

**Washburn University
Meeting of the Faculty Senate
February 16, 2015
3:00 PM – Henderson Hall, Room 107**

- I. Call to Order**
- II. Approval of Minutes of the Faculty Senate Meeting of February 2, 2015 (pp. 2-5)**
- III. President’s Opening Remarks**
- IV. Report from the Faculty Representative to the Board of Regents**
- V. VPAA Update—Dr. Randy Pembroke**
- VI. Faculty Senate Committee Reports**
 - **Approval of the Academic Affairs Committee minutes from November 10, 2014 (pp. 6-7)**
- VII. University Committee Reports**
 - **Receipt of the Graduate Council minutes from November 17, 2014 (pp. 8-9)**
 - **Receipt of the Sabbatical Committee minutes from December 1, 2014 (pp. 10)**
 - **Receipt of the International Education Committee minutes from November 20, 2014 (pp. 11)**
 - **Receipt of the Honors Advisory Board minutes from November 5, 2014 (pp. 12-13)**
- VIII. Special Orders:**
 - **Election of a new Parliamentarian for the Senate.**
- IX. Old Business: NONE**
- X. New Business: NONE**
- XI. Information Items: NONE**
- XII. Discussion Items:**
 - **Request for feedback regarding certificates in Teaching and Learning (Margaret Wood) (please see attachment)**
 - **Is there interest in inviting someone from ITT to discuss recent network crashes? (Linsey Moddelmog)**
- XIII. Announcements**
- XIV. Adjournment**

**Washburn University
Meeting of the Faculty Senate
February 2, 2015
3:00 PM Kansas Room, Memorial Union**

PRESENT: Ball, Berry, Chamberlain, Florea, Frank, Friesen, Jackson, Kwak, Lunte, Modellmog, Palbicke, Pembrook, Petersen, Routsong, Russell, Sadikot, Sanchez, Schmidt, Schnoebelen, Scofield, Smith, Sourgens, Stevens, Stevenson, Treinen, Weiner, Wisneski

ABSENT: Alexander, Childers, Francis, Mach, Mapp, McConnell-Farmer, McHenry, Perret, Porta, Rubenstein, Schbley, Sun

- XV. President Ball called the meeting to order at 3:06pm.**
- XVI. The minutes of the Faculty Senate meeting of December 1, 2014 were approved.**
- XVII. President's Opening Remarks: None**
- XVIII. Report from the Faculty Representative to the Board of Regents: Ball attended the 12-4 Meeting:**
- **The following Emeritus positions were approved:**
 - **Professor Emeritus: Dr. Gary Forbach and Ms. Nancy Maxwell.**
 - **Associate Professor Emeritus: Ms. Mary Dorsey Wanless.**
 - **Eminentes Universitatis: Ms. Dena Anson.**
 - **The audit report was presented.**
 - **Discussion of the Allied Health program expansion by 15 programs (11 online) was presented.**
 - **The one-time stipend received by employees in late December was also approved at this meeting.**
- XIX. VPAA Update—Dr. Randy Pembrook:**
- **It's birthday week for Washburn so please take part in the Lincoln lecture on Thursday night and the party on Friday.**
 - **To improve efficiency with procedural voting, the idea of online balloting or a consent agenda was discussed a while ago, but Pembrook wondered if the Senate was still comfortable with this procedure? Such items on a consent agenda would go to General Faculty in the same fashion and move forward in the same manner unless someone disagreed and moved to take an item off the consent agenda. The senators present didn't disagree with this.**
- XX. Faculty Senate Committee Reports: NONE**
- XXI. University Committee Reports: NONE**

XXII. Old Business:

- **15-04 Constitutional Amendment 1** from Executive Committee was presented for a second reading. Ball spoke on behalf of this and renewed the reason for passing (to ensure this committee is fully staffed as dictated by the Constitution). Petersen asked about the wording and clarified that it wouldn't go into effect until next year; as such, he suggests we look at changing the entire makeup of these committees and concentrate on adding as much voice as possible to the composition potentially including individuals not on Senate. Ball said that some people might resist diluting the Senate's voice on these committees when this comes up for a vote at General Faculty; she sees the problem isn't getting people to serve on this committee--it's getting enough people together who can serve and attend the meetings who represent the mandated areas. Russell asked if there was a problem with postponing the vote to take a look at Petersen's wording that was received after the agenda went out in advance of this meeting. Schmidt remarked that there is precedent for Petersen's suggestion with the graduate committee makeup. Smith noted that he wasn't prepared to vote so would like more time to consider the change. Berry noted that we could wait since it wasn't pressing. Modellmog said we've been talking about this for a while; we should vote. Pembroke asked, in putting the proposal together, have we worked through the logistics of how this will work in order to answer questions at General Faculty? Ball noted that she had and that to her, all of the committee members should be senators and that this has only been a problem with library representation (having enough to staff both committees), so it shouldn't be a problem. The senators in attendance voted 13-12 to postpone the vote and consider additional revision. Ball said she would circulate Petersen's proposal. She will do the same for 15-05.
- **15-05 Constitutional Amendment 2** from Executive Committee was postponed to allow reflection as described above.

XXIII. New Business: NONE

XXIV. Information Items: NONE

XXV. Discussion Items:

- **Follow-Up regarding Richard Liedtke visit; where should we go from here?** (Dan Petersen). Petersen said he thought the discussion at the last meeting was very useful. He wasn't sure if the discussion was completed here, though—perhaps there could be a town hall meeting for the entire faculty? The Senate could ask for this to spread the word about how the recruitment process is going. Treinen said he still wasn't clear on the recruitment process so he would appreciate more information about the process. Ball asked Pembroke if it would be appropriate to ask Liedtke if he could do town

halls. He said it would be appropriate and suggested information to cover in these town hall meetings. Ball said that she would e-mail Senators soliciting information we'd like Liedtke to share in a town hall and then convey that information to Liedtke. Moddelmog said that she wants to know what other universities are doing to help their recruitment. Treinen asked about our long-term goals and budget for such activities. Schmidt asked about the specific types of students we're attracting (Pembrook said that the scholarship grid would point this out to Schmidt). Pembrook stated that we have a generic approach to undergrad recruitment while our graduate-level recruitment is more specific, so Liedtke may want to address this. Berry wondered how big we wanted to be (again, asking about overall, long-term goals for the University). Florea wondered about Liedtke's assessment of whether or not he has the resources to do what he needs to do; he read recently that the University of Colorado has a very aggressive recruitment program requiring resources. Petersen wondered about more specific steps faculty can take to increase desirability, etc. that goes beyond calls and e-mails. Moddelmog wondered if recruiters could work with departments to better sell the majors. Petersen wondered about this, too, especially since turnover among recruiters seems to be high. Pembrook noted that at the beginning of each fall, each Dean meets with recruiters and goes over many of these highlights (new this year are differential talking points). Ball once again asked for senators to e-mail her these questions and she noted that she would remind everyone to send them.

- A possible committee on teaching evaluation biases and implications for tenure, promotion, raises, etc. was discussed (Jennifer Ball presented this). Do we want a committee to look at biases and to assess to what extent these evaluations are used for T&P? Russell asked if Ball was interested in replacing the current form. Ball said that there is a wealth of information about how teaching evaluations are biased and she's wondering about how they're used and to what extent do biased forms or answers lead to problems. Her problem is less with the form than on figuring out how far the bias might extend and the implications at Washburn. Friesen clarified that each individual unit sets these standards, so what could we do? Ball answered that such a committee would be able to better inform the faculty about the faults in relying on such forms. Such a committee could look into the research and then see how Washburn uses these and discuss the situation. Pembrook said that he's talked about IDEA with C-TEL and the Deans. What he likes about the IDEA form is that it ranks faculty in similar situations across the US (it compares apples to apples). Ball added that the SIR-II could likely do the same, but that her concern isn't about the source of information, but how such information may be biased and then used against faculty. Schmidt argued that the president could certainly put together a committee to investigate. Petersen agreed that we should look beyond gender (an often mentioned example) and consider other cultural factors, as well. Ball will send out an e-mail to solicit committee members to look at this issue.

XXVI. Announcements:

- **Routsong noted that February 11, 2015 is undergraduate research day at the Capitol.**
- **Schnobelen reminded everyone that the next Faculty Senate meeting is on February 16, 2015 in Henderson 107 instead of the Kansas Room. Agenda items for this are due by Friday at 5:00pm.**

XXVII. President Ball adjourned the meeting at 4:03pm.

Academic Affairs Committee Meeting
November 10, 2014
Meeting Minutes

Committee members in attendance:

Ryan Alexander
Brendan Fay
Sungkyu Kwak
William Mach
Tony Palbicke
Mike Russell
Shaun Schmidt (Chair)
Barbara Scofield
Randy Pembroke (ex officio)

Not in attendance:

Barb Stevenson

Guest Presenters:

Deborah Altus, Human Services
Sean Bird, Mabee Library

The meeting was called to order by the Chair, Shaun Schmidt at 3:00 p.m.

1. Minutes from the September 22, 2014
The minutes were sent to the committee prior to the meeting for review. The minutes were approved and will be forwarded to Faculty Senate.

2. New Business—
 - a. Proposal from Human Services: Gerontology Minor

Deborah Altus provided an overview of the proposal of the new minor in Gerontology. After a few comments and discussions, the motion was approved. Based on this approval, the proposal will be forwarded to Faculty Senate.

- b. Proposal from Criminal Justice/Legal Studies: BSCJ concentration in Forensic Investigation.

Ryan Alexander provided an overview of the proposal. Discussion occurred regarding staffing and courses that are not developed yet by two departments within the College of Arts and Sciences.

Ryan indicated this proposal asks for a new faculty member whose primary responsibility would be to focus on the Forensic Investigation program. However, if that position isn't granted, due to a decrease in State funding for the KBI project, that KBI personnel could become adjuncts to teach courses within this new concentration.

Discussions regarding new courses developed by departments within the College also occurred.

An amended motion was offered which is to request the Chair of the Biology department to submit a syllabus and start the process within the CAS for the Intro to Forensic Biology course.

After discussion, the committee members voted to approve the amended motion requesting the inclusion of a letter from the Chair stating that the Biology department is in the process of having the requisite course approved. Based on the approval, this will be forwarded to Faculty Senate.

c. Proposal from Mabee Library to change course designations for IS 170, IS 171 and IS 172.

After discussion, the committee members voted to approve the motion regarding this agenda item. Based on the approval, this will be forwarded to Faculty Senate.

A motion to adjourn was made and seconded. All approved and the meeting was adjourned at 3:40 p.m.

Graduate Council minutes

November 17, 2014

Present: **Aida Alaka, *Ryan Alexander, Bob Boncella, Julie Boydston, Vickie Kelly, Bobbe Mansfield, Kandy Ockree, Brenda Patzel, ** Randy Pembroke, Dan Petersen, Michael Rettig, ****Christine Rhoads, Kayla Waters

The meeting was called to order at 12:00 p.m. by Kayla Waters who agreed to sit as interim committee chair.

1. **Election of Chairperson:** Bob Boncella volunteered to be the chair. Motion was made and seconded with the council members approving the motion. Bob assumed the responsibility of the chair position for this meeting. Thanks Bob!!
2. **Approval of Meeting Minutes:**
The Graduate Council members questioned the addendum to the minutes of October 20, 2014. The question raised was regarding the equivalency requirements. According to the addendum, Terri Hearrell from the Registrar's office indicates "It will be necessary to set equivalencies for the graduate courses....." . After some discussion and supposition as to what this means, the request was made for Larry to send what current listing of the graduate courses with the proposed course number to each of the areas. The graduate council representative will then ensure all numbers/courses are accounted for.

Several other discussion points were made:

- There were a few SON numbers were left off. Were these corrected on the listing?
- It is hoped the College of Arts and Sciences will be working to have their courses renumbered and through the CAS process in January 2015.

A motion was made to accept the minutes as written, with the addendum. There was a second with council members approving the minutes.

3. **Old Business:**
 - a. The School of Nursing requirements and 500 level business courses: This was briefly discussed with no action taken. It appears to be a resolved issue.
 - b. School of Nursing has handbook language that other graduate programs do not. The SON has in place where the faculty votes on students who petition for graduation. After discussions, the graduate council determined language, and procedures, for graduation should be unit specific. The council will not require particular or specific language and consensus of the council members was programs/units could have specific language and procedures for graduation requirements. A motion and second were made regarding the decision by the council. All approved.
 - c. Update of Advertising Plan: Tim indicated he received the revised ad from JHP. The wording of "Transform your career in your community" will be used. The ad will run during

the first week in December with an insert in the Topeka Chamber of Commerce's mailings. Tim also indicated additional marketing efforts include an e-mail will be sent to alumni about the graduation programs and the creation of a draft story board for a 30 sec. commercial spot. Targeted goals for Fall 15 have been established and funds should be used to ensure those numbers have been met. A request was made to have the target numbers provided to committee members. Tim volunteered to send this out to all council members.

Tim reminded the council members to ensure changes to admission dates, etc. be sent to him for modification of the graduate program website.

- d. Uniform Graduate Application Fee: The possibility of a 50.00 application fee continues to be discussed by the council. This discussion is taking place because of the diversity in application fees currently on campus.

Dr. Pembroke indicated current application fees generate approximately \$5000.00 per year which is placed into the general fund. He stated IF all programs/units charge \$50.00, if enrollment was at a certain number with other contingencies, approximately \$20,000 could be generated. From that amount, the general fund would still receive the same amount, with the bulk of the remaining money put towards marketing efforts, and some money then placed into a reserve for Graduate programs.

Some discussion ensued about:

- The actual amounts. It was determined the application fee money returned for graduate programs will be in addition to the \$25,000 that is currently available from Enrollment Management.
- Whether the reserve money would remain available or be "lost" to general funds if not spent within the academic year,
- Can students pay the application fee with a credit card?
- Students who move from undergrad to graduate programs within the 3 + 2 programs, and
- International students who may have difficulties in paying until they arrive on campus.
- Rhonda Thornburgh will be invited to the next meeting to assist with the questions regarding the fee discussion.

Dr. Pembroke encouraged council members to start developing a culture that focuses on marketing the graduate programs so programs will grow.

4. Discussion on Pricing Structure:

Dr. Pembroke indicated the University is building the 2015-16 budget now. He requested The council members to discuss with their deans whether their programs are not at price point, if their tuition should be altered/modified, etc.

The meeting was adjournment 1:00 p.m.

Sabbatical Committee Meeting
December 1, 2014

Present: Gary Baker, Karen Camarda, Ross Friesen, Dave Provorse,
Bassima Schbley, Mary Sheldon, Glenda Taylor, Nancy Tate

Not Present: Linda Elrod

Academic Sabbatical Applicants:

NAME		LEAVE PERIOD REQUESTED	Decision:
Stephen Angel	CAS/CH	January 2016 to May 2016	Recommended
Thomas Averill	CAS/EN	August 2015 to December 2015	Recommended
Karen Barron	CAS/EN	August 2015 to May 2016 (2 semesters)	Recommended
Gloria Dye	CAS/ED	August 2015 to December 2015	Recommended
Dennis Etzel	CAS/EN	January 2016 to May 2016	Not Recommended
Rob Hull	SOBu	August 2015 to December 2015	Not Recommended
Diane McMillen	SAS/HS	January 2016 to May 2016	Recommended
Shaun Schmidt	CAS/CH	August 2015 to December 2015	Recommended
Alex Glashausser	SOL	August 2015 to May 2016 (2 semesters)	Recommended
Lori McMillan	SOL	August 2015 to August 2016 (2 semesters)	Recommended
Bill Rich	SOL	January 2016 to August 2016 (1 semester and 1 summer session)	Recommended

International Education /International WTE Committee

November 20, 2014, 4-5 pm, International House

Present: Brian Ogawa, Alex Glashausser, Liviu Florea, Mary Sundal, Karen Fernengel for Lara Rivera, and Baili Zhang

Minutes of October 16 meeting were approved.

Zhang reported that the International Education Week was a success.

Pam Schmidt's application for funding has been approved.

The committee recommended funding for Bob Beatty as a WTE project advisor.

Respectfully submitted,

Baili Zhang

Honors Advisory Board

Minutes

Wednesday, November 5, 2014

12 – 12:50 PM

Crane Room

Call to order

I. Special Guest: Kerry Wynn

A. Kerry shared with everyone what the Faculty Handbook states concerning compensation for

“honors work.” It states the following:

Section 5: Faculty Load, Benefits, and Leave Policy

“I. Faculty Teaching Load

6. Miscellaneous

a. Honors work, independent study, special problems, and directed readings

1) One-half equated hour for each student up to the maximum of the listed course credit.”

- Discussion ensued following Kerry’s point on faculty compensation. The discussion included plans to benchmark peer institutions including but not limited to those schools in the MIAA as well community colleges (e.g., Johnson Community College). Highpoint and Mankato were a couple of other schools to investigate.

II. Review of minutes from September 3, 2014 – Minutes Approved

III. Honors Student Council Report

IV. Unfinished Business – None

V. New Business

A. Updates on Honors Developments

1. Status of Fink Professorship
2. HN300 Gen Ed Proposals
3. Kansas Honors Connections Conference

- B. Update on Honors Student Council vote concerning scholarship changes
 - 1. Will look into changing process for awarding scholarships.
 - 2. Currently have three sources of funding for students
 - a. Brunt: for incoming freshmen and current students
 - b. Moses Day: for current students
 - c. Chapman Memorial: for current students
 - 3. Moses Day and Chapman Memorial have been combined to award up to three honors students (designated as outstanding member in their respective years: first year, second year, and third year)

VI. Announcements

- A. Next Meeting: Wednesday, February 4 (Noon) in Crane
- B. Spring Banquet scheduled for Tuesday, March 25, BTC
- C. Etiquette Dinner: November 12, Bradbury Thompson
- D. Quest Super Saturday: December 6, Memorial Union & Henderson

VII. Adjournment