

**Washburn University
Meeting of the Faculty Senate
February 3, 2020
3:00 PM – Forum Room, BTAC**

- I. Call to Order**
- II. Approve minutes of the Faculty Senate Meeting of December 2, 2019 (pp. 2-7)**
- 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**
 - **Approve the Academic Affairs Committee Meeting Minutes from November 25, 2019 (p. 8)**
- VII. University Committee Reports**
 - **Receive the Faculty Handbook Committee Meeting Minutes from November 12, 2019 (p. 9)**
 - **Receive the Academic Diversity and Inclusion Committee Meeting Minutes from November 12, 2019 (p. 10)**
- VIII. Old Business**
 - **20-6 Change in WTE Governance (Ball) (p. 11)**
- IX. New Business: none**
- X. Information Items**
 - **Changes to Faculty Handbook (Jackson)**
- XI. Discussion Items**
 - **WUmester initiative (Erby)**
 - **HR Issues / Model use in the art department (Wang) (pp. 12-14)**
 - **STAR report (Bearman)**
- XII. Announcement**
- XIII. Adjournment**

**Washburn University
Meeting of the Faculty Senate
December 2, 2019
3:00 PM – Forum Room, BTAC**

Present: Barker, Beatie, Byrne, Childers, Cook (M), Cook (S), Dodge, Douglass, Friesen, González-Abellás, Grant, Huff, Jones, Juma, Krug, Mazachek, Menninger-Corder, Miller, Morse, Pierce, Prasch, Ricklefs, Romig, Sainato, Schmidt, Smith, Stevens, Woody, Vandalsem, Wasserstein, Watson, Wang, Zwikstra

Absent: Brooks

Guests: Ball, Desota, Erby, Gropitch, Lietke

- I. Call to Order 3:00**
- II. Approved the minutes of the Faculty Senate Meeting of November 4, 2019.**
- III. President's Opening Remarks**
 - **There is a need for representatives for two committees. If you are interested, give your name to the executive committee for appointment.**
 - i. OER committee**
 - ii. Registrar search: the committed has a CAS and SOBu representative, but would like someone from SON or SAS.**
 - **Start thinking about officers to elect for next fall as we will be needing to replace the President and Vice President due to term expiration.**
 - **February 3, 2020 is the next meeting of the Faculty Senate. Bearman will be attending with a presentation on statistics regarding the STAR report.**
- IV. Report from the Faculty Representative to the Board of Regents**
 - **No meeting since last Faculty Senate meeting**
 - **Next meeting December 4, 2019**
- V. VPAA Update - Dr. JuliAnn Mazachek**
 - **Happy success week!**
 - **Presenting later in the meeting regarding diversity and inclusion efforts.**
 - **Graduation will be next Friday, December 13th. There are 500 students that qualify for graduation. It is the biggest we have had for a December graduation. If the 80 percent who show up on average are present, we will have 400 students attending.**

VI. Faculty Senate Committee Reports

- **Approved the Academic Affairs Committee Meeting Minutes of October 28, 2019.**

VII. University Committee Reports

- **Received the Academic Diversity & Inclusion Committee Minutes from October 8, 2019.**
- **Received the Faculty Handbook Committee Meeting Minutes from September 13, 2019.**
- **Received the International Education / International WTE Committee Minutes from November 22, 2019.**
- **Received the Board of Student Media Meeting Minutes from November 15, 2019.**
- **Received the Graduate Council Meeting Minutes from October 28, 2019.**

VIII. Old Business

- **20-4 Bachelor of Education (B.Ed.) in History Secondary Education**
 - Moved to approve on second reading, as it has been through academic affairs committee.**
 - Prasch presented the details regarding the 120 hour teaching program with the five year program remaining intact. Will be a B.Ed. rather than a BA.**
 - Will be forwarded to the General Faculty**
- **20-5 Addition of a Technology Administration minor within the Technology Administration program**
 - Approved and moved to the General Faculty**

IX. New Business: none

X. Information Items: none

XI. Discussion Items

- **Progress report presentation from Grospitch and Mazachek regarding diversity and inclusion efforts on campus.**
- **Bias Response Task Force:**
 - Created so that members of the WU community may report bias when student conduct code or other WU policies are not violated. Juma along with a number of faculty members and students worked through summer 2019 to provide recommendations for this program.**

- ii. Grospitch presented the results. Such programs have the potential for legal issues around the use of these response teams (e.g. U of Michigan free speech issues). To avoid these, there will be an online forum for the entire campus community to complete a form to report negative and positive feedback, as well as what type of response they would like to see. Ball and Bluml will receive these reports. If there is a potential policy violation, Ball and Bluml will move the process forward to that disciplinary process. If there is not a policy violation, the campus climate team will determine the level of support the individual may need. Volunteers will be trained to address these needs. There may be an opportunity for parties to meet so they can learn from one another, though it is not a requirement. The meeting is not meant to be disciplinary, rather about creating a better environment for the campus community. An example from the fall: an individual felt verbally attacked in a parking lot and were able to report the issue and receive support from another community member. The expectation is there will be more information coming in than what we are used to and the climate team will monitor for trends. These trends can provide educational opportunities. The goal is to have the committee and the report drafted for the spring.
- iii. Mazachek announced members of the climate team, to include Dempsey Swopes, Teresa Lee, Kelly Erby, Bayens, and Lowry. Students will not be included due to issues of confidentiality; this was agreed upon by student government. The incident in the parking lot happened as the task force details were being finalized and provided a good start for creating a way to address the issue and preventing this behavior on campus.
- iv. Prasch noted that the reporting process needs to be dynamic and done well. Grospitch suggested that there are a number of processes that ours has been based on. Currently in draft mode, but there will be more formal documents outlining this in the future.
- v. Friesen asked who determines the truth in the matter. If this is a policy violation, those who are already in that process will determine truth. If it is not, then it does not matter about truth but about how actions and words were received and perceived.
- vi. Morse asked about the timeline from complaint to it being addressed. Mazachek reported that a complaint will be first responded to within 24 hours if there needs to be follow up,

including an automatic email sent from the system that the report has been received. There will not be standard timelines for the remaining parts of the process. Using the example mentioned, the conversation between the complainant and the offending party took place within a week, along with daily conversation the week prior.

- vii. Grospitch provided another example in which a faculty member came into the office with a student who has a stand back 50 feet in Arabic bumper sticker. The parties were able to have a conversation about the meaning of the sticker.
- viii. Byrne asked and was confirmed that there will be anonymous reporting. The concern is there may be frivolous complaints coming in. If there is a trend, then the climate committee can take note. Wasserstein suggested that even if there is anonymous reporting, individuals can still include their names. Byrne followed with a question about a need for authenticating the process – how do we know that it is a community member? Barker would be concerned about authentication as there would be a record and it would no longer be anonymous. Don't want outside people adding in, but don't want to stifle the efforts. Mazachek suggested that it will be a confidential report rather than anonymous.
- ix. Gonzalez-Abellas asked what happens in a he said she said situation; for which there is already an effort and process to identify what is true. Vandelsem asked about policy issues coming in anonymously. Currently, conversation happens between student life and the VPAA, who will then work together to investigate. Miller asked about Title IX or harassment violations being reported confidentially. These will still be sent to Pam Foster who will reach out to the person who reported. There will be a disclaimer on the form that if something is a policy violation it will have to be reported to the appropriate authority. Steffes Herman (campus advocate) will be available to help people work through those processes. Mazachek stated that the process currently requires a complainant before investigation can take place, e.g. if there are whispers that a faculty member is having relations with students, students need to come forward. These things will likely show up in the new reporting system.
- x. Ricklefs asked about who the mediators will be and suggested that there is a great need to have a diverse group trained in the

mediation process. Morse suggested that Steffes Herman is already and will likely continue to be overloaded. There is concern students will not get that help. Mazachek stated that there will be an exploration of funds for another advocate if there is a need.

- x. Miller asked if there is any idea based on what they are seeing from other universities regarding usage. Grospitch suggested if it had been launched last spring, there would have been a lot of reporting. The offices are watching for the next election cycle to be a trigger. Other campuses have seen a dozen to a couple dozen reports coming in. Report numbers did increase, but mostly because of the ability to report.
- xii. Childers stated that students talk to faculty they trust regarding bias about institutional structure, e.g. bias in the WUPD mentioned over the last 15 or so years, often over the last few years. If there is a sense of already systemic issues, how will those be addressed? Senators were encouraged to report these things in the climate survey to be distributed in January / February. Leaders have been seeking to determine what policies that may already exist that are systemically biased. When reports of this kind come in, the climate team would determine how best to address. There has been a lot of work happening with the WUPD in the last two years, more than previous years.
- xiii. Multicultural Space: for students to gather and discuss issues on campus. McVicar room will be renovated for scheduling and office of student involvement. Late spring the office of student involvement will become the multicultural space so that most student activities will take place in the underground, or garden area. Fall 2020 the room will be opened. (Grospitch)
- **Climate Survey**
 - i. A survey to determine how to address the campus climate issues will be distributed in late January / early February.
 - ii. All campus community members will be provided an opportunity to complete.
- **Academic Minor(s)**
 - i. There is a new minor program that will make its way to faculty senate soon.
 - ii. There are efforts being undertaken to make students more aware of the programs that have been offered or will be offered in the future.

XII. Announcement

- **Prasch announced that the Wednesday of finals week, Monty Python and the Holy Grail will be shown in Henderson. Details to come.**

XIII. Adjournment 4:04

Academic Affairs Committee
Washburn University
11/25/2019
Minutes

Present: Morse, Dodge, Ricklefs, Juma, Menninger-Corder, Stevens, Beatie, J. Ball
Staff: A. Ball

1. Morse called to order at 4:00 pm
2. Meeting minutes: Stevens moved and Juma seconded approval of the 10/28/2019 meeting minutes. Motion carried
3. Action items:
New program: Tech Administration minor
Craig Haugness presented the minor proposal. Morse suggested small edits to the proposal for clarity. Stevens moved and Ricklefs seconded approval of the proposal. Motion carried.
4. Adjourn: Meeting adjourned at 4:18 pm.

Faculty Handbook Committee Meeting- Minutes
Washburn University
11-12-19

Attendance

Ball, Barker, Carpenter, DeSota, Frank, Fried, Holthaus, Isaacson, Ramirez, Schmidt, Sollars, Stephenson, Wynn

Minutes

Called to order by Mazachek at 9:04 a.m.

Minutes approved from September 13, 2019.

Old Business

The proposal for an addition of the Success Week policy to the Faculty Handbook was updated by Jennifer Ball and brought back to the committee. This has been vetted by Faculty Senate and the Academic Affairs committee since the Faculty Handbook committee last saw it. The committee voted, seconded, and passed the addition of the Success Week Policy to the Faculty Handbook, asking that it be included in the "Classroom" section. This policy will be housed in the Faculty Handbook and referenced in the catalog through a link.

Shaun Schmidt updated the committee on the progress of the Senate Constitution Taskforce (SCT). The SCT did numerous interviews with previous senate executive staff members. These interviews resulted in questions that will be brought to the Faculty Senate, which will inform adjustments to the constitution. The handbook and constitution do not always match regarding changes made over many years. The SCT is working to update with all approved changes and plans to bring forth a proposal for editorial adjustments and to include only a link in the handbook (to avoid changes needing to be made in multiple locations).

New Business

The committee reviewed the course modalities document presented by Jennifer Ball. The following initial points were mentioned as needing further discussion:

- Finalized names of the modalities
- Mixed-mode vs. online; do each of these need percentages of online content?
- Addition in online scheduling regarding a description of the amount of online content
- Do proctored exams count as "class time?"
- "Learning management systems determined by the unit," should be determined by Academic Affairs
- Mixed modes appropriations should require a discussion with the faculty member's dean

Meeting adjourned by Mazachek at 10:00 a.m.

Washburn University
Meeting of the Academic Diversity & Inclusion Committee
November 12, 2019
1 PM Shawnee Room

In attendance: Berumen, Brown, Dempsey-Swopes, DeSota, Ellis, Erby, Grant, Juma, Kendall-Morwick, Lambing, McClendon, Petersen, Thimesch, Wasserstein, Williams, Wynn

- I. Minutes from October 8 meeting were approved.
- II. Reports from Student Organization Meetings
- III. Old Business
 1. Update on Proposed Minor Program: It is moving through the faculty governance process. The proposed gen ed course has been approved, pending CAS approval.
 2. Update on Multicultural Resource Center: WUBOR approved funds for Union remodeling. Construction will begin mid-December.
- IV. New Business
 1. Williams and Juma led a discussion of the documents prepared by the affinity groups subcommittee and several committee members recommended revisions. Sundal and Erby will make revisions and send to VPAA for review and discussion.
- V. Announcements
 1. As part of international education week, there will be a Celebration of Cultures on November 20th in the Union from 4–7 pm.
 2. BSU t-shirt order forms from Walter are due November 18th.
 3. Philosophy lecture on the 13th from Dr. Chike Jeffers on “What Counts as a Collective Gift? Culture and Value in Du Bois’ *The Gift of Black Folk*.”
- VI. Other Discussion
 1. The December meeting will focus on WU-mester 2020. Kendall-Morwick also requested discussion of next year’s WU-mester topic. Several committee members suggested it should address climate change.
 2. Wynn announced a conference on March 27th and 28th connected to WU-mester regarding the right to vote. Call for papers is available at <http://suffrage.wuhistory.com/>. The keynote speaker will be Sarah Deer, faculty at KU in the School of Public Affairs and Administration. She is a McArthur Fellow and has done much work in political engagement focusing on Indian law and victim’s rights.
 3. Erby brought up an idea for a university wide diversity award – one for faculty and one for staff. Let her know if you would like to help in the creation of this award.

Adjournment

FACULTY AGENDA ITEM

Date: 10/17/2019

Submitted by: Jennifer Ball, Interim AVPAA, x1840

SUBJECT: Change in WTE governance

Description: Proposed changes to WTE policies or procedures will be reviewed first by the Interdisciplinary Studies Committee, then continue on through whatever governance process is applicable (such as Academic Affairs → Faculty Senate → General Faculty), depending on the change being proposed.

Rationale: Currently there is no documented policy for governance of WTE areas. A recent proposed change to a WTE requirement made this lack of policy clear. This proposal was sent directly to the Academic Affairs Committee for lack of a better process. As WTEs have no home department or unit, students in all disciplines are eligible to pursue one, and WTEs often have an interdisciplinary nature to them, it seems fitting that the Interdisciplinary Studies Committee should serve as proxy for WTEs' "department."

Financial Implications: None

Proposed Effective Date: Immediately (all new proposals from this date would start with the IS Committee).

Request for Action: Approval by AAC/FS/Gen Fac

Approved by: *AAC on date*

Faculty Senate on date

Attachments Yes No

Past, Present, and Future Model Use

Ye Wang, Associate Professor of Art
12/2/2019

Past: I have been teaching at Washburn Art Department for twelve years and every semester we used models in my drawing classes and other professors' drawing classes. The Figure Drawing class in the fall semester needed models most. We used around six models for that class, both nude and clothed. In the spring semester, we used fewer models, probably two in my class, as well as in other professors' classes. We never had any problems using models for the classes and everything went smoothly. The hiring process was simple. The model came to my office and filled out the I-9 form and he/she could start the job. Every two weeks the worksheet was filled out with the model's and the chair's signatures on and it was sent to the Payroll Office so the model could get paid soon. In a class if a model could not be present because of an unexpected situation, we just found anyone who was available for posing to fill that position so the class could keep going, as the hiring process was so simple.

Present situation:

This semester (Fall 2019) HR has changed the model hiring process and it becomes a nightmare to me, the Art Department and the models. The Department secretary, the chair and I have worked hard on the model hiring and have experienced extremely hard time. We started to use models in the Figure Drawing class at the beginning of the semester but the last model to finish the hiring process was on November 26 when the semester was coming to the end. The HR has constantly told us that we are violating the policy! Yes, literally I have been using models for the Figure Drawing class illegally throughout the semester. Who is to blame? If we had waited HR to finish their long, slow and complicated hiring process, the Figure Drawing class would have been cancelled. It would have greatly influenced the reputation of the Art Department, as well as the retention of the students.

Fact:

In May 2019, before I left for China for Sweet Sabbatical, I asked Patricia, our Senior Administrative Assistant, to advertise for models in Capital-Journal. She did and it was posted for a couple of weeks, but no one responded. I came back from China on June 30 and asked Patricia to advertise for models again, and a few people responded. I returned from Europe (Sweet Sabbatical) on August 13 and scheduled model interviews in the next a few days. No one showed up. I called a few models who posed for us before. Two persons promised they could do it. At the beginning of the semester, Patricia was told by HR that the model job needed to be posted on HR's website with the restriction that students and staff could not apply for it, as it might lead to discrimination. It didn't make sense to me, of course. I told my Figure Drawing class we might face model problems, especially nude models and encouraged students to find models. One student said that her student friend could pose nude, which was exactly what we were in desperate need of. So I talked to Patricia to make HR change their model restriction. HR only made such a change that students could do clothed modeling. I asked Patricia to make HR get rid of the nude model restriction for students and they did it. That was good progress, but the whole hiring process was still very complicated.

On August 22 I emailed the model job descriptions to Patricia.

On September 18 I emailed Patricia the model interview questions.

On September 21 HR gave a link for hiring models. But no models could sign in as a password was needed.

On September 23 I received email From Dr. Thor:

Hi Ye,

I know you're frustrated- so are Patricia and myself (and frankly, the Dean's office). The approval process is ten times as long as it used to be--at this point, I've don't what I can to keep the ball moving forward and we'll check on this every day this week.

I don't think you contacting the VPAA would be helpful; I have already cleared the way for us to hire whomever we wish...we are just going through the maze of approvals, now and I know the Dean's office has also been frustrated.

If you would like more details on this process, stop by Patricia's desk and she will show you the crazy path this new hiring process has to take.

Best,

Kelly

On September 24, I met with Dr. Kelly Thor, the Chair, for the faculty annual report and discussed the model use situation.

On September 25 I received an email from HR, saying that I was appointed as the model search committee chair. The model job was formally posted on HR's website. It was **a month later** after we started to use the first model!

By September 25 two models (Benna Wasson and Qinghui WangCoon) had already posed for 3 classes each and they could not get paid. They kept asking me for payment. They started to model on August 27th and 29th as scheduled, but the ad for model job was not even posted on HR's website yet.

On November 13, the HR director, Theresa Lee; Cherisa Jones; Patricia Starling; Kelly Thor; and myself, Ye Wang, had a meeting in the HR office to discuss the model hiring process. By this time, 11 weeks had passed but no model had formally been hired yet! In the meeting, Theresa mentioned that two models had talked to her and told her that they had worked a long time ago but had not gotten paid and she asked us what was going on since it was a violation for models to work before they were hired. I explained that the whole hiring process is way too long and we could not wait until everything had been finished in order to use models. If we followed the HR's policy, we would need to cancel the class for 11 weeks because no model had finished the legal hiring process yet. I made the point that models are not staff; some people only work one time or two to three times and should not need to go through the same long, complicated hiring process as normal staff. The HR director then suggested that maybe we could use "quick hire" but the model's background check had to be made first before he/she could work. I said in that case, if a scheduled model could not attend the class and we needed to temporarily find any person available for the class, there would be no time to do a background check and then what should we do? Having no model would mean canceling the class; the Chair said, "Yes, cancel class." I said if it happened again, do we cancel the class again; the Chair said, "Yes, cancel again." I said, "Okay, as long as the students do not go on strike, I will listen to you." The chair added, "I can pose for

your class if I meet your standards.” I said, “There is no standard as long as there is somebody posing because we need people.” The HR director told the secretary, Patricia, that maybe they could train her to fill out the forms. At that point, I expressed my dissatisfaction for the whole hiring process and proceeded to leave.

HR offered to train Patricia to fill out the model hiring forms but they didn’t do it. On November 26 the two models Deysi Aguilera and Qinghui WangCoon had to go to HR Office to fill out I-9 Forms.

Models timelines:

Benna Wasson	Started modeling 8/27, got paid 11/22.
Qinghui WangCoon	Started modeling 8/29; 11/26 finished hiring; not get paid yet.
Sarah Casby	Started modeling 10/3; got paid 11/22.
Deysi Aguilera	Started modeling 10/17; 11/26 finished hiring; not get paid yet.
Paul Stang	Started modeling 10/22; not get paid yet.
Kymry Kistner	Started modeling 10/29; not get paid yet.

How do I feel?

I feel intimidated throughout the whole semester, as I have been using models illegally. I feel HR’s long delayed hiring process has created a frightening, unfriendly and discomforting teaching environment. Do I like to violate HR’s legal policy? Absolutely not. Should I apologize to HR because I have violated their hiring policy, or should HR apologize to me and the Art Department because they told us so late about their new hiring process (They were supposed to tell us in May or earlier)? Should HR serve teaching or teaching should serve HR? Answers are expected from the above administrative levels. All I hope is that I don’t feel like a criminal but a professor working at Washburn University.

Future:

The modeling job for art classes is so temporary that some models only need to pose one afternoon or two. Five or six afternoons maximum. No models can depend on it to make a living. Thus it makes it hard to find models who can work for us long. For such a temporary job, do we still stick to this long and complicated hiring process for hiring models for art classes? Should we cancel classes if the model hasn’t been done the background check by HR, or do we ask the Chair to pose for the class as she has offered? HR has approved using any hired employees or work/study students to pose for the Figure Drawing class. Is it appropriate to use the secretary or the other employees to model when they have their own duties? How can I access the information for the employees or work/study students in order to be able to use them for modeling? Should HR establish an emergency model hiring system (model first and do retroactive paperwork later) when the model doesn’t show up for the class and we can find a person to fill in instantly?

Figure Drawing is an important course for art students who are interested in making artwork related to human beings. Models are needed to study human form in order to render mood, expression, and skeletal and muscular structure. I hope that the model hiring issues will be resolved soon in order to facilitate the teaching process and best serve our students.