1-9-1974

CWU Faculty Senate Minutes - 01/09/1974

Esther Peterson

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MINUTES: Regular Senate Meeting, 9 January, 1974
Presiding Officer: Catherine J. Sands, Chairman
Recording Secretary: Esther Peterson

ROLL CALL

Senators Present: All senators or their alternates were present except David Anderson, Ken Caldwell, Roger Garrett, Vic Hanson, Phil Smithson, Calvin Willberg.

Visitors Present: Don Schliesman, Gerald Reed, and Alex Kuo.

APPROVAL OF MINUTES

The minutes of December 5, 1973 were approved as distributed with the following corrections:

1. Charles McGehee said on page 5, Motion 1003 should have read Contracted Field Experience (290,390,490) courses may be ....

2. Art Keith said on page 5, Motion 1003, Contracted Field Experience (490) should be deleted. This will need to be corrected through a motion to amend.

3. The date on the minutes should be December 5, not December 6.

AGENDA CHANGES AND APPROVAL

The chairman announced a change in the curriculum proposals on page 313 as follows: Physics 330.1 to 333; Physics 330.2 to 334; and Physics 330.3 to 335.

Ken Harsha was asked to serve as Parliamentarian at this meeting due to the absence of Roger Reynolds.

The chairman suggested that the following items be added:

1. Under "Communications" add

   B. Letter from Roger Ferguson

COMMUNICATIONS

The following communications were received:

A. A letter from Iqbal Jafree, dated December 24, 1973, which was sent "Confidential" requesting that
   (1) a Senate meeting be set up in April; and
   (2) that a public meeting be held to hear his case. Attorney Steve Milam said that since Mr. Jafree is no longer employed here, he is not eligible to call for such a meeting.
B. A letter from Roger Ferguson, A.S.C. President, dated January 4, 1974, regarding a workshop on Collective Bargaining to be held on January 18 at 10 a.m. in Groupe Center. The workshop is open (and free) and the faculty are welcome to participate.

CONSIDERATION OF CURRICULUM PROPOSALS

The chairman announced there will be a special meeting on January 30 to consider other curriculum matters in order to be able to be included in the catalog.

A. Proposals from the Undergraduate Curriculum Committee--pages 301 through 328 were discussed:

The question was raised as to whether the description on page 301, Ethnic Studies 351. Contemporary Chicano Issues. 5 credits, will go to the printers as stated.

Mr. Kuo said the description has been changed and should now read:

Ethnic Studies 351. Contemporary Chicano Issues. 5 credits.
Examination of current Chicano issues in order that a better perspective can be viewed of our society that must address itself to the realities and complexities of bilingual and bi-cultural existence. (Course fulfills Social Sciences Breadth Requirement).

Mr. Keith said on page 326 under Foreign Languages, Program Initiation, the title should state (T/Ed) Foreign Language Major and (T/Ed) Foreign Language Minor.

Mr. Leavitt asked about the General Education requirement on page 321.

MOTION NO. 1014: Duncan McQuarrie moved, seconded by Jimmie Applegate, that pages 321 and 322 be deleted from consideration at this meeting and sent to the Senate Curriculum Committee.

Mr. Keith objected to it being sent to the Senate Curriculum Committee, asking what they were supposed to do with it.

Motion No. 1014 was withdrawn by Mr. McQuarrie after some discussion on the subject.

Clarification was asked for on Home Ec. 490 on page 305. Mr. Keith explained that it should have been included on the course description sheet. Human Sexuality had been omitted on the curricula proposal pages which were distributed to the Senate. Human Sexuality, formerly listed as H. Ec. 490, now becomes H. Ec. 491. The number H. Ec. 490 is now listed as Contracted Field Experience.
MOTION NO. 1015: Art Keith moved, seconded by Darwin Goode, that the Senate include Undergraduate Curriculum proposal H. Ec. 490 Contracted Field Experience and H. Ec. 491 Human Sexuality. The motion was voted on and passed with a unanimous voice vote.

MOTION NO. 1016: Mr. McQuarrie moved, seconded by Miss Trout, that the Senate approve the Undergraduate Curriculum proposals on pages 301 through 328 as amended. The motion was voted on and passed with a unanimous voice vote.

B. Proposals from the Graduate Curriculum Committee--pages 32 and 33 were discussed.

MOTION NO. 1017: Mr. McGehee moved, seconded by Miss Trout, that the Senate approve the Graduate Curriculum proposals on pages 32 and 33. The motion was voted on and passed with a unanimous voice vote.

REPORTS

A. Chairman's Report--Mrs. Sands reported on the Executive Committee meeting December 14 with Representative Sid Flanagan, and on December 20 with Representative Tub Hansen and Senator Nat Washington. The main point that came out of these meetings was that the faculty should have someone in Olympia representing them as a lobbyist. All three men indicated they would be happy to write a letter of invitation to the faculty so that while the legislature is in session the faculty can have a person from this campus representing the faculty from Central. This person could then answer questions and be on top of everything that is going on.

Mrs. Sands said another point that was brought up was that in certain kinds of disciplines there was a need for monies to be available for faculty members who have to check on students who are off campus, for instance, doing field experiences. There is no money available for these kinds of things and the money at the present time is being taken out of the department's funds or out of the professor's own pockets. All three gentlemen felt this was not right. They suggested it would be in order to request funding for this type of travel in future budgets.

Mr. Harsha was present at these meetings and he discussed lowering of the retirement age to the age of 60 to the legislators.

Mrs. Sands suggested that the Executive Committee make a motion to the members of the Senate that they annually select a faculty member to represent faculty concerns in Olympia during legislative sessions. The person selected would be named in the Spring. The person chosen would then serve during the following academic year. This person would be allowed time off from departmental duties for this type of lobbyist activity.
Mrs. Sands mentioned with regret the death of Dr. Karl C. Wickerath, physician of the Student Health Center.

B. Executive Report--Mr Applegate reported

1. The letter from Derek Sandison which was in the minutes of the December meeting was sent to the Student Affairs Committee. The Student Affairs Committee has discussed the matter and there is no policy for removal of any Senator, so the letter was sent to the Executive Committee and will be sent to the Code Committee for action.

2. The Executive Committee and Personnel Committee met on Monday afternoon to discuss the issues and consequences involved in Section XIII of the Faculty Code as amended and also whether or not the Faculty Code is a part of the faculty member's contract. No formal action was taken.

3. The Rules Governing the Board of Academic Appeals for Central Washington State College was approved by the Board of Trustees on December 7, 1973. The amendments to the Rules by the Board of Trustees before they were approved must be approved by the Senate. The Board is to be made up of ten members, five of whom shall be faculty and five of whom shall be students. Faculty members of the Board are to be chosen by the Faculty Senate from among faculty who are not members of the Senate or the College Administration. This will be taken up under "Old Business." The Executive Committee has nominated the following persons, who have been contacted and agree to serve if elected.

- Tony Canedo
- Clifford Cunha
- Frank Collins
- Patricia Lacey
- Bill Floyd
- Owen Shadle
- Jim Alexander
- Mike Arcidiacono
- Ron Boles
- Tom Kerr
- Alma Spithill
- Jack Dugan

C. Standing Committees

1. Budget Committee--No report at this meeting.

2. Code Committee--No report at this meeting.
3. Curriculum Committee--Art Keith reported that the Senate Curriculum Committee needs to solicit opinions this quarter regarding the efficiency of the Curriculum Policy Handbook. Anyone having any opinions or recommendations are asked to send them to the committee.

MOTION NO. 1018: Art Keith moved, seconded by Don Cocheba, that the Senate reconsider Motion No. 1003 and amend it by deleting Contracted Field Experience (490) and not have it included in the Grading Policy Proposal.

There was some discussion on the motion.

Mr. Keith explained the reason for asking for reconsideration was that there was conflicting policy.

After considerable discussion, Mr. Applegate said he would like to move to strike the words Contracted Field Experiences 490 from Motion No. 1003.

Mr. Keith withdrew his Motion No. 1018, as did the second.

MOTION NO. 1019: Mr. Applegate moved, seconded by Mr. Goode that the Senate approve Motion No. 1003 again with the exception of Contracted Field Experience (490).

MOTION NO. 1020: Mr. Leavitt moved, seconded by Mr. Keith, to table the motion until the meeting on January 30. The motion was voted on and passed with a majority voice vote and Mr. McQuarrie abstaining.

4. Personnel Committee--No report at this meeting.

5. Student Affairs Committee--No report at this meeting.

6. Ad Hoc Committee on Merit--Mr. Leavitt presented the final report.

MOTION NO. 1021: Mr. Leavitt moved, seconded by Mr. Harsha, for the Senate's adoption of the recommendations on page 3 of the Committee on Merit's Final Report.

There was a lengthy discussion on the contents of the report.

MOTION NO. 1022: Mr. McGehee moved, seconded by Ken Harsha, to amend the report by deleting on the Recommendation Form "Institution Conferring Highest Degree." The motion was voted on and passed with a hand vote of 10 Yes, 7 Nay, and 9 Abstentions.

There was considerable discussion on the question of whether or not the faculty should have a merit system.

Mr. Harsha suggested it might be helpful if the Senators had another copy of the Personnel Report which had been distributed by Dr. Green in July.
Mr. Lygre commented on page 2, No. 5. Although 50% of the members of the Committee were in favor of the fact that promotion in rank should be the only system of merit, 3/8 of the Committee were not faculty members. The faculty members had definitely different viewpoints than the other members of the committee.

Mr. Keith asked if these recommendations and forms would be used in connection with the current Code.

It was explained that last year the Faculty Senate had approved a proposal that relied on merit.

Mr. Thelen said the faculty should vote on whether it should endorse merit. He said he would like to see the voting deferred on this matter until it is decided whether they want merit.

MOTION NO. 1023: Mr. Dudley moved, seconded by Mr. McQuarrie, to amend the motion by changing the Recommendation Form to say Departmental Evaluation by the Personnel Committee rather than just Departmental Evaluation, and also on page 2 of the form change Departmental Summary to Departmental Summary by the Personnel Committee. The motion was voted on and passed with a hand vote of 22 Yes, 0 No votes, 7 Abstentions.

Motion No. 1021 was voted on and passed with a majority voice vote and 5 Abstentions.

OLD BUSINESS

A. Faculty Referendum on Collective Bargaining representation-- The results, as tabulated, are attached to the Agenda.

MOTION NO. 1024: Mr. Lygre moved, seconded by Mr. Thelen, that the Executive Committee of the Senate make arrangements with the AAUP, AFT, NSP and any other appropriate negotiating agencies to present on campus their viewpoints concerning collective bargaining for the CWSC faculty. After these presentations have been made, a formal vote of the faculty will be made to determine whether the faculty chooses to be represented by a negotiating agency for the purpose of collective bargaining. If this vote is affirmative, an election will be conducted to select a specific negotiating agency.

MOTION NO. 1025: Mr. Keith moved to amend the motion by striking everything after the words CWSC faculty. There was no second to the motion.

Motion No. 1024 was voted on and passed with a majority hand vote of 24 Yes, 0 No votes, and 4 Abstentions.

B. Amended form of Academic Appeals Board as passed by Board of Trustees, December 7, 1973--
Mrs. Sands explained what had been amended on the Rules. She said that the Board of Trustees would like the Faculty Senate to ratify the policy.

MOTION NO. 1026: Mr. McGehee moved, seconded by Mr. Goode, that the Senate approve the action of the Board of Trustees. The motion was voted on and passed with a majority voice vote, and one abstention from Mr. Vifian.

The chairman presented the roster of nominees selected by the Executive Committee to be voted on for membership to serve on the Board of Academic Appeals. She asked if there were any other nominations.

MOTION NO. 1027: Mr. Leavitt moved, seconded by Mr. Keith, that the nominations be closed. The motion passed with a unanimous voice vote.

A secret ballot was conducted. The results will be tabulated after the meeting by the Senate Executive Committee Secretary and the Recording Secretary.

ADJOURNMENT

The chairman reminded the Senators of the special meeting to be held on January 30.

The meeting adjourned at 5:15 p.m.
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FACULTY SENATE MEETING OF
ROLL CALL

Jan 9
AGENDA
FACULTY SENATE MEETING
3 p.m., Wednesday, January 9, 1974

I. ROLL CALL

II. APPROVAL OF MINUTES of December 5, 1973 meeting

III. AGENDA CHANGES AND APPROVAL

IV. COMMUNICATIONS

A. Letter from Iqbal Jatree, December 24, 1973, (Confidential) requesting
   (1) Senate Meeting
   (2) Public meeting date be fixed in April, 1974 to formally discuss his case

V. CONSIDERATION OF CURRICULUM PROPOSALS

A. Undergraduate Curriculum Committee: pages 301 - 328
B. Graduate Curriculum Committee: pages 32 and 33

These proposals with supporting information are available in the Faculty Senate Office (Edison 102) for your review.

VI. REPORTS

A. Chairman's Report—Dec. 14 meeting of the Executive Committee with Representative Sid Flanagan and the Dec. 20 meeting with Representative Tub Hansen and Senator Hat Washington

B. Executive Committee Report

C. Standing Committees
   1. Budget
   2. Code
   3. Curriculum -- (See attached statement from Art Keith)
   4. Personnel
   5. Student Affairs

D. Ad hoc Committee on Merit—report attached.

VII. OLD BUSINESS

A. Faculty referendum on Collective Bargaining representation—results attached

B. Amended form of Academic Appeals Board as passed by Board of Trustees, December 7, 1973.

VIII. NEW BUSINESS

IX. ADJOURNMENT
TO: Faculty Senate

FROM: Art Keith, Chairman
Senate Curriculum Committee

DATE: January 3, 1974

The Undergraduate Curriculum Committee requests that the Faculty Senate reconsider Motion No. 1003. (December 5th meeting—See Minutes). Their intention was not to have Contracted Field Experience (590) included in the Grading Policy Proposal.
MEMORANDUM

TO: Faculty Senate

FROM: Committee on Merit
        E. Gordon Leavitt, Chairman

DATE: December 21, 1973

RE: Final Report

In a memorandum dated April 25, 1973 the Committee on Merit was given the specific charge "to determine the criteria for merit and the application of these criteria for awarding special increments to the faculty."

In preparation for its considerations the Committee on Merit received input from the faculty through a questionnaire circulated by David R. Anderson, through department chairmen, and other input by individual faculty members; from the administration through the college deans, from the Trustees through Mrs. Minor; from students through Roger Ferguson. Additional information came from articles in education journals.

The Committee on Merit recognizes the need for additional study of all the ramifications of a "merit system," but offers the following statements and recommendations for Senate consideration:

1. Since education is our prime function and our one unifying goal, any salary plan, including the merit plan, must be directed toward the improvement of instruction.

2. The merit plan should encourage creative and scholarly production and engender a cooperative interaction among the faculty for the growth of performance in teaching, research, and service.

3. The Committee on Merit recognizes that, in order to attract and retain competent, qualified personnel, and in order to provide incentives for performance and development, our basic salary plan should:
   A. Meet or surpass the average salaries (at all ranks) in similar institutions;
   B. Increase annually in an amount equal to those provided in similar institutions;
   C. Reflect merit increases based upon evaluations of performance in teaching, research and service.

4. There is agreement by the Committee that promotion in rank should be the highest form of merit.
5. At least fifty per cent of the members of the Committee believe that promotion in rank should be the only system of merit at Central.

6. The present general requirements for promotion as outlined in the Faculty Code (Section V.A.) is a merit system with some established general criteria which should be used as the basic criteria for any other merit considerations which are indicated by the Code.

7. The Committee recognizes the need for more specific criteria for departmental merit considerations. One set of specific criteria will not meet the needs of every department; therefore, every department should be responsible for establishing their specific criteria within the guidelines of the established general criteria.

8. In order to be an equitable system of merit, those who qualify should be recognized without quota or percentage limitations. If those deemed qualified for merit increases are denied the increase, even because of the lack of available funds, then the benefits of a merit system will be seriously eroded.

9. The majority of the Committee does not favor the granting of merit on a one year basis. This has caused problems in the past and the Committee believes that a merit increase should be a permanent part of the faculty members’ salary.

10. Realizing the necessary subjective judgments involved in making the selections, the majority of the Committee does not favor the granting of special stipends to a few faculty as a part of a special outstanding faculty award system.

11. Adequate time for administering the plan must be given to those responsible for its implementation.

12. The Committee on Merit believes in the importance of accountability for statements made. Statements made by faculty members, personnel committees, department chairman and administrative personnel should be of a nature that they could be appropriately stated in the presence of the individual under consideration.

12. Provision should be made for systematic feedback to all individual faculty members about their performance so that self-evaluation can be initiated.
RECOMMENDATIONS

1. That the general requirements for promotion (Section V.A. Faculty Code) be accepted as the general criteria for all merit considerations.

2. That all departments and all areas staffed by faculty ranked personnel be required to formulate and adopt, by departmental vote, appropriate specific criteria for merit considerations in their area. A current copy of the departmental criteria for merit shall be given to all faculty members including new faculty members upon employment, and additional copies shall be on file in the office of the appropriate college dean, the office of the Vice President for Academic Affairs, and the office of the Faculty Senate. It is understood that the specific criteria formulated by each department may be somewhat different in nature for different specialties and responsibilities within the department and that the "weight" applied to any given criterion may differ to reflect individual differentiation.

3. That the attached form for promotion and merit recommendations be adopted for use by all departments making recommendations on ranked faculty members.

4. That the Senate Code Committee be charged to prepare a draft of Code changes to facilitate implementation of the recommendations on merit, utilizing procedures recommended in the memorandum to Dr. John Green, dated July 17, 1973, from the Personnel Committee for the School of Professional Studies as a guide.
RECOMMENDATION FORM

PROMOTION ( )
MERIT ( )

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Present Rank  Eligible for Promotion to:  Date Originally Appointed CWSC

Years in Lect. Inst. Assoc. Prof. Highest Degree Awarded Institution Conferring Highest Degree Year

Rank CWSC Elsewhere Candidate for degree of Anticipated Completion Date

Departmental Evaluation: Please submit complete information on each of the categories listed below, based on promotion standards stated in the Faculty Code. Attach supporting documents whenever helpful and additional sheets if necessary.

1. TEACHING EFFECTIVENESS

2. SCHOLARLINESS AND PRODUCTIVITY

3. PERSONAL QUALITIES

4. PROFESSIONAL EXPERIENCES

5. SPECIAL SERVICES
I certify that I have read this evaluation. My signing does not indicate that I agree or disagree with statements made here by the Department Promotion Committee.

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January 4, 1974

Ms. Catherine Sands
Chairperson Faculty Senate
Edison 102
Campus

Dear Ms. Sands:

On Friday, January 18; Alan Shark, chairperson of the Senate at City University of New York, will be giving a workshop on Collective Bargaining in Groupe Center. The workshop will begin about 10:00 a.m. and last most of the day. Mr. Shark, a graduate student in Public Affairs, has given and/or participated in many workshops and conferences nationwide. His articles have been published in Change and the New York Times, to mention a few.

His viewpoints on what the students' role in Collective Bargaining should be, and how Collective Bargaining is handled elsewhere in the nation should be of interest to faculty, especially in the light of your recent faculty referendum on the subject.

The workshop is open (and free) and the faculty are very welcome to participate. Community Colleges in the surrounding area have also been invited to participate.

Sincerely,

Roger Ferguson,
A.S.C. President
The Personnel Committee of the School of Professional Studies has met weekly during the 1972-73 school year. The committee also met with students who were interested in teacher evaluation.

The committee has done research and explored the areas of promotion, and the evaluation of teaching. The committee did not study merit pay since they realized an Ad Hoc Committee appointed by the Senate was to make recommendations in that particular area.

The committee would like to make some recommendations concerning the above areas with the hope that they be considered by the faculty of the School of Professional Studies and be made available to Dr. Brooks, the Faculty Senate, and the committee that will rewrite the Faculty Code.

Since some of the recommendations in this report require changes in the Faculty Code the committee realizes it would be necessary for all four schools to study and react to the report.

RECOMMENDATIONS

The Committee recommends that the section of the Code pertaining to recommendations for promotion be altered.

The Code states that Department Chairman and the Department Personnel Committee each submit a list recommending faculty for promotion. In most cases these lists include the same names but the lists are not always in the same rank order. This disagreement has tended to hurt the chances of promotion of some outstanding faculty members even though it was not so intended by either contributing source. It is recommended that the Code read that the Department Personnel Committee with the Department Chairman may submit a composite list for promotion of faculty in their department.

This will reduce in number the lists to be reviewed later, and will encourage the Personnel Committees and the Department Chairmen to share information and to screen the list at the Department Level.
Proposed Changes in Determining Promotions, Tenure, Special Increments, and Reappointments

The Personnel Committee of the School of Professional Studies believes that faculty promotions, tenure, special increments, and reappointments should largely be the prerogative of the faculty at Central Washington State College.

It is recommended that each of the four academic schools establish a personnel committee for the purpose of determining promotion, tenure, special increment, and reappointment recommendations within the respective schools. Each department, or program, within a given school would submit its recommendations on promotions, tenure, special increments, and reappointments to the school's personnel committee. Recommendations from departments could come from department chairman, departmental personnel committees, and individual faculty members. The school personnel committee would review the recommendations and meet with the department chairman and the chairman of the department personnel committee, or a representative of the department faculty, regarding the department's recommendations. Any deviation from the department's recommendations made by the school personnel committee would be explained in writing to the department. The following procedures would be followed in determining recommendations pertaining to promotions, tenure, special increments, and reappointments:

**Promotions.** The school personnel committee would apply priority ranking to the names on its promotions list, and submit its recommendations to the college President and the Vice President for Academic Affairs. Any deviation from the submitted list made by the President and the Vice President for Academic Affairs would be explained in writing to the school personnel committee. The chairman of each school's personnel committee would be present when final decisions on promotions were made by the President and the Vice President for Academic Affairs.

**Tenure.** At the time tenure decisions were to be considered, the school personnel committees would submit their tenure recommendations to the college President and the Vice President for Academic Affairs. The school personnel committees' recommendations would be based on data submitted to the committees from the following sources:

1. Each faculty member with tenure in the candidate's academic department would submit a written tenure recommendation to the school personnel committee.

2. The department chairman would submit an independent written tenure recommendation for the candidate to the school personnel committee.

3. The academic department could submit a departmental recommendation in writing using whatever committee procedure desired directly to the school personnel committee.
The faculty member being considered for tenure could submit supporting data directly to the school personnel committee. The chairman of each school’s personnel committee would be present when final decisions on tenure were made by the President and the Vice President for Academic Affairs. Any divergence from the school personnel committee’s recommendations made by the President and Vice President for Academic Affairs would be explained in writing to the committee.

Special Increments. Monies available for merit salary increases and special salary adjustments would be allotted to the four school deans. Final decisions on the distribution of merit and special adjustment salary increases within each school would be made by the school personnel committee, based on information supplied by the academic departments.

Reappointments. Faculty reappointments would be handled in a manner consistent with the procedure outlined for tenure, except that all faculty members within a department would be eligible to submit recommendations regarding the reappointment of a faculty member.

Committee Membership

Membership on the school personnel committee would be comprised of at least one faculty member from each department, elected by the members of the respective departments. The dean of the school would serve as an ex officio, nonvoting, member of the school personnel committee, and would participate in the committee’s deliberations on promotions, tenure, special increments, and reappointments. The chairman of the school personnel committee would be named by the members.

The proposed changes in the procedures for determining promotions, tenure, special increments, and reappointments would eliminate the need for the present increments, and reappointments would eliminate the need for the present Committee on Promotions, Tenure, Special Increments, and Reappointments.

The committee also recommends that faculty members who wish to be considered for merit, salary adjustments, and promotions should be individually responsible to prepare a personnel folder which would include the following items, if applicable.

1. Part- and full-time administrative or quasi-administrative assignments at CWSC.
   a. Dates
   b. Specific assignment
   c. Location
   d. Per cent of full-time administrator
2. Consulting activities
   a. Dates
   b. Specific assignment
   c. Location

3. Research
   a. Dates
   b. Specific project
   c. Location

4. Publications
   a. Dates
   b. Specific publication
   c. Location

5. Lectures, papers, speeches
   a. Dates
   b. Topic
   c. Location

6. Accreditation, evaluative, arbitration teams
   a. Dates
   b. Specific assignments
   c. Location

7. State, regional or national committees
   a. Dates
   b. Committee

8. College-wide committee activity (CWSC)
   a. Dates
   b. Committee

9. School committee activity (CWSC)
   a. Dates
   b. Committee

10. Department Committee Activity (CWSC)
    a. Dates
    b. Committee
11. Grant Proposals developed and submitted
   a. Dates
   b. Specific Project

12. Professional Memberships and activities (CWSC)
   a. Organizations
   b. Dates
   c. Offices

13. Honors and awards
   a. Dates
   b. Honor or award

14. Community activities (CWSC)
   a. Dates
   b. Activity

15. Letters of Commendation

16. Summaries of student evaluations

17. Summaries of evaluations from field activities

18. Any other pertinent information

The following are proposed as general and specific recommendations for standardization of faculty evaluation of performance within the School of Professional Studies.

General Recommendation

A. A list of criteria which, when considered altogether, adequately reflect the types of tasks in which faculty in each department are involved.

Specific Recommendation

These criteria should arise from departmental discussion and agreement and should be provided by each department separately thereby reflecting individual differences between departments.

A representative list of criteria might contain the following:

1) advising of students
2) teaching effectiveness
3) faculty service
B. An objective means of scoring each of the criteria in (A) on a common scale of values.

**Specific Recommendation**

Inasmuch as computer-scoring is both accurate and fast and, on this campus, has a capability of scoring on a 5-point scale, it is strongly proposed that a 5-point scale be adopted throughout all the departments of the School of Professional Studies. All objectively-scored performances are thus directly comparable.

The Personnel Committee realizes that there is still much to be done and intends to continue to study and research methods of evaluating teaching. It would be very beneficial if eventually every department would use one of three or four instruments for evaluating teaching. The committee, therefore, recommends that the University of Washington instrument for evaluating teaching effectiveness be considered for use by all departments on campus.

C. Utilization of the principle of individual differences wherein each faculty member designates those criteria from (A) upon which he wishes his annual performance to be judged and further, assigns the value he wishes attached to each designated criterion in terms of its percentage contribution to the total, within the limitations imposed below.

Because faculty differ in ability, interests and aspirations and therefore assign time and importance differently from one another, serious inequities exist in any system of faculty evaluation where the same criteria, in all cases "weighted" equally, are employed without differentiation to all faculty.

The importance accorded to teaching at CWSC has been debated within this Committee and is subject to the Specific Recommendations below.

**Specific Recommendations**

The maximum percentage allocated to the teaching criterion shall be the same as the percentage relationship that the number of class contact hours bears to the total number of normal assignment hours. For most of the faculty this will be 60%.
It is recommended that the minimum percentage allocated to the teaching criterion be 40%, unless the teaching assignment is less than 40%.

It is recommended that each faculty member make an agreement with his immediate administrator to choose those areas (from "A" above) on which he wishes his performance to be based and the percentage of the whole which he wishes devoted to each of those selected choices. Any appreciable change of assignment during the academic year could allow the faculty member to renegotiate his agreement.

SUMMARY

This committee has discussed many other items that deal with personnel and has even prepared an agenda for future meetings. The committee hopes that this report will be circulated to the President, Vice President for Academic Affairs, Faculty Senate, and the Deans of the other schools. We feel that some of our recommendation would improve some areas of our present Code as well as some of the procedures used in personnel matters.

We also suggest that the faculty of the School of Professional Studies be given the opportunity to react to this report early in the 1973-74 academic year.

By the Committee:

Mr. A. H. Poffenroth, Chairman

Mr. Gerald Brunner

Dr. Pearl Douce

Dr. George Grossman

Dr. Ken Harsha

Dr. Bob Irving
4. Do you want the faculty to be represented by a negotiating agency?

Yes - 130
No - 24
Other - 4

5. Do you wish to have appropriate representatives of prospective negotiating agencies on campus to present their organization's viewpoint?

Yes - 130
No - 21

6. Do you agree to be represented by the negotiating agency selected by faculty vote, after prospective negotiating agencies have had an opportunity to present their views?

Yes - 132
No - 26
Other - 4
RULES GOVERNING THE BOARD OF ACADEMIC APPEALS FOR
CENTRAL WASHINGTON STATE COLLEGE

2. Purpose of the Board of Academic Appeals

The purpose of the Board of Academic Appeals is to provide
for the airing and redress of grievances with due
processual guarantees for any student against any other
student, or member of the faculty, staff or administration,
or any faculty member against any student in matters
concerning academic welfare.

3. Jurisdiction of the Board of Academic Appeals

The Board has jurisdiction over all matters concerning
those relationships within the college community which
affect the progress or outcome of any specific classroom
situation, regardless of whether the acts in question
have taken place in or out of the classroom. Jurisdiction
extends to all credit generating situations operated
by Central Washington State College.

4. Membership of the Board of Academic Appeals

a. The Board shall be made up of ten members, five of
which shall be faculty and five 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 Senate or the College Administration. The
definition of "faculty member" will be that which is
used in the Faculty Code.

c. Student members of the Board will be chosen by the
Joint Committee on Committees from students who are not
members of the Legislature or Student Government.
The definition of "student" will be that used in
determining membership in the Associated Students of
C.W.S.C., as indicated by the Constitution.

d. The term of office for members will be twelve months.
The Executive Committee of the appointing bodies
will fill vacancies created by resignation or other
absences. A member's tenure is limited by two
consecutive terms.

e. The Chairman of the Board shall be elected by the
members. The Chairman shall preside at all meetings
and hearings before the Board and be responsible
for all business of the Board.
V. Informal Procedures preliminary to petitioning the Board
of Academic Appeals for a formal hearing

a. Before any action is initiated with the Board, the
complaining party must first contact and speak personally
with the party against whom he has the grievance about
the grievance, in an effort to effect a solution.

b. In the event of a failure of the procedure in
paragraph V.a., the complaining party, if a student,
must contact his assigned advisor in order to attempt
to effect a solution.

Power of the Board of Academic Appeals

a. The Board may reject the complaint after due
consideration (see Section VIII).

b. In cases involving grade changes or change in class
status, the Board may order a grade changed or a
change in class status. (See Sections VIII and X).

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 complaint or to the appropriate authority.
(See Section VIII).

d. In cases involving conduct the Board may take one or
more of the following actions depending on the
specifics of the case as determined by the Board.
(See Section VIII).

1. The Board may issue a restraining order to prevent
continued or subsequent acts with respect to the
specific situation in question.

2. The Board may reprimand one or more of the parties
to the complaint and/or order a reprimand with
the appropriate authority.

3. The Board may submit to the authority governing
the activities involved in the complaint a
recommendation or request for disciplinary action
for any party to the complaint.
a. In the event of the failure of the procedures in paragraphs V.A. and V.B., the complaining party shall then speak to the immediate Supervisor/Superintendents of the party against whom he is complaining in an attempt to effect a solution.

VI. Procedures for petitioning the Board of Academic Appeals for a formal hearing.

a. In the event the preliminary procedures outlined in Section V. fail to bring about a satisfactory solution to the grievance, the complaining party may file a formal appeal to the Board. In order to affect this, the party obtaining the appeal form from the office of the Vice-President for Academic Affairs, the AOS office, or a department office. The person then notifies the Board that an appeal has been initiated. If the Chair of the Board then notifies the person involved that the complaint has been filed, "the person is advised to appeal.

b. An appeal may be withdrawn at any time by notifying the Board in writing.

c. The person against whom the complaint has been lodged must acknowledge in writing receipt of the complaint. He may file a copy of the complaint if he wishes.

d. Other interested persons may, upon the request of one of the parties to the complaint or upon the request of the hearing panel, submit in writing any observations or relevant information.

e. When the preceding procedures have been completed, the Chairman of the Board arranges for a Hearing Panel to place the case on the Board calendar, and notifies the parties involved of the time and place for the hearing. The Board will meet regularly unless unusual conditions prevail. The position of the complainant will be provided with a hearing of the action of the Board.

f. If, without prior notice, either party to the case does not appear at the scheduled hearing or present evidence that circumstances beyond his control prevented his appearance, it will be assumed that he has nothing to add to the evidence already made available to the Board.

VII. Board proceedings.

a. All hearings are closed to all but the members of the Hearing Panel and the participants in the hearing, unless the party against whom the complaint is made requests in writing that the hearing be open.
Hearing will be informal but a record of the proceedings will be retained. The record 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 Chairman.

It will be the Board policy that 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 tape. Copies of the record or any part thereof will be made available to the parties to the complaint. The cost of which will be borne by the party making the request.

c. The Board may:

1. Administer oaths and affirmations, examine witnesses, and receive evidence. No person shall be compelled to divulge by deposition in connection with a court hearing;
2. Take or cause depositions to be taken;
3. Regulate the course of the hearing;
4. Hold conferences for the settlement or simplification of the issues with the consent of the parties;
5. Dispose of procedural requests or similar matters;
6. Make decisions or proposals for decisions; and,
7. Take any other action authorized by this policy.

d. The Board may subpoena witnesses upon the request of any party to the complaint or upon its own motion only after all other attempts to secure such witnesses have been exhausted and have failed. Costs involved in producing witnesses will be borne by the party requesting the subpoena.

e. All testimony will be sworn.
1. If an individual fails to obey a subpoena or refuses to testify when requested, the college may file a complaint with the Superior Court of Kittitas County for enforcement of the subpoena according to the provision of RCW 28B.19.130.

c. Both parties to the case will have access to the written statement of the other prior to the hearing or prior to any questioning by members of the Board at the time of the hearing.

b. Both parties to the appeal have the right to question the other party as well as any witnesses involved in the hearing. Questions must be germane to the issues of the appeal. The Chairman of the Board will rule on such matters. All parties have the right to representation and/or advice by Counsel of his or her choosing.

i. Members of the Hearing Panel may question both parties and witnesses to the complaint. Questions must be germane to the issues of the appeal. The Chairman of the Board will rule on such matters.

VIII. Decisions of the Board

a. Decisions of the Board are based on a majority vote of the membership 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. Majority and minority opinions will be included in the report.

c. Parties to the complaint will be notified of the decision of the Board no later than one week after conclusion of the hearing.

IX. Time limit on filing complaint and responding to complaint

a. The complaining party must file his complaint within one academic quarter after termination of the course in question, or in cases involving post factum administrative actions such as removal of incompletes, etc., one academic quarter after the administrative deadline for completion of such actions (in the case of the Spring quarter, by the end of the following Fall quarter). The Board may extend the time in exceptional circumstances, e.g., prolonged illness,
sabbatical leave, etc., of one or both parties to the complaint.

b. When either party to the complaint is no longer in residence at the College and does not expect to return, the Board will give them reasonable opportunity to complete appeal procedures or reply to the charges before making a decision.

x. Procedures for implementing grade changes

a. In case the Board decides a grade should be changed, the Registrar will be sent a copy of the decision authorizing and directing him to change the grade on the student's official record. The student, the instructor, and the Chairman of the Board will be notified when this has been accomplished.

b. If the grade in question has resulted in the suspension of the student, suspension will be waived for the quarter immediately following the initiation of appeal procedures. The Academic Standing Committee will be notified to withhold suspension pending outcome of the hearing.

c. If the Board finds in favor of the student such that suspension is no longer a consideration, the Board will notify the Academic Standing Committee of the decision and the suspension will be withdrawn.

d. If the Board finds against the student, the Academic Standing Committee will be notified accordingly and the student will be withdrawn from school immediately, or such action as the Committee deems appropriate, and the student's fees will be returned according to College fee-return policy.

xi. Appeals of Board Decisions

Either party may request the permission of the Board of Trustees of Central Washington State College to appeal a decision of the Board of Academic Appeals to the Board of Trustees. Such request shall be made in writing setting forth in complete detail the reasons for the appeal request and filed in the President's office within ten (10) days from the date of the Board of Academic Appeals decision.

If a majority of the Board of Trustees determines that the request for appeal raises questions of significant concern, magnitude or importance to the institution, the Board of Trustees shall grant the request for the appeal. Such appeal shall be in the form of written and oral argument only with no introduction of evidence.
Oral arguments shall be limited to one half hour for each party. The written argument shall be submitted together with seven copies thereof to the President's Office and one copy shall be provided to the opposing party, not less than ten (10) days prior to the date on which oral argument shall be presented before the Board of Trustees.

The Board of Trustees may affirm the decision appealed from, or remand the case for further proceedings, or it may reverse the decision if the substantial rights of the petitioners may have been prejudiced because the administrative findings, inferences, conclusions, or decisions are:

a. In violation of any state or federal constitutional provision; or

b. In excess of the statutory authority or jurisdiction of the institution; or

c. Made upon unlawful procedure; or

d. Affected by other error of law; or

e. Clearly erroneous in view of the entire record as submitted and the public policy contained in the act of the legislature authorizing the decision or order; or

f. Arbitrary or capricious.

Enabling and Amending

Operation of the Board of Academic Appeals will commence upon final approval of the Board of Trustees of Central Washington State College. The structure and procedures of the Board of Academic Appeals may be amended by the Faculty Senate at any time with the approval of the Board of Trustees.
The following curriculum proposals have been forwarded from the Graduate Curriculum Committee for approval by the Faculty Senate:

A. Page 32

BIOLICAL SCIENCES

1. Course Deletion
   a. Zool. 547 - Vertebrate Paleontology 5 credits

ART

1. Course Addition
   a. Art 552 - Studio 1-5 credits

2. Course Number Change
   a. Art 699 - Studio Project to Art 700.1

MUSIC

1. Course Change
   a. Present: Music 587 - Band 2 credits
   Proposed: Music 587 - Bands 1-2 credits

2. Course Addition
   a. Music 531 - Keyboard Music Since 1750 3 credits

ENGLISH

1. Course Addition
   a. English 509 - Graduate Colloquium 1 credit

B. Page 33

ENGLISH (cont.)

2. Program Changes (p. 39-40 Graduate Catalog)

BUSINESS EDUCATION

1. Course Additions
   a. Bus. Ed. 700 - Thesis 1-6 credits
   b. R. Ed. 700 - Thesis 1-6 credits

ALL DEPARTMENTS OFFERING MASTER'S THESIS CREDIT

1. Change in Grading Practice
   Add the statement "Grade issued will be on an S/U basis" to courses numbered 700 - Thesis 1-6 credits
II. The following curriculum proposals have been forwarded from the Undergraduate Curriculum Committee for approval by the Faculty Senate:

A. Page 301

ETHNIC STUDIES

1. Course Additions
   a. Ethnic Studies 101 - Ethnic Awareness: Interpersonal Communication 5 credits
   b. Ethnic Studies 251 - Chicano History and Culture 5 credits
   c. Ethnic Studies 271 - Contemporary Native American 5 credits
   d. Ethnic Studies 311 - The Asian American Experience 5 credits
   e. Ethnic Studies 321 - Modern Black Political Thinking, 5 credits
   f. Ethnic Studies 351 - Contemporary Chicano Issues 5 credits
   g. Ethnic Studies 371 - Native American Political Relationships, 5 credits
   h. Ethnic Studies 401 - Media as Propaganda 5 credits

B. Page 302

ETHNIC STUDIES

1. Course Additions
   a. Ethnic Studies 373 - Native American Authors and Publications. 3 credits
   b. Ethnic Studies 403 - American Ethnic Literature. 5 credits

C. Page 303-304

HISTORY

1. Program Changes
   a. (A/S) History Major (60 credits)
   b. (A/S) History Minor (30 credits)
   c. (T/Ed) History Major (43 credits)
   d. (T/Ed) History Minor (20 credits)

D. Page 304

HISTORY (continued)

2. Course Addition
   a. Hist. 305 - Selected Topics in Military History. 5 credits

3. Number, Title and Description Change
   a. Hist. 101 - World Civilization to 1500. 5 credits
   b. Hist. 102 - World Civilization: 1500-1815. 5 credits.
   c. Hist. 103 - World Civilization Since 1815. 5 credits
### HISTORY (continued)

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<td>Hist. 487</td>
<td>The Russian Revolutionary Movement</td>
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5. **Course Deletions**

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### ETHNIC STUDIES

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<td>Ethnic Studies 201</td>
<td>Institutions and Minorities</td>
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### CHEMISTRY

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<td>Chem. 340</td>
<td>Environmental Chemistry</td>
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### HOME ECONOMICS

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<td>H. Ec. 490</td>
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### ECONOMICS & BUSINESS ADMINISTRATION

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<td>Bus. Ad. 463</td>
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### THEATRE AND DRAMA

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<td>T/Ed Speech and Drama Broad Area Major</td>
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F. Page 306 (continued)

2. Program Initiation
a. (T/Ed) Theatre and Drama Major
   Secondary only

G. Page 307

COMMUNICATION

1. Program Initiation
a. (T/Ed) Speech Communication Major, Secondary
   Broad Area

H. Page 308-309-310-311

PHYSICS

1. Program Change
   a. (A/S) Physics Major
      (A/S) Physics Minor
      (T/Ed) Physics Major
      (T/Ed) Physics Minor
      Science, (T/Ed) Science Major, Broad Area Science, Jr. High
      (T/Ed) Physical Science Minor
      (T/Ed) Science-Mathematics Major (Elementary)
      (T/Ed) Physical Science (Chemistry-Physics) Major (Broad Area)

PRE-ENGINEERING
   a. First Year -- 48 credits
   b. Second Year -- 48 credits

I. Page 312

PRE-PROFESSIONAL PROGRAMS

1. Program Change
   a. Pre-Meteorology
      First Year -- 48 credits
      Second Year -- 48 credits

PHYSICS

1. Course Additions
   b. Physics 214 -- Modern Physics 3 credits
   c. Physics 350 -- Mechanics 3 credits
   d. Physics 380 -- Electricity 3 credits

2. Course Deletions
   a. Physics 101 -- Concepts of Physics. 5 credits
   b. 281, 282, 283 -- General Physics. 3 credits each course.
   c. Physics 384, 385 -- Intermediate Physics Laboratory. 2 cr. ea. course
PHYSICS

1. **Course Number Change**
   a. Physics 433, 434 -- Senior Research. 2 credits each course

2. **Course Number and Description Change**
   a. Physics 302 -- Astronomy II. 5 credits

3. **Title and Description Change**
   a. Physics 351, 352 -- Analytical Mechanics. 4 credits each course
   b. Physics 381, 382 -- Electromagnetic Theory. 4 credits each course

4. **Course, Number, Title and Description Change**
   a. Physics 211, 212, 213 -- General Physics. 5 credits each course
   b. Physics 305 -- Energy and Environment. 5 credits
   c. Physics 333, 334, 335 -- Laboratory Practices and Techniques. 2 credits each course

5. **Course Number, Credit, and Description Change**
   a. Physics 301 -- Astronomy I. 5 credits
   b. Physics 307 -- Meteorology. 5 credits


BUSINESS EDUCATION AND ADMINISTRATIVE MANAGEMENT

1. **Program Change**
   a. (T/E) Business Education Major (Broad Area)
      (T/E) Business Education Major Plan I
      (T/E) Business Education Major Plan II (Without Shorthand)
      (T/E) Business Education Minor Plan I (Typewriting and General Bus.)
      (T/E) Business Education Minor Plan IX
      (T/E) Business Education Minor Plan III (Bookkeeping)
      (A/S) Administrative (Office) Management Major
      (A/S) Administrative (Office) Management Minor
      (T/E) Distributive Education Major (Broad Area)

     Preprofessional Programs - Secretarial
     Preprofessional Programs - Legal Secretarial
     Preprofessional Programs - Medical Secretarial

2. **Course Addition**
   a. Bus. Ed. 255 -- Office Practice-Vocational Typewriting. 3 credits

L. Page 324

BUSINESS EDUCATION AND ADMINISTRATIVE MANAGEMENT

1. **Course Addition**
   a. B.C. 340 -- Principles of selling. 5 credits
L. Page 324 (continued)

BUSINESS ED. & ADMIN. MGT. (continued)

1. Title and Credit Changes
   a. Bus. Ed. 275 -- Business Organization. 3 credits

2. Title Change

3. Title and Description Changes
   a. Bus. Ed. 377 -- Automated Office Practices. 4 credits
   b. Bus. Ed. 424 -- Methods and Materials for Teaching Shorthand and Transcription. 3 credits
   c. Bus. Ed. 425 -- Methods and Materials for Teaching Typewriting. 3 credits
   d. Bus. Ed. 426 -- Methods and Materials for Teaching Basic Business subjects. 3 credits

4. Credit and Description Changes

5. Description Change
   a. D.E. 331 -- Methods and Materials in Teaching Distributive Ed. 5 credits

6. Course Deletions
   a. Bus. Ed. 166, 167, 168, Machine Shorthand (Stenographic) 4 credits each quarter
   b. Bus. Ed 254 -- Vocational Typewriting. 2 credits
   c. Bus. Ed 321 -- Methods in Business Education. 5 credits
   d. Bus. Ed. 376 -- Business and Office Procedures II. 4 credits

M. Page 325

BIOLOGY

1. Course Addition
   a. Bio. Sci. 448 -- Paleocology. 6 credits

ECONOMICS

1. Course Addition
   a. Bus. Ad. 393 -- Administrative and Management Practices. 5 credits

ADMINISTRATIVE MINOR

Minor (25 credits)

HONORS PROGRAM

1. Program Deletion
   a. General Honors Program

Course Deletion
   a. Honors 101, 102, 200, 201, and 202 -- General Honors Program Series. 10 credits each quarter.
EXOLOGICAL SCIENCES

1. Course Addition
   a. Bio. Sci. 305 -- The language of Biology. 3 credits

FOREIGN LANGUAGES

1. Course Addition
   a. For. Lang. 151, 152 and 153 -- Foreign Languages - First Year. 5 credits each quarter.
   b. For. Lang. 490. Contracted Field Experiences. 1-15 credits. Grades will be either S or U.

2. Program Initiation
   a. (T/Ed) Language Major for Elementary Teachers
   b. (T/Ed) Language Minor for Elementary Teachers

GEOGRAPHY

1. Course Addition
   a. Geog. 302 -- The Meaning of Land. 3 credits
   b. Geog. 305 -- Introduction to Land Use Planning. 5 credits
   c. Geog. 307 -- Techniques in Land Analysis. 5 credits.

MUSIC

1. Course Addition
   a. Music 165 -Performance (semi-private instruction). 2 credits
   b. Music 265 -Performance (semi-private instruction). 2 credits

PHYSICAL EDUCATION

1. Course Addition
   a. P.E. 329 Gymnastics Coaching. 3 credits
   b. P.E. 329 Tennis Coaching. 3 credits
   c. P.E. 530 Volleyball Coaching. 3 credits
   d. P.E. 331 Field Hockey Coaching 3 credits
   e. P.E. 346 Administration of Athletics. 3 credits
   f. P.E. 453 Psychological and Sociological Foundations of Coaching. 3 credits
   (2/4) - (T/Ed) Coaching Minor - 21 credits

CONTACTED FIELD EXPERIENCE DELETED FROM Senate Motion No. 1003