4-14-2004

CWU Faculty Senate Minutes - 04/14/2004

Janet Shields

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ROLL CALL:
Senators: All senators or their alternates were present except: Peter Barbee, Robert Carbaugh, Beatrice Coleman, Terry DeVietti, Brenda Hubbard, Robert Lupton, Tim Melbourne, Mark Michael, Todd Schaefer, Henry Williams

Visitors: Derrick Peters, Marla Wyatt

CHANGES TO AND APPROVAL OF AGENDA: No changes

MOTION NO. 04-20 (Approved): APPROVAL OF MINUTES of March 3, 2004

COMMUNICATIONS – None

REPORTS/ACTION ITEMS (25 Minutes)

*Curriculum Committee*

Motion No. 04-17 (Delayed to 5/5/04 meeting): "Recommendation to accept new program Bachelor of Applied Science – Industrial Engineering Technology as outlined in Exhibit A."

Motion No. 04-28 (Approved) Delay Motions 04-17 and 04-18.

Motion No. 04-18 (Delayed to 5/5/04 meeting): "Recommendation to accept new program Bachelor of Applied Science – Safety and Health Management as outlined in Exhibit A."

*General Education Committee*

Motion No. 04-19 (Approved as amended): "Approve General Education Committee recommendation to add Communication 302 as general education courses for Social and Behavioral Sciences sections Perspectives on World Cultures as outlined in Exhibit B." (Cf. General Education program, p. 36, CWU catalog)

Motion No. 04-19a (Approved) Amend Motion 04-19 to include a “W” next to COM 302 in Exhibit B.

*Code Committee*

Motion No. 04-21 (Approved as amended, 1 nay): “That the Faculty Code section 3.25 Committees and section 7.25 Faculty Loads – Adjustment be amended as shown in Exhibit C."

Motion No. 04-21a (Approved): Motion 04-21 be amended to include section 7.25 Faculty Loads – Adjustments after section 3.25 Committees.
Motion No. 04-21b (Approved 25 yea, 4 nay): Add “President’s office shall provide sufficient funds to cover normal travel costs.” to the end of 7.25 E.

Motion No. 04-22 (Approved as amended 1 nay): “That the Faculty Code section 4.70 Transcripts be amended as shown in Exhibit C.”

Motion No. 04-22a (Approved 1 nay): Amend Motion 04-22 to strike the words “Candidates and” and start paragraph with Appointees.

Academic Affairs Committee

Motion No. 04-23 (Approved): “That the Academic Affairs section 5-9.5 of the CWU Policy Manual be amended as outlined in Exhibit D.”

Executive Committee – Written Ballot for Motions 04-25, 04-26 & 04-27

Motion No. 04-24 (Approved): “Ratification of 2003-04 Faculty Senate Standing Committee members as attached in Exhibit E.”

Motion No. 04-25 (Approved): “Election of 2004-05 Faculty Senate Chair Elect Nominee: Lori Braunstein - Associate Professor of Information Technology and Administrative Management (ITAM).” No additional nominees from the floor.

Motion No. 04-26 (Approved): “Election of 2004-05 Faculty Senate Secretary - Nominee: Minerva Caples - Professor of Teacher Education Programs.” No additional nominees from the floor.

Motion No. 04-27 (Approved): “Election of 2004-05 Faculty Senate Executive Committee Members-At-Large - Nominees: Terry DeVietti, Professor of Psychology; and Jeffrey Dippmann, Assistant Professor of Philosophy; Jeffrey Snedeker, Professor of Music.” No additional nominees from the floor.

REPORTS/DISCUSSION ITEMS

AD HOC EVALUATION OF INSTRUCTION: Wendy Williams indicated the SEOI subcommittee is very close to having an instrument for the senate to look at. The committee would like input from the senate on how the instrument should be used. Tom Wellock presented two possible uses of the form as either formative or summative evaluation. Formative evaluations are longer diagnostic forms, which provide input on how to improve teaching. Summative evaluations focus on using student ratings to make a final judgment about an instructor’s teaching effectiveness. Discussion followed.

CHAIR: CASE professor of the year nominee for this year is Larry Gookin. Intellectual Properties Ad Hoc committee was formed in March, 2003. The committee nearly has a draft policy finished and will bring it to the Senate in May for discussion. Third annual CWU conference of Graduates is May 6th. SOURCE is May 20th with abstracts due April 27th. Personnel committee has been asked by the Executive Committee to look at updating Merit criteria. There will be an e-mail coming soon to discuss Public Library of Science Institutional Membership.

Mike Skiff spoke regarding Omicron Delta Kappa (ODK) a national leadership honor society that is starting up at Central. The chartering ceremony is May 5th. ODK is for college students and recognizes and encourages superior scholarship, leadership and exemplary character. Student membership candidates must rank in the upper 35 percent in scholarship of their college and must show leadership in at least one of five phases of campus life: scholarship; athletics; campus or community service; journalism, speech, and the mass media; and creative and performing arts. Faculty
who are interested may apply for membership. There are no specific requirements. Contact Mike Skiff if you are interested at skiffm@cwu.edu or 963-1254.

CHAIR ELECT: Provost and Salary Administration Board have come to an agreement to try and rectify an issue with the SAB process for the past two years. Faculty members who have not yet accumulated sufficient performance reviews and Merit Level II and who were not hired near or at the CUPA mean have been caught in the gap. These faculty members will be identified from hire records and notified that when they receive their next promotion, they will receive a step award for their first Merit II and a 1 step award for their second Merit II up to a 1 grade increase above what they will receive for their promotion. This is a temporary problem and will apply only to a specific group of faculty. Funds are being provided by the Provost.

Executive Committee and the Provost have been having discussion regarding university service at this institution. Particularly since the recent guidelines for promotion, reappointment, tenure and merit have ignored the faculty code and necessity of service. Toni is seeking opinions from faculty regarding university service. Should there be a ranking system of major and minor committees with a grading or numerical value instead of the current check-off system for service? Please e-mail Toni with opinions and/or complaints from you or your department on university service.

PRESIDENT: - Provost is currently on his way to a conference. President McIntyre spent a time in Washington DC visiting with alumni, donors and congressional delegates. Also attended a conference composed of university presidents who are the state representatives (American Association of State Colleges and Universities). It appears that the issue of punishing universities for tuition increases is off the table right now. Another issue is the question of public funding for private institutions. Third area is work force support. A lot of the funding in the past for work force training has been for community colleges. Trying to provide information that work force training for the 21st century is going to be training received at the baccalaureate institutions and beyond. A lot of what are issues on the state level are also issues at the federal level. Urge faculty to follow the issues and debates at the federal level.

PROVOST: No report.

SENATE CONCERNS: Michael Braunstein asked if there is enough concern about the software filtering technology at Central to make a resolution to look at this. Currently the filtering technology is only in residence halls. Are students informed why they are being disconnected and who they should report possible problems with the system. Concern for students being disconnected and not allowed to do the research they have been assigned in class. Daniel has been in contact with ITS about this and will report back to the senate at the next meeting.

Jim Harper had a concern of the status of faculty files. Who oversees them and are they being kept in an organized manner. Daniels will bring this issue up with the Provost.

STUDENT REPORT: No report

SENATE COMMITTEES:

Ad-Hoc Salary Administration Board – see Chair Elect report.

Academic Affairs Committee: No report

Budget Committee: Bill Bender – met with Provost the news the budgets look better than they have in a number of years. Meet next to discuss the big problem with how we view budgets should be allocated.
Code Committee: No report

Curriculum Committee: No report

Development and Appropriations: No report

General Education: No report

Personnel Committee: No report

Public Affairs Comm/Council of Faculty Reps/Faculty Legislative Representative: There will be a CFR meeting at Central on Friday, May 14th. Representatives from other institutions will be here. Please let Jim know if you are interested in being involved in this meeting. Governor signed HB 3103 HEC Board bill. Removed language about the bidding on behalf of private and proprietary institutions for high demand enrollment dollars. Most of the bill remained intact. This bill has created and advisory board which includes representatives from higher education. This board will include a faculty representative from both 2 and 4-year faculty institutions. The faculty representative from the 4-year institution will be appointed by CFR. One person who has some Olympia experience and can hold the vision for higher ed for the entire state, not just their institutions. This person would be required to attend many meetings throughout the year and would be starting the first of July. If anyone is interested or knows of anyone that would be appropriate for this position, please let Jim know.

The number one item on agenda for next legislative session is to request salary adjustments. Basis of this request will be CUPA or equivalent means and the variation from that at all the state institutions.

OLD BUSINESS - None

NEW BUSINESS - None

ADJOURNMENT - A motion was made to adjourn and seconded. It passed by a majority at 4:58 pm.

***NEXT REGULAR SENATE MEETING: May 5, 2004***

BARGE 412
Exhibit A

New Programs

Department – Industrial Engineering Technology

Degree: Bachelor of Applied Science – Industrial Engineering Technology

Estimated Enrollment: Year 1 = 22  Year 2 = 30  Year 3 = 40

Statement of Need: The Bachelor of Applied Science degree is a new degree for CWU, which is directed toward students who have an applied technical degree from a community college but lack the general education requirements for a Bachelor of Science. CWU will supplement the community college course work by providing the missing general education breadth component while accepting many of the technical courses. This program offers place-bound students the opportunity to complete their degree without leaving the Puget Sound area.

There are two main reasons why the proposed BAS Industrial Technology degree should be offered. First, there is a high demand at the community colleges to have a four-year university offer upper division courses to technology students and their graduates so that they may obtain a baccalaureate degree. Secondly, persons having lost technically related jobs require additional education to enhance their job potential or to switch careers. The BAS Industrial Technology program would also be attractive to recently laid-off workers, women and older students who want a career switch. As far as workforce needs of local industry, we find that the Industrial Technology degree is appropriate for displaced workers. The subject matter in the program does not require higher levels of math or science and can be learned by a wide range of people who have diverse educational backgrounds.

Program:

Required Courses
IET 301 Engineering Project Cost Analysis 4
IET 380 Quality Control 5
IET 385 Industrial Design 3
IET 411 Mechanical Power Transmission 4
EET 312 Basic Electronics 4
EET 221/221.1 Basic Electricity & Lab 5
MET 310 Hydraulics & Pneumatics 4
MET 345 Production Technology 4
MET 351 Metallurgy/Materials & Processes 4
MET 388 Tool Design 4
SHM 386 Occupational Safety & Health 3
ADMG 385 Business Communications & Report Writing 5
IET 499 Seminar 1

Total 50

Funding: This program will operate on a self-support basis through CWU's division of Continuing Education.

Degree Bachelor of Applied Science – Safety and Health Management

Estimated Enrollment: Year 1 = 22  Year 2 = 30  Year 3 = 40
Statement of Need: The Bachelor of Applied Science degree is a new degree for CWU, which is directed toward students who have an applied technical degree from a community college but lack the general education requirements for a Bachelor of Science. CWU will supplement the community college course work by providing the missing general education breadth component while accepting many of the technical courses. This program offers place-bound students the opportunity to complete their degree without leaving the Puget Sound area.

The need for this program is based upon two factors, (1) CWU is the only baccalaureate institution to offer the Safety and Health Management (SHM) program in the State of Washington and (2) the program has been designated as a “high demand program” by the Higher Education Coordinating Board. The HECB has granted state funding for the BS SHM program for the 2003-2005 biennium. The mix of students already enrolled in the SHM program at Lynnwood is about 35% AS, AAS, or ATA. The BAS SHM degree at Lynnwood is urgently needed to keep the students from graduating with substantially more than 180 credit hours.

Program:

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credits</th>
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<tr>
<td>IET 398</td>
<td>Technical Presentations</td>
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<td>PSY 456</td>
<td>Industrial &amp; Organizational Psychology</td>
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<td>SHM 389</td>
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<td>SHM 499</td>
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Total 50

Funding: This program will operate on a self-support basis through CWU’s division of Continuing Education.
II. SOCIAL AND BEHAVIOR SCIENCES

Perspectives on World Cultures
An introduction to institutions, cultures, and traditions of nations, groups, and societies outside the United States intended to encourage an understanding and appreciation of the dimensions of human diversity as well as similarities. An introduction to contemporary international and transnational issues intended to provide a broader perspective of the individual's relationship to other cultures and to common human concerns.

ANTH 130 (W) Introduction to Cultural Anthropology (5)
AST 102 (W) Introduction to Asian Studies (3)
COM 302 (W) Intercultural Communication (4)
ECON 102 (W) World Economic Issues (5)
GEOG 101 World Regional Geography (5)
HIST 102 (W) World Civilization: 1500-1815 (5)
HIST 103 (W) World Civilization Since 1815 (5)
LAS 102 (W) Introduction to Latin American Studies (5)
POSC 270 (W) International Politics (5)
Exhibit C

3.25 Committees
A. The Faculty Senate shall establish the following standing committees, with powers and duties as described:

6. The Faculty Senate Public Affairs Committee . . .

The Faculty Legislative Representative (FLR) shall be appointed by the Senate Executive Committee and ratified by the Senate. The FLR shall receive an 8-faculty-contact-hour reassignment to perform his or her duties during each winter quarter. Sufficient funds shall be provided to cover normal travel costs; [BT Motion 02-33, 6/07/02]

7.25 Faculty Loads - Adjustments

C. The chair of the Faculty Senate shall receive fifty (50) percent released time from regular duties during the term of office. [BT Motion 6060, 2/20/87]

D. The Chair Elect of the Faculty Senate shall receive twenty-five (25) percent released time from regular duties during the term of office. [BT Motion 01:31, 5/11/01]

E. The Faculty Legislative Representative (FLR) shall receive up to 12-faculty-contact-hours of reassigned time per year from regular duties during the term of office. President's office shall provide sufficient funds to cover normal travel costs.

4.70 Transcripts

Candidates and Appointees must have an official transcript documenting the highest degree coursework required for the position of all their graduate and undergraduate work on file in the office of the appropriate dean provost/senior vice president for academic affairs. If a question arises concerning the transcript, prior academic work or accreditation of an institution, the burden of proof is the responsibility of the faculty member, not the institution. Such records may not later be released to the individual or to other institutions. (See Section 4.05.) The provost/senior vice president for academic affairs may waive the requirement to file a transcript with his/her office upon the advice of the appropriate department chair, program director and deans. [BT Motion 5932, 9/20/85]

Rationale: New hires need only provide an official transcript documenting their terminal degree and do not need to provide all of their non-terminal degree transcripts.
5-9.5 Graduation Requirements for Bachelor's Degrees
Students are eligible for award of a bachelor's degree if they are in good standing and fulfill the following requirements established by the faculty:

Rationale: Committee felt that the policy was inappropriately applied to the last quarter of a student's tenure at CWU. The policy depends on a recovery time that is not possible when a student graduates.
### Academic Affairs

| Jay Forsyth – to replace Megan Cleaver-Sellick term ends 6/14/06 | Accounting (COB) |

### Personnel Committee

| Richard Mack – to replace Tim Dittmer | Economics (COB) |
## Roll Call 2003-04
### Faculty Senate Meeting: April 14, 2004

**SENATORS**

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**ALTERNATES**

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**Quorum:** 23

**43 Senators**
Derrick Peters
Magda Wyatt

Please sign (print) your name if you are not a faculty senator.
CENTRAL WASHINGTON UNIVERSITY
FACULTY SENATE

REGULAR MEETING
Wednesday, April 14, 2004, 3:10 p.m.
BARGE 412
AGENDA

I. ROLL CALL
II. CHANGES TO AND APPROVAL OF AGENDA
III. MOTION NO. 04-20: APPROVAL OF MINUTES of March 3, 2004
IV. COMMUNICATIONS –
V. REPORTS/ACTION ITEMS (25 Minutes)

Curriculum Committee

Motion No. 04-17(Delayed): “Recommendation to accept new program Bachelor of Applied Science – Industrial Engineering Technology as outlined in Exhibit A.”

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Motion No. 04-27: “Election of 2004-05 Faculty Senate Executive Committee Members At-Large - Nominees: Terry DeVietti, Professor of Psychology; and Jeffrey Dippmann, Assistant Professor of Philosophy; Jeffrey Snedeker, Professor of Music.”
VI. REPORTS/DISCUSSION ITEMS

AD HOC EVALUATION OF INSTRUCTION: (15 Minutes)
CHAIR: (10 Minutes)
CHAIR ELECT: (10 Minutes)
PRESIDENT: (10 Minutes)
PROVOST: (10 Minutes)
SENATE CONCERNS: (5 Minutes)
STUDENT REPORT: (5 Minutes)

SENATE COMMITTEES: (10 Minutes)
  Ad-Hoc Salary Administration Board
  Academic Affairs Committee:
  Budget Committee:
  Code Committee:
  Curriculum Committee:
  Development and Appropriations:
  General Education:
  Personnel Committee:
  Public Affairs Comm/Council of Faculty Reps/Faculty Legislative Representative:

VII. OLD BUSINESS
VIII. NEW BUSINESS
IX. ADJOURNMENT

***NEXT REGULAR SENATE MEETING: May 5, 2004***
BARGE 412
Exhibit A

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Program:

Required Courses
IET 301  Engineering Project Cost Analysis  4
IET 380  Quality Control  5
IET 385  Industrial Design  3
IET 411  Mechanical Power Transmission  4
EET 312  Basic Electronics  4
EET 221/221.1  Basic Electricity & Lab  5
MET 310  Hydraulics & Pneumatics  4
MET 345  Production Technology  4
MET 351  Metallurgy/Materials & Processes  4
MET 388  Tool Design  4
SHM 386  Occupational Safety & Health  3
ADMG 385  Business Communications & Report Writing  5
IET 499  Seminar  1

Total 50

Funding: This program will operate on a self-support basis through CWU’s division of Continuing Education.
Degree: Bachelor of Applied Science – Safety and Health Management

**Estimated Enrollment:** Year 1 = 22  Year 2 = 30  Year 3 = 40

**Statement of Need:** The Bachelor of Applied Science degree is a new degree for CWU, which is directed toward students who have an applied technical degree from a community college but lack the general education requirements for a Bachelor of Science. CWU will supplement the community college course work by providing the missing general education breadth component while accepting many of the technical courses. This program offers place-bound students the opportunity to complete their degree without leaving the Puget Sound area.

The need for this program is based upon two factors, (1) CWU is the only baccalaureate institution to offer the Safety and Health Management (SHM) program in the State of Washington and (2) the program has been designated as a "high demand program" by the Higher Education Coordinating Board. The HECB has granted state funding for the BS SHM program for the 2003-2005 biennium. The mix of students already enrolled in the SHM program at Lynnwood is about 35% AS, AAS, or ATA. The BAS SHM degree at Lynnwood is urgently needed to keep the students from graduating with substantially more than 180 credit hours.

**Program:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>IET 398</td>
<td>Technical Presentations</td>
<td>3</td>
</tr>
<tr>
<td>PSY 456</td>
<td>Industrial &amp; Organizational Psychology</td>
<td>4</td>
</tr>
<tr>
<td>SHM 383</td>
<td>Transportation Safety</td>
<td>3</td>
</tr>
<tr>
<td>SHM 386</td>
<td>Occupational Safety &amp; Health</td>
<td>3</td>
</tr>
<tr>
<td>SHM 387</td>
<td>Accident Investigation</td>
<td>3</td>
</tr>
<tr>
<td>SHM 388</td>
<td>System Safety</td>
<td>3</td>
</tr>
<tr>
<td>SHM 389</td>
<td>Industrial Fire Protection and Prevention</td>
<td>3</td>
</tr>
<tr>
<td>SHM 444</td>
<td>Fundamentals of Hazardous Materials</td>
<td>4</td>
</tr>
<tr>
<td>SHM 483</td>
<td>Ergonomics</td>
<td>4</td>
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<td>SHM 484</td>
<td>Environmental Mgmt</td>
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<tr>
<td>SHM 485</td>
<td>Safety Mgmt</td>
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</tr>
<tr>
<td>SHM 486</td>
<td>Industrial Operations Safety</td>
<td>3</td>
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<tr>
<td>SHM 487</td>
<td>Fundamentals of Industrial Hygiene I</td>
<td>4</td>
</tr>
<tr>
<td>SHM 488</td>
<td>Fundamentals of Industrial Hygiene II</td>
<td>4</td>
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<tr>
<td>SHM 499</td>
<td>Seminar</td>
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</tbody>
</table>

**Total** 50

**Funding:** This program will operate on a self-support basis through CWU's division of Continuing Education.
II. SOCIAL AND BEHAVIOR SCIENCES

Perspectives on World Cultures
An introduction to institutions, cultures, and traditions of nations, groups, and societies outside the United States intended to encourage an understanding and appreciation of the dimensions of human diversity as well as similarities. An introduction to contemporary international and transnational issues intended to provide a broader perspective of the individual's relationship to other cultures and to common human concerns.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits (Units)</th>
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</thead>
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<tr>
<td>ANTH 130</td>
<td>Introduction to Cultural Anthropology</td>
<td>5</td>
</tr>
<tr>
<td>AST 102</td>
<td>Introduction to Asian Studies</td>
<td>3</td>
</tr>
<tr>
<td>COM 302</td>
<td>Intercultural Communication</td>
<td>4</td>
</tr>
<tr>
<td>ECON 102</td>
<td>World Economic Issues</td>
<td>5</td>
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<tr>
<td>GEOG 101</td>
<td>World Regional Geography</td>
<td>5</td>
</tr>
<tr>
<td>HIST 102</td>
<td>World Civilization: 1500-1815</td>
<td>5</td>
</tr>
<tr>
<td>HIST 103</td>
<td>World Civilization Since 1815</td>
<td>5</td>
</tr>
<tr>
<td>LAS 102</td>
<td>Introduction to Latin American Studies</td>
<td>5</td>
</tr>
<tr>
<td>POSC 270</td>
<td>International Politics</td>
<td>5</td>
</tr>
</tbody>
</table>
Exhibit C

3.25 Committees
A. The Faculty Senate shall establish the following standing committees, with powers and duties as described:

6. The Faculty Senate Public Affairs Committee . . .

The Faculty Legislative Representative (FLR) shall be appointed by the Senate Executive Committee and ratified by the Senate. The FLR shall receive an 8-faculty-contact-hour reassignment to perform his or her duties during each winter quarter. Sufficient funds shall be provided to cover normal travel costs; [BT Motion 02-33, 6/07/02]

7.25 Faculty Loads - Adjustments

C. The chair of the Faculty Senate shall receive fifty (50) percent released time from regular duties during the term of office. [BT Motion 6060, 2/20/87]

D. The Chair Elect of the Faculty Senate shall receive twenty-five (25) percent released time from regular duties during the term of office. [BT Motion 01:31, 5/11/01]

E. The Faculty Legislative Representative (FLR) shall receive up to 12-faculty-contact-hours of reassigned time per year from regular duties during the term of office.

4.70 Transcripts

Candidates and appointees must have an official transcript documenting the highest degree coursework required for the position of all their graduate and undergraduate work on file in the office of the appropriate dean provost/senior vice president for academic affairs. If a question arises concerning the transcript, prior academic work or accreditation of an institution, the burden of proof is the responsibility of the faculty member, not the institution. Such records may not later be released to the individual or to other institutions. (See Section 4.05.) The provost/senior vice president for academic affairs may waive the requirement to file a transcript with his/her office upon the advice of the appropriate department chair, program director and deans. [BT Motion 5932, 9/20/85]

Rationale: New hires need only provide an official transcript documenting their terminal degree and do not need to provide all of their non-terminal degree transcripts.
Exhibit D

5-9.5 Graduation Requirements for Bachelor's Degrees
Students are eligible for award of a bachelor's degree if they are in good standing and fulfill the following requirements established by the faculty:

Rationale: Committee felt that the policy was inappropriately applied to the last quarter of a student's tenure at CWU. The policy depends on a recovery time that is not possible when a student graduates.
## Exhibit E

### Academic Affairs

| Jay Forsyth – to replace Megan Cleaver-Sellick term ends 6/14/06 | Accounting (COB) |

### Personnel Committee

| Richard Mack – to replace Tim Dittmer | Economics (COB) |
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