level Examination Program (CLEP)

**Current Catalog Language**

Students are only eligible to complete CLEP examinations before they have attempted or completed any college course in that discipline from a regionally accredited postsecondary institution.

**Proposed Catalog Language**

Students cannot earn CLEP credit for a course previously attempted or completed at Washburn University or a regionally accredited postsecondary institution.

**Current Catalog Language**

CLEP examinations may be attempted only once for credit at Washburn University.

**Proposed Catalog Language**

If a CLEP examination is attempted and not passed, a student must wait 90 days before retesting.

**Current Catalog Language**

Either credit or a letter grade of "A", "B", or "C" will be assigned based upon the departmental CLEP evaluation. For courses evaluated as a letter grade, students who would prefer to receive credit only must obtain departmental approval. If a letter grade is awarded, it will become part of the Washburn University GPA.

**Proposed Catalog Language**

Credit for CLEP examinations are awarded as pass/fail. For CLEP credit awarded for a course requiring a C or better, the academic department will either accept the "pass" as satisfying a major requirement or they may decide to convert the score into a letter grade.

**Current Catalog Language**

CLEP exam credit listed on transcripts from other universities is not automatically awarded credit. Scores must be officially sent to Washburn University.

**Proposed Catalog Language:**

In order for Washburn University to accept as transfer credit CLEP exam credit awarded at another postsecondary institution, official university transcripts must be submitted to Washburn. Depending on

the institution awarding the credit, students may need to submit an official CLEP transcript to Washburn University.

**Current Catalog Language**

CLEP credits may not be used in your major or correlate area unless approved by the chairperson of your major department.

**Proposed Catalog Language**

Delete current language.

[Senate Bill No. 388 states the following: “credit hours awarded for exams in the subject of the student’s major course of study shall apply towards the student’s degree program major course of study, and all other credit hours shall apply towards general degree requirements;”]

**Current Catalog Language**

No language exists explaining how students can schedule a CLEP exam.

**Proposed Catalog Language**

To schedule a CLEP Examination at Washburn University, contact the Center for Prior Learning and Testing in Mabee Library.

University Departmental Exams

**Current Catalog Language**

The student must finalize this process by taking the credit by exam registration form to the Business Office where he or she pays the fee for challenging a course by examination. The fee for each credit hour is one-third of the current resident under-graduate per-credit-hour tuition rounded to the nearest dollar.

**Proposed Catalog Language**

The student must finalize this process by taking the credit by exam registration form to the Center for Prior Learning and Testing where he or she pays the standard testing fee for the exam.

[KBOR CPL policy is: Fees should be based on the assessment service performed and not determined by the number of credits awarded. Tuition cannot be assessed for CPL.]

**Current Catalog Language**

The student takes his/her copy which has been marked “paid” to the department at the scheduled time of the examination.

**Proposed Catalog Language**

The student then returns to the Center for Prior Learning and Testing to complete their examination at the scheduled time.

**Current Catalog Language**

No language exists to explain how CPL from another institution is evaluated.

**Proposed Catalog Language**

**TRANSFERRING CPL FROM ANOTHER INSTITUTION**

Credit for Prior Learning awarded by all accredited institutions of higher education is evaluated in the same manner as regularly graded coursework from these institutions. The credit awarded is adjusted to the CPL policies of Washburn University. Every attempt is made to ensure that credit for prior learning applies to both a student's degree program and university requirements for graduation.

**Current Catalog Language**

No language exists addressing CPL limits.

**Proposed Catalog Language**

**CPL LIMITS**

There is no overall cap on Credit for Prior Learning that can be earned at Washburn University, however students must meet all requirements for graduation which include: 45 hours of upper division credit; 60 hours from a 4-year school; the last 30/45 OR at least 90 of the total overall hours required to complete the degree must be earned from Washburn; minimum of 84 hours presented at graduation must be on a graded basis. These policies may add some limits to CPL.

Financial Implications: *Revenue obtained from departmental exams would be reduced; however, additional revenue from administration of prior learning assessment tools would increase.*

Proposed Effective Date: *Immediately*

Request for Action: *Approval by AAC/.FAC/FS/ Gen Fac, etc*

Approved by:

*AAC on date*

*September 12, 2016*

*FAC on date*

*Faculty Senate on date*

Attachments Yes X  No