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CWU Faculty Senate Minutes - 04/08/15

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REGULAR MEETING
Wednesday, April 8, 2015, 3:10 p.m.
Draft Minutes

ROLL CALL All senators or their alternates were present except: Ben Glasgall, Danielle Neal, Robert Pritchard, Teresa Sloan, Janet Spybrook and Ke Zhong

Guests: Aaron Kunkler, Jesse Nelson, Rose Spodobalski-Brower, Henry Williams, Ginny Blackson, Carlo Smith,

Meeting called to order at 3:10 p.m.

CHANGES TO AND APPROVAL OF AGENDA - Approved as presented

MOTION NO. 14-50(Approved): **APPROVAL OF MINUTES** of March 4, 2015

COMMUNICATIONS - 2015 Commencement and Honors Convocation Participation memo

ATAC Proctoring Task Force – Josh Welsh – Josh reported that the ATAC Proctoring Task Force was set up to look at different modalities at CWU and how exams are being proctored. Looking at what proctoring costs and benefits associated with different options. What are the perceptions of ensuring academic integrity in all modalities? The Task Force has put together a survey in Qualtrics that will be open for two weeks and emailed out to faculty. The survey will be anonymous, but not confidential.

Proposed professional advisor name change in PeopleSoft– Jesse Nelson – Dr. Jesse Nelson spoke to the Senators about the changes in academic advising and the professional advisors. It has been two quarters since the change and has reached a point in implementation that need to review terminology of what faculty and professional advisors are called in the PeopleSoft system. They are looking at changing the terminology in PeopleSoft to help define the role of the professional advisors. They are looking at possibly major support advisor, department support advisor and college support advisor. Dr. Nelson would like feedback on the types of phrases to accurately define the professional advisors and faculty advising. Senator Bisgard indicated that Math students received an email that they had a new advisor that confused the students. Senator Hickey suggested they look at the description more than the label. Senator Bartlett suggested finding an alternative word for advisor. President Gaudino indicated that Central is moving towards an alert system that is being set up to warn if a student is veering off their indicated major path so that they can receive advising. Dr. Nelson indicated he would work with the Executive Committee on coming up with alternatives.

FACULTY ISSUES – Senator Harper wanted faculty to know that when entering final grades for student the Registrar is updating the system 4 times a day instead of once. If you make an error in data entry, you may not be able to correct it online and have to do a manual process with the Registrar. This is a potential problem for faculty with larger classes.

PRESIDENT: President Gaudino reported that he has been working with Chair Whitcomb on the Budget and Finance Committee (BFC). He is working on making it a more deliberative body instead of a dissemination body. As the four divisions begin to develop budgets they will present them to the BFC before they are presented to the President. BFC will have the opportunity to communicate with the divisions and ask questions regarding the budget proposals and then advise the President on the proposals. The Senate released their capital budget and the renovation for Samuelson is funded. It also has received funding in the Governor's and House budget but at different amounts. The renovated building

will house Computer Science, ITAM and MATH as well as the campus computer servers. The project will start as soon as funding is approved and would be approximately 2-1/2 years to completion. When Science II is finished, the plan is to clear out Lind to remodel. Funding was also included for renovation of Lind, Bouillon and Hebler. There was design funding for a new Health Science Building. However, the legislature will probably hold off approval of the Capital budget until the Operating Budget is figured out. Currently the Operating budget is not consistent and requires revenue that currently doesn't exist. It is unlikely that the budget will be approved by the April 15th deadline. President Gaudino reported that this weekend is Wildcat Weekend. There is a record turnout with 1000 students. At 1:00 the Men's Rugby will be playing in the second round of the finals. Currently the Women's Rugby is ranked 4th in the Nation and will be playing UC-Davis. This weekend Central will also be hosting 850 high achieving students who will be competing for full-tuition scholarship. The Library Gala is at 7:00 p.m. on Saturday. Central's Jazz Band took first in the nation at a competition in Monterey.

PROVOST: Provost Levine echoed the invitation for faculty to participate in Commencement. This year the students will be lining up by college and department. Diplomas will also be awarded by department this year. Regalia is provided for faculty and can be ordered through the bookstore and faculty can keep the regalia until next fall to participate in the student convocation. Provost Levine provided reports on RCM and budget reductions for Academic Affairs and Student Life. A consultant will be brought in to follow through with developing the templates for revenue sharing across units.

OLD BUSINESS

Motion No. 14-43(Approved 18 yea, 14 nay, 10 abstention): "Approve the School Library Media Minor as shown in Exhibit P."

Motion No. 14-62 (Approved, 1 nay): Senator Reilly moved to take Motion 14-43 from the table. Motion was seconded.

Discussion: Henry Williams indicated that Advanced Programs is not against the Library having a minor, but offering it as an endorsement program duplicates what Advanced Programs is doing. Ginny Blackson indicated that in the catalog Advanced Programs has an endorsement only, which is restricted to graduate and post-bach students. The program in the Library would be open to current undergraduate students. Jeff Stinson indicated that the Curriculum Committee does not approve endorsements. Endorsements are awarded by the state. The Curriculum Committee did not review the Advanced Program certificate because it did not have the Provost signature, which is required. Senator Brown asked if this was something that in a few years will be a fight over duplication and having to eliminate one of these programs.

Question was called and approved.

REPORTS/ACTION ITEMS

SENATE COMMITTEES:

Executive Committee

Motion No. 14-29 (Withdrawn): Amend the Faculty Senate Bylaws Section IV.A as outlined in Exhibit B."

Motion No. 14-30 (Withdrawn): Amend the Faculty Code Section IV.D.3 as outlined in Exhibit C."

Motion No. 14-51 (First reading of two): Amend the Faculty Senate Bylaws Section IV.A. as outlined in Exhibit A.

Motion No. 14-52 (First reading of two): Amend the Faculty Senate Bylaws to add the Budget and Planning Committee to the Faculty Senate Standing Committees as outlined in Exhibit B."

Motion No. 14-53 (First reading of three): Amend the Faculty Code Section IV D.1.f to add the description for the Budget and Planning Committee as outlined in Exhibit C."

Motion No. 14-54 (First reading of three): Amend the Faculty Code Section IV. C & E as outlined in Exhibit D.”

Motion No. 14-55 (First reading of two): Amend the Faculty Senate Bylaws as outlined in Exhibit E”

Academic Affairs Committee - Michael Whelan reported that the committee has received 14 different charges this year. Four charges have been disposed of or are in permanent storage or withdrawn. Three charges are currently underway. Six are in transit to the Executive Committee within the next week.

Bylaw and Faculty Code Committee

Motion No. 14-31 (Approved): “Recommends the elimination of current Section I of the Faculty Senate Bylaws to eliminate duplication as outlined in Exhibit F.” BFCC Memo (1)

Motion No. 14-32(Appealed): “Recommend changes to Bylaws section II (now section I) as outlined in Exhibit G.” BFCC Memo (1)

Motion No. 14-33(Second reading of three): “Recommend updating Faculty Code IV.F, G, H, I, J and V.D.1.c to amend Bylaw section references that have been changed as outlined in Exhibit H.” BFCC Memo (2)

Motion No. 14-34(Appealed): “Recommend adding Faculty Bylaw section 1.B.2 as outlined in Exhibit I.” BFCC Memo (3)

Motion No. 14-35 (Second reading of three): “Recommends changes to Faculty Code IV.B.1.a.iii as outlined in Exhibit J.” BFCC Memo (4)

Motion No. 14-36 (Approved): “Recommends changes to Senate Bylaws III.C.2 (now II.C.2) as outlined in Exhibit K.” BFCC Memo (5) -

Motion No. 14-37 (Approved, 1 abstention): “Recommends the elimination of Sections IV.B, IV.A.1.g., IV.A.2.b and IV.A.2.c to eliminate duplication between Bylaws and Faculty Code as outlined in Exhibit L.” BFCC Memo (6)

Motion No. 14-38 (Approved): “Recommends change to title of Faculty Senate Bylaws Section IV (now III) and amend outline numbering as outlined in Exhibit M.” BFCC Memo (7)

Motion No. 14-39 (Approved): “Recommends amending Faculty Senate Bylaws Section IV.A.1.a and IV.A.1.b (now III.A) as outlined in Exhibit N.” BFCC Memo (8) & (9)

Motion No. 14-40(Appealed as amended): “Recommends amending Faculty Senate Bylaws section IV.A.3 (now III.C) as outlined in Exhibit O.” BFCC Memo (9)

Motion No. 14-40a (Approved): Senator Lubinski moved to amend Motion No. 14-40 to add each college by name (CAH, CEPS, COTS, CB) in C.1.a, 2.a, and 3.a. Senator Stoddard seconded.

Motion No. 14-59(First reading of two): “Recommends amending Faculty Senate Bylaws section IV.A.3.d (now III.C.4) as outlined in Exhibit T.”

Motion No. 14-60(First reading of two): “Recommends amending the Faculty Senate Bylaws section IV.A.3 (now III.C) as outlined in Exhibit U.”

Curriculum Committee

Motion No. 14-62(Appealed): Approve a new certificate Type D: Graduate Certificate as outlined in Exhibit W.

Motion No. 14-56(Appealed): Amend Curriculum Policy manual CWUP 5-50-090 Certificate Program as outlined in Exhibit Q.

Motion No.14-57(Appealed): Amend Curriculum Procedure manual CWUR 2-50-060 Curriculum Rules for Implementation as outlined in Exhibit R.

Motion No. 14-58(Approved): Amend Curriculum Procedure manual CWUR 2-50-090 Certificate Program as outlined in Exhibit S.

Motion No. 14-58a (Failed): Senator Pinkart moved to amend the word adjunct in section D to non-tenure track. Senator Cheney seconded.

Motion No. 14-58b (Failed): Pinkart moved to change Exhibit S everywhere the word adjunct is used to replace it with non-tenure track. Lubinski seconded.

Motion No. 14-61(Approved): Approve a new minor in Supply Chain Management as outlined in Exhibit V.

Faculty Legislative Representative - Written report available in the Faculty Senate office.

CHAIR: Chair Whitcomb reported that the Executive Committee recently reviewed a General Education committee's decision to deny a student's appeal for foreign language. The Executive Committee upheld the decision by the Registrar and General Education committee. The Budget and Planning committee will be set up to enhance the two way communication between administration and faculty. The Budget and Planning Task Force (BPTF) is compiling faculty feedback and will be taking concerns to the Budget and Finance Committee. The BPTF will be presenting their report to the Faculty Senate in May.

CHAIR-ELECT: Chair-Elect Pedersen reported that a short feedback form will be sent out to faculty on Monday regarding professional advisors and what are departments need and preferences. Faculty Friday is on April 10th from 5:00 – 7:00 p.m. in the Grupe Faculty Center. Next Wednesday is the open Executive Committee meeting at 3:10 p.m. in the Grupe Faculty Center.

STUDENT REPORT: No report.

NEW BUSINESS - None

Meeting was adjourned at 5:06 p.m.

Exhibit A

Senate Bylaws

IV. Senate Committees

A. Standing Committees

1. General Provisions

- a. The Executive Committee may initiate and, with the approval of the Senate, authorize the creation of standing committees.
- b. Alternatively, any senator with a written petition signed by a total of ten senators may recommend to the Executive Committee the creation of a standing committee. The Executive Committee shall submit the proposal to the Senate for its consideration, no later than forty-five (45) days upon receipt of petition.
- c. Each standing committee shall consist of no fewer than five (5) faculty members, appointed by the Executive Committee and ratified by the Senate by February 15th.
- d. No faculty member may serve on more than one standing committee at a time.
- e. Term appointments for standing committees shall run three (3) consecutive academic years. A partial term of two (2) years or more shall be treated as a full term, while a partial term of less than two (2) years shall not be counted.
 - i. Continuous service on standing committees (whether the same committee or two different committees) shall be limited to no more than two (2) consecutive full terms.
 - ii. Once a faculty member has served two (2) consecutive full terms, a minimum of three (3) years shall lapse before said faculty member may serve again on any standing committee.
 - iii. If a vacancy on committees cannot be filled by an eligible candidate, a past member may be considered for an additional term.
- f. Members may be appointed from among the general faculty, with proportional balance sought between the colleges. At least one (1) member of each standing committee should have served on the committee the previous year.
- g. The Executive Committee shall have the right to appoint and remove the members of all Senate standing, sub, and ad hoc committees with Senate approval.

Rationale: The addition of e.iii allows Faculty Senate to fill committee vacancies with past members if there is an unfilled vacancy.

Exhibit B

Faculty Senate Bylaws

IV Senate Committees

A. Standing Committees

3. Powers, Duties and Membership

f. The membership of the Budget and Planning Committee shall consist of:

i. two (2) faculty each from CAH, COTS, CEPS, CB

ii. one (1) faculty from Library

iii. one (1) senior lecturer faculty member

iii. two (2) Academic Department Chairs Organization (ADCO) representatives as an ex-officio voting member

iv. two (2) Faculty Senate Executive Committee representatives as ex-officio voting member

Rationale: In the interest of increased shared governance, the creation of this standing committee formalizes faculty participation in the university budget and planning process down to the department level, including the implementation of new budget models. The Faculty Senate has historically had a standing budget committee and would like to restore and secure the importance of faculty participation in university budget matters.

Exhibit C

Faculty Code

Section IV Faculty Senate

D. Committees

1. f. The Budget and Planning Committee shall be concerned with the overall university budget, the implementation of and changes to the budgeting model, and the impact of the university budget on academics. The committee will facilitate a two-way flow of information between faculty at the department level and the University Budget and Finance Committee. This committee shall make budgetary recommendations on behalf of faculty and as representatives of the faculty to the University Budget and Finance Committee.

Rationale: In the interest of increased shared governance, the creation of this standing committee formalizes faculty participation in the university budget and planning process down to the department level, including the implementation of new budget models. The Faculty Senate has historically had a standing budget committee and would like to restore and secure the importance of faculty participation in university budget matters.

Exhibit D

Faculty Code Section IV Faculty Senate

C. Officers of the Senate

The faculty shall elect members of the Executive Committee, with such powers and duties as set forth in this document and transmitted by the Senate. The Senate shall elect the chair-elect of the Executive Committee, with such powers and duties as set forth in this document and transmitted by the Senate. The Senate chair shall be the presiding officer at all meetings of the Senate, at any faculty forum, and at general faculty members upon request of the president of the university. The chair shall serve as official representative and spokesperson of the faculty and the Senate in communication with the faculty, the BOT, the administration, the student body, and other groups regarding matters that are not mandatory subjects of bargaining. In this capacity, the chair shall have the right to ex-officio voting membership on any university committees and councils on which the Executive Committee deems that faculty ought to be represented. As chief executive officers of the Senate, the chair shall coordinate and expedite its business and committees.

~~The chair, chair-elect, and faculty legislative representative shall receive reassigned time to perform their duties according to Section IV.E. This reassigned time shall be 50% and 25% respectively, and a percentage for the faculty legislative representative to be determined by the president.~~

E. Assigned Time and Workload Units for Senate Offices and Activities

1. Workload unit associated with Senate offices and activities are based on: 30 hours of time spent in meetings and in preparation for meetings = 1 workload unit. It is acknowledged that units assigned reflect an annual average that faculty may reasonably expect over a three-year term.

2. Senate Chair

- a. The Senate chair shall be relieved of ~~eighteen (18)~~ thirty-six (36) workload units of teaching for the academic year to perform their duties. The college department in which the chair teaches shall receive compensatory funds from the president senate.
- b. The chair assumes certain duties and responsibilities in the summer, for which a stipend is negotiated with the president.

3. Senate Chair-Elect

The Senate chair-elect shall be relieved of ~~nine (9)~~ eighteen (18) workload units of teaching for the academic year to perform their duties. The college department in which the chair-elect teaches shall receive compensatory funds from the president senate.

4. Senate Past Chair

The Senate past chair shall be relieved of eighteen (18) workload units of teaching for the academic year to perform their duties. The department in which the past-chair teaches shall receive compensatory funds from the senate.

5. Executive Committee Member

~~Workload units for the position of Executive Committee members are three (3) for the academic year.~~
Executive Committee members, who are not chair, chair-elect or past-chair, shall receive six (6) workload units, three of which will be compensated by the members department and 3 that will be compensated by the senate.

6. Faculty Legislative Representative (FLR)

- a. The FLR shall receive release time from teaching as well as a travel allowance, negotiated each year with the president.
- b. In the event that the FLR is also elected chair of the Council of Faculty Representatives (FLRs of Washington universities), more release time, a higher travel allowance, and a summer stipend shall also be negotiated.
- c. Past allocations for these items shall be available from the Senate Office.

Rationale: This section of the code has not been updated since 1987, and the challenges and responsibilities facing the Executive Committee have grown substantially during this time, e.g.

increased number of committees to oversee, increased demand for deliberation and mediation, representation of the faculty in more levels of the university structure, increased frequency of external and internal meetings, increased interaction with faculty across campus, time-sensitive demand for policy revisions, etc.).

The EC has the financial support of President Gaudino in paying for the workload increase, providing release time necessary to participate in shared governance effectively.

The formation of an overlapping team consisting of the past chair, current chair and chair-elect is crucial to facilitate continuity in senate leadership, to accommodate increased demand for faculty representation, and increase the time window for ongoing senate projects to be completed.

Exhibit E

Mission Statement

The Faculty Senate of CWU acts for and on behalf of the university's faculty with respect to all academic matters and issues related to the intellectual life of the university. In a university community that declares in its mission that it "values teaching as the vehicle to inspire intellectual depth and breadth, to encourage lifelong learning, and to enhance the opportunities of its students," the Senate is committed to enabling faculty to provide quality academic programs and other opportunities for students in support of the university's core values, rooted first and foremost in "each student's greatest good."

Within the framework of State legislation, the Senate fulfills this commitment by playing an active and vital role in:

- formulating and evaluating academic programs, curricula, policies, and activities that are in harmony with CWU's charter and stated mission;
- creating, maintaining, and protecting a university environment conducive to the full and free development and preservation of scholarly learning, [academic integrity](#), teaching, and research;
- providing a means by which the administration may be apprised of representative opinions of the entire faculty, particularly in academic matters [and shared governance](#).

The Faculty Senate:

- is committed to fulfilling its role and responsibility as an equal participant with the administration and United Faculty of Central (UFC) in ensuring the success of shared governance at CWU, as described in the Faculty Code;
- facilitates communication among and between the faculty, administration, and UFC;
- initiates, reviews and approves studies of and changes to academic policy, curricula, programs, regulations, [organizational structures](#) and standards;
- initiates and adopts bylaws pertaining to its internal mechanisms;
- makes recommendations on academic and curricular matters relating to faculty welfare or morale, student affairs, business and budgetary affairs, and other matters of professional interest to faculty;
- submits recommendations to the Board of Trustees through the president.

Rationale: This revision to the Mission Statement clarifies the Faculty Senate's purview regarding academic integrity and shared governance.

Faculty Senate's purview regarding "organizational structure" is stated in the Faculty Senate's description under university policy (CWUP 5-90) regarding Academic Affairs and in the Faculty Code in Areas Requiring Significant Consultation. This revision reflects more accurately what is already defined in the CWUP and Faculty Code.

Exhibit F

Senate Bylaws Section I

I. Membership

A. Voting members

1. ~~The following voting members are selected from faculty who hold no concurrent exempt appointment:~~
 - a. ~~One senator and an alternate elected by and from tenured or tenure-track faculty from each academic department and the library.~~
 - b. ~~Additional senators, elected as directed in (a) above, allocated to departments as specified in Section II.B below.~~
 - c. ~~One senator-at-large and an alternate from each university center that has at least five full-time faculty. Senators-at-large and alternates may be non-tenure track, and are elected by the faculty at the respective center.~~
 - d. ~~One senator-at-large and an alternate representing all of the remaining centers with fewer than five full-time faculty. Senators-at-large and alternates may be non-tenure track and are elected by the faculty at the respective centers.~~
 - e. ~~Two non-tenure track faculty senators and alternates elected in the Spring quarter for the following year by those non-tenure track faculty under contract in the preceding Winter quarter. The senators and alternates shall serve for one academic year contingent on continued employment as non-tenure track faculty at CWU. The Executive Committee shall oversee the election.~~
2. ~~Terms of service for voting senators:~~
 - a. ~~Term appointments for tenured or tenure-track senators and alternates shall run three (3) years. No tenured or tenure-track senator shall serve more than three (3) consecutive terms. A partial term of two (2) years or more shall be treated as a full term, while a partial term of less than two (2) years shall not be counted.~~
 - b. ~~Term appointments for non-tenure track senators and alternates shall run one (1) academic year. No non-tenure-track senator shall serve more than nine (9) consecutive terms. A partial term shall be treated as a full term.~~
 - c. ~~All terms begin June 16th.~~
3. ~~Provisions for replacements are contained in Section II.D below.~~

B. Nonvoting members

~~The following are ex-officio, nonvoting members:~~

1. ~~the president;~~
2. ~~the provost;~~
3. ~~three student representatives selected by the Associated Students of CWU—Board of Directors.~~

Rationale: Section I of the Bylaws, prescribing membership of the Senate, duplicates the content of section IV.B.1 and IV.B.2 in the Faculty Code. The committee recommends eliminating the duplication by removing this in the Bylaws but retaining it in the Faculty Code. (BFCC Memo (1))

Exhibit G

Senate Bylaws Section II (Now I)

I Membership and Procedures for Election

A. Membership

Membership of the Senate is prescribed in the Code, Section IV.B.

Rationale: The committee recommends concomitant changes to Section II (now Section (I) of the Bylaws. This section should be renamed to include “Membership” and its sub-section on the topic of membership should refer to the proper section of the Faculty Code. (BFCC Memo (1))

Exhibit H

Faculty Code changes

Section IV Faculty Senate

- F. Interpretation (Bylaws ~~VIII.A~~ [VII.A](#))
- G. Faculty Senate Forum (Bylaws ~~VIII.B~~ [VII.B](#))
- H. Referendum (Bylaws ~~VIII.C~~ [VII.C](#))
- I. Faculty Senate Hearing (Bylaws ~~VIII.D~~ [VII.D](#))
- J. Review by Faculty (Bylaws ~~VIII.E~~ [VII.E](#))

Section V.D.1.

- c. Members and alternates of the FDAC shall be appointed by the Executive Committee and ratified by the Senate at the last regular meeting of each academic year. For a single individual appointed to the FDAC, a term appointment shall run three (3) calendar years, whether the individual is a member or an alternate (or both, in succession). Terms shall begin September 15. Service on the committee shall be treated as service on a Senate standing committee, and thus shall be subject to the provisions of the Bylaws ~~IV.A.1.e~~ [III.A.5](#). An individual may thus serve no more than two (2) successive terms. A partial term of two (2) years or more shall be treated as a full term, while a partial term of less than two (2) years shall not be counted. Terms shall be staggered so that only one position will need to be filled in any one year for both member and alternate. When the original appointee is unable to complete the full term of office, an alternate shall complete the remainder of that three year term, and a replacement alternate shall be appointed and ratified immediately to complete the remainder of the alternate's term.

Rationale: As a result of the elimination of the first section of the Bylaws, all subsequent sections will be re-numbered. The Code contains several references to specific parts of the Bylaws. These references must be amended accordingly. (BFCC Memo (2))

Exhibit I

Bylaws Section II (Now I)

B. Nomination and election

1. Senators and alternates (except non-tenure track faculty senators; see [I.A.1-eB.2 below](#)) shall be nominated and elected during Winter quarter and the Senate informed of results by February 15.
2. [Non-tenure track senators and alternates shall be nominated and elected during Spring quarter \(see Code IV.B.1.a.iv\).](#)
3. Only faculty members consenting to nomination shall be candidates.
4. Elections shall be conducted by secret ballot.

Rationale: One part of the current Bylaws section I that should be retained is a provision concerning the nomination and election of NTT senators. We recommend this information be retained and moved to new section I.B.2. (BFCC Memo (3))

Exhibit J

Faculty Code Section IV Faculty Senate

B. Membership

1. The Senate shall include:

a. Voting members

The following voting members are selected from faculty who hold no concurrent exempt appointment.

- i. One senator and an alternate elected by and from tenured or tenure-track faculty from each academic department and the library.
- ii. Additional senators, elected as directed in paragraph i above, allocated to departments as specified in the Senate by-laws.
- iii. One senator-at-large and an alternate from each of the university centers that have at least five full-time faculty. Also one senator-at-large and an alternate for the remaining centers with fewer than five full-time faculty. Senators-at-large and alternates may be full-time non-tenure track, and are elected by the faculty at the respective center(s).

Rationale: The Code and Bylaws for the most part currently contain the same language about nomination and election of senators. But one notable provision is present in the Bylaws but absent from the Code: that senators-at-large from the centers are to be elected by faculty at the centers. We therefore recommend the following amendment to Code IV.B.2.a.iii. (BFCC Memo (4))

Exhibit K

Bylaws Section III (now II)

C. Officers

1. Terms of office: Election to the position of chair-elect assumes a three-year commitment to the Executive Committee: the first year as chair-elect, the following year as chair, and the third year as immediate past chair.

2. Chair

The chair ~~shall be the presiding officer at all meetings of the Senate, at any Faculty Forum, and at general faculty meetings upon request by the president of the university. The chair shall serve as official representative and spokesperson of the Senate in communication with the faculty. In this capacity, the chair or chair's designee shall have the right to ex officio voting membership on any university committees and councils on which the Executive Committee deems that faculty ought to be represented. As is the~~ chief executive officer of the Senate, ~~the chair shall coordinate and expedite the business and budgets of the Senate and its committees. The chair's powers and duties are set out in the Code, Section IV.C.~~

Rationale: Section III.C.2 of the Bylaws (now II.C.2) describing the role of the Senate chair, duplicates material that is in Section IV.C of the Code. We therefore recommend it be replaced with the above. (BFCC Memo (5))

Exhibit L

Bylaws Section IV (now III)

~~IV.B 4. The Executive Committee may initiate and, with the approval of the Senate, authorize the creation of standing committees.~~

~~IV.A.1.g. The Executive Committee shall have the right to appoint and remove the members of all Senate standing, sub, and ad hoc committees with Senate approval.~~

~~IV.A.2.b Terms of service for committee chairs shall be limited to six consecutive years. A partial year shall be treated as a full year.~~

~~IV.A.2.c The chairperson of any standing committee shall have the authority, upon approval of the voting members of the standing committee and of the Executive Committee, to create subcommittees.~~

Rationale: The information in the Faculty Code is duplicated in the Bylaws. We therefore recommend eliminating the duplication in the Bylaws. (BFCC Memo (6))

Exhibit M

Bylaws Section IV(now III)

| III. Senate Standing Committees

- | A. Standing Committees
| ~~B.~~ A. General Provisions
| B. Organization and Procedures
| C. Membership

Rationale: Given the eliminations recommended in BFCC Memo (6), the content of Bylaws Section IV (now III) concerns only Senate standing committees. Therefore the recommendation is to change the title and renumber sub headings. (BFCC Memo (7))

Exhibit N

Bylaws Section IV (now III)

III. Senate Standing Committees

A. Standing Committees

B. A. General Provisions

1. ~~The Executive Committee may initiate and, with the approval of the Senate, authorize the creation of standing committees.~~
1. Alternatively, any senator with a written petition signed by a total of ten senators may recommend to the Executive Committee the creation of a standing committee. The Executive Committee shall submit the proposal to the Senate for its consideration, no later than forty-five (45) days upon receipt of petition. Rules concerning the creation of standing committees are set out in the Code, Section IV.D.2.
2. The powers and duties of the standing committees are set out in the Code, Section IV.D.1.

Rationale: This section state the rules about creation of standing committees. This information is duplicated in Faculty Code IV.D.2.a. Recommend that the information be collapsed down into the above paragraph. (BFCC Memo (8))

Also, with all of the material on the powers and duties of standing committees removed from the Bylaws, we are adding a reference to the place in the Code at which these powers and duties can be found. (BFCC Memo (9))

Exhibit O

Bylaws Section IVA.3 (now III.C)

C. ~~Powers, Duties and Membership~~

1. ~~The membership of the General Education Committee shall consist of:~~
 - a. ~~two (2) faculty from each college with the exception of the Library,~~
 - b. ~~one (1) student selected by ASCWU, and~~
 - c. ~~the Director of Academic Planning, ex-officio, non-voting.~~

~~The Faculty Senate standing committees have powers and duties as described below (and see Section IV.D of the Code):~~

4. ~~The Curriculum Committee shall be concerned with the study, development, and improvement of the curriculum, educational programs, and academic policy (section 5-10 of the CWU Policies Manual, Curriculum Policies and Procedures) of the university, shall cooperate with other individuals, groups or committees at the university in carrying out its duties, and shall do such other things as may be requested by or approved by the Executive Committee. The membership of the Curriculum Committee shall consist of:~~
 - a. ~~two (2) faculty from each college,~~
 - b. ~~one (1) faculty from the Library,~~
 - c. ~~one (1) student selected by ASCWU,~~
 - d. ~~the Director of Academic Planning, ex-officio, non-voting, and~~
 - e. ~~the Dean or Associate Dean from CAH, COB, CEPS, COTS and the Library, ex officio, non-voting.~~
2. ~~The Academic Affairs Committee shall be concerned with the study and improvement of academic standards, academic policies and regulations, and academic organizational structures. The committee shall review and recommend changes to academic policy (section 5-90 of the CWU Policies Manual, Academic Policies). It shall perform other duties as may be requested by or approved by the Senate Executive Committee. The membership of the Academic Affairs Committee shall consist of:~~
 - a. ~~two (2) faculty from each college with the exception of the Library,~~
 - b. ~~one (1) student selected by ASCWU,~~
 - c. ~~one (1) ex-officio non-voting representative of the provost, and~~
 - d. ~~the chair of the Academic Department Chairs Organization (ADCO) as an ex-officio non-voting member.~~
3. ~~The membership of the Curriculum Committee shall consist of:~~
 - a. ~~two (2) faculty from each college,~~
 - b. ~~one (1) faculty from the Library,~~
 - c. ~~one (1) student selected by ASCWU,~~
 - d. ~~the Director of Academic Planning, ex-officio, non-voting, and~~
 - e. ~~the Dean or Associate Dean from CAH, COB, CEPS, COTS and the Library, ex officio, non-voting.~~
3. ~~The General Education Committee shall be concerned with the study, development, and improvement of the General Education Program. The committee shall review and recommend courses, programs and policies of general education in close cooperation with appropriate academic administrators. It shall perform other duties as may be requested by or approved by the Executive Committee. The membership of the General Education Committee shall consist of:~~
 - a. ~~two (2) faculty from each college with the exception of the Library,~~
 - b. ~~one (1) student selected by ASCWU, and~~
 - c. ~~the Director of Academic Planning, ex-officio, non-voting.~~
4. ~~The Bylaws and Faculty Code Committee shall be concerned with the continuing study and improvement of the Senate Bylaws and the Faculty Code. It shall receive, review, initiate, and make recommendations or proposals for amendments to both documents to the Senate via the Executive Committee, coordinating its efforts with other individuals, groups or committees as necessary or appropriate. It shall prepare drafts of such amendments and present such drafts to the Senate together with the rationale for such amendments, and do such other similar things as charged by the Executive~~

~~Committee.~~ The membership of the Bylaws and Faculty Code Committee shall consist of: five (5) current senators.

5. ~~The Evaluation and Assessment Committee shall be concerned with assessment tools affecting faculty or requiring faculty input. It shall receive, review, initiate, and make recommendations or proposals for assessment tools used for the biennial Faculty Assessment of Academic Administrators, the biennial Faculty Senate and Senate Executive Committee Assessments, and do such other similar things as charged by the Executive Committee, coordinating its efforts with other individuals, groups or committees as necessary or appropriate.~~ The membership of the Evaluation and Assessment Committee shall consist of five (5) faculty members (one from each college plus one from the library), nominated and ratified to staggered terms.

B. Ad Hoc Committees

~~The Executive Committee shall have exclusive authority to create ad hoc committees.~~

Rationale: The Bylaws lists the standing committees and describes their powers, duties and membership. The prescription of their powers and duties duplicates the content of Code IV.D.1.

Exhibit P

School Library Media Minor

New Major, Specialization, Minor or Certificate

Department: James E. Brooks Library Submission Date: 11/6/14

For Majors Only:

Degree Type: (B.A., B.S., etc.) _____

Major Title: _____

For Specializations Only:

[Click here for specialization definition.](#)

Major Title: _____

Specialization Title: _____

For Minors Only:

[Click here for minor definition.](#)

Title: School Library Media Studies

For Certificates Only:

Title: _____

Type: A B C [Click here for certificate definition.](#)

Implementation Quarter or Term: Fall 2015 Catalog Year: 2015-2016

Is all or part of this program offered on-line? Yes No If yes, what percentage? 80

Locations to be offered: Ellensburg Des Moines Lynnwood Wenatchee Yakima Moses Lake
 Pierce County Kent Everett Other Online

The following items MUST be submitted concurrently with this cover page:

1. Completed Summary Page [Click here for form.](#)
2. Electronic copy in Word
3. New Course Form(s), if applicable [Click here for form.](#)
4. Programmatic Goals and Assessments [Click here for form.](#)
5. Program narrative, admissions, and courses as it will be listed in the catalog.

5. Please sign, print name, date, and forward to next applicable signatory.

	Signature	Printed Name
Originator	<i>Ginny Blackson</i>	Ginny Blackson
Department Chair	<i>Stephen Hussman</i>	Stephen Hussman
College Dean	<i>Patricia Cutright</i>	Patricia Cutright
Provost or Designee (MS 7503)	<i>Marilyn Levine</i>	Marilyn Levine
Registrar (for review - MS 7465)	<i>SPADOBACSKI</i>	SPADOBACSKI
Ctr for Teaching & Learning (Ed.) (If applicable-MS 7415)	<i>GINNI ERION</i>	GINNI ERION
Graduate Studies (If applicable - MS 7510)	N/A	N/A

FSCC Approved: _____

Faculty Senate Approved: _____

Approved by Academic Affairs: _____

BOT Approved: **RECEIVED**

Sent to Registrar: _____

NWCCU Approved: DEC 15 2014

RCVD, 11-05-2014,ts_CTL To UCC, 11-06-2014
 To Registrar (Rose), 11-12-2014,ts_CTL
 Curriculum Log 11-05-2014,ts_CTL

RECEIVED
 DEC 19 2014
 BY: *JWA*

Central Washington University
 Registrar Services, TAC

Required Summary Page
For All Proposed Majors, Minors, Specializations, and Certificates
This form must accompany your proposal.

Please address all questions. If it is not complete, the proposal and summary page will be returned to the originator.

1. Provide a justification for the creation of this program.

The Brooks Library seeks to establish a Minor in School Library Media Studies that will provide students with the skills necessary to add a Washington State Library Media (P-12) endorsement to their teaching certification. The curriculum is designed to meet the standards set forth by the American Library Association (ALA), the American Association of School Librarians (AASL), and the Washington State Professional Educators Standards Board (WAPESB).

Although there are currently four WAPESB approved P-12 Library Media Endorsement programs, none provide an opportunity to complete the program of study at an undergraduate level. The proposed program would allow students to complete the course of study as an undergraduate minor while completing their Teacher Education Program. This added endorsement could increase graduates employability in P-12 education.

2. Attach a clean copy of the catalog narrative and program requirements. Include course number, course title, credits, pre-admission requirements and total credits. Also include a sample graduation plan.

Minor in School Library Media Studies
28 Credits

The Minor in School Library Media Studies is designed to provide students with an understanding of the methods and means of gathering, organizing, and disseminating information as well as promoting information literacy and life long learning. The minor is appropriate for any student currently enrolled in a Teacher Education Program who wishes to add a Library Media (P-12) Endorsement to their certification.

Admission to the program requires a 3.0 GPA and admittance to a Central Washington University Teacher Education Program. Students must maintain a 3.0 GPA in the program courses to qualify for enrollment in LIS492 School Library Media Clinical Experience & Portfolio.

Program Requirements

(* New courses not yet approved by the Faculty Senate Curriculum Committee.)

28 Credits

Required Courses

- LIS110 Research Fundamentals (1)
- LIS201 Foundations of Library and Information Science (3)
- LIS310 Information Literacy and User Services (3)
- LIS314 Technology in Library and Information Science (3)
- LIS410 Collection Development (3)
- LIS412 Library Management & Leadership (3)
- LIS414 Organization of Knowledge (3)
- *LIS415 Role of the School Library Media Specialist (5)
- *LIS492 School Library Media Clinical Experience & Portfolio (4)

Catalog Copy

Library and Information Science Course Descriptions

LIS110 Research Fundamentals (1)

Designed for students new to research at the college level. Course explores knowledge of information sources, more effective searching technique, and familiarity of services for researchers.

LIS201 Foundations of Library and Information Science (3)

An introductory course covering the history of libraries and use of information in contemporary society. The course will explore the role of libraries in the organization, preservation, and dissemination of information. It will examine types of library and information organizations and career opportunities in the discipline.

LIS310 Information Literacy and User Services (3)

This course will cover information-seeking theories, methods, and user behaviors. Principles and philosophies of library reference service, information literacy, reading, listening and viewing guidance, and information resources will be explored.

LIS314 Technology in Library and Informational Science (3)

This course provides a review of the hardware and software used in libraries. Provides an introduction to technology tools, processes, and web applications that support the delivery of library services.

LIS410 Collection Development (3)

This course covers the basic components of collection development and management. Topics to be explored will include selection, planning, budgeting, and maintenance of library collections.

LIS412 Library Management and Leadership (3)

This course will cover the policies and procedure necessary for the effective operation of a library and information centers. The course will explore the policies and procedures required for budgeting, planning, promoting and assessing library and information programs.

LIS414 Organization of Knowledge (3)

This course provides an introduction to the organization of print and electronic resources. Topics to be covered include cataloging and classification of resources, use of controlled vocabularies, and intellectual access to those resources.

LIS415 Role of the School Library Media Specialist (5)

This course will provide an in-depth look at the role of the School Library Media Specialist in the P-12 environment. The course will explore reader advisory services, professional educator standards, standards based information literacy instruction and the application of previous courses outcomes specific to P-12 education settings.

LIS492 School Library Media Clinical Experience and Portfolio (4)

This course provides students with an opportunity to apply Library and Information Science Course work in a supervised clinical experience in a P-12 library media center. Students will complete 40 hours of site-based practicum and a final program portfolio.

Sample Graduation Plan

Example: Early Childhood Education Major
General Education Requirements: 75 credits
Major Requirements: 50 credits
SLMS Minor: 28 credits
Electives & Prerequisites: 27 credits
Total Credits: 180

Example: Special Education Major (P-12)
General Education Requirements: 75 credits
Major Requirements: 54 credits
SLMS Minor: 28 credits
Electives & Prerequisites: 23 Credits
Total Credits: 180

3-year Plan

Year 1 2015-2016

Fall	Winter	Spring
LIS110	LIS201	LIS310

Year 2 2016-2017

Fall	Winter	Spring
LIS410	LIS314	LIS412

Year 3 2017-2018

Fall	Winter	Spring
LIS414	LIS415	LIS492

2-year Plan

Year 1 2015-2016

Fall	Winter	Spring
LIS101 LIS201	LIS310 LIS314	LIS412

Year 2 2016-2017

Fall	Winter	Spring
LIS414	LIS410 LIS415	LIS492

3. Please indicate how this new program will impact existing programs in your department/college and the university.

This new undergraduate minor should have no significant effect on any existing programs. The courses will be taught by existing library faculty, with the majority of courses being offered as fully online or hybrid courses.

4. Does this program include courses from outside the originating department?

Yes No

Has the affected department(s) agreed to allow course(s) to be used in program?

Yes No

If yes, please list those courses and attach a document (letter, email, etc.) that specifies that the department agrees to use of course(s) from all affected department chairs.

5. What are the Enrollment and Graduation Targets for the first five years? (Include student headcount, FTE, program graduates (breakdown by year). What is the basis for these projections?)

Program estimates are based on total enrollment of 139 individual students in LIB110 and LIB345 during the 2013-2014 academic year (includes enrollment for Spring 2014). We estimate that 15% of students who complete these courses would also complete a Minor in Library and Information Science. Not included in this estimate are the 5 to 10 students who express an interest in the library profession during UNIV101 instructional sessions.

Students will enter the program during the Fall 2015 quarter. We estimate a 50% enrollment in the first year of the program. We estimate an 80% enrollment in the second year with a 100% enrollment in subsequent years. Students will be able to complete the program in six to nine quarters. Enrollment projections do not include non-minor enrolled in LIS110 and LIS345.

	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Enrollment	10	26	28	30	30
Graduation	0	5	13	18	20

	Fall 15	Fall 16	Fall 17	Fall 18	Fall 19
FTE	8.7	14	14.6	14.6	14.6

6. Who are the Program Personnel?

Chair

Stephen Hussman, MLIS, MA Public History

Professors

Gerard Hogan, MLS

Stephen Hussman, MLIS, MA Public History

Mary Wise, MLS, MED

Associate Professors

Ping Fu, MLIS, MA East Asian Studies, MS Computer Science

Michele Reilly, MLS

Assistant Professor

Ginny Blackson, MLIS

Elizabeth Brown, MILS

Lecturers

Talea Anderson, MLIS, MA History

Maurice Blackson, MS Education

Lisa Euster, MLIS

Geri Hopkins, MLIS

Courtney Paddick, MSIS, MA History

Maureen Rust, MLIS

7. Program Expenses and Revenues

Program Expenses					
	Year 1	Year 2	Year 3	Year 4	Year 5 (full enrollment)
Administrative Salaries (#FTE)/Benefits	\$25000	\$25000	\$25000	\$25000	\$25000
Faculty Salaries (#FTE)/Benefits	\$55000	\$65000	\$65000	\$65000	\$65000
TA/RA Salaries	0	0	0	0	0
Clerical Salaries (#FTE)/Benefits	0	0	0	0	0
Other Salaries (#FTE)/Benefits	0	0	0	0	0
Contract Services	0	0	0	0	0
Goods and Services	\$7000	\$7000	\$7000	\$7000	\$7000
Travel	0	0	0	0	0
Equipment (list equipment & cost)	0	0	0	0	0
Lease or Acquisition	0	0	0	0	0
Other (Itemize)	0	0	0	0	0
Indirect (if applied to the program)	0	0	0	0	0
Total Costs	\$87000	\$97000	\$97000	\$97000	\$97000
Program Revenues					
	Year 1	Year 2	Year 3	Year 4	Year 5 (full enrollment)
General Fund: State Support	0	0	0	0	0
Tuition and Fees (total)	\$98400	\$181056	\$226320	\$226320	\$226320
Corporate Grants/Donations	0	0	0	0	0
Internal Reallocation*	\$35000	\$35000	\$35000	\$35000	\$35000
Other Fund Source (Enterprise Funding Application Pending)	\$72000	0	0	0	0
Total Revenue	\$205400	\$216056	\$261320	\$261320	\$261320

*If revenues are projected through internal reallocation, please attach a detailed explanation of the costs and impact the reallocation would have on other departments or programs. (Source of funds and % of budget)

The Brooks Library has applied for Enterprise Funds to administer the program for the first 5 years. If the funding is not received the library will revise the department's budget to reallocate funds to support the program. Internal Reallocation of Faculty – See section 6.

Exhibit Q

CWUP 5-50-090 Certificate Program

UNDERGRADUATE CERTIFICATE PROGRAM

Undergraduate certificate programs are courses of study that normally require less than one-quarter of the credits required during a degree program at a similar level. They are usually highly specialized career programs and are occasionally geared for admission to licensing or career entrance tests.

Certificate programs are prescribed courses of study designed (a) to provide a specialty within an academic program or (b) to build competency in an applied field of study. Because many students and employers place high value on such programs that do not necessarily constitute or require a four-year academic program, Central Washington University has developed three types of undergraduate professional certificate programs.

GRADUATE STUDIES CERTIFICATE PROGRAM

Graduate certificate programs are courses of study that require equal to half or less than half of the credits required during a degree program at a similar level. They are usually limited in scope relative to a graduate degree program but provide an opportunity for advanced study with a particular focus. Subject to the regulations that govern a specific program, a graduate certificate can often serve as an intermediate accomplishment for a student whose ultimate goal is a graduate degree.

TYPES OF CERTIFICATE PROGRAMS

~~Three~~ Four types of programs are described and the characteristics listed that determine the placement of a program into one of the ~~three~~ four categories. The primary characteristics that determine the classification of the certificate program are (a) the primary target audience and (b) the type of courses offered within certificate requirements. The type of certificate program offered determines the unit of primary responsibility for the program and the review process required for implementation and/or revision. It also determines the type of credit that can be awarded and determines the unit charged with the responsibility of maintaining ongoing records.

(A) Type A. College Sponsored Certificate Programs: Programs that admit only matriculating students and offer a set of courses approved through the CWU academic governance procedures are classified as “College Sponsored Certificate Programs.” These programs are developed, taught, and offered by academic departments housed in colleges at CWU.

(B) Type B. Collaborative Certificate Programs: Programs that admit both matriculating students and non-matriculating students and offer a set of courses that includes regular course offerings appearing in the CWU catalog and administered by CWU Colleges are classified as “Collaborative Certificate Programs.” These programs are developed, taught, and offered by academic departments housed in colleges in cooperation with the office of continuing education.

(C) Type C. Continuing Education Certificate Programs: Programs that target primarily non-matriculating students and offer a set of instructional experiences developed independent of CWU’s colleges but with input as appropriate from faculty are classified as “continuing education certificate programs.” These programs are developed, delivered, and administered by the office of continuing education in consultation with faculty, academic departments, and/or college dean, as appropriate.

(D) Type D. Graduate School Certificate Programs: Programs that only admit students who meet the criteria to be accepted into the School of Graduate Studies and Research and offer a set of courses which appear in the CWU catalog. Certificates are administered by CWU Colleges and are classified as “Graduate School Certificate Programs”. These programs are developed, taught, and offered by academic departments housed in colleges at CWU.

[07/2009; Responsibility: Faculty Senate; Authority: Marilyn A. Levine, Provost/VP for Academic & Student Life; Reviewed/Endorsed by Provost’s Council 04/29/2014;

Cabinet/UPAC; Review/Effective Date: 06/04/2014; Approved by: James L. Gaudino, President]

Exhibit R

CWUR 2-50-060 Curriculum Rules for Implementation

(3) Course numbering system:

- a. Course numbers are usually 3 digits. However, when necessary for logical ordering, a fourth digit may be added.
- b. Courses should be numbered according to common fields of interest -- (e.g., literature, evolution, tests and measurements, etc.). Advanced courses should have the same last two numbers as beginning courses. Sequence courses covering allied subject matter should be numbered sequentially.
- c. The initial digit should reflect the appropriate level of study.

<u>Year</u>	<u>Initial Digit</u>
First Year	1
Sophomore	2
Junior	3
Senior	4
Graduate	5, 6, 7

- d. The basic numbering system, both as it applies to the institution as a whole and to the grouping within subject fields, should be as follows:

Second and Third Digit Description

01 to 09	Introduction to Broad Areas
10 to 89	Regular Department Courses
90	Cooperative Education
91	Workshops. 1-6 credits. May be repeated if subject is different
92 to 95	Professional Laboratory Experiences, Practica, and Field Experience
96	Individual Study. 1-6 credits. May be repeated if subject is different.
97	Honors. 1-12 credits. Prerequisite, admission to department honors program.
98	Special Topics. 1-6 credits. May be repeated if subject is different
99	Seminar. 1-5 credits. May be repeated if subject is different.

Number Description

100	Courses for which credit will not be counted toward degree requirements.
500	Professional Development. 1-5 credits, which will not be counted toward degree or certificate requirements.
<u>689</u>	<u>Master's Capstone. 1-6 credits.</u>
700	Thesis, Project, and/or Examination. 1-6 credits.

Exhibit S

CWUR 2-50-090 Certificate Programs

(A) Type A. College Sponsored Certificate Programs: Primary Target Audience: Matriculating students.

Courses: A prescribed set of regular credit-bearing courses that have been developed, reviewed, and approved through CWU's curriculum development process.

Review Process: Certificate programs in this category are required to go through the standard curriculum review process in the college and faculty senate. Programs designed for international clientele will also be reviewed by the office of international studies and programs.

Administrative Sponsor: A college within CWU is responsible for all functions associated with scheduling courses, hiring faculty, delivering instruction, and confirming completion of the certificate program. CWU's registrar office will enroll students, issue certificates on the recommendation of the college, and maintain records as part of the matriculating students' academic record. (Note: Individual classes in the certificate program may be offered as needed through the office of continuing education, in which case the enrollment process is handled there.)

Instructors: Full-time or adjunct faculty hired through the academic departments and colleges (or continuing education with appropriate department, college approval).

Fees: Regular tuition and fees associated with credit (or continuing education) courses.

(B) Type B. Collaborative Certificate Programs: Primary Target Audience: Matriculating and non-matriculating students may pursue collaborative certificate programs.

Courses: A prescribed set of credit-bearing courses and/or instructional experiences designed to build competency in an applied field of study. Certificate requirements may include (a) regular courses that have been developed, reviewed, and approved through CWU's curriculum development process; and/or (b) special courses or instructional experiences designed specifically in support of the certificate program through continuing education in consultation with the appropriate college dean and academic department.

Review Process: Certificate programs in this category are required to go through the standard curriculum review process in the college and faculty senate. Programs designed for international clientele will also be reviewed by the office of international studies and programs.

Administrative Sponsor: Academic departments, consulting with college deans and faculty as appropriate, are responsible for developing curriculum, choosing appropriate faculty, and ensuring academic and instructional integrity. The office of continuing education assists as needed in these functions and in addition is responsible for marketing, registration, confirming completion of the certificate program, issuing certificates, and maintaining ongoing records.

Instructors: For regular courses, full-time or adjunct faculty hired through the academic departments and colleges are preferred as instructors. However, if full-time or adjunct faculty are unavailable, additional adjunct faculty may be hired by continuing education with approval from the appropriate department and college dean. For courses developed through continuing education, adjunct faculty hired by continuing education in consultation with the appropriate department and college dean may be employed.

Fees: Fees are determined on a course-by-course basis. Courses offered through regular CWU course offerings carry regular tuition and fees associated with credit courses. Courses offered through the office of continuing education carry fees associated with credit courses offered through continuing education.

Revenue Sharing: Revenue generated by courses in collaborative certificate programs offered through continuing education will be shared with the cosponsoring departments following the prevailing revenue-sharing formula.

(C) Type C. Continuing Education Certificate Programs: Primary Target Audience: Non-matriculating students; however, matriculating students are not precluded from participating.

Courses: A prescribed set of noncredit courses designed to build competency in an applied field of study.

Review Process: Certificate programs in this category are not required to go through the standard curriculum review process in the college or faculty senate. Instead the office of continuing education will seek input from colleges or departments as appropriate and the program will be available for review and comment for a two-week period in the provost's office. Programs designed for international clientele will also be reviewed by the office of international studies and programs.

Administrative Sponsor: The office of continuing education is responsible for all phases of design and delivery.

Instructors: Adjunct faculty or regular faculty hired by the office of continuing education.

Fees: To be determined by length of program, direct costs, and market demand.

(D) Type D. Graduate School Certificate Programs: Primary Target Audience: Graduate students.

Courses: A prescribed set of regular credit-bearing courses that have been developed, reviewed, and approved through CWU's curriculum development process.

Review Process: Certificate programs in this category are required to go through the standard curriculum review process in the college, graduate council and faculty senate.

Administrative Sponsor: A college within CWU is responsible for all functions associated with scheduling courses, hiring faculty, delivering instruction, and confirming completion of the certificate program. CWU's registrar office will enroll students, issue certificates on the recommendation of the college, and maintain records as part of the students' academic record.

Instructors: Full-time or adjunct faculty hired through the academic departments and colleges.

Fees: Regular tuition and fees associated with credit courses.

[Responsibility: Faculty Senate; Authority: Marilyn A. Levine, Provost/VP for Academic & Student Life; Reviewed/Endorsed by Provost's Council 04-29-2014: Cabinet/UPAC; Review/Effective Date: 06/04/2014; Approved by: James L. Gaudino, President]

Exhibit T

Faculty Senate Bylaws IV.A.3.d (now III.C.4)

3. Powers, Duties, and Membership

d. *[Material omitted which is slated for deletion by amendments currently being considered by the Senate]*

The membership of the Bylaws and Faculty Code Committee shall consist of five (5) current or recent past senators, as follows:

i. the chair of the committee shall be a current senator;

ii. one member (but not the chair) shall be the Senate chair-elect; and

iii. each of the other three (3) members shall be either a current senator, or a faculty member who has been a senator (not just an alternate) within the previous ten years.

Rationale: The Senate Bylaws and the Faculty Code are the documents that express the operations and purview of the Senate itself. It is appropriate and even necessary that the future Senate chair should gain experience with those documents.

There has been a persistent problem in finding members for the committee. In both the current year (2014-15) and the previous year (2013-14), even with the membership of the chair-elect, the BFCC has had only four members, rather than the recommended five.

We wish to propose a way of relieving the problem. Presently, BFCC membership is limited to *current senators*. This is for good reason: the BFCC is uniquely concerned with the operations and purview of the Senate itself, so it is appropriate to require that its members have first-hand experience with the Senate. However, there is a way to continue to satisfy that requirement while widening the pool of eligible members: by allowing that either current *or past* senators may be members.

Exhibit U

Note that on approval of some amendments currently under Senate consideration, the relevant section will be III.C rather than IV.A.3 (and its title will be simply 'Membership').

3. Powers, Duties, and Membership

a. *[Material omitted which is slated for deletion by amendments currently under Senate consideration]*

The membership of the Curriculum Committee shall consist of:

- i. two (2) faculty from each college,
- ii. one (1) faculty from the Library,
- iii. one (1) student selected by ASCWU,
- iv. the Director of Academic Planning, ex officio, non-voting, ~~and~~
- v. the Registrar (or a designee), ex officio, non-voting, and
- vi. the Dean or Associate Dean from CAH, COB, CEPS, COTS and the Library, ex officio, non-voting.

Rationale: The Registrar or designee have been attending the Curriculum Committee meetings and is a valuable resource to the committee. This amendment formalizes this relationship.

Exhibit V

Supply Chain Management Minor



New Major, Specialization, Minor or Certificate

Department: Business, **FSCM** Submission Date: Jan 2015

For Majors Only:
 Degree Type: (B.A., B.S., etc.) _____
 Major Title: _____

For Specializations Only: [Click here for specialization definition.](#)
 Major Title: _____
 Specialization Title: _____

For Minors Only: [Click here for minor definition.](#)
 Title: Supply Chain Management Minor

For Certificates Only:
 Title: _____
 Type: A B C [Click here for certificate definition.](#)

Implementation Quarter or Term: ~~Spring 2015~~ Catalog Year: 2015

Is all or part of this program offered on-line? Yes No If yes, what percentage? up to 75

Locations to be offered: Ellensburg Des Moines Lynnwood Wenatchee Yakima Moses Lake
 Pierce County Kent Everett Other _____

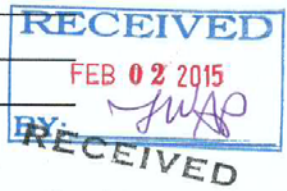
- The following items MUST be submitted concurrently with this cover page:
1. Completed Summary Page [Click here for form.](#)
 2. Electronic copy in Word
 3. New Course Form(s), if applicable [Click here for form.](#)
 4. Program narrative, admissions, and courses as it will be listed in the catalog.

5. Please sign, print name, date, and forward to next applicable signatory.

	Signature	Printed Name	Date
Originator	<i>[Signature]</i>	CAROL D. SMITH	1/6/2015
Department Chair	<i>[Signature]</i>	CAROL D. SMITH	1/6/2015
College Dean	<i>[Signature]</i>	KATHRYN MARTEL	1/9/2015
Provost or Designee (MS 7503)	<i>[Signature]</i>	MARY LEWIS	1/28/15
Registrar (for review - MS 7465)	<i>[Signature]</i>		
Ctr for Teaching & Learning (Ed.) (If applicable-MS 7415)			
Graduate Studies (If applicable - MS 7510)			

FSCC Approved: _____
 Approved by Academic Affairs: _____
 Sent to Registrar: _____

Faculty Senate Approved: _____
 BOT Approved: _____
 NWCCU Approved: _____



JAN 09 2015
 Central Washington University
 Registrar Services, TAC

Required Summary Page
For All Proposed Majors, Minors, Specializations, and Certificates
This form must accompany your proposal.

Please address all questions. If it is not complete, the proposal and summary page will be returned to the originator.

1. Provide a justification for the creation of this program. *To make supply chain management courses and recognition available to those with an interest in the field who may not be pursuing a business major.*
2. Attach a clean copy of the catalog narrative and program requirements. Include course number, course title, credits, pre-admission requirements and total credits. Also include a sample graduation plan.
3. Please indicate how this new program will impact existing programs in your department/college and the university. *The addition of the minor will have minimal impact on existing programs. All courses in the minor are offered on a regular basis. Any additional enrollment can be accommodated through the current course schedules.*

4. Does this program include courses from outside the originating department?
 Has the affected department(s) agreed to allow course(s) to be used in program? Yes No If yes, please list those courses and attach a document (letter, email, etc.) that specifies that the department agrees to use of course(s) from all affected department chairs. Yes No

5. What are the Enrollment and Graduation Targets for the first five years? *An estimated 5 - 15 student per year are likely to pursue the minor.*

6. Who are the Program Personnel? *Supply chain faculty include Dr. Ozden Bayazit, Dr. Deepak Iyengar, Dr. Seong Jong-Joo, Dr. Ke Ke, Dr. Yong Joo Lee, Dr. Kun Liao and Dr. Carlo Smith*

7. Program Expenses and Revenues

Program Expenses					
	Year 1	Year 2	Year 3	Year 4	Year n (full enrollment)
Administrative Salaries (#FTE)/Benefits	0	0	0	0	
Faculty Salaries (#FTE)/Benefits			15000	15000	15000
TA/RA Salaries (#FTE)/Benefits					
Clerical Salaries (#FTE)/Benefits					
Other Salaries (#FTE)/Benefits					
Contract Services					
Goods and Services					
Travel					
Equipment (list equipment & cost)					
Lease or Acquisition					
Other (Itemize)					
Indirect (if applied to the program)					
Total Costs			15000	15000	15000


Program Revenues					
	Year 1	Year 2	Year 3	Year 4	Year n (full enrollment)
General Fund: State Support					
Tuition and Fees (total)	19200	38400	57600	57600	57600
Corporate Grants/Donations					
Internal Reallocation*					
Other Fund Source (specify)					
Total Revenue	19200	38400	57600	57600	57600

*If revenues are projected through internal reallocation, please attach a detailed explanation of the costs and impact the reallocation would have on other departments or programs. (Source of funds and % of budget)

Revenues are based on an average of three additional courses to complete the minor. All Business student complete the SCM 310 course as part of the core program therefore those revenues are not included. The electives for the minor include SCM and non-SCM course. Revenues assume that non-SCM electives are selected to maintain a more conservative project of revenues.

Expenses reflect the potential addition of one lecturer for one course per quarter beginning year three. Current class enrollments are sufficient to support the additional students when distributed across CWU Ellensburg as well as Des Moines and Lynnwood Centers,

Supply Chain Management Minor

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Advisors:

Ozden Bayazit, PhD
Deepak Iyengar, PhD
Seong Jong-Joo, PhD
Ke Ke, PhD
Yong Joo Lee, MS
Kun Liao, PhD
Carlo Smith, PhD

The minor program provides the opportunity for the student to gain knowledge and skills in the full spectrum of supply chain activities—supplier relationships, purchasing management, operations and inventory management, logistics and transportation, quality management, and information technology. Typical job titles include: purchasing/supply manager, procurement manager, materials manager, demand planner, logistics analyst as well as others.

Required Courses

MATH 130 – Finite Mathematics Credits: (5)

OR

ECON 130 – Foundations of Business Analytics Credits: (5)

ECON 201 – Principles of Economics Micro Credits: (5)

SCM 310 – Supply Chain Management Credits: (5)

SCM 425 - Procurement and Supply Management Credits: (5)

SCM 435 – Supply Chain Operations: Credits: (5)

SCM 475 - Global Trade and Supply Chain Management Credits: (5)

Select a minimum of 5 credits from - Credits: 5

ACCT 305 - Cost Accounting Credits: (5)

BUS 490 - Cooperative Education Credits: (1-12)

~~MGT 384 - Introduction to International Business Credits: (5)~~

MGT 484 - International Management Credits: (5)

SCM 420 - Lean/Six Sigma Processes Credits: (5)

SCM 450 – Logistics and Transportation Credits: (5)

Total Credits: 35

Additional Notes

This program is open to current accounting, economics, finance, management and marketing students, and CWU students in other academic programs who have completed the necessary pre-requisite courses. The courses in the minor may be used as part of the BS Business Administration program.


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Exhibit W

Graduate Certificate Program Policies (Not leading to an Education Certification)

A graduate certificate program is limited in scope relative to a graduate degree program but provides an opportunity for advanced study with a particular focus. Successful completion of a graduate certificate program is a coherent academic accomplishment that leads to an official notation on the student transcript. Subject to the regulations that govern a specific program, a graduate certificate can often serve as an intermediate accomplishment for a student whose ultimate goal is a graduate degree.

Application and Admission to Graduate Study

Applicants to a certificate program must meet the minimum requirements for admission into the School of Graduate Studies and Research (SGSR). An academic unit responsible for a particular certificate program may impose more stringent restrictions for that program.

CERTIFICATE REQUIREMENTS

The curriculum of a graduate certificate program is a set of academic courses identified by the university as suitable for properly qualified students who wish to study a clearly delineated topic within a disciplinary or interdisciplinary setting. The curriculum may include both specific courses and a selection of elective courses.

The program of study leading to a graduate certificate must satisfy the following conditions:

1. The total credit requirement cannot exceed half of the total number of credits required by the most closely related master's degree program offered by the University;
2. The following courses cannot be applied to a certificate: 500, 595, 598, 689, and 700.
3. Any course applied to a previously earned degree of any type at any institution cannot be applied to meet the credit requirements of a graduate certificate program.
4. At least two thirds of the total credit requirement must be earned at Central Washington University.
5. Only one 400 level course can be included in the certificate program. The student must earn a B or above in this course in order for it to count towards the student's course of study.
6. A student may be co-enrolled in two certificate programs if approved by the Program Coordinator(s) and department Chair(s).
7. If approved by the Program Coordinator, department Chair, and Dean of SGSR, all credits earned with a grade of B or above in a CWU graduate certificate program may be used towards a master's degree program.
8. The student cannot apply CWU certificate credits into an Individual Studies Master's program.
9. All requirements for a graduate certificate (including courses completed at another college or university) must be started and completed within three years. If the student continues on to a master's program, students are expected to complete all requirements for the master's degree within six years from the date of first enrollment.
10. Individual Studies certificates are prohibited.
11. Any divergence by the certificate curriculum from these requirements must be approved by the Dean of SGSR.

Proposed Plan of Study for a Graduate Certificate

A student who is enrolled in a graduate certificate program is required to submit a Proposed Plan of Study for a Graduate Certificate form to SGSR. This form lists the courses proposed by the student to fulfill the total credit requirement for a certificate. The student is responsible for completing and signing the Proposed Plan of Study for a Graduate Certificate form and obtaining the necessary program and departmental signatures. The form is then submitted by the student SGSR for final review and approval. A student should submit the Proposed Plan of Study for a Graduate Certificate form to SGSR shortly after admission to the certificate program (for certificates that can be completed in less than three quarters) or in the quarter when at least half of the total credit requirement for the certificate is expected to be met.