12-1-2004

CWU Faculty Senate Minutes - 12/01/2004

Janet Shields

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CENTRAL WASHINGTON UNIVERSITY  
FACULTY SENATE  

REGULAR MEETING MINUTES: December 1, 2004  

ROLL CALL:  
Senators: All senators or their alternates were present except: Michael Launius and Steve Schepman  
Visitors: Miguel Blancas and Jan Bowers  

CHANGES TO AND APPROVAL OF AGENDA (Approved)  

MOTION NO. 04-58(Approved as amended): APPROVAL OF MINUTES of November 3, 2004 – strike the word unanimously in Motion 04-55.  

COMMUNICATIONS – Curriculum Committee letter curriculum deadlines 2005-06  

REPORTS/ACTION ITEMS  

Executive Committee  

Motion No. 04-59(Approved): "Ratification of 2004-05 Faculty Senate Standing Committee members attached as Exhibit A."  

Motion No. 04-60(Approved as amended): "Approval of the 2005-06 regular Faculty Senate meetings as follows: Fall Quarter - October 5, November 2, November 30; Winter Quarter - January 18, February 8, March 1; Spring Quarter - April 12, May 3, May 31. "  

Motion No. 04-61(Approved as amended): "Approval of the Distinguished Professor Guidelines as amended in Exhibit B."  

Senator Hickey proposed a friendly amendment to correct last sentence on first page to delete the word "is". Senator Harper proposed a friendly amendment to change the nomination deadline from January 3rd to January 10th. Senator CannCasciato offered a friendly amendment to delete "As faculty members can be renominated for an award.." from the first paragraph and add a sentence to II.E to read "An individual may not receive an individual award more than once".  

Motion No. 04-62(Delayed to January 19, 2005): "Create an Ad Hoc Committee on One Book, One Campus to be comprised of a faculty member from COTS, COB, CEPS, CAH and the Library; a faculty member from the English Department (if the CAH representative is not from English); representative from Student Affairs (recruitment/retention); and one student representative." See Exhibit C for additional information.  

Motion No 04-62a (Approved, 2 nays, 1 abstention): Senator Wyatt moved to delay motion.  

Academic Affairs Committee  

Motion No. 04-63(Approved): "Recommendation to accept the proposal to delete 5-9.3.1.6 and add 5-9.3.2.2 of Academic Affairs Policy Manual to comply with Substitute House Bill 2382 as outlined in Exhibit D.  

Motion No. 04-64(Read only according to Bylaws): "Approval of changes to the Academic Affairs Committee description in the Faculty Senate Bylaws section IV.B.3.d. as outlined in Exhibit E. (Read only)  

VI. REPORTS/DISCUSSION ITEMS  

CHAIR: Still working on how to manage the status quo during this period of adjustment before the collective bargaining agreement is negotiated and signed. The SAB statistics from last year are not
currently available. She will be working with Mark Lundgren to get this information by the next meeting. The Executive Committee is hoping to maintain a high level of attunement to the needs of the faculty and faculty senate this year. Please pass along any suggestions or concerns to the members of the Executive Committee.

CHAIR-ELECT: No report

PRESIDENT: Currently working on gearing up for the legislative session. Not knowing who the Governor is will be a challenge to know how to prepare. One change has been that the Senate has merged the early childhood, K-12 and Higher Education into one committee. Governor Locke would like to move forward on performance contracts prior to the end of his term. Not sure what the reaction in the legislature will be. Reminder that the holiday reception will be tomorrow afternoon starting at 4:00 p.m.

PROVOST: Board of Trustee meeting will be December 3rd. The BOT committee meeting time has been changed to 9 – 11 a.m. On Friday, the committee will be meeting in the new music building with a tour and brief performance prior to the meeting. Faculty Development day will be Monday, December 6th. Scheduled to start at 7:45 a.m. with a continental breakfast and will continue until 1:00 p.m. with lunch from 12 – 1. Will have a quantitative reasoning expert from Hollins College in Virginia, to speak on “Quantitative and Symbolic reasoning: The History of the Napoleonic War.” We will continue with the discussion on academic areas of distinction. Faculty will be meeting in the Chavez Theatre in the SUB. Please encourage everyone to attend. Currently working with the Deans on a summer session pro-pration policy. This policy will be brought before the Faculty Senate meeting in January. Working on the Interdisciplinary Program template policy. Have received input from the Academic Affairs Committee and the Personnel Committee regarding this policy. Will be reviewing it at an upcoming retreat. Faculty Salary Base report was presented and discussed.

SENATE CONCERNS: Susan Donahoe announced that UFC will be holding a workshop on Tuesday, December 7th in SUB 204/205 from 6:00 – 9:00 p.m. Light snack will be provided. If you have questions, this meeting is a good time to come and ask. There will not be a blanket public announcement about this meeting, so please inform your department.

Chair Culjak expressed concern about the delay in the membership drive for UFC. Senator Donahoe indicated that they have been waiting until EWU held their election so the state union representative can move forward with both universities at the same time.

STUDENT REPORT: Heather Urgan – faculty position on the SUB REC committee is open, any faculty member that is interested, please contact Chris Casey at 1698 or 1697. Thanked faculty for the things they have done this quarter.

SENATE COMMITTEES:

Academic Affairs Committee: No report

Budget Committee: No report

Code Committee: The committee is currently looking at procedures used across campus to develop Retention/Tenure/Promotion policies at the department and university level. They are working on chair compensation issues and procedures. They are also working on what the code could look like after the union contract has been completed.

Curriculum Committee: Business Administration has deleted a program BS/BA management information systems. Anticipate they can run students currently enrolled in the program within 2-21/2 years. While the infrastructure has been deleted, the courses will not be deleted until everyone is through.

Development and Appropriations: Several workshops have been or will be presented that were funded by the University Wide faculty development fund.

General Education: The committee is working on a charge to revise the current general education program. They will try and keep the Senate and Executive Committee updated on their progress. Encourage all faculty to attend the Faculty Development day.

Personnel Committee: The committee is looking at the faculty code and merit criteria.
Public Affairs Comm/Council of Faculty Reps/Faculty Legislative Representative: Jim Huckabay presented a call for nomination for a new Faculty Legislative Representative for the next term. If you know of anyone that you think would be interested, or are interested yourself, please contact Jim. The Council of Faculty Representatives will be meeting on Friday at Evergreen. Two major issues they will be working on are maintaining faculty input into performance compacts and continuing the effort to put together an "open letter" which will be published statewide which states faculty values and commitments to higher education.

OLD BUSINESS - None

NEW BUSINESS - None

ADJOURNMENT - Moved to adjourn at 5:03p.m.

***NEXT REGULAR SENATE MEETING: January 19, 2005***

BARGE 412
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SCOPE AND GENERAL OVERVIEW

The Distinguished Professor award is the highest award attainable at the University and must represent the highest level of performance. The awards are overseen by the Central Washington University Faculty Senate. Funding of the awards ($2,500 for each category) is generously provided by the President's Office. As faculty members can be renominated for an award, there are no honorable mention awards.

Those faculty who are Distinguished Professors are expected to serve on future screening committees at some time during their careers.

I. Initial Requirements

A. Due Dates

1. Letters of nomination are due in the office of the Faculty Senate by December 1 [amended 2004-05 to January 31] or, if this date falls on a weekend, the first school day thereafter.

2. All material supporting the nomination must be received in the office of the Faculty Senate by February 1 [amended 2004-05 to February 15] or, if this date falls on a weekend, the first school day thereafter.

B. Eligibility

1. Awards are limited to regular full-time CWU faculty who have been at CWU a minimum of six years (18 academic quarters exclusive of summers). Regular faculty who are also serving in administration, but continuing to teach a minimum of 5 credits per quarter, are eligible.

2. Awards will be based only on activities conducted while at CWU.

II. NOMINATIONS

A. Nominations may be made by faculty, students, alumni or others in a position to evaluate the effectiveness of a faculty member in any of the three award categories: teaching; public service; and research/artistic accomplishment and invention. The nomination may not be initiated by the nominee. Such nominations must be submitted to the Faculty Senate in accordance with Section I.A.1. by December 1 of each academic year.

B. The nominator, and those who support the nomination, are responsible for providing the reasons for the nomination in their nominating letter. A short statement of nomination will not be sufficient. Further, the nominator shall help the nominee to compile and order a notebook for the committee that incorporates materials required and/or suggested for file content in the accompanying criteria. This shall include solicitation and organization of sufficient evidence to fully substantiate any nomination made. The material in the notebook must be organized in the order of the items mentioned in the accompanying criteria. This notebook must be completed for the committee's review by February 1 [amended 2004-05 to February 15]. No materials may be added to the notebook after this date. Nominators who anticipate soliciting supporting materials from outside the University should do so before this deadline.

C. Nominators shall take the initiative and, in cooperation with the nominee, be responsible for presenting the nominee in an informative manner. Diversity of evidence is imperative to provide an accurate representation of the nominee's scope of accomplishment. A short statement of nomination will not be sufficient.

C. D. The screening committee is not an investigative body. Therefore, it is imperative that supportive material be complete, orderly and self-explanatory.
D. Nominators may not nominate more than one faculty to share the same award.

E. An individual may receive an award in more than one category, although not in the same year. An individual may not receive an individual award more than once.

F. A nominee may be renominated. Material previously submitted in support of a nomination will be retained for three years in the office of the Faculty Senate. During this period it may be updated by the nominator and nominee.

G. Awards will be announced publicly approximately one week before Spring Honors Convocation. Neither nominees nor nominators should attempt to contact the committee or the office of the Faculty Senate about the progress or outcome of the committee's deliberations. No information will be given out.

H. After reviewing submitted materials, the committee, at its discretion, may elect not to recommend one or more awards in a given year.

III. Screening Committee

A. The membership of the screening committee is chosen by the Faculty Senate Executive Committee. Committee membership shall be confidential until the award process is completed. Committee membership is finalized by early February at the latest.

B. The committee shall include no more than four people, drawn from the ranks of those who have received the Distinguished Professor award, representing all colleges in the university. Screening committee members should themselves have achieved what they are assessing in others. Emeritus Distinguished Professors are eligible to serve. The fifth member will be an alumni representative selected by Alumni Relations.

C. The screening committee makes the award choice, writes the recommendation to the Board of Trustees, and writes the supporting letters for its decision. The committee also writes letters of recognition to all those who were nominated that year.

Distinguished Professor -- Teaching

Teaching excellence shall be determined by a demonstrated breadth and depth of knowledge; clarity in methodology and organization of materials, and effective methods of presentation; continued scholarship and an integration of this into the course work; and assistance to students in understanding the value and relevance of the subject matter and course materials, both within the discipline and in a broader academic context.

The nominee's notebook should contain the following items organized in the following order:

1. Letter of nomination bearing the date stamp of the Faculty Senate office verifying submission by December 1 [amended 2004-05 to January 31].
2. Vitae of nominee. The vitae should verify that the nominee is a full-time member of the CWU faculty and has a minimum of six years full-time service at CWU. The vitae must bear the date stamp of the Faculty Senate office verifying submission of the notebook by February 1 [amended 2004-05 to February 15].
3. Personal statement by nominee of philosophy, goals and achievements in the area of teaching. The philosophy, goals and achievement statement from the nominee must not exceed 1000 words.
4. Evidence of teaching skills in the area of communication and methodology, exemplified in the clarity of organization and presentation of course materials and the challenge to and motivation of students; to be corroborated by:
   a. Letters of recommendation, support or corroboration from colleagues, associates, students or relevant others (20 maximum).
   b. Student evaluations of instruction, arranged chronologically, that reflect the full range of the teaching assignment. [In the past, some nominees have included all evaluations from all classes taught at C.W.U.] A portfolio containing summary sheets for student evaluations of instruction for all courses, arranged chronologically, taught during the last five years, including all available written comments.
   c. Representative class syllabi.
   d. If a video tape is included in the file, please limit the length to 15 minutes.
5. Evidence of continued scholarship as demonstrated by: Participation in professional activities such as conferences, symposia, colloquia, exhibitions; membership in professional associations; publication in
professional journals; continuing education in one's field or related fields; efforts in the development of new courses to broaden and update the university curriculum or other relevant evidence of continued scholarship.


Distinguished Professor -- Public Service

Public Service shall be defined as voluntary endeavors contributing to the humanitarian welfare of individuals, professional organizations, university groups, the community at large, or the university; activities which, although derived from the nominee's university assignment and professional expertise, exceed the specific duties prescribesd commitment expected by the university.

The nominee's notebook should contain the following items organized in the following order:

1. Letter of nomination bearing the date stamp of the Faculty Senate office verifying submission by December 1 [amended 2004-05 to January 31].
2. Vitae of nominee. The vitae should verify that the nominee is a full-time member of the CWU faculty and has a minimum of six years full-time service at CWU. The vitae must bear the date stamp of the Faculty Senate office verifying submission of the notebook by February 1 [amended 2004-05 to February 15].
3. Personal statement by nominee of philosophy, goals and achievements in the area of public service. The philosophy, goals and achievement statement from the nominee must not exceed 1000 words.
4. Evidence of public service as exemplified by activities in which the nominee has applied his/her academic expertise to the humanitarian welfare of individuals, professional organizations, university groups, the community at large, or the university; evidence of the magnitude of effort and level of commitment to the community in the service provided; to be corroborated by:
   a. Letters of recommendation, support or corroboration from colleagues, associates, students, members of the community, or relevant others. [20 maximum]
   b. Public acknowledgement, such as, newspaper clippings, testimonials, awards, etc.
5. Chronological listing or concise summary of the nominee's public service, indicating the recipient group and/or geographical area benefited by the service.

Distinguished Professor -- Research/Artistic Accomplishment and Invention

Research shall be defined as scholarly or scientific investigation or inquiry, conducted for the purpose of obtaining new data to advance the state of knowledge of the discipline. Artistic Accomplishment and Invention shall be defined as the composition, creation, production, or other contribution to the production of an artistic event or innovation in music, drama, film, art, dance, poetry or fiction that is a significant contribution to our understanding of the range of human experience and capabilities.

The nominee's notebook should contain the following items organized in the following order.

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2. Vitae of nominee. The vitae should verify that the nominee is a full-time member of the CWU faculty and has a minimum of six years full-time service at CWU. The vitae must bear the date stamp of the Faculty Senate office verifying submission of the notebook by February 1 [amended 2004-05 to February 15].
3. Personal statement by nominee of philosophy, goals and achievements in the area of research or artistic achievement and invention. The philosophy, goals and achievement statement from the nominee must not exceed 1000 words.
4. Evidence of research or artistic achievement; to be corroborated by:
   a. Letters of recommendation, support or corroboration from colleagues, associates, students or relevant others emphasizing professional recognition, quality and credibility of research or artistic achievement. [20 maximum]
   b. Artistic Accomplishment - Reviews, newspaper clippings, programs, reports, awards, acknowledgments, grants funded, etc.
   c. Research - Reprints of publications and a chronological list of research projects, publications, reports, performances, presentations, program participation, etc.; or a summarization of a single research program for which nomination has been made.

(Updated: 04/26/05 Revised 12/01/04)
Exhibit C

CWU's One Book, One Campus Proposal

The basic idea is to have a book that is common summer reading for faculty, staff, and students. In particular, this program will be tied directly to freshmen and their intro/required classes. Thus, it will be required reading for freshmen and those faculty that teach freshmen classes (and wish to integrate the book into their classes). Hopefully, its adoption in classes and campus life becomes more widespread and would be part of the continued effort to build an intellectual and social rapport among students, faculty, and staff.

Goals and Objectives:
1. Create a shared intellectual context for incoming students.
2. Stimulate discussion and interaction, and to cultivate the skills of critical thinking, reading, and engagement with ideas that they will employ throughout their academic life and beyond.
3. Encourage intellectual interaction among students in conjunction with faculty.
4. Welcome students to the academic life of CWU.
5. Emphasize reading as a significant component of the college experience.
6. Tie together transition and integration experiences of first-year students.
7. Provide opportunities for first-year students to explore issues and ideas relevant to our community and our world.

Integration at CWU

As the intent of this project is to focus on freshmen, the hope is that the book will be used in as many freshmen classes as possible - in particular, University 101 and the remedial/100-level English classes. In addition, we hope to integrate the book with the President's Speaker Series. Other opportunities include the possibility of integration with Theater's production.

With a little brainstorming, depending on the book choice, integration of the book with different majors/classes is possible in just about any field. Any use of the book in classes by faculty will be optional and entirely dependent on the faculty member's choice.

How to pick a book?
- Appoint a committee to select a book and help organize campus activities.
  - Suggested makeup:
    - One person each from COTS (Bob Hickey, Geography), COB, CEPS, CAH (Stephen Moore, History), and the Library
    - One person from the English Department (English being critical to this whole thing)
    - One person from Student Affairs (on the recruitment/retention side)
    - One student representative.
    - A final, ranked list of three books will be presented to the President and Provost for final selection/approval.
  - Book selection criteria may include:
    - Exposure to important questions of our time
    - Broad appeal to students and faculty (interdisciplinary),
    - Implications regarding ethical matters,
    - Literary quality,
    - Reading manageability (college-level, but not too long), and
    - Fits within the scope of the President's lecture series.

Timeline:
1) Get the concept approved asap. Done.
2) Set up the book selection committee (through Faculty Senate). Working on it.
3) Call for book selections during late fall quarter.
4) Select book during Winter quarter. This will require a small budget to purchase copies of the top few books for the committee (budget approved by the President's office). Books goto the library after selection process.
5) Advertise the book choice to campus – including any brainstorms regarding how it could be used. This will probably include a website which lists potential class questions, issues, suggestions regarding how to use the book in class, etc.
6) Read and enjoy!
7) Freshmen purchase a copy from the bookstore (who, hopefully, can provide some sort of bulk rate) during orientation (~97% of incoming freshmen attend orientation).
8) Integrate into classes, etc.
9) During the following Winter quarter, do some sort of use assessment (surveys, word-of-mouth, etc).
Funding:
The only university cost to this would be to purchase copies of, say, the top three books chosen by the committee – that way the committee could assess them in a bit of detail (funded!). It would also be nice if faculty could get a copy (question to be posed to the Provost on 22 Nov.).

More Information:
Links to similar programs at http://homepages.gac.edu/~fister/onebook.html

* The group putting this together includes:
  - Bob Hickey (Geography, originator of this whole mess)
  - Steven Verhey (chair, gen ed committee, Biology)
  - Scott Tomberlin (Library and English rep)
  - Dawn Melton (Associate Director of University Housing and New Student Programs)
  - Robert Trumpy (Senior Director of Health, Counseling and Wellness)
  - Stephen Moore (History)
  - To date, everyone we’ve spoken to thinks it’s a good idea (this includes both faculty, the General Education Committee, and administrators)
Exhibit D

5-9.3 Acceptance of Transfer Credit
5-9.3.1 Transfer Credit from Four-Year Institutions
5-9.3.1.1 In general, it is the university's policy to accept credits earned through university-level courses at institutions fully accredited by their respective regional accrediting association.
5-9.3.1.2 A student may transfer no more than 135 credits, including a maximum of 90 from community colleges.
5-9.3.1.3 Only official transcripts will be used to evaluate credits for degree requirements.
5-9.3.1.4 Transfer course equivalents to university courses apply toward the baccalaureate degree exactly as do the CWU courses for which they are being substituted. Equivalency is established by the appropriate academic departments. Other transfer courses that have not been established as exact equivalents may also be substituted and allowed in the degree program with approval from the appropriate academic department chair and, as appropriate, dean.
5-9.3.1.5 Transfer credit is not normally awarded for the following types of study or course work:
   a. courses taken at colleges or universities that are not regionally accredited;
   b. non-credit courses and workshops;
   c. remedial or college preparatory courses; and
   d. sectarian religious studies.
5-9.3.1.6 Credits earned in lower-division courses (normally numbered 100/200) will not be accepted in fulfillment of the university's upper-division credit requirement.
5-9.3.1.7 Colleges which operate on a semester basis (i.e., divide the academic year into two parts, exclusive of summer) give semester credits. Quarter credit multiplied by two-thirds equal semester credits. Semester credits multiplied by one and one-half equal quarter credits.

5-9.3.2 Transfer Credit from Community Colleges
5-9.3.2.1 The university will accept a maximum of 90 community college credits. Course work exceeding that amount may be used to waive specific requirements but no additional credits will be accepted.
5-9.3.2.2 Transfer course equivalents to university courses apply toward the baccalaureate degree exactly as do the CWU courses for which they are being substituted. Equivalency is established by the appropriate academic departments. Other transfer courses that have not been established as exact equivalents may also be substituted and allowed in the degree program with approval from the appropriate academic department chair and, as appropriate, dean.
5-9.3.2.3 Academic associate of arts degrees from a college accredited by the Northwest Association of Schools and Colleges will meet the general education requirement of a bachelor's degree.
5-9.3.2.4 After initial enrollment at CWU, Transfer students without a transferable associate degree from a Washington state community college wishing to complete such a degree must complete it by the time they have completed 45 credits or one calendar year, (whichever comes later), in order for the AA degree to satisfy the general education program requirements at CWU.
5-9.3.2.5 Academic transfer associate of arts degrees from a college or university outside Washington state accredited by the Northwest Association of Schools and Colleges will meet the general education requirement of a bachelor's degree.
5-9.3.2.6 Associate of science degrees which are part of direct transfer agreements between central washington university and Washington community colleges will meet the general education requirement of a bachelor's degree when students complete the following additional requirements:
   a) English 102 or its equivalent.
   b) Three additional general education courses beyond the 15 quarter credits in Humanities and Social Science required for the associate of science transfer degree. The three additional courses must include:
      1) One course from the Arts and Humanities breadth area;
      2) One course from the Social and Behavioral Science breadth area;
      3) The remaining additional course may be chosen from either the Arts and Humanities or Social and Behavioral Science breadth area.
Other associate degrees which are not a part of these direct transfer agreements such as vocational and technological degrees will not automatically satisfy the general education requirements at CWU.

Substitute House Bill 2382

Sec. 5. RCW 28B.80.290 and 1983 c 304 s 2 are each amended to read as follows:
The statewide transfer of credit policy and agreement ((shall)) must be designed to facilitate the transfer of students and the evaluation of transcripts, to better serve persons seeking information about courses and programs, to aid in academic planning, and to improve the review and evaluation of academic programs in the state institutions of higher education. The statewide transfer of credit policy and agreement ((shall)) must not require ((nor)) or encourage the standardization of course content ((and shall not)) or prescribe course content or the credit value assigned by any institution to the course. Policies adopted by public four-year institutions concerning the transfer of lower division credit must treat students transferring from public community colleges the same as students transferring from 35 public four-year institutions.
Exhibit E

IV. Committees

B. Senate Standing Committees

3. Powers and Duties

d. The Faculty Senate Academic Affairs Committee shall be responsible for all general university academic policy where academic policy is defined as a statement or statements of principles designed to influence or determine decisions and actions of the University relative to fulfilling the instructional components of its mission. Academic policy may encompass not only issues of entrance and graduation requirements, but also Withdrawals, Incompletes and other matters of general academic policy. It may include, but not be limited to, assessment, placement, and remediation policy; credit transfer and inter-institution articulation policy; teaching loads and scheduling policy; and physical facilities planning, management, and allocation to the extent that they affect the academic program. The Academic Affairs Committee will not ordinarily be involved in curricular or programmatic review and approval, though it will coordinate its own recommendations with departments, the Graduate Council, the General Education Committee, and the academic deans to ensure smoothly functioning policy and procedures.

Generally speaking, academic procedures do not fall within the purview of the Committee where academic procedures are defined as the formal steps by which policies are implemented and enforced. The Committee, however, may undertake review and recommend change in procedures in the event that procedures influence policy in ways inconsistent with the intent of the policy or otherwise to the detriment of the academic mission of the university.

Notwithstanding Sections IV.B.1 and 2 of the Faculty Senate Bylaws, the Committee shall consist of eight faculty members, two from each of the four schools, and two students representing the ASCWU. In addition, the Provost or designee, a representative of the academic deans, and the Chair of the Academic Department Chairs Organizations (ADCO) should serve ex officio (without vote). The Committee would, therefore, be comprised of thirteen regular members. A quorum shall be based on regular voting members. In the event that none of the faculty members of the Committee is from the west-side off-campus programs, a non-voting representative of the off-campus program shall be invited to the meetings as liaison and shall share in all correspondence. Other persons with specialized knowledge, such as the Registrar, Director of Admissions, et al., may be designated formally as consultants (without vote), and they and others may be called from time to time to advise the Committee as it sees fit.

Members shall be appointed from among the faculty by the Faculty Senate Executive Committee. Department Chairs of the Schools Colleges in question shall be requested to submit nominations from among their respective faculties. The Committee shall select a Chair from among its voting members.

Terms of faculty shall be for two years and staggered to ensure continuity. Voting members shall be limited to two consecutive terms, and may be reappointed after two years have lapsed. The ASCWU may appoint student representatives on a yearly basis, but they are encouraged to select students who can serve for two consecutive years.

The agenda shall be set by the members of the Committee (ex officio members included) and/or the Senate Executive Committee. In addition requests may be made to place items on the agenda by individual faculty department chairs, academic administrators, or students. Appropriateness of items brought forward from outside the Committee or Senate Executive Committee shall be determined by the Committee.
Date: December 1, 2004

VISITOR SIGN-IN SHEET

Please sign (print) your name if you are not a faculty senator.
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<td>DRAKE, George</td>
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<td>LICKTEIG, David (Lickyte)</td>
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<td>LASZLO, Rod Maj.</td>
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<td>SCHEPMAN, Steve (CANT)</td>
<td>FAIRBURN, Wayne</td>
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<td>WELLOCK, Thomas</td>
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<td>PICHARDO, Nelson</td>
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<tr>
<td>WYATT, Marla</td>
<td>BOWERS, Jan</td>
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Quorum: 22
43 Senators

G:senate\roster\rolcall04-05
CENTRAL WASHINGTON UNIVERSITY
FACULTY SENATE

REGULAR MEETING
Wednesday, December 1, 2004, 3:10 p.m.
BARGE 412
AGENDA

I. ROLL CALL
II. CHANGES TO AND APPROVAL OF AGENDA
III. MOTION NO. 04-58: APPROVAL OF MINUTES of November 3, 2004
IV. COMMUNICATIONS
V. REPORTS/ACTION ITEMS (25 Minutes)

Executive Committee

Motion No. 04-59: "Ratification of 2004-05 Faculty Senate Standing Committee members attached as Exhibit A."

Motion No. 04-60: "Approval of the 2005-06 regular Faculty Senate meetings as follows: Fall Quarter - October 5, November 2, November 30; Winter Quarter - January 18, February 8, March 1; Spring Quarter - April 12, May 2, May 31."

Motion No. 04-61: "Approval of the Distinguished Professor Guidelines as amended in Exhibit B."

Motion No. 04-62: "Create an Ad Hoc Committee on One Book, One Campus to be comprised of a faculty member from COTS, COB, CEPS, CAH and the Library; a faculty member from the English Department (if the CAH representative is not from English); representative from Student Affairs (recruitment/retention); and one student representative." See Exhibit C for additional information.

Academic Affairs Committee

Motion No. 04-63: "Recommendation to accept the proposal to delete 5-9.3.1.6 and add 5-9.3.2.2 of Academic Affairs Policy Manual to comply with Substitute House Bill 2383 as outlined in Exhibit D."

Motion No. 04-64: "Approval of changes to the Academic Affairs Committee description in the Faculty Senate Bylaws section IV.B.3.d. as outlined in Exhibit E. (Read only)"

VI. REPORTS/DISCUSSION ITEMS

CHAIR: (15 Minutes)
CHAIR-ELECT: (5 Minutes)
PRESIDENT: (10 Minutes)
PROVOST: (10 Minutes)
SENATE CONCERNS: (5 Minutes)
STUDENT REPORT: (5 Minutes)

SENATE COMMITTEES: (10 Minutes)

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:
MEMORANDUM

TO: College Deans/Asso. Deans
    Department Chairs
    International Studies
    Continuing Education
    Registrar Services
    CTL
    Graduate Studies
    Dept. Secretaries
    Faculty Senate

FROM: Faculty Senate Curriculum Committee

SUBJECT: Catalog and Curriculum Deadlines

Catalog Deadline

In order to get your new curriculum and curriculum changes into the 2005-2006 catalog, the Faculty Senate Curriculum Committee needs to have the completed paperwork by February 3, 2005. To avoid delays in the approval process, please make sure you have included all necessary information including learner outcomes and assessments. Remember that all approvals such as the CTL Advisory Council, General Education Committee and Graduate Council must occur prior to submission to the Curriculum Committee. Faculty Senate, BOT, and HECB approval occur after the Curriculum Committee approval.

The cut-off for the catalog is March 3, 2005. Your curriculum must have complete approval, through the required curriculum process, by that date. The meeting dates for each of the committees involved in the curriculum process are listed below. (Graduate Council meetings vary; please call Ext. 3103 for individual meeting dates.)

Example: (See bold sample below) New Teacher Education Program proposal - Passes CTL by Jan. 12th; arrives FSCC by Jan 20th for approval on Feb 3rd, forwarded to Faculty Senate for Feb 9th meeting, forwarded to BOT for approval on Mar. 4th.

<table>
<thead>
<tr>
<th>CTL</th>
<th>GEN Ed</th>
<th>FSCC mtg date / Approval date</th>
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<th>BOT</th>
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</table>

Office of the Provost and Senior Vice President for Academic Affairs
400 East University Way, Ellensburg WA 98926-7503, Office: 509-963-1400, Fax: 509-963-2025
EEO/AA/TITLE IX INSTITUTION • TDD 509-963-2143
Curriculum routing examples:

Courses involving K-12 personnel – CTL Adv. Council → FSCC
Courses involving General Education Requirements – Gen Ed → FSCC → Senate
New Program Proposals – FSCC → Senate → BOT → HECB → NWCCU
500 Level Courses and Above – Grad Council → FSCC

Curriculum change deadlines listed below will not necessarily make the catalog unless the preceding dates have been met.

Curriculum Deadlines

<table>
<thead>
<tr>
<th>New Minors, Certificates, and Specializations</th>
<th>Senate approval required</th>
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<tbody>
<tr>
<td>Final Date to FSCC</td>
<td>Feb 3, 2005</td>
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Program Changes

Not requiring Senate approval and for 2005 catalog year
Requiring Senate approval and for 2005 catalog year

Examples that require Senate approval:
1) Affects the general education requirements; 2) new specialization, minor, or certificate; 3) exceeds the upper limit of credits - 75 for BA, 110 for BS.

New Courses

To be offered winter 2005
To be offered spring 2005
To be offered summer 2005
To be offered fall 2005
Final Date to FSCC
Dec 2, 2004
Mar 3, 2005
May 19, 2005
May 19, 2005

Course Changes

Affecting credit, prerequisites, title, prefix/number or grades:
To be offered spring 2005
To be offered summer 2005
To be offered fall 2005
Final Date to FSCC
Feb 3, 2005
Apr 21, 2005
Apr 21, 2005

Not affecting credit, pre-requisites, title, prefix/number or grades:
To be offered winter 2005
To be offered spring 2005
To be offered summer 2005
To be offered fall 2005
Final Date to FSCC
Dec 2, 2004
Mar 3, 2005
May 19, 2005
May 19, 2005

If you have any questions, please call Linda Hoff at 963-1404 or email hoffl@cwu.edu.
<table>
<thead>
<tr>
<th>Committee</th>
<th>Name</th>
<th>Department</th>
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<tr>
<td>Academic Affairs</td>
<td>Graeme Coetzer</td>
<td>Business Administration</td>
<td>6/15/04-6/14/06</td>
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<tr>
<td>Committee</td>
<td>Kim Bartel</td>
<td>CEPS</td>
<td>6/15/04-6/14/06</td>
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</table>
SCOPE AND GENERAL OVERVIEW

The Distinguished Professor award is the highest award attainable at the University and must represent the highest level of performance. The awards are overseen by the Central Washington University Faculty Senate. Funding of the awards ($2,500 for each category) is generously provided by the President's Office. As faculty members can be renominated for an award, there are no honorable mention awards.

Those faculty who are awarded Distinguished Professors are expected to serve on future screening committees at some time during their careers.

I. Initial Requirements

A. Due Dates

1. Letters of nomination are due in the office of the Faculty Senate by December 1 [amended 2004-05 to January 3] or, if this date falls on a weekend, the first school day thereafter.
2. All material supporting the nomination must be received in the office of the Faculty Senate by February 1 [amended 2004-05 to February 15] or, if this date falls on a weekend, the first school day thereafter.

B. Eligibility

1. Awards are limited to regular full-time CWU faculty who have been at CWU a minimum of six years (18 academic quarters exclusive of summers). Regular faculty who are also serving in administration, but continuing to teach a minimum of 5 credits per quarter, are eligible.
2. Awards will be based only on activities conducted while at CWU.

II. NOMINATIONS

A. Nominations may be made by faculty, students, alumni or others in a position to evaluate the effectiveness of a faculty member in any of the three award categories: teaching; public service; and research/artistic accomplishment and invention. The nomination may not be initiated by the nominee. Such nominations must be submitted to the Faculty Senate in accordance with Section I.A.1. by December 1 of each academic year.

B. The nominator, and those who support the nomination, are responsible for providing the reasons for the nomination in their nominating letter. A short statement of nomination will not be sufficient. Further, the nominator shall help the nominee to compile and order a notebook for the committee that incorporates materials required and/or suggested for file content in the accompanying criteria. This shall include solicitation and organization of sufficient evidence to fully substantiate any nomination made. The material in the notebook must be organized in the order of the items mentioned in the accompanying criteria. This notebook must be completed for the committee's review by February 1 [amended 2004-05 to February 15]. No materials may be added to the notebook after this date. Nominators who anticipate soliciting supporting materials from outside the University should do so before this deadline.

C. Nominators shall take the initiative and, in cooperation with the nominee, be responsible for presenting the nominee in an informative manner. Diversity of evidence is imperative to provide an accurate representation of the nominee's scope of accomplishment. A short statement of nomination will not be sufficient.

D. The screening committee is not an investigative body. Therefore, it is imperative that supportive material be complete, orderly and self-explanatory.
D. Nominees may not nominate more than one faculty to share the same award.

E. An individual may receive an award in more than one category, although not in the same year.

F. A nominee may be renominated. Material previously submitted in support of a nomination will be retained for three years in the office of the Faculty Senate. During this period it may be updated by the nominator and nominee.

G. Awards will be announced publicly approximately one week before Spring Honors Convocation. Neither nominees nor nominators should attempt to contact the committee or the office of the Faculty Senate about the progress or outcome of the committee's deliberations. No information will be given out.

H. After reviewing submitted materials, the committee, at its discretion, may elect not to recommend one or more awards in a given year.

III. Screening Committee

A. The membership of the screening committee is chosen by the Faculty Senate Executive Committee. Committee membership shall be confidential until the award process is completed. Committee membership is finalized by early February at the latest.

B. The committee shall include no more than four people, drawn from the ranks of those who have received the Distinguished Professor award, representing all colleges in the university. Screening committee members should themselves have achieved what they are assessing in others. Emeritus Distinguished Professors are eligible to serve. The fifth member will be an alumni representative selected by Alumni Relations.

C. The screening committee makes the award choice, writes the recommendation to the Board of Trustees, and writes the supporting letters for its decision. The committee also writes letters of recognition to all those who were nominated that year.

Distinguished Professor -- Teaching

Teaching excellence shall be determined by a demonstrated breadth and depth of knowledge; clarity in methodology and organization of materials, and effective methods of presentation; continued scholarship and an integration of this into the course work; and assistance to students in understanding the value and relevance of the subject matter and course materials, both within the discipline and in a broader academic context.

The nominee’s notebook should contain the following items organized in the following order:

1. Letter of nomination bearing the date stamp of the Faculty Senate office verifying submission by December 1 [amended 2004-05 to January 31].

2. Vitae of nominee. The vitae should verify that the nominee is a full-time member of the CWU faculty and has a minimum of six years full-time service at CWU. The vitae must bear the date stamp of the Faculty Senate office verifying submission of the notebook by February 1 [amended 2004-05 to February 15].

3. Personal statement by nominee of philosophy, goals and achievements in the area of teaching. The philosophy, goals and achievement statement from the nominee must not exceed 1000 words.

4. Evidence of teaching skills in the area of communication and methodology, exemplified in the clarity of organization and presentation of course materials and the challenge to and motivation of students; to be corroborated by:
   a. Letters of recommendation, support or corroboration from colleagues, associates, students or relevant others (20 maximum).
   b. Student evaluations of instruction, arranged chronologically, that reflect the full range of the teaching assignment. [In the past, some nominees have included all evaluations from all classes taught at C.W.U.] A portfolio containing summary sheets for student evaluations of instruction for all courses, arranged chronologically, taught during the last five years, including all available written comments.
   c. Representative class syllabi.
   d. If a video tape is included in the file, please limit the length to 15 minutes.

5. Evidence of continued scholarship as demonstrated by: Participation in professional activities such as conferences, symposia, colloquia, exhibitions; membership in professional associations; publication in professional journals; continuing education in one's field or related fields; efforts in the development of
new courses to broaden and update the university curriculum or other relevant evidence of continued scholarship.


**Distinguished Professor -- Public-Service**

Public Service shall be defined as voluntary endeavors contributing to the humanitarian welfare of individuals, professional organizations, university groups, the community at large, or the university; activities which, although derived from the nominee's university assignment and professional expertise, exceed the specific duties-prescribed commitment expected by the university.

The nominee's notebook should contain the following items organized in the following order:

1. Letter of nomination bearing the date stamp of the Faculty Senate office verifying submission by December 1 [amended 2004-05 to January 3].
2. Vitae of nominee. The vitae should verify that the nominee is a full-time member of the CWU faculty and has a minimum of six years full-time service at CWU. The vitae must bear the date stamp of the Faculty Senate office verifying submission of the notebook by February 1 [amended 2004-05 to February 15].
3. Personal statement by nominee of philosophy, goals and achievements in the area of public service. The philosophy, goals and achievement statement from the nominee must not exceed 1000 words.
4. Evidence of public service as exemplified by activities in which the nominee has applied his/her academic expertise to the humanitarian welfare of individuals, professional organizations, university groups, the community at large, or the university; evidence of the magnitude of effort and level of commitment to the community in the service provided; to be corroborated by:
   a. Letters of recommendation, support or corroboration from colleagues, associates, students, members of the community, or relevant others. [20 maximum]
   b. Public acknowledgement, such as, newspaper clippings, testimonials, awards, etc.
5. Chronological listing or concise summary of the nominee's public service, indicating the recipient group and/or geographical area benefited by the service.

**Distinguished Professor -- Research/Artistic Accomplishment and Invention**

Research shall be defined as scholarly or scientific investigation or inquiry, conducted for the purpose of obtaining new data to advance the state of knowledge of the discipline. Artistic Accomplishment and Invention shall be defined as the composition, creation, production, or other contribution to the production of an artistic event or innovation in music, drama, film, art, dance, poetry or fiction that is a significant contribution to our understanding of the range of human experience and capabilities.

The nominee's notebook should contain the following items organized in the following order:

1. Letter of nomination bearing the date stamp of the Faculty Senate office verifying submission by December 1 [amended 2004-05 to January 3].
2. Vitae of nominee. The vitae should verify that the nominee is a full-time member of the CWU faculty and has a minimum of six years full-time service at CWU. The vitae must bear the date stamp of the Faculty Senate office verifying submission of the notebook by February 1 [amended 2004-05 to February 15].
3. Personal statement by nominee of philosophy, goals and achievements in the area of research or artistic achievement and invention. The philosophy, goals and achievement statement from the nominee must not exceed 1000 words.
4. Evidence of research or artistic achievement; to be corroborated by:
   a. Letters of recommendation, support or corroboration from colleagues, associates, students or relevant others emphasizing professional recognition, quality and credibility of research or artistic achievement. [20 maximum]
   b. **Artistic Accomplishment** - Reviews, newspaper clippings, programs, reports, awards, acknowledgments, grants funded, etc.
   c. **Research** - Reprints of publications and a chronological list of research projects, publications, reports, performances, presentations, program participation, etc.; or a summarization of a single research program for which nomination has been made.
Exhibit C

CWU's One Book, One Campus Proposal

The basic idea is to have a book that is common summer reading for faculty, staff, and students. In particular, this program will be tied directly to freshmen and their intro/required classes. Thus, it will be required reading for freshmen and those faculty that teach freshmen classes (and wish to integrate the book into their classes). Hopefully, its adoption in classes and campus life becomes more widespread and would be part of the continued effort to build an intellectual and social rapport among students, faculty, and staff.

Goals and Objectives:
1. Create a shared intellectual context for incoming students.
2. Stimulate discussion and interaction, and to cultivate the skills of critical thinking, reading, and engagement with ideas that they will employ throughout their academic life and beyond.
3. Encourage intellectual interaction among students in conjunction with faculty.
4. Welcome students to the academic life of CWU.
5. Emphasize reading as a significant component of the college experience.
6. Tie together transition and integration experiences of first-year students.
7. Provide opportunities for first-year students to explore issues and ideas relevant to our community and our world.

Integration at CWU
As the intent of this project is to focus on freshmen, the hope is that the book will be used in as many freshmen classes as possible - in particular, University 101 and the remedial/100-level English classes. In addition, we hope to integrate the book with the President's Speaker Series. Other opportunities include the possibility of integration with Theater's production.

With a little brainstorming, depending on the book choice, integration of the book with different majors/classes is possible in just about any field. Any use of the book in classes by faculty will be optional and entirely dependent on the faculty member's choice.

How to pick a book?
- Appoint a committee to select a book and help organize campus activities.
  - Suggested makeup:
    - One person each from COTS (Bob Hickey, Geography), COB, CEPS, CAH (Stephen Moore, History), and the Library
    - One person from the English Department (English being critical to this whole thing)
    - One person from Student Affairs (on the recruitment/retention side)
    - One student representative.
    - A final, ranked list of three books will be presented to the President and Provost for final selection/approval.
  - Book selection criteria may include:
    - Exposure to important questions of our time
    - Broad appeal to students and faculty (interdisciplinary),
    - Implications regarding ethical matters,
    - Literary quality,
    - Reading manageability (college-level, but not too long), and
    - Fits within the scope of the President's lecture series.

Timeline:
1) Get the concept approved asap. Done.
2) Set up the book selection committee (through Faculty Senate). Working on it.
3) Call for book selections during late fall quarter.
4) Select book during Winter quarter. This will require a small budget to purchase copies of the top few books for the committee (budget approved by the President's office). Books go to the library after selection process.
5) Advertise the book choice to campus – including any brainstorms regarding how it could be used. This will probably include a website which lists potential class questions, issues, suggestions regarding how to use the book in class, etc.
6) Read and enjoy!
7) Freshmen purchase a copy from the bookstore (who, hopefully, can provide some sort of bulk rate) during orientation (~97% of incoming freshmen attend orientation).
8) Integrate into classes, etc.
9) During the following Winter quarter, do some sort of use assessment (surveys, word-of-mouth, etc).
**Funding:**

The only university cost to this would be to purchase copies of, say, the top three books chosen by the committee — that way the committee could assess them in a bit of detail (funded!). It would also be nice if faculty could get a copy (question to be posed to the Provost on 22 Nov.).

**More Information:**
Links to similar programs at [http://homepages.gac.edu/~fister/onebook.html](http://homepages.gac.edu/~fister/onebook.html)

* The group putting this together includes:
  - Bob Hickey (Geography, originator of this whole mess)
  - Steven Verhey (chair, gen ed committee, Biology)
  - Scott Tomberlin (Library and English rep)
  - Dawn Melton (Associate Director of University Housing and New Student Programs)
  - Robert Trumpy (Senior Director of Health, Counseling and Wellness)
  - Stephen Moore (History)
  - To date, everyone we’ve spoken to thinks it’s a good idea (this includes both faculty, the General Education Committee, and administrators)
5-9.3 Acceptance of Transfer Credit

5-9.3.1 Transfer Credit from Four-Year Institutions
5-9.3.1.1 In general, it is the university's policy to accept credits earned through university-level courses at institutions fully accredited by their respective regional accrediting association.
5-9.3.1.2 A student may transfer no more than 135 credits, including a maximum of 90 from community colleges.
5-9.3.1.3 Only official transcripts will be used to evaluate credits for degree requirements.
5-9.3.1.4 Transfer course equivalents to university courses apply toward the baccalaureate degree exactly as do the CWU courses for which they are being substituted. Equivalency is established by the appropriate academic departments. Other transfer courses that have not been established as exact equivalents may also be substituted and allowed in the degree program with approval from the appropriate academic department chair and, as appropriate, dean.
5-9.3.1.5 Transfer credit is not normally awarded for the following types of study or course work:
   a. courses taken at colleges or universities that are not regionally accredited;
   b. non-credit courses and workshops;
   c. remedial or college preparatory courses; and
   d. sectarian religious studies.

5-9.3.1.6 Credits earned in lower-division courses (normally numbered 100/200) will not be accepted in fulfillment of the university's upper-division credit requirement.

5-9.3.2 Transfer Credit from Community Colleges
5-9.3.2.1 The university will accept a maximum of 90 community college credits. Course work exceeding that amount may be used to waive specific requirements but no additional credits will be accepted.

5-9.3.2.2 Transfer course equivalents to university courses apply toward the baccalaureate degree exactly as do the CWU courses for which they are being substituted. Equivalency is established by the appropriate academic departments. Other transfer courses that have not been established as exact equivalents may also be substituted and allowed in the degree program with approval from the appropriate academic department chair and, as appropriate, dean.

5-9.3.2.3 Academic associate of arts degrees from a college accredited by the Northwest Association of Schools and Colleges will meet the general education requirement of a bachelor's degree.

5-9.3.2.4 After initial enrollment at CWU, Transfer students without a transferable associate degree from a Washington state community college wishing to complete such a degree must complete it by the time they have completed 45 credits or one calendar year, (whichever comes later), in order for the AA degree to satisfy the general education program requirements at CWU.

5-9.3.2.5 Academic transfer associate of arts degrees from a college or university outside Washington state accredited by the Northwest Association of Schools and Colleges will meet the general education requirement of a bachelor's degree.

5-9.3.2.6 Associate of science degrees which are part of direct transfer agreements between central Washington university and Washington community colleges will meet the general education requirement of a bachelor's degree when students complete the following additional requirements:
   a) English 102 or its equivalent.
   b) Three additional general education courses beyond the 15 quarter credits in Humanities and Social Science required for the associate of science transfer degree. The three additional courses must include:
      1) One course from the Arts and Humanities breadth area;
      2) One course from the Social and Behavioral Science breadth area;
      3) The remaining additional course may be chosen from either the Arts and Humanities or Social and Behavioral Science breadth area.
Other associate degrees which are not a part of these direct transfer agreements such as vocational and technological degrees will not automatically satisfy the general education requirements at CWU.

Substitute House Bill 2382

Sec. 5. RCW 28B.80.290 and 1983 c 304 s 2 are each amended to read as follows:
The statewide transfer of credit policy and agreement ((shall)) must be designed to facilitate the transfer of students and the evaluation of transcripts, to better serve persons seeking information about courses and programs, to aid in academic planning, and to improve the review and evaluation of academic programs in the state institutions of higher education. The statewide transfer of credit policy and agreement ((shall)) must not require ((need)) or encourage the standardization of course content ((and shall not)) or prescribe course content or the credit value assigned by any institution to the course. Policies adopted by public four-year institutions concerning the transfer of lower division credit must treat students transferring from public community colleges the same as students transferring from 35 public four-year institutions.
Exhibit E

IV. Committees

B. Senate Standing Committees

3. Powers and Duties

d. The Faculty Senate Academic Affairs Committee shall be responsible for all general university academic policy where academic policy is defined as a statement or statements of principles designed to influence or determine decisions and actions of the University relative to fulfilling the instructional components of its mission. Academic policy may encompass not only issues of entrance and graduation requirements, but also Withdrawals, incompletes and other matters of general academic policy. It may include, but not be limited to, assessment, placement, and remediation policy; credit transfer and inter-institution articulation policy; teaching loads and scheduling policy; and physical facilities planning, management, and allocation to the extent that they affect the academic program. The Academic Affairs Committee will not ordinarily be involved in curricular or programmatic review and approval, though it will coordinate its own recommendations with departments, the Graduate Council, the General Education Committee, and the academic deans to ensure smoothly functioning policy and procedures.

Generally speaking, academic procedures do not fall within the purview of the Committee where academic procedures are defined as the formal steps by which policies are implemented and enforced. The Committee, however, may undertake review and recommend change in procedures in the event that procedures influence policy in ways inconsistent with the intent of the policy or otherwise to the detriment of the academic mission of the university.

Notwithstanding Sections IV.B.1 and 2 of the Faculty Senate Bylaws, the Committee shall consist of eight faculty members, two from each of the four schools, and two students representing the ASCWU. In addition, the Provost or designee, a representative of the academic deans, and the Chair of the Academic Department Chairs Organizations (ADCO) should serve ex officio (without vote). The Committee would, therefore, be comprised of thirteen regular members. A quorum shall be based on regular voting members. In the event that none of the faculty members of the Committee is from the west-side off-campus programs, a non-voting representative of the off-campus program shall be invited to the meetings as liaison and shall share in all correspondence. Other persons with specialized knowledge, such as, the Registrar, Director of Admissions, et al., may be designated formally as consultants (without vote), and they and others may be called from time to time to advise the Committee as it sees fit.

Members shall be appointed from among the faculty by the Faculty Senate Executive Committee. Department Chairs of the Schools Colleges in question shall be requested to submit nominations from among their respective faculties. The Committee shall select a Chair from among its voting members.

Terms of faculty shall be for two years and staggered to ensure continuity. Voting members shall be limited to two consecutive terms, and may be reappointed after two years have lapsed. The ASCWU may appoint student representatives on a yearly basis, but they are encouraged to select students who can serve for two consecutive years.

The agenda shall be set by the members of the Committee (ex officio members included) and/or the Senate Executive Committee. In addition requests may be made to place items on the agenda by individual faculty department chairs, academic administrators, or students. Appropriateness of items brought forward from outside the Committee or Senate Executive Committee shall be determined by the Committee.
MEMORANDUM

TO: Faculty Senate

FROM: David Soltz, Provost/Senior Vice President for Academic Affairs

COPIES: J. McIntyre, President's Cabinet, Academic Affairs Council, Academic Department Chairs Organization, Budget Office

SUBJECT: Faculty Salary Base

Section 8.30 of the Faculty Code calls for a yearly report to the Faculty Senate conveying information related to faculty salaries. This report conveys information related to the faculty salary base, the average salary of the university’s tenured and tenure-track faculty, the disposition of all funds authorized and appropriated for faculty salaries, and funds paid to faculty from all sources. In response to requests voiced by faculty, I have included the mean and median salary for tenured and tenure-track faculty by rank in addition to providing the average salary of the university’s tenured and tenure-track faculty as required by Section 8.30 of the Faculty Code.

Faculty Salary Base

The faculty salary base is the sum of the budget lines of tenured, tenure-track, and full-time-non-tenure-track faculty plus adjunct lines and phased retirees in the baseline budget. The 2004-2005 faculty salary base at Central Washington University equals $22,689,489. This reflects an increase of $722,853 over the faculty salary base of 2003-2004, which totaled $21,966,636.

Average Salary of the University's Tenured and Tenure-Track Faculty

The average faculty salary of the university's tenured and tenure-track faculty can be computed two ways. One approach includes only tenured faculty and tenure-track faculty but not phased retirees. The second approach includes tenured faculty, tenure-track faculty, and phased retirees. Both figures are reported below.

- The average salary in Fall 2004 of the tenured and tenure-track faculty, excluding phased retirees is $55,394.
- The average salary in Fall 2004 of the tenured and tenure-track faculty including phased retirees is $53,904.
The HECB uses a third method of computing the average faculty salary for its yearly report to the legislature. That report also identifies a national percentile ranking for Washington's universities and The Evergreen State College. The HECB has used data from the Integrated Postsecondary Education Data System (IPEDS) reports. This data measures a different set of faculty from those used to compute the average salaries reported above.

The annual salary survey conducted by the U.S. Department of Education collects data regarding full-time instructional faculty. That set includes full-time tenured and non-tenured faculty, including lecturers. Faculty not included in the IPEDS data are (a) tenured and non-tenured faculty in positions less than full time, (b) librarians holding faculty rank, (c) coaches, and (d) exempt administrators with tenure. The table below reports the average faculty salary for the comparable set of faculty reported to IPEDS for Fall 1997, 1998, 1999, 2001, 2002, and 2003. The IPEDS faculty survey was cancelled for Fall 2000. The reporting method used for Fall 2000 was the American Association of University Professors (AAUP) faculty compensation survey. The AAUP collected faculty salary data in the same format as the previous IPEDS data.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 1997</td>
<td>$43,619</td>
</tr>
<tr>
<td>Fall 1998</td>
<td>$44,666</td>
</tr>
<tr>
<td>Fall 1999</td>
<td>$49,268</td>
</tr>
<tr>
<td>Fall 2000 (AAUP)</td>
<td>$50,978</td>
</tr>
<tr>
<td>Fall 2001</td>
<td>$51,803</td>
</tr>
<tr>
<td>Fall 2002</td>
<td>$51,591</td>
</tr>
<tr>
<td>Fall 2003</td>
<td>$53,138</td>
</tr>
</tbody>
</table>

*Beginning with Fall 1999, full time non-tenure track faculty were added to the list of faculty reported to IPEDS.

Mean and Median Salary of the University's Tenured and Tenure-Track Faculty by Rank

In response to requests for measures other than average salary, the mean and median salary for tenured and tenure-track faculty by rank included in the IPEDS data is provided in the tables below.

<table>
<thead>
<tr>
<th>Rank</th>
<th>CWU Mean Salary, Fall 2003</th>
<th>CWU Mean Salary, Fall 2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor</td>
<td>$64,215</td>
<td>$65,078</td>
</tr>
<tr>
<td>Associate</td>
<td>$52,258</td>
<td>$53,006</td>
</tr>
<tr>
<td>Assistant</td>
<td>$45,524</td>
<td>$46,531</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rank</th>
<th>CWU Median Salary, Fall 2003</th>
<th>CWU Median Salary, Fall 2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor</td>
<td>$62,532</td>
<td>$63,468</td>
</tr>
<tr>
<td>Associate</td>
<td>$51,354</td>
<td>$51,098</td>
</tr>
<tr>
<td>Assistant</td>
<td>$43,857</td>
<td>$44,298</td>
</tr>
</tbody>
</table>
Disposition of All funds Authorized and Appropriated for Faculty Salaries

Table 1, on the next page, reports the adjustments to the faculty salary base from the 2003-2004 faculty salary base. The Budget Office currently estimates benefits for new full-time faculty positions at 28 percent and benefits for new part-time faculty positions at 10 percent. When additional funds are allocated to existing positions, the Budget Office estimates the need for an accompanying increase to the benefits pool of 16 percent. In Table 1, the figures reported as "adjustment to salary lines" (column 2) represent funding added or deleted from the existing salary lines in the baseline budget.

Progress has been made toward achieving the intent of Section 8.46 D of the Faculty Code through the equity distribution of $294,969, including benefits, to increase the faculty salary base during 2003-2004. An additional $631,000, including benefits, has been set aside for distribution according to the Salary Administration Board procedure during 2004-2005.
### TABLE 1

**FACULTY SALARY BASE REPORT (2004-2005)**

<table>
<thead>
<tr>
<th></th>
<th>Adjustment to Salary Lines</th>
<th>Estimated Benefits (Additions to Benefits Pool -- Equals 16 Percent of Adjustment to Salaries)</th>
<th>Total (Salary Plus Estimated Benefits)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salaries</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Excluding Benefits)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a) 2003-2004</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Across the Board</td>
<td>$21,966,636</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b) Promotions</td>
<td>106,947</td>
<td>17,112</td>
<td>124,059</td>
</tr>
<tr>
<td>c) Salary Administration Board</td>
<td>254,284</td>
<td>40,685</td>
<td>294,969</td>
</tr>
<tr>
<td>d) Grievances</td>
<td>2,367</td>
<td>379</td>
<td>2,746</td>
</tr>
<tr>
<td>e) Retention Funding</td>
<td>14,427</td>
<td>2,308</td>
<td>16,735</td>
</tr>
<tr>
<td>f) Administrative Stipends</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>g) Supplemental Distribution</td>
<td>344,828</td>
<td>55,172</td>
<td>400,000</td>
</tr>
<tr>
<td><strong>Sum of Changes</strong></td>
<td><strong>722,853</strong></td>
<td><strong>115,656</strong></td>
<td><strong>838,509</strong></td>
</tr>
<tr>
<td>Adjustments to Salaries</td>
<td><strong>722,853</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty Salary Base</td>
<td><strong>$22,689,489</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

a) This figure is the beginning faculty salary base for 2003-2004
b) The figure in column 2 represents the without-benefits portion of the faculty promotions. The accompanying 16-percent estimate for benefits is shown in column 3.
c) This figure represents the additions to faculty lines through the Salary Administration Board equity process approved by the Faculty Senate.
d) This figure represents the additions to faculty lines for grievance settlements.
e) This line reflects adjustments to faculty lines in accordance with university retention policy (2-2.48).
f) Increase/decrease in faculty administrative stipends
g) Supplemental allocation from increased tuition revenue
Call for Nominations
CWU Faculty Legislative Representative

The CWU Faculty Senate Executive Committee (EC) is seeking candidates for a three-year term as Faculty Legislative Representative (FLR). Jim Huckabay's term of service expires during 2005. The FLR acts as liaison to the Director of Governmental Relations (Ann Anderson) and represents Central and its faculty to legislators and others as requested.

The EC will conduct interviews and appoint a new FLR, to be ratified by the full senate during the 2005 Winter Quarter. It is expected that the appointee will have an opportunity to spend some time in Olympia with Jim Huckabay during the 2005 session, meeting legislators and interacting with legislative representatives from the other five public baccalaureate campuses.

Please feel free to pass this along to anyone you think may be qualified and/or interested in serving Central Washington University in this way.

Contact Jim Huckabay (963-1185) or Janet Shields (963-3231) with questions and/or to arrange an opportunity to meet with the Faculty Senate Executive Committee.

Position Description/Information

Qualifications:

A strong commitment to Central Washington University
Familiarity with CWU campuses, faculty, budgets, organization, etc.
Ability to deal with a wide range of people and personalities
Experience/familiarity with the political arena and government policymakers
Departmental support

Compensation:

Variable (up to 12) faculty-contact-hours reassigned time from regular duties per year
Travel expenses
Work on behalf of the faculty of one of the finest universities in the West
Work on behalf of the public baccalaureate faculty of the state of Washington
Be part of a team helping shape the future of higher education in our state
Travel to exotic locations and meet interesting and powerful people