

1-8-2014

## CWU Faculty Senate Minutes 01/08/14

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CENTRAL WASHINGTON UNIVERSITY  
FACULTY SENATE

**REGULAR MEETING**  
**Wednesday, January 8, 2014, 3:10 p.m.**  
**BARGE 412**  
**Minutes**

Meeting was called to order at 3:12

**Senators: All senators or their alternates were present except:** Phil Backlund, Peter Boyle, Dave Brown, Susan Donahoe, George Drake, Ben Glasgall, Ralf Greenwald, Suzanne Little, Matt Novak and Matthew Wilson

**Visitors:** Christopher Boone, Jesse Nelson

**CHANGES TO AND APPROVAL OF AGENDA** – Katharine Whitcomb moved to amend the agenda to change the Provost report to a written report.

**MOTION NO. 13-20(Approved): APPROVAL OF MINUTES** of December 4, 2013

**COMMUNICATIONS** - None

**FACULTY ISSUES:** Senator Harrod expressed a concern about the clocks in Farrell Hall being about five minutes off. Senator Bartlett also said that he noticed that the clocks were off in the classrooms and computers in his building.

**PRESIDENT:** President reported that on January 27 the new MyCWU portal will go live. The favorites you currently have in some of the programs will not migrate into the new MyCWU portal. The legislature starts back next week. Not expecting any major initiatives. There is not much of a change in the budget forecast. Looks like it will be mostly technical corrections to the budget rather than substantive changes. President reminded faculty that if they have not filled out the COACHE survey to do so. The current response rate is lower than the normal average. Senators asked if that information can be sent to faculty again.

**PROVOST:** Written report available in the Faculty Senate office.

**OLD BUSINESS** – The SOURCE 2 day proposal online vote. There were 39 votes with 29 in favor and 10 against.

**REPORTS/ACTION ITEMS**

**SENATE COMMITTEES:**

**Curriculum**

**Motion No. 13-21(Approved):** “Approval of a new Bachelor of Science Geography with specializations in GI Science and Environmental & Resource Geography as outlined in Exhibit A.”

**Motion No. 13-22(Approved):** “Approval of a new minor in Sports Business as outlined in Exhibit B.”

**Motion No. 13-23(Approved as amended):** “Approval of 5-50 Curriculum policy as outlined in Exhibit C.”

**Motion No 13-23a (Approved):** Senator Barlett moved to amend Motion 13-23 to remove the quotes from the word equivalent in 5-50-060(1) 2 C. Senator Smith seconded.

**Motion No 13-23b (Approved):** Senator Young moved to add the words “by appropriate academic department” to 5-50-060(1)2.C. Senator Rajendran seconded.

**Motion No. 13-24(Approved):** “Approval of 2-50 Curriculum procedure as outlined in Exhibit D.”

**Evaluation and Assessment** - Written report is available for review in the Faculty Senate office. Jeff Snedeker gave a brief oral report to explain some of the items in the written report. There is a Faculty Forum on Monday, February 3<sup>rd</sup> at 3:00 p.m. in the Grupe Faculty Center. The proposal will be sent to faculty after the Executive Committee meeting on January 14<sup>th</sup>.

**General Education** - No report. Written report was made available after the meeting and is available for review in the Faculty Senate office.

**Faculty Legislative Representative** – Jim Huckabay is in Olympia this week. No current report, but he will be sending a written report next week.

**CHAIR:** Chair Cheney reminded faculty about the Faculty Friday this Friday, January 10<sup>th</sup> from 5:00-7:00 p.m. January 15<sup>th</sup> is the next open Executive Committee meeting in the Grupe Faculty Center. The Ad Hoc New College committee started meeting this week. Chair Cheney reminded faculty to take the COACHE survey.

**CHAIR-ELECT:** Chair-Elect Whitcomb reported there is a current vacancy on the Executive Committee and the Senate will be seeking nominations from Senators to fill this position.

**STUDENT REPORT:** Kelsey Miller reported that the BOD is revising their constitution. She will report in the future on the Fresh Air Initiative. They will be doing a survey of students on how they feel about smoking on campus. Have some vacancies on the Student Academic Senate from COTS and the Douglas Honors College.

**NEW BUSINESS** - Senator Heurta asked about the Non-Tenure-Track Development Funds committee. Chair Cheney indicated they will be putting together the review committee next week and sending out a call to faculty.

Meeting was adjourned at 4:15 p.m.

# Exhibit A

BS Geography – See attached file.

# Exhibit B

## New Major, Specialization, Minor or Certificate

Department: Management Submission Date: 9/11/13

**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: Sport Business Minor

**For Certificates Only:**

Title: \_\_\_\_\_

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

Implementation Quarter or Term: Spring Catalog Year: 2014

Is all or part of this program offered on-line?  Yes  No If yes, what percentage? 100

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. Programmatic Goals and Assessments [Click here for form.](#)
5. Program narrative, admissions, and courses as it will be listed in the catalog.



OCT 15 2013

Central Washington University  
Registrar Services, TAC

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

|   | Signature | Printed Name  |
|---|-----------|---------------|
| Originator  |           | Jeff Sinner   |
| Department Chair  |           | Jeff Sinner   |
| College Dean  |           | K. McArthur   |
| Provost or Designee (MS 7503)                               |           |               |
| Registrar (for review - MS 7465)                            |           | Jose Spindler |
| Ctr for Teaching & Learning (Ed.) (if applicable - MS 7415) |           |               |
| Graduate Studies (if applicable - MS 7510)                  |           |               |

Approved by FSCC 11-21-2013 Faculty Senate Approved: \_\_\_\_\_  
 Forwarded to catalog 11-22-2013 BOT Approved: \_\_\_\_\_  
 Sent to Registrar: \_\_\_\_\_ NWCCU Approved: \_\_\_\_\_

**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.** *(How will this program enhance the curriculum of your department/college and the university? What specific need(s) is (are) being addressed that is (are) not being met in other programs? Please document the demand.*

The Sport Business Minor will replace the current Sport Business Certificate and will be open to all CWU students. The minor will provide greater access to students and meet unmet demand from non-business programs. Currently, Sport Business classes attract between 10-30 students. We expect these courses to fill with additional non-business students. We turn down many students each year who have not matriculated into the CB. With these minor, we will allow those students access to the program.

**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.**

Attached.

**3. Please indicate how this new program will impact existing programs in your department/college and the university.** *(Is this program replacing a deleted program or is it adding to your program offerings? If it is an additional program, how will the program be staffed? How will FTE's be affected in existing programs? Is there long-term support for the program in terms of staffing and funding? Will faculty be reassigned from existing courses? Will the program impact enrollments in other departments or colleges, etc.?)*

**3. Please indicate how this new program will impact existing programs in your department/college and the university.** *courses? The Sport Business Minor will simply replace the Sport Business Certificate. There will be no additional demands on the Department. Faculty FTE, course sections, and Department support will all remain the same.*

Yes

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

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?)*

**5. What are the Enrollment and Graduation Targets for the first five years?** *Year 1: 25 students, Years 2-5: 30 students. Estimates based on current enrollment in the sport business certificate and expressed demand from non-business students.*

**6. Who are the Program Personnel?** Jeffrey Stinson, Associate Professor, Ph.D., 5%; Mark Pritchard, Profesor, Ph.D., 11.1%; Nancy Graber Pigeon, Associate Professor, J.D., 11.1%; Todd Weber, Assistant Professor, Ph.D., 11%

**7. Program Expenses and Revenues**

All of the classes offered in the minor are already taught in the College of Business and included in one or more programs. They will continue to be taught with or without this minor. The minor simply provides an opporutnity for additional students to access these courses. As there is no new budgetary impact, we do not include any new budget estimates here.

|   | Year 1 | Year 2 | Year 3 | Year 4 | Year n (full enrollment) |
|---|--------|--------|--------|--------|--------------------------|
| Administrative Salaries (#FTE)/Benefits |        |        |        |        |                          |
| Faculty Salaries (#FTE)/Benefits        |        |        |        |        |                          |
| 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) |  |  |  |  |  |
| <b>Total Costs</b>                   |  |  |  |  |  |

Program Revenues

|                             | Year 1 | Year 2 | Year 3 | Year 4 | Year n (full enrollment) |
|-----------------------------|--------|--------|--------|--------|--------------------------|
| General Fund: State Support |        |        |        |        |                          |
| Tuition and Fees (total)    |        |        |        |        |                          |
| Corporate Grants/Donations  |        |        |        |        |                          |
| Internal Reallocation*      |        |        |        |        |                          |
| Other Fund Source (specify) |        |        |        |        |                          |
| <b>Total Revenue</b>        |        |        |        |        |                          |

\*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)

### Catalog Description

Advisors: Mark Pritchard, Ph.D.; Jeffrey Stinson, Ph.D.

The sport business minor is designed to augment the student's undergraduate degree with a focused examination of the sport business industry. Student's will explore the application of marketing, management, law, finance and other business principles as they apply specifically to the sport industry. The sport certificate will provide curriculum to prepare students for a career in corporate, professional, intercollegiate or amateur sport organizations.

Students must achieve a C- or better in all courses to earn the Sport Business Minor.

Required Courses:

|  | Credits |
|--|---------|
| MKT 360-Principles of Marketing OR       |         |
| MKT 362-Essential Marketing Concepts     | 5       |
| MGT 380-Organizational Management OR     |         |
| MGT 382-Principles of Management         | 5       |
| MKT 370-Sports Marketing and Sponsorship | 5       |

Elective Courses: Choose a minimum of 15 credits from the following

|  |   |
|--|---|
| MGT 394-Legal Considerations in Sport Business           | 5 |
| MGT 395-Leadership in Business Organizations             | 5 |
| MKT 372-Revenue Generation and Finance in Sport Business | 5 |
| MKT 371-Sponsorship and Promotion in Sport Business      | 5 |
| BUS 401-Seminar: Business Boot Camp                      | 1 |

Minor Credits

30-31



Sample Graduation Plan

Fall: MGT 380, MKT 360

Winter: MGT 394, MGT 395

Spring: MKT 370

Summer: MKT 371, BUS 401



# Exhibit C

## CWUP 5-50 CURRICULUM POLICIES

The curriculum is the university's primary means for providing learning opportunities for its students. This manual includes the policies which direct curriculum development and assessment.

### CWUP 5-50-010 Jurisdiction for Curriculum Matters

- (1) Academic Departments - Departments have the responsibility to develop specific courses and programs and to initiate course/program changes.
- (2) Board of Trustees. The board approves all new program proposals after they have completed internal review.
- (3) The Center for Teaching and Learning (CTL). The CTL reviews all programs and courses designed primarily to prepare individuals for service in the common schools, including early childhood education. Some but not all of these programs lead to recommendation by the university for certification in the state of Washington as either a teacher or an educational staff associate.
- (4) Faculty. The teaching faculty collectively is the major force governing the curriculum of the university.
- (5) Faculty Senate - The faculty senate acts on recommendations made by the faculty senate curriculum committee (FSCC).
  - a. All curriculum policies, including revisions to, CWUP 5-50, and policy recommendations from university committees and offices concerned with the curriculum (e.g., general education committee, the center for teaching and learning, graduate council, career services, registrar services, deans' and provost's offices).
  - b. New programs, new minors, new certificates, or new specializations within existing programs.
  - c. Programs which exceed upper credit limits. Course additions to existing programs that extend the number of credits required beyond the upper limits previously approved by the faculty senate. Bachelor of Arts approved for 75 credits. Bachelor of Science approved for 110 credits.
  - d. Final approval for general education changes.
  - e. Faculty Senate is informed of program deletions.
- (6) FSCC reports and makes recommendations to the faculty senate concern the following:
  - a. The FSCC has supervisory authority to review and make recommendations on all curricular and program proposals presented to it for academic integrity and intellectual quality, the clarity of course and program descriptions, inclusion of student learning outcomes and assessment plan, and programmatic goals and outcomes.
  - b. The committee screens curriculum proposals to assure their compliance with CWU Policies.
  - c. The FSCC screens department/program catalog information to ensure its clarity, accuracy, and compliance with CWU Policies.
  - d. The FSCC is responsible for keeping CWUP 5-50 up to date. It is approved by the faculty senate and the provost/ vice president for academic and student life.

**(7) General Education Committee** - (See CWUP 5-100). The general education committee reports to the faculty senate and makes recommendations to the faculty senate on general education requirements.

**(8) Graduate Council** - The graduate council reviews all program proposals and revisions for graduate study and the dean for graduate studies reviews all course proposals or changes which are numbered 500 and above.

**(9) Governance** - Whenever questions of curriculum policy arise from curriculum proposals, the FSCC and the provost or the provost's designee should be consulted. Whenever questions or concerns of an administrative nature arise, the provost or provost's designee or appropriate deans should be consulted.

### **CWUP 5-50-020 Definition of Curriculum Terms**

**(1) Certificate programs** are courses of study that normally require less than 25% of the credits required for a degree program at the same level. Certificate programs may not exceed 44 credits. Certificate programs are specialized career programs, often geared for admission to licensing or career entrance tests, and results in a certificate. Certificate programs may also be noncredit.

**(2) A cross-listed course** is a course that may be offered by two or more programs or within the same program. Cross-listed courses must bear the identical course outcomes, description, credit, title, and numbering; only the prefix will be different. The following statement must be added to the course description: "(BUS XXX) and (ENG XXX) are cross-listed courses; a student may not receive credit for both." If one of a given cross-listed course is offered in a quarter, the other will also be offered.

**(3) Curriculum** refers to individual courses and academic degree programs offered by the university. An academic degree program is a combination of courses (major, minor) related to a common theme, all of which contribute to a common purpose and lead to a specific goal which results in receiving a degree.

**(4) Degree** means a title or rank awarded by a college or university to a student who has successfully completed a required course of study (e.g., bachelor's or master's or specialist).

**(5) Degree program** means a set of educational requirements, identified jointly by the department or other degree-granting unit and the college or university, which leads to a degree. Baccalaureate program requirements involve a combination of general education courses, courses in the major field of study, and elective courses. Graduate program requirements involve intensive study in the major field, preparation in the use and conduct of research, and/or a field or internship experience; professional programs generally prepare individuals for professional fields (e.g., law, medicine).

**(6) Degree title** means a full designation of the degree including level (e.g., bachelor, master), type (e.g., arts, applied science, science, education, fine arts), and major (e.g., mathematics, music, history). These distinctions are illustrated below. For the activities outlined in these

guidelines, these definitions of a degree title will be used.

#### DEFINITION OF DEGREE TITLE

| <b>Degree Designation</b>                           | <b>Level</b> | <b>Type</b>     | <b>Major</b>                                       |
|---|--------------|-----------------|--|
| B.A. English  | Bachelor     | Arts            | English  |
| B.S. Business Administration                        | Bachelor     | Science         | Business Administration                            |
| B.F.A. Graphic Arts                                 | Bachelor     | Fine Arts       | Graphic Arts                                       |
| B.A.S. Information Technology & Administrative Mgmt | Bachelor     | Applied Science | Information Technology & Administrative Management |
| M. MUS  | Master       | Music           | Music  |
| M.Ed. Master Teacher                                | Master       | Education       | Master Teacher                                     |
| Ed.S. School Psychology                             | Specialist   | Education       | School Psychology                                  |

**(7)** A layered course is one that has different number designations for students at different levels taking the same course.

Courses are graduate/undergraduate courses. The higher-level course will have additional outcomes or course requirements. In all cases, the course levels for layered courses can differ by no more than 100 (e.g. 400/500 for a layered undergraduate/graduate course).

(A) Graduate students in graduate/undergraduate layered courses, must take the course at the 500 level or higher. Such courses provide faculty the opportunity to augment course material with graduate-level content and outcomes in a way that meets the intellectual rigor graduate students need and enhances the teaching of upper-division undergraduates.

(B) In all cases, distinctions expected between these corresponding levels typically focus on differences in content and assessment stemming from each program's specific education objectives. In general these distinctions require a greater depth of student and increased demands on student intellectual or creative capacities than would be expected at the lower level.

The distinctions must be clearly identified in the content and assessment methods outlined in each course syllabus, as well as new course proposal forms. Examples of potential content differences include, but are not limited to: additional readings or additional writing expectations, additional laboratory, field, performance or studio work. Examples of assessment distinctions include, but are not limited to: different grading scales and assessment of additional work.

The following statement must be added to the course description: “(MUS XXX) and (MUS XXX) are layered courses; a student may not receive credit for both.”

Both layered courses do not have to be offered at the same time.

**(8)** The major forms the basis for granting of a baccalaureate degree. It is a coherent, in-depth program of study in a particular discipline or disciplines wherein the student will develop and demonstrate an increasing awareness of both the possibilities and the limits of the major program of study. Majors are designed to provide a mastery of the content, insights, skills and techniques appropriate to an undergraduate education in a particular body of knowledge. Majors will consist of courses that are often sequential, leading to advanced study in the discipline(s). A major will consist of a minimum of 45 credits. A 45 to 59 credit major requires completion of a minor and/or second major, in which case the total credits of the major and minor/2<sup>nd</sup> major must total at least 60 credits. (Refer to CWUP 5-50-010(5) for upper credit limit.)

**(9)** A minor is a coherent program of study in a particular discipline that provides an area that complements or supplements the student’s major. A minor will consist of a minimum of 20 credits and a maximum of 44 credits.

**(10)** New degree is a proposed degree which differs from any other offered by the proposing department or unit in one or more of the three degree title specifications (level, type, or major). A program leading to a new degree (as defined above), even if constituted entirely of existing courses, requires review and approval. Though a program may not be new to the institution, if it is to be offered at a new location, it will be considered a new degree program to that location and requires approval.

**(11)** A specialization is a coherent, focused subfield within a degree program. A specialization can be distinguished from a new degree in that the full designation of the degree title – including level, type and major – does not change when a new specialization is added. Specializations in an undergraduate major must share a core, defined as a group of courses shared by all specializations within a major, which consists of no fewer than 25 credits for an undergraduate program or 15 credits for a graduate program. The courses constituting the specialization must consist of no fewer than 20 credits for an undergraduate program or 15 credits for a graduate program.

Programs may offer options in satisfying core course requirements as long as they provide evidence that the options have equivalent student learner outcomes.

**(12)** Student Learning Outcomes are statements of what a learner should be able to know or do, after the successful completion of a program and/or a course. Outcomes focus on the ends rather than means, describe product rather than process, and reflect terminal performance rather than course content. The outcomes are what the department wants each student to achieve each time the course is offered regardless of who the teacher may be. For assessment purposes, learning outcomes should be stated in observable or measurable terms.

**(13)** The FSCC and the CWUP manual recognize only the following types of programs:

Majors

Specializations

Minors

## Certificates (Types A-C)

The terms option, emphasis, concentration, and track are not program distinctions recognized or defined by the CWUP manual and such designations do not appear on transcripts or diplomas.

### **CWUP 5-50-030 General Principles**

**(1) Curriculum Approval Effective Date.** The electronic catalog is the official compilation for all curriculum. The electronic catalog will become available at the end of spring quarter of each year. New degree programs become effective when they have been approved by the Northwest Commission on Colleges and Universities. Program and general education requirement changes will become effective in the fall quarter following publication in the official electronic catalog. Course changes, not affecting program requirements, become effective when they have been approved by the FSCC. New specializations, minors, and certificates become effective when approved by the faculty senate. (Reference CWUP 5-50-040).

**(2) Curriculum Approval Deadline.** The final deadline for inclusion in the catalog will be established by the provost or the provost's designee in consultation with the provost's council and the FSCC. Specific dates for submission and approval will be established jointly by the registrar, the provost's council, the FSCC, and the executive committee of the faculty senate. The curriculum approval deadline will be made public to department chairs. In order for changes to be incorporated into the official electronic catalog for fall, changes must be submitted to the FSCC by the published deadline.

**(3) Curriculum Changes.** All course and program changes, additions, and deletions are considered in terms of their relation to the academic mission of the university, college, department, program and their adherence to the CWUP policies as outlined in this document. All curriculum changes are evaluated for needless duplication and potentially deleterious effects on other programs.

**(4) Internal Program Approval Process.** Proposals to add new degree programs are subject to review by the faculty senate, the provost/ vice president for academic and student life, and the board of trustees prior to submission for approval to the Northwest Commission on Colleges and Universities. A change in level (e.g., bachelors to masters or masters to bachelors degree) or type of degree (e.g., B.A., B.S., B.F.A.) is defined as a new degree program or a moderate degree change.

**(5) Program Change.** At least two years prior to any course or other programmatic alterations impacting any of the state-wide transfer and articulation agreements the department proposing the alteration will inform the and the Central Washington University's institutional representative to the Joint Transfer Committee (JTC). The representative is responsible for reporting this information to the JTC and Registrar Services.

**(6) Northwest Commission on Colleges and Universities (NWCCU) Approval Process.** NWCCU must be informed in writing of new degree or certificate programs or if an existing program will be offered in a new location. Additional information may be required. The Associate Provost provides NWCCU with an annual report.

*[07/09; 09/09; 04/10]*

## **CWUP 5-50-040 Curriculum Change**

The approval process begins at the department level, with the approval of a majority of the full-time faculty of the department. The FSCC only considers proposals on completed curriculum change forms. Specific guidelines are provided on the forms for each type of curriculum change (See CWUR 2-50-040 for specific procedures).

## **CWUP 5-50-050 Catalog Copy**

Catalog copy for departments and programs is approved by the FSCC. Changes to catalog narratives, in terms of admission requirements, special requirements, program fees or financial obligations, require a catalog narrative form and FSCC approval. All changes will be effective in the fall term following publication in the official electronic catalog (OEC).

Narrative changes consisting of faculty/staff names, location and general department information can be changed in the current OEC upon request of the department chair.

## **CWUP 5-50-060 Curriculum Rules for Implementation**

### **(1) Cooperative Education**

Cooperative education (X90) is an individualized contracted field experience where the student is actively engaged in hands-on learning with business, industry, government, or social service agencies. This contractual arrangement involves a student learning plan, cooperating employer supervision, and faculty coordination.

### **(2) Credit Hour Allocation to Courses**

Academic credit provides the basis for measuring the amount of engaged learning time expected of a typical student enrolled not only in traditional classroom settings but also laboratories, studios, internships and other experiential learning, distance, correspondence, and competency-based education.

(A) Traditional, Seat-Time-Based Courses - A minimum of one class work hour (approximately 50-60 minutes of instruction) and an additional two hours of out-of-class student work each week for one credit hour during a 10-week quarter. If the learning experience is offered in a different time frame (e.g., six-week summer session), the student time required to complete the course should reasonably approximate 30 hours of combined direct instruction and student work per credit. If direct instruction is not the principal mode of learning for an academic experience (e.g., laboratory courses, internships, studio work, some on-line courses), the student time required to complete the course should reasonably approximate 30 hours of student work per credit.

(B) Hybrid or Online Courses - The credit hours awarded for a given course or academic experience must be reasonably equivalent to the standard of 3 hours of combined classroom instruction and student work per credit hour for a 10 week quarter. These hours may consist of course activities including, but not limited to:

- Face-to-face course meetings
- Virtual course meetings or student-instructor and student-student interactions

- Time to read/view assigned texts or other assigned materials
- Experiential learning activities consistent with the learning objectives of the course
- Synthesis/processing/reflection time and activities (may be used for writing or production of creative work which may take many forms including but not limited to journals, formal papers, projects, blogs, art, music, etc.)

(C) Alternative Outcome-Based Courses - Credit may be awarded for an amount of learning equivalent to learning in a seat-time-based course as documented by student attainment of learning outcomes as verified by assessment of student achievement by appropriate academic department. Students completing competency-based courses would be awarded the same credit equivalent to learning in the same seat-time-based course.

### **(3) Graduate Courses (initial digits 5XX, 6XX, 7XX)**

(A) Graduate Enrollment - Graduate courses numbered 501 and above are generally restricted to students who have a bachelor's degree and who have formally been admitted to a graduate program of the university. Competitive admission may be required for some programs.

(B) Undergraduate Enrollment - Seniors may enroll in graduate courses with the permission of the instructor and the department chair. Credit earned by seniors may meet either undergraduate or graduate program requirements, but not both. If the credit earned by a senior is to be applied to a graduate program, approval must be obtained from the dean of graduate studies and research.

(C) Curricular Criteria - Graduate curricula are usually more specialized than undergraduate curricula, focusing on a few academic or applied areas. Introductory courses and courses that can be approached by a student without extensive preparation are not appropriate to the graduate level.

### **(4) Individual Study Courses**

Individual study courses (X96) are those that include study of specific topics that are not offered as existing courses. The individual study course may be repeated for credit.

### **(5) International Study Courses**

University-sponsored international courses and programs must meet the same academic criteria as would be required of similar programs on the home campus.

### **(6) Lower and Upper-Division Courses (initial digit 1XX, 2XX, 3XX, 4XX)**

(A) Lower-division courses (1XX and 2XX) are general introductions to a field of study. They are normally open to all students, not just those majoring in the field.

(B) Upper-division courses (3XX and 4XX) are more specific than lower-division courses and may require prerequisites.

### **(7) Master's Thesis, Project Study and/or Examination**

Master's thesis, project study and/or examination (700) courses will have the following catalog description:



DEPT 700: Master's Thesis, Project Study and/or Examination (1-6). Prerequisite, permission of chair of student's graduate faculty supervisory committee. Designed to credit and record supervised study for the master's thesis, non-thesis project, studio project, public recital, and/or examination. Grade will be S/U. May be repeated for up to six credits.

**(8) Office of Continuing Education - Credit Offerings**

(A) At least one of the following conditions must be met in order for a credit course or program to be offered through the office of continuing education:

1. The course/program must be a test of new and emerging markets which may involve any or all of the following: A new academic course or program; A new location; A new audience of students; A new technology for delivery.
2. An offering which increases access and falls outside the limits of state supported university offerings for the main campus and university centers as determined each year by the provost/vice president for academic and student life.
3. A professional development (500) course as defined in CWUP 5-50-020.
  - a. The course/program must be taught by a member of the university faculty or a person approved by the appropriate department following the provisions of the faculty code for the appointment of faculty.
  - b. Students should have available the appropriate library materials, laboratories, special equipment and other facilities the course may require.

(B) The provost/vice president for academic and student life or designee has authority to approve credit courses, programs or certificates offered through the office of continuing education. New courses for credit, new degree programs and new credit bearing certificate programs need to follow established internal and external approval process

**(9) Office of Continuing Education - Noncredit Offerings**

(A) As part of the continuing education of the general public, the university offers opportunities for learning which do not carry academic credit. Conferences, workshops, institutes, seminars, symposia, short courses and similar learning activities are offered to individuals for professional development, learning new skills or general information.

(B) The subject matter (content) of noncredit offerings must be consistent with the university mission and should reflect the general nature of the institution. They must not duplicate or compete for enrollment with credit bearing courses. The office of continuing education will collaborate with appropriate colleges, departments and university staff units as needed where potential duplication or competition is identified. Non-credit courses and non-credit certificates offered through the office of continuing education may be provided in-state, out-of-state or out-of-country with approval of the provost or designee.

(C) Prior to scheduling a noncredit offering, an appropriate academic department or faculty member must be consulted for input on appropriateness of the offering, credentials of instructor (if not CWU faculty), suggestions on evaluation and other recommendations to insure overall

quality.

**(10) Prerequisites, co-requisites, other qualifications**

(A) Prerequisites are courses or other requirements (such as major status, etc.) required prior to enrollment in a course.

(B) Co-requisite courses are those that must be taken at the same time.

(C) Other qualifications may include but are not limited to:

1. Major status.
2. Specific minimum credits in the discipline.
3. Specific minimum college credits.
4. Permission of the instructor or department.

**(11)** Equivalent courses typically carry the same credit load, but may differ in title, catalog number, and/or prefix. The following statement must be added to the course description: (MKT 360 and MKT 362 are equivalent courses; a student may not receive credit for both or ADMT/IT/RMT 493B are equivalent courses; a student may only receive credit for one. Equivalent courses do not have to be offered the same term.

**(12) Professional Development Courses**

(A) Professional Development courses will have the following catalog description:

DEPT 500: Professional Development (1-5). Development topics and issues for in-service and continuing education of professionals. Not applicable to degrees nor institutional requirements for endorsements or teaching certificates offered through the university. Usually graded S/U.

(B) The course may be offered for a period of five years. There is no limit on the number of times such a course may be offered during the five year period. After the five year period, the course must be resubmitted. The office of continuing education will notify the appropriate department annually of expiring professional development courses.

**(13) Reserve Courses and Programs**

(A) Courses are put on reserve when they are not regularly scheduled course offerings or have not been taught for three years. Reasons for placing courses on reserve could include temporary staffing changes, anticipated accreditation changes, etc.

(B) Programs are put on reserve when the curriculum becomes obsolete; student admission to the program has dropped, lack of teaching faculty/staff, or is no longer feasible to teach.

1. Programs will stay on reserve for three years before being permanently deleted.
2. A department may request that a program be taken off reserve within the first three years by submitting a program change to the FSCC.

**(14) Course Accessibility**

To be in compliance with the Americans With Disabilities Act (ADA) Accommodative Policy, learning outcomes must be explicitly stated and must specify “essential elements” for ADA

purposes and specific measures for assessment.

Such elements may be attendance, participation, quizzes, papers, presentations, and projects. The student learning outcomes specify a body of knowledge that the department wants taught each time a course is offered regardless of who the teacher may be. The educational processes that will be used in evaluating students, which may vary with different instructors, need to be separate from the essential elements. .

### **(15) Workshops, Special Topics, Seminars**

(A) Workshops (X91) are non-lecture courses which require students to research, develop, present, and discuss projects and ideas. No more than eight credits can be applied to a master's program. Usually graded S/U.

(B) Special Topics (X98) are courses offered on a trial basis and must meet standards applied to regular courses.

(C) Seminars (X99) are courses in which students meet to report on and discuss research.

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

**(1)** Exceptions to the credit limits for degree programs for all undergraduate degrees as defined in CWUP 5-50-010(5) may be granted by the faculty senate upon justification by the proposing department. Justification must include, but not be limited to, documentary evidence of the following:

- a. Standards established by a national accrediting organization for the program. The accreditation process must accredit the program, not the student.
- b. Programs of similar content and size offered at comparable institutions of higher education.
- c. Contemporary employment practices in the involved profession.

**(2)** General Education Requirements. The general education requirements must be completed by all bachelor's degree recipients.

### **(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.

#### **(4) Undergraduate Degrees**

New undergraduate degrees: The description, specifications, and requirements of a new degree type and level are to be determined by the FSCC in conjunction with the faculty senate academic affairs committee in accordance with CWUP.

(A) Bachelor of Arts (B.A.). The Bachelor of Arts degree designation is reserved for those undergraduate programs which consist primarily of liberal arts study. They include approximately one-third study of general education, one-third study in a specialization, and one-third study in free electives. Majors may not exceed 75 quarter credits, unless approved by the faculty senate, and the minimum number of credits required for the degree is 180 including 60 credits of upper-division course work.

(B) Bachelor of Science (B.S.). The Bachelor of Science degree designation is reserved for those undergraduate programs which emphasize the study of science, or a technical or professional field. They include the general education requirements, a specialization and free elective courses. Majors may not exceed 110 quarter credits unless approved by the faculty senate. Usually the recipient of the B.S. is ready for immediate entrance into a career in the field of specialization. The minimum number of credits required for the degree is 180 including 60 credits of upper-division course work.

(C) Bachelor of Arts in Education (B.A.Ed.). The Bachelor of Arts in Education degree designation is reserved for undergraduate programs which are intended to prepare teachers. They include the general education requirements, major/minor, professional education study, and free elective courses. The minimum number of credits required for the degree is 180 including 60 credits of upper-division course work.

(D) Bachelor of Music (B.Mus.). The Bachelor of Music degree designation is reserved for those undergraduate programs which are intended to prepare students for professional careers in music. They include the general education requirements, a specialization, and free elective courses. Majors shall be limited according to the policy governing professional degrees. The minimum number of credits required for the degree is 180 including 60 credits of upper-division course work.

(E) Bachelor of Fine Arts (B.F.A.). The Bachelor of Fine Arts is the initial professional degree in art and design. It is designed to prepare students for significant roles in society as professional practitioners, educators and designers of visual art and associated media. The B.F.A. also prepares art students for graduate study in visual art and its allied fields of study. The degree is comprised of a general education component, a specialization in graphic design or studio art, and free electives. Students are required to complete 180 credits of course work including 60 credits of upper-division course work.

(F) Bachelor of Applied Science (B.A.S.). The Bachelor of Applied Science degree designation is reserved for those undergraduate programs that emphasize an applied technical or professional field. They include upper division general education requirements, a specialization in a major, and electives. Majors may not exceed 110 quarter credits unless approved by the faculty senate. Usually the recipient of the B.A.S. has an applied technical degree from a community college. The minimum number of credits required for the degree is 180 including 60 credits of upper-division course work.

#### **(5) Listing Program Requirements**

(A) All courses (except English 101 and 102) required for a degree, including prerequisites, must be listed as requirements in the course of study and included in the credit total for a major.

(B) All pre-admission course requirements (except English 101 and 102) are to be listed as requirements in the course of study and the credits must be included in the degree program total.

(C) All majors that require a specific minor or certificate are required to list the number of credits for that minor or certificate in their course of study for the major degree program and include them in the credit total.

(D) Majors that require minors or additional credits that are not specified must include catalog information that informs students of the additional requirements and the possible credit impact on their degrees.

(E) All teaching majors are required to list the Professional Education Program credits in the course of study for the major degree program and include them in the credit total.

#### **CWUP 5-50-080 Teacher Certification Programs**

The Center for Teaching and Learning (CTL) oversees all teacher certification programs. All programs leading to a teaching certificate and endorsements must meet current Washington State requirements. Additionally, all teacher preparation majors and minors must conform to the credit requirements appropriate for the degree offered (see CWUP 5-50-110). Programs leading to teaching certification require the Professional Education Program in addition to the endorsement program.

#### **(1) Specific Teaching Programs**

Endorsements in content specific areas (e.g., English/Language Arts, History, and Physics) are the responsibility of the content specific departments (e.g., English, History, and Physics Departments respectively).

## **(2) Teaching Endorsement Programs**

Endorsements in such areas as Bilingual, Early Childhood, Elementary, English as a Second Language, Reading, and Special Education are the responsibility of the appropriate department within the College of Education and Professional Studies.

### **CWUP 5-50-090 Certificate Programs**

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 professional certificate programs.

Three types of programs are described and the characteristics listed that determine the placement of a program into one of the three 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.

### **CWUP 5-50-100 Programs**

**(1)** Programs are clusters of courses and/or groupings of teaching and research faculty

organized by academic interest.

## **(2) Interdisciplinary Programs**

An interdisciplinary program is one in which the subject matter and faculty expertise is broader than any single discipline, and in which the core curriculum integrates knowledge from multiple fields. This discipline mix is typically reflected in curricula that emphasize upper division course work from several departments or programs and interdepartmental faculty collaboration.

## **(3) Program Residence**

Interdisciplinary programs reside in the college in which the preponderance of instruction is situated. This is determined by the distribution of upper-division credits required by the program, assigned to each college on a pro rata basis.

*[7/09]*

# Exhibit D

## CWUR 2-50 CURRICULUM PROCEDURES

### CWUR 2-50-010 Jurisdiction for Curriculum Matters

- (1) Changes to the general education requirements and the general education program follow the same process as any curriculum change. Final approval requires a majority vote of the faculty senate.
- (2) Provost/Vice President for Academic and Student Life presents new minors, specializations, and certificates as informational items to the board of trustees.
- (3) The Center for Teaching and Learning (CTL) or interdisciplinary programs may initiate course/program changes in collaboration with the appropriate departments. The dean or designee and if applicable, the college curriculum committee reviews curriculum proposals before they are submitted to the FSCC for review and, if applicable, final approval by the faculty senate.

### CWUR 2-50-020 Definition of Curriculum Term

No procedure

### CWUP 2-50-030 General Principles

No procedure

### CWUP 2-50-040 Curriculum Change

(1) Initiation of General Education Requirement Changes. Individuals proposing general education curriculum, will submit a completed general education rationale form to the general education committee. After the general education committee acts on the proposal and, if approved, the chair of the general education committee completes a program change form and sends it to the FSCC chair.

If a proposed addition is a new course or an existing course with changes, the initial approval for the individual course first rests with the faculty senate curriculum committee. After the course has been approved, the originating department attaches the general education rationale form and description of the proposed change to the general education committee. After the general education committee acts on the proposal and, if approved, the chair of the general education committee completes a program change form and sends it to the FSCC chair.

The FSCC lists the general education program change in the curriculum summary log. The academic community has two weeks to respond to the curriculum summary log. Following the two weeks, the FSCC acts on the proposal, the chair adds a memo documenting curriculum committee action, and he/she sends it to the general education committee chair to be placed on the faculty senate agenda for action. The faculty senate chair then submits the faculty senate action to the provost.

(2) Timeline. Provided that proposals do not require clarification and revision, they should proceed through the process without delay in one quarter or less. Extended time may be needed for proposals which must be reviewed by CTL, the general education committee,



graduate council, the faculty senate, and the BOT. The originator has the responsibility to track the progress of the curriculum movement. Curriculum forms should not remain in any campus office more than 10 working days.

**(3) Review Process.** The process must include checks for (a) consistency of course/program with department goals, (b) academic integrity, (c) clarity of student learning outcomes and assessment plans, and (d) availability of sufficient funds. Deans begin the review process. New degree programs are forwarded to the associate provost for review of completeness according to NWCCU requirements. If additional information is required, the proposal will be returned to the dean. If the proposal is complete, it is forwarded to registrar services. All other curriculum proposals are forwarded by the dean directly to registrar services. The proposals are checked for availability of course number, clarity and accuracy of course description, title, credits, cross listings, and arithmetic. If errors have been identified the proposals are returned to the dean and the dean's office in turn contacts the department to make corrections or additions. When appropriate, registrar services send the proposal to CTL and/or to the graduate office. Upon approval by the graduate office and/or CTL, the proposal is sent to the provost's office. The provost's office prepares a curriculum summary log for review by the FSCC and distributes it electronically to the academic community before action by the FSCC and/or the faculty senate. New degree program proposals are reviewed by the board of trustees. Rejected proposals will be returned to the dean with an explanation.

**(4)** Any member of the academic community can request a hold on FSCC action by submitting a completed hold petition form.

The hold petition form requires a justification for the hold, a list of the affected department(s), and written, dated proof of notification of the affected department(s) and dean(s). The form must be submitted to the academic planning office by the Monday prior to the next FSCC meeting.

The party originating the hold must notify the affected department(s) of the justification for the hold. A memo of resolution must be submitted to the FSCC within two weeks after the hold has been recorded. If a resolution has not taken place, a representative for the department(s) involved will appear before the FSCC for a decision at the next scheduled FSCC meeting.

**(5)** Curriculum summary logs, which are compiled in the provost's office, will be used to notify the academic community.

**(6)** Items appearing on the curriculum summary log (except those requiring approval by the faculty senate) will be approved automatically on the proposed approval date unless a completed hold petition has been received according to 2-50-040(4). The proposed approval date, assigned in the provost's office, is the date of the FSCC meeting immediately following the day the committee first reviews the log (notification date on the log). The time between the notification date and the proposed approval date will be at least two weeks. If concerns are raised, approval may be delayed while the curriculum committee contacts the originator of the proposal and concerned departments.

**(7) Emergency Approval Process.** A curriculum proposal received during the summer for fall quarter that has been approved by the appropriate agencies (e.g., CTL, graduate studies, international studies, etc.) AND does not affect any major, minor, specialization, certificate or

general education AND has an explanation of the need for an emergency approval, will be considered by the FSCC. The members of the FSCC will receive email notification from the academic planning office and a scanned copy of the proposal. Available committee members will review the proposal and return a vote to approve or disapprove to the faculty senate office. A minimum of three votes must be received. If the proposal is approved notification will be sent to the department and registrar services. The proposal will be ratified at the first official FSCC committee meeting in the fall.

**(8) Implementation.** Curriculum changes will be implemented by registrar services as follows:

1. New programs will be implemented upon approval by the BOT and NWCCU.
2. Changes to existing programs, and general education requirements will be implemented in the fall quarter following publication in the official electronic catalog.
3. Individual course changes will be implemented upon approval. Once registration has begun, course changes involving prefix, number, title, credit, pre-requisites, and/or grade options will be activated the subsequent quarter unless a later period is specified.
4. New courses will be implemented upon approval by the FSCC.
5. New specializations, minors, and certificates will be implemented upon approval by the faculty senate.
6. Curriculum policy changes shall not be applied retroactively.

### **CWUR 2-50-050 Catalog Copy**

No procedures

### **CWUR 2-50-060 Curriculum Rules for Implementation**

**(1) Contact Type Definitions for PeopleSoft.** Listed below is the approved designation by type.

ACT = Activity physical education activity courses.

PRA = Practicum. Learning by practical experience under direct supervision of faculty and student employer. The primary learning activity is by supervised "hands-on" experience.

Including cooperative education (X90) and internships.

DIS = Discussion - two way interaction between student and faculty.

EPA = End-of-Program Assessment. Courses in which the primary activities involve reviewing and assessing student work on their major program. Includes portfolio assessment.

FLD = Field Experience.

IND = Independent Study. Student works independently with the limited faculty direction. Used for (X96) and (X95) courses.

LAB = Laboratory. Instructing, preparing, and supervising student investigations and field studies. Used primarily for science based courses.

LEC = Lecture. Formal presentation, primarily one way communication. Use for Special Topic (X98) courses.

LEP = Lecture and Practice. Formal presentation of course content followed by practical application of material in a classroom or class lab setting.

PRL = Private Lesson. Students work one to one with instructor. Used primarily for private lessons in music.

SEM = Seminar. Students carry the major responsibility for course preparation, research and presentation of topics. Use for Seminar (X99) courses.

STU = Studio. Multi-level group instruction often used for music and art studio courses.

SUP = Supervision. Students engaged in supervised practical experience. Includes student

teaching.

THE = Thesis. Preparation of the master's thesis (700) or undergraduate thesis.

WEB = Web. Courses designed to be taught strictly via the web.

## **(2) Cooperative Education**

(A) Minimum Requirements (departments may have additional requirements):

1. The student is in good academic standing (above 2.0).
2. The contracted field experience is directly related to the student's major field of study and/or career goal.
3. The student has completed the appropriate prerequisite courses and possesses the required skills and knowledge.
4. The student must have a departmental faculty cooperative education (co-op) advisor.
5. The student must complete at least 45 credits prior to enrolling in a 290 including at least 15 credits at CWU.
6. The student must complete a minimum of 90 total credit hours with 10 or more credits in his/her major to enroll in 490.

(B) Program Enrollment

1. The student must complete and submit the learning agreement form for registration.
2. Students may register for cooperative education courses numbered 290, 490 and 590. Credits are variable: 1-5 for 290, 1-12 for 490, and 1-8 for 590 level courses; as approved by academic department.
3. The student may count 20 credits toward graduation of which 10 may be at the 290 level and/or transfer credits. No more than 8 credits may be applied to a graduate degree.
4. Courses may be repeated when objectives and activities are different.

(C) Awarding of Credits

1. A minimum of 40 hours of field experience is required for each credit.
2. A means of evaluation is established between the student, the employer, and the faculty co-op advisor. Grading is S/U; letter grade is optional if approved by the faculty co-op advisor.
3. If the field experience is terminated by the employer or academic department or student, credit will not be awarded.
4. Credit will not be given for field or work-study experience completed prior to registration.
5. The contracted field experience may or may not be a paid position.
6. The cooperative education program should provide affected departments with evaluations from employers, faculty, and students on a quarterly basis along with a review of field placement sites.

(D) Student Supervision and Coordination

1. The employer/supervisor is identified on the learning agreement form.
2. The faculty co-op advisor must contact the employer/supervisor and the student at least twice each quarter.

**(2) 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:

| <u>Second and Third Digit</u> | <u>Description</u>  |
|-------------------------------|---|
| 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. |
| 700 | Thesis, Project, and/or Examination. 1-6 credits.   |

- e. Hold on Course Numbers. An eight-year moratorium exists on course numbers. The eight-year moratorium will begin as follows:

1. At the time a course is deleted.
2. At the time it is put on reserve by a department.
3. Retroactively, when a course was last taught before automatically being put on the reserve list. (i.e. A course that has not been taught for three years and placed on reserve for an additional three years then deleted, can be used again in two years after the deletion).

**(3) Graduate Courses (initial digits 5XX, 6XX, 7XX)**

(A) Graduate Enrollment - Students may be required to complete specific preparatory course work before acceptance into a graduate program, especially when the student's undergraduate degree was in a different field of study.

**(4) Individual Study Courses**

(A) Individual study courses are given only with the permission of the department chair. Students must secure a faculty member willing to supervise an individual study course. Faculty may agree to supervise individual study courses only in the subject area of their specialties. Faculty willing to supervise an individual study course and the student wishing to register for it should confer to determine the specific topic(s) to be studied, outline the study area, and develop specific student learning outcomes and an assessment plan. The student should complete the "Individual Study Permit" form and obtain the approval signatures of the faculty member supervising the study and the department chair. Faculty may either use letter grades or S/U depending on the nature of the study.

(B) Faculty should approve individual study courses only if the student has demonstrated adequate background in the subject to be explored, sufficient scholastic ability to succeed in the task, and independent study skills sufficient to conduct the study.

(C) The individual study course is intended for individual students, not for groups of students. If the learning experience is intended for a group of students, it must be offered as a special topic course (-98) or a regular course. Examples of inappropriate use of individual study include: internships, seminars, instructional or laboratory assistance, administrative assistance, tutoring, duplicating an existing course and groups of students doing identical individual studies.

#### **(5) International Study Courses and Programs**

The provost and the academic deans, is charged with coordinating and/or implementing all programs which involve either CWU students or CWU faculty. Cooperative, consortia or federated arrangements are encouraged among educational institutions with similar aims and goals.

(A) Recognizing the unique and diverse nature of international study, university-sponsored programs abroad will meet the same academic criteria as would be required of similar programs on the home campus.

1. When credit is granted, the student's admission status will conform to the specific requirements of the registrar's office.
2. The teaching staff will consist of academic professionals who meet the standards for similar programs on the campus.
3. The course offerings will meet equivalent standards and conditions as those offered on the campus.
4. Courses with INTL, FNST or MFST prefixes are not offered on campus and are available only in conjunction with international programs, foreign languages or music departments. Credit to be given depends upon the evaluation made by the office of international studies and programs.
5. Travel programs per se or commercially sponsored "Travel Study" programs will not be granted credit.

(B) Process - Approval of international studies courses.

1. A new course form will be submitted to the FSCC as a variable topic course with a specific subject title. The new course form is approved by the office of international studies and the registrar's office before submission to the FSCC.
2. Each sub-title falling into that specific subject may change quarterly and the office of

international studies notifies the registrar's office of the course name.

3. The INTL courses will transfer into CWU as a general elective with the INTL prefix. To receive equivalency credit for an existing course, a student must petition a department for a substitution in their major.

4. International studies and programs courses that are approved CWU faculty-led courses may offer credit through individual academic departments and follow the same approval process as a special topic, seminar, or workshop. These courses are pre-approved by the specific department. (See CWUP 5-50-020)

#### **(6) Office of Continuing Education - Credit Offerings**

Each request for a new degree program must be submitted on a new degree program form and includes all information on the new degree program instructions form. The new degree program proposal must be approved through the CWU curriculum approval process. All new programs or existing programs to be offered in new locations must be approved by NWCCU. Proposals for such programs must be submitted through the provost's office.

(A) Certificate Program (Type B). Each request for a new certificate program (Type B) must be submitted on a new minor/specialization/certificate form and must be approved through the CWU curriculum approval process.

(B) New Course. Each request for a new course must be submitted on a new course form. Express approval of all such requests by the appropriate department chair and college dean is required.

(C) Existing Course. Each request for an existing catalog course or previously approved special topics course, seminar, workshop or professional development course must be submitted using the existing course addition form.

#### **(7) Office of Continuing Education - Noncredit Offerings**

No procedures

#### **(8) Professional Development Courses**

Departmental addition of a 500 catalog entry will follow the normal curriculum process for course additions. Specific 500 courses will be approved through the graduate office and at the individual college level.

#### **(9) Reserve Courses and Programs**

(A) Courses can remain on reserve for three years. After three years, they will become inactive automatically by Registrar Services or designee.

Courses that have not been taught for three years will automatically be placed on reserve by the Registrar Services.

(B) Courses or programs to be placed on or taken off reserve should be submitted using the course or program reserve form for approval by the appropriate individuals as identified on the form and are sent to the FSCC for review.

#### **(10) Course Accessibility**

No procedures

**(11) Workshops, Special Topics, Seminars,**  
(A) Process

(A) Special Topics, Seminars and Workshops should be submitted using the New Course form for approval by the appropriate individuals as identified on the form and will follow the normal curriculum process for course additions.

(B) Time Restriction - Courses offered as (X91), (X98) and (X99) are temporary offerings. These numbers are used to describe courses offered on an experimental basis, for topical issues, and for niche markets. Upon approval, the course may be offered for a period of three years. Any subsequent offering must be as a regular course (numbered X10 to X89), submitted and approved through the established curriculum process. The provost's office or designee will notify all departments annually of expiring special topics, seminars, or workshops.

**CWUR 2-50-070 Rules for Undergraduate and Graduate Degrees**

No procedures

**CWUR 2-50-080 Teacher Certification Programs**

No procedures

**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.

**CWUR 5-50-100 Programs**

No procedures