

5-13-2010

CWU Academic Affairs Committee Minutes - 05/ 13/10

Janet Shields

Central Washington University, senate@cwu.edu

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***Draft Minutes
Faculty Senate Academic Affairs Committee
May 13, 2010***

Present: Joe Brooks, Tim Englund, Megan Hammond, Sura Rath, Thomas Tenerelli and Marla Wyatt.

Absent: Krystal Noga-Styron and Michael Whelan

Guest(s): None

Meeting was called to order at 3:16 p.m.

Review Minutes of April 22, 2010 - Megan moved to approve the April 22, 2010 minutes as presented. Tim seconded and motion was approved.

Old Business

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

Committee held discussion on how different departments handle course substitutions. Committee requested that the blanket substitution form include a signature from the dean in addition to the department chair.

5-90-010(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

Sura moved to accept this proposal. Joe seconded and motion was approved.

New Business

Academic Appeals Policy – Will review at the next meeting.

Meeting was adjourned at 4:10 p.m.

Next meeting date May 20, 3:15

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. *Permit to Substitute* form <http://www.cwu.edu/~regi/Forms/PermitToSubstitute.pdf> . ~~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 [url link]. 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. 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 meet 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 student's program requirement(s) during the academic year. Blanket substitutions can be used for one class section only or for entire program course requirements.