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CWU Faculty Senate Minutes - 03/07/12

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REGULAR MEETING
Wednesday, March 7, 2012, 3:10 p.m.
BARGE 412
Draft MINUTES

Senators: All senators or their alternates were present except: Virginia Bennett, Lori Braunstein, Jonathan Fassett, Lori Gray, Jason Irwin, Don Nixon, David Rawlinson, Allyson Scoville, Theresa Sloan, Ron Tidd, Matthew Wilson and Michael Young

Visitors: Kathy Temple, Sheryl Grunden, Marla Wyatt, Tracy Pellett, Chris Schedler,

CHANGES TO AND APPROVAL OF AGENDA Approved as read.

MOTION NO. 11-32(Approved): APPROVAL OF MINUTES of February 8, 2012

COMMUNICATIONS – Communication from United Faculty of Central is available for review in the Faculty Senate office.

FACULTY ISSUES: Senator Spybrook asked that when the catalog goes online that the students have access to previous versions so they can go back and use them. Provost indicated that the back issues are available now and will continue to be so. Ian reported that there will have to be a cutoff date for the online catalog, which will probably be around April 15th.

PRESIDENT: President Gaudino reported that he will be visiting every academic, as well as non-academic, departments during March and April. He will be delivering two key points. The first point is the worst of times are behind us. The precipitous drop in net funding has slowed and may be slightly reversed. The second is the gross tuition revenue has increased by enrolling more students and higher tuition. While this is nothing to be proud of, it does allow us to have a little more control of our future. However, the results are starting to show and may be able to put permanent money back into the system over the next several years. They will be looking at four demand areas. Salary and wage increases will be one area. A second will be putting people back into positions that have been frozen over the past few years. A third will be to put back funding into goods and services. The fourth area will be looking at actual growth. What do we need to be and what do we want. What are the new positions, new programs, new administrative structures and new student success we would like to see. We need to be very strategic and collegial about this process. As we become strategic, we have to let go some of the assumptions that are not substantiated by data as well as letting go of things past administrators have done. We need to start building from the place we are now to the place we want to go. President Gaudino reminded everyone that Tim Wise will be speaking at 7:45 tonight.

PROVOST: Provost is pleased at the accomplishments of faculty, students and staff. The ROTC army rangers won their regional competition and will be competing at a national level at WestPoint. The Music department just completed the Wind Festival which is famous throughout the region. We have had two Lion Rock presentations with Lisa Norris and Robert Wigley. The Engineering students have recently won a regional competition. There are currently four searches going on. The Associate Dean of Student Achievement has just been completed with Jesse Nelson's acceptance of the position. The Continuing Education search should be finishing soon. The Dean of Student Success should have the finalist announced next week. The Dean of Business search committee had Skype interviews this week. Wayne Quirk will be returning to the Biology faculty from the Graduate school. That announcement will be sent to the campus soon. Roy Sovian will also be returning to the Business faculty and has accepted the directorship of the I4IE (The Institute for Entrepreneurship and Innovation). The Provost reported that she has completed the first round of strategic initiatives. There were many good initiatives presented. On April 13th the Cabinet will make the final decisions and announce them to the campus. The Provost has submitted for consideration adjustments of over 1 million dollars to be restored to Academic and Student Life. The Provost facilitated a leadership workshop for the Student Academic Senate. They came up with their top four recommendations for the university. The Library has already made some changes based on these recommendations. The Provost will be speaking to each of the colleges. She will be giving a 20 minute speech on her vision for the university and a 90 minute question and answer session.

Online Quality Assurance – Dr. Chris Schedler and Dr. Tracy Pellett gave a short presentation regarding quality assurance of online learning. Dr. Schedler is the Coordinator of the online learning team. The quality assurance measures are student evaluation of instruction (SEOI), DFW rates, priority survey of online learners, course review and syllabi comparison. CWU students rate instruction highly – for both online and face-to-face courses. Online students generally rate faculty lower than students completing face-to-face courses; however, the differences are very small. The DFW rates overall are between 10% and 13% for both face-to-face and online courses during the regular academic year. DFW rates tend to be lower for face-to-face classes and higher for online courses in the summer as compared to the regular academic year. The Noel-Levitz PSOL reported that CWU students were satisfied for most elements related to online academic, instructional, enrollment and student services. There was some improvement in satisfaction from 2009 to 2010, particularly in academic and student services. In 2009, the number of online course offerings to meet degree objectives was of greatest concern to students. In 2010, tuition cost and financial aid availability were of greatest concern. Course review has been used primarily for online courses developed through work-for-hire agreements (71 courses since summer 2008). All courses needed to have scored highly in all areas of the “best practices” rubric before payment of services was provided to the faculty developer. A revised rubric is being developed and will be piloted during the spring 2012 quarter for greater departmental and programmatic use. There has been qualitative analysis of syllabi from corresponding face-to-face and online course sections (2 courses per college). The analysis revealed a parallel number and level of cognitive demand/skill requirements in relation to course outcomes. Face-to-face courses tended to have a significantly higher percentage of the total grade based on quizzes/exams. Online courses tend to have significantly higher percentage of the total grade based on discussion-based activities. Online courses tend to have higher writing requirements, particularly taking into account required postings in discussion boards or other collaboration tools. The full report is available at: www.cwu.edu/~avpugrad/reports/reports.html.

SEOIs – Dr. Jeffrey Snedeker and Dr. Tracy Pellett gave a brief presentation on the student evaluation of instruction (SEOIs) online implementation. There are several factors that have been looked at in transitioning from paper to online. This was one of the recommendations from the SEOI Task Force. It will save paper. It saves both staff and instructional time. It will save some administrative time and cost. It also will help protect faculty privacy. Starting in week 4 of the quarter departments will assign SEOI forms to courses as they do currently. Week 5 faculty and chairs can co-create or add custom questions. During week 8 of the quarter students will be contacted and given a secure web-link in an e-mail to access the SEOI form for the course. During week 12 faculty will be able to access the results. The response rate for paper SEOIs is currently 85%. The response rate for the pilot courses has been 40-92%. The more students are aware of the process, given reminders and encourage to fill them out by faculty, the higher the response rate. The current plan is to implement the online SEOIs spring quarter. Students will receive an e-mail invitation and reminders; there will be web and print media advertisement as well as CWU radio advertisement. Blackboard will have pop-up message reminder. The full report is available at: www.cwu.edu/~testing/OnlineSEOI_faq.html. Chair Loverro suggested that having a forum to discuss this further would be a good idea.

OLD BUSINESS - None

REPORTS/ACTION ITEMS (35 Minutes)

SENATE COMMITTEES:

Academic Affairs Committee – Marla Wyatt reported that the committee had been asked to look at student conduct and student and faculty rights. The committee has recommended to the Executive Committee to have someone from Student Success to come talk about what is being done currently with student conduct. The committee is looking at the general policy and trying to get them cleaned up. If you have suggestions e-mail to Marla or to the Faculty Senate office.

Bylaws & Academic Code Committee – Gary Bartlett reported that the committee has pretty much exhausted charges before them currently, but have proposed several things to Executive Committee. One of the recommendations is standardizing the procedures manual for Faculty Senate committees.

Motion No. 11-33(First reading of three): “Approve changes to the Faculty Senate Academic Code Section V as outlined in Exhibit A.”

Motion No. 11-34(First reading of three): “Approve additions to the Faculty Senate Academic Code Section IV as outlined in Exhibit B.”

Curriculum Committee: - Kathy Temple reported on programs that have been put on reserve. They are BA Foreign Language – Teaching Broad Area Major – Chinese Specialization, BA Foreign Language – Teaching Major – Chinese Specialization, BA Foreign Language Broad Area Major – Chinese Specialization, BA Foreign Language Major – Chinese Specialization. The following programs have had name changes: Library Media – All Levels Supporting Endorsement has been changed to Library Media-All Levels Endorsement. Non-Profit Organization Administration minor changed to Non-Profit Organization Management minor. Non-Profit Organization Administration certificate changed to Non-Profit Organization Management certificate. B.S. Fashion Merchandising changed to B.S. Apparel, Textiles, and Merchandising. Fashion Merchandising minor changed to Apparel, Textiles, and Merchandising minor. Women’s Studies minor changed to Women’s and Gender Studies minor. M.Ed. Reading Specialist changed to M.Ed. Literacy. Kathy reported they created a sub-committee to look at the current curriculum policy. The committee will be sending those revisions to the Senate spring quarter.

Motion No. 11-35(Approved): “Approve the M.Ed. Higher Education as outlined in Exhibit C.” – Dr. Williams
This is an online masters in education.

CHAIR: Chair Loverro introduced Dr. Brett Smith who will be serving on the Executive Committee. Dr. Rodney Bransdorfer has so many departmental commitments that he has decided to step down early. This term ends the end of spring quarter. This position, Member-At-Large, and one of the CAH positions will be opened up for election spring quarter. Chair Loverro apologized for the formatting of the midnight email. It looked good in Word, but not so good cut and pasted. Just a reminder that University policy indicates that faculty need to hold some sort of culminating event for their classes during finals week. Provost Levine and Ian will send out the reminder fir faculty.

CHAIR-ELECT: Chair-Elect Madlem hopes that Senators to have a good end of quarter and to come back rested and recharged.

STUDENT REPORT: Kelsey reported that Central had about 50 students present at the lobby day in Olympia on President’s Day. The rest of the institutions had 5 or less in attendance. The fireside chat with the President was awesome. They are trying to schedule some more as it is a good way to connect students with staff. There are approximately 10 departments that are still unrepresented in the Student Academic Senate. There were approximately 10-15 spots filled in the past few weeks. The SAS received additional funding if you know of students who are attending conferences and need some financial help.

NEW BUSINESS - Senator Čuljak asked the President if the tuition waiver that was passed by the BOT last week include dependents that are under legal guardianship. President Gaudino indicated that it applies to dependents that are given legal standing by the IRS or if they are a spouse or domestic partner.

Meeting was adjourned at 4:28 p.m.

Exhibit A

Section V. ~~DISPUTE RESOLUTION~~ INQUIRY INTO DISPUTES AND SCHOLARLY MISCONDUCT

A. Obligations

The University recognizes the right of faculty to express differences of opinion and to seek fair and timely resolutions of disputes or allegations of scholarly misconduct. It is the policy of the University that such disputes or allegations shall first be attempted to be settled informally and that all persons have the obligation to participate in good faith in the informal ~~dispute~~-resolution process before resorting to formal ~~grievance~~ procedures. The University encourages open communication and resolution of ~~disputes such matters~~ through the informal processes described herein. The University will not tolerate reprisals, retribution, harassment or discrimination against any person because of participation in this process. This section establishes an internal process to provide University faculty a prompt and efficient review and resolution of disputes or allegations.

All University administrators shall be attentive to and counsel with faculty concerning disputes arising in areas over which the administrators have supervisory or other responsibilities, and shall to the best of their ability contribute to timely resolution of any dispute brought to them.

B. Definitions

Dispute: A claim which occurs when a faculty member considers that any programmatic required activity or behavior, including actions or inactions by others, is unjust, inequitable, contrary to University regulations or policies, or a hindrance to effective faculty performance and student learning.

Misconduct: Fabrication, falsification, plagiarism or other practices that seriously deviate from those commonly accepted within the scholarly community for proposing, conducting or reporting scholarly activities including research. It does not include honest error or differences in interpretation of data or in judgments.

Faculty Member: A person appointed to and serving in a faculty position as defined in Article 2.2 of the CBA.

Parties: The parties to ~~an informal dispute resolution~~ the proceedings as described in this section shall be: in the case of an informal dispute resolution, the complaining faculty member and any other persons whose action or inaction caused or contributed to the incident or conditions which gave rise to the dispute; in the case of an inquiry into an allegation of scholarly misconduct, the accused faculty member(s) and the accuser(s) (who may or may not be faculty); and in both cases, any administrator whose participation may be required in implementing a resolution or finding of the dispute.

C. Scope

This procedure delineates an appeal and resolution process appropriate for disagreements/conflicts involving faculty that fall outside the Collective Bargaining Agreement or other university policies. Issues covered by this policy include, but are not limited to:

- disputes between faculty members on issues of collegiality, professionalism, civility, etc.;
- disputes between administration and faculty regarding the grade of a student or other matters pertaining to classroom management and instruction;
- matters of academic policy administration (Cf. CWU Policies Manual PART 5).
- allegations of scholarly misconduct made against any faculty member.

EXCLUSIONS:

- Civil rights complaints properly addressed under the process provided in Part 2.2 of the General University Policies Manual.
- Matters subject to the grievance process contained in Article 25 of the Collective Bargaining Agreement, which includes allegations of violations of the terms of the CBA.
- Matters subject to the complaint process contained in Article 25 of the Collective Bargaining Agreement, which involves substantive academic judgments in matters of workload, reappointment, promotion, tenure, and post-tenure review.

D. The Faculty Disputes and Allegations Resolution Committee (FDRGFDAC)

1. Composition

- a. The Faculty Disputes ~~and Allegations Resolution~~ Committee shall consist of three (3) faculty members who shall elect their own chair. At least three (3) and not more than six (6) alternate members shall also be selected, at the same time and in the same manner as the regular members, and be possessed of the same powers and subject to the same restrictions as regular members. Alternate members shall serve in the place of regular members in the event that a regular member, prior to any hearing or consideration of an issue, disqualifies himself or herself for any reason, resigns or is otherwise unable to serve as a member of the Faculty Dispute Resolution Committee. The order of service of alternate members shall be determined by the chair of the committee.
- b. Any tenured member of the faculty is eligible to serve on the Faculty Dispute Resolution Committee, with the exception of chief administrators, including but not limited to the president, provost/senior vice president for academic affairs, deans, and associate deans. Membership on the senate will not be required for eligibility. No two (2) members or alternates shall be from the same department.
- c. Members of this committee shall be appointed by the Faculty Senate Executive Committee and ratified by the senate at the last regular meeting of each academic year. Members and alternates shall serve terms of three (3) calendar years beginning September 15. Service on the committee shall be treated as service on a Senate standing committee, and thus shall be subject to the provisions of the Senate Bylaws, Section IV, Part A.1.d. Members and alternates may ~~thus be reappointed and serve any number of~~ serve no more than two (2) successive terms. Terms shall be staggered so that only one position will need to be filled in any one year for both member and alternate. When the original appointee is unable to complete the full term of office, an alternate shall complete the remainder of that three year term, at which time a new member and alternate will be appointed in the regular way. When an alternate replaces a member of the Faculty Dispute Resolution Committee, a replacement alternate shall be appointed and ratified immediately to complete the remainder of the alternate's term.

2. Powers and Duties (General)

The Faculty Dispute ~~Resolutions and Allegations~~ Committee shall have the following powers and duties:

- a. To select a chair and establish rules or procedures for the resolution of disputes and for inquiry into allegations of scholarly misconduct/complaints, provided that such rules or procedures are fair, are informal and are not inconsistent with provisions of the Academic Code, the Collective Bargaining Agreement (CBA), or other university policies;
- b. To perform the functions assigned to it by the Academic Code;
- c. To attempt to resolve by informal means any specific disputes or conflicts concerning members of the faculty as defined in Article 2.2 of the CBA.
- d. To recommend policy questions or issues, following or as part of its resolution of specific disputes or conflicts, to the attention of the president of the university or other appropriate administrators, and the Senate Executive Committee for further consideration by any senate standing committees.

Exhibit B

Section IV: FACULTY SENATE

F. Interpretation and Emergency

A request for formal interpretation of the Academic Code must be initially submitted by a petitioner or petitioners to the Faculty Senate Bylaw and Academic Code Committee. The Bylaws and Academic Code Committee shall review the request and make a written recommendation to the Faculty Senate within thirty (30) days of the date of receipt of the request. The Faculty Senate shall take action on the Bylaws and Academic Code Committee's recommendation within sixty (60) days of its receipt. If the recommendation is forwarded to the Board of Trustees, the Board of Trustees shall take action on the proposed request within sixty (60) days of its receipt from the Faculty Senate.

G. Faculty Senate Forum

The Faculty Senate forum is an unofficial open meeting to which all members of the faculty shall be invited and which shall be presided over by the chair of the Faculty Senate or by a faculty member designated by the chair. A Senate forum may be convened for the purposes of providing the Faculty Senate an opportunity to convey information to the faculty and solicit their feedback. The chair and/or the Senate Executive Committee shall decide whether, when, and for what purpose a faculty forum may be called.

H. Faculty Senate Hearing

Any ten faculty members may, by written petition filed with the chair of the Faculty Senate, secure an opportunity, as a body or by selected representatives, to address the Senate in order to convey information, request Senate action, or propose policy changes on any matter over which the Senate has the power to act. If a Faculty Senate hearing is convened with the purpose of a specific policy change or action, the Senate chair shall submit the proposal to the Senate for consideration within two regularly scheduled Senate meetings.

I. Referendum

The Faculty Senate may decide to refer any question or issue before it to the faculty-at-large for vote, which shall be conducted with reasonable promptness according to such procedures as may be prescribed by the Senate Executive Committee.

J. Initiative

Any ten (10) faculty members may, by written petition filed with the chair of the Faculty Senate, secure consideration, with reasonable promptness, of any matter over which the Senate has power to act.

K. Review by Faculty

All actions (motions passed by the Senate) of the Faculty Senate shall be subject to review by the university faculty. A review shall be conducted only after a written petition for review has been signed by at least ten percent of the faculty and submitted to the Senate chair. The petition for review must be filed no later than fourteen days after the approval of the minutes of the meeting during which the action to be reviewed was taken. A special meeting of the Senate shall be called by the chair within ten days after the petition is submitted. If the Senate refuses to change its position, a vote of the entire faculty on the Senate action under review shall be conducted by the Faculty Senate Executive Committee. The voting procedure shall provide for a secret vote of the faculty and for voting to continue for seven calendar days. A majority vote of those faculty voting on the question shall determine the outcome of the review and whether or not the Senate action is reversed. From the date of the filing of a valid petition for review, until the determination of the outcome of the vote of the faculty on the action under review, the Faculty Senate may not undertake action concerning or affecting the original action of the Senate under review.

Exhibit C

M.Ed. Higher Education

The degree program is designed for candidates with an interest in working in administrative positions in institutions of higher education, civic organizations, non-profit organizations, national government organizations, or the social sector. Program coursework provides students with a strong grounding in leadership / management / organizational development with particular attention to the higher education context.

Program Requirements

Incoming candidates are expected to meet the requirement for admission to the graduate programs at Central Washington University. To graduate with the M.Ed. in Higher Education, the Office of Graduate Studies and Research requires a cumulative grade-point average of at least 3.0 in the courses listed in the student's coursework.

Course Requirements

Students will not be allowed to enroll in any of the courses until they have been admitted into the M.Ed. Higher Education program.

Required Courses:

EDAD 510 – History of Higher Education	3
EDAD 515 – College Student Development	3
EDAD 517 – Organizational Dynamics	3
EDAD 518 - Program Evaluation & Assessment	3
EDAD 577 – Diversity Leadership	3
EDAD 581 – Public School Finance	4
EDAD 589 – School Law	4
EDAD 596 – Individual Study / Internship	5
ADMG 485 - Managerial Communication	3
ADMG 572 – Leadership & Supervision	3
EDF 510 - Research & Statistics	4
EDAD 700 –Examination	1
Advisor approved electives	6
Program Total Credits:	45

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GRADUATE STUDIES AND RESEARCH

Required Summary Page

For All Proposed Majors, Minors, Specializations, and Certificates

This form must accompany your proposal.

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?) Additional pages may be used.

Three Hundred WA higher education employees were surveyed, spring 2010: 74% indicated they would be interested in enrolling in a Master in Higher Education if CWU was to offer one. With the potential for an increase of 61,500 FTE students by 2018, Washington's Public and Private Universities and Community Colleges will have an increased demand for executive and administrative support in Human Resources, Student Affairs, Diversity and other key positions. Not only will a Higher Education graduate program at Central Washington University address the growing demand for educated higher education professionals; but, the online nature of the program will improve program access to individuals across the state. The degree program is designed for candidates with an interest in working in administrative positions in institutions of higher education, civic organizations, non-profit organizations, national government organizations, or the social sector. Program coursework provides students with a strong grounding in leadership / management / organizational development.

2. Attach a clean copy of the catalog narrative and program requirements.

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 many students do you expect to enroll in the new program over the next 5 years? How will FTE's be affected in existing programs? Is there long-term support for the program in terms of staffing and funding? Will the program impact enrollments in other departments or colleges, etc.?) Additional pages may be used.

This program does not replace any existing program. It is a self-support program through Continuing Education. One rationale for requesting this new degree program was to meet the needs of the vast majority of students who need a M.Ed. degree to further their career. This M. Ed program should have minimal impact on existing physical resources. Impact on the faculty classroom teaching is small, since students recruited into this program will be taking most classes online. The program is designed with a combination of university tenure line and lecture faculty with expertise in institutional leadership. This includes six faculty members that will contribute to the program and other program faculty members who will contribute in specific areas of expertise. Expected enrollment targets: Year one 10, Year two 15, Year three 20, Year four 25, Year five 30. There should be no affect on enrollments in existing programs as this new program has no overlap in existing programs.

4. Does this program include courses from outside the originating department? Yes No
If so, please list those courses below and obtain signature(s) or attach approval(s) (letters, emails, etc.) from all affected department chairs. Additional pages may be used.

Table with 3 columns: List of courses outside originating dept., Signature of dept chair or describe type of approval, Printed Name. Rows include ADMG 485, ADMG 572, EDF 510.

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

Table with 4 columns: Role, Signature, Printed Name, Date. Rows include Originator, Department Chair, College Dean, Provost or Designee, Registrar, Ctr for Teaching & Learning, Graduate Studies.

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OFFICE OF UNDERGRADUATE STUDIES

Central Washington University Registrar Services, TAC