

**Washburn University
Meeting of the Faculty Senate
August 26, 2019
3:00 PM – Forum Room, BTAC**

- I. Call to Order**
- II. Approve minutes of the Faculty Senate Meeting of May 6, 2019 (pp. 2 - 4)**
- III. President’s Opening Remarks**
- IV. Report from the Faculty Representative to the Board of Regents**
- V. VPAA Update—Dr. JuliAnn Mazachek**
- VI. Faculty Senate Committee Reports**
- VII. University Committee Reports**
- VIII. Old Business**
 - Approve proposed Faculty Affairs Committee membership (p. 6)**
 - Approve proposed Academic Affairs Committee membership (p. 6)**
 - Approve proposed Electoral Committee membership (p. 6)**
- IX. New Business**
 - Receive the Constitution of the Board of Student Media of Washburn University (pp. 8 - 15)**
 - Receive the Policy for Student Media of Washburn University (pp. 16 - 18)**
- X. Information Items**
- XI. Discussion Items**
- XII. Announcements**
- XIII. Adjournment**

**Washburn University
Meeting of the Faculty Senate
May 6, 2019
3:00 PM – Forum Room, BTAC**

PRESENT:

Barker, Beatie, Byrne, Cook (M), Cook (S), Dodge, Erby, Fredrickson, Grant (Emily), Grant (Erin), Haugness, Hickman, Huff, Jones, Krug, Leahy, Mansfield, Mazachek, Menager, Pierce, Prasch, Ricklefs, Sainato, Sheldon, Smith (D), Smith (M), Thor, Todwong, Vandalsem, Wasserstein, Watson, Way, Wohl

ABSENT:

Gonzales-Abellas, Jolicoeur, Juma, Menninger-Corder, Miller, Morse, Placeres, Pownell, Steffen, Stevens, Tso, Worsley

GUESTS:

Barth, Frieser

- XIV. Call to Order 3:05**
- XV. Approved the minutes of the Faculty Senate Meeting of April 15, 2019.**
- XVI. President’s Opening Remarks**
- **Union lunches are good. Multiple lunches last week.**
 - **Moving old business to new business for this meeting (Section VI of Faculty Handbook).**
 - **KBOR last meeting they are getting ready to start parental leave issues.**
 - **National nurse’s week this week through the 12th.**
 - **National teacher appreciation week as well.**
 - **Grades are due may 15th at 10, Graduation is this Saturday.**
 - **No votes from new folks until next year.**
- XVII. Report from the Faculty Representative to the Board of Regents**
- **No WUBOR meeting.**
- XVIII. VPAA Update—Dr. JuliAnn Mazachek**
- **Nothing since last Wednesday’s general faculty.**
 - **Had the first meeting of the Bias response committee last week (Thursday) to supplement Title Nine. This is a group of 12 which will be responsible for making a recommendation for a process to supplement the legal and student conduct code processes by August 12th. Appreciate your work and commitment to making it happen over the summer.**

- Thanks for dedication to students, Washburn, and faculty senate. This is where the faculty voice is heard.

XIX. Faculty Senate Committee Reports

- Approved minutes of the Faculty Affairs Committee meeting of April 8, 2019.

XX. University Committee Reports

- Received the Academic Diversity & Inclusion Committee Minutes of February 12, 2019.
- Received the Faculty Handbook Committee Minutes of March 28, 2019.
- Received the Board of student media committee Minutes of October 12, 2018.
- Received the Board of student media committee Minutes of December 12, 2018.
- Received the Interdisciplinary Studies Committee Minutes of April 19, 2019.
- Received Graduate Council Meeting Minutes of February 25, 2019.

XXI. Old Business: None

XXII. New Business

- Change to Section VI of the Faculty Handbook – first reading. Jackson determined that after conferring with the Constitution Task Force Committee Chair (Schmidt) to pull the item. The group will determine a way to reference the Senate Constitution in the Faculty Handbook and would like more time to work on this. This business is withdrawn until further notice.

XXIII. Information Items

- Human Services Fast-Track Option presented.

XXIV. Discussion Items: None

XXV. Special Orders

- Senators with terms ending were excused.
- Barker provided a welcome to new senators. Stated that this is where we get the main input for faculty governance; it is the responsibility of senators to participate in and discuss items at these meetings. We will have the executive committee (elected and one from each school that is not one of the elected officers) meetings this summer to establish the committees for this fall. Barker suggested those who were interested in

certain committees email him with preferred assignments. There are restrictions to membership based on the Constitution; a certain number of representatives need to come from each school. One can read more about the committees on the Senate website.

- **Election of Faculty Senate Officers for 2019-2020**
 - **President – nomination from Schmidt for Barker to continue. Seconded and passed.**
 - **Vice President – nomination from (S) Cook for Wasserstein to continue. Seconded and passed.**
 - **Secretary – nomination from Prasch for Grant to continue. Seconded and passed.**
 - **Parliamentarian – nomination from (S) Cook for (M) Cook to continue.**
 - **(S) Cook moved to close nominations.**

XXVI. Announcements

- **Next meeting august 19th at 3pm – first and third Mondays.**
- **Other committees meet second and fourth Mondays.**
- **Prasch: Blazing Saddles tomorrow in Henderson at 7.**

XXVII. Adjournment 3:30

FACULTY Senate Committees

(Note: The membership information used throughout this list is from the Faculty Handbook)

FACULTY SENATE

Membership: One senator elected to represent each ten faculty members – that number to be rounded up or down to the nearest figure based on the number of faculty in each unit at the start of the spring semester. 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. The Librarians of Mabee Library/CRC and the Law Library (each) elect one member of the Faculty Senate for every ten of their number. The Vice President for Academic Affairs (or designee) shall serve as a non-voting member of the Faculty Senate.

TERM: Members serve for a **2-year term** and are eligible to serve a maximum of two consecutive terms and may be re-elected after an absence of at least one year from the Faculty Senate.

Title/School	2018-2019	Term Expires
VPAA (non-voting)	JuliAnn Mazachek	
President	Barker, Rick	2020
Vice President	Wasserstein, Izzy	2020
Secretary	Grant, Erin	2021
Parliamentarian	Cook, Matthew	2020
CAS (Creative & Perf)	Brooks, Lara	2021
CAS (Creative & Perf)	Huff, Kelly	2021
CAS (Creative & Perf)	Placeres, Martha	2021
CAS (Ed/KN)	Douglas, Lisa	2021
CAS (Ed/KN)	Friesen, Ross	2021
CAS (Humanities)	Jones, Chris	2020
CAS (Humanities)	Krug, Louise	2021
CAS (Humanities)	Way, Geoff	2021
CAS (Nat Sci/Math)	Barker, Rick (Pres)	2020
CAS (Nat Sci/Math)	Cook, Matthew (Parlim)	2020
CAS (Nat Sci/Math)	Cook, Sarah	2021
CAS (Nat Sci/Math)	Schmidt, Shaun	2021
CAS (Soc Science)	Menager, Christina	2020
CAS (Soc Science)	Morse, Kim	2020
CAS (Soc Science)	Prasch, Tom	2020
SAS	Dodge, Becky	
SAS	Grant, Erin (Secretary)	2021
SAS	Haugsness, Craig	
SAS	Sainato, Scott	
SAS	Watson, Michelle	
SOL	Pierce, David	2021
SOL	Romig, Tom	2021
SON	Smith, Delaine	2019
SON	Stevens, Crystal	2019
SOBU	Juma, Norma	2021
SOBU	Byrne, Paul	2020
SOBU	Vandalsem, Shane	2021
Law Library	Todwong, Janet	2019
Mabee Library	Beatie, Angela	2020
Mabee Library	Wilson, Gwen	2020
At large (CAS)	González-Abellás, Miguel	2020
At large (Business)	Juma, Norma	2020
At large (SON)	Menninger-Corder, Mary	2020
At large (SAS)	Ricklefs, Tonya	2020
At large (CAS)	Wasserstein, Izzy (Vpres)	2020

FACULTY SENATE ACADEMIC AFFAIRS COMMITTEE

Membership: Faculty representatives on this Committee must be members of the Faculty Senate. Members include two (2) Faculty Senate members from each major academic unit other than the SOL. A Senate representative of Mabee Library/CRC. Each member will be elected for a **one-year term by the Faculty Senate**, from its ranks, unless there are not enough senators from a particular area. The committee selects its own chairperson. Decisions of the committee require the affirmative vote of six of the nine members; six members will constitute a quorum to conduct business.

Title/School	2019-2020
CAS	Jones, Chris
CAS	Morse, Kim (suggested chair)
SAS	Dodge, Becky
SAS	Ricklefs, Tonya
SOBU	Juma, Norma
SOBU	Vandalsem, Shane
SON	Menninger-Corder, Mary
SON	Stevens, Crystal
Librarian	Beatie, Angela
VPAA (ex officio)	Juli Mazachek

FACULTY SENATE FACULTY AFFAIRS COMMITTEE

Membership: One Faculty Senate member from each Division within the College of Arts and Sciences one (1) from the School of Business, one (1) from the School of Law, one (1) from the School of Nursing, one (1) from the School of Applied Studies and one (1) member from the University libraries. Each elected for **a one-year term by the Faculty Senate**, from its ranks, unless there are not enough senators from particular areas. The committee selects its own chair.

Title/School	2019-2020
CAS (Creative & Perf)	Placeres, Martha
CAS (KN/Ed)	Friesen, Ross
CAS (Humanities)	Way, Geoff
CAS (Nat Sci/Math)	Cook, Sarah (Suggested Chair)
CAS (Soc Science)	Prasch, Tom
Library Representative	Wilson, Gwen
SAS	Watson, Michelle
SOBU	Byrne, Paul
SOL	Romig, Tom
SON	Smith, Delaine

FACULTY SENATE ELECTORAL COMMITTEE

Membership: Faculty representatives on this Committee must be members of the Faculty Senate.

Title/School	2019-2020
CAS	Krug, Louise
CAS	Schmidt, Shaun
Law Library	Miller, Creighton
SAS	Haugness, Craig
SOBU	Vandalsem, Shane
SOL	Pierce, David
SON	Menninger-Corder, Mary

FACULTY SENATE EXECUTIVE COMMITTEE

Membership: 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.

Title/School	2018-2019
President	Rick Barker (CAS)
Vice President	Izzy Wasserstein(CAS)
Secretary	Erin Grant(SAS)
SON	Mary Menninger-Corder
SOL	Romig, Tom / Pierce, David
SOBU	Paul Byrne
Parliamentarian	Matthew Cook(CAS)

**THE CONSTITUTION OF
THE BOARD OF STUDENT MEDIA**
(name used to be Student Publications so it was updated throughout this document)
OF WASHBURN UNIVERSITY

*Proposed
April 30, 2019
Adopted:*

**ARTICLE I
NAME**

This group shall be known as the Board of Student Media of Washburn University.

**ARTICLE II
PURPOSE**

The purpose of the Board of Student Media of Washburn University shall be to set general policies, as outlined under Article III Responsibilities, enforce the “Policy for Student Media, of Washburn University,” and to support student media.

**ARTICLE III
RESPONSIBILITIES**

To carry out the above stated purpose...

- A. The board shall be responsible for safeguarding editorial freedoms of student media as outlined in the “Policy for Student Media of Washburn University.”
- B. The board will be responsible for approving the appointment of the students who will serve as executive staff for the academic year. The executive staff will submit a hiring report to the board for its record at each of the four scheduled meetings for the academic year. **(updated section)**
- C. The board shall be responsible for consenting to the appointment of a Director of Student Publications, who is recommended by the Department of Mass Media.
- D. The board shall be responsible for reviewing and accepting into record an annual budget submitted by Director of Student Media at the first fall semester meeting of the board.
(updated section)
- E. The board shall be responsible for approving any expenditures that are not part of the annual budget and/or daily operating costs of Student Media. All budget changes must be presented to the board a minimum of two (2) weeks prior to

the actual expenditure.

- F. The board shall have the responsibility to act as an appellate body to hear complaints that have been levied against Student Media. This redress of grievance should be enacted when individuals feel that their concerns or complaints have not been addressed to the satisfaction of the complainant by the editors and their staffs. Grievances will be submitted in writing to the chair of the Board of Student Media at least 48 hours prior to the scheduled meeting and placed on the board's agenda. After hearing the grievance and reviewing all information pertinent to the grievance, the board will have the authority to make the final decision regarding the complaint. If the complaint is one that violates University policies, the board shall forward the complaint to the Vice President for Student Life for appropriate action.
- G. The Director of Student Media will hire a student worker as an administrative assistant to the Board of Student Media. The responsibilities of the administrative assistant are outlined in Article IX.
- H. The board shall have the responsibility to review and recommend to the Faculty Senate for approval any constitutional changes that may conflict with the Faculty Handbook.

ARTICLE IV

GOVERNANCE (updated section to reflect changes made in the Faculty Handbook)

The Board of Student Media is a standing University committee that reports to the Faculty Senate. The Senate appointed board member will represent the board at Faculty Senate.

ARTICLE V

MEMBERSHIP (updated section to reflect changes made in the Faculty Handbook)

Membership of the board shall consist of three members of the faculty of Washburn University, one community representative (preferably with a journalistic background) and three students in good standing at the University. There must not be more than one faculty member from any one academic department. Student members shall include one member of WSGA, one non-executive staff member of Student Media and one student at large from any undergraduate or graduate program.

ARTICLE VI

SELECTION OF MEMBERSHIP (updated section to reflect changes made in the Faculty Handbook)

a. Faculty. Two faculty members of this board will be appointed by the Vice President for Academic Affairs in consultation with the chair of the Department of Mass Media. A third member will be appointed by the Faculty Senate. All faculty members shall serve a term of two academic years, beginning in the fall semester, but may be reappointed. Should the VPAA not appoint faculty members by September 15 of each year, members of the Board may appoint faculty to fill those positions.

b. The community member of this board will be appointed by the Vice President for Academic Affairs in consultation with the chair of the Department of Mass Media.

c. Students. The three students will be appointed by the Vice President for Academic Affairs, in consultation with the chair of the Department of Mass Media. At the beginning of each fall semester, the WSGA office and the Board of Student Media will advertise the positions and take applications on an all-campus basis. No more than two students will have the same major. All student members shall serve a one-year term, but the students may be reappointed.

d. The chair of the board is elected by the members of the board.

e. Student editors and student managers will serve as non-voting members.

f. The Director of Student Media will serve as a non-voting member.

ARTICLE VII OFFICERS OF THE BOARD

The Officers of the Board shall consist of a chairperson and a board administrative assistant. Other officers may be selected at the discretion of the board. In cases where the chairperson's actions cause concerns, any board member may report those concerns to the Vice President for Academic Affairs.

ARTICLE VII SELECTION OF OFFICERS

1. Chairperson. The chairperson of the board will be a faculty member elected by the board itself.
2. Administrative Assistant. The administrative assistant will be a student position hired by the Director of Student Media. The position shall be a non-voting position of the board and will fulfill the duties as outlined in Article IX.

ARTICLE IX DUTIES OF OFFICERS (updated section)

1. Chairperson. The chairperson shall act as a presiding officer at all meetings of the board, shall appoint standing and ad hoc committees at his/her discretion, and shall appoint a chairperson pro tem in case of absence of the chairperson for meetings. The chairperson will be responsible for setting meetings with all board members. The chairperson shall be responsible for setting agendas and distributing all pertinent information to board members a minimum of 48 hours before any scheduled meeting. The chairperson shall be responsible for maintaining all records, policies, and documents pertaining to the board. The chairperson shall ensure that policies and governance of this body shall adhere to the constitution and policies outlined in this document as well as all university policies.
2. Administrative Assistant. The administrative assistant shall record the minutes of all meetings of the board and will deliver a copy of such minutes to each board member to be approved. All non-approved board minutes should be delivered to each board member a minimum of 48 hours before they are scheduled to be voted on for approval. The administrative assistant will forward an electronic copy of the approved board minutes to the secretary of the Faculty Senate.
3. The administrative assistant will help in coordinating of applications for core staff hiring and help the Director of Student Media organize files, paperwork, and other tasks associated with board maintenance.

ARTICLE X

TERMS OF MEMBERSHIP

Terms of appointment of faculty board members shall be for the term of two (updated from one year) years beginning with the first meeting of the fall semester and ending at that time two years later. Student members shall have a one-year term, beginning in the fall and ending during the spring, unless reappointed. Board members can be reappointed for subsequent years.

ARTICLE XI

TERMINATION OF MEMBERSHIP

1. Voting member. If a voting member of the board desires to be relieved of his/her responsibilities before the expiration date of his/her term for which the member is serving, the member shall inform the chair of the board in writing a minimum of one month in advance unless unforeseen circumstances prevent them from doing so. The chair shall identify a replacement and notify the Vice President for Academic Affairs for approval.

2. Ex officio members. Ex officio members desiring to terminate membership to the board need to notify the board in writing a minimum of one month in advance unless an unforeseen circumstance prevents them from doing so.
3. In the event that an appointed board member is found to have a conflict of interest, misfeasance, malfeasance or nonfeasance, the board may request a special committee to convene to address the problem. The committee will consist of the Vice President for Academic Affairs, Chairperson of Mass Media, and Faculty Senate representative.

ARTICLE XII

VOTING (updated section to reflect changes made in the Faculty Handbook)

Each of the three faculty members of the board, the community member and the three student members of the board shall be entitled to one vote on questions coming before the board. The right of voting does not extend to ex-officio members of the board or the administrative assistant.

ARTICLE XIII

QUORUM

Action by this board may be taken only when a quorum of three or more voting members is present. During the summer, a quorum will be a majority of the appointed members available to meet. Quorum shall consist of no less than one faculty and one student.

ARTICLE XIV

Student Media Leadership (updated section)

Student Media will be under the day-to-day direction of a both an executive staff and core leaders. The executive staff will consist of three-four students each semester appointed by the Director of Student Media with approval from the Board of Student Media.

The board will approve the hiring of the executive and core leaders of Student Media. It shall be the job of the Director of Student Media to form a hiring committee of at least two to hire core leaders based on current job descriptions outlined in article XV, and establish and administer a unified questionnaire of general questions for all applicants. All executive and core leaders of Student Media must be enrolled at Washburn University as a full-time student as defined by University policy and maintain a 2.0 cumulative GPA or better. The Board of Student Media will approve all executive and core leadership positions, which may consist of:

1. Executive Editor

2. Editors of The Review newspaper, Kaw Yearbook and Bod Magazine
3. Human Resources Director
4. Advertising Manager for Student Publications
5. Art/Multimedia Director
6. Head Copy Editor

This group, except for the administrative assistant, shall be referred to as the core publications staff and will be responsible for hiring the remaining positions as outlined in the student media job descriptions in the Student Media Handbook. This core group, along with the Director of Student Media, will conduct the interviews and submit the names of those individuals to the Board of Student Media for approval. The director will act as a non-voting member of the interview team and will be there to advise and assist the students in their efforts to provide for a fair interview process. The board has the authority to terminate any publications staff member for cause or dereliction of duties.

In the event of dismissal or termination of duties of any of the core staff members, the Director of Student Media will accept applications for the positions on an all-University basis and fill the vacancy at the earliest practical date after creating a two-member committee. Any other openings will be the responsibility of the Student Media staff to fill and submit to the board for approval.

ARTICLE XV

QUALIFICATIONS OF APPLICANTS (updated section to reflect needs of organization)

1. Members of the Executive Staff must have demonstrated leadership skills within Student Media. The responsibilities of executive staff are above and beyond those of their leadership position within Student Media. Responsibilities include the creation of annual goals for Student Media, the mentorship of leaders with less experience, the coordination of Student Media's involvement in campus-wide activities such as homecoming, the Bowtie Fair, etc., payroll approval and budget.
2. Qualifications for other positions may be directed by the board without modification of this Article.

ARTICLE XVI

REPORTS AND CONTRACTS

1. A budget update and a report shall be submitted to the board at each meeting. This report is to be prepared and presented by the director of student media. (used to be Business Manager but this position was eliminated)
2. All contracts must be signed by the Director of Purchasing for the University. The Director of Purchasing may recommend methods of writing specifications, bids,

and recommendations concerning awarding bids.

3. The board may request an impartial audit of all publication accounts once during each period of 6 to 12 months as determined necessary.
4. The minutes from each meeting shall be submitted to the Faculty Senate.

ARTICLE XVII

ADVISING STUDENT MEDIA

The advising of Student Media will be done by the Director of Student Media. The director's responsibilities include: group sponsorship, financial advisement, organizational advisement, and leadership development. The director should coordinate a series of training modules in conjunction with the staff to help supplement the existing skills of the publication staff with an on-going series of workshops on such items as layout and design, legal issues, reporting, interviewing, editing, AP style, photo journalism and a general working knowledge of the process associated with producing media. The senior administrative assistant within the Mass Media Department shall assist the director with overseeing the financial management of Student Media and help with overall office administration.

The Director of Student Media will adhere to the "Ethics and Responsibilities of Advising" as outlined by the National College Media Association (CMA) http://www.collegemedia.org/about_cma/code_of_ethics/

The Director of Student Media is expected to attend all board meetings as well as publication editorial meetings and staff meetings.

The Director of Student Media should not be expected to act as an editor nor in any way be expected to make editorial or policy decisions. The director is to advise about journalistic matters and overall general operations, but not to be held accountable for the content of the paper.

The Board of Student Media endorses the "Ethics and Responsibilities of Advising" as outlined by the National College Media Association (CMA) as an effective guide for advising.

No person who advises a student publication can be fired, transferred or removed from being the adviser for failure to exercise editorial control over the student publication or to otherwise suppress the rights of free expression of student journalists.

ARTICLE XVIII

STATEMENT OF POLICY

1. Student Media exists to serve as an independent voice for all students enrolled at Washburn University of Topeka.
2. No effort shall be made by the board or its members to control the freedom of press inherent to the system of government in this country.

ARTICLE

Meetings (updated section to reflect changes made in the Faculty Handbook)

1. The Board of Student Media will meet twice during the fall and spring semesters.
2. During the September meeting, the Board will approve the budget, the most current employee report and review the executive staff goals for the upcoming semester.
3. During the second fall meeting, the Board will review the status of the budget, the progress of goals and address any concerns.
4. During the first meeting in the spring, the board will approve the budget, the most current employee report and review the executive staff goals for the upcoming semester.
5. During the final meeting in the spring, the board will accept a proposal for a working budget to close out the current fiscal year and begin the fall semester. A final report on goals will be reported as well.

THIS DOCUMENT MUST HAVE A FOUR OUT OF SEVEN VOTING MEMBERS PRESENT TO AMEND OR CHANGE AND ALL PROPOSED CHANGES MUST BE PRESENTED TO THE ENTIRE BOARD AT LEAST ONE (1) WEEK IN ADVANCE. (Revised 04/30/2019)

Policy for Student Media Of Washburn University

I. STATEMENT OF POLICY

It is the policy of the Washburn University Board of Regents that the REVIEW and the KAW, official university sponsored publications of Washburn University, have been established as forums for student expression. As a forum, each publication should provide a full opportunity for students to inquire, question, and exchange ideas. Content should reflect all areas of student interest, including topics about which there may be dissent or controversy.

It is the policy of the Washburn University Board of Regents that student journalists shall have the right to determine the content of official student publications.

II. OFFICIAL UNIVERSITY PUBLICATION

A. Responsibilities of Student Journalists

Students who work on official student publications will:

1. Ensure that material in the publications is written in a manner grammatically correct and in accordance with Associated Press Stylebook;
2. Check and verify all facts and verify the accuracy of all quotations;
3. In the case of editorials or letters to the editor concerning controversial issues, provide space for rebuttal comments and opinions;
4. Determine the content of the student publication.

B. Prohibited Material

1. Students cannot publish or distribute material which is “obscene.” Obscene is defined as:
 - a. the average person, applying contemporary community standards, would find that the publication, taken as a whole, appeals to a prurient interest in sex; and
 - b. the publication depicts or describes, in a patently offensive way, sexual conduct such as ultimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
 - c. The work, taken as a whole, lacks serious literary, artistic, political, or scientific value.
2. Students cannot publish or distribute material which is libelous, defined as:
 - a false and unprivileged statement about a specific individual which injures the individuals’ reputation in the community, or
 - a statement about a public official or public figure and the statement is published with actual malice, i.e., the student journalists know the statement is false, or they publish it with reckless disregard for the truth or without trying to verify the truthfulness of the statement.

- a. A public official is a person who holds an elected or appointed public office.
 - b. A public official is a person who either seeks the public's attention or is well known because of his/her achievements.
 - c. University officials are to be considered public officials or public figures in articles concerning their university activities.
 - d. Under the "fair comment rule" a student is free to express an opinion on matters of public interest. Specifically, a student enjoys a privilege to criticize the performance of teachers, administrators, university officials and other school employees.
3. Students cannot publish or distribute material which will cause "a material and substantial disruption of university activities."
- a. In order for a student publication to be considered disruptive, there must exist specific facts upon which it would be reasonable to forecast that a clear and present likelihood of an immediate, substantial material disruption to normal school activity would occur if the material were distributed. Mere undifferentiated fear or apprehension of disturbance is not enough; university administrators must be able to affirmatively show substantial facts which reasonable support a forecast of likely disruption.
 - b. In determining whether a student publication is disruptive, consideration must be given to the context of the distribution as well as the content of the material. In this regard, consideration should be given to past experience in the school with similar material, past experience in the school dealing with and supervising the students in the subject school, current events influencing student attitudes and behavior, and whether or not there have been any instances of actual or threatened disruption prior to or contemporaneously with the dissemination of the student publications in question.
 - c. "University activity" –means education activity of students sponsored by the university and includes, by way of example and not by way of limitation, classroom work, library activities, physical education classes, individual decision time, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, and scheduled lunch periods.

C. Legal Advice

- 1. If, in the opinion of the student editor, student editorial staff or faculty adviser, material proposed for publication may be "obscene," "libelous," or "cause a substantial disruption of university activities," the legal opinion of the university attorney should be sought.
- 2. The final decision of whether the material is to be published will be left to the student editor or student editorial staff.

III. PRIOR RESTRAINT

No student publication will be reviewed by University faculty or administrators prior to distribution.

IV. RIGHTS TO MATERIAL PRODUCED FOR THE KAW AND THE REVIEW BY STAFF MEMBERS

Acting as the agent for the University who is the publisher of the KAW and the REVIEW, and the Board or Student Media controls all artistic rights including copyright privileges for all prints, art, cartoons, and all written and typeset materials produced for the KAW and the Review.

Prints, art, cartoons, and all written materials produced by the staffs for the students' publication shall be filed and permanently stored in an orderly fashion in the Student Media office for use by future staff members.

Staff members have no right to sell photos, art, cartoons, or articles produced for the student media or on student media's facilities and equipment unless the staff member has a written agreement with the Board of Student Media to do so.

V. POLICY FOR USE OF REVIEW AND KAW FACILITIES AND EQUIPMENT

The primary use of the facilities and equipment, which is supervised by the Board of Student Media, is the publication of the university's student newspaper, 24/7 website, the university's student yearbook and the BOD magazine.

We propose to delete the following section since it was created in 1989 when labs and specialized software like Adobe were not widely available. The intent of the Board of Student Publications is to make the facilities and equipment available for use by other university organizations and offices when the publications' faculties and equipment are not being used by the student publication staffs and when the usage would not interfere with the production of the student newspaper and yearbook.

The policy of the Board of Student Publications is to accept written requests from other university organizations and offices for using the facilities and equipment. The written requests shall be submitted upon the forms provided by the Board of Student Publication, and the written request form must be directed to the Chair of the Board of Student Publications. The written request form will specify the person responsible for the usage and for paying the usage fee, the person who will be operating or using the facilities and equipment, a description of the actual project, and the amount of time that the facilities and equipment will be used.

In a written agreement, the Board of Publications will authorize the use; specify the times, the access, the facilities and equipment to be used, the supplies which will be consumed, and other factors considered important by the Board of Student Publications.

The Student Media members may only use the equipment and facilities for the purposes of creating student media content. Any other use of the facilities and equipment is forbidden unless it is authorized in writing by the Board of Student Media.

Delete this paragraph as well. The fees charged for the use of the facilities and equipment will be based on a per hour usage and will include supplies and usages specified in the written agreement. All fees collected will be delivered to the Chair of the Board of Student Publications who then will deposit and credit the fees to the supplies line item in the publications' budget.

This Policy Statement was adopted on December 20, 1989 by the University Council **and revised in April of 2019.**