

Washburn University  
Meeting of the Faculty Senate  
February 10, 2025 at 3pm  
Meeting in Forum Room Hosted by FS Executive Committee

- I. Call to Order
- II. Approve minutes-
  - January 27, 2025 with Faculty Handbook Handout (pages 2-6)
- III. President's Opening Remarks
- IV. WUBOR/KBOR Update- Tonya Ricklefs
  - KBOR
  - WUBOR
- V. VPAA Update - Dr. John Fritch
- VI. Consent Agenda –
  - Faculty Senate Committee Reports-
    - Graduate Council Minutes (11-4-2024) (pg 7-8)
  - University Committee Reports-
- VII. Old Business
- VIII. New Business-
- IX. Information Items-
  - Presentation by Chief Enos
- X. Discussion Items-
- XI. Announcements
  - Reception after February 24, 2025 Faculty Senate Meeting at Ross House. Question and Answer time – Index card and in-person questions.
- XII. Adjournment

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January 27, 2025 at 3pm  
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**Present:** Dahl, Davies, DeSota, Dickinson, Francis, Fritch, Hansen, Hartman, Heusi, Holt, Hu, Kay, Kendall-Morwick, Lambing, Lolley, Maxwell, McHenry, Miller, Mosier, Perret, Ricklefs, Schmidt, Scofield, Sellak, Smith, Sneed, Steffen, Stevens, Toerber-Clark, Wagner, Williams

**Absent:** Cook, Schnoebelen

**Guests:** Broxterman, Grospitch, Hutchinson, Lanning, O'Neill, Worsley, Wood

- I. Call to Order at 3:02 pm
- II. Approve minutes-
  - December 2, 2024 (pages 2-6) Moved to approve by Kay and seconded by Lolley. Motion passes unanimously.
  -
- III. President's Opening Remarks
  - Today we will be talking about updates to Faculty Handbook. I want everyone to hear me say thank you to Melanie for all the hard work she has done about tracking through all the changes, documenting them and reporting back to us. These items went through the (*governance*) process and then got stalled, didn't complete, or something happened that didn't get them into Faculty Handbook. So, we are discussing them today to be as transparent as possible. Any questions now? (*none*)
  - Just discovered that we need to announce that Feb 24<sup>th</sup> there will be a reception at the President's home after Faculty Senate. There will be a time for Questions & Answers about different topics. On February 10<sup>th</sup>, there will be a chance to write out questions on notecards. You can still ask on 24<sup>th</sup>, but this will give us a chance to gather questions in advance and I (*Ricklefs*) can ask if people don't feel comfortable asking them. Reception is immediately following FS meeting on the 24<sup>th</sup>.
- IV. WUBOR/KBOR Update- Tonya Ricklefs
  - KBOR – None really.
  - WUBOR – Will be giving remarks during the February Meeting (2 pm) to discuss what happened over the past semester (Since December's meeting agenda was SO full). Please let me know if you think there are things that you think are important to report to WUBOR.
- V. VPAA Update - Dr. John Fritch
  - Welcome to Spring semester. It will get here sometime... We did have a tragedy over break. Professor Dave Provorse and his wife (*Marcia*) were killed. January 30<sup>th</sup> Memorial at 6pm in Washburn A & B. It helps to reach out, since the hurt for that department will go on for a long time.

- Jane Carpenter is retiring as Dean of School of Nursing this summer. Already had a conversation with SON. I would like to have an interim Dean and then have a full search. Think SON will likely support that. Will appoint by end of school year hopefully. Then will have time to really think about the full search process.
- Faculty Handbook work. First item is the suggested amendment for non-tenured faculty, Academic Program Review, and changes which need to be put into place (*The changes have already been made, but the Handbook needs to reflect them.*)
- Deans said if we could get the schedule out earlier then it would leave more time for advising. Should come out February 17<sup>th</sup>.
- KBOR and Legislature are not really positive about funding this coming year. We are not fully dependent on funding, but that could affect us a little bit. Dean Smathers is hearing there will be flat funding for Tech Schools. This means if student numbers go up, the funding per student actually goes down. Trying to have “free 15”, but there will be no funding to support that so schools would have to fund (for CEP classes). Not many students are excluded from CEP (only a few thousand of the total who are eligible), so that may not be a priority at the moment.
- Perhaps some students are not interested in showing up to class due to immigration status. What are we doing about this? President’s Executive Council is looking at what is happening. Dickinson – Do we have mechanisms in place to support students in crisis. Fritch – What do you mean? Dickenson – If a supporting family member is deported, what can we do to help students? Keeping in mind they may not have access to checking accounts, an expedited approach would be best. Fritch – This is what we are working on as part of the Executive Council. Ricklefs – What are we doing to help marginalized populations who work here as Faculty (or perhaps others) based on Federal changes? What is Washburn able to do for them? Recognize that there might not be an answer now. Fritch – My personal commitment is to do all we can. We don’t always experience the world in the same way. I’m a big white dude and therefore I don’t have to worry about some things. But that’s not true for everyone. We need to be aware of that, even little things. How can we make the world better for our faculty and staff. Ricklefs - People in general are concerned about changes with race, gender, sexual orientation (*in terms of changing governmental regulations*). Think hearing something along the lines of “you’re still welcome here” could be really helpful.

VI. Consent Agenda –

- Faculty Senate Committee Reports-
- University Committee Reports- Moved to accept by Miller, second Stevens. Motion passes unanimously
  - Assessment Committee Meeting Minutes 10-23-2024 (pgs 7-8)

VII. Old Business

- 23-2 Faculty Handbook Changes (Worsley/Wagner) (pgs 9-10)

- Discovered during reviews that this item was approved by Faculty Affairs Committee, but did not make it back to Faculty Senate. Came through when Faculty Senate Constitution was being revised. This moved from a stand-alone committee into Faculty Senate. This is just a technical move to make Faculty Handbook match what the Faculty Senate Constitution says. Schmidt – Move to approve, Steffens seconds. Lambing - This does not need to go on to General Faculty, correct. Ricklefs - No, it doesn't. Motion passes unanimously. Schmidt clarifies that we have in the minutes this does NOT need to go forward to General Faculty.

#### VIII. New Business-

#### IX. Information Items-

- Presentation on updates to Faculty Handbook (Worsley/Broxterman)
  - Provost's office recently went through Faculty Handbook to make sure that all changes that should have been made were made (Fall 2018 – Spring 2024) so that we caught any changes that may have happened before COVID, now that we are past it. Ensured all items went through process and were fully documented. (LOTS of people worked on this, including Holly Broxterman)
  - Handout has where the change was approved, at what level, where it went in faculty governance, made sure it was updated, and noted that. Every time we made a change, we made sure to mark that in the handbook, then highlighted sections so we know which sections were changed. After all of this, we asked the Faculty Handbook committee to look over it and make sure it was accurate. (Collective knowledge may help with this.) Faculty Handbook members were given this in December and we met and voted on this in January.
  - During this, realized the changes we just voted on had not completed the process. Faculty Senate Executive committee agreed that we should have this conversation at Faculty Senate to be as transparent as possible.
  - Broxterman - Now in different format, so this is now in CourseLeaf which allows us to update formats and have a PDF so it is searchable. Behind the scenes work keeps it in an updated format with page numbers.
  - Scofield – Are there things in process for Faculty Handbook or is this a pause? Worsley – There is a hope to get the fall items updated and Graduate Council updated and then the PDF will be published online. Fritch – Also working on non-tenure amendment and Academic Program review, and then Senior Lecturers. Worsley -Really good question. My goal was to get a stable document while the committee keeps working. Schmidt – Will current changes happening now go through CourseLeaf? Will they be uploaded on SharePoint so everyone can see. Broxterman – No, but we are working on getting it into CourseLeaf, so they can

easily be changed (including added pictures if that helps) so people can see them there.

- Ricklefs – The ability to search document is wonderful. I'm grateful beyond words!! Broxterman – CourseLeaf is very helpful with this, CourseLeaf wants us to talk about this with other clients because of the way we are using it. Worsley – This will help us have one clear document. Holly and Beth Matthews were very helpful in this process!

X. Discussion Items-

- Ricklefs -If you are interested in serving in officer positions, please come see us. We want to be clear and transparent, so people can put forth their names. We are happy to visit with you about the jobs.

XI. Announcements

- Chartwells Newsletter (pg 11-14 of Agenda)
- Teaching Slam on Wednesday – Joey has fliers!

XII. Adjournment at 3:40 pm

## Faculty Handbook: Fall 2024 Review

FH Mtg	Voted on Items	FS Process	Current Status
9/13/2019	<b>SOBU Governance Update</b> Governance Structure of the School of Business was updated to reflect current governance structure. Approved by the School of Business April 2019.	—	pp.72-73 Section History, p.73
9/13/2019	<b>Student Conduct Code</b> Deleted Student Conduct Code policy language and added an embedded link to the most current version of the Student Conduct Code available online.	—	p. 62 Section History, p.65
11/12/2019	<b>Success Week Policy</b> Clarification of success week policy to make it consistent with practice.	FS Vote 11/4/2019	p. 60 Section History, p.61
12/11/2019	<b>Course Modalities</b> Policy defining the different course modalities (online, face-to-face, etc.).	Sent to FS (pandemic)	—
12/11/2019	<b>Link to Faculty Senate Constitution</b> Text of the Faculty Senate Constitution was deleted except for Section 1.A. and replaced with an embedded link to the most current version of the Faculty Senate Constitution.	FS Vote 2/17/2020	p. 6 Section History, p.15
2/2/2023	<b>Emeritus</b> Emeritus Status section modified by adding language regarding highest academic or administration rank and removing exception sentence.	FS Vote 2/20/2023	p. 38 Section History, p. 40
2/2/2023	<b>Faculty Recruitment</b> Section condensed and revised to reflect practices across the different units.	FS Vote 5/1/2023	pp.16-17 Section History, p.17
2/2/2023	<b>Student Office Hours</b> Office hours now student office hours and language regarding posting hours added.	FS Vote 5/1/2023	p. 59 Section History, p.61
4/10/2023	<b>Graduate Council &amp; Other Faculty Senate Committees</b> Delete graduate council and other FS committees described in FS Constitution.	FAC Vote 2/13/2023	Did not make it to FS
5/3/2023	<b>Title and Structure Changes</b> References of Provost & Vice President for Academic Affairs, Provost & VPAA, VPAA, and Vice President for Academic Affairs changed to Provost & Vice President of Academic Affairs	—	Throughout All History Sections
5/3/2023	<b>School of Law Governance</b> Updates to committees, make language consistent, and standardize format.	—	p. 69 Section History, p. 73
4/25/2024	<b>School of Nursing P&amp;T Standards</b> Updates to promotion and tenure standards.	—	pp. 25-29 Section History, p.40

# **Graduate Council Minutes**

## **Monday, November 4, 2024**

### **Via Zoom**

**Attendees:** Melanie Worsley (ex-officio), Leah Brown, (ex-officio), Jim Schnoebelen, Danny Funk, Zenova Williams, Tracy Davies, Becky Dodge, Sarah Holt, Dave Provorse, Michele Reisinger, Barbara Scofield, Pat Dahl, Jenny Lamb, Stacy Conner

**Not present:** Tracy Routsong, Michael Rettig, Emily Grant

**Notes taken by:** Beth Mathews

- I. Call to Order - The meeting was called to order by Barbara Scofield at 12:03pm.
- II. Approval of Minutes
  - a. The Chair calls for approval of the minutes from the meeting held on October 7, 2024. There being no discussion a vote was taken. Acceptance of minutes was approved.
- III. Old Business - none
- IV. Discussion
  - a. Returning Student Fast App – Leah Brown
    - i. It has been posted to the website
    - ii. There are no automatic approvals and applications will still be routed to approvers
    - iii. Clarified that Fast Track is primarily used for undergraduates as most graduate programs have requirements to be admitted to their programs
  - b. Declaring students and assigning advisors – Leah Brown
    - i. Slate can declare and assign advisors
    - ii. If any program wants to take advantage of this capability, reach out to Leah Brown
  - c. Spring recruitment – Leah Brown
    - i. Slate offers virtual recruitment events
    - ii. Leah Brown explained the process
    - iii. A spring recruitment event is being planned for February or March 2025
    - iv. Questions
      1. Will program directors know ahead of time if anyone has signed up to attend? Yes, sign-ups are done through Slate, or the event can also be a “pop in.”

2. Is there an ability for applicants to register outside of Slate. No, they cannot but applicants do not have to have a Slate account to sign up.
3. Fall graduate fair comments
  - a. The fall graduate fair did not have a good turnout and those who did talk to graduate programs were still undergraduate students
  - b. Concerns about location and format changes
4. Lengthy discussion and suggestions for improving graduate fair/recruitment initiatives and marketing
- d. Graduate Program Support – Melanie Worsley
  - i. Melanie shared there were six responses to her request at the last meeting. The deadline to respond was October 31 so she will review in detail and identify main points
- V. Announcements – Next meeting will be held on Monday, December 2, 2024, at 12:00pm via Zoom.
- VI. Adjournment – there being no further business to discuss, Tracy Davies moved to adjourn the meeting which was seconded by Danny Funk. Motion was approved and Barbara Scofield concluded the meeting at 12:39pm.