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## CWU Academic Affairs Committee Minutes - 01 / 11 / 07

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*Minutes*  
*Faculty Senate Academic Affairs Committee*  
*January 11, 2007*

Attendance: Kim Bartel, Tim Dittmer, Tim Englund, Jay Forsyth, Sura Rath, Krystal Noga, Heidi Szpek, Katie Underwood, Marla Wyatt, Jeff Snedeker and Carolyn Wells.

Absent: None

Guest(s):None

Meeting was called to order at 3:34 p.m. by co-chair Heidi Szpek.

Announcements – Tim Dittmer will represent the AAC at the Faculty Senate meeting next week. The Academic Affairs Council has approved the Course Overlap policy and the Class Attendance policy.

Minutes from January 4, 2007 were reviewed and approved as amended.

Unfinished Business:

AAC06-07.05 Block Classes

5-9.6.1 Weekday lecture/seminar courses shall be scheduled across the hours of 7:00 a.m. to 10:00 p.m. Limited classroom space prohibits concentration of classes during prime hours.

5-9.6.1.1 The standard class period will be fifty (50) minutes in length. Between the hours of 9:00 a.m. and 2:00 p.m., the formal scheduling of a class into a fractional segment of the fifty-minute class period will be prohibited without written approval from the office of the appropriate dean.

5-9.6.1.2 Classes requiring consecutive periods should schedule blocks of time which end no later than 9:50 a.m. or begin no earlier than 2:00 p.m.

5-9.6.2 Distance education courses using live audio-video technology should adhere to the following time blocks with either Monday/Wednesday or Tuesday/Thursday meeting patterns:

(a) Early Afternoon – 1:00 p.m. start time with class ending no later than 3:10 p.m.

(b) Late Afternoon – 3:20 p.m. start time with class ending no later than 5:30 p.m.

- (c) Early Evening – 5:40 p.m. start time with class ending no later than 7:50 p.m.
- (d) Late Evening – 8:00 p.m. start time with class ending no later than 10:10 p.m.

5-9.6.3 Exceptions to the general scheduling policies (5-9.6.1 and 5-9.6.2 require the approval from the office of the appropriate dean (with the exception of laboratory classes, graduate courses and university center courses). Department Chairs must submit a rationale and supporting documentation to obtain approvals for block scheduling classes.

5-9.6.4 Complete guidelines for course scheduling will be provided by the Office of the Registrar.

Tim Englund moved to approve the above language and Katie Underwood seconded. Motion was approved.

New Business – Jeff Snedeker talked to the committee about the restructure of Senate committees. Comments were made that there needs to be a committee dealing with faculty research and scholarship and as well as a committee dealing with technology.

Meeting was adjourned at 4:43 p.m. There will not be a meeting next week unless a new charge from the Executive Committee comes forward.

Next meeting date January 25, 3:30-4:30 p.m., Barge 410 (and telecon).  
January 25 and February 1 meetings were not held due to lack of charge.