11-5-2014

CWU Faculty Senate Minutes - 11/05/14

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REGULAR MEETING
Wednesday, November 5, 2014, 3:10 p.m.
BARGE 412
Minutes

ROLL CALL All senators or their alternates were present except: Ben Glasgall, Danielle Neal, Meaghan Nolte and Janet Spybrook

Guests: Patricia Cutright, Kirk Johnson, Kathryn Martell, Lindsey Brown, Tracy Pellett, Alena Yastchenko, Roxanne Easley, Michael Whelan, Jeff Stinson, Christopher Boon, Ginny Blackson, Cole Ridley, Jesse Nelson and Jennifer Treadway.

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

Parliamentary Procedure Review – Senators are requested to stand when speaking, speak to the chair not to each other, and to speak up so everyone can hear.

CHANGES TO AND APPROVAL OF AGENDA – Agenda was approved.

MOTION NO. 14-07(Approved): APPROVAL OF MINUTES of October 1, 2014

COMMUNICATIONS - None

FACULTY ISSUES - Senator Donahoe brought forward some concerns from the Language, Literacy and Special Education department about top down procedure to change programs. Elementary Education has four LLSE courses in their program. There are changes underway to make changes to their program and there is no consensus building or working with the group as a whole. The course changes are being initiated by a Lecturer and it is full-time tenure track faculty responsibility to work on adhering to state standards and curricular changes. Senator Donahoe also expressed concern about the Sabbatical deadline being 5:00 p.m. since she teaches at night.

PRESIDENT – President Gaudino indicated that the Specialized/Individual Studies discussion is an indication that the system of shared governance is working. While we never wish to bring forward a disagreement, it is a good thing because we are finding our relationships. Freshman to Sophomore retention is up three percent this year. Hopefully that trend continues. A lot of effort has gone into making that number go up. President Gaudino expressed concern about federal higher education funding. The election results in Washington did not change much in the structure of leadership in Olympia.

PROVOST - Written report is available in the Faculty Senate office.

OLD BUSINESS -
  Committee Reports on Specialized Studies
    Bylaws & Faculty Code - Senator Bartlett indicated that the committee did find that the Faculty Code was violated in regards to the Specialized Studies degree. Faculty have the principal responsibility of academic and curricular areas which includes the methods of instruction. That doesn't appear to be happening with the Specialized Study program. The committee recommends that the Faculty ode be modified to include what a program or department is and wyho is able to exercise curricular control.
    Academic Affairs - Michael Whelan reported that the committee found the complaint had validity and there were violations. There were several violations of Academic Life policy and procedure. Found that the complaint had validity. The committee will do policy changes when it is decided

what changes are needed.

Curriculum - Jeff Stinson reported that the Curriculum Committee concurs with what everything that has been said so far. The committee felt the complaint did have validity with curriculum policy violations. There appeared to be duplication of program. This particular program violated the intent of Specialized Studies. The committee felt there was nothing inherently wrong with Individual Studies and support having such a degree.

Executive Committee Summary on Specialized Studies – Chair Whitcomb read a response from the Executive Committee.

Motion No. 14-08(Approved**):** "Recommend that Specialized Studies, now Individual Studies, be temporarily returned to the College of the Sciences, effective immediately, until a permanent solution can be arranged."

Motion No. 14-09(Approved as amended**):** "Recommend that an Ad Hoc Committee be created, with faculty representation from CAH, COTS, CB and CEPS, to review all current Specialized Studies, now Individual Studies, student programs of study as well as review and approve all future student programs of study, until a permanent solution can be arranged."

Motion No. 14-09a(Approved, 1 abstention): Senator HIckey moved to amend Motion No 14-09 to take out the word "approve" before current. Senator Bartlett seconded.

Janet will send out a call for the Ad Hoc committee to be formed. Kathy will meet with Dean Johnson about taking over.

VIII. REPORTS/ACTION ITEMS

SENATE COMMITTEES:
Executive Committee
Motion No. 14-10(withdrawn): "Endorse the 2016-2017 Academic Calendar, as either Scenario 1 or Scenario 2, as presented in Exhibit A.

Motion No. 14-14: (Approved) Senator Lubinski moved that Faculty Senate recommend that study days be held on the Monday of Exam week in 2016-2017 Academic Year. Senator Piacsek seconded the motion.

Motion 14-15 (Approved, 1 abstention): Senator Piacsek moved that Faculty Senate recommend that we have one faculty development day at the beginning of the year in Fall quarter on September 19th as the only faculty development day. Senator Hickey seconded.

Motion No. 14-16(Approved): Senator Bouillon moved to a have the start date for spring quarter, be Tuesday, March 28, 2017.

Curriculum Committee
Motion No. 14-11(Approved, 1 nay)**:** "Recommends updating the Curriculum Policy Manual to include the three new degree types that were approved last academic year as outlined in Exhibit B."

Motion No. 14-12(Approved**):** "Approve the Type B Certificate in Library and Information Science as outlined in Exhibit C." Ginny Blackson - pretty similar to minor that was approved last year.

General Education

Motion No. 14-13(Approved): "Approve the changes to the writing requirements as outlined in Exhibit D."

Faculty Legislative Representative - No report

CHAIR: Chair Whitcomb reported that the COACHE survey results presentation last month are posted on the Faculty Senate web page. The Executive Committee will be putting together an Ad Hoc Committee to work on prioritizing the next steps. There will be a rollout presentation on COACHE on Friday, November 14th at 4:00 p.m. in the Faculty Center. Faculty Friday will start at 5:00 p.m. right after the COACHE presentation. The faculty issue that was brought up at the October meeting about traffic problem at Nicolson and Walnut is being looked into. Senator Stoddard is working with Public Safety and will be working with a group of students to do some research. Senator Rajendran reported that he spoke with a representative from Qualtrics, the software used for surveys and elections. There is a security option to upload a panel that will email it to specific individuals with a specific link to that person and once used does not work anymore. There is also the ability to make an option to not allow ballot stuffing. Past-Chair Cheney has been looking into triage with faculty computers through ITS. He has been in touch with Andres Bowman and will report back when he has further information. Next Wednesday, November 12 is the open Executive Committee meeting in the Faculty Center at 3:10 p.m. Chair Whitcomb reminded senators that nominations for Distinguished Faculty are due December 1.

CHAIR-ELECT - Chair-Elect Pedersen reported that the Executive Committee has been invited to a presentation next week regarding the ongoing efforts to retention and insights of other institutions to approve our retention.

STUDENT REPORT: Jennifer Treadway reported they are formulating committees regarding sophomore experience and mentorship program. They are working on SEOIs and look forward to coordinating with faculty to approve the use of them. They are working on a general scholarship application so more students have access to scholarships.

NEW BUSINESS - None

Meeting was adjourned at 4:54 p.m.

Exhibit A

Scenario # 1
FALL 2016 UNIVERSITY ACADEMIC CALENDAR

All deadlines are due by the close of business on that date. Information in this handbook may be subject to change.

If you have any questions, contact Registrar Services at 509-963-3001. **REGISTRATION AND CLASSES**		
April 25	Registration Assignment	Log into MyCWU to view enrollment appointment for web registration
April 25	Schedule Goes Live	View in MyCWU
April 25	Advising Begins	FALL 2016 advising
May 9-June 10	Registration	For continuing students (*During the assigned enrollment appointment*)
August 1	OPEN ENROLLMENT	Students may add/drop classes until change of schedule period ends.
September 7	Leave of Absence	Students not attending FALL quarter must submit request
September 19	**Faculty Development Day**	**Before classes start**
September 21	**CLASSES BEGIN**	**First day of classes for FALL**
September 27	Change of Schedule Period Ends	Add/Drop classes-*Drops completed prior to this date or by the close of business on this date will not appear on transcripts or have tuition assessed.*
September 27	TUITION AND FEES DUE	Check with the Cashiers Office or view your statement online for amount due. Student has 100 percent tuition liability if classes are not dropped by this date.
September 27	Audit and Credit/No Credit	Deadline to declare audit and credit/no credit
Sept 27-Oct 3 until midnight	CWU Payment Plan - Open Enrollment Period	Students may split their quarter charges in three easy payments instead of one. A $50 enrollment fee applies.
Sept.28-Oct.4	$25 Late Registration Fee	Instructor signature required to enroll
October 4	$50 Fee - Unpaid Tuition and Fees	A $50 late fee will be assessed on unpaid tuition-and-course-fee balances. Student has 100 percent tuition liability.
Oct. 5-Nov. 1	$50 Late Registration Fee	Instructor and Department Chair signatures required to enroll
October 18	$100 Fee-Unpaid Tuition and Fees	A $100 late fee will be assessed on unpaid tuition-and-course-fee balances. Student has 100 percent tuition liability.
Nov. 2-Dec. 2	$75 Late Registration Fee	Instructor and Department Chair signatures required to enroll
Nov. 7-Dec. 2	Registration for WINTER	See Winter 2017 calendar
November 11	Veterans Day	No classes/administrative offices closed

November 23-25	Thanksgiving and Native American Heritage Day Recess	No classes/administrative offices open November 23 No classes/administrative offices closed November 24-25
December 2	Course Challenge Form Deadline	Deadline to submit course challenge forms to Registrar Services
December 2	Classes End	Last day of class instruction
December 5-8	**FINAL EXAMS**	**See exam schedule**
December 8	End of Quarter	End of Quarter (last day of finals)
December 13	Grades Due	10:00 p.m. deadline for instructors to submit grades via MyCWU
53	Instructional Days per Quarter	Includes final exams and study days

WINTER 2017 UNIVERSITYACADEMIC CALENDAR

All deadlines are due by the close of business on that date. Information in this handbook may be subject to change.

If you have any questions, contact Registrar Services at 509-963-3001. **REGISTRATION AND CLASSES**		
October 24	Registration Assignment	Log into MyCWU to view enrollment appointment for web registration
October 24	Schedule Goes Live	View in MyCWU
October 24	Advising Begins	WINTER advising
Nov. 7- Dec. 2	Registration	For continuing students (*During the assigned enrollment appointment*)
December 12	OPEN ENROLLMENT	Students may add/drop classes until change of schedule period ends.
December 21	Leave of Absence	Students not attending WINTER quarter must submit request
January 4	**CLASSES BEGIN**	**First day of classes for WINTER**
January 10	Change of Schedule Period Ends	Add/Drop classes-*Drops completed prior to this date or by the close of business on this date will not appear on transcripts or have tuition assessed.*
January 10	TUITION AND FEES DUE	Check with the Cashiers Office or view your statement online for amount due. Student has 100 percent tuition liability if classes are not dropped by this date.
January 10	Audit and Credit/No Credit	Deadline to declare audit and credit/no credit
Jan. 10-Jan. 17 until midnight	CWU Payment Plan - Open Enrollment Period	Students may split their quarter charges in three easy payments instead of one. A $50 enrollment fee applies.
January 11-17	$25 Late Registration Fee	Instructor signature required to enroll
January 16	Martin Luther King Jr. Holiday	No classes/administrative offices closed

January 18	$50 Fee - Unpaid Tuition and Fees	A $50 late fee will be assessed on unpaid tuition-and-course-fee balances. Student has 100 percent tuition liability.
Jan. 18-Feb. 15	$50 Late Registration Fee	Instructor and Department Chair signatures required to enroll
February 1	$100 Fee -Unpaid Tuition and Fees	A $100 late fee will be assessed on unpaid tuition-and-course-fee balances. Student has 100 percent tuition liability.
Feb. 13-Mar. 10	Registration for SPRING	See SPRING 2017 Calendar
Feb. 16-Mar. 10	$75 Late Registration Fee	Instructor and Department Chair signatures required to enroll
February 20	President's Day	No classes/administrative offices closed
March 10	Course Challenge Form Deadline	Deadline to submit course challenge forms to Registrar Services
March 10	Classes End	Last day of class instruction
March 13-16	**FINAL EXAMS**	**See exam schedule**
March 16	End of Quarter	End of Quarter (last day of finals)
March 21	Grades Due	10:00 p.m. deadline for instructors to submit grades via MyCWU
50	Instructional Days per Quarter	Includes final exams and study days

SPRING 2017 UNIVERSITY ACADEMIC CALENDAR

All deadlines are due by the close of business on that date. Information in this handbook may be subject to change.

If you have any questions, contact Registrar Services at 509-963-3001. **REGISTRATION AND CLASSES**		
January 30	Registration Assignment	Log into MyCWU to view enrollment appointment for web registration
January 30	Schedule Goes Live	View in MyCWU
January 30	Advising Begins	SPRING advising
Feb. 13-March 10	Registration	For continuing students (*During the assigned enrollment appointment*)
March 14	Leave of Absence	Students not attending SPRING quarter must submit request
March 20	OPEN ENROLLMENT	Students may add/drop classes until change of schedule period ends.
March 28	**CLASSES BEGIN**	**First day of classes for SPRING**
April 3	Change of Schedule Period Ends	Add/Drop classes-*Drops completed prior to this date or by the close of business on this date will not appear on transcripts or have tuition assessed.*
April 3	TUITION AND FEES DUE	Check with the Cashiers Office or view your statement online for amount due. Student has 100 percent tuition liability if classes are not dropped by this date.
April 3	Audit and Credit/No Credit	Deadline to declare audit and credit/no credit
April 3-7 until midnight	CWU Payment Plan - Open Enrollment Period	Students may split their quarter charges in three easy payments instead of one. A $50 enrollment fee applies.
April 4-10	$25 Late Registration Fee	Instructor signature required to enroll
April 11	$50 Fee - Unpaid Tuition and Fees	A $50 late fee will be assessed on unpaid tuition and course fee balances. Student has 100 percent tuition liability.
April 11-May 8	$50 Late Registration Fee	Instructor and Department Chair signatures required to enroll
April 25	$100 Fee -Unpaid Tuition and Fees	A $100 late fee will be assessed on unpaid tuition and course fee balances. Student has 100 percent tuition liability.
May 1-June 21	Registration for SUMMER	See SUMMER Calendar
May 8- June 23	Registration for FALL	See FALL 2017 Calendar
May 9-June 2	$75 Late Registration Fee	Instructor and Department Chair signatures required to enroll
May 17-18	Source Days	Instructional days - Research projects
May 29	Memorial Day	No classes/administrative offices closed
June 2	Course Challenge Form Deadline	Deadline to submit course challenge forms to Registrar Services

June 2	Classes End	Last day of class instruction
June 5-8	**FINAL EXAMS**	**See exam schedule**
June 8	End of Quarter	End of Quarter (last day of finals)
June 10	COMMENCEMENT	Commencement Ceremonies - Ellensburg
June 11	COMMENCEMENT	Commencement Ceremonies - Kent
June 13	Grades Due	10:00 p.m. deadline for instructors to submit grades via MyCWU
52	Instructional Days per Quarter	Includes final exams and study days

SUMMER SESSION 2017 UNIVERSITY ACADEMIC CALENDAR

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March 27	Schedule Goes Live	View in MyCWU
March 27	Advising Begins	SUMMER advising
May 1-June 21	Registration	Summer Session
June 19	**CLASSES BEGIN**	**Classes begin for six-week and full session**
June 21	Change of Schedule Period Ends	Add/Drop classes-*Drops completed prior to this date or by the close of business on this date will not appear on transcripts or have tuition assessed.*
June 21	TUITION AND FEES DUE	Check with the Cashiers Office or view your statement online for amount due. Student has 100 percent tuition liability if classes are not dropped by this date.
June 26-30	$25 Late Registration Fee	Instructor signature required to enroll
July 1-31	$50 Late Registration Fee	Instructor and Department Chair signatures required to enroll
July 3	$50 Fee - Unpaid Tuition and Fees	$50 fee will be assessed on unpaid tuition and course fee balances. Student has 100 percent tuition liability.
July 4	Independence Day holiday	No classes/administrative offices closed
July 17	$100 Fee -Unpaid Tuition and Fees	$100 fee assessed on unpaid tuition and course fee balances. Student has 100 percent tuition liability.
July 28	**Six-week Session Classes End**	Last day of class instruction for six-week session
August 1	Grades Due	10:00 p.m. deadline for instructors to submit grades via MyCWU
August 18	**Full Session Classes End**	Last day of class instruction for full session
August 22	Grades Due	10:00 p.m. deadline for instructors to submit grades via MyCWU.

Scenario # 2

FALL 2016 UNIVERSITY ACADEMIC CALENDAR

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April 25	Schedule Goes Live	View in MyCWU
April 25	Advising Begins	FALL 2016 advising
May 9-June 10	Registration	For continuing students (*During the assigned enrollment appointment*)
August 1	OPEN ENROLLMENT	Students may add/drop classes until change of schedule period ends.
September 7	Leave of Absence	Students not attending FALL quarter must submit request
September 19	**Faculty Development Day**	**Before classes start**
September 21	**CLASSES BEGIN**	**First day of classes for FALL**
September 27	Change of Schedule Period Ends	Add/Drop classes-*Drops completed prior to this date or by the close of business on this date will not appear on transcripts or have tuition assessed.*
September 27	TUITION AND FEES DUE	Check with the Cashiers Office or view your statement online for amount due. Student has 100 percent tuition liability if classes are not dropped by this date.
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Nov. 2-Dec. 2	$75 Late Registration Fee	Instructor and Department Chair signatures required to enroll
Nov. 7-Dec. 2	Registration for WINTER	See Winter 2017 calendar
November 11	Veterans Day	No classes/administrative offices closed
November 23-25	Thanksgiving and Native American Heritage Day Recess	No classes/administrative offices open November 23

		No classes/administrative offices closed November 24-25
December 2	Course Challenge Form Deadline	Deadline to submit course challenge forms to Registrar Services
December 2	Classes End	Last day of class instruction
December 5	**Study Day**	**Study Day**
December 6-9	**FINAL EXAMS**	**See exam schedule**
December 9	End of Quarter	End of Quarter (last day of finals)
December 13	Grades Due	10:00 p.m. deadline for instructors to submit grades via MyCWU
54	Instructional Days per Quarter	Includes final exams and study days

Scenario #2 WINTER 2017 UNIVERSITYACADEMIC CALENDAR

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March 10	Course Challenge Form Deadline	Deadline to submit course challenge forms to Registrar Services
March 10	Classes End	Last day of class instruction
March 13	**Study Day**	**Study Day**
March 14-17	**FINAL EXAMS**	**See exam schedule**
March 17	End of Quarter	End of Quarter (last day of finals)
March 21	Grades Due	10:00 p.m. deadline for instructors to submit grades via MyCWU
51	Instructional Days per Quarter	Includes final exams and study days

Scenario #2 SPRING 2017 UNIVERSITY ACADEMIC CALENDAR

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June 2	Course Challenge Form Deadline	Deadline to submit course challenge forms to

		Registrar Services
June 2	Classes End	Last day of class instruction
June 5	**Study Day**	**Study Day**
June 6-9	**FINAL EXAMS**	**See exam schedule**
June 9	End of Quarter	End of Quarter (last day of finals)
June 10	COMMENCEMENT	Commencement Ceremonies - Ellensburg
June 11	COMMENCEMENT	Commencement Ceremonies - Kent
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Scenario # 2 SUMMER SESSION 2017 UNIVERSITY ACADEMIC CALENDAR

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July 4	Independence Day holiday	No classes/administrative offices closed
July 17	$100 Fee -Unpaid Tuition and Fees	$100 fee assessed on unpaid tuition and course fee balances. Student has 100 percent tuition liability.
July 28	**Six-week Session Classes End**	Last day of class instruction for six-week session
August 1	Grades Due	10:00 p.m. deadline for instructors to submit grades via MyCWU
August 18	**Full Session Classes End**	Last day of class instruction for full session

| August 22 | Grades Due | 10:00 p.m. deadline for instructors to submit grades via MyCWU. |

Exhibit B

CWUP 5-50-070 Rules for Undergraduate and Graduate Degrees

(3) Graduate Degrees

(A) Master of Arts (M.A.). The Master of Arts degree designation is appropriate for those graduate study programs in the arts, humanities and certain social science areas as determined by the graduate council.

(B) Master of Science (M.S.). The Master of Science degree designation is appropriate for those graduate study programs in the sciences, mathematics, certain social sciences and other fields not covered by the Master of Arts or other professional degree designations.

(C) Master of Education (M.Ed.) The Master of Education is used in a professional area with a distinct professional practice emphasis.

(D) Master of Fine Arts (M.F.A.) The Master of Fine Arts is recognized among the art professions as the terminal degree in studio art. The M.F.A. degree indicates a high level of professional competence in visual art making and the mastery of a particular medium. The 90-credit degree program is comprised of concentrated study in a studio discipline, study of art history and criticism, electives, and a studio/thesis project.

(E) Master of Music (M.M.). The Master of Music is a professional graduate degree in the musical arts. The course of study is divided into three components. The student must complete a minimum of one-third of study in a specific major in the discipline (ex. composition, performance, music education, conducting, etc.); one-third in supportive courses in music; and one-third of elective studies in supportive areas.

(F) Master of Professional Accountancy (M.P.A.)

(G) Master of Arts for Teachers (M.A.T.)

(H) Educational Specialist degree (Ed.S), The Educational Specialist degree is a terminal academic degree providing training above the master's degree level, but below the doctoral level. Specialist programs generally involve two years of coursework and practica followed by an intensive internship. Specialist programs typically require in excess of 90-quarter hours of coursework beyond the bachelor's degree, or approximately 45-quarter hours beyond a masters degree.

(I) Professional Science Master (PSM). The Professional Science Master degree is a professional graduate degree in the STEM area. The course of study is divided into three components: 50% of course content in STEM areas, courses in multidisciplinary professional skills areas, and an internship. Requirements for all PSM degrees: (1) A majority of the course content in the natural sciences, technology, engineering, mathematics, and/or computational sciences; (2) a multidisciplinary professional skills component that is developed in consultation with leaders from industry, business, government, or non-profit organizations; (3) an experiential component that must include at least one capstone project, supervised collaboratively by faculty and employers, evaluated or graded by faculty, and typically developed with an employer(s) that integrates the practical application of scientific and professional knowledge, behavior, and skills. The experiential component typically includes a structured internship and provides an opportunity to demonstrate proficiency in written and oral communication skills; and, (4) students admitted to the program must have an undergraduate degree in a STEM field or equivalent training/experience as determined by the department.

(J) Executive Master (EM). The Executive Master degree is a professional graduate degree intended for mid-level career professionals. Requirements for all Executive Master degrees: (1) students must have a minimum of 5 years of professional experience in their chosen EM degree field or equivalent training/experience as determined by the department, and (2) the degree must have an experiential component that must include at least one capstone project.

(K) Professional Master (PM). The Professional Master degree is a professional graduate degree in a non-STEM content area. The course of study is divided into three components: 50% of course content in content area, courses in multidisciplinary professional skill areas, and an experiential component. Requirements for all PM degrees: (1) a majority of the course content in a non-STEM content area; (2) a multidisciplinary professional skills component that is developed in consultation with leaders from industry, business, government, or non-profit organizations; (3) an experimental

component that must include at least one capstone project, supervised collaboratively by faculty and employers, evaluated or graded by faculty, and typically developed with an employer(s) that integrates the practical application of scientific and professional knowledge, behavior, and skills. The experiential component typically includes a structured internship and provides an opportunity for students to demonstrate proficiency in written and oral communication skills; and, (4) Students admitted to program must have an undergraduate degree in a non-STEM field or equivalent training/experience as determined by the department.

Exhibit C

New Major, Specialization, Minor or Certificate

Department: Library   **Submission Date:** 5/19/14

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

    Major Title: _____

For Specializations Only:
    Major Title: <u>Click here for specialization definition.</u>
    _____

    Specialization Title: _____

For Minors Only:
    Title: <u>Click here for minor definition.</u>
    _____

For Certificates Only:
    Title: Library and Information Science

    Type: ☐ A   ☒ B ☐ c<u>Click here for certificate definition.</u>

Implementation Quarter or Term: Winter 2015   **Catalog Year:** 2015-2016

Is all or part of this program offered on-line? ☒ Yes ☐ No   **If yes, what percentage?** _____ 90

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   <u>Click here for form.</u>
2. Electronic copy in Word
3. New Course Form(s), if applicable   <u>Click here for form.</u>
4. Programmatic Goals and Assessments   <u>Click here for form.</u>
5. Program narrative, admissions, and courses as it will be listed in the catalog.
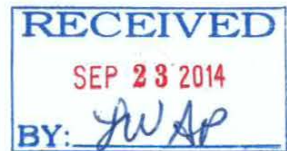
5. Please sign, print name, date, and forward to next applicable signatory.

RECEIVED
SEP 2 3 2014
BY: *JWAP*

	Signature	Printed Name
Originator	*Ginny Blackson*	**Ginny Blackson**
Department Chair		**Stephen Hussman**
College Dean	*Patricia Cutright*	**Patricia Cutright**
Provost or Designee *(MS 7503)*		*Marilyn Levine*
Registrar *(for review - MS 7465)*	*Ross Donald L Brown*	9.22.14
Ctr for Teaching & Learning (Ed.)*(If applicable-MS 7415)*		
Graduate Studies *(If applicable - MS 7510))*		

FSCC Approved: _____   **Faculty Senate Approved:** _____

Approved by Academic Affairs: _____   **BOT Approved:** _____

Sent to Registrar: _____   **NWCCU Approved:** _____ **RECEIVED**

Revised 05-12

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 implement a Type B Certificate in Library and Information Science that prepares students to excel in the rapidly changing library profession. The certificate will be based on the existing Minor of Library and Information Science curriculum, which was designed to meet the standards set forth by the American Library Association and the Washington Public Educators Standards Board.

The *2014 Occupational Outlook Handbook* forecasts "employment of library technicians and assistants is projected to grow by 12 percent from 2012 to 2022, about as fast as the average for all occupations. Libraries will use these workers to take over some of the duties of librarians, whose hourly wages are usually higher". Currently, students in Washington State are only able to study the discipline at either the community college or graduate level. This Type B certificate will provide students with knowledge necessary to critically evaluate and disseminate information. Students will gain research skills that will enhance their major area(s) of study.

In a 2012 article, Lihong Zhu, Head of Technical Services for Washington State University described these changes.

> "Technological advances, budget cuts, reorganizations, downsizing, outsourcing, expanded roles of professionals, and changes in the information world are redistributing the workload between professionals and paraprofessionals in academic library technical services units. Today, paraprofessionals manage major functional areas in technical services and dominate the technical services work force. The roles of paraprofessionals have expanded to include duties once considered the sole responsibilities of professionals in technical services."

These changes are not limited to academic libraries or technical services. Paraprofessionals are becoming increasingly responsible for the daily operations of school, public and special libraries. The transformation of Pacific Northwest academic libraries is a clear example of the need for undergraduate training for library paraprofessionals. The Orbis Cascade Alliance (OCA) is a library consortium made up of 37 academic universities in Washington, Oregon, and Idaho. On January 1, 2015 OCA member libraries will complete the transition to a unified second-generation integrated library system. This shared catalog will decease the need for professional technical service librarians and demand the relocation of librarians to other functions. The rise of the embedded librarian model, which has been adopted by academic libraries across the country, including Central Washington University, requires that the daily management of library facilities be transferred to paraprofessionals to allow librarians to shift their focus to teaching, research and outreach.

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-15 Edition*, Library Technicians and Assistants. Web. 14 Feb 17.

Zhu, Lihong". The Role Of Paraprofessionals In Technical Services In Academic Libraries." *Library Resources & Technical Services* 56.3 (2012): 127-154. *Education Full Text (H.W. Wilson)*. Web. 28 Mar. 2014.

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.**

<div align="center">

Type B Certificate in Library and Information Science
20 Credits

</div>

The Type B certificate in Library and Information Science is designed to provide students with an understanding of the methods and means of gathering, organizing, and disseminating information. The certificate is appropriate for any students who wish to gain a greater understanding of the field of library and information science without completing an undergraduate minor and/or non-matriculated students already employed as a library paraprofessional.

All students in the certificate program will be required to complete 8 credit hours in the core curriculum. Students may choose four courses within the remaining curriculum areas depending on their specific interests.

<div align="center">

Program Requirements

20 Credit ~~Hours~~

</div>

Required Courses (8 Credits)
LIS110 Research Fundamentals (1)
LIS201 Foundations of Library and Information Science (3)
LIS345 Library Research Methods and Information Literacy (4)

Elective Courses (12 credits) Choose 4 of the following courses:
LIS310 Information Literacy and User Services (3)
LIS314 Technology in Library and Information Science (3)
LIS414 Organization of Knowledge (3)
LIS412 Library Management & Leadership (3)
LIS410 Collection Development (3)
LIS411 Introduction to Archives (3)
LIS398/498 Special Topics in Library and Informational Science (3)

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.

LIS345 Library Research Methods and Information Literacy (4)
Development of information literacy skills and theory through a discussion of internal and external information sources; knowledge of the organization of print and non-print resources; and creation of bibliographies, reports, and other academic materials.

LIS398 Special Topics (3)

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.

LIS411 Introduction to Archives (3)
This course provides an introduction to the profession of archival studies. In addition to the history, development, and nature of work in the profession, the basics of collections management and development, intellectual control, preservation, conservation, and technological applications will be presented.

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.

LIS498 Special Topics (3)

4 Quarter Plan (4 to 7 credit hours per quarter)

Year 1 2014-2015

Fall	Winter (4 credit hours)	Spring (7 credit hours)
	LIS110 LIS201	LIS345 LIS412

Year 2 2015-2016

Fall (6 credit hours)	Winter (3 credit hours)	Spring
LIS310 LIS414	LIS314	

*LIS398/498 will be offered as requested/needed.

6 Quarter Plan (3 to 4 credit hours per quarter)

2014-2015

Winter 15 (4 credit hours)	Spring 15 (3 to 4 credit hours)
LIS110 and LIS201	LIS345 or LIS410 or LIS411 or LIS412

2015-2016

Fall (3 to 4 credit hours)	Winter (3 to 4 credit hours)	Spring (3 to 4 credit hours)
LIS310 or LIS345 or LIS414	LIS314 or LIS345 or LIS410	LIS345 or LIS411 or LIS412

Year   2016-2017

Fall (3 to 4 credit hours)
LIS310 or LIS345 or LIS414

*LIS398/498 will be offered as requested/needed.

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

This new Type B certificate 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. The courses offered for the certificate will already be offered as part of the Minor in Library and Informational Science. The certificate program will increase enrollment in the existing LIS courses and increase the overall program's stability.

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?)*

The Type B certificate will be offered in conjunction with the LIS Minor. The program estimates provided include both the certificate and the minor. 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 the LIS Minor or Type B certificate in Library and Information Science. Not included in this estimate are the 5 to 10 students we estimate that can be recruited to participate from current library paraprofessional from throughout the state.

Students may enter the certificate program during any quarter beginning Winter 2015. 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. Student will be able to complete the program in four to six quarters. Completion time will decrease as more courses are added each quarter. Enrollment projections do not include non-minor or certificate students enrolled in LIS110 and LIS345. The Type B certificate enrollment estimates will be incorporated into the existing estimates for the LIS Minor for the first 5 years of the program.

	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Enrollment	10	26	28	30	30
Graduation	0	5	13	18	20

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

Program Schedule 2014-2015

Winter 15 (14 Credit Hours)
LIS110 Research Fundamentals (1)
LIS201 Foundations of Library and Information Science (3)
LIS345 Library Research Methods and Information Literacy (4)
LIS310 Information Literacy and User Services (3)

Spring 15 (9 Credit Hours)
LIS110 Research Fundamentals (1)
LIS314 Technology in Library and Informational Science (3)
LIS345 Library Research Methods and Information Literacy (4)
LIS410 Collection Development (3)

Summer 15 (1 Credit Hours)
LIS110 Research Fundamentals (1)

Program Schedule 2015-2016

Fall 15 (14 Credit Hours)

LIS110 Research Fundamentals (1)
LIS201 Foundations of Library and Information Science (3)
LIS310 Information Literacy and User Services (3)
LIS345 Library Research Methods and Information Literacy (4)
LIS414 Organization of Knowledge (3)

Winter 16 (14 Credit Hours)

LIS110 Research Fundamentals (1)
LIS201 Foundations of Library and Information Science (3)
LIS345 Library Research Methods and Information Literacy (4)
LIS410 Collection Development (3)

Spring 16 (14 Credit Hours)

LIS110 Research Fundamentals (1)
LIS345 Library Research Methods and Information Literacy (4)
LIS411 Introduction to Archives (3)
LIS412 Library Management and Leadership (3)

Summer 16 (4 Credit Hours)

LIS110 Research Fundamentals (1)

Program Schedule 2016-2017

Fall 16 (14 Credit Hours)

LIS110 Research Fundamentals (1)
LIS201 Foundations of Library and Information Science (3)
LIS310 Information Literacy and User Services (3)
LIS345 Library Research Methods and Information Literacy (4)
LIS414 Organization of Knowledge (3)

Winter 17 (14 Credit Hours)

LIS110 Research Fundamentals (1)
LIS201 Foundations of Library and Information Science (3)
LIS314 Technology in Library and Informational Science (3)
LIS345 Library Research Methods and Information Literacy (4)
LIS410 Collection Development (3)

Spring 17 (14 Credit Hours)

LIS110 Research Fundamentals (1)
LIS345 Library Research Methods and Information Literacy (4)
LIS411 Introduction to Archives (3)
LIS412 Library Management and Leadership (3)

Summer 17 (4 Credit Hours)

LIS110 Research Fundamentals (1)

Program Schedule 2017-2018

Fall 17 (14 Credit Hours)
LIS110 Research Fundamentals (1)
LIS201 Foundations of Library and Information Science (3)
LIS310 Information Literacy and User Services (3)
LIS345 Library Research Methods and Information Literacy (4)
LIS414 Organization of Knowledge (3)

Winter 18 (14 Credit Hours)
LIS110 Research Fundamentals (1)
LIS201 Foundations of Library and Information Science (3)
LIS314 Technology in Library and Informational Science (3)
LIS345 Library Research Methods and Information Literacy (4)
LIS410 Collection Development (3)

Spring 18 (14 Credit Hours)
LIS110 Research Fundamentals (1)
LIS345 Library Research Methods and Information Literacy (4)
LIS411 Introduction to Archives (3)
LIS412 Library Management and Leadership (3)

Summer 18 (4 Credit Hours)
LIS110 Research Fundamentals (1)

Program Schedule 2018-2019

Fall 18 (14 Credit Hours)

LIS110 Research Fundamentals (1)
LIS201 Foundations of Library and Information Science (3)
LIS310 Information Literacy and User Services (3)
LIS345 Library Research Methods and Information Literacy (4)
LIS414 Organization of Knowledge (3)

Winter 19 (14 Credit Hours)

LIS110 Research Fundamentals (1)
LIS201 Foundations of Library and Information Science (3)
LIS314 Technology in Library and Informational Science (3)
LIS345 Library Research Methods and Information Literacy (4)
LIS410 Collection Development (3)

Spring 19 (14 Credit Hours)

LIS110 Research Fundamentals (1)
LIS345 Library Research Methods and Information Literacy (4)
LIS412 Library Management and Leadership (3)
LIS414 Organization of Knowledge (3)

Summer 19 (4 Credit Hours)

LIS110 Research Fundamentals (1)

6. **Who are the Program Personnel?**
Chair
Stephen Hussman, MLIS, MA Public History

Professors
John Creech, MSLS
Gerard Hogan, MLS
Stephen Hussman, MLIS, MA Public History
Mary Wise, MLS, MEd

Associate Professors
Ping Fu, Associate Professor, MLIS, MA East Asian Studies, MS Computer Science
Michele Reilly, MLS

Assistant Professor
Ginny Blackson, MLIS

Lecturers
Talea Anderson, MLIS, MA History
Lisa Euster, MLIS
Christopher Gwyn, MIS
Geri Hopkins, MLIS
Courtney Paddick, MSIS, MA History

Workload units for existing library faculty will be reallocated to meet the teaching load of the Minor and Type B certificate in Library and Information Science. This reallocation will be made possible by the reorganization of departments and the transition to the consortia integrated library system. The Collection Development Librarian and the Collection Development Department will be used as an example to illustrate the reallocation.

2013-2014 Collection Development Librarian Workload Units = 55
Department Management = 44
(Includes daily operations of acquisitions and serials department and the supervision of 5 full time paraprofessionals)
Scholarship = 5
Service = 6

2014-2015 Collection Development Librarian Workload Units = 55
Department Head Responsibilities = 30
LIS Minor Coordination and Instruction = 9
Embedded Librarianship = 5
Scholarship = 5
Service = 6

This reallocation of workload units will be made possible by the promotion of a paraprofessional to Department Lead. The Department Lead will become the direct supervisor of Serials Department staff. The Collection Development Librarian's workload units dedicated the cataloging and management of electronic resources will be decreased by 50% through the implementation of the consortia integrated library system and collaborative technical services through the Orbis Cascade Alliance.

7. Program Expenses and Revenues (Minor and Type B Certificate in Library and Information Science)

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.

CWU Department/Program Assessment Plan Preparation Form
Department: Library
Program: Type B Certificate in Library and Information Science

Department/Program Goals	Related College Goals	Related University Goals	Method(s) of Assessment (What is the assessment?)	Who/What Assessed (population, item)	When Assessed (term, dates)	Criterion of Achievement (Expectation of how good things should be?)
1. Students will acquire information literacy skills.	Same	1.1: Enhance student success by continually improving curricular, co-curricular, and extracurricular programs.	Examinations Written projects and papers	Matriculated and non-matriculated students	Quarterly	70% of students will maintain a GPA of 2.5 in the program courses.
2. Increased services to underserved populations.	Same	2.1: Enhance the environment of inclusiveness for faculty, staff, and students.	a. Recruitment plan for outreach to underserved student populations b. Retention of underserved student populations in the program	Matriculated and non-matriculated students	Annually	a. Recruitment plan will be reviewed at least annually by program faculty. b. Student diversity will meet or exceed CWU student population demographics. c. Retention rate will meet or exceed CWU averages.
3. Increased collaboration and innovation between university and community at large.	Same	4.1: Enhance the commitment and the level of cooperation between the university and external communities.	Recruitment of students already employed as library/information center paraprofessionals	Matriculated and non-matriculated students	Annually	50% of student will be employed at off-campus venues.
4. Involved in recruiting and retention activity.	Same	5.2: Develop and implement enrollment management and marketing plans the meet the enrollment objectives of the university.	a. Recruitment plan for outreach to student populations b. Retention of students in the program	Matriculated and non-matriculated students	Annually	a. Recruitment plan will be reviewed at least annually by program faculty. b. Enrollment will meet program objectives as outlined earlier in Section 5. c. Retention rate will meet or exceed CWU averages.

CWU Student Learning Outcome Assessment Plan Preparation Form
Department: Library
Program: Type B Certificate in Library and Information Science

Student Learning Outcomes	Related Program College Goals	Related University Goals	Method(s) of Assessment	Who Assessed	When Assessed	Standard of Mastery/ Criterion of Achievement
1. Library Leadership and Management - Students will be prepared for a leadership role in their library community and collaborate with others. Students will be prepared to develop, implement, and evaluate library and information programs.	1,2,3,4	1.1 2.1 4.1 5.2	• Library & information organization case studies. • Assignments on library professional standards and organizations. • Completed policy and procedures manual.	LIS201 LIS398/498	Quarterly End of program	70% of student will receive a grade of B or better in LIS201. 70% of students will receive a grade of B or better on assessed course assignments based on professional standards and/or assignment rubrics.
2. Information Literacy and User Services - Students will be prepared to provide patron services and promote information literacy.	1,2,3,4	1.1 2.1 4.1 5.2	• Research projects. • Exams, quizzes and writing assignments. • Information literacy instruction projects and lesson plans.	LIS110 LIS310 LIS345 LIS398/498	Quarterly End of program	70% of student will receive a grade of B or better in LIS110 and LIS345. 70% of students will receive a grade of B or better on assessed course assignments based on professional standards and/or assignment rubrics.
3. Information and Communications Technology – Students will be prepared to plan, manage, evaluate and use information and communications technology tools.	1,2,3,4	1.1 2.1 4.1 5.2	• Library promotional materials assignments. • Instructional plans. • Technology evaluation and implantation assignments.	LIS314 LIS414	Quarterly End of program	70% of student will receive a grade of B or better in LIS314 and LIS 414. 70% of students will receive a grade of B or better on assessed course assignments based on professional standards and/or assignment rubrics.

*Method(s) of assessment should include those that are both direct (tests, essays, presentations, projects) and indirect (surveys, interviews) in nature.
**Data needs to be collected and differentiated by location (Ellensburg campus vs University Centers – see NWCCU standard 2.B.2).
***Timing of assessment should be identified at different transition points of program (i.e., admission, mid-point, end-of-program, post-program).

Exhibit D

General Education Writing Requirement

Central Washington University's General Education program includes three levels of required writing support and instruction: Basic Academic Writing, Writing Intensive Courses, and Writing in the Major. Each is described below.

1. **Academic Writing.** Students must meet the Academic Writing requirement by taking approved basic writing courses. A minimum grade of C- is required as a pre-requisite for writing intensive (W) courses.

2. **Writing Intensive Courses**. Students are required to complete three (3) writing intensive (W) courses.
   a. Writing intensive course must include:
      i. A minimum of 2500 words of scholarly writing with proper use of citations as appropriate to the discipline.
      ii. Writing should be scheduled at regular intervals throughout the quarter via multiple short papers and/or assigning a larger project in stages.
      iii. Emphasize the process of rewriting with individualized feedback, revision and editing.
   b. Proposals for courses that seek the (W) designation must include:
      i. An approved New Course Form (for new courses) or Course Change Form (for modified courses).
      ii. A description of an example assignment(s) that meet the writing requirements described above.
      iii. If also being submitted for a breadth area (which is not required), all items for General Education breadth requirements must also be submitted.

3. **Writing in the Major**

   Departments will complete an assessment of student writing in the major. The means by which students' writing in their major courses is assessed is to be determined by the departments and approved by the General Education Committee and may be specific to majors within the department.
   a. Departments must submit a proposal describing how they will assess student writing in the major by the March 20, 2015 General Education proposal deadline.
   b. This assessment should occur near the end of the program. There are three primary suggestions for how to implement this assessment:
      - Through the offering of a "writing in the major" course that teaches and assessed the type and forms of writing used <u>specifically in the discipline</u> (and which may also receive a (W) designation). If this is a new course that will be developed, it must be approved by the Curriculum Committee.
      - Through the designation of writing intensive (W) course within the major program, in which writing is a significant component of the outcomes.
      - Through compilation of a portfolio of student writing that is assessed as part of a senior seminar or end-of-major review.