Washburn University
Faculty Senate Agenda
December 4, 2023
3:00 PM – Forum Room, BTAC

I. Call to Order

II. Approve minutes from the November 20, 2023, meeting of Faculty Senate (pp. 2-8)

III. President's Opening Remarks

IV. WUBOR/KBOR Update

V. VPAA/Provost Update – Stephenson

VI. Faculty senate committee reports

- Accept the minutes of the October 30, 2023 meeting of the Academic Affairs committee (pp. 9-11)

VII. University committee reports

- Receive the minutes of the Academic Diversity and Inclusion Committee (ADIC)
  - September 12, 2023 (pp. 12-13)
  - October 10, 2023 (pp. 14-15)
- Receive the minutes of the November 16, 2023 meeting of the International Education / International WTE Committee (p.16)

VIII. Old Business

- 24-14 Correction of typographical error in Faculty Senate Constitution (pp. 17-41)
- 24-15 School of Law updates to Faculty Handbook (pp. 42-48)
- 24-16 Proposal to transition Associate of Science (AS) degrees in Allied Health to Associate of Applied Science (AAS) degrees (pp. 49-73)
- 24-17 Program Revisions: Bachelor of Education/ Middle Grades STEM (pp. 74-78)

IX. New Business

X. Information Items

XI. Discussion Items

- Support for students during international turmoil

XII. Announcements

XIII. Adjournment

Washburn University
Faculty Senate Minutes
November 20, 2023

Present: Altus, Barraclough, Camarda, Cook, Dahl, Florea, Friesen, Grant, Von Hansen, Hakenewerth, Heusi, Holt, Kay, Kendall-Morwick (K.), McGuire, Mercader, Moddelmog, Porta, Ricklefs, Rivera, Scofield, Sneed, Steinroetter, Toerber-Clark, Wagner

Absent: Cook-Cunningham, DeSota, Hartman, Kowalska, Lolley, Miller, Steffen

Guests: Asamoah, Ball, Broxterman, Chang, Frank, Holthouse, Hutchison, Kohls, Lanning, Lee, Martinez, Murphy, Nizovtsev, O'Neill, Shipley, Sollars, Wade, Wohl, Walter

I. Meeting was called to order at 3:04

II. Minutes from the November 6, 2023, meeting of Faculty Senate were approved with minor edits.

III. President's Opening Remarks

- Make sure you sign in to avoid being absent from the attendance.

- Explanation that the meeting would be facilitated as a discussion.

  o General education framework

- The notes will come up in the next meeting.

- Keep coming to lunches when you can.

- Will present to WUBOR on the 7th.

- Wagner will facilitate the December 4th meeting while she is out.

IV. WUBOR/KBOR Update

- KBOR is looking for someone to fill a data, research, and planning position.

- KBOR schools are looking to make faculty recognition awards.

- Faculty workload is being discussed by the KBOR faculty senate presidents.

V. VPAA/Provost Update – Stephenson

- Great turn out for the last strategic planning forum. The timeline for getting the plan completed has changed; WUBOR should receive this at the February meeting. Slides from the community forum last week are online.

- Smathers is the new WUTech dean. Had been the VP of Workforce Development for KBOR and executive leader of secondary technical education. Was also a VP of economic development for go Topeka. Will start in this position on December 1.

- Next week we are interviewing the candidates for provost. There is an open presentation and forums starting at 1:15 pm Tuesday through Friday. Please attend.

- Last week, there were two full days of meetings with architects. Discussed the classroom usage, technology, etc. to be used in Henderson to encourage new pedagogies. Will be more discussion to come. Will be consulting with CTEL to help facilitate opportunities to try new ways of teaching. Plass building is also being examined to determine the best use of space.

- Introduced the new person in the Provost Office, Dr. Chang, who will be the new online education director.

- Nearly 94 percent of faculty completed the progress reports.

- Altus asked about recordings of the provost candidate presentations and how quickly those will be provided for those who want to review. They will be available right after and for 24 hours and have an associated survey.

VI.   Faculty senate committee reports

- Graduate Council meeting minutes of October 2, 2023, were approved without discussion.

VII.   University committee reports

- General Education committee meeting minutes of October 18, 2023, were received.

VIII.   Old Business

IX.   New Business

- 24-14 Correction of typographical error in Faculty Senate Constitution

  o A discrepancy between days of agenda release for faculty senate committees.

  o One entry in the new constitution (VF) indicates six days instead of five. Needs to be clear to ensure senate committee meetings are not cancelled until after the previous senate meeting.

  o This will be taken as a friendly amendment, which was approved.

  o The final vote on the item will take place at the next meeting.

X. Information Items

- Conversations regarding the workload have started; taking longer to get an update. Just know conversations are taking place; nothing drafted. Want to be intentional with moving things forward (Ricklefs).

- Porta asked for a guess on when information would be sent out. Ricklefs has a meeting in December with Mazachek and can send an email out after to explain the next steps.

XI.   Discussion Items

- All three of the topics to be discussed are the result of many emails and conversations. Want to ensure all bases are covered in terms of collecting questions and thoughts from faculty.

- Café Barnabas

  o Two major topics for discussion:

    I.   How the nonprofit lines up with the mission of WU.

    II.   How do we make these decisions and what kind of feedback do we give.

  o Walter: is the café a 501(c3)? Is this the same for the one on campus? Can the café on campus make a profit? Scofield stated that there is a single 990 on their website; if they are like most nonprofits, their assets will increase each year.

  o Kendall-Morwick: owner attended Moody Bible College, which has an anti-LGBTIQQ agenda. Does the café have a similar mission? Cook doesn't think a graduate of Washburn should be judged by our mission and values. Suggested that there are other issues. Kendall-Morwick agreed no assumptions should be made, but it may be good to find out. We should be checking on all religiously affiliated nonprofits coming to campus to determine what the mission statement and values are. Steinroetter suggested that everyone look at the website.

  o Walter: If any business comes to campus, we should look at their mission and values. Moddelmog has questions about what all we investigate in terms of organizations we use on campus. It starts to feel discriminatory when discussing content. Kendall-Morwick suggested that it is important to differentiate between profit and non-for-profit, especially for those with a specific religious agenda. Those that are for profit are subject to taxes, laws, etc. in ways that non -profits are not. Moddelmog would feel better if an attorney was present to answer some of these questions.

  o Ricklefs: for those who don't know, the background is that when Chartwells asked students, their top request was for boba tea on campus. Barnabas was able to meet this need and ensured the use of a local business.

  o Kendall-Morwick met with Luther to ask about the café. Wants to ensure we get a better understanding of the process. From what she was told, there were two options: one option had three varieties, another with forty. During the grand opening there were materials handed out along the lines of their mission.

- o Mercader asked about missions for all organizations. Scofield indicated that all organizations do have a specific mission.
  - o five minutes to work together and get questions taken forward.
- Prayer on campus
  - o Ricklefs would like to talk about the topic, including whether the senate has a role in decision making. More than ten people reached out to the executive committee regarding prayer on campus during a variety of events. The issue isn't that it is prayer at an event so much as its about expectations to attend. This is a space to share and make notes.
  - o Cook: even if her own beliefs are represented, it makes her uncomfortable. Ricklefs: this is what is consistent; mostly been people of faith who are concerned about representation. Asamoah: identified self as a non-theistic student; suggests it is all dependent on the context of the event. The inauguration was of concern for some, but his perspective is that it was her ceremony. Bottom line may not be productive to prohibit prayer and instead make it about context. Kendall-Morwick's perception of things aligns with Asamoah.
  - o Ricklefs: this is mostly about representation. Walter asked whether there was meant to be a separation of church and state at a municipal university. This seems to blur the lines. Mercader asked how we can logistically be inclusive for all. Seems smarter to not have it at all. Cook noted there are times when we have memorial services on campus; need to avoid this type of event from being excluded. Mercader noted the distinction between an event being about a particular person and being more general.
  - o Kendall-Morwick: things are different when we are talking about the dominant religion; not all are treated the same. Friesen asked about the events; these include the inauguration, veterans' ceremonies, and sporting events. International students have felt like they are will not be accepted due to the university appearing to favor Christians. Walter noted that Rick Ellis (rest in power) had brought to a committee that there were Jewish students who felt uncomfortable with the winter lights. When he asked the committee to work to make things more general, he was shut down.
  - o Hakenewerth agrees with the general idea that if things are meant to be secular and are advertised as such, then they should be secular.
  - o Martinez: WSGA funds student organizations; the money is not meant to fund discrimination. This gets touchy, as technically these religious events may be

university sponsored events. What is discriminatory for one may not be for all, e.g., Michael Knowles was only discriminatory towards LGBTQ.

- o Prior to breakout, Carson honored potential reactions to the discussion.

- General Education framework

- o Wagner: General education changes have affected everyone; some more than others. want to know about what is being discussed on campus. What are the challenges for your area? Are there things that we can get help addressing.

- o Ricklefs: hearing from people across campus that this should remain a concern of the senate. This session is to get feedback on the general concerns we need to take forward. Please chat with people and come back December fourth with more feedback.

  - I. Some of the big concerns are regarding hours and what can count as both gen ed and major course. Would like to hear about how decisions are being made.

- o Moddelmog: likely that most of the questions there are to ask are already asked.

- o Ball answered a question about whether this is administrative or governance decision making. For transfer students there is not a decision to be made – this is part of the framework. Those who start at Washburn will be affected. Suggested more discussion at the department level regarding intentions.

- o Sollars: Dr. Ball sent out an FAQ regarding general education. Appears that general education is coming together; still need to work on institutional credits. Now is not the time to rethink things. for the most part there is agreement.

- o Wagner: not meaning to rethink the whole thing, just how courses will count.

- o Ricklefs: this session is meant to prevent emails to Holly and provide a place to think about things intentionally. Get the chance to chat with one another.

- o Wagner: at the CAS meeting it was discussed that decisions would be made by program instead of university wide. There is a need to make it easier for students to be able to switch majors. Also, a need to help the registrar's office, Lanning is limited by software.

- o Sollars: need to make this trial and error, live with it, and fix things as we go. Most of us are set and ready to go. Let's get the computer programming done and move on.

- o Ricklefs: not everyone is that far along; would like to have an idea of where people are.

- o O'Neill: there is concern about students transferring programs, things counting differently, and how that affects them. How do we ensure everyone is on the same page and student needs are met? Why are we treating transfer and current students differently? People will end up attending elsewhere. Kohls has heard students talking to one another about attending elsewhere for the same courses. Would consider a wider variety of courses to transfer. Ball: we do offer the courses here, so they are incentivized to transfer.

- o Nizovtsev: summarized the issues being: which courses will count for general education and majors, and how this affects our students. Suggests keeping the status quo and enumerating what the questions are. Steinroetter would like to see issues coming organically from divisions most affected. Moddelmog noted that she values students taking a variety of courses; but there are only 120 hours in a bachelor's degree. Hours outside the major become a concern.

- o A framework was suggested by the re-installed AAUP [bylaws to be passed December 7th] meant to help generate more thoughts.

- o Cook asked about which courses students are taking elsewhere that we offer.

    - I. Hard science, social work, English, math, and social work for example.

    - II. Wohl: any department can go through the process to create a general education course. We cannot do anything about outside institutions. Their tuition costs about half of what ours does; there is not much competition.

- o Porta suggests asking what other institutions are doing. They may have potential solutions. Toerber-Clark agreed we need to ask what they are doing. Nizovtsev: before we ask about others, need to figure out what we want on our terms. Lanning suggested that we look at the KBOR transfer site. Based on meetings with other registrars, this is a good framework – what is on that list should be included in general education. Ball corrected that not all classes on that list count as general education. Nizovtsev suggests that we need to examine the proposed framework from last spring, look at that and then see if the units want anything changed.

- o Walter: KU and K State have graduate teaching assistants and can afford to lose an English 100 course. Here, people will be losing their jobs.

XII.   Announcements

- December 6 is the CTEL winter social (Kendall-Morwick)

- Based on the feedback from the climate survey, CTEL and WUPD are doing a managing the classroom session in the spring (Kendall-Morwick)

XIII.   Adjournment 5:04 pm

Academic Affairs Meeting Minutes
Monday, October 30, 2023 at 4:00pm
In-person, Memorial Union – Lincoln Room

Attendees: Deborah Altus (chair), Beth O'Neill (ex-officio), Jennifer Ball (ex-officio), Dion Harnowo, Karen Camarda, Sarah Holt, Kara Kendall-Morwick, Tonya Ricklefs

Guests: Melanie Burdick, Amy Memmer, Stephanie Lanning, Kim Gerhardt-Whiddon.

The meeting was called to order by Deborah Altus at 4:04 pm.

I. Approvals
   a. Minutes from the meeting held on Monday, October 2 were presented. A motion for approval was made by Kara Kendall-Morwick and seconded by Karen Camarda. Motion passed.

II. Informational
   a. WU 101 & Upper-Division English - Degree and Program Changes
      i. Committee reviewed information and agreed to send to Faculty Senate as an informational item.
      ii. Committee also agreed that future informational program items can be sent directly to Faculty Senate.

III. Action Items
   a. Proposal to revise the Quantitative and Scientific Reasoning (QSR) university student learning outcome (USLO)
      i. A motion for discussion was made by Kara Kendall-Morwick and seconded by Karen Camarda.
      ii. Dr. Ball provided an overview of the QSR USLO.
      iii. Committee discussed.
      iv. Proposal to revise the Quantitative and Scientific Reasoning (QSR) university student learning outcome (USLO) approved unanimously.

   b. Program Changes - CAS
      i. A motion for discussion was made by Kara Kendall-Morwick and seconded by Tonya Ricklefs.

         1. English Literature
            a. Melanie Burdick provided an overview of the change.
            b. Committee discussed.

2. Philosophy
   a. Committee discussed.

3. Public Administration
   a. Committee discussed.

4. Public Admin Minor
   a. Committee discussed.

ii. The four program changes (English Literature, Philosophy, Public Administration and Public Administration Minor) submitted by CAS approved unanimously by committee.

c. Program Changes – SAS
   i. A motion for discussion was made by Kara Kendall-Morwick and seconded by Tonya Ricklefs

1. AAS Human Services
   a. Deb Altus provided an overview of the new program.
   b. Committee discussed.

2. AAS Legal Studies
   a. Amy Memmer provided an overview of the new program.
   b. Committee discussed.

3. AAS Criminal Justice
   a. Amy Memmer provided an overview of the new program.
   b. Committee discussed.

4. BCJ Criminal Justice
   a. Amy Memmer provided an overview of the new program.
   b. Committee discussed.

5. BCJ Forensic Investigation Sciences
   a. Amy Memmer provided an overview of the new program.
   b. Committee noted that WU 101 and EN 300 were not required in the new program. Amy Memmer noted with the accreditation for the program and the current credit hours, they chose not to include these two courses.
   c. Committee discussed.

6. Non-Profit Management Certificate
    a. Deb Altus provided an overview of the changes.
    b. Committee discussed.

ii. Sarah Holt motioned to remove Forensic Investigation Sciences from group approval. Tonya Ricklefs seconded.   Committee approved unanimously.

iii. The five programs (AAS Human Services, AAS Legal Studies, AAS Criminal Justice, BCJ Criminal Justice, and Non-Profit Certificate) submitted by SAS approved unanimously by committee.

iv. Committee discussed BCJ Forensic Investigation Sciences program.

1. Committee approved the BCJ Forensic Investigation Sciences program, vote was not unanimous. One dissension.

IV. Announcements
   a. Deborah Altus noted that the next meeting would be Monday, November 13, 2023.

V. There being no further business to discuss a motion was made by Kara Kendall-Morwick and seconded by Karen Camarda to conclude the meeting at 4:41pm.

Minutes taken by Holly Broxterman.

Diversity and Inclusion Committee

Meeting Minutes September 12, 2023, 1 PM, Vogel Room

Present: Brown (M), Burdick, Collier, Erby, Dempsey-Swopes, DeSota, Gonzales (A), Grant, Hageman, Hart, Havens, McClendon, Kendall-Morwick, Lassmann, Leslie-Canty, Miller (J), Pierson, Stepp, Sundal, Smith (C), Stephenson

I.   Minutes from May 9, 2023, were approved without edits.

II.   Presentation of 2023 Climate Survey results and discussion (Stephenson and Smith)

- Sheet provided to collect feedback.

- Stephenson: need to have a discussion of the results to create recommendations to improve in problem areas. We used Hanover firm to conduct the survey this time as the previous survey had constant issues. So far, the diversity leadership group has seen the results and other groups on campus – students, staff, and faculty – will receive them as well.

- Smith provided a presentation of the materials.

    o   Hanover provided questions; we added others related specifically to WU. There were incentives provided for students who completed the survey.

    o   Respondents indicated that faculty, staff, and students identify as majority white and female.

    o   Most respondents thought leaders supported DEI. More at WUTech than WU main campus. There are statistically significant differences between white and non-white respondents in the belief there is a strong DEI culture at WU. Similar differences for those who are confident in WU addressed reported issues on campus.

    o   Similar statistical difference as related to belonging and being valued.

    o   Faculty reported DEI issues in terms of service and tenure, as well as implicit bias being an issue.

    o   As with the last climate survey, there were questions related to campus safety. Those identifying as female were more likely to have concerns of safety on campus. Major issues include lighting being insufficient.

- Stephenson presented recommendations and work in progress to make WU more inclusive, including:

    o   Thrive scholarship.

    o   Math, English, and WU101 efforts to remove obstacles.

    o   CTEL inclusive teaching practices, STEM focus this month.

    o   Creation of an office of accommodations to include all offices associated with accommodations. Body type accommodations are being made including different types of desks and chairs.

    o   Created a director of belonging.

    o   Breaking down success data by demographics.

    o   More recruitment and retaining strategies. Recruitment strategies include training for search committees, as well as inclusion advocates and data analysis to see who we are attracting to ensure

the most diverse and best pool of candidates possible. Retaining strategies have included a more systemic paid faculty mentoring program, better methods of handling bias incidents.

- o Diversity leadership is also looking at how to better handle bias incidents so those reporting will be satisfied things are being taken care of. There are also efforts to make the processes clearer.

- o Safety concerns are being addressed, for example moving maybe to where there are better lit parking lots and less need to walk across campus. Police phone is now 1300.

- Except for the safety questions, the survey is new. Hart asked about how we will see trends. The survey will be put out every two to three years.

- Gonzales asked about the safety issues and police on campus. Brown reported that on campus in Missouri the officers did outreach like self defense courses and leading a safe walk; perhaps this could be replicated.

- Miller mentioned there should be more focus on faculty/staff retention. McClendon asked if the recruitment strategies include adjunct recruitments. Erby answered that adjunct recruitment varies by school.

- Gonzales noted that much activity on campus is focused on Greek life. Could there be more investment in HALO and BSU? Hageman reported that in WU101 people come in and talk about orgs and Bods Connect. There is also WUfest to share about student orgs and other events like celebration of Hispanic heritage month.

III.   Updates

- Register for 2023 Tilford Conference, Oct. 5–6

- CTEL STEM event, Dewsbury coming to campus. Burdick has seen him before and found the workshop to be beneficial outside of STEM

- Please attend the Zoom strategic planning meeting today

- WUmester 2024: Community & Belonging

Academic Diversity and Inclusion Committee
Meeting Minutes
October 10, 2023

Present: Brown, Burdick, Clounch, Dempsey-Swopes, DeSota, Erby, Gonzales, Grant, Havens, Lassman, Marks, McClendon, Miller, Pierson, Sellak, Stepp, Sundal, Williams

I. Review of the charge of the ADIC

    a. Members: attend inclusive pedagogy training (from CTEL or otherwise); share details of the committee with home units and bring forward concerns.

    b. Committee: identify goals for the campus; create subcommittees of members based on these goals; report to the Office of the Provost.

II. Introduction of members, with debrief on Tilford and Dewsbury. Themes included:

    a. Importance of self-assessment.

    b. Reminder we are teaching students, not subjects.

    c. It was noted that most people working on campus needs efforts are queer and the intersection of that.

    d. The importance of language, performativeness.

    e. Nontraditional methods of showing learning, e.g., poetry and other creative methods

III. Introduction of Clouch, Associate VP of Student Life, Dean of Students, and diversity officer

    a. Thanks to those who helped with the conference. She has heard from non-Washburn colleagues who had never been on campus who now have a different understanding of the university.

    b. In her second year and newly made the diversity officer. Still learning how the process works. She will be meeting with other diversity officers in positions at KBOR schools to learn about their policies to help with changes and additions to ours.

    c. Making meetings with the presidents and advisors of BSU, HALO, and the First Nations student group.

IV. There is a current search for the Director of Belonging. Interviews are done and an offer is made, waiting for the outcome.

V. Thanks for helping with the Tilford Conference, was very successful. Next year will be at Wichita State, the first Thursday and Friday in October.

VI. Climate survey update: waiting on data; will contact the provost about getting in touch with WSGA.

VII.   Discussion of committee goals for AY2024

    a. Breakout rooms used to start brainstorming and to come up with action steps within our role on campus.

    b. Will continue this discussion at the next meeting.

International Education / International WTE Committee

Nov. 16, 2023, 4-5 pm, International House

In attendance: Liviu Florea, Courtney Sullivan, Miguel Gonzalez-Abellas (ex officio), Baili Zhang (ex officio - Secretary); Hillary Lolley, Lara Rivera, and Ye Wang reviewed agenda remotely and voted by email.

Reports & Announcements

Zhang announced that this was the International Education Week and that, as a culmination event, the Annual Celebration of Cultures would be 5-7 pm Nov. 16, in the lower level of the Union.

There was a brief discussion about the recent general faculty meeting's decision of the USLOs, noting that there was no change to the language regarding the GED USLO.

Approvals

Minutes of October 19 meeting were approved, along with the following request / proposal:

Pam Schmidt: $1,923 – Presenting at a conference in Cypris; and
"Explore Korea" - proposal by Sangyoub Park as a WTE program.

Respectfully submitted,

Baili Zhang, Secretary

FACULTY AGENDA ITEM

Date: *November 20, 2023*

Submitted by: *Tracy Wagner, x 1752*

SUBJECT: *Correction of typographical error in Faculty Senate Constitution*

Description: *During the 2022-2023 Academic year, Faculty Senate passed a major overhaul of the Constitution. Despite the fact that multiple people worked on it and looked over the material, we have found an error (VI. H. 5.) which is clearly typographical in nature, but affects the regular operation of one of Faculty Senate's Subcommittees. Additionally, we would like to add the word "calendar" to section V F to make it clear that it is five calendar days.*

Rationale: *This is being recommended because it is clear that the intent was for agendas for the Faculty Senate AND all subcommittees go out five calendar days in advance of the meeting. (The requirement for publishing agendas has been lessened from six days to five days for the Faculty Senate and the subcommittees as found in Sections V.F, VI.E.5, VI.F.5, and VI.G.5. (as proposed).)*

 (This is true for all the groups, except the for the Faculty Affairs Committee which still says six calendar days (from the previous version.) It is imperative that all portions of the Constitution are consistent in reference to each other so the proposal is to correct this minor error. (For ease of reading, the specific sections have been highlighted.)

Financial Implications: *None*

Proposed Effective Date: *Immediately after passing approval of the Faculty Senate.*

Request for Action: *Approval by Faculty Senate*

Approved by: *Faculty Senate on date*

Attachments   Yes ☑   No ☐

22-4 FACULTY AGENDA ITEM Amended

Date: *September 5, 2022*

Submitted by: *Faculty Senate Constitution Task Force, Shaun Schmidt, Chair, Ext 2265*

SUBJECT: *FACULTY SENATE CONSTITUION REPLACEMENT*

Description: *The Faculty Senate Constitution Task Force is recommending to replace the existing constitution with an updated version as attached below. The current version is also attached for comparison. As there are a substantial number of changes being recommended in language and organization of the document a side by side comparison is not realistic.*

Major changes include:

1) *The addition of a preamble.*
2) *Clarification of the duties of the Faculty Senate as found in Section I.B.*
3) *The Faculty Senate will have the "final say" on most matters brought before it. In Section I.D. the relationship between Faculty Senate and General Faculty has been adjusted.*
4) *In section II the eligibility to vote for and serve on Faculty Senate has been stated more clearly.*
5) *Section II.A. specifies administrative reassigned time, thus clarifying eligibility to vote for Faculty Senators.*
6) *Section II.C. creates a constituency of University-Wide Faculty that includes all eligible faculty who do not report to a Dean of the College, one of the Schools, or University Libraries.*
7) *Section II.D. establishes that each electoral unit listed in this section be guaranteed one Faculty Senator.*
8) *Section II.E. separates the Faculty Senate representation of the School of Law Faculty and the School of Law Librarians which is consistent with the Faculty Handbook Section I.III.B. The Faculty Handbook Language excludes the Law Librarians as Law Faculty, but allows the Law Librarians to participate as General Faculty.*
9) *Section III.C. defines the process for the faculty census used to determine representation.*
10) *Classes of Senators has been established in Section III.D to ensure equal turnover of Senators each year.*
11) *In Section IV.B. the reassigned time for the Secretary of Faculty Senate has been increased to one-quarter from one-eighth.*
12) *Constitutionally mandated duties on the officers are defined in Section IV.C. (Additional duties are defined later in the Standing Rules, see Section V.I.)*
13) *A quorum is established for Faculty Senate in Section V.C.*

14) *Proxy voting is clearly stated as not allowed for Faculty Senate in Section V.C. and in the respective Standing Committee descriptions in Section VI., part 5 of each.*

15) *Requirements for publishing standing committee agendas has been moved from the same section as the Faculty Senate, Section V.F. to the respective committee description in Section VI., part 5 of each.*

16) *The requirement for publishing agendas has been lessened from six days to five days for the Faculty Senate and the subcommittees as found in Sections V.F, VI.E.5, VI.F.5, and VI.G.5. (as proposed).*

17) *Standing Rules are established in Section V.J. which are meant to be the operational guide for the Faculty Senate.*

18) *The Executive Committee is expanded to include the Chairs of the three subcommittees once elected at the start of the fall semester as found in Sections VI.D.3 and VI.D.4*

19) *Section VI.F.5. sets consistent voting requirements for the Academic Affairs Committee.*

20) *Section VI.A.3. codifies the Graduate Council as a subcommittee of the Faculty Senate with two independent charges.*
The Graduate Council description is found in VI.G.
The Graduate Council as found the in the Faculty handbook will need to be removed as a separate action item.

21) *In section VI, committee sections have been edited to be in a parallel presentation:*
   Committee Name
   1. *Committee ownership*
   2. *Committee charge*
   3. *Committee composition*
   4. *Terms of service for members*
   5. *Constitutionally mandated rules*
   6. *Timeline for sunset of the committee*
   7. *Other as needed*

22) *In Section VI.D.5. the requirements for creation of a faculty committee or task force are codified for Faculty Senate.*

23) *In Section VI.E.3. the composition of the Electoral Committee is defined.*

24) *In section VI.F.2., the Academic Affairs Committee is given faculty oversight for curricular changes from units outside of the college or one of the schools.*

25) *Minor editorial changes throughout to affect a consistent style.*

Rationale: *At the completion of the Spring 2018 semester the Faculty Senate established the creation of this task force to "investigate any aspects of the Faculty Senate to determine any strengths and weaknesses. Given any weaknesses, the Task Force will research alternatives and where appropriate bring forward to the Faculty Senate recommendations for changes." Much of the work of this task force has been previously reported to the Faculty Senate by way of meeting minutes. What is attached below is a revised constitution which maintains the strengths of the Faulty senate, but addresses some of the weaknesses as it is currently manifested.*

The revised Faculty Senate Constitution clarifies the charge of the Faculty Senate, the relationship between Faculty Senate and General Faculty, the duties of the officers, and the standing committee structure and function. It codifies faculty representation for faculty outside of the College, one of the Schools, or University Libraries as a new constituency, University-Wide Faculty. It provides an independent, faculty driven pathway for curricular oversite of graduate programs. It also establishes Standing Rules for the Faculty Senate which will guide the collective workings, expectations, and procedures for improved continuity of the operations of the Faculty Senate.

Financial Implications: *An additional one-eighth release time for the Faculty Senate Secretary.*

Proposed Effective Date: *This constitution will become effective starting with the 2023-24 Faculty Senate.*

Request for Action: *Approval by FS/ Gen Fac / WUBOR*

Approved by: *Faculty Senate on date 2-20-2023*

/Attachments   Yes X   No

(Proposed) Faculty Senate Constitution

PREAMBLE

This Faculty Senate Constitution, as amended from time to time, provides a system for the participation of faculty in the governance of Washburn University. University governance involves collaborative relationships among the Washburn University Board of Regents (WUBOR), the University President, administrators, faculty, staff, and students, as reflected in the WUBOR By-Laws and this Constitution.

I. **PURPOSE AND DUTIES OF THE FACULTY SENATE**

A. The Faculty Senate, as the agent of the General Faculty of Washburn University, speaks on behalf of that body to the University community and is empowered by the General Faculty as confirmed by WUBOR to act on behalf of the General Faculty of Washburn University in matters described in this constitution.

B. The duties of the Faculty Senate include, but are not limited to, the following:

1. Providing a forum for the expression of Faculty opinion;

2. Advocating for the general rights, privileges, and responsibilities of the Faculty;

3. Exercising primary responsibility in curricular matters;

4. Advising on matters of University policy including fiscal matters;

5. Advising on standards and procedures for Faculty evaluation;

6. Promoting and maintaining academic freedom and freedom of expression on campus;

7. Overseeing the membership and function of all committees of the Faculty Senate and receiving, reviewing, remanding, approving, or disapproving recommendations from the standing committees of the Faculty Senate.

C. The Faculty Senate shall consider policies on University matters, including academic issues and matters that affect more than one of the Major Academic Units.

D. As the agent of the General Faculty:

1. The actions of the Faculty Senate may be reviewed, revised, recalled, or endorsed by the General Faculty.

2. Any action by the Faculty Senate concerning changes in University graduation requirements or creation of new academic departments will be brought before the General Faculty for a vote.

3. The Faculty Senate can choose by a majority affirmative vote to bring any action of the body before the General Faculty for consideration.

4. Any action of the Faculty Senate may be challenged by not less than twenty members of the General Faculty or 500 currently enrolled students. Such challenge must be

presented as a signed written petition and presented to the Secretary of the General Faculty who will place it on the General Faculty agenda for action.

II. **ELIGIBILITY AND MEMBERSHIP**

A. Eligibility to vote for Faculty Senators: Full-time faculty on an annual contract who are not serving more than half time in an administrative capacity are eligible to vote for the election of Faculty Senators. Administrative roles are defined in Section 4 of the Faculty Handbook and includes the University President. Questions of eligibility will be referred to and determined by the Electoral Committee.

B. Eligibility to serve as a Faculty Senator: Persons specified in Section II.A. as eligible to vote are also eligible to serve, excluding faculty on authorized leave of absence or sabbatical during such period of leave. Any faculty member who is eligible to serve may put their name forward for election.

C. Faculty who are not contractually assigned to the School of Law, School of Business, School of Applied Studies, School of Nursing, the College of Arts and Sciences, or the University Libraries shall constitute University-Wide Faculty.

D. The School of Business, School of Applied Studies, School of Nursing, University Librarians, University-Wide Faculty, and each Division within the College of Arts and Sciences shall elect representatives to the Faculty Senate in proportion to the number of voting faculty, as defined in Section II.A., in each unit, with one senator selected to represent each ten faculty members (numbers with 0-4 as the ones digit shall be rounded down, numbers with 5-9 as the ones digit shall be rounded up in each voting unit). Each unit is guaranteed a minimum of at least one Faculty Senator to be elected. Representation will be based on a census conducted by the Electoral Committee as described below in Section III.

E. The School of Law Faculty, as defined to exclude the School of Law Librarians in accordance with Faculty Handbook Section I.III.B, shall elect representatives to the Faculty Senate in proportion to the number of voting faculty, as defined in Section II.A. with one senator selected to represent each ten faculty members (numbers with 0-4 as the ones digit shall be rounded down, numbers with 5-9 as the ones digit shall be rounded up in each voting unit). The School of Law Librarians shall separately elect one additional representative to the Faculty Senate. Representation will be based on a census conducted by the Electoral Committee as described below in Section III.

F. In addition, five at-large Faculty Senators will be elected by all faculty specified in Section II.A. No more than two of these at-large Senators may come from any one School, the College, University Librarians, or University-Wide Faculty.

G. A representative from the current pool of adjunct instructors will be invited by the Executive Committee to sit on Faculty Senate as a non-voting member.

H. The Vice President for Academic Affairs (VPAA) or their designee shall serve as a non-voting member of the Faculty Senate. The VPAA or their designee shall provide administrative support for the Faculty Senate and its standing committees.

III. **ELECTIONS**

A. The Electoral Committee supervises all elections of Faculty Senators.

B. The Electoral Committee is defined in Section VI.E.

C. On the second Monday in February, or the first business day thereafter, a faculty census is taken of all full-time employees on a faculty contract. This census will be the final determination of representation of all Faculty Senate electoral units in the following academic year.

   1. The faculty census is completed by the VPAA or their designee in collaboration with other administrative offices as necessary, and delivered to the Electoral Committee within two weeks.

   2. The faculty census will include at minimum a listing of the names of all full-time faculty; their contractual assignment to a School, College, Division, Department, and/or other area; Washburn e-mail address; and fraction of reassigned time for administrative duties as described in Section II.A.

   3. The Electoral Committee will review the census of faculty, determine the eligibility of each faculty to vote and/or to serve as a Senator, and update the number of Senators for each Faculty Senate electoral unit prior to the annual elections held in April.

D. The Electoral Committee shall maintain a division of Senators into two classes: those to be elected in even-numbered, and those to be elected in odd-numbered years. These senatorial classes shall be apportioned such that the two classes contain approximately equal numbers of Senators, and such that Senators from units are divided as evenly between the two classes as possible. Three at-large Senators shall be elected in even years, and two at-large Senators shall be elected in odd years.

E. The Electoral Committee will conduct elections of at-large Senators. Nominations for the at-large Senators will be submitted to the Electoral Committee at least three weeks in advance of the election and will be publicized two weeks before the election.

F. Each electoral unit will decide on its own mechanism for faculty voting for their representative Senators, subject to the oversight of the Electoral Committee.

G. Regular elections for Faculty Senate seats shall be for two-year terms. A Faculty Senator is eligible to serve a maximum of two consecutive terms, but may be re-elected after an absence of at least one year from the Faculty Senate. If the Senator's first term is the result of a special election, that service will count toward the two-term limit if more than one year. No Senator shall serve more than 5 years without an absence of at least one year.

H. Should any Faculty Senator prove unable to serve out a full term, a special election will be held to select a replacement for the remainder of the term. The election and representation (electoral unit or at large) will be the same as for the Senator who is unable to serve.

IV. **OFFICERS AND LEADERSHIP**

A. In the final Faculty Senate meeting of the spring term, the newly constituted Faculty Senate will elect from among its Senators the Officers of the Faculty Senate: President, Vice President, Secretary, and Parliamentarian.

B. The President of the Faculty Senate shall ordinarily receive one-quarter reassigned time and clerical support from the office of the VPAA. The Secretary of the Faculty Senate shall ordinarily receive one-quarter reassigned time.

C. Duties of Officers

1. The President of the Faculty Senate shall:

   a. Preside over meetings of the Faculty Senate;

   b. Serve as chair of the Executive Committee;

   c. Meet regularly with the University President and VPAA to provide feedback on issues related to the Faculty. At minimum these meetings shall occur in advance of Board of Regents meetings.

   d. Sit on the Council of Faculty Senate Presidents of the Kansas Board of Regents;

   e. Serve as one of the Faculty representatives to WUBOR, and be prepared to report to WUBOR on issues before the Faculty Senate;

   f. Perform other duties as defined in the Standing Rules of the Senate.

2. The Vice President of the Faculty Senate shall:

   a. Serve as President in the case of absence or temporary incapacity of the President of the Faculty Senate;

   b. Serve as one of the Faculty representatives to WUBOR, and shall be prepared to report to WUBOR on issues before the Faculty Senate;

   c. Perform other duties as defined in the Standing Rules of the Senate.

3. The Secretary of the Faculty Senate shall:

   a. Maintain Faculty Senate records;

   b. Publish agendas, minutes, agenda items, membership list, and committee assignments to the Washburn University public website;

   c. Receive items for Faculty Senate consideration, including materials for Faculty Senate committees;

   d. Organize meetings of the Faculty Senate;

   e. Communicate Faculty Senate business to:

      (i) Faculty Senators,

      (ii) Secretary of the General Faculty,

(iii) Secretary of the Washburn Board of Regents,

(iv) University President,

(v) President of the Washburn Student Government Association;

    f.   Perform other duties as defined in the Standing Rules of the Senate.

4. The Parliamentarian of the Faculty Senate shall:

    a.   Answer procedural questions;

    b.   Serve as custodian of the Standing Rules of the Senate;

    c.   Perform other duties as defined in the Standing Rules of the Senate.

D. In the case of vacancy of an officer position, an election will be held at the next Faculty Senate meeting.

V. MEETINGS

A. Meetings of the Faculty Senate and its standing committees are open meetings. Speaking privileges before the Faculty Senate shall be granted to anyone recognized by the President of the Faculty Senate, or whose right to speak is supported by a majority vote of the Faculty Senate. The University President and the President of WSGA shall have the right to speak before the Faculty Senate.

B. All actions of the Faculty Senate require the presence of a quorum, defined as at least half the elected Senators.

C. Actions of the Faculty Senate will be taken by majority vote of Senators present except for amendments to the Senate Constitution as described in Section VII. Proxy voting shall not be allowed.

D. Agenda items can originate with a Faculty Senator, the Executive Committee, or a member of University Executive Staff; or through the governance process of the academic units. Any member of the Faculty or person in the University community can propose agenda items to the above list to be sponsored for consideration by the Faculty Senate.

E. Each matter considered as new business shall be presented to the Faculty Senate as an agenda item in the form of two readings that may not occur on the same date. The first presentation of the matter shall be considered its first reading. Items coming to the Faculty Senate from the Academic Affairs Committee, Graduate Council, Faculty Affairs Committee, or Electoral Committees will be taken up as second reading.

F. Agendas for each Faculty Senate meeting will be distributed to all Faculty Senators and made available to the University community, as described above in Section IV.C.3., ==five days== in advance of any scheduled meeting time.

G. Minutes of all meetings of the Faculty Senate will be distributed as described above in Section IV.C.3.

H. The University President shall have the right to non-concur with any action of the Faculty Senate, but in exercising this right shall state the reasons for non-concurrence in a letter to the Executive Committee of the Faculty Senate. WUBOR shall then be notified of the action of the Faculty Senate and the non-concurrence of the University President, along with the stated reasons for non-concurrence. A final determination of the matter shall be in the hands of WUBOR, and until such time the status quo shall prevail.

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;

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

   c. Expectations of Faculty Senators;

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

VI. **COMMITTEES**

A. In addition to the Executive Committee, the Faculty Senate shall establish the following Faculty Senate standing committees:

1. An Electoral Committee, to oversee elections of the Faculty Senate;

2. An Academic Affairs Committee, to review and make recommendations on matters of undergraduate curricula and programs;

3. A Graduate Council, to review and make recommendations on matters of graduate curricula and programs and to facilitate coordination between graduate programs;

4. A Faculty Affairs Committee, to review and make recommendations on faculty issues.

B. All members of these committees must come from the Faculty Senate membership, except as otherwise provided for in the committee description.

C. At least one Faculty representative on each University Faculty Committee, as defined by the Faculty Handbook, must be a member of the Faculty Senate, by special appointment of the Executive Committee, if necessary.

D. Executive Committee

1. The Executive Committee reports to the Faculty Senate.

2. The Executive Committee oversees the operations of the Faculty Senate and acts as the Committee on Committees.

3. Executive Committee consists of the Officers of the Faculty Senate defined in Section IV.A.; and enough additional members elected to ensure that the College, each of the Schools, and either a University Librarian or University-Wide faculty are represented. Chairs of the subcommittees established in Section VI.A. are additional members of the Executive Committee once elected.

4. The Executive Committee is reconstituted each academic year. Non-ex officio members elected to ensure unit representation as described in Section VI.D.3. are elected in May by the senators representing that individual unit. Subcommittee chairs are elected by the respective subcommittee at the start of the fall semester.

5. The Executive Committee provides leadership on matters relevant to Faculty and the Faculty Senate.

   When classes are not in session for the general fall and spring academic semesters, the Executive Committee shall be empowered to act provisionally on an emergency basis on behalf of the full Faculty Senate, with those actions being subject to the approval of the full Faculty Senate when it reconvenes.

   The Executive Committee arranges meeting times and establishes agendas for each Faculty Senate meeting.

   The Executive Committee, in its capacity as Committee on Committees, is empowered to create ad-hoc Faculty committees as deemed necessary, and to oversee faculty representation on Faculty committees. Ad hoc committees or task forces must be defined in terms of the following:

   a. Committee name;

   b. Committee ownership;

   c. Committee charge;

   d. Committee composition;

   e. Terms of service for members;

   f. Specified standing rules;

   g. Timeline for sunset of the committee;

   h. Other items as needed.

6. The Executive Committee is a standing committee.

E. Electoral Committee

   1. The Electoral Committee reports to the Faculty Senate.

2. The Electoral Committee is charged with supervising all elections of the Faculty Senate, as specified in Section III.

   The Executive Committee may also delegate other matters to this committee.

3. The Electoral Committee shall be comprised of a Senator from the College of Arts and Sciences, the School of Applied Studies, the School of Business, the School of Law, the School of Nursing, and either a University Librarian or University-Wide Faculty.

4. The Electoral Committee is reconstituted each academic year. Each member is appointed to a one-year term.

5. The Electoral Committee selects its own chair.

   Decisions of the Electoral Committee require the affirmative vote of a majority of members. Proxy voting shall not be allowed.

   Agendas that contain items that constitute first reading for Faculty Senate will be distributed to all members of the committee five calendar days in advance of any scheduled meeting time.

6. The Electoral Committee is a standing committee.

F. Academic Affairs Committee

1. The Academic Affairs Committee reports to the Faculty Senate.

2. The Academic Affairs Committee is charged with making recommendations to the Faculty Senate regarding undergraduate academic programs and policies, including:

   a. All new undergraduate academic programs, including majors, minors, degrees, certificates, and emphasis/concentration areas;

   b. Deletions of and major revisions to academic programs (those that fall into Sections VI.F.2.c-e. below);

   c. Policies that redefine standing University criteria (e.g., minimum number of hours to graduate, University-wide minimum/maximum number of hours for majors/minors, General Education criteria);

   d. Academic or programmatic changes to undergraduate programs requiring financial investments beyond the unit (i.e., new University funding); and

   e. Changes that directly affect other units, including changes to prerequisites, listing of potential electives for the major.

The primary concerns of the committee shall be consistency of the proposed program with applicable University-wide guidelines and regulations, potential impact of the program on other established programs in the University, and financial implications of such new or revised programs.

Unless they meet the criteria for major revisions in Sections VI.F.2.c-e., the following items in Sections VI.F.2.f-j. coming from the College or one of the Schools would not come through the General Faculty Governance process (i.e., Academic Affairs, Senate,

General Faculty, and the Washburn Board of Regents), but should be channeled through the Faculty governance process of the academic unit:

f. Changes to minors, certificates, or the advising process

g. New courses, course modifications, changing of course descriptions, credit hours or course numbers

h. Deleting unused course numbers

i. Number of credits in the major (within the University established minimum/maximum levels)

j. Changes to prerequisites or potential electives within the unit for a major.

All undergraduate curricular changes coming from units outside of the College or one of the Schools shall be considered by the Academic Affairs Committee. Major revisions to programs as defined above in Sections VI.F.2.a-e will move forward to Faculty Senate for consideration. All other curricular changes will be considered complete after approval of a single reading before the Academic Affairs Committee.

The Executive Committee may also delegate other matters to this committee.

3. The Academic Affairs Committee shall consist of two Senators from the College of Arts and Sciences, two Senators from the School of Applied Studies, two Senators from the School of Business, two Senators from the School of Nursing, and one Senator from the University Libraries.

The VPAA or their designee will serve as ex-officio, non-voting member.

If possible, all Faculty members of the Academic Affairs Committee should be Senators. However, if a Major Academic Unit has three or fewer Senators, the Executive Committee may ask the relevant unit(s) to elect a non-Senator to the Academic Affairs Committee to ensure adequate representation. If elections of non-Senators must be made, the minimum proportion of the Faculty members of the Academic Affairs Committee who will be Senators is two-thirds.

4. The Academic Affairs Committee is reconstituted each academic year. Each member is appointed to a one-year term.

5. The committee selects its own chairperson.

Decisions of the Academic Affairs Committee require the affirmative vote of a majority of the membership. Proxy voting shall not be allowed.

Agendas that contain items that constitute first reading for Faculty Senate will be distributed to all members of the committee five calendar days in advance of any scheduled meeting time.

6. The Academic Affairs Committee is a standing committee.

G. Graduate Council

1. The Graduate Council reports to the Faculty Senate.

2. The Graduate Council has a twofold charge: a Graduate Academic Affairs charge, and a Graduate Program Coordinating charge.

    a. The Graduate Academic Affairs charge is to make recommendation to the Faculty Senate for:

        (i) All new graduate academic programs, including majors, dual degree programs, expedited dual degrees with undergraduate programs, and certificates;

        (ii) New graduate academic programs or revisions to such programs that originate from units other than major academic units.

        (iii) Deletions of and major revisions to academic programs (those that fall into Sections VI.G.2.a.iv-vi. below);

        (iv) Policies that redefine standing University criteria (e.g., the prior completion of undergraduate work);

        (v) Academic or programmatic changes to graduate programs requiring financial investments beyond the unit (i.e., new University funding); and

        (vi) changes that directly affect other units, including courses accepted by units and programs included in dual and expedited degrees.

        The primary concern of the Graduate Academic Affairs charge of this council is to ensure proposed programs are consistent with applicable University-wide and external accreditation guidelines and regulations including admission criteria and procedures, potential impact of the programs on other established graduate programs in the University, and financial implications of such new or revised programs.

        Joint programs including the School of Law are subject to this review; all programs exclusive to the School of Law are not subject to this review but will be submitted as information items to Graduate Council and Faculty Senate.

    b. The Graduate Program Coordinating charge includes, but is not limited to:

        (i) Providing input into the decision process on administrative matters and procedures affecting multiple graduate programs across the campus;
        (ii) Providing the means for faculty to collaborate, coordinate, and cooperate in ways to best support and strengthen graduate programs at Washburn University.
    c. The Executive Committee may also delegate other matters to this council.

3. The Graduate Council voting membership will consist of the Director or their designee of each graduate program including the School of Law, and one University Librarian designated by the Dean of University Libraries.

    A minimum of one member of the Graduate Council shall be a Faculty Senator. If there is not a Faculty Senator included in the membership, then the Executive Committee of the Faculty Senate shall appoint an additional member in consultation with the Chairperson of the Graduate Council.

The VPAA or their designee will serve as ex-officio, non-voting member. In support of the Graduate Council the VPAA or their designee shall at minimum:

(i) Coordinate collaboration with Strategic Analysis, Research, and Reporting to provide the Council with appropriate data regarding graduate programs;

(ii) Coordinate collaboration with Enrollment Management on generating information on student recruitment, financial aid, and graduation.

4. The Graduate Council is reconstituted each academic year. Each member is appointed to a one-year term.

5. The Graduate Council selects its own chairperson annually.

A majority of the members will constitute a quorum.

The Chairperson of the Graduate Council will determine to which charge each matter under consideration should be categorized and considered. This categorization may be changed by a two-thirds affirmative vote of the Graduate Council membership.

a. When considering matters under the Graduate Academic Affairs charge:

These actions of the Graduate Council will serve as the first reading of such action for the Faculty Senate;

These actions will be forwarded to the Faculty Senate for consideration or information as prescribed above in Section VI.G.2.a.;

All actions related to these actions will require a majority affirmative vote for passage;

Proxy voting shall not be allowed for these actions;

Minutes detailing these actions will be presented to Faculty Senate for approval.

Agendas that contain items that constitute first reading for Faculty Senate will be distributed to all members of the committee five calendar days in advance of any scheduled meeting time.

b. When considering matters under the Graduate Program Coordinating charge:

These actions will normally not be forwarded to Faculty Senate for consideration; however, these actions may be forwarded to Faculty Senate upon a two-thirds affirmative vote of the Graduate Council membership;

All actions related to these actions will require a two-thirds affirmative vote for passage;

Proxy voting is allowed for these actions;

For these actions, an absent member may vote in advance of a meeting by submitting their vote in writing or via University E-mail to the Chairperson of the Graduate Council;

Minutes taken regarding these actions will be presented to Faculty Senate for acceptance.

6. The Graduate Council is a standing committee.

H. Faculty Affairs Committee

1. The Faculty Affairs Committee reports to the Faculty Senate.

2. The primary concern of the Faculty Affairs Committee is promotion of the general welfare of Faculty members. The Faculty Affairs Committee is charged with making recommendations to the Faculty Senate regarding policies affecting University Faculty, including:

   a. Teaching loads and extracurricular duties affecting workload,

   b. Retirement policy,

   c. Tenure and promotion standards,

   d. Faculty grievance policy,

   e. Dismissal criteria,

   f. Salary and Faculty benefits, and

   g. Academic Sabbatical policy.

   The Executive Committee may also delegate other matters to this committee.

3. The Faculty Affairs Committee shall consist of one Senator from each Division within the College of Arts and Sciences, one Senator from the School of Business, one Senator from the School of Law, one Senator from the School of Nursing, one Senator from the School of Applied Studies, and one Senator from University-Wide Faculty.

   If possible, all Faculty members of the Faculty Affairs Committee should be Senators. However, if a Major Academic Unit has three or fewer Senators, the Executive Committee may ask the relevant unit(s) to elect a non-Senator to the Faculty Affairs Committee to ensure adequate representation. If elections of non-Senators must be made, the minimum proportion of the Faculty members of the Academic Affairs Committee who will be Senators is two-thirds.

4. The Faculty Affairs Committee is reconstituted each academic year. Each member is appointed to a one-year term.

5. The committee selects its own chairperson.

Decisions of the Faculty Affairs Committee require the affirmative vote of a majority of the membership. Proxy voting shall not be allowed.

Agendas that contain items that constitute first reading for Faculty Senate will be distributed to all members of the committee six calendar days in advance of any scheduled meeting time.

6. The Faculty Affairs Committee is a standing committee.

VII. **AMENDMENTS**

A. Amendments to the Constitution of the Faculty Senate can be proposed by any eligible Faculty member as defined by Section II.A.

B. Amendments to the Constitution of the Faculty Senate shall require two readings before Faculty Senate.

Approval of amendments to the Constitution of the Faculty Senate requires an affirmative two-thirds vote of Faculty Senators present and voting for passage.

C. Amendments to the Constitution of the Faculty Senate must be brought before the General Faculty for final ratification.

Ratification of amendments to the Constitution of the Faculty Senate requires an affirmative majority vote of General Faculty present and voting for passage at a meeting of the General Faculty as defined in the Faculty Handbook.

Current Faculty Senate Constitution

Adopted by the Board of Regents - March 11, 2005

I. PURPOSE AND DUTIES OF THE FACULTY SENATE

A. The Faculty Senate, as the agent of the General Faculty of Washburn University, speaks on behalf of that body to the University community.

B. The Faculty Senate shall consider policies on University matters including academic issues and matters which affect more than one of the Major Academic Units.

C. As the agent of the General Faculty, the duties of the Faculty Senate thus include, but are not limited to:

1. providing a forum for the expression of faculty opinion.
2. exercising primary responsibility in curricular matters, academic programs and standards, changes in graduation requirements, new degrees, new majors or academic programs, elimination of existing degrees or major programs, creation of new academic departments, and recommending changes to the faculty handbook, subject to the oversight of the University President and the Board of Regents.
3. advising the University President on matters of university policy, including budgetary policies, faculty retention, matters which affect more than one of the Major Academic Units, and standards for student admission and retention.
4. advising academic deans regarding standards and procedures for faculty evaluation.
5. working to promote and maintain academic freedom.
6. overseeing the membership and function of all committees of the Faculty Senate and receiving, reviewing, remanding, approving or disapproving recommendations from the standing committees of the Faculty Senate.

D. To these ends, the Faculty Senate, as agent of the General Faculty, is empowered to act on behalf of the General Faculty of Washburn University in matters described in I.C. The actions of the Faculty Senate may be reviewed, revised, recalled, or endorsed by the General Faculty. Any action by the Faculty Senate concerning changes in graduation requirements, new degrees, academic majors, or programs; elimination of existing degrees or major programs; or creation of new academic departments will be brought before the General Faculty for a vote. In addition, the Faculty Senate can choose by majority vote to bring any action of the body before the General Faculty for a vote. Any action of the Faculty Senate may be challenged by the petition of not less than twenty members of the General Faculty or 10% of the students currently enrolled. Such challenge must be presented as a signed written petition and presented to the Secretary of the General Faculty who will place it on the General Faculty agenda for action.

II. ELIGIBILITY AND MEMBERSHIP

A. Faculty Eligibility: Only full-time faculty on an annual contract are eligible to vote for and to serve on the Faculty Senate excluding those faculty serving more than half time in administrative

capacities and faculty on authorized leave of absence or sabbatical during such period of leave. Any eligible faculty member may put his or her name forward for election.

B. The School of Law, School of Business, School of Applied Studies, School of Nursing, and each division within the College of Arts and Sciences shall elect representatives to the Faculty Senate in proportion to the number of eligible faculty in each unit, with one senator selected to represent each ten faculty members (numbers with 0-4 as the ones digit shall be rounded down, numbers with 5-9 as the ones digit shall be rounded up in each voting unit). Representation will be based on the number of faculty in each unit at the start of the spring semester.

C. In addition, five at-large members of the Faculty Senate will be elected by all eligible faculty. No more than two of these may come from any one School or the College.

D. The Librarians of Mabee Library/CRC shall elect one member of the Faculty Senate for every ten of their number. The Librarians of the Law Library shall also elect one member of the Faculty Senate for every ten of their number.

E. The Vice President for Academic Affairs or his or her designee shall serve as a non-voting member of the Faculty Senate.

III. ELECTIONS

A. The Senate will establish a standing Electoral Committee to supervise elections, including any necessary modifications of designated voting units to reflect changing faculty numbers.

B. Elections to the Faculty Senate will be held annually in April, with half of the membership selected in each election. Members shall serve for a term of two years.

C. The Electoral Committee will oversee elections of at-large members to the Faculty Senate. Nominations for the at-large members of the Faculty Senate will be submitted to the Electoral Committee at least three weeks in advance of the election and will be publicized two weeks before the election.

D. Each electoral unit will decide on its own mechanism of voting for the Faculty Senate, subject to the oversight of the Electoral Committee.

E. Members of the Faculty Senate are eligible to serve a maximum of two consecutive terms, but may be re-elected after an absence of at least one year from the Faculty Senate.

F. Should any member of the Faculty Senate prove unable to serve out a full term for any reason, a special election will be held in that member's electoral unit to select a replacement for the remainder of the term.

IV. ORGANIZATION

A. The Faculty Senate will meet each year within two weeks of elections, and at that meeting will elect from among its members the officers of the Senate: President, Vice President, Secretary, and Parliamentarian.

B. The President of the Faculty Senate shall ordinarily receive one-quarter reassigned time and clerical support from the office of the Vice President of Academic Affairs. The Secretary of the Faculty Senate shall ordinarily receive one-eighth reassigned time.

C. The President and Vice President of the Faculty Senate shall serve as the faculty representatives to the Board of Regents, and shall be prepared to report to the Board on issues before the Faculty Senate.

D. The Vice President of the Faculty Senate will serve as President in the case of absence or incapacity of the President of the Faculty Senate.

E. An Executive Committee shall be established, consisting of the President, Vice President, and Secretary of the Faculty Senate, and enough additional members elected by that body from among its members to ensure that every Major Academic Unit is represented. That Executive Committee will be charged with arranging meeting times and establishing agendas for each meeting. The Executive Committee shall also serve as a Committee on Committees for the Faculty Senate.

F. Agenda items can originate with the Executive Committee or any other member of the Faculty Senate or can be proposed to the Executive Committee by any member of the faculty or University community.

G. Agendas for each Faculty Senate meeting will be distributed to all members of the Faculty Senate six days in advance of any scheduled meeting time and made available to the University community. Academic Affairs Committee agendas, Faculty Affairs agendas and Graduate Council agendas which contain items which constitute first reading for Faculty Senate will be distributed to all members of the applicable committee six calendar days in advance of any scheduled meeting time.

V. MEETINGS

A. During the course of the summer, the Executive Committee shall be empowered to act provisionally on an emergency basis on behalf of the full body, subject to the approval of the full Faculty Senate when it reconvenes.

B. Meetings of the Faculty Senate are open meetings. Speaking privileges before the Faculty Senate shall be granted to anyone recognized by the President of the body, or whose right to speak is supported by a majority vote of the body. The University President and the President of the Washburn Student Government Association (W.S.G.A.) shall have the right to speak before the Faculty Senate.

C. Actions of the Faculty Senate will be taken by majority vote of members present, with the exception of amendments to the Senate Constitution. All actions of the Faculty Senate, however, require the presence of a quorum, defined as at least half the elected representatives.

D. Each matter considered as new business shall be presented to the Faculty Senate as an agenda item in the form of two readings and may not occur on the same date. The first presentation of the matter shall be considered its first reading. Items coming to the Faculty Senate from the Graduate Council, Faculty Affairs, Academic Affairs, Electoral, or All-University Committees will be taken up as second reading.

E. Minutes of all meetings of the Faculty Senate will be distributed to all members, to the University President, to the Secretary of the Board of Regents, the Secretary of the General Faculty, and to the President of W.S.G.A. by the Faculty Senate Secretary. Minutes will also be posted on the University web site by the Faculty Senate Secretary.

F. The President of the University shall have the right to non-concur with any action of the Faculty Senate, but in exercising this right, shall state the reasons for nonconcurrence in a letter to the Secretary of the Faculty Senate. The Board of Regents shall then be notified of the action of the Faculty Senate and the nonconcurrence of the University President, along with the stated reasons for nonconcurrence. A final determination of the matter shall be in the hands of the Board of Regents, and until such time the status quo shall prevail.

VI. COMMITTEES

A. In addition to the Executive Committee, the Faculty Senate will establish from its own membership the following committees: an Electoral Committee, to oversee elections of the Faculty Senate; an Academic Affairs Committee, to review and make recommendations on matters of curricula and programs; and a Faculty Affairs Committee, to review and make recommendations on faculty issues. The Graduate Council will report to the Faculty Senate and make recommendations on graduate curricula excluding those of the School of Law.

B. The Executive Committee of the Faculty Senate, in its capacity as Committee on Committees, will be empowered to create, as deemed necessary, ad-hoc committees, and to oversee faculty representation on faculty committees.

C. Faculty representatives on faculty committees, other than the Electoral, Faculty Affairs, and Academic Affairs Committees, need not be members of the Faculty Senate. At least one faculty representative on each faculty committee must be a member of the Faculty Senate, by special appointment of the Executive Committee, if necessary.

D. The Faculty Affairs Committee is charged with promoting the general welfare of faculty members. While the scope of the committee is general in nature, the more prominent interests are:

1. Teaching loads and extracurricular duties
2. Retirement, tenure, and sabbatical leaves

3. Faculty grievances
4. Dismissal criteria
5. Salary and faculty benefits
6. The academic sabbatical program

Membership of the committee consists of one Faculty Senate member from each Division within the College of Arts and Sciences, one from the School of Business, one from the School of Law, one from the School of Nursing, one from the School of Applied Studies, and one member from the University libraries, each elected for a one-year term by the Faculty Senate from its ranks. The committee selects its own chairperson. If possible, all faculty members of the Faculty Affairs Committee should be senators. However, if a Major Academic Unit has three or fewer senators, or Mabee Library/CRC has only one senator, the Faculty Senate President may request the relevant unit(s) elect a non-senator to the Academic Affairs Committee or Faculty Affairs Committee to ensure adequate representation from this (these) unit(s). If appointments of non-senators must be made, the minimum proportion of the faculty members of the Faculty Affairs Committee that will be senators is 2/3.

E. The Academic Affairs Committee is charged with evaluating carefully and making recommendations to the Faculty Senate regarding: (1) all new undergraduate programs (majors, degrees, certificates and emphasis/concentration areas) or major revisions (those that fall into categories 3-5 below) proposed by any Major Academic unit of the University; (2) new undergraduate academic programs or major revisions (those that fall into categories 3-4 below) to such programs that originate from units other than Major Academic Units (e.g., Interdisciplinary, Leadership, Honors program, etc.); (3) policies that redefine standing university criteria (e.g., minimum number of hours to graduate 119 vs. 124 hour degree, 6 hour vs. 12 hour minor, General Education criteria); and (4) academic or programmatic changes to undergraduate programs requiring financial investments beyond the unit (i.e., new university funding). (5) Changes that directly affect other units (e.g., deleting/adding correlated courses) at the undergraduate level will be reviewed by the Academic Affairs Committee as action or informational items. The primary concern of the committee shall be consistency of the proposed program with applicable University-wide guidelines and regulations, potential impact of the program on other established programs in the University, and financial implications of such new or revised programs. The Executive Committee may also delegate other matters to this committee. Faculty representatives on this Committee must be members of the Faculty Senate.

The following items should be channeled through the ACADEMIC UNIT's faculty governance process and would not come through the General Faculty Governance process (i.e., Academic Affairs, Senate, General Faculty and the Washburn Board of Regents) unless at least one of the five criteria is also present:
A. Changes to the minor
B. New courses, course modifications, changing of course descriptions, credit hours or course numbers
C. Deleting unused course numbers
D. Changes to certificates
E. Changing prerequisites
F. Number of credits in the major (within the University established minimum/maximum levels)

G. Changing the advising process
H. List of potential electives within the unit for a major

The Academic Affairs Committee shall consist of two (2) Faculty Senate members from each Major Academic Unit other than the School of Law, and a Senate representative of Mabee Library/CRC. Each member will be elected to a one-year term by the Faculty Senate from its ranks. The committee selects its own chairperson. Decisions of the Academic Affairs Committee require the affirmative vote of six of the nine members; six members shall constitute a quorum to conduct business. The VPAA or his/her designee will serve as an ex-officio, non-voting member. If possible, all faculty members of the Academic Affairs Committee should be senators. However, if a Major Academic Unit has three or fewer senators, or Mabee Library/CRC has only one senator, the Faculty Senate President may ask the relevant unit(s) to elect a non-senator to the Academic Affairs Committee or Faculty Affairs Committee to ensure adequate representation from this (these) unit(s). If appointments of non-senators must be made, the minimum proportion of the faculty members of the Academic Affairs Committee that will be senators is 2/3.

F. The Graduate Council voting membership will consist of one faculty member from Mabee Library and at least one faculty member from each School and the College (excluding the School of Law) with a maximum of one faculty member from each graduate program. Committee members shall be faculty who regularly teach or support graduate courses in the programs. The major academic units that offer graduate degree programs and Mabee Library will determine their own procedures for electing or appointing their representatives to the Graduate Council. Each representative will serve a two-year term. The Graduate Council will elect a Chairperson annually who will also serve as a member of the Faculty Senate. The Dean of the Office of Graduate Programs and Academic Outreach, the Vice President for Academic Affairs, and a representative from the School of Law will serve as non-voting ex-officio members of the Council. Decisions of the Graduate Council will require the affirmative vote of two-thirds of the voting members; two-thirds of the members shall constitute a quorum to conduct business. Actions taken by the Graduate Council will serve as the first reading of such action for the Faculty Senate and must be submitted to the full Faculty Senate in writing at least one week prior to a second (final) reading by the Senate.

The Graduate Council reports to the Faculty Senate and is charged with evaluating and making recommendations to the Faculty Senate regarding (1) all new graduate programs (majors,

degrees, certificates and the like) proposed by any major academic unit of the University; (2) major revisions to existing programs (such as a change in major designation or the addition of a major or concentration); and (3) new graduate academic programs or revisions to such programs that originate from units other than major academic units. The primary concern of the Council shall be consistency of the proposed program with applicable University-wide and external accreditation guidelines and regulations including admission criteria and procedures, potential impact of the program on other established graduate programs in the University, and financial implications of such new or revised program. Joint programs including School of Law are subject to this review. All programs exclusively to the School of Law are not.

The Office of Graduate Programs and Academic Outreach will collaborate with the Office of Institutional Research to provide appropriate data regarding graduate programs, respond to requests for information, and assume other administrative duties deemed appropriate by the Graduate Council, Faculty Senate, and the Vice President for Academic Affairs. The Office of Graduate Programs and Academic Outreach also will collaborate with Enrollment Management on generating information on student recruitment, financial aid, and graduation.

G. Faculty, Presidential, and Advisory Committees will be organized as follows:

1. Faculty committees - including, but not limited to, the Research Committee, Interdisciplinary Studies Committee, Promotion and Tenure Standards Committee, Honors Advisory Board, Graduate Committee, and General Education Committee - will be structured as standing committees of the Faculty Senate, with membership consisting of faculty elected by the academic units. Students or staff might also be added to these committees at the discretion of the Faculty Senate. Faculty committees will report their actions to the Faculty Senate. The Faculty Senate has the right to receive, review, remand, approve, or disapprove recommendations from these committees. Changes to the charge or membership structure of these committees will be made by action of the Faculty Senate.
2. Other University Committees are Presidential Committees and Advisory Committees

a. Presidential Committees - including, but not limited to, the Athletic Committee, Honorary Degree Committee, Institutional Review Board, and University Facilities Planning Committee - will be selected by the President of the University, though the President may choose to consult with the Faculty Senate when selecting faculty members to serve on Presidential Committees. These committees report their actions to the University President. Changes to the charge or membership structure of these committees are made at the discretion of the University President.

b. Advisory Committees - including, but not limited to, with administrative offices advised by each committees parenthetically noted, the Electronic Technology Committee (VPAA/VPAT), Assessment Committee (VPAA/VPSL), Board of Student Publications (VPAA/VPSL), Student Financial Aid Committee (Dean of Enrollment Management), International Education Committee (Director of International Programs), Committee on Undergraduate Retention (VPAA/VPSL/Dean of Enrollment Management), Committee on Undergraduate Probation and Reinstatement (VPAA/VPSL/Dean of Enrollment Management), and the Library Committee (Dean of Mabee Library) will typically include at least one member of the Faculty Senate. Advisory Committees will report their actions by minutes both to the Secretary of the Faculty Senate and to the appropriate administrative official. Changes to the charge or membership structure of these committees would be made by the President of the University in consultation with the Faculty Senate.

H. Each Faculty Committee shall elect a chair from among its own members

VII. AMENDMENTS

A. Amendments to the Constitution of the Faculty Senate can be proposed by any eligible faculty member as defined by Article II, A.

B. Amendments to the Constitution of the Faculty Senate require a two-thirds vote of Faculty Senate members present and voting and ratification by a majority vote of the General Faculty present and voting for passage.

Changes to Faculty Senate Constitution:

24 January 2008
VI. E. Second paragraph alters the make up of the Academic Affairs Committee, establishes a quorum and specifies the number of votes required to approve items brought before the committee. (Amendment approved by vote of the General Faculty)

29 January 2015

II. B. Specifies rounding method for determining the number of faculty in a unit or area.

11 June 2015

VI. D. Second paragraph makes Faculty Affairs and Academic Affairs Committee membership clearer, and to have a contingency plan for representation in the case there are not enough senators from a Major Academic Unit or Mabee Library/Curriculum Resource Center (CRC, non-Faculty Senate members may be appointed to serve. Approved by General Faculty 30 April 2015. Approved by Washburn Board of Regents 11 June 2015.

VI. E. Second paragraph now allows for representatives who are not senators to be elected from an area or unit to Academic Affairs when there are not enough senators from that unit or area to serve on both the Academic Affairs and Faculty Affairs Committees. Approved by General Faculty 30 April 2015. Approved by Washburn Board of Regents 11 June 2015.

26 January 2017

IV. B. Add wording assigning the Secretary of the Faculty Senate one-eighth reassigned time.

27 April 2017

V.A. Delete item indicating meeting agendas must be distributed to members of Faculty Senate one week in advance of scheduled meeting and add the item as IV.G. indicating a six-day advance notification. Approved by General Faculty 27 April 2017.

FACULTY AGENDA ITEM

Date: Dec. 4, 2023

Submitted by: *Faculty Handbook Committee, contact: Michaela Saunders ext. 4963*

SUBJECT: *School of Law updates to Faculty Handbook*

Description: *Interim Dean Jackson brought forward proposed changes to update what School of Law committees currently do and removed committees that no longer exist. Language and format also are standardized with this change.*

Rationale: *Please see attached for detailed changes.*

Financial Implications: *None*

Proposed Effective Date: *Upon approval.*

Request for Action: *Approval by Faculty Senate*

Approved by: Faculty Handbook Committee on May 3, 2023; minutes approved Nov. 9, 2023

Attachments   **Yes** ☐   No   ☐

II. Governance Structure of the School of Law

A. Curriculum Committee

    1. Purpose

        ~~a. To review student requests concerning their personal course of study.~~

        ~~b~~a. To review suggestions and make recommendations to the full faculty concerning policy changes and/or additions in the Law School curriculum.

    2. Responsibilities

        a. Review student requests for ~~excess hour petitions,~~ transfer credit petitions.

        ~~b. To review transcripts for incoming transfer students and make committee recommendations.~~

        ~~c~~b. Review suggestions and requests for additional courses or revisions in existing courses and to submit all recommendations to the full faculty for approval.

        c. Monitor compliance with ABA standards related to curricular offerings

    3. Membership

Five faculty members appointed by the Dean~~, one student representative appointed by the WSBA~~.

B. Faculty Recruitment Committee

    1. Purpose

        a. To help select highly qualified candidates for Law School teaching positions by developing a recruitment plan and actively recruiting for the position.

    2. Responsibilities

        a. ~~To review~~Coordinate with Human Resources to get job postings approved and to track applications received

        b. Implement the recruitment plan to attract a robust pool of qualified applicants to the position posting.

        c. Review resumes and application materials for teaching positions ~~as submitted through the Association of American Law Schools, and those submitted through the mail~~.

        d. ~~b.~~ Select candidates to be interviewed ~~at Annual AALS Recruitment Conference~~.

        e. ~~c. Attend Annual AALS Recruitment Conference, interview~~Interview candidates and select those individuals to be interviewed by full faculty.

        f. ~~d.~~ Make recommendation to the full faculty on who to hire.

        g. ~~e.~~ Follow the law school Hiring Communications Policy

    3. Membership

Dean, four faculty members appointed by the Dean.

C. ~~Library~~Admissions and Scholarship Committee

    1. Purpose

        a. ~~To provide suggestions and~~ Make major policy ~~recommendations~~decisions and review applicants for admission to the Law ~~Library Director and his/her staff~~School.

    2. Responsibilities

a. Review ~~applicant files as determined by the Dean~~ and ~~update Library policies~~the person in charge of Admissions.
b. ~~Provide faculty support to Law Library Director.~~
c. ~~Review Law Library acquisitions.~~
d. ~~Skills Training Coordinating~~

~~D. Skills Training Coordinating~~
~~1. Purpose~~
~~a. To coordinate activities of the Moot Court, Trial Advocacy, Client Counseling and Negotiations Competitions and assure adequate training of adjunct professors teaching Pretrial and Trial Advocacy courses.~~
~~2. Membership~~
~~Four faculty members appointed by the Dean.~~

~~E. Externship Committee~~
~~1. Purpose~~
~~a. Make major policy decisions affecting externships.~~
~~2. Responsibilities~~
~~a.~~ Consider ~~policies and procedures for externs.~~
~~b. Monitor supervision of externs.~~
~~3. Membership~~
~~Three faculty members appointed by the Dean.~~

~~F. Financial Aid Committee~~
~~1. Purpose~~
~~a. To make financial aid recommendations for incoming and current law students.~~
~~2. Responsibilities~~
~~a. Make decisions concerning individual scholarships for incoming law students.~~
~~b. Make decisions for second and third year scholarships.~~
~~c. Approve Alumni, Foundation, emergency student loans.~~
~~3. Membership~~
~~Associate Dean, four faculty members appointed by the Dean.~~

~~G. Admissions Committee~~
~~1. Purpose~~
~~Make major policy decisions and review all applicants for admission to the Law School.~~
~~2. Responsibilities~~
~~a. Review all applicant files.~~
~~b. Consider all~~ data as submitted by Law School Admissions Council.
c. Make decisions concerning admittance of Law School applicants and transfer students.
d. Coordinate with the Dean regarding award of individual scholarships.
3. Membership

~~Associate Dean, four~~Three faculty members appointed by the Dean, ~~two student representatives nominated by WSBA and appointed by the Associate Dean.~~plus the person in charge of Admissions (non-voting).

~~H. Professional~~D. Faculty Development
    1. Purpose
    To consider professional development projects and policies for Law School faculty.
    2. Responsibilities
        a. ~~To make~~Make recommendations for future professional development projects and
         plans to full faculty.
        b. ~~To review~~Review and consider professional development of the entire Law School
         faculty.
    3. Membership
    ~~Five~~Three faculty members appointed by the Dean.

~~I~~
E. Law Journal Committee
    1. Purpose
    To set policies and make recommendations for Law Journal Program.
    2. Responsibilities
        a. ~~To establish policies for selection of~~Advise Law Journal board members and staff as needed.
        b. ~~To select~~Assist in selection of new Law Journal editors for each academic year~~.~~
        ~~c. Serve as Advisory Board for the Family Law Quarterly~~.
    ~~3. Membership~~
    ~~Three faculty members appointed by the Dean; Law Journal staff members.~~

~~J. Client Counseling/Negotiations~~
    ~~1. Purpose~~
    ~~To set policies and make recommendations for Client Counseling Program and Negotiations Competition.~~
    ~~2. Responsibilities~~
        ~~a. To establish policies for selection process for Client Counseling teams and~~
        ~~Negotiations Competition team.~~
        ~~b. To make decisions concerning yearly competitions.~~
    ~~3. Membership~~
    ~~Three faculty members appointed by the Dean.~~

~~K. Continuing Legal Education~~
    ~~1. Purpose~~
    ~~To coordinate Continuing Legal Education programs.~~
    ~~2. Responsibilities~~

~~a. To ascertain current areas of concern and new course needs based on current legislation.~~
~~b. To prepare and develop new CLE programs.~~
~~c. To find speakers.~~
~~d. To develop comprehensive CLE materials.~~
~~3. Membership~~
~~Three faculty members appointed by the Dean.~~

~~L. Moot Court Committee~~
~~1. Purpose~~
~~To set policies and make recommendations for Moot Court Program.~~
~~2. Responsibilities~~
~~a. To establish policies for selection process for Moot Court teams.~~
~~b. To make decisions concerning yearly competitions.~~
~~c. To assist Moot Court officers with the implementation of the Moot Court Program.~~
~~3. Membership~~
~~Five faculty members appointed by the Dean.~~

~~M. Academic Success Orientation Committee~~
~~1. Purpose~~
~~Develop orientation programs for entering law students and coordinate tutoring/support programs for at risk students.~~
~~2. Responsibilities~~
~~a. Schedule Law School organizations and faculty to make presentations to entering law students.~~
~~b. Prepare students for enrollment process.~~
~~c. Introduce entering law students to Law School routine, procedures, etc.~~
~~d. Train and supervise tutors for at risk students.~~
~~3. Membership~~
~~Five faculty members appointed by the Dean, members of the Washburn Student Bar Association, Admissions, Library and Career Services Directors.~~

~~N~~3. Membership
Three faculty members appointed by the Dean.

F. Sabbatical Committee
1. Purpose
To review applications by law faculty members for academic sabbaticals.
2. Responsibilities
Recommend to the Dean in rank order applications by faculty members for academic sabbaticals
3. Membership
Three faculty members who previously have received sabbaticals, appointed by the Dean.

O. Trial Advocacy

G. Strategic Planning Committee
　　　1. Purpose
　　　To coordinate the Trial Advocacy Competition.
　　　To develop and revise a strategic plan for the law school.
　　　2. Responsibilities
　　　　　a. To establish policies for the selection process for Trial Advocacy teams
　　　　　b. To make decisions concerning yearly competitions.
　　　　　a. Coordinate with faculty about goals for the institution.
　　　　　b. Make recommendations to the Dean and faculty
　　　　　c. Discuss and evaluate IRA data analysis
　　　3. Membership
　　　Dean; four faculty members appointed by the Dean.

H. LL.M. Committee
　　　1. Purpose
　　　To support LL.M. students throughout their education
　　　2. Responsibilities
　　　　　a. Coordinate with Admissions Office to oversee review of LL.M. applications
　　　　　b. Coordinate and oversee the LL.M. student orientation program.
　　　　　c. Advise LL.M. students as necessary
　　　　　d. Refine as necessary policies related to the LL.M. program
　　　3. Membership
　　　Four faculty members appointed by the Dean.

I. Diversity Committee
　　　1. Purpose
　　　To increase institutional diversity, equity, and inclusion
　　　2. Responsibilities
　　　Spearhead and coordinate programming and events to enhance DEI
　　　3. Membership
　　　　　Three faculty members appointed by the Dean.

FACULTY AGENDA ITEM

Date: 11/20/23

Submitted by: Mark Kohls x3069

SUBJECT: Proposal to transition Associate of Science (AS) degrees in Allied Health to Associate of Applied Science (AAS) degrees effective Fall 2024.

Proposals create Associate of Applied Science (AAS) degrees in the following majors and inactivate current Associate of Science (AS) degrees:

- Health Information Technology
- Occupational Therapy Assistant
- Physical Therapist Assistant
- Radiologic Technology
- Respiratory Therapy

Description: This proposal revises the allied health associate of science degrees in health information technology, occupational therapy assistant, physical therapist assistant, radiologic technology and respiratory therapy from Associate of Science to an Associate of Applied Science degrees. AAS degrees are exempt from the KBOR General Education Framework. Without this change, the credit hours required for these programs would be close to 90 credit hours. This would put Washburn at a competitive disadvantage with other schools already offering AAS degrees.

Rationale: This transition would allow Washburn to remain competitive with other institutions who are already offering AAS degrees in allied health areas.

Financial Implications: None are anticipated.

Proposed Effective Date: Fall 2024

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

Approved by: *AAC on 11/27/23*

           Faculty Senate on date

Attachments   Yes   **X**   No ☐

Program Change Request

New Program Proposal

Date Submitted: 10/13/23 1:58 pm

Viewing: : AL: Health Information Tech/AAS

Last edit: 11/28/23 12:50 pm

Changes proposed by: Michelle Shipley (michelle.shipley)

General Information

Effective Catalog Edition	2024-2025
Department	Allied Health
College	School of Applied Studies
Degree Level	Undergraduate
Program Title	AL: Health Information Tech/AAS
Degree to be Offered	Associate of Applied Science (AAS)
Is this program offered completely online?	No
Does this program lead to a teaching certification?	No
Program Code	
Is this program an interdisciplinary program?	No
CIP Code	51.0707 - 51.0707
Modality	

New Program Header

Statement of Justification/Rationale for Offering the Program

This proposal revises the degree in health information technology from an Associate of Science to an Associate of Applied Science degree. AAS degrees are exempted from the KBOR General Education Framework. Without this change, the HIT program would be close to 90 credit hours.

Program Demand

According to the US Bureau of Labor Statistics, employment of health information technologists and medical registrars is projected to grow 16 percent from 2022 to 2032, much faster than the average for all occupations.

About 3,100 openings for health information technologists and medical registrars are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

Projected Enrollment for the Initial Three Years of the Program

Implementation

Year 2

Full-Time Headcount Per Year	-	Part-Time Headcount Per Year	-	49

Full-Time Sem Credit Hrs Per Year	-	Part-Time Sem Credit Hrs Per Year	-	**Year 3**
Full-Time Headcount Per Year	-	Part-Time Headcount Per Year	-	
Full-Time Sem Credit Hrs Per Year	-	Part-Time Sem Credit Hrs Per Year	-	

Employment

Employment Opportunity Information

Admission and Curriculum

Admission Criteria

Total Number of Semester Credit Hours for the Degree	70

Curriculum

Degree Requirements

In addition to the requirements stated below, students must complete 15 hours of General Education and all requirements for an Associate of Applied Sciences degree. Some of the courses below may also fulfill general education or other degree requirements. Please see your advisor for more information.

Required Courses Inside Department [1]

AL 101	Foundations of Healthcare	3
AL 141	Medical Terminology	3
AL 150	Principles of Health Information Technology	3
AL 157	Specialized Records & Registries for Health Information Technology	2
AL 240	Professional Practice I for Health Information Technology	2
AL 241	Professional Practice II for Health Information Technology	3
AL 244	Healthcare Statistics - Health Information Technology	2
AL 245	Health Information Coding I	3
AL 246	Health Information Coding II	3
AL 247	Healthcare Reimbursement Methods	3
AL 250	Seminar in Health Information Technology	1
AL 320	Human Disease	3
AL 366	Legal & Regulatory Issues for the Health Care Professional	3
AL 367	Foundations of Quality Improvement in Health Care	3
AL 375	Health Care Policy	3
AL 399	Health Information Systems	3
Subtotal		43

Required Courses Outside Department [1]

BI 230	Introduction to Human Physiology [2]	3
BI 250	Introduction to Human Anatomy [2]	3
CM 101	Computer Concepts and Applications	3
MA 112	Contemporary College Mathematics	3
WU 101	The Washburn Experience	3
Subtotal		15

Total Hours	58

1

Students must receive a C or better in each course.

2

BI 100 is a required pre-requisite for this course.

Pathway

Core Faculty

Faculty Workload Analysis

Faculty Workload Analysis (describe how the course offering schedule and anticipated enrollments correlate to faculty lines)

Supplemental Files

Reviewer Comments

Beth ONeill (beth.oneill) (10/16/23 8:39 am): Added subtotals and statement regarding seeing advisor.

Beth ONeill (beth.oneill) (11/06/23 11:10 am): 11/6/2023-Added footnote #2, per Mark Kohls.

Holly Broxterman (holly.broxterman) (11/28/23 12:50 pm): 11/27/2023 - Approved by Academic Affairs Committee.

Key: 400

Program Change Request

New Program Proposal

Date Submitted: 10/18/23 11:46 am

Viewing: : AL: Occupational Ther Asst/AAS

Last edit: 11/28/23 1:00 pm

Changes proposed by: Stephanie Sedlacek (stephanie.sedlacek)

General Information

Effective Catalog Edition	2024-2025
Department	Allied Health
College	School of Applied Studies
Degree Level	Undergraduate
Program Title	AL: Occupational Ther Asst/AAS
Degree to be Offered	Associate of Applied Science (AAS)
Is this program offered completely online?	No
Does this program lead to a teaching certification?	No
Program Code	
Is this program an interdisciplinary program?	No
CIP Code	510803 - Occupational Therapist Assistant.
Modality	

New Program Header

Statement of Justification/Rationale for Offering the Program

Washburn currently offers an Occupational Therapy Assistant program, awarding an Associate of Science degree. This program will be in replacement of that program, offering an Associate of Applied Science degree. The AAS degree will allow Washburn to remain competitive with other degree programs for Occupational Therapy Assistants. AAS degrees are exempted from the KBOR General Education Framework. Without this change, the OTA program would be over 80 credit hours.

Program Demand   The demand for occupational therapy assistants is expected to increase by 35% from 2019-2029, according to the Kansas Department of Labor. This program will allow Washburn to be competitive with other universities in offering programs that lead to in-demand jobs. The program is accredited by the Accreditation Council for Occupational Therapy Education, with a maximum enrollment of 24 students per cohort.

Projected Enrollment for the Initial Three Years of the Program

Implementation

Year 2

Full-Time Headcount Per Year	-	Part-Time Headcount Per Year	0	52

Full-Time Sem Credit Hrs Per Year	-	Part-Time Sem Credit Hrs Per Year	0	**Year 3**
Full-Time Headcount Per Year	-	Part-Time Headcount Per Year	0	
Full-Time Sem Credit Hrs Per Year	-	Part-Time Sem Credit Hrs Per Year	0	

Employment

Employment Opportunity Information	Employment for OTAs is projected to grow 35% from 2019-2029, much faster than average (Source: Kansas Dept. of Labor).

Admission and Curriculum

Admission Criteria	Completion of application, including letter of recommendation and observation hours
	Minimum of 2.5 GPA, including high school and college courses
Total Number of Semester Credit Hours for the Degree	68
Curriculum	

Degree Requirements

In addition to the requirements stated below, students must complete 15 hours of General Education and all requirements for an Associate of Applied Science degree. Some of the courses below may also fulfill general education or other degree requirements. Please see your advisor for more information.

Required Courses Inside of Department [1]

AL 101	Foundations of Healthcare	3
AL 161	Foundations of Occupational Therapy	2
AL 162	Occupational Therapy Interventions I	3
AL 163	Foundations of Occupational Therapy II	3
AL 164	Level I Occupational Therapy Fieldwork	1
AL 165	Occupational Therapy Assistants - Psychosocial Disorders	1
AL 166	Occupational Therapy Interventions II	3
AL 167	Foundations of Occupational Therapy III	3
AL 186	Cardiopulmonary Assessment	2
AL 252	Psychosocial Occupational Therapy	3
AL 253	Level I Occupational Therapy Fieldwork II	1
AL 254	Current Topics Occupational Therapy	2
AL 255	Level II Occupational Therapy Fieldwork	8
AL 257	Applied Neurophysiology - Occupational Therapy	3
AL 320	Human Disease	3
Subtotal		41

Required Courses Outside of Department [1]

BI 230	Introduction to Human Physiology [2]	3
BI 250	Introduction to Human Anatomy [2]	3
PY 100	Basic Concepts in Psychology	3
SO 101	Social Problems	3
WU 101	The Washburn Experience	3
Subtotal		15

Total Hours	56

1

Students must receive a C or better in each course.

2

BI 100 is a required pre-requisite for this course.

Pathway

Core Faculty

Faculty Name	Stephanie Sedlacek*
Rank	Lecturer
Highest Degree	Doctor of Occupational Therapy
Tenure Track	No
Academic Area of Specialization	Occupational Therapy
FTE to Proposed Program	1.0

Faculty Name	Jennifer Halstead
Rank	Lecturer
Highest Degree	Bachelor
Tenure Track	No
Academic Area of Specialization	Occupational Therapy
FTE to Proposed Program	1.0

Faculty Workload Analysis

Faculty Workload Analysis (describe how the course offering schedule and anticipated enrollments correlate to faculty lines)

Supplemental Files

Reviewer Comments	**Holly Broxterman (holly.broxterman) (11/28/23 1:00 pm):** 11/27/2023 - Approved by Academic Affairs Committee.

Key: 406

Program Change Request

Date Submitted: 11/01/23 4:29 pm

Viewing: : **AL: Physical Therapist Assistant/AAS**

Last edit: 11/28/23 1:00 pm

Changes proposed by: Mark Kohls (mark.kohls)

General Information

Effective Catalog Edition	2024-2025
Department	Allied Health
College	School of Applied Studies
Degree Level	Undergraduate
Program Title	AL: Physical Therapist Assistant/AAS
Degree to be Offered	Associate of Applied Science (AAS)
Is this program offered completely online?	No
Does this program lead to a teaching certification?	No
Program Code	
Is this program an interdisciplinary program?	No
CIP Code	51.0806 - 51.0806
Modality	

New Program Header

Statement of Justification/Rationale for Offering the Program

This proposal revises the current physical therapist assistant (PTA) degree from an Associate of Science (AS) to an Associate of Applied Science (AAS) degree. AAS degrees are exempted from the KBOR General Education Framework. Without this change, the PTA program would be close to 90 credit hours.

Program Demand

The Commission on Accreditation in Physical Therapy Education has set a max limit of 24 students for the Washburn PTA Program. The program is typically at capacity for each cohort entering the program. The US Bureau of Labor Statistics provides the job outlook for physical therapist assistants from 2022-2032 at 19% growth, which is much faster than the average. The US BLS also estimates 24,300 openings for PTA's each year, on average, over the decade.

Projected Enrollment for the Initial Three Years of the Program

Implementation

Year 2

Full-Time Headcount Per Year	24	Part-Time Headcount Per Year	0	
Full-Time Sem	0	Part-Time Sem Credit	0	55

In Workflow

1. **Acad Ops**
2. **AL Chair**
3. **Library**
4. **SAS Curr Policy Chair**
5. **SAS Dean**
6. **SAS Fac Council Chair**
7. **Governance Check**
8. **AA Committee**
9. **Faculty Senate**
10. General Faculty
11. WUBOR
12. Final Acad Ops
13. Registrar

Approval Path

1. 11/02/23 9:50 am Holly Broxterman (holly.broxterman): Approved for Acad Ops
2. 11/02/23 12:54 pm Mark Kohls (mark.kohls): Approved for AL Chair
3. 11/03/23 4:10 pm Sean Bird (sean.bird): Approved for Library
4. 11/14/23 2:07 pm Michelle Shipley (michelle.shipley): Approved for SAS Curr Policy Chair
5. 11/17/23 3:32 pm Zach Frank (zach.frank): Approved for SAS Dean
6. 11/17/23 4:09 pm Michelle Shipley (michelle.shipley): Approved for SAS Fac Council Chair
7. 11/17/23 4:34 pm Holly Broxterman (holly.broxterman): Approved for Governance Check
8. 11/28/23 1:00 pm Holly Broxterman (holly.broxterman): Approved for AA Committee

Credit Hrs Per Year		Hrs Per Year	
Year 3			
Full-Time Headcount Per Year	24	Part-Time Headcount Per Year	0
Full-Time Sem Credit Hrs Per Year	0	Part-Time Sem Credit Hrs Per Year	0

Employment

Employment Opportunity Information

Admission and Curriculum

Admission Criteria

Total Number of Semester Credit Hours for the Degree	70

Curriculum

Degree Requirements

In addition to the requirements stated below, students must complete 15 hours of General Education and all requirements for an Associate of Applied Sciences degree. Some of the courses below may also fulfill general education or other degree requirements. Please see your advisor for more information.

Required Courses Inside Department [1]

AL 101	Foundations of Healthcare	3
AL 170	Physical Therapy Procedures	4
AL 171	Musculoskeletal Assessment in Physical Therapy	5
AL 186	Cardiopulmonary Assessment	2
AL 261	Therapeutic Modalities in Physical Therapy	4
AL 264	Physical Therapy Clinical I and Lab	3
AL 265	Applied Neurophysiology - Physical Therapist Assistant	5
AL 268	Integumentary Assessment in Physical Therapy	2
AL 271	Health Policy & Systems in Physical Therapy	2
AL 272	Current Rehabilitation Techniques in Physical Therapy	2
AL 273	Physical Therapy Issues	1
AL 279	Physical Therapy Clinical II & III	6
AL 320	Human Disease	3
Subtotal		42

Required Courses Outside Department [1]

BI 230	Introduction to Human Physiology	3
BI 275	Human Anatomy [2,3]	4
KN 321	Anatomical Kinesiology	3
IL 170	Library Research Strategies	1
WU 101	The Washburn Experience	3
Subtotal		14
Total Hours		56

[1]
Students must receive a C or better in each course.

2

BI 100 and BI 101 are pre-requisites for this course

3

Anatomy courses with lab are highly encouraged to be taken in a face to face format.

Pathway

Core Faculty

Faculty Workload Analysis

Faculty Workload Analysis (describe how the course offering schedule and anticipated enrollments correlate to faculty lines)

Supplemental Files

Reviewer
Comments

Holly Broxterman (holly.broxterman) (11/28/23 1:00 pm): 11/27/2023 - Approved by
Academic Affairs Committee.

Key: 409

Program Change Request

New Program Proposal

Date Submitted: 10/12/23 12:34 pm

Viewing: : AL: Radiologic Technology/AAS

Last edit: 11/28/23 1:00 pm

Changes proposed by: Hillary Lolley (hillary.lolley)

General Information

Effective Catalog Edition	2024-2025
Department	Allied Health
College	School of Applied Studies
Degree Level	Undergraduate
Program Title	AL: Radiologic Technology/AAS
Degree to be Offered	Associate of Applied Science (AAS)
Is this program offered completely online?	No
Does this program lead to a teaching certification?	No
Program Code	
Is this program an interdisciplinary program?	No
CIP Code	510911 - Radiologic Technology/Science - Radiographer.
Modality	

New Program Header

Statement of Justification/Rationale for Offering the Program

This proposal revises the degree in Radiologic Technology from an Associate of Science to an Associate of Applied Science degree. AAS degrees are exempt from the KBOR General Education Framework. Without this change, the Radiology Technology program would be over 90 credit hours. This program would allow us to compete with other institutions across the state already offering AAS degrees.

Program Demand

According to the Bureau of Labor Statistics Overall employment of radiologic technologists is projected to grow 6 percent from 2022 to 2032, faster than the average for all occupations.

Projected Enrollment for the Initial Three Years of the Program

Implementation

Year 2

Full-Time Headcount Per Year	-	Part-Time Headcount Per Year	-
Full-Time Sem Credit Hrs Per Year	-	Part-Time Sem Credit Hrs Per Year	-

Year 3

Full-Time Headcount Per Year	-	Part-Time Headcount Per Year	-
Full-Time Sem Credit Hrs Per Year	-	Part-Time Sem Credit Hrs Per Year	-

Employment

Employment Opportunity Information

Admission and Curriculum

Admission Criteria

Total Number of Semester Credit Hours for the Degree   68

Curriculum

Degree Requirements

In addition to the requirements stated below, students must complete 15 hours of General Education and all requirements for an Associate of Applied Sciences degree. Some of the courses below may also fulfill general education or other degree requirements. Please see your advisor for more information.

Required Courses Inside Department [1]

AL 101	Foundations of Healthcare	3
AL 120	Radiographic Procedures & Patient Care I (plus lab)	3
AL 121	Radiographic Procedures & Patient Care II (plus lab)	3
AL 130	Radiographic Exposure I (plus lab)	3
AL 131	Radiographic Exposure II (plus lab)	3
AL 134	Radiology Clinical I	3
AL 135	Radiology Clinical II	4
AL 220	Radiographic Procedures III	2
AL 230	Radiologic Equipment Operation	2
AL 231	Radiation Protection & Biological Effects	2
AL 236	Radiology Clinical III	3
AL 237	Radiology Clinical IV	4
AL 238	Radiology Clinical V	4
AL 320	Human Disease	3
AL 321	Advanced Radiographic Imaging	2
Subtotal		44

Required Courses Outside Department [1]

BI 230	Introduction to Human Physiology [2]	3
or BI 255	Human Physiology	
BI 250	Introduction to Human Anatomy [2]	3
or BI 275	Human Anatomy	
MA 116	College Algebra	3
WU 101	The Washburn Experience	3
Subtotal		12

59

| Total Hours | 56 |

1

Students must receive a C or better in each course.

2

BI 100 is a required pre-requisite for BI 230 and BI 250. BI 100 and BI 101 are pre-requisites for BI 255 and BI 275.

Pathway

Core Faculty

Faculty Workload Analysis

Faculty Workload Analysis (describe how the course offering schedule and anticipated enrollments correlate to faculty lines)

Supplemental Files

| Reviewer Comments | **Holly Broxterman (holly.broxterman) (11/28/23 1:00 pm):** 11/27/2023 - Approved by Academic Affairs Committee. |

Key: 402

Program Change Request

New Program Proposal

Date Submitted: 10/13/23 10:42 am

Viewing: **: AL: Respiratory Therapy/AAS**

Last edit: 11/28/23 1:01 pm

Changes proposed by: Rusty Taylor (rusty.taylor)

General Information

Effective Catalog Edition	2024-2025
Department	Allied Health
College	School of Applied Studies
Degree Level	Undergraduate
Program Title	AL: Respiratory Therapy/AAS
Degree to be Offered	Associate of Applied Science (AAS)
Is this program offered completely online?	No
Does this program lead to a teaching certification?	No
Program Code	
Is this program an interdisciplinary program?	No
CIP Code	51.0908 - 51.0908
Modality	Hybrid

New Program Header

Statement of Justification/Rationale for Offering the Program

This proposal revises the degree in Respiratory Therapy program from an Associate of Science to an Associate of Applied Science degree. AAS degrees are exempt from the KBOR General Education Framework. This program would allow us to compete with other institutions already offering AAS. Without this change, the Respiratory Therapy program would be close to 90 credit hours.

Program Demand

According to the US Bureau of Labor Statistics, employment of respiratory therapists is projected to grow 13 percent from 2022 to 2032, much faster than the average for all occupations.

About 8,600 openings for respiratory therapists are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

Projected Enrollment for the Initial Three Years of the Program

Implementation

Year 2

Full-Time   -   Part-Time Headcount   -

Headcount Per Year	Per Year		
Full-Time Sem Credit Hrs Per Year	-	Part-Time Sem Credit Hrs Per Year	-

Year 3

Full-Time Headcount Per Year	-	Part-Time Headcount Per Year	-
Full-Time Sem Credit Hrs Per Year	-	Part-Time Sem Credit Hrs Per Year	-

Employment

Employment Opportunity Information

Admission and Curriculum

Admission Criteria	
Total Number of Semester Credit Hours for the Degree	69
Curriculum	

Degree Requirements

In addition to the requirements stated below, students must complete 15 hours of General Education and all requirements for an Associate of Applied Science degree. Some of the courses below may also fulfill general education or other degree requirements. Please see your advisor for more information.

Required Courses Inside Department [1]

AL 101	Foundations of Healthcare	3
AL 185	Principles of Respiratory Therapy I	2
AL 186	Cardiopulmonary Assessment	2
AL 187	Respiratory Therapy Clinical I	3
AL 289	Respiratory Therapy Clinical II	5
AL 291	Respiratory Therapy Principles and Procedures I	3
AL 292	Respiratory Therapy Principles and Procedures II	5
AL 293	Respiratory Therapy Clinical III	5
AL 294	Respiratory Therapy Clinical Topics II	3
AL 295	Respiratory Therapy Clinical IV	5
AL 296	Respiratory Therapy Clinical Topics III	3
AL 315	Allied Health Pharmacology	3
AL 382	Cardiovascular Monitoring and Scanning	3
Subtotal		45

Required Courses Outside Department [1]

BI 230	Introduction to Human Physiology [2]	3
BI 250	Introduction to Human Anatomy [2]	3
WU 101	The Washburn Experience	3
Subtotal		9
Total Hours		54

[1]

Students must receive a C or better in each course.

BI 100 is a required pre-requisite for this course.

Pathway

Core Faculty

Faculty Workload Analysis

Faculty Workload Analysis (describe how the course offering schedule and anticipated enrollments correlate to faculty lines)

Supplemental Files

Reviewer Comments

Beth ONeill (beth.oneill) (10/19/23 9:30 am): Rollback: Need to revise general education portion.

Holly Broxterman (holly.broxterman) (11/28/23 1:01 pm): 11/27/2023 - Approved by Academic Affairs Committee.

Key: 405

Program Change Request

A deleted record cannot be edited

Program Inactivation Proposal

Date Submitted: 10/20/23 2:52 pm

Viewing: **HT : AL: Health Information Tech/AS**

Last approved: 04/21/22 7:33 am

Last edit: 11/28/23 1:01 pm

Changes proposed by: Holly Broxterman (holly.broxterman)

Related Programs	CT: Healthcare Coding Cert/AL

Catalog Pages Using this Program	Health Information Technology, AS

Final Catalog	2024-2025
Rationale for Inactivation	Replacing AS program with new Health Information Tech AAS program effective Fall 2024.

General Information

Effective Catalog Edition	2024-2025
Department	Allied Health
College	School of Applied Studies
Degree Level	Undergraduate
Program Title	AL: Health Information Tech/AS
Degree to be Offered	Associate of Science (AS)

Is this program offered completely online?

Does this program lead to a teaching certification?

Program Code	HT

Is this program an interdisciplinary program?

CIP Code

Modality

Admission and Curriculum

Admission Criteria

Total Number of Semester Credit Hours for the Degree

Curriculum

In Workflow

1. **Acad Ops**
2. **AL Chair**
3. **Library**
4. **SAS Curr Policy Chair**
5. **SAS Dean**
6. **SAS Fac Council Chair**
7. **Governance Check**
8. **AA Committee**
9. **Faculty Senate**
10. Final Acad Ops
11. Registrar

Approval Path

1. 10/20/23 2:52 pm
   Holly Broxterman
   (holly.broxterman):
   Approved for Acad Ops
2. 11/01/23 4:34 pm
   Mark Kohls
   (mark.kohls):
   Approved for AL Chair
3. 11/03/23 4:11 pm
   Sean Bird
   (sean.bird):
   Approved for Library
4. 11/14/23 2:13 pm
   Michelle Shipley
   (michelle.shipley):
   Approved for SAS Curr Policy Chair
5. 11/17/23 3:33 pm
   Zach Frank
   (zach.frank):
   Approved for SAS Dean
6. 11/17/23 4:11 pm
   Michelle Shipley
   (michelle.shipley):
   Approved for SAS Fac Council Chair
7. 11/17/23 4:34 pm
   Holly Broxterman
   (holly.broxterman):
   Approved for Governance Check
8. 11/28/23 1:01 pm
   Holly Broxterman
   (holly.broxterman):
   Approved for AA Committee

History

Degree Requirements

Major Courses

AL 141	Medical Terminology	3
AL 150	Principles of Health Information Technology	3
AL 157	Specialized Records & Registries for Health Information Technology	2
AL 240	Professional Practice I for Health Information Technology	2
AL 241	Professional Practice II for Health Information Technology	3
AL 244	Healthcare Statistics - Health Information Technology	2
AL 245	Health Information Coding I	3
AL 246	Health Information Coding II	3
AL 247	Healthcare Reimbursement Methods	3
AL 250	Seminar in Health Information Technology	1
AL 366	Legal & Regulatory Issues for the Health Care Professional	3
AL 367	Foundations of Quality Improvement in Health Care	3
AL 375	Health Care Policy	3
AL 399	Health Information Systems	3
Subtotal		37

Correlate Courses [1]

AL 101	Foundations of Healthcare	3
AL 320	Human Disease	3
BI 250	Introduction to Human Anatomy	3
BI 230	Introduction to Human Physiology	3
EN 208	Professional Writing	3
CM 101	Computer Concepts and Applications	3
Subtotal		18

Prerequisite

BI 100	Human Biology	3
Subtotal		3
Total Hours		58

[1]

Some correlate courses may count for University Requirements and General Education Requirements; consult your advisor.

Pathway

Faculty Workload Analysis (describe how the course offering schedule and anticipated enrollments correlate to faculty lines)

Supplemental Files

Reviewer Comments	**Holly Broxterman (holly.broxterman) (11/28/23 1:01 pm):** 11/27/2023 - Approved by Academic Affairs Committee.

Key: 102

Program Change Request

A deleted record cannot be edited

<div align="center">

Program Inactivation Proposal

</div>

Date Submitted: 10/20/23 2:50 pm

Viewing: **OTA : AL: Occupational Ther Asst/AS**

Last approved: 04/21/22 7:34 am

Last edit: 11/28/23 1:01 pm

Changes proposed by: Holly Broxterman (holly.broxterman)

Catalog Pages Using this Program	Occupational Therapy Assistant, AS

Final Catalog	2024-2025
Rationale for Inactivation	Replacing AS program with new Occupational Therapy Asst AAS program effective Fall 2024.

General Information

Effective Catalog Edition	2024-2025
Department	Allied Health
College	School of Applied Studies
Degree Level	Undergraduate
Program Title	AL: Occupational Ther Asst/AS
Degree to be Offered	Associate of Science (AS)
Is this program offered completely online?	
Does this program lead to a teaching certification?	
Program Code	OTA
Is this program an interdisciplinary program?	
CIP Code	
Modality	

Admission and Curriculum

Admission Criteria

Total Number of Semester Credit Hours for the Degree

Curriculum

Degree Requirements

Major Courses

AL 161	Foundations of Occupational Therapy	2
AL 162	Occupational Therapy Interventions I	3
AL 163	Foundations of Occupational Therapy II	3
AL 164	Level I Occupational Therapy Fieldwork	1
AL 165	Occupational Therapy Assistants - Psychosocial Disorders	1
AL 166	Occupational Therapy Interventions II	3
AL 167	Foundations of Occupational Therapy III	3
AL 186	Cardiopulmonary Assessment	2
AL 252	Psychosocial Occupational Therapy	3
AL 253	Level I Occupational Therapy Fieldwork II	1
AL 254	Current Topics Occupational Therapy	2
AL 255	Level II Occupational Therapy Fieldwork	8
AL 257	Applied Neurophysiology - Occupational Therapy	3
Subtotal		35

Correlate Courses

AL 101	Foundations of Healthcare	3
AL 320	Human Disease	3
BI 230	Introduction to Human Physiology	3
BI 250	Introduction to Human Anatomy	3
PY 100	Basic Concepts in Psychology	3
SO 101	Social Problems	3
Subtotal		18
Total Hours		53

See Table of Contents for University Requirements and General Education Requirements.

Pathway

Faculty Workload Analysis (describe how the course offering schedule and anticipated enrollments correlate to faculty lines)

Supplemental Files

Reviewer Comments

Holly Broxterman (holly.broxterman) (11/28/23 1:01 pm): 11/27/2023 - Approved by Academic Affairs Committee.

Key: 161

Program Change Request

A deleted record cannot be edited

Program Inactivation Proposal

Date Submitted: 11/06/23 11:48 am

Viewing: **PT : AL: Physical Therapist Asst/AS**

Last approved: 04/21/22 7:35 am

Last edit: 11/28/23 1:02 pm

Changes proposed by: Holly Broxterman (holly.broxterman)

Catalog Pages Using this Program	Physical Therapist Assistant, AS

Final Catalog	2024-2025
Rationale for Inactivation	Replacing AS program with new Physical Therapist Asst AAS program effective Fall 2024.

General Information

Effective Catalog Edition	2024-2025
Department	Allied Health
College	School of Applied Studies
Degree Level	Undergraduate
Program Title	AL: Physical Therapist Asst/AS
Degree to be Offered	Associate of Science (AS)

Ic

Is this program offered completely online?	
Does this program lead to a teaching certification?	
Program Code	PT
Is this program an interdisciplinary program?	
Interdisciplinary	
CIP Code	
Modality	

New Program Header

Statement of Justification/Rationale for Offe

Program Demand

Projected Enrollment for

History

Admission and Curriculum

Admission Criteria

Total Number of
Semester Credit
Hours for the
Degree

Curriculum

Degree Requirements

Major Courses		
AL 170	Physical Therapy Procedures	3
AL 171	Musculoskeletal Assessment in Physical Therapy	3
AL 186	Cardiopulmonary Assessment	2
AL 261	Therapeutic Modalities in Physical Therapy	3
AL 264	Physical Therapy Clinical I and Lab	3
AL 265	Applied Neurophysiology - Physical Therapist Assistant	3
AL 268	Integumentary Assessment in Physical Therapy	2
AL 271	Health Policy & Systems in Physical Therapy	2
AL 272	Current Rehabilitation Techniques in Physical Therapy	2
AL 273	Physical Therapy Issues	1
AL 279	Physical Therapy Clinical II & III	6
Subtotal		30
Correlate Courses		
AL 101	Foundations of Healthcare	3
AL 320	Human Disease	3
BI 230	Introduction to Human Physiology	3
BI 275	Human Anatomy [1]	4
KN 321	Anatomical Kinesiology	3
IL 170	Library Research Strategies	1
Subtotal		17
Total Hours		47

[1]

No online Anatomy or Physiology courses are accepted by the PTA program.

See Table of Contents for University Requirements and General Education Requirements.

Pathway

Core Faculty

Faculty Workload Analysis

Faculty Workload Analysis (describe how the course offering schedule and anticipated enrollments correlate to faculty lines)

Supplemental Files

Reviewer
Comments

Holly Broxterman (holly.broxterman) (11/28/23 1:02 pm): 11/27/2023 - Approved by
Academic Affairs Committee.

Key: 175

Program Change Request

A deleted record cannot be edited

Program Inactivation Proposal

Date Submitted: 10/20/23 2:51 pm

Viewing: **RT : AL: Respiratory Therapy/AS**

Last approved: 04/21/22 7:35 am

Last edit: 11/28/23 1:02 pm

Changes proposed by: Holly Broxterman (holly.broxterman)

Catalog Pages Using this Program	Respiratory Therapy, AS

Final Catalog	2024-2025
Rationale for Inactivation	Replacing AS program with new Respiratory Therapy AAS program effective Fall 2024.

General Information

Effective Catalog Edition	2024-2025
Department	Allied Health
College	School of Applied Studies
Degree Level	Undergraduate
Program Title	AL: Respiratory Therapy/AS
Degree to be Offered	Associate of Science (AS)
Is this program offered completely online?	
Does this program lead to a teaching certification?	
Program Code	RT
Is this program an interdisciplinary program?	
CIP Code	
Modality	

Admission and Curriculum

Admission Criteria	
Total Number of Semester Credit Hours for the Degree	
Curriculum	

Approval Path

1. 10/20/23 2:52 pm Holly Broxterman (holly.broxterman): Approved for Acad Ops
2. 11/01/23 4:34 pm Mark Kohls (mark.kohls): Approved for AL Chair
3. 11/03/23 4:12 pm Sean Bird (sean.bird): Approved for Library
4. 11/14/23 2:13 pm Michelle Shipley (michelle.shipley): Approved for SAS Curr Policy Chair
5. 11/17/23 3:33 pm Zach Frank (zach.frank): Approved for SAS Dean
6. 11/17/23 4:11 pm Michelle Shipley (michelle.shipley): Approved for SAS Fac Council Chair
7. 11/17/23 4:34 pm Holly Broxterman (holly.broxterman): Approved for Governance Check
8. 11/28/23 1:02 pm Holly Broxterman (holly.broxterman): Approved for AA Committee

History

Degree Requirements

Major Courses

AL 185	Principles of Respiratory Therapy I	2
AL 187	Respiratory Therapy Clinical I	3
AL 289	Respiratory Therapy Clinical II	5
AL 291	Respiratory Therapy Principles and Procedures I	3
AL 292	Respiratory Therapy Principles and Procedures II	5
AL 293	Respiratory Therapy Clinical III	5
AL 294	Respiratory Therapy Clinical Topics II	3
AL 295	Respiratory Therapy Clinical IV	5
AL 296	Respiratory Therapy Clinical Topics III	3
Subtotal		34

Correlate Courses

AL 101	Foundations of Healthcare	3
AL 186	Cardiopulmonary Assessment	2
AL 315	Allied Health Pharmacology	3
AL 382	Cardiovascular Monitoring and Scanning	3
BI 230	Introduction to Human Physiology	3
BI 250	Introduction to Human Anatomy	3
Subtotal		17

Prerequisite

BI 100	Human Biology	3
Subtotal		3
Total Hours		54

See Table of Contents for University Requirements and General Education Requirements. Some related courses may count here, consult your advisor.

Pathway

Faculty Workload Analysis (describe how the course offering schedule and anticipated enrollments correlate to faculty lines)

Supplemental Files

Reviewer Comments: **Holly Broxterman (holly.broxterman) (11/28/23 1:02 pm):** 11/27/2023 - Approved by Academic Affairs Committee.

Key: 182

Program Change Request

A deleted record cannot be edited

Program Inactivation Proposal

Date Submitted: 10/20/23 2:51 pm

Viewing: **XR : AL: Radiologic Technology/AS**

Last approved: 04/21/22 7:36 am

Last edit: 11/28/23 1:02 pm

Changes proposed by: Holly Broxterman (holly.broxterman)

Catalog Pages Using this Program	Radiologic Technology, AS

Final Catalog	2024-2025
Rationale for Inactivation	Replacing AS program with new Radiologic Technology AAS program effective Fall 2024.

General Information

Effective Catalog Edition	2024-2025
Department	Allied Health
College	School of Applied Studies
Degree Level	Undergraduate
Program Title	AL: Radiologic Technology/AS
Degree to be Offered	Associate of Science (AS)
Is this program offered completely online?	
Does this program lead to a teaching certification?	
Program Code	XR
Is this program an interdisciplinary program?	
CIP Code	
Modality	

Admission and Curriculum

Admission Criteria	
Total Number of Semester Credit Hours for the Degree	
Curriculum	

Approval Path

1. 10/20/23 2:52 pm Holly Broxterman (holly.broxterman): Approved for Acad Ops
2. 11/01/23 4:34 pm Mark Kohls (mark.kohls): Approved for AL Chair
3. 11/03/23 4:11 pm Sean Bird (sean.bird): Approved for Library
4. 11/14/23 2:13 pm Michelle Shipley (michelle.shipley): Approved for SAS Curr Policy Chair
5. 11/17/23 3:34 pm Zach Frank (zach.frank): Approved for SAS Dean
6. 11/17/23 4:11 pm Michelle Shipley (michelle.shipley): Approved for SAS Fac Council Chair
7. 11/17/23 4:34 pm Holly Broxterman (holly.broxterman): Approved for Governance Check
8. 11/28/23 1:02 pm Holly Broxterman (holly.broxterman): Approved for AA Committee

History

Degree Requirements

Required Major Courses

AL 120	Radiographic Procedures & Patient Care I (plus lab)	3
AL 121	Radiographic Procedures & Patient Care II (plus lab)	3
AL 130	Radiographic Exposure I (plus lab)	3
AL 131	Radiographic Exposure II (plus lab)	3
AL 134	Radiology Clinical I	3
AL 135	Radiology Clinical II	3
AL 220	Radiographic Procedures III	2
AL 230	Radiologic Equipment Operation	2
AL 231	Radiation Protection & Biological Effects	2
AL 236	Radiology Clinical III	3
AL 237	Radiology Clinical IV	4
AL 238	Radiology Clinical V	4
AL 321	Advanced Radiographic Imaging	2
Subtotal		37

Correlate Courses

BI 230	Introduction to Human Physiology	3
or BI 255	Human Physiology	
BI 250	Introduction to Human Anatomy	3
or BI 275	Human Anatomy	
AL 101	Foundations of Healthcare	3
AL 320	Human Disease	3
Subtotal		12
Total Hours		49

See Table of Contents for University Requirements and General Education Requirements.

Pathway

Faculty Workload Analysis (describe how the course offering schedule and anticipated enrollments correlate to faculty lines)

Supplemental Files

Reviewer
Comments

Holly Broxterman (holly.broxterman) (11/28/23 1:02 pm): 11/27/2023 - Approved by
Academic Affairs Committee.

Key: 236

FACULTY AGENDA ITEM

Date: November 20, 2023

Submitted by: Cherry Steffen x1943

SUBJECT: Program Revisions: Bachelor of Education/ Middle Grades STEM

Description: Proposal for Bachelor of Education degree changes/ Middle Grades STEM

Summary of Changes:
1) Deleted MA 230
2) Deleted MA 381 and replaced it with MA 281
3) Deleted PS 318 and EG 320 and replaced with PS XXX (elective) and another physics or engineering elective
4) Deleted ED 321
5) Added MA 200 and MA 201
6) Replaced ED 420 with ED 415 (middle school student teaching instead of elementary school)
7) Deleted EN 101 and EN 300

Rationale:

1) Math changes were made due to changes in the math courses required for all middle level math education programs.
2) MA 381 has been replaced with MA 281 - change in math requirement
3) PS 318 and EG 320 are not currently offered due to low numbers in the program. These will be replaced with acceptable replacements unless they are offered.
4) ED 321 is required for elementary education majors only.
5) Changes in the middle level mathematics education requirements
6) Middle Level Student Teaching (ED 415) is required. This replaces the ED 420 elementary level student teaching course.
7) Changes due to General Education revisions.

Financial Implications: No additional costs are anticipated.

Proposed Effective Date: Fall 2024

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

Approved by: *AAC on 11/27/2023*

        Faculty Senate on date

Attachments   Yes **X**   No ☐

Program Change Request

Date Submitted: 11/07/23 4:07 pm

Viewing: **ED-MG-STEM : Bed in Middle Grades STEM Ed**

Last approved: 06/20/23 3:31 pm

Last edit: 11/28/23 1:01 pm

Changes proposed by: Cherry Steffen (cherry.steffen)

Change Type	Significant
Summarize Changes and Include Rationale	Format of degree requirements were changed in accordance with catalog standardization efforts.

Summary of Changes:
1) Deleted MA 230
2) Deleted MA 381 and replaced it with MA 281
3) Deleted PS 318 and EG 320 and replaced with PS XXX (elective) and another physics or engineering elective
4) Deleted ED 321
5) Added MA 200 and MA 201
6) Replaced ED 420 with ED 415 (middle school student teaching instead of elementary school)
7) Deleted EN 101 and EN 300

Rationale for Changes:
1. Math changes were made due to changes in the math courses required for all middle level math education programs.
2. MA 381 has been replaced with MA 281 - change in math requirement
3. PS 318 and EG 320 are not currently offered due to low numbers in the program. These will be replaced with acceptable replacements unless they are offered.
4. ED 321 is required for elementary education majors only.
5. Changes in the middle level mathematics education requirements
6. Middle Level Student Teaching (ED 415) is required. This replaces the ED 420 elementary level student teaching course.
7. Changes due to General Education revisions.

General Information

Effective Catalog Edition	2024-2025
Department	Education
College	School of Applied Studies
Degree Level	Undergraduate
Program Title	Bed in Middle Grades STEM Ed
Degree to be Offered	Bachelor of Education (BED)
Is this program offered completely online?	
Does this program lead to a teaching certification?	Yes
Program Code	ED-MG-STEM
Is this program an interdisciplinary program?	No

In Workflow

1. **Acad Ops**
2. **ED Chair**
3. **Library**
4. **SAS Curr Policy Chair**
5. **SAS Dean**
6. **SAS Fac Council Chair**
7. **Governance Check**
8. **AA Committee**
9. **Faculty Senate**
10. General Faculty
11. WUBOR
12. Final Acad Ops
13. Registrar

Approval Path

1. 11/07/23 4:39 pm Beth ONeill (beth.oneill): Approved for Acad Ops
2. 11/08/23 10:21 am Cherry Steffen (cherry.steffen): Approved for ED Chair
3. 11/08/23 11:40 am Sean Bird (sean.bird): Approved for Library
4. 11/14/23 2:09 pm Michelle Shipley (michelle.shipley): Approved for SAS Curr Policy Chair
5. 11/17/23 3:33 pm Zach Frank (zach.frank): Approved for SAS Dean
6. 11/17/23 4:11 pm Michelle Shipley (michelle.shipley): Approved for SAS Fac Council Chair
7. 11/17/23 4:34 pm Holly Broxterman (holly.broxterman): Approved for Governance Check
8. 11/28/23 1:01 pm Holly Broxterman (holly.broxterman): Approved for AA Committee

Admission and Curriculum

Admission Criteria

Total Number of Semester Credit Hours for the Degree

Curriculum

In addition to the requirements stated below, students must complete 34-35 hours of General Education, all requirements for a Bachelor of Education degree, and any additional hours needed to reach the minimum 120 credit hours required for graduation. Some of the courses below may also fulfill general education or other degree requirements.

Degree Requirements

Required Courses Inside Department

Pre-Admission Professional Education Courses

ED 155	Teaching, Learning, Leadership	3
ED 285	Educational Psychology	3

Post-Admission CORE Education Courses

ED 165	Ed. 1, Examining Teaching as a Profession: Diversity 1, Literacy 1, Technology 1 [1]	3
ED 275	Ed. 2 Exploring Teaching as a Profession (Classroom Management 1, Diversity 2, Technology 2) Ed. 2 [1]	3
ED 295	Ed. 3 Experiencing Teaching as a Profession (Classroom Management 2, Diversity 3, Literacy 2) [2]	3
ED 302	Teaching Exceptional Learners	3
ED 354	Curriculum and Assessment	3
~~ED 420~~	~~K - 6 Student Teaching~~	~~8-12~~
ED 395	Ed. 4 Extending Teaching as a Profession (Classroom Management 3, Literacy 3, Technology 3) [2]	3
ED 415	5th-8th Grade Student Teaching	12

Middle Grades STEM Courses

ED 217	Introduction to STEM Education	3
ED 314	Chemistry Methods for STEM Edu	3
ED 318	Earth/Space Science for STEM E	3
ED 319	STEM Practicum I	1
Subtotal		46

Required Courses Outside Department

AS 104	Life in the Universe	3
BI 100	Human Biology	3
BI 101	Human Biology Laboratory	2
BI 319	Biology for STEM Educators	3
CH 317	Chemistry for STEM Educators I	3
CN 150	Public Speaking	3
MA 116	College Algebra	3
MA 117	Trigonometry	3
MA 140	Statistics	3
MA 200	Number & Operation for Elementary Teachers	3
MA 201	Geometry, Proportion & Data Analysis for Elementary Teachers	3
MA 204	Number Theory and Discrete Math for Middle School Teachers	3
MA 281	History of Early Mathematics	1
MA 320	Mathematics for Middle School Teachers	3

PS 108	Physical Science	3
PS XXX	Physical Science Elective	3
Physics or Engineering Elective		3
PY 100	Basic Concepts in Psychology	3
PY 211	Adolescent Psychology	3
SO 101	Social Problems	3
Subtotal		57
Total Hours		103

1

Must be taken concurrently.

2

=

Must be taken concurrently.

Pre-admission courses required for formal admission to teacher education:

ED 155	Teaching, Learning, Leadership	3
ED 285	Educational Psychology	3
Total Hours		0

Education Core Courses:Content/General Education/University Requirements:

University Requirements

EN 101	Introductory College Writing	3
EN 300	Advanced College Writing	3
MA 116	College Algebra [1]	3
Subtotal		0

Arts and Humanities

CN 150	Public Speaking	3
Humanities Electives (from approved General Education List in 2 disciplines)		6
Subtotal		0

Social Sciences

PY 100	Basic Concepts in Psychology	3
PY 211	Adolescent Psychology	3
SO 101	Social Problems	3
Subtotal		0

Mathematics and Natural Sciences

AS 104	Life in the Universe	3
BI 100	Human Biology	3
MA 117	Trigonometry	3
MA 140	Statistics	3
MA 204	Number Theory and Discrete Math for Middle School Teachers	3
MA 230	Math Middle/Secondary Teachers	4
MA 320	Mathematics for Middle School Teachers	3
MA 381	History and Literature of Mathematics	3
PS 108	Physical Science	3
Subtotal		0

STEM Courses

ED 217	Introduction to STEM Education	3
CH 317	Chemistry for STEM Educators I	3
ED 314	Chemistry Methods for STEM Edu	3
PS 318	Earth and Space Science for STEM Educators I	3

ED 318	Earth/Space Science for STEM E	3
BI 319	Biology for STEM Educators	3
ED 319	STEM Practicum I	1
EG 320	Engineering for STEM Educators	3
ED 321	STEM Practicum II	1
Subtotal		0
Total Hours		0

Pathway

Faculty Workload Analysis (describe how the course offering schedule and anticipated enrollments correlate to faculty lines)

Supplemental Files

Reviewer Comments

Holly Broxterman (holly.broxterman) (11/28/23 1:01 pm): 11/27/2023 - Approved by Academic Affairs Committee.

Key: 66

ED 318	Earth/Space Science for STEM E	3
BI 319	Biology for STEM Educators	3