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CWU Academic Affairs Committee Minutes - 04/ 29/10

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Notes
Faculty Senate Academic Affairs Committee
April 29, 2010

Present: Tim Englund, Krystal Noga-Styron, Sura Rath and Thomas Tenerelli

Absent: Joe Brooks, Megan Hammond, Nathan Lehrman, Michael Whelan and Marla Wyatt.

Guest(s): None

Meeting was called to order at 3:20 p.m.

Review Minutes of April 22, 2010 – not approved due to lack of quorum.

Old Business

New Charge AAC09-10.07 5-90-010 (16) Course Substitutions.

The committee members present talked about policy versus procedure. The policy language was discussed. Due to lack of quorum no action could take place. The committee members decided to provide possible changes to the policy language provided and continue the discussion at the next meeting.

New Business

Meeting was adjourned at 4:15 p.m.

Next meeting date May 6, 3:15, Barge 410 (and telecon)

5-90-010 (16) Course Substitutions

Students may petition the appropriate department chair if they wish to substitute courses within degree requirements. Course substitutions may not contravene general university policy.

Amended to read:

5-90-010 (16)(A)

Students may petition the appropriate department chair if they wish to substitute courses within degree requirements. The course used for substitution must be similar in content to the required course. The substituted course(s) credits may not reduce the total required credits in the program. If the substituted course credits are higher, then only the number of credits of the required course will be applied; excess credits will go toward general electives or may be used for other program requirements. The *Permit to Substitute* form must have the student's advisor and department chair signature; substitutions for students in the Teacher Preparation Program must have the Dean of the College of Education and Professional Studies signature. ~~Course substitutions may not contravene general university policy.~~

5-90-010 (16)(B)

Blanket Substitutions

Blanket substitutions may be determined by the department chair, an academic program director, or college dean, where appropriate, for a course substitution meeting a program requirement. Requests will be submitted to the Registrar on the *Blanket Substitution Request* form and will be encoded on the CAPS (Central's Academic Progress System) report. Blanket substitutions may be effective for no more than one academic year and will be deactivated the end of summer term of the requested year. After the summer term, the substitution will be removed from the CAPS. Curriculum change(s) must be made if continuance is required. All changes to program requirements must follow the faculty senate guidelines for submitting appropriate curriculum forms and by meeting the catalog deadline posted at the beginning of fall quarter.

Rationale:

- (A) Substitutions are used to benefit student success. However, some substitutions are questionable in that courses lack similarity to the required course. Multiple substitutions within one major may alter the integrity of the program and this is not the original intent of the approved program.
- (B) Departments have continued to use blanket substitutions for multiple years. CAPS reports reflect the requirements of each program as listed in the official catalog; coding the blanket substitutions “behind the scene” in CAPS does not follow the catalog. In addition, students with veteran status can only follow the official catalog to receive VA benefits.
- (C) Currently, if a program change is not made within the academic year, the blanket substitution continues to be coded and unchanged. Going forward, Registrar Services will monitor the blanket substitutions to ensure curriculum changes are made.

A blanket substitution is used when a required course is no longer being taught (i.e., placed on reserve, no instructor to teach, etc.) and a replacement course is needed to fulfill the students program requirement(s) during the academic year. Blanket substitutions can be used for one class section only or for entire program course requirements.

Procedure:

- 1- Request from department
- 2- Approval from Registrar
- 3- Coded in CAPS
- 4- Removed by end date or end of summer term