



Faculty Senate Archives

Faculty Senate

Academic year 2004-2005

Volume XVIII

Agenda and Minutes of the Meeting of February 28, 2005

WICHITA STATE UNIVERSITY
FACULTY SENATE
AGENDA

MEETING NOTICE	Monday, February 28, 2005
	Room 107 CH, 3:30 p.m.

ORDER OF BUSINESS:

- I. Call of the Meeting to Order
- II. Informal Statements and Proposals
- III. Approval of the Minutes -- Meeting, Monday, February 14, 2005 <http://webs.wichita.edu/senate/m2-14-05.htm>
- IV. President's Report
- V. Committee Reports
- VI. Old Business
 - A. General Education Program proposals -- Paul York, Chair, General Education Committee & Don Blakslee, General Education Program Coordinator --
- <http://webs.wichita.edu/senate/GEGoals.htm> and <http://webs.wichita.edu/senate/GEAssessment-2-05.htm>
- VII. New Business
 - A. Faculty Senate Constitution proposed revisions - 1st reading <http://webs.wichita.edu/senate/handbook/FSConstitution-rev-1-05.html>
 - B. Faculty Senate Election Rules proposed revisions - 1st reading (current) <http://webs.wichita.edu/senate/election.html>
(proposed) <http://webs.wichita.edu/senate/election-rules-rev2-05.html>

EXECUTIVE COMMITTEE

		Campus Phone	Campus Box
Will Klunder, President	will.klunder@wichita.edu	7747	45
Chris Brooks, President Elect	chris.brooks@wichita.edu	6194	14
Barbara Hodson, Vice President	barbara.hodson@wichita.edu	6342	75
Joyce Cavarozzi, Secretary	joyce.cavarozzi@wichita.edu	3541	153
Elizabeth Behrman, Past President	elizabeth.behrman@wichita.edu	5224	32
Elected by the Senate			
Jeff Hershfield	jeffrey.hershfield@wichita.edu	3125	74
Brian Withrow	brian.withrow@wichita.edu	6539	135
Appointed by the Faculty Senate President			
Robert Ross	robert.ross@wichita.edu	3367	84
Office of Faculty Senate	bobbi.dreiling@wichita.edu	3504	Box 111

GENERAL EDUCATION PROGRAM GOALS AND ASSESSMENT PLAN
ACCEPTED BY THE FACULTY SENATE 3-28-05

1. Background.

Wichita State University is an urban institution that serves a large number of non-traditional students. We have many minority, international, part-time, first-generation-to-go-to-college, and transfer students. Indeed, only a small minority of our graduates consists of traditional four-or five-year students who take all of their general education courses with us.

These facts of life have had a strong effect on the nature of our general education program and on the means by which we can assess it. At some institutions, the general education program consists of a limited number of courses so that there is a strong element of shared experience for students; that is not possible here. At some institutions, outcomes are measured by a single exam given to all; that also is not possible here.

The essence of our assessment program is that it is a means for providing feedback to ensure that we are achieving our goals to the fullest extent possible. It is based on the premise that our faculty members are professionals who are competent to judge outcomes in the courses they teach.

2. Nature of the program and its relationship to the mission of the university

The mission of Wichita State University includes equipping our students “. . . with the educational and cultural tools they need to thrive in a complex world, and to achieve both individual responsibility in their own lives and effective citizenship in the local, national, and global community; . . .”

In the context of our general education program, we interpret this statement in terms of the skills and breadth of experiences needed for our graduates to succeed. The skills we emphasize are those involved in finding, assessing and analyzing information and formulating ideas so that they can be communicated orally or in writing, as appropriate. The diversity of intellectual exposure demanded by our general education program provides our students with the breadth they need to “thrive in a complex world.”

3. Goals of the Program

The goals of the Wichita State University General Education program are as follows:

- to study and apply basic mathematical principles;
- to study and apply principles of written and oral communication;
- to study and apply basic library research skills including basic assessment of various kinds of sources;

- to study and gain a basic understanding of the natural sciences, social and behavioral sciences, humanities and fine arts.

4. Structure of the Program

The first three goals are articulated in an across-the- (general education)-curriculum structure for writing, oral communication, mathematics and library research. Students are introduced to these skill areas in four *Basic Skills courses* – two in English composition and one each in public speaking and mathematics. They are intended not only to provide practice in library research, writing, speaking and the manipulation of abstractions but also to provide students with experience in thinking clearly so that they can argue clearly – in evaluating oral and written and mathematically-based arguments. Students are required to complete this part of their general education program in their first 48 credit hours.

The second tier of the program is an introduction to the major arenas of intellectual life: the humanities and fine arts, the social sciences, and mathematics and the natural sciences. Students are required to take at least one *Introductory Course* in the fine arts, and two each in the humanities, social sciences, and mathematics/natural sciences. Students may take Introductory Courses concurrently with the Basic Skills courses, *subject to course prerequisites*.

The third tier of the program allows students to follow interests developed in the introductory courses. They are required to take one *Further Studies* course (outside their major) in each of the three divisions. Both the Introductory Courses and the Further Studies courses are designed to enhance students' skills in oral and written communication, library research and mathematical manipulation of data. That is, within the General Education Program, we have an across-the-curriculum structure for library research, mathematical reasoning, writing and oral communication. Departments are encouraged to continue this emphasis in courses beyond the general education program.

Within this final tier, students are required to take at least one and at most two *Issues and Perspectives* courses outside their major. These courses substitute for one or two of the Further Studies courses in the general education requirements. They are a means of exposing students to certain valuable but non-canonical subjects and methodologies. The requirement ensures that students are exposed to either a problem that has emerged from contemporary conditions or an interdisciplinary discussion of an enduring topic.

The Assessment Process.

Basic Skills Courses

The departments responsible for designing and teaching the Basic Skills courses are also given the responsibility for assessing the outcomes in terms of individual students and for assessing the training provided to those who teach the courses. Statements from the three departments regarding how they accomplish such assessment are attached to this document. The General Education Committee reviews these procedures periodically, in discussion with the program directors from the concerned departments.

In addition, during the appropriate part of the assessment cycle, the three departments report summary statistics to the General Education Committee to aid in the assessment of the overall program. These include: number of students who have taken the courses, course grade distributions, exit/final exam grade distributions, and whatever other measures they have accumulated.

For instance, the Elliott School of Communications reports the results of their pre-test/post-test of students' self-reported attitudes regarding speech competency and both the instrument used and the cumulative scores for the persuasive policy speech required of all students in Communication 111.

The English Department reports numbers of students in the composition courses and the grade distributions in the courses and on the exit exams.

Introductory, Further Studies and Issues & Perspectives Courses

Assessment of the rest of the general education program (including further assessment of the basic skills courses) is accomplished through 1) program monitoring, 2) tracking outcomes, and 3) other institutional feedback.

Program monitoring

In order to determine the extent to which the various courses are contributing as they should to the general education program, we obtain information from the instructors of record regarding

- 1) the ways in which the course addresses all of the goals of the program
- 2) how the goals are reflected in course assignments
- 3) the percentage of the course grade that is derived from assignments directly related to general education goals.

Instructors may include this information in course syllabi. Alternatively, they may report the same information to the general education committee independently of the syllabus.

The general education committee is responsible for developing and maintaining a matrix that documents which general education courses at the introductory and further

studies levels have components that require students to apply their library research, mathematical, and written and oral communication skills. Students and advisors use this matrix when planning courses of study to ensure that students obtain practice in applying their newly-acquired skills while completing the rest of their general education program.

Tracking Outcomes

The outcomes of the program are determined in three ways.

1) Course grade distributions are a measure of the outcomes of the individual general education courses. Grade distributions (without student names) for each general education class will be generated as needed by the general education committee using WIN (ERP).

2) We interview a sample of graduating seniors who took all of their general education coursework at WSU and a sample of those who transferred all or most of their general education hours to obtain both a student's perspective of the program as a whole and of their attainment of the skills and perspectives that the program is supposed to provide. Students who have completed the program can speak to all aspects of it and, by the time they are seniors, are more likely to be able to assess the value to them of the program.

3) Individual departments provide feedback to the general education committee as part of the regular program assessment cycle regarding how well the general education program is serving their departmental programs. At the time that a department comes up for assessment, WIN will generate a list of their graduates in the previous three years who completed all of their general education hours at WSU and another list of students who transferred all or most of their general education credits. The general education committee asks the departments to compare the two lists in order to comment on 1) how well the general education program is meeting its stated goals and 2) how well the program is serving their departmental needs.

Institutional Feedback

In order to monitor and improve the program, we have designed a set of feedback processes that allow all parts of the university that affect general education to learn from one another. **Faculty** members who teach general education courses will have access through WIN to that part of student records that shows which general education courses they have already taken. This will allow faculty to advise appropriately those students who have taken a Basic Skills course but have not benefited fully from it. The faculty will then also be able to inform the general education committee when such failures do occur. The general education committee meets yearly with **academic advisors** to

obtain feedback from them regarding the program and to provide them with whatever feedback the committee obtains from faculty. Similarly, the general education committee meets annually with representatives from the **University Libraries** regarding students' library research skills. The committee also receives annual reports from **exceptions committees** so that it can review all cases that involve general education requirements. Any waivers of requirements made by **deans** will also be reported to the committee so that it can monitor them as well.

Schedule

In order to mesh the assessment of general education with the other assessments at the university, we review the program in a three-year cycle. Since the program consists of three main elements – basic skills courses, introductory courses and further studies courses – each is reviewed in turn. In the fall semester, the general education committee gathers and assesses the data that has accumulated since the last review and writes a report to the Faculty Senate. In the spring semester, the report with any recommendations for change is presented to the senate early in the semester so that the senate has the time for thorough consideration prior to taking the recommendations to the general faculty later in the semester. Any changes approved by the general faculty will be instituted in the following version of the undergraduate catalog.



FACULTY SENATE ELECTION RULES

GENERAL RULES:

1. For purposes of representation on the Faculty Senate, the faculty is divided into nine divisions: Colleges of Education, Engineering, Fine Arts, & Health Professions, Barton School of Business and the divisions of Humanities, Math/Natural Sciences & Social Sciences in the Fairmount College of Liberal Arts & Sciences and Universities Libraries.

2. Each Senate division is allocated one Senator for each twelve faculty members. Faculty members are defined as those individuals:

- a. holding the rank of instructor or higher; &
- b. holding .5 or more appointments; &
- c. having primary duties that are 50% or more teaching, research, and/or library service.

This definition also determines eligibility for election to the Faculty Senate

3. The faculty of each college or Senate division shall determine how their seats on the Faculty Senate are to be allocated within the college or division.

4. Prior to the start of elections, the number of Senators allocated to each Senate division will be determined. If a Senate division gains or loses one or more seats, the Rules Committee will notify the current Senators from that division, who will be responsible for organizing a meeting of the faculty of that division for the purpose of determining the new allocation of seats within the division.

5. The intent of the Senate constitution is that half of the Senate will be elected each year. To maintain that pattern, the Rules Committee may choose to postpone a change in the number of seats in a division for one year.

6. Nominations and elections will be conducted in the following sequence:

- a. Senate seats elected at-large by the entire faculty:
- b. Senate seats elected at-large within a college or division:
- c. Senate seats elected by a group within a division

NOMINATION PROCESS

- 1.** For each part of the election sequence, nomination ballots will be distributed to eligible faculty voters. Distributed along with nomination ballots will be a statement of the requirements for nomination and election for that position, the deadline for returning nomination, a list of faculty who have already been elected to the Senate and are thus ineligible for the position. In addition, a copy of these rules and the attendance record of the sitting Senators will be distributed with the nomination ballots for the at-large Senate seats.
- 2.** Nominations received after the deadline stated on the nomination ballot will not be considered.
- 3.** The Rules Committee will determine the eligibility of nominees.
- 4.** As stipulated in the Faculty Senate Constitution, Article I, Section 4, six nominations are required to place a nominee on the Faculty Senate campus-wide At-Large ballot.
- 5.** For other ballots, including college at-large positions, the Rules Committee will place on the election ballot those individuals who received the largest number of nominations. The number of individuals placed on the ballot will be twice the number of open positions on the ballot; in the case of ties in the number of nominations received, the Rules Committee may place additional names on the election ballot.
- 6.** The Rules Committee will endeavor to determine nominees' willingness to serve before placing them on an election ballot. Due to the tight deadlines in the election process, this may not always be possible.

ELECTION PROCESS

- 1.** Once the nominees have been selected, election ballots will be distributed to eligible faculty. Nominees will be listed on the ballot in alphabetical order, the ballot will show the deadline for return.
- 2.** Ballots received after the deadline stated on the election ballot will not be counted.
- 3.** The Rules Committee will count the votes and determine the winners. A plurality is sufficient for election.
- 4.** In case of tie votes, a runoff election will be held if requested by one or more of the

nominees who are tied. If agreeable to all tied nominees, other methods of breaking the tie may be used; random choice (coin flip, etc.), withdrawal by a nominee or nominees, or any other process agreeable to the nominees and the Rules Committee.

5. At each state of the election process, election results, including vote totals for each nominee, will be submitted for prompt publication through *Inside WSU*, *Sunflower*, or other appropriate means.

1.621/ Constitution of the Faculty Senate

The Constitution of the Faculty Senate determines the selection and composition of the Senate, its organization, and rules, and procedures for amending the Constitution. The full text of the Constitution follows.

CONSTITUTION OF THE FACULTY SENATE

ARTICLE I

Composition and Selection

Section 1. The Faculty Senate shall be composed of elected members of the teaching/research faculty, department chairs, and university libraries as described under (a), (b), and (c), below, and ex officio members as described under (d) and (e), below.

(a) The teaching/research faculty is defined as all full-time (1.0 EFT) university personnel who are tenured, temporary, probationary or instructors with faculty status at least 50 percent of whose University duties include teaching, research, and/or library service. Eligible members of the faculty also serve as the electorate. Administrators are ineligible for the Faculty Senate electorate. Administrators include those persons holding the title of President, Provost, Associate Provost, Vice President, Associate Vice President, Assistant Vice President, Dean, Associate Dean, Assistant Dean, and Directors of all non-academic programs including, but not limited to, the Director of the Computer Center, Director of the Office of Institutional Research, Director of Physical Plant, the Registrar, and Director of Cooperative Education.

(b) For purposes of representation, faculty senators shall be allotted on the basis of a proportional system, with one senator for every twelve faculty members, rounded up to the nearest integer. It is the responsibility of the Senate Rules Committee to determine the number of representatives from each area prior to the elections.

Senators will be elected from the following areas: the W. Frank Barton School of Business; the Colleges of Education, Engineering, Fine Arts, and Health Professions; Fairmount College of Liberal Arts and Sciences; and the University Libraries. Each area will determine the distribution of its representation on the basis of subdivisions or departments.

(c) Four faculty senators will be elected at-large, but not more than two from any one Faculty Senate division. The nine Faculty Senate Divisions are the Barton School of Business; the Colleges of Education, Engineering, Fine Arts, and Health Professions; the divisions of Humanities, Math/Natural Sciences, and Social Sciences in the Fairmount College of Liberal Arts and Sciences; and the University Libraries.

(d) The President of the University, the Provost and Vice President for Academic Affairs and Research, and the President of the Student Government Association are ex officio, non-voting members of the Faculty Senate.

(e) Upon assuming office, the President of the Senate begins a two-year term as an at-large senator. If the President's previous elected term has not expired it will be filled by election.

Section 2. Elections shall be held annually to replace approximately one-half the membership of the Senate. The Senate also will elect two at-large members each year.

Section 3. Regular election to the Senate shall be for a term of two years. Senators are eligible for re-election.

Section 4. During the spring semester of each academic year, the Vice President of the Senate shall circulate to each eligible faculty member a list of those ineligible for Senate election by reason of continuing Senate membership and solicit nominations for senators at-large. A total of six nominations is required to place a nominee on the at-large ballot. The Vice President will conduct an election to fill the senator at-large positions.

Section 5. Each year, subsequent to the at-large election described in Section 4, the Vice President will distribute to the members of each area mentioned in Article I, Section I, paragraph (b), a list of its members ineligible for Senate election by reason of continuing Senate membership or election as senator at-large. Nominations for senator from each area will be solicited and the Vice President will distribute ballots to the appropriate faculty members. The Vice President will determine the need for run-off elections.

Section 6. Senate members elected in the spring semester shall take office June 1, except that the newly elected members of the Senate, and those members of the Senate with one year remaining in their terms, shall meet in May for the purpose of electing Senate officers for the forthcoming academic year.

Section 7. Vacancies on the Senate shall be filled by vote of the Senate for unexpired terms with the provision that the selected member shall be of the appropriate area (*see Faculty Senate Rules, # 9 & 10 -- <http://webs.nichita.edu/senate/FSRules-2005rev.htm>*)

Section 8. A senator who leaves the area from which he or she was elected will be considered to have resigned. However, the term may be completed if the change occurs during the spring semester of the last year of the member's term.

Section 9. The Executive Committee of the Senate has the responsibility of consulting with any senator who has a record of poor attendance at Senate meetings. After consultation with the senator, the Executive Committee may recommend to the Senate dismissal of the senator. A two-thirds vote of the Senate is required for dismissal.

ARTICLE II

Organization of the Senate

Section 1. The Senate shall elect its own President-elect, Vice President, and Secretary from among its membership. Following service as President-elect, that officer becomes President of the Senate. In the year after serving as President, that officer becomes Past President.

Section 2. Meetings generally shall be held on the second and fourth Mondays of each month during the fall and spring semester. The time and place shall be set by

the Executive Committee.

Section 3 The Senate shall determine its own rules.

ARTICLE III

Authority of the Senate

Section 1. The President of the Senate will consult with the President of the University regarding the scheduling of General Faculty Meetings. Matters that shall be submitted to the General Faculty for ratification include fundamental principles of academic policy, substantive issues associated with faculty welfare, and significant changes in the governmental structure or organization of the faculty.

Section 2. The Senate may deliberate and take action on all matters related to the faculty.

Section 3. The Standing Committees shall report in the manner specified by the Faculty Senate Rules. <http://webs.wichita.edu/senate/FSRules-2005rev.htm>

Section 4. The Senate shall create and delete faculty standing committees and shall select their membership.

Section 5. Action of the Faculty Senate is final, unless twelve or more faculty members, representing at least three departments and two college/school/University Libraries, request the Executive Committee to place a topic on the agenda for the next General Faculty Meeting. Such requests must be filed at least twenty-one days in advance of the scheduled meeting.

ARTICLE IV

Amendments

Section 1. An amendment to the Constitution may be introduced to the Senate by any faculty member. If the amendment is proposed by no fewer than twelve faculty members, representing at least three departments and two college/school/University Libraries, the Executive Committee shall place it on the agenda of one of the next two Senate meetings.

Section 2. If the amendment was proposed by a member of the Senate or by a Senate committee, a negative Senate vote is final. If, however, the amendment was proposed by no fewer than twelve faculty members, representing at least three departments and two college/school/University Libraries, the proposed amendment together with the Senate recommendation shall be placed on the agenda of the next general Faculty Meeting.

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1.622/ Senate Committee Structure

Much of the work of the Senate is done through its committees. In addition to the Senate's standing committees, ad hoc committees may be formed to address major issues arising at the University. The composition, selection procedures, and charges of each standing committee are listed below and on the Faculty Senate Web site: <http://webs.wichita.edu/senate/structure.html>.

The nine Faculty Senate Divisions are the W. Frank Barton School of Business; the Colleges of Education, Engineering, Fine Arts, and Health Professions; the divisions of Humanities, Math/Natural Sciences, and Social Sciences in the Fairmount College of Liberal Arts and Sciences; and the University Libraries.

STANDING COMMITTEES OF THE FACULTY SENATE

ACADEMIC AFFAIRS COMMITTEE

Composition: 10

9 Faculty, one chosen from each of the Senate divisions

1 Student

Selection: Standard

Charges:

1. Review and make recommendations on proposals for new undergraduate degrees and academic programs.
2. Review existing policies governing academic affairs and proposals for curricular change or development.
3. Recommend new or changed policies concerning academic affairs to the Senate. This includes, but is not limited to, reviewing and making appropriate recommendations regarding college/school/University Libraries proposals for curricular change or development, university-wide academic standards and practices, and administrative practices and policies likely to have an impact on existing academic programs and practices.
4. The Academic Affairs Committee shall have the power to interpret existing academic policy and resolve disputes over diverse interpretations of the policy.

COURT OF ACADEMIC APPEALS

Composition: 5

3 Faculty chosen from among the Senate divisions

2 Students (one must be a graduate student)

Alternates: 3 faculty, 2 students (one must be a graduate student)

Committee may use former members if necessary

Selection: Standard; faculty justices must be tenured and must be members of the graduate faculty. They shall serve three-year staggered terms and shall represent different Senate divisions. The Committee shall also have two student members plus four student alternate members. Two of the alternates must be graduate students. Cases involving graduate students must be heard by graduate students.

Charges:

1. Operate according to the Procedures of the Court of Student Academic Appeals, a copy of which is available in the Office of the Faculty Senate.
2. Make the final decision on cases appealed to it regarding students' requests for a change of grade, or other matters regarding academic requirements which a student can

challenge.

EXCEPTIONS COMMITTEE

Composition: 12

9 Faculty, one chosen from each of the Senate divisions, with the understanding that six faculty members are serving at any given time throughout the year.

1 Student

1 Representative of the Admissions Office (non-voting)

Vice President for Campus Life and University Relations (non-voting)

b. Selection: Standard

c. Charges:

1. Review policies and related procedures regarding admission to the University and exceptions to existing University rules.

2. Consider applications for admission of students who do not meet University standards for admissions, and exceptions to existing rules for students requesting them.

3. Reports to the Senate, as required under the Standard Charge to all Policy Committees, shall include recommendations made to appropriate administrative persons and actions taken by those persons.

EXECUTIVE COMMITTEE

Composition: 8 members

President of the Senate (chair)

President-elect of the Senate

Past President of the Senate

Vice President of the Senate

Secretary of the Senate

2 Senators elected by the Senate

1 Senator appointed by the Senate President

Charges:

1. Set the agenda for all Senate meetings. An item shall appear on the agenda for the next meeting upon written request of five or more senators representing at least three Senate divisions.

2. Review proposed changes to the Handbook for Faculty, other than those recommended by the Senate.

3. Receive policy recommendations from appropriate Senate committees and decide which policy recommendations require full Senate review.

4. Any faculty member may request that the Executive Committee consider a matter for inclusion on the Senate agenda. The Executive Committee may decide to include such matters on the Senate agenda, to refer such matters to a Senate committee for consideration, to establish ad hoc committees to consider such matters, to dismiss such matters, or take other appropriate action. In all cases, the Executive Committee will notify petitioners of the disposition of their petitions.

FACULTY AFFAIRS COMMITTEE

Composition: 9

9 Faculty, one chosen from each of the Senate divisions

Selection: Standard

Charges: The Faculty Affairs Committee deals with the relationship between WSU faculty and the University and the State of Kansas. Specific areas of responsibility include:

1. Terms of employment, tenure policies, tenure and promotion guidelines, salary, fringe benefits, retirement, life insurance, health insurance, leave procedure, faculty benefits and responsibilities, dismissal policies, conflict of interest policies.
2. Issues of faculty status within the University.
3. Academic freedom policies of the University and the State of Kansas, including review of current policies, recommendations for changes, and review of any changes proposed by the University or the Board of Regents.

FACULTY SUPPORT COMMITTEE

Composition: 10

9 Faculty who are members in full standing of the Graduate Faculty, one chosen from each of the Senate divisions (department chairs are ineligible)

Provost and Vice President for Academic Affairs and Research (ex officio, non -voting)

Selection: Standard

Charges:

1. Review requests for institutional support of individual, departmental, and college/school/University Libraries research proposals, and forward recommendations to the Associate Vice President for Research
2. Assist the Associate Vice President for Research and Dean of Graduate Studies in the consideration of overall institutional policy governing the award criteria and management of University research grants, including the supervision of policies relating to the right of human subjects, patents, and publications.
3. Review applications for sabbatical leave and forward recommendations on the applications to the Provost and Vice President for Academic Affairs and Research.
4. Periodically review the University guidelines on sabbatical leaves and make recommendations for changes as appropriate.
5. Review and act upon requests for institutional support of teaching and allocate resources available for this purpose.
6. Assist the Provost and Vice President for Academic Affairs and Research in planning new faculty orientation. The structure and organization of the orientation shall be reviewed by the Committee at least once every three years.
7. Identify faculty who are willing to help other faculty who wish assistance with teaching or research.
8. Recommend to the Provost and Vice President for Academic Affairs and Research

ways to recognize excellence in teaching and research.

GENERAL EDUCATION COMMITTEE

Composition: 12

9 Faculty, one chosen from each of the Senate divisions

1 Basic Skills faculty representative

1 Student

General Education Coordinator (ex officio, non-voting)

Selection: Standard

Coordinator of General Education: The Coordinator of General Education will be appointed by the Provost and Vice President for Academic Affairs and Research for a three-year term and may serve no more than six consecutive years. The VPAAR will select the Coordinator from a list of three nominees recommended by the General Education Committee. The search process for the Coordinator of General Education will be directed by the VPAAR in consultation with the General Education Committee.

Charges:

1. Oversee the operation of General Education as adopted by the faculty, advise the General Education Coordinator, and participate in the annual evaluation of the General Education Coordinator.
2. Enforce the provisions of the General Education. These include:
 - a. Determining the number of core courses offered by departments
 - b. Developing guidelines for selection of Further Studies courses, subject to Senate approval and approve courses for Further Studies credit
 - c. Developing the concept of Issues and Perspectives courses, according to the guidelines approved by the faculty
 - d. Soliciting proposals for Issues and Perspectives Courses
 - e. Approving proposed Issues and Perspectives Courses.
3. Develop and implement, in concert with the Coordinator of General Education, the assessment process for General Education.
4. Develop, implement, and assess, in concert with the Coordinator, the across-the-curriculum component of General Education.
5. Recommend changes to the program when necessary. Proposed changes will be considered by the Faculty Senate; major changes shall be considered at a general Faculty Meeting.
6. Develop and coordinate the General Education advising process.
7. Work with the Coordinator to develop the annual report on the assessment of General Education.
8. Report at least annually to the Faculty Senate regarding:
 - a. The current core course offerings, including lists of courses and enrollments.
 - b. The current Issues and Perspectives course offerings, including lists of courses and enrollments
 - c. Any changes in the list of core courses and Issues and Perspectives

courses.

- d. Results of assessment of general education courses.
- e. The extent of implementation of Issues and Perspectives courses.
- f. Any problems or difficulties regarding the program, with recommendations

for

improvement.

HONORS COMMITTEE

Composition: 11

9 Faculty, one chosen from each of the Senate divisions

1 Student

Director of the Honors Program (ex officio, non-voting)

Selection: Standard

Charges:

1. Counsel the director and review the director's activities.
2. Review and recommend changes as needed to the Honors Program.
3. Consult with the director regarding students who want to undertake independent study leading to a degree with departmental honors
4. Annual reports to the Senate shall include recommendations made to and actions taken by the Honors Director.

LIBRARY COMMITTEE

Composition: 16

8 Faculty, one chosen from each of the Senate divisions, except University Libraries

1 Representative appointed by the Graduate Council

2 Students -- one graduate and one undergraduate

5 University Libraries staff (ex officio, non-voting): Dean, Coordinator for Collection Development, Associate Dean for Access Services, Head of Reference, Associate Dean of Administration

Selection: Standard

Charges:

1. Advise and make recommendations to the Dean of University Libraries concerning all aspects of long-range development of library services and facilities in support of Wichita State University.
2. Advise the Dean of University Libraries in identifying and articulating long-term institutional priorities in library services and facilities, including collection development and in updating of collection development planning statements, and information systems development as related to hardware, software and systems support.
3. Advise and make recommendations to the Dean of University Libraries on library policies and procedures.

4. Advise the Dean of University Libraries on the organization of library services.
5. Consult and coordinate with the Computing and Telecommunications Strategic Planning committee with respect to information services and infrastructure, as well as support for library facilities and systems.
6. Annual reports to the Faculty Senate should treat the status of the University Libraries long-range plan; noting what has been accomplished; as well as, if applicable, how and why the plan has been revised. Reports should summarize for the Senate new policies or revisions to existing policies, including the expected consequences for faculty and students.

PLANNING AND BUDGET COMMITTEE

Composition: 12

Faculty Senate President (chair)

Faculty Senate President-elect

Faculty Senate Past President

9 Faculty, elected as sitting senators, one from each of the Senate divisions

Selection: Standard for the nine members elected from the Faculty Senate, three to be elected by the Senate each year to serve a three-year-term.

Charges:

1. Provide the Executive Committee of the Faculty Senate with reports as tasks are completed from their annual written charge of specific topics and projects to the Faculty Senate Planning & Budget committee.
2. Identify and define the most appropriate avenues for faculty participations in the planning and budget process.
3. Advise the faculty representative to university budget committee (President of the Faculty Senate) and the Provost and Vice President for Academic Affairs and Research, (the administrative representative of the faculty), on faculty concerns and priorities related to budget policies.
4. Review all matters relating to university planning and budgets, and expenditures including budget policies and assumptions.
5. Develop for faculty perspective on strategic issues and direction of the University, through direct participation with the Provost and Vice President for Academic Affairs and Research, college/school/University Libraries deans, department chairs, Faculty Senate and appropriate university-level planning groups.
6. Participate in the development of the legislative request budget.
7. Meet and confer with representatives of the Board of Regents and state agencies as they may request.
8. Review the revisions/reallocation process that occurs after the legislature determines the actual budget allocations to the University, including the allocation of salary increase funds held by the Provost and Vice President for Academic Affairs and Research.
9. Provide the faculty senate with regular reports on the activities of the committee regarding developments in the planning and budget preparation process.

10. Make recommendations to the Faculty Senate and to the Administration in matters related to university planning and budgets.
11. Advise and consult with the President of the Faculty Senate and the President-Elect of the Faculty Senate on budget matters before their scheduled meeting with the Provost and Vice President for Academic Affairs and Research.

RETRENCHMENT ADVISORY AND APPEALS COMMITTEE

Composition: 9

7 Chairs of the Advisory and Appeals Committee for Retrenchment, from the W. Frank Barton School of Business, the degree-granting College/Schools, and the University Libraries

1 Student

University Affirmative Action Officer (ex officio, non-voting)

Selection: Chairs of Advisory and Appeals Committee for Retrenchment are chosen according to the same procedures used in selecting Tenure and Promotion Committee chairs or by other procedures adopted by the faculty of the college/school/University Libraries staff.

If a college/school/University Libraries elects the membership of its Tenure and Promotion Committee and of its Retrenchment Committee, separate elections must be held for each committee. Overlapping membership will be permitted, if it arises out of separate elections.

If some portion of the membership of the Tenure and Promotion Committee of a college/school/University Libraries is appointed, and/or if some portion of the membership of the college/school/University Libraries Retrenchment Committee is appointed, then no more than half of the members of either committee may simultaneously be members of the other. The Rules Committee has the authority to grant an exception to this regulation for a particular college/school/University Libraries, if such a request for exception can be justified.

Charges:

1. Review regularly the status of the University and its component parts in relation to those aspects relevant to possible financial exigency.
2. Participate in preventive planning for the University prior to a declared exigency.
3. Review and consider policies that could help avoid a declaration of financial exigency, including early retirement or semi-retirement, shared positions, faculty retraining and faculty reassignment.
4. Review University and college/school/University Libraries plans for retrenchment should a declaration of financial exigency be necessary.
5. Serve as an appeals committee, and otherwise function during periods of financial exigency as described in the Policies and Procedures for the Reduction of Unclassified Staff for Reasons of Financial Exigency, a copy of which is available in the Office of the Faculty Senate.

RULES COMMITTEE

Composition: 11

9 Faculty, one chosen from each of the Senate divisions

President-elect of the Senate (chair)

Vice President of the Senate

Selection: Standard

Charges:

1. Recommend changes to the Senate rules and constitution to the Senate and update the rules and constitution to reflect changes passed by the Senate.
2. Recommend changes to the bylaws of the University Faculty and updates the bylaws to reflect any changes made.
3. Recommend to the Senate procedures and policies for the Senate elections. The Vice President of the Senate conducts the elections.
4. Recommend to the Senate changes to the Senate committee structure and changes in the procedures for appointing faculty, administrators, and staff to these committees, and nominate candidates for the committees to the Senate for its approval. In making nominations the committee is not restricted to nominations from Senate categories or committee preference forms, but should strive to create the strongest and most effective committees.
5. Review and suggest changes in the Faculty Grievance Procedure and coordinate its implementation.
6. Interpret the Rules and Constitution of the Faculty Senate.

SCHOLARSHIP AND STUDENT AID COMMITTEE

Composition: 12

9 Faculty, one chosen from each of the Senate divisions

1 Student

1 Representative from the Admissions Office (non-voting)

Director of Financial Aid, or designated replacement (non-voting)

Selection: Standard

Charges:

1. Review the actions of the Financial Aids Office and the Admission Office as they relate to scholarships and student aid.
2. Recommend and review procedures for selection and termination of scholarships and financial aid administered by the Financial Aid Office and the Admission Office.
3. Conduct a periodic review of the policies and related procedures for awarding of scholarship and financial aid administered by the Financial Aid Office and the Admissions office.
4. Participate in the Distinguished Scholarship Invitational (DSI) competition and send observes to the selection committee.
5. Act as a final appeals board for students with scholarship grievances.
6. Annual reports to the Senate shall include recommendations to and actions taken by

appropriate administrators.

TENURE AND PROMOTION COMMITTEE

Composition: 12

6 Chairs of Tenure and Promotion Committees for the degree-granting college/schools

1 Chair of the Tenure and Promotion Committee for University Libraries

2 Faculty at-large

1 Student (non-voting)

President and President-Elect of the Senate (ex officio, non-voting)

Provost and Vice President for Academic Affairs and Research (ex officio, non-voting)

Dean of the Graduate School (ex officio, non-voting).

(Ex officio members shall not be present at the meeting when final votes are taken.)

Selection: Chairs of Tenure and Promotion committees in the degree-granting college/school/University Libraries are chosen according to procedures established in their respective college/school/University Libraries, or unit. They are elected to two-year staggered terms. Faculty at-large are selected according to standard procedures for naming members to Faculty Senate committees, except that they shall be from different Faculty Senate divisions, and shall be full-time, tenured faculty members with the rank of associate professor or higher. Faculty at-large members serve for three years. Ex officio and faculty at-large members may not serve while a candidate for promotion or incentive review, or while on sabbatical leave. Replacement appointments shall be made as needed, following standard procedures.

Charges:

1. Implement university-wide policies and procedures for awarding tenure and promotion.
2. Coordinate the Tenure and Promotion Calendar.
3. Specify the format for documentation in support of Tenure and Promotion Review, with a view to developing comparable standards throughout the University while recognizing essential college/school/University Libraries differences.
4. Formulate transmittal, reporting, and appeals procedures for awarding tenure and promotion.
5. Ensure that there are university-wide procedures for notifying the relevant administrators and those faculty members for whom tenure decisions must be made before reappointment.
6. Review tenure and promotion cases in accordance with the University Tenure, Promotion, and Appeals Procedure.
7. Review college/school/University Libraries guidelines for tenure and promotion according to the schedule in the Handbook for Faculty, 3.62, ensuring the guidelines are consistent with university guidelines.
8. Report to the Faculty Affairs Committee for review issues of concern in tenure policies and tenure and promotion guidelines.

UNDERGRADUATE RESEARCH COMMITTEE

Composition: 12

9 Faculty, one chosen from each of the Senate divisions

1 Student

1 Representative of the Office of Research Administration (non-voting)

Director of the Honors Program

Selection: standard

Charge: Administer and review the Undergraduate Research Forum.

UNIVERSITY ADMISSIONS ADVISORY COMMITTEE

Composition: 12

9 Faculty, one chosen from each of the Senate divisions

1 Student

1 Representative of the Admissions Office (ex officio, non-voting)

1 Representative from the University advisors (ex officio, non-voting)

Selection: Standard

Charges:

1. Review and recommend changes to the University Admissions policy, and coordinate with the Admissions Office the implementation of the University Admissions procedures.

2. Annual reports to the Senate shall include recommendations made to and actions taken by the Admissions Office.

UNIVERSITY CURRICULUM COMMITTEE

Composition: 11 members

9 Faculty, one chosen from each of the Senate divisions

1 Student

1 Representative of the Office of Academic Affairs and Research (ex officio, non-voting)

Selection: Standard

Charges:

1. Serve as the curriculum committee for programs and other units that are not administered by a curriculum committee in one of the degree-granting college/schools.

2. Resolve curriculum issues involving two or more college/school/University Libraries, or units. These matters may be referred to the Committee by college/school/University Libraries curriculum committees or the Office of Academic Affairs and Research.

UNIVERSITY TUITION ADVISORY COMMITTEE

Composition: 9 members

3 Faculty selected by the Executive Committee

3 Students selected by S.G.A.

President of the Unclassified Professional Senate, or designated representative

President of the Classified Senate, or designated representative
Director of Budgets (ex officio, non-voting)

Charges:

1. Review budgetary needs and present to the President of the University recommendations concerning tuition.
2. Annual reports to the Senate shall include recommendations made to and actions taken by the President of University concerning tuition.

Article I section 1(a) rev. 5-7-07

Wichita State University Faculty Senate Minutes of the meeting Monday, February 28, 2005

MEMBERS PRESENT: Brooks, Carroll, Celestin, Decker, deSilva, Dooley, Eckert, Elder, Hamdeh, Hershfield, Hodson, Huxman, Klunder, Krishnan, Lewis, Loftus, Ma, Myers, Myose, Rokosz, Ross, Scherz, Soles, Spurgeon, Stanga, Sun, Teshome, Withrow, Wolf, Yeager

MEMBERS ABSENT: Akrabova, Byrum, Chopra, Flippen, Mau, May, Moore-Jansen, Wimalasena, Wine, Wynn

MEMBERS EXCUSED: Behrman, Carruthers, Cavarozzi, Forlaw, Gibson, Glenmaye, Griffin, Hathaway, Lancaster

EX-OFFICIO MEMBERS: VPAAR Hutchinson

Summary of Action:

- 1. Accepted the revisions to the Faculty Senate Election Rules**
- 2. Accepted the nomination of Betty Elder to replace Mary Koehn, Senator, School of Nursing**

I. Call of the Meeting to Order: President Klunder called the meeting to order at 3:30 pm.

II. Informal Statements & Proposals:

Several matters were discussed: 1. Questions were raised at to the evaluation of Deans, VPAAR Hutchinson noted that evaluations are every five years and that the Deans of Health and Education are currently being evaluated. 2. Senator Hershfield encouraged all faculty to support the Undergraduate Research Forum this year and noted that there were new awards for the forum, 3. Senator Brooks reported that the NCAA Steering Committee had its final report, 4. Senator DeSilva questioned the role and viability of the Matrix evaluation system, noting that such activities as grant writing didn't seem to fit. Others joined the discussion, to which VPAAR Hutchinson responded that the Matrix is now part of NCA evaluations and is descriptive in nature and suggested that grant writing could be placed into the Matrix in any number of places. Senator Wolf questioned the utility of the matrix. VPAAR Hutchinson noted that the Matrix had been expanded to 24 areas, not just the teaching/service/research.

III. Approval of the minutes: Minutes of February 14, 2005, accepted as presented

IV. President's Report:

President Klunder reported on the following:

1. Nominations for Senators representing the divisions of the Senate are due March 3, 2005
2. The Executive Committee will review the nominations for the Presidents Service Award and submit recommendations to President Beggs

3. Nominations for faculty wishing to participate on the VPAAR Advisory group are due.

4. During the February KBOR meeting the following took place:

- a. BA in Athletic Training for WSU was approved
- b. the \$4million bond issues for NIAR was accepted
- c. SUCOPs will discuss Tuition assistance and Concurrent Enrollment

5. The University Budget Committee has been discussing a possible tuition increase for next year. This has also been discussed by the University Tuition Advisory Committee and the Planning and Budget Committee. President Klunder noted that students are very concerned about the "bottleneck" courses and library funding. President Beggs has suggested a 9% increase --- 5 1/2% to increased costs, salary/promotions, 1 1/2% for OOE primarily instructional, 1% to the library and 1% to a Reserve fund. The Senate favored the increases.

V. Committee Reports:

A. Rules -- Barbara Hodson, Rules Co-chair, presented the name of Betty Elder to replace Mary Koehn, Senator, School of Nursing, Accepted

VI. Old Business:

A. General Education Committee Proposals, Paul York, Chair, Don Blakeslee, Coordinator presented revised **Proposed changes to the Goals of the General Education program**. <http://webs.wichita.edu/senate/GEGoals.htm> They also presented a **General Education Program Assessment Plan** <http://webs.wichita.edu/senate/GEAssessment-2-05.htm> for 1st. reading.

VII. New Business:

A. Faculty Senate Election Rules proposed revisions were presented by President Klunder. They were accepted by the Senate

B. Faculty Senate Constitution proposed revisions were presented for 1st. reading.

VII. As May Arise: none

The meeting was adjourned
Respectfully Submitted
Chris Brooks, Acting Secretary