

Washburn University  
Meeting of the Faculty Senate  
November 29th, 2021 at 3pm  
Zoom Meeting Hosted by FS Executive Committee

- I. Call to Order
- II. Approve minutes-
  - October 25, 2021 (pages 2-5).
- III. President's Opening Remarks
- IV. WUBOR/KBOR Update- none
- V. VPAA Update - Dr. JuliAnn Mazachek
- VI. Consent Agenda
  - Faculty Senate Committee Reports- (6-7)
    - Faculty Constitution Task Force Minutes May 14, 2021
    - FAC Minutes October 18, 2021
  - University Committee Reports- (8-12)
    - ADIC Statement of Support
    - ADIC Meeting Minutes November 9, 2021
    - ADIC Meeting Minutes November 16, 2021
- VII. Old Business- (13-14)
  - 22-2 Equity Service Working Group Formation Resolution
- VIII. New Business- (15-33)
  - Faculty Senate Constitution Revisions – Shaun Schmidt
- IX. Information Items-
- X. Discussion Items-
  - Open Educational Resources / Zero Textbook Costs - Jennifer Ball/Alan Bearman
- XI. Announcements
- XII. Adjournment

Washburn University  
Meeting of the Faculty Senate  
October 25th, 2021 at 3pm  
Zoom Meeting Hosted by FS Executive Committee

Present: Byrne, Ewert, Florea, Friesen, Ginzburg, Griggs, K Huff, Juma, Kay, Kendall-Morwick, Klales, Kohls, Lockwood, Lolley, Moore, Morse, Noonan, Ricklefs, Rivera, Sainato, Schmidt C, Schmidt S, Smith D, Smith M, Thor, Toerber-Clark J, Wagner, Wang, Wasserstein, Woody, Wynn, Zwikstra

Absent: Daniels, Kimberly

Guest(s): DeSota J, Luoma S, Mazachek J, Burdick M, Wisneski M, Grospitch E, Ball J, Liedtke R, Frank Z, Wagner P, Stephenson L, Cook S, McNamee B, Holthaus C,

- I. Call to Order at 3:02 pm
- II. Approve minutes-
  - September 27th, 2021 (pages 2-6).
  - Moved by T Ricklefs, seconded by C Zwikstra, motion passed
- III. President's Opening Remarks
  - Vaccines – Boosters are available, please consider getting vaccinated (either initial vaccine or booster). You may want to consider it being done on the weekend, since it might have side effects.
  - We are moving the agenda item on electronic voting to another meeting
  - Just keep going, as it is that time of the semester and everyone is wearing out (plus we still are having increased burdens with COVID)
- IV. WUBOR/KBOR Update- Tonya Ricklefs and Kim Morse
  - No WUBOR/KBOR since our last Faculty Senate meeting
- V. VPAA Update - Dr. JuliAnn Mazachek
  - Graduation announcement – trying to get Marshalls lined up and make sure we can have plenty of space. We hope we will not have to limit guests.
  - Questions about the K-State, KU, WSU vaccine mandates. The vaccine mandate counts for them since they are federal contractors, but we are not, so the mandate does not apply to us. It is only for the employees, not for the students at those schools.
  - There is a General Education Task Force that is in place for all KBOR schools, community colleges and us. Jennifer Ball is our representative on this committee. Trying to get more uniform Gen Ed classes (to make transferring easier between institutions). Not sure how this will work since Gen Ed is not the same across the state. Some programs will feel like they win and others will feel like they lose.
  - Not anticipating a change in mask policy before the end of the semester, so it is left in place. Not really hearing a call from students or faculty to

change the policy.

VI. Consent Agenda

- Faculty Senate Committee Reports- pgs 7-10
  - FAC Minutes 2020-2021 and Oct 4, 2021
- University Committee Reports- pgs 11-13
  - ADIC Minutes (May and Sept meetings)
- Motion to accept Consent Agenda by S Schmidt and K Wynn seconded; Motion approved

VII. Old Business

- Action Item 21-1 Senate Resolution on Temporary Academic Policy (Amended) pgs 14-16
  - Kerry Wynn – these may look familiar because we have been extending these. Summer is clearly included here (which was always intended, but not clearly stated.)
  - Juma moved and Zwikstra seconded. Motion passes
- Action Item 22-1 Senate Resolution on Voting pg 17
  - Hoping to increase access to voting
  - Lolley moved, S Schmidt seconded; (29 yeas, 3 nays); motion passes
- Action Item 22-3 Senate Resolution on Course Modalities pgs 18-19
  - Result of concerns brought to Senate Attention. Some faculty have been asked to teach a course in two modalities at the same time (ie Synchronous live and remote at the exact same time.) This was done during COVID, but has been found to not be an ideal practice as it decreases the ability of the instructor to focus on the entire class since the population is split (therefore decreasing credit hours for students). It may also require more effort on the part of the instructor. The resolution is tied to specific language that the Faculty Senate received which asks that the HLC requirements be adhered too and that decisions regarding this would be done in consultation with the chair and faculty or division head and faculty members. Byrne asks if there is a modality that encompasses both of these, and if not, wouldn't that prohibit asking a faculty member to teach both modalities at the same time.
  - Thor says that some of these accommodations not just to COVID, but also due to other circumstances. This should not preclude a faculty member from being accommodating to a student, but should prevent the class being listed in two separate modalities at the exact same time but the faculty member only getting credit for one class.
  - Moore, says that some in SoBu (Accounting) have been asked to allow a combination class to keep the numbers higher (so that the class will go) but this means students can attend remotely AND in person. There is some concern that this may mean everyone will eventually have to allow students to attend completely remotely, or

that students may oscillate back and forth between in-person and remote.

- Kendall-Morwick says we don't want to add to loads without compensating them for juggling two modalities
- Thor – concerned that this would increase rates of failing/dropping (as this is what happened last Fall.) Maybe we need to have some classes be totally online, but not in both modalities.
- Morse – We're trying to make sure this is giving some clear ground rules to the handbook.
- Byrne – Faculty should still have the ability to accommodate students.
- Thor – Two different students that she is aware of are getting accommodations to Zoom in that have nothing to do with COVID.
- S Schmidt – this is just a recommendation and won't actually change anything.
- J Mazacheck – That is correct, it would require a policy change. On accommodations, Zoom is not the automatic response to accommodations. If you believe this is not the best option, please let Jennifer/Juli know so that it is possible to resolve that individual issue.
- Morse asked for a vote – Zwikstra moved, Wasserstein seconded, Motion Passes.

VIII. New Business- none

IX. Information Items- none

X. Discussion Items-

- ~~Modification of Procedure for Electronic General Faculty Votes on Curriculum – Dr. JuliAnn Mazachek Withdrawn~~
- Economic Conference – P Wagner would like a comment from Dr. Mazachek about the lack of masks at the conference, since there have been no policy changes at the University level.
- Morse –Clarifying that the Economic Conference happened at Washburn and there were signs on the door saying masks must be worn.
- Kendall-Morwick also had several faculty raise similar questions (since there was a similar situation at the Pitch Competition for Business)
- Ewert also asked about WUPO doing rounds without wearing masks when they enter buildings.
- J Mazacheck -Not sure I have a clear response. Community members don't have the same feeling about the mask mandates, so it is challenging. It doesn't mean that is it OK. It is fair to bring it forward, and we will have conversations about this. I completely understand your concerns.
- Morse has a regularly scheduled meeting with Dr. Farley tomorrow and will raise this issue there (in addition to the e-mail that went out yesterday). The concerns are legitimate.

- Kendall-Morwick: Is there any reason to rethink the ability to have food (since some are using food as a pretext to not wear a mask)?
- Morse -Based on comments from the Pitch Competition, there were some people eating, but others weren't and still weren't wearing masks.
- J Mazachek – there was food at the Economic Conference, but that can be confusing the issue.
- Wasserstein – This puts faculty in a difficult position, since students see some people NOT having to wear masks and then are being told they have to wear masks.
- Morse – Nurse who gave her the COVID vaccine on Friday said in Petro there is a clear defiance of students not wanting to wear masks.
- C. Schmidt – What about donors to the university? This is a difficult line because some of the donors may not agree with the masks.
- Thor – We are getting close to winter when everyone will be together in the same rooms which could increase spread. Appreciative that we get to have these conversations with different opinions and that Dr. Mazachek has taken time to call in even if “officially” off at this time.
- Morse: Congrats to Paul Byrne about the nice write-up in the paper.

XI. Announcements

- Thor – we have resumed In-person Bachelor of Fine Arts in person Exhibitions. Please come see the senior shows. Really excellent work is up.
- English has a Halloween Party this Thursday (Masks required, costumes optional.)

XII. Adjournment

- Move to adjourn at 3:48 by Marsha Griggs, seconded by \_\_\_\_\_ Motion passed.

**Faculty Constitution Task Force**  
**5-14-2021**  
**11:00 am**

Present: Shaun Schmidt (chair), Kerry Wynn, Melanie Worsley, Zach Frank, Craig Martin, Jeffrey Johnson, Sungkyu Kwak, Jennifer Ball (ex-officio)

The task force began discussions at 11:05 am.

Approval of April 2021 minutes was moved and seconded. Motion carried

The group continued editing the unified draft stored on OneDrive, focusing on and agreeing to edits in section VI. The group agreed that electoral committee membership should be comprised of a senator from each school and editing Section VI accordingly. The group experienced some technical difficulties with the shared document and discontinued editing until VPAA staff could restore the document. The group agreed to discontinue meeting in the summer and resume in August.

Adjourned at 11:50 pm.

Faculty Affairs committee  
Minutes  
10-18-21

**Attendance:**

Daniels, Ewert, Kendall-Morwick, Klales, Lockwood, Lolley, Morse (guest), Thor, Wagner

**Minutes:**

The meeting was called to order by Kendall-Morwick at 3:02 p.m.

The approval of the October 4 minutes was moved (Ewert), seconded (Klales), and approved by the committee without adjustments.

The committee was presented with a revised agenda item for the Service and Equity ad hoc committee. Morse was invited to the meeting to answer any clarifying questions on behalf of the Faculty Senate Executive committee. Kendall-Morwick also spoke with Erby (Assistant Dean, College of Arts and Sciences) about the relationship between the ad hoc committee presented and the current departmental success groups in the College of Arts and Sciences. The hope is to use the information gathered by CAS success groups to inform the ad hoc committee, but is not intended to be the only mode of data collection. The committee discussed a discrepancy in the information from CAS and Senate in regards to where the success group data would go. Committee members are hearing that the CAS data would not be used elsewhere and Senate is hoping to use it for the ad hoc committee. The committee would like these details clarified. Committee members also have concerns with using some data from CAS and data collected in a different way from other units. The committee also posed questions regarding the end goal after collection of this data and analysis is complete. Questions were asked about the VPAA resolution on promotion and tenure guidelines and if departments are currently required to address the equity of their promotion and/or tenure guidelines. Morse expressed that she has not yet received a response to the previously presented resolution on tenure and promotion during Covid. The committee discussed the discrepancies in standards for service between units and departments, and how this puts additional burden on specific areas.

The committee chose to table the agenda item in hopes to have a conversation with Dr. Mazachek about parameters for gather this type of information and how this data might be considered in future decisions.

Kendall-Morwick adjourned the meeting at 4:10 p.m.

ADIC Statement, adopted November 17, 2021

Washburn's Academic Diversity and Inclusion Committee (ADIC) extends its full support to Daija Coleman's change project and calls upon Washburn University to ensure the Department of Education is made accessible and inclusive to all. Washburn cannot uphold its core value of inclusion until all students, faculty, staff, and visitors to our campus have safe, accessible, and inclusive learning, living, and working environments. Further, it is impossible to advance Washburn's historic legacy and current mission to extend pathways for all students to achieve their educational goals without providing access, inclusion, and support on our campus. The members of the ADIC commend Daija for living Washburn's motto of *non nobis solum* and working to enhance inclusivity at Washburn.



Academic Diversity & Inclusion Committee  
Meeting Minutes  
November 9, 2021, 1 PM (Zoom)

Present: Barraclough, Bearman (S), Brown, Burdick, Carlson (C), Chadwick, Coleman, Collier, Desota, Dye, Erby, Grant, Havens, Jackson, Juma, Kendall-Morwick, Lutz, McClendon, Miller, Morse, O'Neil, Nyquist, Scofield, Steffen, Sundal, Wasserstein

- I. Minutes from October 5, 2021 were approved
- II. Old Business
  - a. 2021 Tilford (Burdick)-- Held at KU this year. Several WU faculty and staff presented as part of three different conference sessions. The research for these presentations all began in CTCL workshops:
    1. Inclusive Pedagogy research group: Grimmer, Crumer, Miller, Grant, and Mendoza
    2. Antiracist workshop presentation: Walters and Tatum
    3. Supporting faculty in developing inclusive pedagogies: Erby and Burdick - support of faculty
  - b. Reminder that Washburn will host Tilford next year. Please hold the dates of Oct. 6 & 7, 2022 and encourage your colleagues to hold these dates as well. Press release and additional information will be coming soon.
- III. New Business
  - a. Action groups are meeting to work on their respective goals.
- IV. Discussion
  - a. Update from Campus Counseling Services- At the request of several ADIC members, Crystal Lemming, director of Counseling Services, updated ADIC about the current waitlist for an appointment and outlined services Counseling Services continues to offer despite the waitlist ([see attached p. 2](#)).
  - b. Accessibility & Inclusion Carnegie—Student Daija Coleman is completing a capstone intended to address Carnegie's lack of accessibility and inclusion. Coleman, Education faculty, and members of ADIC shared about the lack of accessibility and inclusion that the building has caused. ADIC members will draft statement of support for Coleman's project and circulate electronically for endorsement by the full ADIC. ADIC members also encouraged to join the "March for Inclusion" Coleman has organized for November 10 and help spread the word about this event.
- V. Announcements
  - a. AAADS spring courses

- b. November 18<sup>th</sup>: DeCuir presentation on antiracist pedagogy
- c. MILs is commissioning student artwork

#### Counseling Services Update to ADIC

11/9/21

Questions? Contact Crystal Leming, [crystal.leming@washburn.edu](mailto:crystal.leming@washburn.edu)

Wait list for appointments began at the very end of September. Counseling Services is still able to offer the following services to all students:

- 24/7 access to services by phone for all levels of need and in many different languages (785-670-3100, option 2)
- Crisis drop-in services are still available anytime Counseling Services is open (crisis meaning thoughts of suicide, harming others, psychosis, or delusions)
- Drop-in services available until 4 each Wednesday (we try not to take clients after 4 as there would be very little time left to see them)
- Programming –Psychoeducational presentations, social media, events and talks, etc.
- Personalized referrals—see below for more information.

#### *On personalized referrals:*

Students can reach out by e-mail at [counseling@washburn.edu](mailto:counseling@washburn.edu) to request a personalized referral. They could reach out by phone or in person as well, but e-mail tends to be the easiest way to get all of the information gathered. We usually ask the following questions:

- Do you have insurance? If so, who is your carrier (i.e., Blue Cross Blue Shield, etc.)? Do you feel comfortable using it? (The policy holder will likely get an explanation of benefits naming the services used and who used them.) Can you afford to use it? (Co-pays for therapy sessions are usually around \$35)
- If you do not have insurance, do you want/need a provider who offers sliding scale fees or discounted rates?
- Do you have identity preferences regarding the provider such as gender, race, language, etc.?
- Do you prefer in-person, telehealth, or feel open to both?
- Do you live in Topeka or somewhere else? Will this change during breaks?
- What is the reason for seeking care? (Brief is fine such as grief, anxiety, depression, etc.)
- Is there a specific treatment or service the provider should be able to provide? (ADHD assessment, EMDR, ESA assessment, etc.)

- Finally, what else do you want me to know about you to help guide the right referrals?

*Additional Resources/Information:*

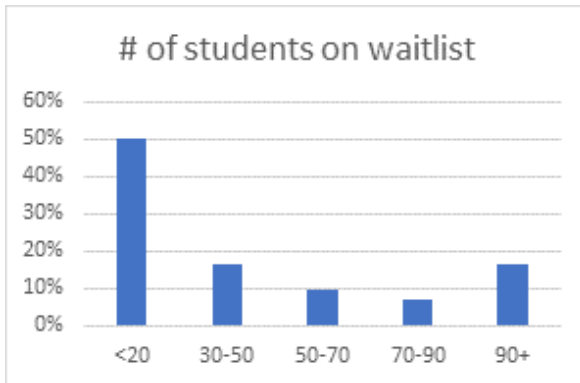
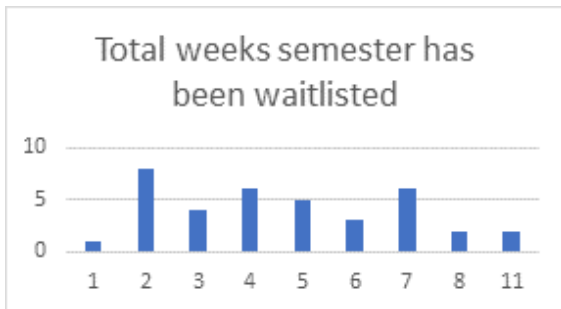
[Crisis on Campus: Mental Health Counselors Are Feeling the Crush - Mad In America](#)

Quick poll data from national list-serve of counseling directors (67 responses)

58% of responding centers are currently waitlisted

39% are pulling people off as quickly as they can but will have many/most students still waiting by end of semester

5% have closed their waitlist due to the current number of students waiting.



Academic Diversity & Inclusion Committee  
Meeting Minutes  
November 16, 2021 (online)

Kelly Erby, chair of the Academic Diversity and Inclusion Committee, conducted a meeting via email beginning November 16, 2021.

New business included considering the adoption of the following statement:

*Washburn's Academic Diversity and Inclusion Committee (ADIC) extends its full support to Daija Coleman's change project and calls upon Washburn University to ensure the Department of Education is made accessible and inclusive to all. Washburn cannot uphold its core value of inclusion until all students, faculty, staff, and visitors to our campus have safe, accessible, and inclusive learning, living, and working environments. Further, it is impossible to advance Washburn's historic legacy and current mission to extend pathways for all students to achieve their educational goals without providing access, inclusion, and support on our campus. The members of the ADIC commend Daija for living Washburn's motto of non nobis solum and working to enhance inclusivity at Washburn.*

Erby asked ADIC members to vote on whether the ADIC should adopt the statement. Members voted using a form created in Microsoft Forms.

The statement carried with a quorum of members voting. The meeting concluded at 5 PM on November 17, 2021.

## 22-2 FACULTY AGENDA ITEM

Date: *November 22, 2021*

Submitted by: *Executive Committee, Faculty Senate*

SUBJECT: *Formation of Service-Equity Ad Hoc Committee of Faculty Senate*

Description: *The Executive Committee of the Faculty Senate recommends the formation of a Service-Equity Ad Hoc Committee.*

Purpose: *The purpose of the committee is to collect and analyze data about how campus units define, quantify, and value service practices. Based on these data, the committee will issue recommendations to the appropriate constituents following full Senate approval. The committee will seek to answer questions including but not limited to the following:*

- *How do academic units define service and the proportion of time faculty should dedicate to service vs. teaching and scholarship? Are these definitions and proportions appropriate for Washburn's mission and the current needs and demands of the university?*
- *What committees exist at present? How often do they meet? What is the time commitment associated with each? How essential is the committee to the mission of the university? Do the purposes of committees overlap in ways that might be streamlined?*
- *What service activities are compensated with stipends, release time, etc., and what is the rationale for compensating some service activities and not others?*
- *Are faculty performing unrecognized service to fill needs that might be more effectively or appropriately addressed by other entities on campus (e.g. helping students navigate personal crises, providing academic support beyond the faculty member's teaching load, etc.)? Do those other entities have enough staffing to satisfy the need for their services?*

As the committee seeks data to respond to the questions, data analysis could address questions of equity, including but not limited to the following:

- *Is service equitably distributed across academic departments/units and position types (e.g. non-tenure track, tenure track, and tenured)?*
- *Do some demographic groups (e.g. women, people of color, etc.) bear a disproportionate share of service responsibilities?*

Rationale: *One of the lessons re-learned during the pandemic was that shared governance is essential to the University's health and student success. However, we became acutely aware that faculty do not experience service in the same ways across academic units and position types (e.g. non-tenure track, tenure track, and tenured). We are also aware that many departments have lost faculty and staff for a variety of reasons, and many of those positions have not been replaced. These factors, along with urgent needs created by the COVID-19 pandemic, have placed additional service and other responsibilities on faculty, making service equity an issue that must be investigated and addressed.*

Year One: *Following an initial meeting with the Faculty Affairs Committee [FAC], the Ad Hoc committee will gather data on service. Data includes but is not limited to a comprehensive list of types of service and the time associated with service, department/unit promotion and tenure standards for service, etc. The committee will work closely with academic unit leadership to gather information and to update them on committee progress. The committee will then prepare a report that addresses the data. The committee will provide regular updates to FAC and the Faculty Senate as committee work progresses. The report written during second semester of committee work will be reviewed and approved by FAC and Faculty Senate no later than the last senate meeting of that semester.*

Year Two: *Based on the report, the committee will craft recommendations reviewed and approved by FAC and Faculty Senate. The recommendations will be addressed to appropriate constituents that could include the Office of the Vice President of Academic Affairs and the deans of the College of Arts and Sciences, the School of Applied Studies, the School of Business, the School of Law, and the School of Nursing. The committee will provide regular updates to Faculty Senate and academic unit leadership as the year progresses.*

*The Service-Equity Ad Hoc Committee will dissolve upon submission of recommendations to Faculty Senate.*

Committee Membership: *Members of the committee will be tenured faculty representing each school and, in the case of the College of Arts and Sciences, each division. Because the committee could make recommendations that could address service requirements as associated with tenure and promotion, tenure is an essential requirement for committee service. Members will be appointed by the Executive Committee.*

Financial Implications: *None*

Proposed Effective Date: *November 29, 2021.*

Request for Action: *Approval by FAC and Faculty Senate*

Approved by: *FAC on date November 22, 2021*  
*Faculty Senate on date*

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Attachments Yes  No

## FACULTY AGENDA ITEM 22-4

Date: November 29, 2021

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

SUBJECT: FACULTY SENATE CONSTITUTION 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:

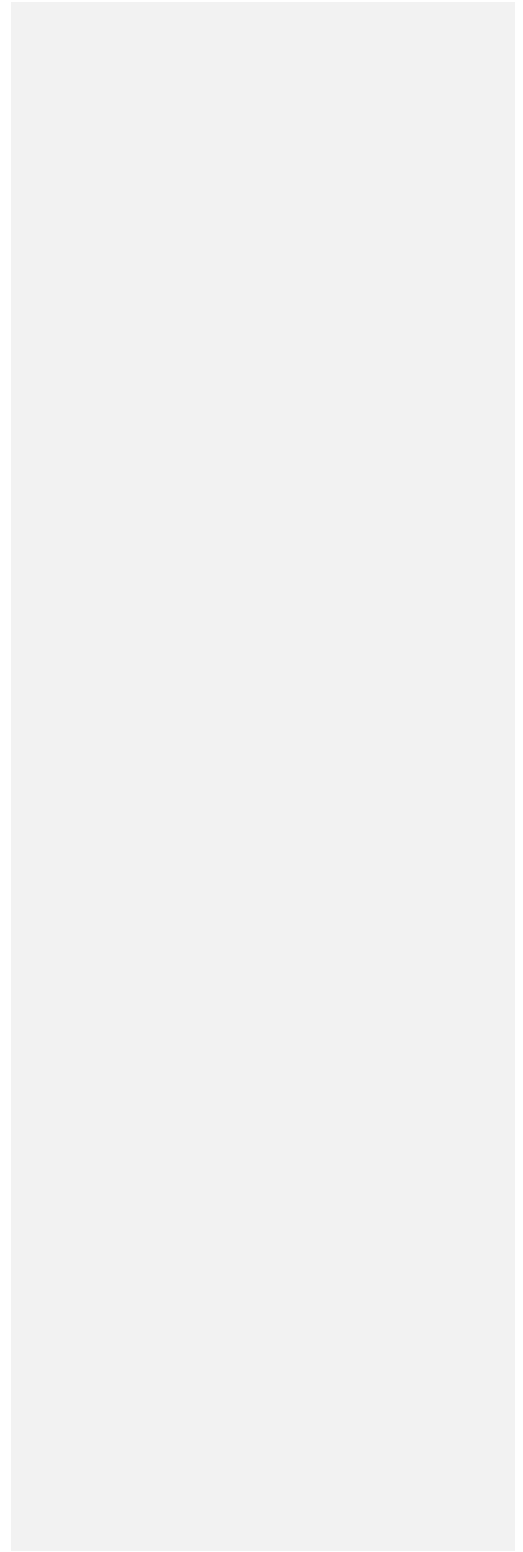
- 1) The addition of a preamble.
- 2) Clarification of the duties of the Faculty Senate as found in Section I.B.
- 3) The Faculty Senate will have the "final say" on most matters brought before it. In Section I.D. the relationship between Faculty Senate and General Faculty has been adjusted.
- 4) In section II the eligibility to vote for and serve on Faculty Senate has been stated more clearly.
- 5) Classes of Senators has been established in Section III.D to ensure equal turnover of senators each year.
- 6) In Section IV.B. the reassigned time for the Secretary of Faculty Senate has been increased to one-quarter from one-eighth.
- 7) Constitutionally mandated duties on the officers are defined in Section IV.C. (Additional duties are defined later in the Standing Rules, see section V.J.)
- 8) A quorum is established for Faculty Senate in Section V.C.
- 9) Standing Rules are established in Section V.J. which are meant to be the operational guide for the Faculty Senate.
- 10) In section VI.D.2. the composition of the Electoral Committee is defined.

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 Faculty 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, and the duties of the officers. 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: *Identify the implementation date of the proposed agenda item.*  
Request for Action: *Approval by FS/ Gen Fac/WU-BOR*

Approved by: *AAC on date*  
*FAC on date*  
*Faculty Senate on date*

Attachments Yes  No





## Proposed Faculty Senate Constitution Replacement

### Preamble – Faculty Senate Constitution

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 WUBOR, the 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 the Washburn University Board of Regents 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;
2. exercising primary responsibility in curricular matters;
3. advising on matters of University policy;
4. advising on standards and procedures for faculty evaluation;
5. promoting and maintaining academic freedom and freedom of expression on campus;
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.

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 majority vote to bring any action of the body before the General Faculty for a vote.
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: Only full-time faculty on an annual contract are eligible to vote for the Faculty Senate, excluding those faculty serving more than half time in administrative capacities.

B. Eligibility to serve as a faculty senator: Persons specified in 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. 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 voting faculty, as defined in 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). Representation will be based on a census conducted by the Electoral Committee as described below in Section III.

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

E. The Librarians of Mabee Library/Curriculum Resource Center 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.

F. 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

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

## **III. ELECTIONS**

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

B. The composition of the Electoral Committee is defined in Section VI.

C. Each spring semester this committee reviews the census of faculty and redistributes the number of representatives prior to the annual election that will be held in April.

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

E. The Electoral Committee will conduct 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.

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

G. Regular elections for Faculty Senate seats shall be for two-year terms. Members of the Faculty Senate, serving from their unit or in at-large positions, 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. If the representative'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 will serve more than 5 years without an absence of one year.

H. Should any member of the Faculty Senate prove unable to serve out a full term for any reason, 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 Senate meeting of the spring term, the newly constituted Senate 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 for Academic Affairs. 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 University President and Vice President for Academic Affairs to provide feedback on issues related to the faculty (See section I.C.). 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 the Board of Regents, and shall be prepared to report to the Board 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 the Board of Regents, and shall be prepared to report to the Board 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) receives items for Faculty Senate consideration, including materials for Faculty Senate committees;
  - d) organize meetings of the faculty senate;
  - e) communicate Senate business to:
    - a. Faculty Senators,
    - b. Secretary of the General Faculty,
    - c. Secretary of the Washburn Board of Regents,
    - d. University President,
    - e. 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;
  - 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. 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 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. All actions of the Faculty Senate require the presence of a quorum, defined as at least half the elected representatives.

D. Actions of the Faculty Senate will be taken by majority vote of members present, with the exception of amendments to the Senate Constitution as described in Section VII.

E. Agenda items can originate with a Faculty Senator, the Executive Committee, 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.

F. 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, Faculty Affairs, Academic Affairs, or Electoral Committees will be taken up as second reading.

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 that contain items that 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.

H. Minutes of all meetings of the Faculty Senate will be distributed as described above in Section IV under Duties of the Secretary.

I. 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 Executive Committee 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.

J. 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 Senate meeting of the fall semester.
- 2) The Standing Rules can be revised or suspended by a majority vote of the Senate. The Standing Rules must contain/address the following, but are not limited to:
  - a) Procedural orders for conducting meetings and carrying out the business of the Senate
  - b) Detailed job descriptions of officers expanding upon responsibilities mandated in Section IV.C
  - c) Expectations of senators
  - d) The procedure for conducting senate business and shared faculty governance processes

## 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; and
  3. A Faculty Affairs Committee, to review and make recommendations on faculty issues.

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

- B. The Faculty Senate shall have representation on the Graduate Council, which will report to the Faculty Senate and make recommendations on graduate curricula except those programs exclusive to the School of Law.
- 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. Standing Committee Descriptions
1. The Executive Committee is charged with arranging meeting times and establishing agendas for each Faculty Senate meeting. The Executive Committee shall also serve as a Committee on Committees for the Faculty Senate. The Executive Committee consists of the President, Vice President, Secretary and Parliamentarian of the Faculty Senate, and enough additional members elected to ensure that every Major Academic Unit is represented. These additional members are elected by the senators representing that individual Major Academic Unit.  
The Executive Committee of the Faculty Senate, 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.
  2. The Electoral Committee is charged with conducting election procedures as specified in Section III. The committee shall be comprised of a representative Senator from each of the College of Arts and Sciences, School of Applied Studies, School of Business, School of Law, and the School of Nursing. The committee elects its own chair.
  3. The Academic Affairs Committee is charged with making recommendations to the Faculty Senate regarding 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 categories 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 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.

Unless they meet the criteria for major revisions in Paragraph IV.D.3., letters c-e, the following items should be channeled through the faculty governance process of the academic unit and would not come through the General Faculty Governance process (i.e., Academic Affairs, Senate, General Faculty and the Washburn Board of Regents):

- 1) Changes to minors, certificates, or the advising process
- 2) New courses, course modifications, changing of course descriptions, credit hours or course numbers
- 3) Deleting unused course numbers
- 4) Number of credits in the major (within the University established minimum/maximum levels
- 5) Changes to prerequisites or 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 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, 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 to ensure adequate representation. If appointments of non-senators must be made, the minimum proportion of the faculty members of the Academic Affairs Committee who will be senators is 2/3.

4. 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:
  - a. Teaching loads and extracurricular duties
  - b. Retirement policy
  - c. Tenure and promotion
  - d. Faculty grievance policy
  - e. Dismissal criteria
  - f. Salary and faculty benefits
  - g. Academic sabbatical policy

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.

5. 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 exclusive to the School of Law are not subject to this review. The Office of the Vice President for Academic Affairs 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 and the Faculty Senate. The Office of the Vice President for Academic Affairs also will collaborate with Enrollment Management on generating information on student recruitment, financial aid, and graduation.

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 Vice President for Academic Affairs, or their designee, 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 six days prior to a second (final) reading by the Senate.

## **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.

## **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 nonconurrence 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 nonconurrence of the University President, along with the stated reasons for nonconurrence. 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.