

**Washburn University
Meeting of the Faculty Senate
September 18, 2017
3:00 PM – Kansas Room, Memorial Union**

- I. **Call to Order**
- II. **Approval of minutes of the Faculty Senate Meeting of August 28, 2017 (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: NONE**
- VII. **University Committee Reports:**
 - **Receipt of the Graduate Council minutes from April 24, 2017 (p. 5-6).**
 - **Receipt of the Faculty Handbook Committee minutes from August 9, 2017 (p. 7-8)**
 - **Receipt of the Faculty Handbook Committee minutes from August 31, 2017 (p. 9-10)**
- VIII. **Old Business:**
 - **18-1 Resolution for Welcoming Environment (p. 11)**
- IX. **New Business: NONE**
- X. **Information Items: NONE**
- XI. **Discussion Items: NONE**
- XII. **Announcements: NONE**
- XIII. **Adjournment**

**Washburn University
Meeting of the Faculty Senate
August 28, 2017
3:00 PM – Kansas Room, Memorial Union**

PRESENT:

Barker, Black, Cook, Erby, Fredrickson, Garritano, Grant (Emily), Grant (Erin), Hockett, Jackson, Jolicoeur, Krug, Kwak, Mansfield, Mark, Moddelmog, Ockreee, Petersen, Prasch, Schmidt, Schnoebelen, Scofield, Sheldon, Sourgens, Stacey, Steffen, Todwong, Wasserstein, Watson, Watt, Wohl, and Worsley

ABSENT:

Hickman

- I. President Schmidt called the meeting to order at 3:02pm.
- II. The minutes of the Faculty Senate Meeting of May 1, 2017 were approved.
- III. President's Opening Remarks:
 - Schmidt read the University's Vision and Mission Statements. He also shared our core values. He encouraged all to read/reference the WU By Laws, the Faculty Handbook, WU Policy and Regulation Manual, Washburn Catalog, and the Student Handbook as these govern what we do and also will be amended by what we do.
 - Schmidt asked Senators to introduce themselves and state one of their expectations of a Senator (to help FAC come up with a formal list that will be created and distributed to new Senators in the future).
 - Schmidt reported on the activities (past and future) of various committees:
 - The Faculty Handbook committee has been meeting (more on this in a moment)
 - The AAC will contact Eric Gropitch regarding working on the Student code of conduct.
 - The FAC will draft a resolution to potentially remove the Financial Aid Committee.
 - The Executive Committee will meet to discuss the utility of some University committees and will report back.
 - Schmidt asked the Senators to consider how we may define what it means to be a full-time faculty member. He notes that this question needs to be answered to determine how to talk about recent benefit changes and how they impact part-time faculty. Schmidt noted that ideas on how to best address this issue should be sent to him.
- IV. Report from the Faculty Representative to the Board of Regents:
 - Worsley reported on the July 27th meeting. Among other issues, the Board voted to approve the new Foundation president and a pay increase for FY 18 (more details to come on distribution of this raise). They also discussed STEM education and veteran initiatives on campus. Worsley also note that the agendas and minutes for meetings are available on the Board of Regent's website.
- V. VPAA Update—Dr. JuliAnn Mazachek:
 - Dr. Mazachek thanked Senators for agreeing to serve on this important committee, as their voices are important to the policy-making process.

- Mazachek reported on the University Strategic Plan (Vision 2022). She noted that we have made significant progress on this, but are looking to refresh the plan. She indicated that there were no details on this process as of yet, but said we will start having conversations about this in approximately September. She did indicate that the result would likely be more of a framework rather than a laundry list of ideas (so as to help individual units decide what their specific goals will be and how they might fit within this framework). Ideally, the plan will be presented to the Board in February.
- Mazachek said that there would be many action items coming from the Faculty Handbook committee this year as we prepare for the Higher Learning Commission (HLC) visit in 2019. Specifically, she said that we are looking to streamline our By Laws and separate some issues found in the BY Laws to the Handbook.
- Mazachek reminded everyone that we continue to work on a relationship policy. It will run through Executive Committee and Dr. Farley and should be presented at the next meeting. She also noted that it is not specific for faculty; rather, it's for all relationships across campus.
- Mazachek briefly discussed the upcoming HLC visit. She said this would be a hefty year for preparation for the visit. She indicated that the first draft of the report has been prepared. She further noted that when the report is almost finalized (hopefully by November), it would be made public so that faculty and staff may provide feedback. The final significant push will be during summer 2018 in advance of a mock visit in early fall 2018.
- Mazachek provided a report regarding the Academic Performance Solutions program. She noted that this is moving toward a December 2017 launch with the Chairs and Deans.
- Mazachek said that the university website overhaul in progress will go live next summer. She indicated that every page on the current site would be evaluated to determine if it must be kept and revised or cut. She said that the new website will be presented to the Senate before it goes live.
- Mazachek took a moment to acknowledge that the Washburn community continues to mourn the loss of former faculty member Dr. Sheldon Cohen and his wife (Virginia) who passed away over the summer. She also expressed the hope that Ann Marie Snook returns to good health very soon after her recent illness and indicated that Brad Merryman has contact information for anyone wishing to send Dr. Snook correspondence.

VI. Faculty Senate Committee Reports: NONE

VII. University Committee Reports:

- The Sabbatical Committee minutes of November 29, 2016 were received.
- The Handbook Committee minutes of April 5, 2017 were received.
- The Graduate Council minutes of March 27, 2017 were received.

VIII. Old Business: NONE

IX. New Business:

- 18-1 Resolution for Welcoming Environment (first reading) was presented by Schmidt: Prasch presented some wording issues. Wasserstein encouraged us to clarify the ambiguity of the statement (as it may be read to support both those protesting White Supremacy as well as those advocating White Supremacy). Watt agreed wondering what group might be censured according to the current wording. Petersen wondered about the

legal aspects of the statement. Prasch said deleting the specific reference to the University of Virginia might help this and make it more relevant in the future. Watt thought we should leave out the phrase “free of censure.” Jackson tried to alleviate some confusion by noting, “speech designed to incite violence” is different than “hate speech.” Wasserstein said the second sentence needs to be restructured; Prasch offered a suggestion to clarify that was accepted. Mazachek wondered if this was inclusive of student free expression and wondered if we should include something to speak to this more directly. Erby said that this was geared more toward the faculty. Prasch thought this connection to students was implied in the phrase “university haven.” Barker said it was also included in the community statement. The Action Item was closed on first reading.

X. Information Items:

- The “Pathway to Washburn Board of Regents” Chart was explained by Schmidt. Barker noted that he was disappointed that the General Faculty meetings are always on Thursday (since he is not able to attend) and wondered if this could be an issue for others. He suggested that such meetings could be held on Mondays and Wednesdays to mirror when other shared governance meetings are held.
- Schmidt stated that Senate committees need to meet to officially elect Chairs as those currently those listed on the website are nominated. Committees were told to please report the names of elected Chairs back to Schmidt.

XI. Discussion Items: NONE

XII. Announcements:

- Tom Prasch had two announcements on behalf of the History Department:
 - Please consider attending the Historical Film Night showing of I Am Not Your Negro on August 29, 2017 at 7:00pm.
 - Please consider attending the Book release party for author Ben Goossen (sponsored by Phi Alpha Theta) on August 30, 2017 at 7:00pm.
- Schnoebelen reminded Senators to always make sure to sign in when they attend Senate meetings.

XIII. President Schmidt adjourned the meeting at 4:37pm.

Graduate Council Minutes

April 24, 2017

12:00 – 1:00 p.m.

Lincoln Room/Union

Members Present: Michael Rettig (ED), Vickie Kelly (AH), Mary Pilgram (C/L), Bob Boncella (SOBu), Bobbe Mansfield (SON), Bassima Schbley (SW), Pat Dahl (CJ), Dave Provorse (PY), Kelley Weber (Mabee), JuliAnn Mazachek (ex-officio), Mike Russell (Guest)

1. Meeting was called to order at 12:05pm.
2. Motions to approve/second meeting minutes from March 27, 2017, were made; minutes approved.
3. Student Credit Hour: The addition of a definition of a student credit hour to the Faculty Handbook was approved by Faculty Senate and since the Graduate Council had not reviewed it, Dr. Mazachek provided a handout of the proposal for the Council's information. The Council reviewed it without raising any concerns.
4. WTE Funds for Graduate Students: The council members have asked about having funding available for graduate students for final project presentations however currently, graduate students are only eligible for poster funding through WTE.

At this meeting, Mike Russell offered information regarding graduate student participation in the current academic year (1%) and committed to allow \$10,000 of the Scholarly and Creative budget to be used by graduate students for FY 18. Council members expressed great appreciation for this commitment, as it will help with recruitment since many programs do not have scholarships available. Pat Dahl and Dave Provorse, with assistance from Mike Russell, will draft the selection criteria and application. School of Nursing will approach Baili Zhang regarding the possible use of International Education WTE funds being used by graduate students.
5. Graduate Level Common Outcome and Assessment: Ethics: Vickie Kelly indicated she will work on the proposal for graduate-level common outcome assessment over the summer and provide a draft at the September meeting.
6. Enrollment Capacity for Online 8-week Courses: There is not a University policy for enrollment capacity for online 8-week courses. Council members advised that writing-intensive courses should be capped at 20 to maintain quality.
7. Admission Requirement Exceptions/Waivers: A question regarding admission exceptions and waivers was asked. Through discussion it was learned some programs, such as Social Work, use language that allows for flexibility in exceptions to admission requirements. Interested programs can use this language from Social Work to model their own language. It was decided that all exceptions to admission requirements spelled out in the programs admission guidelines should be clearly documented.

8. New Program Questions: Policies on Probationary Admission, Walking in Commencement, Continuous Enrollment Grading: General and thoughtful discussion occurred with the council members regarding process questions. After this discussion, all agreed to use the terminology of “conditional” rather than “probationary” for students not fully admitted. It was also determined that program policies clearly posted on the webpage, or graduate documentation should be listed but may not necessarily need to be within the Graduate Catalog.

9. Meeting was adjourned at 1:05pm.

Faculty Handbook Committee Minutes

Martin Board room/BTC

August 9, 2017

Alan Bearman, Marc Fried, Cynthia Holthaus, Juli Mazachek, Pat Munzer, Shaun Schmidt, David Sollars, Laura Stephenson, Nancy Tate,

1. Review of Minutes from July 26, 2017

The minutes were sent to the committee for review. The minutes were approved and will be forwarded to Faculty Senate.

2. Update on the Definitions of Faculty

Teresa was asked to provide the committee with information regarding the number of hours adjuncts can teach before becoming benefits eligible. Dr. Mazachek will update the definition for adjunct faculty once the federal information is provided.

This committee will also address the School of Law faculty definitions once their representative is available to participate again.

3. New Agenda item: Faculty Credentials

The proposed agenda item was discussed. HLC has indicated if required academic credentials are not held by the person proposed to be an adjunct then the person must have tested field experience. The field credentials must be approved with a date of when the information was reviewed and that we are comfortable with the field experience as credentials. HLC has also indicated the person who will be an adjunct must have teaching experience within the discipline of hire and not be allowed to utilize teaching within another discipline. There must be a minimum for tested field experience of no less than a minimum of 3 years of experience.

After thoughtful discussion, proposed modifications were as follows:

Faculty must possess an academic degree relevant to the discipline/field they are teaching and must be at least one level of education above the level of education they teach, except in programs for terminal degrees or when equivalent experience is established. Additional qualifications may be required and will be determined as appropriate by academic discipline or unit. In terminal degree programs, faculty members possess the same level of degree. If a faculty member holds a master's degree or higher in a related discipline or subfield other than that in which he or she is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.

A review of the Faculty Handbook to determine appropriate placement of the specific language regarding faculty qualifications will be completed and reported at the next meeting.

A motion was made to approve the agenda item with the additional work mentioned. This motion was seconded and approved. Once this is complete, and sent to the committee via the

minutes, if there are no suggested changes this agenda item will be moved to the Faculty Affairs committee.

4. New Agenda item: Employment Outside of the University

An overview of this agenda item was given. After discussion, it was decided to review the WUPRPM as well as the Faculty Handbook to determine if there is a conflict in language.

There should be a reference of employment outside of the university in both documents, however the Faculty Handbook should have specific criteria for faculty who wish to teach outside of Washburn University.

We do wish to encourage faculty members to continue consulting in order to enhance professional development. There is a current approval process in place for this request.

Good discussion occurred about the agenda item, and after that discussion the proposed new wording follows:

Full-time faculty members may engage in a reasonable amount of consulting assignments outside the University as long as these do not interfere with the effective discharge of the University's duties. Before accepting a position or performing any ~~consulting service~~ **employment or paid services** outside the University ~~which has the potential to conflict with expected work hours or to use significant university resources~~, a faculty member must notify his/her department chairperson and/or the Dean of the appropriate school or college of the nature of the assignment and an estimate of the amount of time to be spent in the outside activity. The member must receive approval in writing from the Dean of the ~~school or college~~ **Academic Unit** and the Vice President for Academic Affairs before such work can be conducted. **Short-term requests for which a small honorarium is received do not constitute outside employment**

An additional paragraph will need to be added to include language and reference to WUPRPM, with specific language regarding teaching at another institution.

Discussion of this agenda item will continue at the next meeting.

Next committee meeting is August 31, 2017, 12:00 – 1:00 p.m.

Faculty Handbook Committee agenda

Martin Board room/BTC

August 31, 2017

Sean Bird, Paul Byrne, Jane Carpenter, Cheryl Childers, Zach Frank, JuliAnn Mazachek, Monica Scheibmeir, David Sollars, Laura Stephenson, Nancy Tate, Kelly Watt

1. Review of Minutes from August 9, 2017—
The minutes were sent to the committee for review. The minutes were approved and will be forwarded to Faculty Senate.
2. Definitions of Faculty --- Adjunct, Visiting Faculty
Good conversation occurred regarding the proposed language for the Visiting Faculty, and Adjunct Faculty.

The visiting faculty language was approved as written and will be forwarded for action as appropriate.

During the discussion about adjunct faculty definition language, it was indicated a desire to follow federal guidelines. Significant discussion regarding the following verbiage occurred, *“adjunct faculty members can teach no more than 8 **student** credit hours per semester (in adherence with federal guidelines for equating adjunct teaching to hours per week) thereby not exceeding more than 24 credit hours during any rolling 12 month period.”* This language indicates Units must track and calculate how many student credit hours adjuncts are teaching, to ensure an adjunct is not teaching more than 24 credit hours during any rolling 12 month period. This specifically impacts adjuncts teaching in the summer.

Good questions were raised along with unique situations that need more exploration before finalizing the language. More work on this agenda item will be accomplished for the committee’s next meeting.

An additional suggestion was to create a webpage for department chairs and deans that addresses “Key matters regarding adjunct faculty.” Nancy indicated she would be able to do this.

3. Employment Outside of the University
The additions outlined in the agenda item from last meeting were discussed. After thoughtful discussion, the additional changes were proposed.

Employment Outside the University ~~(including teaching and consulting)~~

Full-time faculty members may engage in a reasonable amount of **compensated work consulting assignments** outside the University as long as ~~those do the work~~ does not interfere with the effective discharge of the **faculty member’s** University’s duties. Before accepting a position or performing any ~~consulting service~~ **compensated work employment or paid services** outside the

University which has the potential to conflict with expected work hours, use significant university resources, or creates a conflict of interest, a faculty member must notify his/her department chairperson and/or the Dean of the appropriate school or college of the nature of the assignment and an estimate of the amount of time to be spent in the outside activity. The member must receive approval in writing from the Dean of the school or college **Major Academic Unit** and the Vice President for Academic Affairs before such work can be conducted. **Short-term engagements for which a small honorarium amount of compensation is received do not constitute ~~outside-employment~~ compensated work. All compensated work must be reported on the faculty member's conflict of interest form.**

As relates to teaching, in accordance with the WUPRPM Section 5.5.2, full-time faculty members are prohibited from serving in a teaching capacity, with or without compensation, on a full-time or part-time basis with another higher education institution without the advance approval of the Major Academic Unit Dean and the Vice President for Academic Affairs.

The following items were not discussed and will be moved to the September 6, 2017 committee meeting.

General discussion on approval processes for Faculty Handbook items

Agenda items regarding membership changes for committees:

- a. Academic Calendar Committee
- b. Commencement Committee

Next committee meeting is September 6, 2017, 12:00 – 1:00 p.m.

FACULTY AGENDA ITEM 18-1

Date: *August 28, 2017*

Submitted by: *Executive Committee of the Faculty Senate*

SUBJECT: *RESOLUTION IN SUPPORT OF A WELCOMING ENVIRONMENT AT WASHBURN UNIVERSTIY*

The Faculty Senate under its Constitution is tasked with speaking on behalf of faculty to the University community and providing a forum for the expression of faculty opinion. Embedded in the shared governance of the University is the protection of academic freedom without the fear of censure or reprisal. From this embraced concept of academic freedom arises the challenge to create an environment that protects free speech rights not only for faculty but for our WU community and the community at large. It is our belief that a university should be a haven for free speech and the exchange of diverse ideas without the threat of violence. We stand with the administrative leadership of the university in reminding us all of the importance of respect and dignity. Let us all strive to remember and preserve the values under which we thrive as a learning community.

Financial Implications: *None*

Proposed Effective Date: *Upon passage by the Faculty Senate.*

Request for Action: *Approval by FS*

Approved by:

Faculty Senate on date

Attachments Yes No