

Faculty Handbook Committee Minutes  
Martin Board Room  
November 8, 2017

Paul Byrne, Jane Carpenter, Cheryl Childers, Zach Frank, Marc Fried, Cynthia Holthaus, Pat Munzer, Shaun Schmidt, Laura Stephenson, Nancy Tate, Kelly Watt

1. Online Education Policy

Information was provided to the committee regarding this policy, and membership of two committees.

Dean Stephenson indicated when the deans reviewed this it was asked that “concurrently” be placed in #4 within the Online/Hybrid Course Offerings section. After discussion, the word “normally” would be used in this statement. This statement will be as follows:

*“4. EXISTING face to face courses which are converted to the online/hybrid format must normally be approved by the Online Course Quality Committee prior to being taught in the proposed semester.” Any exceptions must be approved by the Dean and VPAA.*

Discussions occurred regarding the following:

1. Concern was expressed about units that have processes for course review already in place. It was determined a report should be given to the Online Course Quality Committee by the Unit.
2. If units do not have a current review process for online education then online courses must be reviewed by the committee. It was determined in this discussion an overall review cycle should be created.
3. Is the Online Course Quality Committee reviewing the instructor or the quality of the course/content. This review is to ensure quality of the education provided. The purpose is to have training in the creation of courses and to not have a faculty member simply create and provide poor quality education through online methods.
4. The ultimate goal is for each unit to have a review process and the Online course Quality Committee would receive reports from the units on the quality of the courses.

After discussion regarding the proposed committees, it was decided Dr. Mazachek and Dr. Tate will review the proposed policy and revise the document based upon today’s input.

2. Relationship Policy:

Marc Fried provided information about the policy statement and why it is separate from the procedures. The Washburn University Board of Regents should review the policy and consider approval of that, and the procedures with more details will be placed within the regulations/procedures of the WUPRPM.

There will be a process where input and feedback will be gathered. Dr. Mazachek indicated through the input process, it needs to be clear this is not a faculty senate process. She further indicated she hoped to have this in front of the Regents in the February 2018 board meeting.

3. Advisory committees

Dr. Mazachek indicated she has been having conversations about how we document advisory committees and how it is possible to allow them to remain as advisory. The current practice is to document them in the faculty handbook and constitution, which sends a different message about the purpose of these committees. Dr. Mazachek indicated Faculty Senate should not have authority over these committees, and we should review the process of where these types of committees should be documented.

Dr. Schmidt indicated a change to the constitution should be made which will then pull advisory committees out of handbook.

Meeting was adjourned at 1:00 p.m.

**Next committee meeting is November 29, 2017, 12:00 – 1:00 p.m.**