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CWU Academic Affairs Committee Minutes - 11/ 12/15

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Academic Affairs Committee
November 12, 2015
Minutes

Present: George Drake, Dan Lipori, Jason Underhill, Thomas Tenerelli, Penglin Wang, David Martin, Clem Ehoff, Lindsey Brown

Absent: Janet Finke, Janet Shields!!!

Guests(s): none

Dan called meeting to order at 3:35 pm

Approval of Minutes – Jason moved to approve and Clem seconded. Minutes were approved as presented

Old Business

a. Organizational Structure policy/procedure

- entire meeting was spent discussing this charge
- discussed and eventually decided on an order for reviewing structure proposals; Order will be:
 - Person/group submitting proposal
 - Department
 - Dean
 - Faculty Senate and ADCO at the same time!
 - Provost; it is the provost who will give final approval on these proposals
- a submission/transmittal form will go with proposal, and the person/group at each stage will have the opportunity to make comments and state whether they are for or against the proposal. A discussion to add a 'neutral' box occurred as well, and the majority thought this was a good idea. Each group will list the number of votes both for and against the proposal (neutral would still list number of votes). The form will continue on to the provost, even if a person/group votes against it. The person/group that submitted the proposal has the option to withdraw it at any stage (i.e. after a no vote at a level). If the provost votes against the proposal, but there is strong enough opinion in favor of it, there can be an appeal made by the originator, which would then go to the president.
- it may be possible to create a submission/transmittal form via Curriculum
- there was some discussion of catalog deadlines, and how to make this process as efficient as possible to try to make these deadlines; most likely proposals would have to start in the Spring quarter for this to happen (assuming each stage has 30 days to look over proposal).

For next meeting, since a month away, everyone will continue to brainstorm on other aspects of the organizational structure policy, as well as their other charges. Materials on any of the charges could be sent out via email to the group. Clem did pass out a handout on online learning (though I just noticed it had the odd pages and not the even!).

Meeting was adjourned at 5:05 pm