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CWU Faculty Senate Minutes - 04/14/10

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CENTRAL WASHINGTON UNIVERSITY
FACULTY SENATE

REGULAR MEETING
Wednesday, April 14, 2010, 3:10 p.m.
BARGE 412
Minutes

Senators: All senators or their alternates were present except: Jason Burroughs, Anthony Diaz, Stephen Glasby, Ralf Greenwald, Mark lane, Michael Ogden, Nadine Pederson, Craig Revels, Paul Sellars, Ronald Tidd and Steve Wagner

Visitors: Sheryl Grunden and Charity Spalding

CHANGES TO AND APPROVAL OF AGENDA – Agenda approved.

MOTION NO. 09-34(Approved) APPROVAL OF MINUTES of March 10, 2010

COMMUNICATIONS – Memo from Tracy Terrell regarding Commencement participation. Full letter is available in Faculty Senate Office.

Center for Teacher/Scholar Presentation – Jan Bowers introduced Kelly Benson, Mike Harrod and Charity Spalding, who have been working with the Center for Teacher/Scholar. A short presentation was given on what is being offered through CTS and resources that are available on their web site.

FACULTY ISSUES: Senator Donahoe asked that standards based education drive some of the changes that are requested. If a program is going to be accredited it needs to be standards based. Faculty need to follow the standards, not just what they want and need to use the same rubrics.

PRESIDENT: President Gaudino indicated that while he has received feedback on the budget advisory process not functioning completely yet, progress is being made and will get better with time. President Gaudino is working on a charge for the Shared Governance committee. The committee will be working through the summer as needed. The Board of Trustees (BOT) met earlier today in a special meeting where they approved the purchase of three properties next to the university at University Way and D Street for \$1 million dollars. The deal is advantageous to the university. The down payment will be \$500,000 paid from the Foundation. The money will be paid back to the Foundation with interest at a higher rate of return than they are currently receiving. The seller of the properties will donate \$20,000 a year to be used towards scholarships. In the next ten years the seller will remove the buildings from the property. Central has received a \$2.9 million dollar reduction in state funding for next fiscal year. There is also a \$1.1 million dollar mandated increase in health care costs the university must provide to employees. President Gaudino will be doing budget forums and meetings by the end of the month. President Gaudino expressed that academics have been protected this past year. While other areas budgets were decreased, academic affairs was increased by about \$1 million and up 12 tenure track positions this year. If the university has to have layoffs they will need to be made by July 1st. President Gaudino indicated that everyone whose position is being cut will know ahead of time.

PROVOST: The Provost reported he has been looking at the way the university receives revenue and how we current distribute them. The current model is simply not working. Summer session committee has had conversations with ADCO regarding the summer revenue distribution model. The Provost indicated that faculty development funds is a fairly predictable cost and should be in base funding and not coming out of summer revenues. They are starting to look at what the gross revenues are verses the expenditures for summer. He would like to see the distribution back to

departments come from the gross revenue side rather than net revenue. They are looking to see if the proposed distribution model being suggested for summer revenues could be adapted to other areas on campus.

OLD BUSINESS

Motion No. 09-32(Motion withdrawn): "Accept Curriculum Committees recommendation to change the Professional Education Program from 47-52 credits to 51 credits as outlined in Exhibit A."

Senator Culjak, on behalf of the curriculum committee, withdrew Motion 09-32 at the request of the submitting department. The department will resubmit their proposal next fall.

REPORTS/ACTION ITEMS

SENATE COMMITTEES:

Executive Committee:

Motion No. 09-35(Approved): "Ratification of 2010-11 Faculty Senate committee vacancies as attached in Exhibit B."

Motion No. 09-36(Approved): "Approval of the 2010-11 regular Faculty Senate meetings as follows: Fall Quarter - October 6, November 3, December 1; Winter Quarter - January 12, February 9, March 9; Spring Quarter - April 6, May 4, June 1."

Bylaw and Academic Code Committee:

Motion No. 09-26(Second of three readings): "Recommends the changes to Section I Faculty Rights in the Academic Code as outlined in Exhibit C." No comments

Motion No. 09-27: (Second of three readings): "Recommends the addition of Section III Distinguished Faculty Awards and Appendix B as outlined in Exhibit D."

Motion No. 09-28: (Approved): "Recommends the changes to Section III Executive Committee of the Senate Bylaws as outlined in Exhibit E." Approved

Motion No. 09-29: (Approved): "Recommends the changes to Section IV Senate Committees A. 3. a., b. and c. as outlined in Exhibit F." add "which shall not have any representation". .

Curriculum Committee: Senator Bransdorfer stressed to senators that if your department is thinking about creating a new program or making changes to an existing program to get those proposals to the Curriculum Committee next fall as early as possible. This increases the potential of them making it into the catalog.

Evaluation and Assessment: Senator Snedeker reported that the committee was on hiatus during winter quarter. The plan for spring quarter is to continue with the follow-up with academic administrators. The committee had a good debriefing with the academic administrators in December. Evaluation of academic administrators happens every other year and will take place next year. The committee is taking the feedback they received in December and will be working on retooling the instrument and the process. There is interest in developing a 360 evaluation process and will be working with the President's office on how the faculty evaluation can play a role in this process.

SEOI Task Force: Senator Snedeker also reported on the SEOI Task Force. As chair of the committee, Senator Snedeker will be meeting with the Provost and Tom Henderson from testing regarding where they are at in the process. The committee is ready to take the form that was piloted during the fall out to the broader campus community for feedback. The committee will be taking their report and piloted forms to ADCO, University Academic Assessment Committee, the

Student Academic Senate and the Faculty Senate Executive Committee soon. After these groups have an opportunity to see it, the committee will seek general faculty input. The committee hopes to have something in place to implement in the fall.

General Education: No report

Faculty Legislative Representative: No report.

Ad Hoc Budget Committee: The committee will be seeing what input they can have into the current process.

CHAIR: The President's address to the classified staff is now available on CWU iTunes. During the first twenty minutes the President talks about his vision for the university. He talked about the shift from the public supported model to more of the private supported model is something we need to look at based on what is happening with the state budget. He also talked about being student focused. Chair Cutsinger suggested that the new General Education requirements be made a priority. The Shared Governance committee will be meeting tomorrow. The administrators on the committee are Roy Savoian, Ethan Bergman and Michael Launius. The faculty are Patsy Callaghan, Rodney Bransdorfer and Mathew Manweller, with Chair Cutsinger as the committee chair.

CHAIR-ELECT: No report.

STUDENT REPORT: Megan Hammond reported that the student election process is starting. A student needs 200 signatures to be put on the ballot, collected by next Wednesday and filled in the ASCWU office. The student boards of directors are making some fairly minor changes to their constitution. They are changing some of the names of the student officer positions and setting a term limit of no student may serve on the board of directors for more than two years regardless of what positions they have held. They are working on a new scholarship through US Bank that will start at \$8,000 per year. The BOD is working on the details of that scholarship right now.

NEW BUSINESS - None

Meeting was adjourned at 4:53.

Exhibit A

Strike out version

Teacher Preparation Program General Information

The Teacher Preparation Program is administered through CEPS and the CTL executive board. The provost/senior vice president for academic affairs in collaboration with the CEPS dean appoints faculty to serve on the advisory council, which advises the CTL executive board on program policies.

Admission Requirements

Admission to the university does not guarantee a student admission into the Teacher Preparation Program. ~~Students must be at least conditionally admitted to the Teacher Preparation Program prior to enrolling in any of the Block I courses in the professional education foundation program.~~

The processing of applications takes time. To insure the thorough review of transcripts, letters of recommendation, etc., it is required that all application materials for admission to the Teacher Preparation Program be submitted by the following dates: For Ellensburg campus programs - winter, October 1; spring, January 1; summer, April 1; fall, April 1; ~~for university center programs - fall, April 1.~~ For university center programs - please contact the university center.

(All application forms are available online at www.cwu.edu/-cert.)

1. A 3.0 grade point average (GPA) for at least the last 45 graded quarter credits (the total may exceed 45 if an entire quarter is needed to achieve the minimum 45) is required for full admittance into the Teacher Preparation Program. A 2.8 gpa for at least the last 45 graded quarter credits will be considered for conditional admittance into the Teacher Preparation Program. A 3.0 GPA for at least the last 45 graded quarter credits is required prior to making application to student teaching. Official or unofficial transcripts for all college/university coursework must be submitted directly to the ~~associate dean's~~ CWU Teacher Certification office. These transcripts are in addition to transcripts submitted to Registrar Services.
2. Completed APPLICATION FOR ADMISSION TO TEACHER EDUCATION.
3. Completed Character and Fitness supplement. Answering "YES" to any question on the form will require that you meet with the Certification Officer prior to a decision regarding admission. All court documents should be submitted prior to that meeting. False answers to the questions on the form may result in denial of program admission and/or certification.
4. Minimum score of 24 on each of two RECOMMENDATION FORMS completed by teachers, employers, or professors (one must be from a professor or teacher). Forms may not be completed by a relative.
5. Signed FINGERPRINTING/CERTIFICATION REQUIREMENT form. Fingerprint clearance is not required for admission to the program unless you have answered "yes" on the Character and Fitness supplement.
6. Pass the WEST-B examination.
7. Completion of one of the following:
 - o Prerequisite Courses:-ENG 101 and 102, and one of MATH 101, 153, 154, 164, 170, or 172 (with a grade of C or higher in each of the three prerequisite courses.)
 - o Bachelor's degree from an accredited institution
 - o A Direct Transfer Agreement (DTA) associate degree
8. Proof of purchase of the College Live Text Edu Solutions software program (i.e., copy of receipt).
 - o Software can be purchased directly from livetext.com or from the Wildcat Shop. For those students applying to one of the University Centers, you will not be required to purchase the LiveText software until you have been accepted into the cohort program.
9. Submission of the Dispositional Survey. Once you activate your LiveText account, you are automatically sent the Dispositional Survey. It is located in your Forms box which is under the Tools section of LiveText. Once you complete the survey, click the submit button. Please call 509-963-2660 if you have any questions.

West B Test

All individuals applying for admission to CWU's Teacher Preparation Program are required to meet the minimum passing score on the WEST-B (Washington Educator Skill Test - Basic). This exam is administered statewide six times each year. Registration information and test dates can be found online at www.west.nesinc.com.

Note: Failure to begin the program within one year from date of acceptance may result in cancellation of admission.

The completed application packet needs to be submitted to the following address by the appropriate deadline date: Teacher Certification Office ~~associate Dean~~, College of Education and Professional Studies, Central Washington University, 400 East University Way, Ellensburg, WA 98926-7414.

Please be aware that:

No grade lower than a C in a major or minor, required English composition courses, and foundation coursework, and no grade lower than a C- in General Education basic and breadth coursework will be accepted for certification.

To remain in the program, students must maintain a 3.0 GPA for the last 45 graded credits earned.

Each applicant for admission to the Teacher Preparation Program will be notified in writing of the status of his or her application.

Completion of the Teacher Preparation Program does not guarantee certification by the state of Washington. In order to be certified, the candidate must demonstrate good moral character and personal fitness as defined by WAC 180-79A-155. Fingerprint clearance from the Washington State Patrol and FBI will be required prior to application for practicum, pre-autumn and/or student teaching. If you have anything from your past that you think may compromise your certification, please seek advisement from the Certification Officer at 509-963-2660 prior to submitting your application.

Teacher Preparation Program admission regulations are administered by the ~~associate~~ dean. Personal folders are maintained in the ~~associate~~ dean's office for each student enrolled in a teaching program at Central.

Professional Education Program

The purpose of the Professional education Program is to prepare prospective teachers to become facilitators of learning within the school and community. The Professional Education Program curriculum provides opportunities to acquire the pedagogical knowledge and skills that allow students to demonstrate a positive impact on P-12 student learning. To this end the program offers information about and experience in integrating research and best practice pedagogical constructs for a spectrum of diverse learning situations.

See important information above under Pre-Admission Observation Experience and Student Teaching.

Because ~~Since~~ EFC 330 DCS 300 is offered only from August-September, students should enroll for this course EDCS 300 prior to their junior year. ~~Student teaching is completed at one of the approved off-campus locations.~~

Students should cCheck the university catalog for course descriptions and pre-requisite information. Some courses must be taken in sequence. Students should consult their advisor for assistance in developing an academic plan.

Block I

Admission requirements for BLOCK I courses, please visit the Teacher Certification Web site at www.cwu.edu/~cert.

Required Courses

EFC 210 – Seminar	1
EFC 310 – Orientation to Teaching	3
PSY 314 – Human Development and the Learner	4
EFC 315 – Educational Assessment	3
EFC 316 – Classroom Management	3
EFC 330 DCS 300 Pre Autumn Field Experience	(42)
EDCS 431 – Multicultural Education	(3)
EDF 301 – Teaching: An Orientation (3)	(1-3)

OR

*EDF 301-A – Introduction to Teacher Education	(1)
EFC 410 – Instructional Methods	3
EDSE 302 – Introduction to Students with Exceptionalities	(4)
PSY 314 – Human Development and the Learner	(4)
**EDCS 444 – Education Issues and Law	(3)

Block II

Admission requirements for BLOCK II courses, please visit the Teacher Certification Web site at www.cwu.edu/~cert.

Required Courses

~~**EDCS 311 – Teaching Classroom Management and Assessment(5)~~
~~** EDCS 316 – Educational Technology(3)~~

~~OR~~

~~BSED 316 – Educational Technology(3)~~
~~EDBL 401 – Principles and Practices for Educating Linguistically Diverse Students . 3~~
~~OR EDBL 430 – Sheltering Instruction for Linguistically Diverse Students~~
~~EDCS 424 – Rading in the Content Fields(3)~~

~~(Secondary majors only)~~

~~**EDCS 442 – Student Teaching (16)~~
~~**PSY 315 – Educational Psychology (4)~~

Professional education Program – Total Credits ~~47-52~~ 51

~~*EDF 301A is allowed and required only for those students who have successfully completed another institution's equivalency to CWU's EDF 301.~~

~~**These courses required successful completion of PSY 314 and CWU EDF 301, EDF 301A as prerequisites. PHY 401 is a prerequisite for PSY 314.~~

~~NOTE: EDSE 302, EDCS 444 and EDCS 424 (if required, see above) may be completed after student teaching.~~

STUDENT TEACHING

~~EDF 442 is offered by permission only. Students must complete a minimum of 16 quarter credits of student teaching on an all day basis for one quarter. To qualify for certification to teach in more than one specialization, students must meet all requirements listed in the catalog for each specialization. All prerequisites in the course description for student teaching must be completed.~~

- ~~1. One quarter in residence at CWU is required before a student may be assigned to student teaching, unless an exception is approved by the chair of the education department.~~
- ~~2. Students must be endorsed for student teaching by their major and minor departments. The endorsement requires completion of 75 percent of the major and minor areas prior to student teaching. See major and minor departments for advising.~~
- ~~3. Most student teaching assignments will be made at centers outside Kittitas County.~~
- ~~4. Student requests for choice of student teaching centers and grade levels will be considered. Final responsibility for student teaching placement rests with the director of field experiences.~~
- ~~5. Student teachers wishing to enroll in additional coursework during their student teaching experience must obtain the approval of the director of field experiences.~~
- ~~6. A minimum GPA of 3.0 for the last 45 quarter credits is required prior to applying for student teaching.~~
- ~~7. Fingerprint clearance from both the Washington State Patrol and the FBI must be on file in the office of the associate dean of the College of Education and Professional Studies (CEPS) prior to applying for student teaching. Clearance must be valid for the period in which students will be in the classroom.~~
- ~~8. Applications for certification must be on file in the office of the associate dean of the CEPS one quarter prior to student teaching.~~
- ~~9. Students must provide proof of purchase of \$1M of liability insurance for student teaching, valid for the quarter in which student teaching will occur, at the time of application submission.~~
- ~~10. Students must provide, at the time of application submission, West E results or proof of having registered for a West E test date that will occur prior to the first day of student teaching.~~

Clean version

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8. Proof of purchase of the College Live Text Edu Solutions software program (i.e., copy of receipt).
 - o Software can be purchased directly from livetext.com or from the Wildcat Shop. For those students applying to one of the University Centers, you will not be required to purchase the LiveText software until you have been accepted into the cohort program.
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PSY 314 – Human Development and the Learner	4
EFC 315 – Educational Assessment	3
EFC 316 – Classroom Management	3
EFC 330 - Pre Autumn Field Experience	2
EDCS 431 – Multicultural Education	3
EFC 410 – Instructional Methods	3
EDSE 302 – Introduction to Students with Exceptionalities	4
EDCS 444 – Education Issues and Law	3
EDCS 316 – Educational Technology	3
EDBL 401 – Principles and Practices for Educating Linguistically Diverse Students .	3
OR EDBL 430 – Sheltering Instruction for Linguistically Diverse Students	
EDCS 442 – Student Teaching.....	16

Professional education Program – Total Credits 51

Exhibit B

Committee	Name	Department	Term
Academic Affairs Committee			
COTS 1 members	Penglin Wang	Anthropology	6/15/10 – 6/14/13
Bylaws and Academic Code			
1 vacancy	Vacant		6/15/10 – 6/14/12
General Education Committee			
COTS 1 member	John Alsoszatai-Petheo	Anthropology	6/15/10 – 6/14/13

Exhibit C

Section I: FACULTY RIGHTS AND RESPONSIBILITIES

A. Faculty Rights

All faculty members have the right to:

1. participate in faculty and university governance by means of activities on departmental, college, university, and Faculty Senate committees and through a system of elected faculty representatives;
2. be treated fairly and equitably and have protection against illegal and unconstitutional discrimination by the institution;
3. academic freedom as set forth in the 1940 *Statement of Principles on Academic Freedom and Tenure*, American Association of University Professors (AAUP) and Association of American Colleges, now the Association of American Colleges and Universities (AAC), with 1970 *Interpretive Comments* (AAUP), and the Collective Bargaining Agreement (~~Appendices A & B~~);
4. access their official files, in accordance with the CBA.

B. Faculty Responsibilities

1. Principal Areas of Collective Faculty Responsibility

Collectively the faculty has principal responsibility for academic policies and academic standards for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status (as defined in the CBA), and those aspects of student life which relate to the educational process. Principal responsibility means that faculty, through the Faculty Senate and its committees, make decisions in consultation with the provost/senior vice president for academic affairs, deans, and other administrators, subject to the approval of the president and the Board of Trustees. These areas include:

- a) curriculum, including program revision, criteria for addition and deletion of courses, and standards for granting degrees;
- b) subject matter and methods of instruction, including educational policies, assessment of student learning, and grading standards;
- c) governance of the General Education Program at the university;
- d) scholarship including research and creative activity, freedom of scholarly inquiry, and standards for evaluation of faculty scholarship;
- e) implementation of CBA processes, including development of substantive content regarding faculty status, including faculty ethics, peer review in hiring, tenure, promotion, post-tenure review, and merit;
- f) those aspects of student life that relate to the academic experience, including student academic ethics and academic co-curricular policies;
- g) criteria for admissions to undergraduate majors;
- h) criteria for admission to graduate programs and selection of graduate students;
- i) participation in accreditation and assessment.

2. Areas Meriting Significant Faculty Consultation

Because all aspects of the university are interconnected, consultation with faculty is essential in areas that significantly affect the academic character and quality of the university. Consultation occurs through substantive discussions between administrators and appropriate faculty bodies as specified in this document and as required by the collective bargaining process.

The more directly decisions affect the academic character and quality of the university, the more extensive the consultation with faculty should be. For example, when planning involves institutional academic priorities, such as the development and elimination of academic programs or the organization of academic structures and units, consultation with the faculty is especially important. Ideally, decisions will reflect consensus between the administrative leadership and the appropriate bodies of the faculty.

Areas for faculty consultation include, but are not limited to:

- a) university and college mission;
- b) realignment of academic divisions;
- c) undergraduate and graduate admissions, enrollment management, and scholarships;

- d) budget;
- e) hiring and evaluation of academic administrators;
- f) recommendation of candidates for honorary degrees;
- g) academic facilities, including instructional technologies;
- h) aspects of student life that affect academic climate and quality;
- i) policies related to academic calendars.

3. Areas of Individual Faculty Responsibility

In addition to the collective responsibilities listed above, each faculty member has the responsibility to:

- a) fulfill assigned teaching duties, student advising, and other instructional activities benefiting students' academic development;
- b) follow policies and guidelines derived from those policies by the university, college, and department;
- c) perform professional activity for continual updating of course content to reflect current development in the faculty member's academic field;
- d) uphold standards of professional ethics outlined in AAUP Statement on Professional Ethics and the Collective Bargaining Agreement (Appendix G-A incorporated by reference);
- e) participate, where appropriate, in the operation and governance of the department, college, and university by such means as to:
 - (1) assist in the planning, delivery, assessment, improvement, and development of the academic curriculum in the disciplines housed in the department;
 - (2) participate in accreditation and program reviews;
 - (3) assist in student recruitment and retention;
 - (4) participate in the academic appeals procedure in accordance with guidelines established in Academic Affairs policy;
 - (5) participate in the recruitment and selection of faculty, staff, and administrators;
 - (6) participate with administrators in matters of faculty status such as reappointment, tenure, and promotions, per the terms of the CBA;
 - (7) participate in the assessment and evaluation of students, faculty, staff, and academic administrators;
 - (8) participate in university and Faculty Senate committees;
 - (9) work collaboratively and productively with colleagues.

Exhibit D

Section III. DISTINGUISHED FACULTY AWARDS

The Distinguished Faculty Awards are the highest awards attainable at the University and must represent the highest level of performance. The awards are overseen by the Central Washington University Faculty Senate (Appendix B is incorporated by reference). There are no honorable mention awards.

A. Distinguished Professor Awards

Faculty Senate confers three unique awards annually to recognize outstanding distinguished professors in the following areas:

1. Distinguished Professor – Teaching

a. Teaching excellence shall be defined as:

- i. A demonstrated breadth and depth of knowledge;
- ii. Clarity in methodology and organization of materials, and effective methods of presentation;
- iii. Continued scholarship and its integration into course work;
- iv. Assistance to students in understanding the value and relevance of the subject matter and course materials, both within the discipline and in a broader context.

2. Distinguished Professor – Service

- a. Service shall be defined as voluntary endeavors contributing to the welfare of individuals, professional organizations, university groups, the community at large, or the university.

3. Distinguished Professor – Research/Artistic Accomplishment

- a. Research shall be defined as scholarly or scientific investigation or inquiry, conducted for the purpose of obtaining new data to advance the state of knowledge of the discipline.
- b. Artistic accomplishment shall be defined as the composition, creation, production or other significant and/or innovative contribution to an artistic event. Artistic accomplishment may include, but is not limited to, innovation in music, drama, film, art, dance, poetry or fiction that is a significant contribution to our understanding of the range of human experience and capabilities.

B. Non-Tenure Track Distinguished Faculty Award

a. Non-Tenure track Faculty Distinguished Teaching Award

i. Teaching excellence shall be determined by:

1. A demonstrated breadth and depth of knowledge;
2. Clarity in method and organization of materials, and effective methods of presentation;
3. Continued integration of scholarship into course work;
4. Assistance to students in understanding the value and relevance of the subject matter and course materials, both within the discipline and in a broader context.

Appendix B

Central Washington University *Distinguished Faculty Awards*

I. Funding for the awards (\$2,500 for each category) is generously provided by the Office of the President.

II. Award recipients are expected to serve on future screening committees at some time during their careers.

III. Initial Requirements

A. Due Dates

1. Letters of nomination are due in the office of the Faculty Senate by December 1 or, if this date

falls on a weekend, the first school day thereafter. All letters of nomination must be originals (fax and e-mail versions will not be considered).

2. All material supporting the nomination (i.e., nominees' notebooks) must be received in the office of the Faculty Senate by February 1 or, if this date falls on a weekend, the first school day thereafter.

B. Nominations and Supporting Materials

1. Nominations may be made by faculty, students, alumni or others in a position to evaluate the effectiveness of a faculty member in any of the three tenure-track/tenured award categories (Teaching, Service, Research/Artistic Accomplishment) or the non-tenure track award (Teaching). Self-nominations will not be accepted. Nomination letters and supporting materials must be submitted to the Faculty Senate in accordance with Section III.A.
2. Nominations are presented by a Nominator. The Nominator writes the letter of nomination, providing a full description of the nominee's work that is deserving of the respective award; a short statement of nomination will not be sufficient. The Nominator shall also help the nominee to compile and order a notebook for the screening committee to substantiate the nomination, incorporating materials required and/or suggested in the accompanying criteria. No materials may be added to the notebook after the due date.
3. The screening committee is not an investigative body. Therefore, it is imperative that supportive material be complete, orderly and self-explanatory.
4. Nominators may not nominate more than one faculty to share the same award.
5. An individual may receive an award in more than one category, although not in the same year. An individual may not receive an individual award more than once.
6. A nominee may be renominated.
7. Material of award recipients will be retained for three years in the office of the Faculty Senate.
8. Awards are announced by the Provost and approved by the Board of Trustees. Awards will be officially presented at the Spring Honors Convocation. Neither nominees nor nominators should attempt to contact the committee, the Faculty Senate office, or the Provost's Office about the progress or outcome of the committee's deliberations. No information will be given out.
9. After reviewing submitted materials, the committee, at its discretion, may elect not to recommend recipients of one or more awards in a given year.

IV. Screening Committee

- A. Members of the screening committee are chosen by the Faculty Senate Executive Committee.
- B. Committee membership shall be confidential. Committee membership is finalized by early February at the latest.
- C. The committee shall include six members. Five will be drawn from the ranks of those who have received Distinguished Faculty Awards, representing all colleges of the university, including one non-tenure track faculty, if possible. The sixth member will be an alumnus representative selected by Alumni Relations.
- D. Emeritus Distinguished Professors/Faculty are eligible to serve.
- E. Nominees will be considered for Distinguished Faculty Awards based on excellence of work and activities conducted solely while at CWU.
- F. The screening committee makes the award choices, and sends the recommendations and supporting letters to the Provost.

V. Distinguished Professor Awards

A. Eligibility

1. Distinguished Professor Awards are limited to regular full-time tenured/tenure-track CWU faculty who have been at CWU a minimum of six years (18 academic quarters exclusive of summers).
2. Regular faculty who also serve in administration, but continue to teach a minimum of 5 credits per quarter, are eligible.

- B. The Distinguished Professor of Teaching nominee's notebook should contain the following items,

organized in the following order:

- a. Letter of nomination bearing the date stamp of the Faculty Senate office verifying submission by December 1.
- b. Vitae of nominee, verifying that the nominee is a full-time member of the CWU faculty and has a minimum of six years full-time service at CWU. The vitae must bear the date stamp of the Faculty Senate office verifying submission of the notebook by February 1.
- c. Personal statement by nominee of philosophy, goals, and achievements in the area of teaching. This statement must not exceed 1000 words.
- d. Evidence of teaching skills in the area of communication and methodology - exemplified in the clarity of organization and presentation of course materials, and of the challenge to and motivation of students - corroborated by:
 - i. Letters of recommendation, support or corroboration from colleagues, associates, students or relevant others (20 maximum).
 - ii. A portfolio reflecting the full range of the nominee's teaching assignment, containing summary sheets for student evaluations of instruction for all courses, arranged chronologically, taught during the last five years, including all available written comments.
 - iii. Representative class syllabi.
 - iv. If a video recording is included in the file, please limit the length to 15 minutes.
- e. Evidence of teaching that has been informed by with scholarship, as demonstrated by:
 1. participation in professional activities such as conferences, symposia, colloquia, exhibitions;
 2. membership in professional associations;
 3. peer reviewed scholarship or juried presentation;
 4. continuing education in one's field or related fields;
 5. efforts in the development of new courses to broaden and update the university curriculum or other relevant evidence of continued scholarship.
- f. Evidence of the extent of participation in student advisement.

C. The Distinguished Professor of Service nominee's notebook should contain the following items organized in the following order:

1. Letter of nomination bearing the date stamp of the Faculty Senate office verifying submission by December 1.
2. Vitae of nominee, verifying that the nominee is a full-time member of the CWU faculty and has a minimum of six years full-time service at CWU. The vitae must bear the date stamp of the Faculty Senate office verifying submission of the notebook by February 1.
3. Personal statement by nominee of philosophy, goals and achievements in the area of service. This statement must not exceed 1000 words.
4. Evidence of service as exemplified by activities in which the nominee has applied his/her academic expertise to the welfare of individuals, professional organizations, university groups, the community at large, or the university, with evidence of the magnitude of effort and level of commitment to the community in the service provided, all corroborated by:
 - a. Letters of recommendation, support or corroboration from colleagues, associates, students, members of the community, or relevant others. [20 maximum]
 - b. Public acknowledgement, such as, newspaper clippings, testimonials, awards, etc.
 - c. Chronological listing or concise summary of the nominee's service, indicating the recipient group and/or geographical area benefited by the service.

D. The Distinguished Professor of Research/Artistic Accomplishment nominee's notebook should contain the following items organized in the following order.

1. Letter of nomination bearing the date stamp of the Faculty Senate office verifying submission by December 1.
2. Vitae of nominee. The vitae should verify that the nominee is a full-time member of the CWU faculty and has a minimum of six years full-time service at CWU. The vitae must bear the date stamp of the Faculty Senate office verifying submission of notebook by February 1.

3. Personal statement by nominee of philosophy, goals and achievements in the area of research or artistic achievement and invention. This statement must not exceed 1000 words.
4. Evidence of research or artistic achievement, corroborated by:
 - a. Letters of recommendation, support or corroboration from colleagues, associates, students or relevant others emphasizing professional recognition, quality and credibility of research or artistic achievement. [20 maximum]
 - b. Artistic Accomplishment - Reviews, newspaper clippings, programs, reports, awards, acknowledgments, grants funded, etc.
 - c. Research - Reprints of publications and a chronological list of research projects, publications, reports, performances, presentations, program participation, etc.; or a summary of a single research program for which nomination has been made.

VI. Non-Tenure Track Distinguished Faculty Award

A. Eligibility

This award is limited to Non-Tenure Track CWU faculty employed by the university during the time of their consideration, and who have a minimum of six (6) years teaching at least one-half of a FTEF on an annualized basis in a Lecturer or Senior Lecturer capacity at the University.

B. The nominee's notebook should contain the following items organized in the following order:

1. Letter of nomination bearing the date stamp of the Faculty Senate office verifying submission by December 1.
2. Vitae of nominee, verifying that the nominee is currently employed as a NTT faculty member at CWU. The vitae must bear the date stamp of the Faculty Senate office verifying submission of the notebook by February 1.
3. Personal statement by nominee of philosophy, goals and achievements in the area of teaching, including addressing the areas outlined in the introduction above. This statement must not exceed 1000 words.
4. Evidence of teaching excellence, as described above, corroborated by:
 - a. Letters of recommendation, support or corroboration from colleagues, associates, students or relevant others (20 maximum).
 - b. A portfolio reflecting the full range of the nominee's teaching assignment, containing summary sheets for student evaluations of instruction for all courses, arranged chronologically, taught during the last five years, including all available written comments.
 - c. Representative class syllabi.
 - d. If a video recording is included in the file, please limit the length to 15 minutes.

Exhibit E

III. Executive Committee

A. Composition

1. Membership

The Executive Committee shall consist of the following voting members: the Chair of the Senate, the Chair-Elect, the other five elected members, and the immediate past Senate Chair. If the immediate past Senate Chair is unable to serve on the Executive Committee, the most recent past Senate Chair available will serve. The past Senate Chair (immediate or appointed) will serve as a voting member, even if not a current member of the Faculty Senate.

2. Representation

During spring quarter, full-time tenured and tenure-track faculty from designated colleges will elect their member(s) of the Executive Committee from the eligible senators in the following manner:

a. Two (2) faculty from each college, with the exception of the College of Business and Library which will share one representative.

~~a. College of Arts and Humanities will have two representatives with staggered terms.~~

~~b. College of the Sciences will have two representatives with staggered terms.~~

~~c. College of Education and Professional Studies will have two representatives with staggered terms.~~

~~d. College of Business and the Library will have one representative.~~

b. Every three years, the Faculty Senate will elect an at-large member of the Executive Committee at a Faculty Senate meeting that spring quarter.

3. Procedures for Election

a. The Faculty Senate office will oversee the election process and provide a list of senators eligible for nomination and election.

b. Elections will be conducted by secret ballot during spring quarter.

c. Terms will be three years, beginning June 16th of that year.

d. Members can serve on the Executive Committee for up to two (2) consecutive terms.

Note: The procedures for the change to the new election procedures will be determined by the current Executive Committee for the first year that they are effective. As each of the current members' terms expires, they will be replaced by a new representative from the appropriate college. When all current Executive Committee members' terms expire, this provision terminates.

Exhibit F

IV. Senate Committees

A. Standing Committees

3. Powers, Duties and Membership

The Faculty Senate standing committees have powers and duties as described (Academic Code Section ~~III~~IV-D) below:

- a. The Faculty Senate Curriculum Committee shall be concerned with the study, development, and improvement of the curriculum, educational programs, and academic policy (section 5-40 ~~50~~ of the CWU Policies manual, Curriculum Policies and Procedures) of at the university, shall cooperate with other individuals, groups or committees at the university in carrying out its duties, and shall do such other things as may be requested by or approved by the Senate Executive Committee. The membership of the Curriculum Committee shall consist of:
 1. two (2) faculty from each college,
 - ~~2. two (2) faculty from the College of the Arts and Humanities,~~
 - ~~2. two (2) faculty from the College of Business,~~
 - ~~3. two (2) faculty from the College of Education and Professional Studies,~~
 4. two (2) faculty from the College of the Sciences,
 2. one (1) faculty from the Library,
 3. one (1) student selected by ASCWU

- b. The Faculty Senate Academic Affairs Committee shall be concerned with the study and improvement of academic standards, academic policies and regulations, and academic organizational structures. The committee shall review and recommend changes to academic policy (section 5-90 of the CWU Policies manual, Academic Policies). It shall perform other duties as may be requested by or approved by the Senate Executive Committee. The membership of the Academic Affairs Committee shall consist of:
 1. two (2) faculty from each college with the exception of the Library,
 - ~~1. two (2) faculty from the College of Arts and Humanities,~~
 - ~~2. two (2) faculty from the College of Business,~~
 - ~~3. two (2) faculty from the College of Education and Professional Studies,~~
 - ~~4. two (2) faculty from the College of the Sciences,~~
 5. two one (2 1) students selected by ASCWU,
 6. one (1) ex-officio non-voting representative of the Provost, and
 7. the chair of the Academic Department Chairs Organization (ADCO) as an ex-officio non-voting member.

- c. The General Education Committee shall be concerned with the study, development, and improvement of the General Education Program. The committee shall review and recommend courses, programs and policies of general education in close cooperation with appropriate academic administrators. It shall perform other duties as may be requested by or approved by the Senate Executive Committee. The membership of the General Education Committee shall consist of:
 1. two (2) faculty from each college with the exception of the Library,
 - ~~2. three (3) faculty from the College of Arts and Humanities,~~
 - ~~3. one (1) faculty from the College of Business,~~
 - ~~4. one faculty from the College of Education and Professional Studies,~~
 5. four (4) from the College of the Sciences,
 6. one (1) student selected by ASCWU and
 7. one (1) ex-officio non-voting representative of the Provost.