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CWU Faculty Senate Minutes - 12/02/09

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CENTRAL WASHINGTON UNIVERSITY
FACULTY SENATE

REGULAR MEETING
Wednesday, December 2, 2009, 3:10 p.m.
BARGE 412
Minutes

Senators: All senators or their alternates were present except: James Avey, Jason Burroughs, Toni Culjak, Stephen Robison, Paul Sellars, Andrea Sledge, Ronald Tidd and Kathy Whitcomb.

Visitors: Ethan Bergman, Connie Lambert, Sheryl Grunden, Vince Nethery and Jan Bowers

CHANGES TO AND APPROVAL OF AGENDA – Agenda approved

MOTION NO. 09-10(Approved): APPROVAL OF MINUTES of November 4, 2009 Ogden moved to approve and Wellock seconded.

COMMUNICATIONS - None

FACULTY ISSUES – Senator Kovalerchuk expressed concern about the Middle Level Math & Science program that was passed by Senate last month. While he expressed some concerns about the program at that meeting, Senator Kovalerchuk felt it was too late to express any real concerns. He felt there should be some external review of these programs. Senator Ogden indicated that all new programs must go through an external review before proceeding through the curriculum process.

Senator Gray expressed concern about the admission standards. There have been reports that the admission scores are higher than ever; it has also come out in other venues that the admissions index has dropped significantly. Senator Gray expressed concern about admitting more unprepared students. This is doing them a disservice by not having enough remedial courses available to them. Provost Quirk indicated that the remedial classes have grown in numbers with approximately 1200 of the 1600 freshman admitted taking at least one remedial course. President Gaudino indicated that the admission index is about the same, but the number of students who need remediation has grown. They are specific high schools from which approximately 87% of the students who attend Central are in need of some remediation.

Senator Madlem talked about her feelings about the College of Education and Professional Studies (CEPS) split. The professional studies programs have felt neglected, especially during NCATE review times. Senator Madlem expressed her concern about Senate being the appropriate body for this discussion and isn't within their purview. Senator Ogden indicated that the Senate Executive Committee was invited to have a voice and Senate is the appropriate body for that voice. While Senate does not have the ultimate power in this decision, is a good time to discuss the overall budget picture of the university and the additional burden an additional college would have on those resources. Dr. Henry Williams indicated that this split has been in the process for such a long time and are trying to move the institution in the right direction. Central has failed NCATE 4 times over the past 20 years. One reason for this is all the different programs and departments under one umbrella. It has caused difficulties for the administration. Dr. Williams is concerned if we don't move forward with the split, we will be kicking ourselves later for dragging our feet. Dr. Vince Nethery expressed concern that when the College of Letters, Arts and Sciences split, there were not issues before Senate at that time. Dr. Nethery indicated that just because other universities are collapsing colleges is not justification for why Central should not make this split if it makes sense. Dr. Phil Backlund indicated that during the NWCCU accreditation one of the recommendations was to coordinate planning, evaluating and budgeting and to communicate the process. This process that we are going

through helps us show how we are starting to integrate budget, planning and decision making. Provost Quirk reported faculty support along disciplinary lines is what has helped keep this proposal alive through the process. There is no policy on how a proposal of this time should proceed. The proposal will not be going to the Board of Trustees in December. The proposal will be analyzed and information will be gathered from various sources that will allow for an informed decision.

PRESIDENT – President Gaudino was pleased to see this conversation as it is a very healthy sign of maturing the relationship of true shared governance in a collective bargaining environment. The PAC has been changed to be more constituencies based. The agenda and materials are being published two weeks prior to the meeting to allow for members of the advisory council to get feedback from their constituents. They are in the process of changing the university budget advisory council. Membership will be approximately 20 people. There will be sub committees formed to help with the process. The budget will be creating the budget proposal, not approving it as it has in the past. This committee will also be constituency based in the makeup of the members. PAC is currently reviewing policy on hiring and searches. President Gaudino reported he will be going to Olympia tonight. Tomorrow the four regional university presidents, four faculty union presidents, student organization presidents, alumni, WEA and AFT representatives will be meeting together to talk about Higher Education. The President reported that they have received some information about the Governor's proposed budget. It appears she is recommending a \$100 million cut in higher education for the next biennium. It also is proposing defunding of state financial aid grants. We will know more on Tuesday when the actual proposed budget is released. For fiscal year 2010 Central approved 90 million in spending authority. Four million was held back to hopefully help with potential budget cuts in fiscal year 2011. With the over enrollment there is approximately \$2 million from tuition dollars. Central currently has approximately \$6 million in unbudgeted revenue. Currently the spending rate is on track to spend \$94 million. If some action isn't taken to curb the spending rate, we will have to use some of the \$6 million in unbudgeted revenue. In fiscal year 2011 the \$7 million we received from federal stimulus dollars will go away. With the estimated state budget shortfalls it is possible Central could see an approximate \$10-15 million budget cut for fiscal year 2011. The President would like to see us curb spending this year to help soften the budget shortfall next fiscal year.

PROVOST – Provost Quirk reported that the President has approved several academic affairs hires. No other division has been approved for hiring. Provost reported he will be testifying in Olympia on the tuition bill. The rubbing point is where the setting authority will rest and what the ratio between state funds and tuition revenue will be.

OLD BUSINESS - None

REPORTS/ACTION ITEMS

SENATE COMMITTEES:

Executive Committee:

Motion No. 09-11(Approved): Ratification of Gary Richardson to the Faculty Senate Curriculum Committee.”

Academic Affairs Committee:

Motion No. 09-12(Approved as amended): “Recommends that section 5-9.4.23 “Academic Appeal Procedure” of the Academic Affairs policy manual be amended as outlined in Exhibit A.”

Motion No. 09-12a(Approved): Senator Snedeker moved and Senator Madlem seconded to amend Motion No 09-12 to add “within 10 working day” to section 5-9.4.23.3.5.

Motion No. 09-12b(Approved, 1 abstention): Senator Wellcok moved and Senator Manweller seconded to amend Motion No. 09-12 to strike the last sentence from 5-9.4.23.2 and 5-

9.4.23.3.3.4.

Motion No. 09-13(Approved): “Recommends that section 5-9.5-10 “Concurrent Baccalaureate Degrees” of the Academic Affairs policy manual be amended as outlined in Exhibit B.”

Bylaw and Academic Code Committee: No report

Curriculum Committee: Senator Bransdorfer reported that hopefully curriculum forms will be going electronic in the future and that they could be available to senators prior to the Senate meeting. Computer Science students are working on these forms as part of their senior project.

Evaluation and Assessment: Senator Snedeker reported that the committee has met with five out of 11 administrators to talk about the instrument of assessment. The committee is progressing quite positively.

General Education: No report

Faculty Legislative Representative: Dr. Pappas reported on a meeting with the Washington student association, Ann Anderson and Linda Schokler regarding the upcoming legislative session in Olympia. The Council of Faculty Representatives will be meeting in Olympia on Friday with the college presidents. Dr. Pappas asked for advice on whether the CFR should pursue a bill again this year that would allow a faculty member to be appointed to the board of trustees or regents for all four year institutions.

CHAIR – Chair Cutsinger will be sending the President’s Advisory Council (PAC) agenda out two weeks prior to each meeting for input from senators. The General Education forums have ended. Thank you to those who participated. A final proposal is being worked on and will be sent out to departments for feedback. Senate has received approximately 35 responses regarding the CEPS split. Senate will collect the comments into January and disseminate this feedback to the Senate. The Academic Planning Task Force is working on their final report. It will be brought to the BOT and faculty. The NTT emeritus policy will be on the BOT agenda on Friday.

Several questions were asked regarding the search process policy that is being worked on by PAC. The chair encouraged everyone to look at the PAC policy documents, which are available on a link at the President's website. The hiring policy continues to be under discussion, and changes from senators can be suggested.

CHAIR-ELECT – No report

STUDENT REPORT – Keith James and Megan Hammond gave the student report. Keith asked that as budget decisions are made to not let supplement the deficits on the backs of the students. Students don’t have a union or organize professionally. Keith asked that faculty join with students to work through this process. Megan reported that they have received a few more applications for department student senators for the student academic senate. Please contact Megan if you want to know if your department has a representative. Megan asked that students be included in the discussion regarding the CEPS split. Most students have been unaware that this was happening. They are hoping to have more student involvement in Olympia this year. They are trying to raise the awareness in the general student population. Two members of the student board of directors have had to resign for personal reasons and two new members will be appointed to the BOD.

NEW BUSINESS - None

Meeting was adjourned at 5:04 p.m.

Exhibit A

5-9.4.23 Academic Appeal Procedure

5-9.4.23.1 Academic grievances are defined as the following:

1. A claim by the student that an assigned grade is the result of arbitrary, or capricious or discriminatory application of otherwise valid standards of academic evaluation; or
2. A claim by the student that the standards for evaluation are arbitrary, or capricious or discriminatory; or
3. A claim by the student that the instructor has taken an arbitrary or capricious action which adversely affects the student's academic progress; or
4. A claim by the student that a university department, program, or office has made a decision not in keeping with university policy or taken an arbitrary, capricious, or discriminatory action which adversely affect the student's academic progress.

5-9.4.23.2 A student wishing to pursue an academic grievance ~~must take the following steps to try to resolve the grievance prior to the filing of an official academic appeal: use the procedures outlined in this document once having received notice of an action or decision which gives rise to a grievance. The emphasis of the procedure is on informal resolution of the grievance.~~

1. ~~The student shall first attempt to resolve the matter with the instructor.~~
2. ~~If resolution is not achieved between the student and instructor, the student shall ask the department chair to resolve the grievance.~~
3. ~~If resolution is not achieved at the department chair level, the chair shall forward a written summary to the dean of the college in a further effort to achieve resolution.~~
4. ~~If resolution is not achieved at the dean's level, the student may petition for a hearing before the board of academic appeals and academic standing. (An appointment should be made to meet with the associate or assistant vice president for student affairs and enrollment management to obtain the necessary forms and information relative to filing the position.~~

5-9.4.23.3 Rules Governing the Board of Academic Appeals and Academic Standing for Central Washington University

5-9.4.23.3.1 Policy

Students are responsible for achieving and maintaining the standards of academic performance and excellence which are established by their instructors and for complying with all relevant policies, standards, rules, and requirements which are formulated by the university and the university's academic units. At the same time, students may seek the redress of ~~have protection, through orderly procedures, against~~ arbitrary, or capricious or discriminatory actions or decisions by academic offices. No ~~individual student~~ shall be penalized or retaliated against in any way by the university community for his or her participation in this ~~complaint~~ redress procedure.

5-9.4.23.3.2 Purpose of the Board of Academic Appeals (and Academic Standing)

The purpose of the board of academic appeals board and academic standing committee (ASC) is to provide for fair and impartial hearings on academic grievances. The board serves as the final hearing body for the university in the matter of academic grievances. The board may direct the university to change an academic decision affecting the student and specify the content of that change. The decision of the board of academic appeals and academic standards committee is final.

5-9.4.23.3.3 Academic Grievances

Academic grievances are defined as the following:

1. A claim by the student that an assigned grade is the result of ~~arbitrary, and capricious or discriminatory~~ application of otherwise valid standards of academic evaluation; or
2. A claim by the student that the standards for evaluation are ~~arbitrary, or capricious or discriminatory~~; or
3. A claim by the student that the instructor has taken an ~~arbitrary, or capricious or discriminatory~~ action which adversely affects the student's academic progress; or
4. A claim by the student that a university department, program, or office has made a decision not in keeping with university policy or taken an arbitrary, capricious, or discriminatory action which adversely affects the student's academic progress.

A student wishing to pursue an academic grievance must use the procedure outlined in this document once having received notice of an action or decision which gives rise to a grievance. The emphasis of the procedure is on informal resolution of the grievance. ~~Grievances which call for a hearing before the board of academic appeals, and academic standing should be rare.~~

5-9.4.23.3.4 Time Limit on Filing Complaint

- A. The students must ask for a hearing of the grievance before the board of academic appeals ~~and academic standing~~ within ~~one~~ two academic quarters after determination of the grade of the course in question, or within ~~one~~ two quarters after completion of the incomplete work, or in cases involving administrative actions after the fact, such as removal of incompletes, etc., ~~one~~ two academic quarters after the administrative deadline for completion of such actions (in the case of spring quarter, by the end of the following ~~fall~~ winter quarter). The board may suspend this rule in exceptional circumstances, such as, but not limited to, extended illness, sabbatical leave, etc., of one or both parties to the grievance.
- B. When ~~either~~ any party to the grievance is ~~no longer in residence at the university and does not expect to return, the board will provide reasonable opportunity to complete appeal procedures or reply to the charges before making a decision.~~ chooses to not attend the scheduled hearing, the board will conduct the hearing with the resources available to it and render a decision resolving the grievance.

5-9.4.23.3.5 Procedures Preliminary to Petitioning the Board of Academic Appeals ~~(and Academic Standing)~~ for a Hearing ~~(PAC approved 6/26/03)~~

- A. The student will notify the vice president for student affairs or his/her designee of their intention to petition the board for an academic hearing. The student will be directed to meet with a faculty advisory appointed by the vice president of student affairs or his/her designee within 10 working days.
- B. A ~~The student with a grievance~~ shall first attempt to resolve ~~the matter~~ the grievance with the instructor. Within ten (10) working days of the contact by the student, the instructor and the student shall make a good faith effort to resolve the grievance. Should the instructor be on extended leave or no longer employed by the university, the department chair (or administrative superior administrator in cases not involving academic departments) shall act for the instructor. The board may suspend this rule in

the case of exceptional circumstances, e.g., extended illness, sabbatical leaves, etc., of one or both parties to the grievance.

- C. If resolution is not achieved between the student and instructor, the student ~~may~~ must ask the department chair or administrative superior to resolve the grievance. Within ten (10) working days of the contact by the student, the department chair or administrative superior shall meet with both parties to clarify the grievance and attempt to resolve it. If the grievance is not resolved to the satisfaction of both parties, the department chair or administrative superior shall forward a written statement of his or her reasoning in the matter to the dean of the college and to the student within ten (10) working days of that attempted resolution.
- D. If a resolution is not achieved at the department chair level, the student ~~may~~ must present the grievance to the dean of the college or administrative supervisor, within 10 working days if the student wishes to continue the grievance process.

Within ten (10) working days of contact by the student, the dean or administrative supervisor shall ~~hear~~ investigate the grievance and attempt to ~~effect~~ affect a mutually agreeable solution ~~between instructor, or designee, and student.~~ If such a solution cannot be reached, the dean shall weigh the facts and any evidence or testimony. The dean may request ~~or solicit~~ and make a recommendation which states his/her reasoning in the matter in writing to the student and instructor, ~~or designee,~~ within five (5) working days of having concluded the hearing. Within five (5) working days, both instructor, ~~or designee,~~ and student must, ~~in writing,~~ notify the dean of the college or administrative supervisor in writing of their acceptance or non-acceptance of the dean's recommendation ~~within five (5) working days of receipt of the dean's recommendation.~~

If the dean's recommendation is not acceptable to both the student and the instructor, the student may petition for a hearing of the grievance before the board of academic appeals ~~and academic standing.~~ The student's petition must be filed with the vice president for student affairs ~~and enrollment management~~ within ten (10) working days of receipt of the recommendation of the dean or administrative supervisor.

5-9.4.23.3.6 Procedures for Petitioning the Board of Academic Appeals ~~(and Academic Standing)~~ for a Hearing (PAC approved 6/26/03)

- A. A grievance before the board is heard as if the matter has not been heard previously.
- B. A student may withdraw the petition for a hearing at any time by notifying the board in writing through the office of the vice president for student affairs.
- C. The parties to the grievance will be provided with a ~~statement of the rules governing of the board of academic appeals~~ by the vice president for student affairs ~~and enrollment management.~~
- D. The ~~office of the vice president for student affairs and enrollment management~~ will provide the student with appropriate forms for filing a complaint, assign an advisor to the student, and accept the completed forms from the student after the student has consulted with the advisor. ~~Since forms must be notarized, a list of notaries can be made available.~~
- E. Within five (5) working days of the filing of the ~~complaint by the student's petition (after the student's non-acceptance of the dean's recommendation), the office of the vice president for student affairs~~ ~~the board chair~~ will provide the instructor with a copy of forms and materials prepared by the students and the name of an advisor.
- F. Within ten (10) working days of their receiving the complaint, the person against whom the complaint has been lodged must acknowledge, in writing, receipt of the complaint and within ten (10) working days, file with the board chair a reply to the complaint file a written response to the complaint with the board chair and the student through the office of the vice president for student affairs.
- G. When steps C through F above have been completed, the board chair the office of the vice president for student affairs shall arrange for a hearing panel, place the case on the board calendar, and notify the parties involved of the time and place for the hearing.
- H. Other interested persons may, upon request of one of the parties to the grievance or upon the request of the hearing panel, submit in writing any observations or relevant information to the

instructor, student and hearing panel.

- ~~G. When steps C-F above have been completed, the board chair shall arrange for a hearing panel, place the case on the board calendar, and notify the parties involved of the time and place for the hearing.~~
- I. If, without prior notice, either party to the grievance does not appear at the scheduled hearing and does not present evidence that uncontrollable circumstances have prevented an appearance, it will be assumed that the party has nothing to add to the evidence already made available to the board.

5-9.4.23.3.7 Board Proceedings

- A. The hearing ~~is shall be~~ closed to all but the members of the hearing panel, the student, the instructor, the student's advisor, the instructor's advisor, witnesses and a representative from the office of the vice president for student affairs. ~~and the participants and their advisors in the hearing.~~
- B. All records of the hearing proceedings will be maintained. ~~The records shall include:~~
 - ~~1. all documents, motions, and intermediate rulings;~~
 - ~~2. evidence received or considered;~~
 - ~~3. a statement of matters officially noticed;~~
 - ~~4. questions and offers of proof, objections, and rulings thereon;~~
 - ~~5. proposed findings and exceptions; and~~
 - ~~6. any decisions, opinion, or report by the board chair.~~

The record will be retained for a period of three years, ~~and~~ The material will be regarded as confidential. ~~Oral proceedings will be recorded on audiotape.~~ Copies of the record or any part thereof will be made available to the parties to the grievance by the records request process through the business services and contracts office. The cost will be borne by the party making the request.

- C. The board may:
 - 1. administer oaths and affirmations, examine witnesses, and receive evidence;

2. require witnesses to appear upon the request of any party to the grievance or upon its own motion;
 3. take or cause depositions to be taken;
 4. regulate the course of the hearing;
 5. hold conferences for the settlement or simplification of the issues with the consent of the parties;
 6. dispose of procedural requests or similar matters;
 7. make decisions or proposals for decisions; and
 8. Take any other action authorized by this policy.
- ~~D. The board may require witnesses to appear upon request of any party to the grievance or upon its own motion.~~
- D. All testimony will be sworn.
- E. Both parties to the grievance will have access to the written statements of the other ~~prior the hearing or prior to any questioning by members of the board at the time of the hearing~~ ten (10) working days prior to the hearing.
- E. Both parties to the grievance have the right to question the other party as well as any witness involved in the hearing. ~~The board chair will rule on such matters.~~
- G. Both parties to the grievance have the right to advice from a third party of his or her choosing during the hearing of the grievance. Either party may ask for a recess.
- H. Members of the hearing panel may question both parties and witnesses. Questions must be germane to the issues of the grievance. The board chair will rule on such matters.
- I. The hearing will be held in a physical space that is isolated acoustically from its surroundings and large enough to comfortably accommodate all participants to the hearing. The student and instructor shall be seated across from the hearing panel and separated by the advisors and representative of the office of the vice president for

student affairs. The student and the instructor shall not face each other.

J. The vice president for student affairs, or his/her designee, shall facilitate the hearing, take responsibility for electronically recording the hearing, and oversee the various stipulations contained in this document.

5-9.4.23.3.8 Decision of the Board

- A. Decisions of the board are based on a majority vote of the hearing panel appointed for the hearing, and shall be based exclusively on the evidence and on matters officially noted.
- B. The decision and reasons for the decision will be reported in writing to both parties involved in the matter, to the officials who reviewed the appeal, and to appropriate authorities mentioned in the disposition of the decision. Minority opinions may be included in the report.
- C. Parties to the grievance will be notified in writing of the decision of the board no later than ~~one week~~ five (5) working days after conclusion of the hearing.

5-9.4.23.3.9 Power of the Board of Academic Appeals ~~and Academic Standing~~

- A. The board may reject the grievance after due consideration.
- B. In cases involving grade changes or change in class status, the board may order a grade changed or a change in class status.
- C. In cases or aspects of cases determined by the board to involve procedural problems, the board may make recommendations for adjustments to any of the parties to the grievance and/or to the appropriate authority.
- D. In cases involving conduct, the board may take one or more of the following actions depending on the seriousness of the case as determined by the board:
 - 1. The board may issue a ~~restraining order~~ no contact or no trespass order to prevent continued or subsequent actions with respect to the specific situation in question.

2. The board may reprimand one or more of the parties to the grievance and/or lodge the reprimand with the appropriate authority.
3. The board may submit to the ~~authority governing the activities involved in the grievance a recommendation or request~~ proper authority a recommendation for disciplinary action for any party to the grievance in accordance with provisions of the ~~faculty code and/or code of student rights and responsibilities~~ Central Washington University and United Faculty of Central Washington University Collective Bargaining Agreement and/or the Student Conduct Code (Chapter 106-120 WAC).

5-9.4.23.3.10 Procedures for Implementing Grade Changes and Withholding Suspension

- A. ~~In cases~~ If the board decides a grade should be changed, ~~the board chair~~ the vice president for student affairs, or his/her designee, will send to the registrar a copy of the decision authorizing and directing that the grade on the student's official record be changed. The student, the instructor, and the ~~board chair~~ vice president for student affairs, or his/her designee, will be notified by the registrar when the change has been accomplished.
- B. If the grade in question has resulted in the suspension of the student the ~~board chair~~ vice president for student affairs, or his/her designee, will notify the ~~board of academic appeals and academic standing~~ registrar to withhold suspension pending outcome of the hearing. If the board finds in favor of the student such that suspension is no longer a consideration, ~~the board chair~~ vice president for student affairs, or his/her designee, will notify the ~~board of academic appeals and academic standing~~ registrar in writing of the decision and the suspension will be withdrawn. If the board finds against the student, ~~the board chair~~ vice president for student affairs, or his/her designee, will notify the ~~board of academic appeals and academic standing~~ registrar accordingly in writing, and the student will be withdrawn from the university or be subject to such action as the ~~committee~~ board deems appropriate, and the student's fee will be returned according to university fee return policy.

5-9.4.23.3.11 Membership of the Board of Academic Appeals and Academic Standing

- A. The board shall be made up of fifteen (15) members, seven (7) of whom shall be faculty and eight (8) of whom shall be students.
- B. Faculty members of the board will be chosen by the faculty senate from among faculty who are not members of the university's administration. The definition of "faculty member" will be that which is used in the Central Washington University and United Faculty of Central Washington University Collective Bargaining Agreement.
- C. Student members of the board will be chosen by the associated students of ~~CWU~~ Central Washington University Board of Directors (ASCWU BOD) from students who are not members of the ~~ASCWU board of directors BOD~~. The definition of "student" will be that used in determining membership in the associated students of CWU as indicated by the constitution.
- D. The term of office for faculty members will be three years with staggered terms. Faculty members may be appointed to serve for subsequent a three year terms ~~again after a one year period of non-membership~~. Students may serve up to three years at the discretion of the ASCWU associated students of central Washington university board of directors (ASWCU BOD).
- E. The board of academic appeals chair shall be ~~elected by members~~ appointed yearly by the vice president for student affairs or his/her designee. The chair shall preside at all meetings and hearings before the board and be responsible for all business of the board.
- F. Hearings before the board and judgments by the board will be conducted and rendered by the hearing panel made up of the board chair or his/her designee, ~~plus four members of the board to be selected two each by the parties to the grievance~~ two faculty and two student members of the board. ~~Should the chair so request, The board shall~~ can elect a pro tem chair from among the board members to act as a hearing panel chair. ~~In the event that one or both parties to the grievance desires not to select members of the panel or fails to select members of the panel, the board chair will select members from the board as necessary. The student and instructor shall be notified about the~~

content of the hearing panel five (5) working days before the hearing and may request a change in the panel within one (1) working day after that notification. The board chair shall decide if changes to the hearing panel are warranted and, if so, shall make those changes.

5-9.4.23.3.12 Administrative Affairs of the Board of Academic Appeals and Academic Standing

The vice president for student affairs ~~and enrollment management~~ or ~~the vice president's~~ his/her designee will be responsible for the administrative affairs of the board of academic appeals ~~and academic standing~~. The records of the board will be housed in the office of the vice president for student affairs. All requests for a formal hearing of academic grievances will be filed with the vice president for student affairs ~~and enrollment management~~ or his/her designee, and it will be the vice president's, ~~or his/her designee's~~ responsibility to advise students on the functioning of the board; to verify and insure that required procedures preliminary to, during, incidental to, and following formal hearings are adhered to; and to call the board into session ~~promptly until a board chair is elected~~. After a complaint has been filed and verified, the vice president, or his/her designee, shall to notify promptly, in writing, at the request of the board chair, all parties to the complaint; to call for evidence promptly, in writing, as requested by the parties and to insure safekeeping of said evidence; to keep and maintain the records of board correspondence, transactions, hearings, decisions, etc., and to implement the decisions and directives for the board.

5-9.4.23.3.13 Advisors for the Parties

- A. The vice president for student affairs ~~and enrollment management~~ or ~~the vice president's~~ his/her designee will appoint upon request advisors to both parties to assist them in filing and responding to a complaint.
- B. The responsibilities of the advisors are exclusively as follows:
 1. To ensure that all informal prerequisites as specified in Section V of rules governing the board of academic appeals ~~and academic standing~~ have been completed by the complainant;
 2. To assist the individual complainant in properly completing or replying to the complaint form;

and

3. To make recommendations concerning presentation of necessary information to the board of academic appeals ~~and academic standing~~ (i.e. complaint form, letters of correspondence between parties, documents, witnesses, etc.).

5-9.4.23.3.14 Enabling and Amending

Operation of the board of academic appeals ~~and academic standing~~ will commence upon final approval of the board of trustees of CWU-Central Washington University. The structure and procedures of the board of academic appeals ~~and academic standing~~ may be amended by the faculty senate at any time with the approval of the board of trustees.

~~Revised 6/82; faculty senate approval 6/2/82; board of trustees approved 6/18/82~~

Exhibit B

5-9.5.10 Concurrent Baccalaureate Degrees

- 5-9.5.10.1 A student may be awarded more than one baccalaureate degree (B.A., B.A. Ed., B.F.A., B.MUS, B.S. B.A.S.) at the same time provided that requirements of both the degree programs have been completed.
- 5-9.5.10.2 Double majors within the same baccalaureate program do not constitute separate baccalaureate degrees except in cases where the second degree requires 60 or more credits that do not satisfy any degree requirements of the first degree.
- 5-9.5.10.3 In disciplines offering multiple baccalaureate degrees with identical or similar names, e.g., B.A. and B.S. in Biology, only one degree will be awarded. Exceptions to this policy require approval by the department chair and the appropriate dean.