Washburn University
Meeting of the Faculty Senate
August 31st, 2026, at 3:00 pm
Meeting in Kansas Room Hosted by FS Executive Committee

I. Call to Order

II. Approve minutes –
- April 27, 2026 (p. 2)

III. President's Opening Remarks – Jim Schnoebelen

IV. VPAA Update – Dr. Zach Frank

V. WUBOR/KBOR Update – Jim Schnoebelen
- KBOR
- WUBOR

VI. Consent Agenda –
- Faculty Senate Committee Reports –
    - Faculty Affairs Committee Minutes (April 20, 2026) (p. 11)
- University Committee Reports –
    - Assessment Committee Minutes (February 18, 2026) (p. 13)

VII. Old Business –
- 27-1 Approval of Standing Rules for the Faculty Senate (p. 15)

VIII. New Business –

IX. Information Items –
- Faculty Handbook Updates (Melanie Worsley)
- AY 2027 Faculty Senate Committee Assignments (p. 18)
- Faculty Senate Agenda Item Template (p. 20)
- CAS Workflow Summary from AY 2026 (p. 21)
- 2026 – 2027 Committee Meeting Dates (p. 23)

X. Discussion Items –

XI. Announcements –

XII. Adjournment of Meeting (But then Senate committees will meet to elect chairs before they leave)

Washburn University
Meeting of the Faculty Senate
April 27th, 2026, at 3:00 pm
Meeting in Kansas Room Hosted by FS Executive Committee

Current AY 2026 Senators Present: Abebayo, Brooks, Buck, Burdiek, Camarda, Copeland, Dahl, Davies, Dickinson, Francis, Fritch, Gonzalez-Abellas, Graves, Harnowo, Hartman, Holt, Hu, Chris Jones, Tucker Jones, Lambing, Ostrom, Ricklefs, Schmidt, Schnoebelen, Smith, Williams
Current AY 2026 Senators Absent: Bender, Cook, Leisinger, McBeth, Mosier, Perret, Rivera, Wagner, White
Additional AY 2027 Senators Present: Brackey, Cassell, Gordon, Grant, Hurst, Lassman, Reisinger, Scott, Stewart
Additional AY 2027 Senators Absent: Frazier, Montgomery, McGuire
Guests: Erby, Holthaus, Lanning, Wade, Worsley, Bailes, Yaple (Filling in for Frazier)

I. Call to Order at 3:01 pm
II. Approve minutes of the April 13, 2026 meeting – Moved to approve by Ricklefs, seconded by Camarda.

- Motion passes unanimously.

III. President's Opening Remarks – Jim Schnoebelen

- Please remember to attend the Gen. Fac. Meeting on Wednesday, April 29th in the BTAC Convocation Hall.
- We received an extension for ADA compliance for online course sites for one year, though to my knowledge, we are still full-speed ahead on getting and staying compliant.
- This is a transition meeting. We will welcome our new senators. We would like more input as to the committee assignments for new senators, so when it is time to welcome new senators, we will ask for that.
- All of those things aside, thank you all for your service this year, and thank you to those of you who are new or returning for the work you'll put in next year. I have enjoyed my time as president this year and have learned a great deal in this role about how Washburn works and how Washburn functions in the broader context of Kansas universities. It's a privilege to represent all of you and thank you for trusting me not to make a hash of it.
    - Question by Lambing and Adebayo: What precisely will the ADA requirement apply to?
    - Answer by Fritch: In addition to our D2L course sites, it will apply to any public-facing website.

IV. VPAA Update – Dr. John Fritch

- We have had meetings about the Kansas legislature DEI budget proviso. It is in the hands of KBOR legal now. Will this impact WU? Yes, most likely it will. But how it will do so is up for interpretation. We are doing the best we can to carve out space for rigorous online and classroom instruction in the midst of this proviso.
- Apeiron was great, and Promotion and Tenure Day was another great day. Thanks for a wonderful semester!

V. WUBOR/KBOR Update – Jim Schnoebelen

- KBOR: There was one VERY brief meeting on the 15th that basically only consisted of KBOR school-specific items (new programs, program changes, etc.)—no new information regarding reduced-credit degrees, DEI, legislative information, etc.
- WUBOR: next WUBOR meeting is on May 7th.

VI. Consent Agenda – Moved to approve by Hartman, seconded by Schmidt.

- Faculty Senate Committee Reports –
    - Graduate Council Committee Minutes (April 6, 2026)
    - Faculty Affairs Committee Minutes (April 6, 2026)
        - There was a question here from Schnoebelen: What will the student impropriety process look like as a result of the issue that Wagner brought up to the Senate this spring?
        - Wade: Student Life will follow up on the student impropriety process.
    - Academic Affairs Committee Minutes (April 6, 2026)
- University Committee Reports –
    - Faculty Handbook Committee Minutes (March 12, 2026)
    - Faculty Handbook Committee Minutes (April 10, 2026)

    - Motion passes unanimously.

VII. Old Business –

- 26-34 Approval of Faculty Handbook Section 1.III.5 – Esteemed Lecturer
    - Clarification by Schnoebelen: Before we hear a motion to approve, I want to clarify a few things about 26-34. Recall that we previously approved the Handbook process for promotion to Senior Lecturer (FS Action Item 26-19). We weren't sure if we were going to get to the next level of promotion this year, or not, in the Handbook committee (what is now known as the esteemed lecturer position), but we were able to. Because of that, if we pass

26-34 today with minimal changes, we will have two action items on the Gen. Fac. agenda with a great deal of overlap. We can handle this in one of two ways: we can consider them separately, as it is currently set in the Gen. Fac. Agenda that went out last week. Or we could consider combining them in some way. My preference in order to preserve the chronology of the process and to avoid additional confusion, is to keep them separate.

◦ Comment by Schmidt: But maybe we should bundle all the changes as moving forward to Gen. Fac. as just 26-34 instead of 26-19 *and* 26-34, as the proposed new language for the handbook in 26-34 includes the proposed new language for the handbook of 26-19. So the question is whether we do this in two steps (26-19 and 26-34), or we do this in one step (just 26-34)?

◦ Response from Ricklefs: We will need to explain why the Gen. Fac. agenda changed if we adopt Schmidt's proposal.

◦ Williams: The issue that could come up is if there is a change proposed in Gen. Fac. to any of the proposed language, it may impact one but not be changed in the other. That makes me hesitant to advocate for the bundled option.

◦ Lambing: We need to make it very clear what is different about the bundled proposal versus the two-step proposal.

◦ O'Neill: People who are very concerned to make sure that 26-19 passes may wish to make sure that happens and not be so concerned about 26-34, which includes the Esteemed Lecturer language.

◦ Schmidt: Let's consider another option in Gen. Fac.: we table action on 26-19. The Gen. Fac. presumably then passes 26-34 and 26-19 dies because it was indefinitely tabled. In this scenario, both items (the whole policy as expressed in 26-34) would be passed.

◦ Fritch: Can we table something and then take action on it later?

◦ Schmidt: Yes, we can. That is permissible.

◦ From Holt: Aren't we supposed to be transparent as possible? This third option doesn't seem best because of this idea.

◦ **Schmidt made a motion: to take action on the meeting on Wednesday as already circulated: 26-19 and 26-34 will both go to Gen. Fac. So there will be no bundling and no change to what the Faculty Senate considers today. Senate will consider 26-34 today, as written in the agenda for the meeting today. (Senate has already approved 26-19.). Motion was seconded by Gonzalez-Abellas**

◦ Fritch: With the esteemed lecture position, we wanted to create a second level of promotion for lecturers. The request was to go 5 years for the first level of promotion and then to 10 years for the second level of promotion, but we settled on 8 for the first promotion and then 15 years for the second level. You will be notified by the Provost's office once you are eligible for the Senior Lecturer and Esteemed Lecture.
◦ Schnoebelen wanted to add that we shouldn't get wedded to the term 'Esteemed'. We can change this language later. And major academic units are able to get more specific later about what constitutes the kind of service that is required for promotion; what is proposed here is language that should work for the entire university.
◦ Question from Holt: How will this work for Lecturers who have already served for 15 years?
◦ Schnoebelen: It's noted in the language that those who have 15 years by September 1, 2026 will be eligible.
◦ Question from Lambing: In 26-34, we need the language of "normally a minimum of ½" versus "with at least 50%" to be consistent throughout (sections 3, 4, 5 versus 6-B).
◦ Schmidt's response: For promotion, at least 50% has to be in teaching over the eight years of teaching. This is different than the claim that ½ the responsibility is for teaching, as in the former, one may not always be teaching half the time, whereas in the latter, the expected responsibility will be that one is teaching half the time.
◦ Question from Lambing: There are still norms that are being reflected in the language chosen, so we need to be consistent.
◦ Answer from Schnoebelen: We used the language on purpose to allow for flexibility in units across campus while meeting the minimum standard required for the whole.
◦ Answer from Ricklefs: This is a chance to go back and discuss the importance of unit standards. Make sure that you go back to your units and encourage them to clearly define what we consider as promotable standards.
◦ **Motion to pass 26-34 as written in the agenda passes unanimously.**

VIII. New Business –

IX. Information Items –

- AI Initiatives Wrap Up (Melanie Worsley)
    ◦ The AI Working Group has done great work.

◦ Our charge was the following: to coordinate research and build capacity efforts to address generative AI issues affecting the learning environment.

◦ Campus Communication Plan

Provided updates and opportunities for input/feedback

- Deans Council
- Faculty Councils (CAS, SAS, SOBU, SON) + designated person from SOL and Tech
- Faculty Senate
- Information Technology Services (ITS)
- Legal
- President's Leadership Advisory Council (PLAC)
- President
- Provost
- Student Life
- Washburn Student Government Association (WSGA)

◦ Policy Examination

Developed AI SharePoint Site – Washburn Gen AI essentials

- Communicate that WU's current policies, rules, regulations, and procedures apply to use of AI
- Strongly encourage faculty to communicate class expectations regarding AI to students
- Provide guidelines as to what should never be entered into GenAI tools
- Link will be shared with faculty and staff via email. Also available through my.Washburn tile and University-wide resources syllabus addition.

◦ Creating Capacity

- Guest speaker Fall 2025 (400 attended events, 200+ students)
- CTEL workshops Fall 2025 and Spring 2026 (13+ AI workshops)
- Formed AI Capacity Building Workgroup
    - Alan Beam, Director Professional Development (WUTech)
    - Melanie Burdick, AI Workgroup Member
    - Kara Kendall-Morwick, Director of CTEL
    - Danny Wade, Associate Provost for Faculty Development and Student Issues
    - Melanie Worsley, Chair of AI Workgroup

- Developed framework for AI literacy
- AI inquiry and innovation grants

◦ Basic AI Literacy Bootcamp Pilot

- Kimberly Gerhardt-Whiddon, Project Coordinator (CTEL Instr. Tech Fellow)
- Designer Participants

Justin Moss (CAS)	Ana Beier (SON)
Maria Stover (CAS)	Chris Carey (SOL)
Jenny Lamb (SAS)	Jay Knight (SOL)
David Pricse (SOBU)	Laura Keighley (Tech)

◦ Research: AI Common Tools

- Formed AI Common Tools Workgroup
  - Shelby Grau, Assistant General Counsel
  - John Haverty, Chief Information Officer
  - Joseph Kendall-Morwick, AI Workgroup Member
  - Homer Manila, Director Information Security
  - David Rubenstein, AI Workgroup Member
  - Melanie Worsley, AI Workgroup Member
- Created list of questions that Washburn should consider when trying to determine whether to adopt common AI tool.

◦ Research: Governance Structures

- Examining how other universities are responding to AI from a governance perspective
- Still in early stages

◦ Next Steps

- Rollout Washburn Gen AI essentials SharePoint Site
- Basic AI Literacy Bootcamp (SU26)
- Develop support for AI Literacy – Fluency (SU 26)
- Continue to work on governance structures

◦ Comment from Schnoebelen: Thank you very much for tackling a bear of an issue!

◦ Joseph Kendall-Morwick also expresses his thanks.

◦ Question from Burdiek: Will the bootcamp be advertised in the same way as CTEL events?

    - Answer from Worsley: We already have chosen the faculty who will be part of the pilot, but look out for future boot camps in which enrollment will be open.
    - Question from Holthaus: Can you share a timeline for the rollout for the SharePoint site?
    - Answer from Worsley: We have more work to do here for the rollout, but we will keep you informed.
    - Comment from Fritch: We are going to focus on instructional purposes and research purposes, so we want to make that clear and that division clear too.

- At Large Election Results (Amanda Hartman)
    - Samantha Montgomery was elected to the Faculty Senate.
    - Michele Reisinger was elected to the Faculty Senate.

X. Special Order Items

- Schnoebelen thanked the outgoing Senators for all their hard work!
- Welcome Senators Cohort of 2026-2028:

    Brackey, Scott
    Burdiek, Jayme
    Cassell, Regina
    Dickinson, Amber
    Frazier, George
    Gordon, Conner
    Grant, Erin
    Hurst, Jennifer
    Lassman, Heather
    McGuire, Michael
    Montgomery, Samantha
    Reisinger, Michele
    Schmidt, Shaun
    Schnoebelen, Jim
    Scott, Coleman
    Smith, Ian
    Williams, Zenova

- Election of Faculty Senate Officers 2026-2027
    - President: Smith made a motion for Jim Schnoebelen to continue as President. Motion was seconded by Ricklefs. Nomination accepted. Motion passes.

- ◦ Vice President: Schnoebelen made a motion for Ricklefs to continue as Vice President. Motion was seconded by Burdiek. Nomination accepted. Motion passes.
  - ◦ Secretary: Schmidt made a motion for Smith to continue as Secretary. Motion was seconded by Schnoebelen. Nomination accepted. Motion passes.
  - ◦ Parliamentarian: Ricklefs made a motion for Schmidt to continue as Parliamentarian. Motion was seconded by Schnoebelen. Nomination accepted. Motion passes.
- Remarks from Incoming President
  - ◦ Every senator needs to be on at least one committee. There are university committees and there are faculty senate committees.
  - ◦ Each committee has representation from different units, so though you may prefer a certain committee, I may need to ask you to serve on a different committee.
  - ◦ Please fill out these preferences by the end of the week.
  - ◦This last year taught me a lot in terms of identifying challenges. I would not necessarily say that we do (or don't) have a hostile Kansas legislature. I think that we will continue to see the types of legislative moves we saw this year. We need to be aware of what is going on.
  - ◦ The Faculty Handbook Committee will have items to consider, and the Faculty Affairs Committee and Ad Hoc committee will work on workload concerns.
  - ◦ I am open to suggestions for Senate items. Please come to me with your questions and concerns. If your constituencies have issues that you wish for this body to consider, please ask Ian or me to consider such issues. Not every issue is appropriate for this body to consider, but some are.
  - ◦ One of the first things that we will do in the first meeting of next year is go over the standing rules. And this is what you will be expected to do for your duties as Senators:
    - ◦ Reading agendas, consulting constituencies, being on time, staying for the entirety for meeting, having a working knowledge of how the meetings work, etc.
  - ◦ Comment from Schmidt: We need to form the Executive Committee. How will that happen?
  - ◦ Answer from Schnoebelen: The existing chairs of the FS committees will serve over the summer with representatives from other units, as needed, to make sure we have proper representation. Once we begin in the fall and elect

new Senate Committee Chairs, we will finalize the AY27 Executive Committee.

◦ Addition from Ricklefs: I am happy to answer questions about committees. Advice: talk to someone who has been involved in a specific committee that you are interested in to give you context for committee preferences that you might choose.

XI. Discussion Items – None.

XII. Announcements –

- Schnoebelen: The Gen. Fac. meeting is on Wednesday!
- Buck: A couple of things are happening! Next Friday, May 8th is the President's Concert. There is also an event happening on the 7th: Cellos of Opera. This weekend, we open our opera in Italian!
- Williams: This weekend "Run for Your Life" from the School of Nursing, a suicide prevention event is going on. It will be at the North Topeka Community Center. For assessment, there will be an extravaganza on September 15th.
- Ricklefs: The Strawberry Breakfast is this weekend. This is a classic, traditional Washburn event.

XIII. Adjournment of Meeting at 4:14 pm

Faculty Affairs Committee - Minutes

Monday, April 20, 2026
3:00pm – 4:00pm
Lincoln Room – Memorial Union

Members Present: Danny Wade (ex-officio), Tonya Ricklefs, Shaun Schmidt, Miguel Gonzalez-Abellas, Marguerite Perrett, Eric Moiser, Jayme Burdick, Madeline Lambing, Lara Rivera

Members Not Present: Amber Dickinson, Matt Bender

1. Call to Order at 3:00pm by Tonya Ricklefs
2. Approvals - None
3. Old Business – None
4. New Business
    a. Esteemed Lecturer Promotion proposal from Faculty Handbook
        i. Shaun Schmidt made a motion to approve the proposal. Lara Rivera seconded the motion.
        ii. Miguel Gonzalez-Abellas noted there was a formatting issue in 5. Then also commented on the Amendment of Processes section, A. the language in the last sentence on the first page regarding "and other defined responsibilities".
        iii. After a lengthy discussion on the correct language to use, Miguel Gonzalez-Abellas made a motion to amend the wording to "and may include". Jayme Burdiek seconded the motion. After further discussion, the committee was in consensus that the sentence should read, …performance in teaching and service, (and other defined responsibilities as applicable).
        iv. There was no further discussion on that topic. Motion carried.
        v. The committee then had discussion on whether time taken for sabbaticals would still count for length of service time to qualify for the lecturer promotions. Danny Wade reviewed the Faculty Handbook guidelines on sabbaticals and indicated that the sabbatical time does not count against length of service.
        vi. Shaun Schmidt moved to include a sentence at the end of paragraph B. stating "Pursuant to the Faculty Handbook, Section: 5.C.2.4., Sabbatical policy provides that faculty continue to accrue years of service." Tonya Ricklefs seconded the motion. There was no further discussion. Motion carried.
        vii. Shaun Schmidt then makes a substitute motion to approve the Faculty Handbook Section 1.III – Lecturer promotion proposal from Faculty Handbook be approved with the modifications approved by the

committee. Miguel Gonzalez-Abellas seconded the motion. Motion carried.

5. Discussion
    a. Faculty Grievance Policy (Appendix 9) – Tonya Ricklefs shared concerns that the current policy has not been updated in many years and suggests that the language in some areas allows for “loopholes” regarding what items faculty might bring forward. Shaun Schmidt also shared the current structure does not fit the university’s current structure. It is not possible for this discussion to be submitted to Faculty Senate prior to the end of this academic year but would like to move it forward in Fall 2026.
    b. In summary, Tonya Ricklefs summarized the discussion stating the current policy needs to be updated as it does not fit current organizational structure with opportunities for faculty to be heard. It is not possible for this discussion to be submitted to Faculty Senate prior to the end of this academic year but would like to move it forward in Fall 2026.
6. Adjournment
    a. With no further business to discuss, Tonya Ricklefs moved to adjourn the meeting and Miguel Gonzalez-Abellas second. Meeting was adjourned at 3:50pm.

Notes taken by Beth Mathews

Assessment Committee Meeting Minutes

Wednesday, February 18, 2026
2:00pm – 3:00pm
In-Person (Cottonwood Room) & Zoom Option

Members Present: Erin Grant, Emily Grant, Zenova Williams, Kelly McClendon, Kara Kendall-Morwick, Carson Kay, Christa Smith, Melanie Worsley, Bassima Schbley, Sunita Rao, Kwok-Pong Tso, Jim Schnoebelen, WGSA Representatives

Members Not Present: James Barraclough, Steve Hageman, Eric Mosier, Marie Hall, Gaspar Porta, Tisha Prather, Jericho Hockett

Notes taken by: Margo R. Rangel

I. Call to Order
The meeting was called to order by Kelly McClendon at 2:02 PM.

II. Approval of Minutes
Minutes from November 19, 2025, motion and second to approve minutes by Carson Kay and Erin Grant. Committee unanimously approved the minutes.

III. Chair Report – Kelly McClendon
a. Program Assessment Updates

- HUM, SS, NSM, KN, MM will be submitting for AY25-26 on new Watermark software
  - Training will be provided in person and on Zoom in March and April.
  - Program Assessment information must be submitted by May 15, 2026.
  - Data Results must be submitted by August 31, 2026.

b. University-Wide Assessment Initiatives

- The committee received 96 completed Senior TATIL Information Literacy surveys. Navigate was used to notify seniors by email and text of the opportunity to take the test. A digital ad was provided to WSGA for posting on their digital board through Navigate; the committee expressed appreciation to WSGA. Completers received $10 Bod Bucks'
- Kelly noted the importance of communicating and using assessment results across campus.

c. Course-Embedded USLO Data Collection & Reporting

- Kelly provided an overview of Student Learning & Licensure (SL&L) and how to see USLO data in Watermark.
- All General Education courses must report USLO scores every term to support General Education 5-year reviews. Information is available on the WU General Education webpage: https://www.washburn.edu/academics/undergraduate-programs/general-education.html
- USLO scoring opens after the last day to withdraw each term.

- Kelly encouraged committee members to relay this information to their divisions and departments.

IV. Subcommittees and Area Reports

• Provost’s Office Initiatives

- Kelly will present to the Deans Council in April about the process of Assessment overseen by the Office of Academic Assessment and the Assessment Committee.
- WSGA representatives also expressed interest in Kelly presenting in a WSGA public forum.

VI. Next Steps & Adjournment

- Assessment Awards Subcommittee will meet March 5 at 2:00 PM via Zoom.
- The next full committee meeting will be Wednesday, March 25, 2026, 2:00–2:50 PM, Cottonwood Room, Memorial Union with a Zoom option.
- The meeting adjourned at 2:40 PM.

FACULTY AGENDA ITEM 27-1

Date: *TBD*

Submitted by: *Jim Schnoebelen on behalf of the Faculty Senate Executive Committee*

SUBJECT: *Faculty Senate Standing Rules for AY27*

Description: *The Faculty Senate Constitution requires that standing rules governing the conduct of Faculty Senate business be created and submitted for approval at the start of each year. Below is a draft of these rules submitted for consideration by the members of this year's Senate. NOTE: The highlighted passages below indicate language from the Senate Constitution. This has been added to clarify and organize the proposed standing rules (the passages that are not highlighted).*

[From the FS Constitution (Section V-I)]:

I. Standing Rules of the Faculty Senate shall be established by the Faculty Senate and are supplementary to and subject to this Constitution.

1. The Standing Rules shall be drafted by the Executive Committee and re-affirmed annually as second reading at the first Faculty Senate meeting of the fall semester.

2. The Standing Rules can be revised or suspended by a majority vote of the Faculty Senate. The Standing Rules must address the following, but are not limited to:

a. Procedural orders for conducting meetings and carrying out the business of the Faculty Senate.

(i). The latest version of *Robert's Rules of Order* will be used to govern the conduct of all Senate meetings. NOTE: An overview of Robert's Rules, as they relate to WFS, may be found under MyWashburn > Faculty tab > University Governance channel.

(ii). Senate and Senate-related committee meetings will take place on most Mondays from 3-5pm. As such, all Senators should make themselves available during these days and times. If any Senator is unable to meet this requirement, they should be replaced with someone who has greater availability.

(iii). As a reminder, quorum for Senate meetings is defined as 50% + 1 of current members.

(iv). The Faculty Senate President (or designee) holds the floor of the Senate until a Senator or guest is recognized to speak by the President. Those wishing to speak should raise their hands to signal nonverbally to the Vice President that they have a comment or question. This list will then be conveyed to the President so that all voices may be heard in an orderly fashion. So-called cross-talk among Senators should be avoided so as not to distract from agenda items and to ensure proper minutes can be kept.

b. Detailed job descriptions of officers expanding upon responsibilities mandated in Section IV.C.;

(i). The Parliamentarian needs to update the standing rules and maintain information regarding such rules in a designated SharePoint space to assist with institutional memory. The Parliamentarian and President will also work with the Provost's office to ensure an up-to-date copy of these rules is publicly available on the Faculty Senate homepage.

(ii). The Senate officers are responsible for the turnover at the end of the spring semester, which will involve, but is not limited to, the following actions:

i. Meeting dates/times will be provided by the officers to other members of the executive committee (that are known) so that the approval of committees for the following year can occur.

ii. Standing rules for the following year will be drafted by the President and Parliamentarian, reviewed by the other officers, and submitted for approval to the known members of the executive council ahead of the first meeting of the year. This will constitute the "first reading" of the standing rules that will have their "second reading" as "Old Business" at the first meeting of the Faculty Senate.

iii. The newly-elected President will work with the Provost's office regarding the necessary set-up for the following year (dates and places for meetings, approval process, etc.)

iv. The President will work with the Provost's office to fill necessary University Committee appointments as necessary.

v. If relevant, the previous President and Secretary will work with IT to add new users of official Senate email accounts (President and Secretary).

vi. When necessary, the Executive Committee will establish possible Senate priorities in late summer to be undertaken during the next academic year.

c. Expectations of Faculty Senators;

(i). Senators should come ready for each meeting. This entails:

i. Reviewing agendas in detail

ii. crafting questions for the group or sponsors of action items (if applicable)

iii. consulting with constituents as needed to see if they have questions or concerns regarding agenda items.

iv. Be on time and stay for the entirety of each meeting except in rare cases of need.

v. Sign in at each meeting.

vi. Have a working understanding of the Senate Constitution and what it includes.

vii. Disseminate information from meetings to your units. Report on Senate activities in department meetings, division meetings, etc.

viii. Attend committee meetings as assigned.

d. The procedure for conducting Faculty Senate business and shared Faculty governance processes, including the curriculum and item approval processes established by units.

(i) Senate officers will provide senators with key information to assist their efforts related to the Senate. This information includes but is not limited to 1) Provost Office "School of Fish" Diagram for the AY; 2) list of dates and locations of Senate and relevant other committee meetings for the AY; and 3) a document that clarifies the approval process for agenda items discussed by the Faculty Senate.

(ii) All agenda items classified as "business" need to have a designated end-point (Senate, Gen Fac, WUBOR, etc.) provided at the time the proposal is moved for approval.

(iii) When necessary, any course changes that must to be considered by the Faculty Senate will be placed on the Consent Agenda rather than the "New Business" or "Old Business" sections of the agenda. The Faculty Senate President or a majority vote by the full Senate (50% + 1) can move such a course change to "New Business" or "Old Business" sections of the agenda (as appropriate) if a need arises.

(iv) Unless a change is necessary for some contextual reason, the Executive Committee works on a consensus model to coordinate all business of the Faculty Senate.

NOTE: Nothing in these rules shall be understood to supersede the Washburn Faculty Senate Constitution, the Faculty Handbook, WUPPRM, or other governing documents.

Rationale: *This fulfills the Constitutional requirement outlined in V-I, which states, "Standing Rules of the Faculty Senate shall be established by the Faculty Senate and are supplementary to and subject to this Constitution."*

Financial Implications: *None*

Proposed Effective Date: *TBD*

Request for Action: *FS*

Approved by: *Faculty Senate on date*

There are no attachments to this document.

APPROVED AY27 FACULTY SENATE COMMITTEES

Academic Affairs (AAC):

- Beth O'Neill, Associate Provost - Academic Affairs (Ex-Officio)
- Stephanie Lanning - University Registrar (Ex-Officio)
- Jayme Burdiek - School of Business
- Akhadian Harnowo - School of Business
- Samantha Montgomery - School of Nursing
- Amy White - School of Nursing
- Dixie Copeland - School of Applied Studies
- Gary Graves - School of Applied Studies
- Michael McGuire - College of Arts & Sciences
- Karen Camarda - College of Arts & Sciences
- Scott Brackey - University Libraries

Faculty Affairs (FAC):

- Danny Wade, Associate Provost (Ex-Officio)
- Beth Mathews - Academic Affairs (Ex-Officio)
- Shaun Schmidt - College of Arts and Sciences, NS
- Miguel Gonzalez-Abellas - College of Arts and Sciences, HUM
- Crystal Buck - College of Arts and Sciences, C&P
- Regina Cassell - College of Arts and Sciences, MMKN
- Tucker Jones - College of Arts and Sciences, SocSci
- Jayme Burdiek - School of Business
- Jennifer Hurst - University Wide
- Tonya Ricklefs - School of Applied Studies
- Michele Reisinger - School of Nursing
- Matt Bender - School of Law

Electoral Committee:

- Michael McGuire - College of Arts and Sciences
- Andrew Stewart - School of Law
- Zenova Williams - School of Applied Studies
- Amanda Hartman - School of Nursing
- Akhadian Harnowo - School of Business
- Glen McBeth - School of Law – Library

FS Representatives on University Committees:

- Assessment: Franki Ostram
- Board of Student Media: Chris Jones
- Handbook: Shaun Schmidt and Jim Schnoebelen
- Gen Ed: Erin Grant
- Grad Council: Andrew Stewart
- Honors: Conner Gordan
- Interdisciplinary Studies: George Frazier

APPROVED AY27 FACULTY SENATE COMMITTEES

- International: Tucker Jones
- Library: Crystal Buck
- Major Grants: Coleman Scott
- Probation/Reinstatement: Shanise Brooks
- Promotion and Tenure: Amber Dickinson
- Program Review: Heather Lassman
- Sabbatical: Amy White
- Small Grants: Glen McBeth

FACULTY AGENDA ITEM

Date: *(this date would be changeable, depending on the committee it is being addressed in)*

Submitted by: *Contact person for the motion, including phone extension*

SUBJECT: *EX. MASS MEDIA CURRICULUM CHANGE FOR CONTEMPORARY JOURNALISM*

Description: *Short overview of the proposal*

Rationale: *Why is this being recommended? For curriculum items, rationale should include student learning assessment data used for curricular change. Rationale may also include, but not be limited to, labor market data, enrollment increase/decrease, accreditation requirement changes, and student course feedback information.*

Financial Implications: *Costs involved (none, new faculty, adjunct replacement, additional operating costs, etc)*

Proposed Effective Date: *Identify the implementation date of the proposed agenda item.*

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

Approved by: *AAC on date*

FAC on date

Faculty Senate on date

Indicate whether there are attachments here.

CAS Workflow Summary – Course (2025-2026) v20251119

Course - Significant vs Not Significant:

"A course change is considered SIGNIFICANT if it meets the following criteria:

- If another department is affected, or
- If three or more factors are changed (title, credit hours, description, prereq, credit/no credit status), or
- Change in course number is considered a new course, or
- A description change that is more than editorial. "

"A deletion is considered NOT SIGNIFICANT if no other department or unit is affected. A deletion is considered SIGNIFICANT if another department or unit is affected."

CourseLeaf Workflow Structure: If a course change is **NOT SIGNIFICANT EDIT** or a **NOT SIGNIFICANT DELETION**:

- Initiator
  - *CA Dean – FYI (Kelly)*
- Acad Ops *(Holly/Beth/Donna)*
- Dept Chair
  - *Related Departments - FYI*
- Library
  - *VPAA – FYI (Beth)*
- ED Chair – IF Teach Certification
- Div Chair
- College Dean *(Kelly)*
- CFC Agenda *(Dana adds course to agenda, then approves)*
- Final Acad Ops *(Holly/Beth/Donna)*
- Banner
  - *SARR – FYI*
  - *Initiator – FYI*

CourseLeaf Workflow Structure: If a course change is **NEW, SIGNIFICANT EDIT, or a SIGNIFICANT DELETION**:

- Initiator
  - *CA Dean – FYI (Kelly)*
- Acad Ops *(Holly/Beth/Donna)*
- Dept Chair
  - *Related Departments – FYI*
- Library
  - *VPAA – FYI*
- Ed Chair – If Teach Certification
- Div Chair
- College Dean *(Kelly)*
  - *CFCCC Cmte – FYI*
- CFCCC Chair
- CFC Agenda *(Dana adds course to agenda, then approves)*
- Final Acad Ops *(Holly/Beth/Donna)*
- Banner
  - *SARR – FYI*
  - *Initiator – FYI*

CAS Workflow Summary – Program (2025-2026) v20251119

Program - Significant vs Not Significant:

"A program change is considered SIGNIFICANT if it meets the following criteria:

- If any other program is affected, or
- If the total hours in the program or major changes, or
- If the distribution of hours between upper-level and lower-level changes.

CourseLeaf Workflow Structure: If a program change is **NOT SIGNIFICANT**:

- Initiator
  - *CA Dean – FYI (Kelly)*
- Acad Ops *(Holly/Beth/Donna)*
- Dept Chair ***(chairs to add new or updated degree maps)***
- Library
  - *EM Systems – FYI*
  - *VPAA – FYI*
- Ed Chair – If Teach Certification
- Div Chair
- College Dean *(Kelly)*
  - *CFCCC Cmte – FYI*
- CFCCC Chair
- CFC *(Kelly/Dana – program stays in queue until approved at CFC meeting)*
- CAS *(Kelly/Dana – program stays in queue until approved at CAS meeting)*
- Governance Check *(Holly/Beth/Donna)*
- Final Acad Ops *(Holly/Beth/Donna)*
  - *Recruitment / Navigate / Military / SARR – FYI, Grad Program – FYI (if graduate)*
- Registrar
  - *Initiator – FYI*

CourseLeaf Workflow Structure: If a program change is **NEW, SIGNIFICANT, or DELETION**:

- Initiator
  - *CA Dean – FYI (Kelly)*
- Acad Ops *(Holly/Beth/Donna)*
- Dept Chair ***(chairs to add new or updated degree maps)***
- Library
  - *EM Systems – FYI*
  - *VPAA – FYI*
- Ed Chair – If Teach Certification
- Div Chair
- College Dean *(Kelly)*
  - *CFCCC Cmte– FYI*
- CFCCC Chair
- CFC *(Kelly/Dana – program stays in queue until approved at CFC meeting)*
- CAS *(Kelly/Dana – program stays in queue until approved at CAS meeting)*
- Governance Check *(Holly/Beth/Donna)*
- Academic Affairs Committee – Undergraduate only, or Grad Council – Graduate only
- Faculty Senate - Governance Check
  (Faculty Senate decides if it is a voting item / path, they will direct to add in General Faculty and/or WUBOR)
- Final Acad Ops *(Holly/Beth/Donna)*
  - *Recruitment / Navigate / Military / SARR– FYI*
- Registrar
  - *Initiator – FYI*

2026 – 2027 Committee Meeting Dates

Faculty Handbook, Meeting Time: 3:30pm - 4:30pm

Wednesday, September 2, Cottonwood
Wednesday, October 7, Cottonwood
Wednesday, November 4, Cottonwood
Wednesday, December 2, Cottonwood
Wednesday, February 3, Cottonwood
Wednesday, March 3, Cottonwood
Wednesday, April 7, Cottonwood

Faculty Affairs Committee, Meeting Time: 4pm - 5pm

Monday, September 21, Lincoln
Monday, October 19, Lincoln
Monday, November 2, Lincoln
Monday, November 16, Lincoln
Monday, November 30, Lincoln
Monday, February 1, Lincoln
Monday, February 15, Lincoln
Monday, March 1, Lincoln
Monday, March 22, Lincoln
Monday, April 5, Lincoln
Monday, April 19, Lincoln

Academic Affairs Committee, Meeting Time: 3pm - 4pm

Monday, September 21, Lincoln
Monday, October 19, Lincoln
Monday, November 2, Lincoln
Monday, November 16, Lincoln
Monday, November 30, Lincoln
Monday, February 1, Lincoln
Monday, February 15, Lincoln
Monday, March 1, Lincoln
Monday, March 22, Lincoln
Monday, April 5, Lincoln
Monday, April 19, Lincoln

Grad Council, Meeting Time: Noon (online)

Monday, October 12
Monday, November 2
Monday, December 7
Monday, February 1
Monday, March 1
Monday, April 5

Faculty Senate, Meeting Time: 3:00pm - 5:00pm

Monday, August 31, Kansas Room
Monday, September 14, Kansas Room
Monday, September 28, Kansas Room
Monday, October 12, Kansas Room
Monday, October 26, Kansas Room
Monday, November 9, Kansas Room
Monday, November 23, Kansas Room
Monday, December 7, Kansas Room
Monday, January 25, TBD
Monday, February 8, Kansas Room
Monday, February 22, Washburn B
Monday, March 8, Kansas Room
Monday, March 29, Kansas Room
Monday, April 12, Kansas Room
Monday, April 26, Washburn B

General Faculty, Meeting Time: 3:30pm - 5pm

Wednesday, October 14, Washburn B
Wednesday, November 18, BTAC / Convocation
Wednesday, February 3, BTAC / Convocation
Wednesday, March 10, Washburn B
Wednesday, April 21, BTAC / Convocation

WUBOR Meeting Time: 3:30pm - 5pm

Thursday, September 10, Kansas Room
Thursday, October 22, Kansas Room
Thursday, December 3, Kansas Room
Thursday, February 11, Kansas Room

Thursday, March 25, Kansas Room
Thursday, May 6, Kansas Room
Thursday, June 10, Kansas Room