

5-4-2005

CWU Faculty Senate Minutes - 05/04/2005

Janet Shields

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CENTRAL WASHINGTON UNIVERSITY
FACULTY SENATE

REGULAR MEETING
Wednesday, May 4, 2005, 3:10 p.m.
BARGE 412
Minutes

ROLL CALL

Senators: All senators or their alternates were present except: Tim Burnham, Jim Eubanks, Brenda Hubbard, Mike Launius, David Lickteig, Patrick Lubinski, Tim Melbourne and Casey Moore

Visitors: Rose Spodobalski Brower and Ash Gilmore

CHANGES TO AND APPROVAL OF AGENDA – Agenda approved.

MOTION NO. 05-16(Approved as amended): APPROVAL OF MINUTES of April 13, 2005. Amended to include Senator Donahoe's comments about Robert's Rules of Order under Senate Concerns.

COMMUNICATIONS – Communication from Tracey Terrell regarding Commencement. Document is available for review in the Senate Office.

REPORTS/ACTION ITEMS

Academic Affairs Committee

Motion No. 05-17(Approved, 1 abstention): "That the Policy Manual Academic Affairs section 5-9.5.4 Foreign Language be amended as shown in Exhibit A."

Motion No. 05-18 (Approved, 1 abstention): "That the Policy Manual Academic Affairs sections 5-9.4.13 and 5-9.2.10 Military Leave and Readmission be amended as shown in Exhibit A."

Motion No. 05-19(Approved): "That the Policy Manual Academic Affairs section 5-9.3 Acceptance of Transfer Credit be amended as shown in Exhibit A."

Curriculum Committee

Motion No. 05-20(Delayed): "Recommendation to accept new program Bachelor of Applied Science – Food Service Management as outlined in Exhibit B."

Motion No. 05-21 (Approved): "Recommendation to accept new program Bachelor of Applied Science – Information Technology and Administrative Management as outlined in Exhibit B."

Executive Committee

Motion No. 05-22 (Approved): "Ratification of 2005-06 Faculty Senate Standing Committee members attached as Exhibit C."

Senator Donahoe

Motion No. 05-23(Read only): "That the Faculty Senate Bylaws Procedures for Election be amended as shown in Exhibit D."

VI. REPORTS/DISCUSSION ITEMS

CHAIR: Faculty Assessment of Academic Administrators is now closed. Approximately 395 assessments were sent out to full-time tenured, tenure-track and non-tenure track faculty. 164 have been returned with 7 not being reviewed due to lack of validation signature. Currently working on the tabulation of information so it can be passed on to administrators and their supervisor. Only numerical data will be made available. Will have final results of the SAB process for the past three years at the next meeting. Recommendation for the SAB process will be sent to UFC to be used if a contract has not been ratified. Ad Hoc Evaluation of Instruction report is on the Faculty Senate website. Executive Committee has passed on proposed policy changes for the grading period, final exam week and week prior to final exam week. Budget Advisory Committee voted to approve the budget.

CHAIR-ELECT: No report

PRESIDENT: The budget outline is explained in the current University Bulletin. Budget looks good for

possible new positions. May 24th from 3-5 p.m. is at the President's reception for the Faculty Senate at the President's Reception Center. External Diversity Advisory Council met last Friday on the Westside. The BOT will be meeting in Ellensburg this Friday. The topping off ceremony for the new SUB/Rec building will be next Friday. The will be an official ceremony for the Music Building sculpture Friday afternoon.

PROVOST: Still anticipate having new positions next year. Have received recommendations for the One Campus, One Book project. The three books being considered are Tortilla Curtain; Nickel and Dime and Soul of the Citizen. Provost will be recognizing the Distinguished Professor recipients at the Board of Trustee meeting on Friday. The BOT will be reviewing a peer institution list for Central that more closely fits. Will be presenting the Interdisciplinary policy for their information as well. Currently negotiating with Associate Vice President for Faculty Affairs candidate. Beginning the Executive Director of Internal Programs search with four candidates coming to campus over the next two weeks. Ample opportunity for faculty involvement in the process.

STUDENT REPORT: Chris Casey – Elections are currently going on with the election being May 19th. Jack Frost thanked the faculty who attended the college rodeo. They were able to add about \$3,000 towards a scholarship fund.

SENATE CONCERNS:

Is there a way that PeopleSoft and/or the Registrar could, via Safari, automatically generate or send instructors an e-mail when a student drops, withdraws, or is forced to withdraw (due to financial reasons, whatever), a course? When someone submits the "W", it not only appears on Safari, but instructor is notified via e-mail. The Executive Committee will pass this concern on to the Provost and Registrar's office.

Tsunami Relief – The effort raised approximately \$3,500 from text book sales and the sales in the Sub. Jeff Dippmann thanked the bookstore who gave their commission to the Tsunami Relief effort. Faculty will have approximately \$1,770 to send to the East-West Center.

Senator Donahoe expressed concern for the motion that passed last meeting regarding program directors. The concern is the language added that only tenured and tenure track faculty can be program directors. Chair Čuljak explained that the policy passed at the last meeting only had to do with Interdisciplinary Studies programs.

SENATE COMMITTEES:

Academic Affairs Committee: The committee is meeting every Thursday from 4-5 p.m.. Currently they are looking at all the charges that have been sent to them during the year. Working on policy dealing with finals week, grading and the week prior to finals week. Received a new charge today that they will be looking at. End of the year report is coming up.

Budget Committee: No report

Code Committee: No report

Curriculum Committee: No report

Development and Appropriations: Mary Wise indicated that the committee received 7 applications for University Wide Development funding. The committee recommended 3 for funding. James Pappas \$6,540, Wayne Quirk - \$2,000, first amendment colloquium \$2,000 partial funding.

General Education: No report. Committee is continuing to work on white paper and hope to have it by the next Senate meeting.

Personnel Committee: No report

Public Affairs Comm/Council of Faculty Reps/Faculty Legislative Representative: Jim will provide a year-end report at the next meeting. Governor Gregoire has not signed the budget. There has been a hold up dealing with the start dates for the salary increases. Civil Service employees covered by a collective bargaining agree were scheduled to start July 1st and others on September 1st. It would cost approximately \$9 million to adjust the software programs to deal

with this change. Not sure if the Governor will veto that section or not.

OLD BUSINESS - None

NEW BUSINESS - None

ADJOURNMENT – Adjourned at 4:47 p.m.

Exhibit A

5-9.5.4 Foreign Language (*Motion 05-17*)

- 5-9.5.4.1 Students seeking the bachelor of arts (B.A.) degree must complete one year college/university of a single foreign language or two years high school study of a single foreign language.
- 5-9.5.4.2 Foreign language requirements for any other baccalaureate degree are subject only to requirements specified by the individual major or degree program, or when otherwise exempted in policy.
-

5-9.4.13 Withdrawal From the University Due to Military Exigency (*Motion 05-18*)

- 5-9.4.13.1 Students who have been called into active military service of the United States ~~due to a national emergency~~ will be eligible for withdrawal from the university or the granting of credit. The policy does not apply to regular ~~n~~National gGuard or Reserve soldiers required to attend their two-week annual training requirements.
- 5-9.4.13.2 Students who must withdraw from the university during the first third of the quarter will be granted a total university withdrawal (W). Tuition and fees may be refunded.
- 5-9.4.13.3 Students who must withdraw from the university during the second third of the quarter may request either an uncontested withdrawal (+W) or an Incomplete (I) in each course with specified deadline for completion to be determined by the dean in consultation with the instructor or a total university withdrawal from all courses (W). Students who are granted an Incomplete for classes must pay tuition and fees for those classes.
- 5-9.4.13.4 Students who must withdraw from the university during the last third of the quarter may request an uncontested withdrawal (+W) or an incomplete (I) or credit if the coursework is satisfactory, to be determined by the dean in consultation with the instructor, or a total university withdrawal from all courses (W). Students who are granted an Incomplete for classes or receive credit for classes must pay tuition and fees for those classes.
- ~~5-9.4.13.5 Withdrawals granted by this policy do not count towards the uncontested withdrawal limitations per CWU Policy 5-9.4.10.1.~~
[Policy has changed]
- 5-9.4.13.6-5 If credit is awarded, the instructors must ~~report~~ determine either a letter grade or a satisfactory (S), as requested by student, for each course, depending upon the quality of the student's work as determined by the instructor.
- 5-9.4.13.76 If credit is received and the course(s) ~~complete~~ fulfill(s) all requirements for the baccalaureate degree, the degree will be awarded.
- 5-9.4.13.87 In all circumstances, students will be expected to attend classes up to fifteen (15) calendar days prior to ~~induction~~ the reporting date as specified in federal activation orders (National Guard and

Reserves), or the office of the governor in the case of National Guard called up for state emergency.

- 5-9.4.13.98 Students need to contact registrar services or their center office as soon as possible to complete the appropriate paperwork withdrawal process, and to submit a copy of the federal or state activation orders.

Proposed Language for Policy related to Readmission. NOTE: rather than embed language related to Military Exigency into 5-9.2.9, consider a separate section as presented below, paralleling the format of Withdrawal due to Military Exigency as presented above. This will of course necessitate subsequent numerical changes.

5-9.2.9 Readmission of Former Students

- 5-9.2.9.1 Students enrolled at CWU who intermit their studies for one or more quarters without having been granted any leaves of absence (excluding summer) must reapply for admission to the university and pay the admission fee.
- 5-9.2.9.2 Eligibility for readmission will be based on performance at Central Washington University as well as on additional college-level work. Standards for eligibility for readmission will be established by the academic affairs committee.
- 5-9.2.9.3 Former students must arrange for transcripts of the additional work to be sent to the office of admissions if they have attended college elsewhere during their absence.

5-9.2.10 Readmission of Former Students Due to Military Exigency

- 5-9.2.10.1 Former CWU students who were forced to withdraw from courses subsequent to being called into active military service will need to apply for admission to CWU. The application fee will be waived. Documentation of date of release from active duty must be provided.
- 5-9.2.10.2 Former CWU students called to active military service will be guaranteed enrollment in any quarter following a request for enrollment, provided the request is received within one hundred eighty (180) days of release from active duty.
- 5-9.2.10.3 If military commitments prevent students from registration, requests for extensions will be considered. Should a course required for graduation or a course as part of a required sequence be closed, every effort will be made to accommodate the student. Requests for accommodations should be directed to the appropriate College Dean.
- 5-9.2.10.4 If former CWU students called to active military service earn college credit while on active duty, they shall not be considered transfer students for readmission purposes, but the transfer of said credits is subject to acceptance of transfer credit as outlined in 5-9.3.

5-9.3 Acceptance of Transfer Credit (*Motion 05-19*)

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 lower division credits from community colleges and/or four-year institutions.
- 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~~ articulated. Equivalency is established by the appropriate academic departments chairs. Once established, transfer course equivalencies will be maintained by degree checkout and articulated in the same manner for all students. 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:
- courses taken at colleges or universities that are not regionally accredited;
 - non-credit courses and workshops;
 - remedial or college preparatory courses; and
 - sectarian religious studies.
- 5-9.3.1.6 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~~ articulated. Equivalency is established by the appropriate academic departments chairs. Once established, transfer course equivalencies will be maintained by degree checkout and articulated in the same manner for all students. 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. A student cannot earn an associate degree and bachelor degree in the same quarter.

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.

Rationale: Degree checkout has long past kept equivalencies for all Washington State Baccalaureate institutions and community colleges; these equivalencies are set up in the CAPS degree audit report to automatically satisfy a particular course or courses. This process enables consistent articulations for each student transferring from one of these institutions.

Starting with the degree audit using DARS; Degree Checkout has established thousands of equivalencies from institutions from out-of-state consisting from our most popular feeder schools. These equivalencies are on spreadsheet and are currently used by evaluators in Degree Checkout when processing transfer courses/credits in Safari, and will substantially be added to the rules of the degree audit.

This enables the student and faculty to be consistent and fair with procedures for each and every transfer course used as a CWU requirement.

Exhibit B

New Programs

Department – Family and Consumer Sciences (*Motion 05-20*)

Degree: Bachelor of Applied Science – Food Service Management

Estimated Enrollment (FTE): Year 1 = 20 Year 2 = 40 Year 3 = 40

Statement of Need: There are currently 8 culinary arts related programs located at community colleges and technical colleges in the western Washington geographical area. Representatives from 6 of these centers met in December 2003 to discuss the need for a Bachelor's degree in Food Service Management. The representatives were from Lake Washington Technical Center, Renton Community College, North Seattle Community College, Bellingham Technical Center, Edmonds Community College, and South Puget Sound Community College representing nearly 350 current students. The representatives were in unanimous agreement that a need for a bachelor degree program in food service management in western Washington existed. Two of the representatives polled their students and about 30 percent of the current students were interested in immediately pursuing the BAS - Food Service Management. Assuming this ratio is consistent with the other community and technical colleges, over 100 current students would be interested in pursuing the program.

Providing the BAS - Food Service Management will allow individuals with the prerequisite qualifications the opportunity to continue to develop intellectually in their profession. Currently, potential BAS - FSM students do not have a local opportunity to formally continue their advancement in food service management. Trends in food service management including changes in demographics, management practices, and food safety, to name a few, would be available through course curricula and directed student research in a formal educational setting.

Many potential students who have completed culinary arts programs working in areas of food production will reach a point in their career where they would like to move into a food service management position. Although many individuals who have experience in food and beverage preparation are promoted into management positions, applicants with bachelor degrees in food service management should have the best opportunities in job placement. To make a vertical move into management, individuals would be best prepared by having formal instruction in food service management through completion of a bachelor degree. Most food service management companies and restaurant chains prefer to hire people with degrees in restaurant and institutional food service management. The move into management would offer two benefits. First, the individual making the move would continue to develop intellectually which would help the individual to enhance their self-worth and vitality as an employee. Second, the person seeking the education would improve their salary by becoming a manager.

Admission requirements

Prior to being admitted the student entering the BAS – Food Service Management program will have:

- an appropriate and approved associate degree as issued by a Washington State community/technical college;
- taken at least 20 credits of general education basic skills courses including IT 101 or equivalent course;
- taken course equivalencies to FCSN 245, FCSN 140, FCSN 140 Lab, and ECON 201;

- completed the prerequisite for the program;
- completed 2,000 hours of recent, documented work experience in a food service management related job and approved by the department chair.

There is no foreign language requirement for admissions and graduation.

Students must have a total of at least 180 credits including 60 credits at the 300 and 400 level and completed the general education requirements to complete a degree from Central Washington University.

Program Requirements

Pre-requisite

BUS 221 Introductory Business Statistics (5)

Required Core Courses

FCSN 245	Basic Nutrition	5
FCSN 140	Introduction to Foods	2
FCSN 140Lab	Introduction to Foods Laboratory	2
ADMG 385	Business Communications and Report Writing (5) OR	
ENG 310	Technical Writing	4-5
FCSN 342	Quantity Food Production	4
FCSN 342Lab	Quantity Food Production Laboratory	1
FCSN 448	Food Service Systems Management	4
Total Core		22-23

**Department Approved Upper Division Electives –
Choose from the following**

		23
MGT 383	Contemporary Management Practices (5)	
FCSN 340	Management of Food Resources (2)	
FCSN 340Lab	Management of Food Resources Lab (1)	
MGT 385	Organizational Theory (5)	
FCSN 441	Nutrition and Aging (3)	
HRM 442	Training and Development (5)	
HRM 445	Organizational Staffing (5)	
FCSN 345	Developmental Nutrition (3)	
FCSN 446	Sports Nutrition and Weight Control (3)	
FCSN 447	Nutrition and Society (3)	
RT 402	Wine Basics (3)	
RT/FCSN 405	Hospitality Catering (3)	
FCSG 490	Cooperative Education (5)	
Total		45-46

*Students would be also admitted into a Minor in Business Administration with the following requirements:

Required Courses*:

ECON 201	Principles of Economics Micro (5)
ACCT 301 or ACCT 251	Financial Accounting Analysis (5)

Select a minimum of 20 credits from courses with a prefix of MKT, MGT, MIS, HRM, BUS, OSC, or FIN; fifteen of the 20 credits must be upper division.

Total Credits in Business Administration Minor **30**

* Students in this major will be required to take MGT 380 and will be highly encouraged to take HRM 381 as part of their 20 elective credits.

Only 15 credits of the same courses may be shared between the major and minor.

Bachelor of Applied Science – Information Technology and Administrative Management (Motion 05-21)

Estimated Enrollment (FTE): Year 1 = 35 Year 2 = 75 Year 3 = 120

Statement of Need: Washington State is facing a growing demand for workers in the information technology (IT) industry. Key elements of this statewide shortage have been well documented over the past few years. Higher education has a role to fill in meeting this need. Approximately 8,000 students major in IT technical programs in Washington community and technical colleges. Those leaving the program with 2-year degrees and certificates are well prepared in a variety of technology areas; however, many do not possess the administrative and supervisory skills to advance. Some who complete community and technical college programs seek to move into supervisory and IT administration roles. For those positions, workers need broad problem-solving skills and knowledge of human behavior and organizational culture—knowledge and skills that can be acquired through the completion of a college degree. The breadth of education in their AAS program is limited in the general education courses that transfer to a four-year program. Based on information provided in the *Occupational Outlook Handbook 2002-2003*, for the next several years the fastest growing, highest paying jobs will go to those people who earn college degrees.

This program seeks to serve Washington citizens who have completed two-year IT technical degree programs, who have work experience, and are in need of pursuing a bachelor's degree. This program provides a unique approach to serving a set of potential students who are not being served in state-supported baccalaureate institutions at present. By meeting the needs of those students attending via the CWU Centers, CWU would move toward the direction President McIntyre has set for CWU of having "2,000 FTE students distributed among our centers by 2010." Additionally, in its first draft of the 2004 Strategic Master Plan for Higher Education in Washington, two proposed goals are stated. By 2010, the following would be accomplished: (1) "increase by 15,000 the number of students who earn bachelor's, associate's, graduate and job training degrees each year;" and (2) "improve the economic responsiveness of Washington's colleges and universities by creating more education and job training opportunities for students in high-demand fields whose graduates meet the needs of Washington businesses and communities." Providing the Bachelor of Applied Science in Information Technology and Administrative Management (BAS-ITAM) would complement both proposed goals.

Program:

Admission requirements

- Completion of one of the information technology-related degrees from a community or technical college in the State of Washington (or equivalent degree).
- Completion of 20 credits of the CWU "Basic Skills Requirements" (English, Math, Logic, and Computing) or university equivalents or community/technical college equivalents. A minimum overall GPA of 2.3 in the information technology related degree is required. A foreign language is not required.
- Completion of 2,000 hours of recent, documented work experience in an information technology related job as described on the program admission application and approved by the department chair or designee.
- Identification of a clearly articulated academic and/or career goal in pursuing the program as described on the program admission application and approved by the department chair or designee.

Program Requirements

- Completion of 40 credits of approved information-technology-related courses within the associate degree with a minimum overall GPA of 2.3 (consistent with existing departmental requirements).
- Completion of 60 credits of upper-division courses.
- Completion of CWU "Breadth Requirements"
- Completion of the following courses:

*ADMG 201	Introduction to Business	3
*ADMG 271	Business Math Applications	4
ADMG 310	Business Professional Development	3
ADMG 355	Workplace Administration	4
ADMG 371	Administrative Management	4
ADMG 372	Leadership and Supervision	4
ADMG 374	Project Management	4
ADMG 385	Business Communications and Report Writing	5
ADMG 485	Managerial Communications	3
ACCT 301	Financial Accounting Analysis	5
HRM 381	Management of Human Resources	5
HRM 442	Training and Development	5
IT 301	Information Technology Security, Privacy, and Ethics	4
IT 462	Administrative Systems Analysis and Design	4
IT 496	Individual Study	4

Total 61 credits

* May be transferred from community/technical college

Exhibit C

Committee	Name	Department	Term
Academic Affairs Committee			
Committee members serve	Heidi Szpek	Philosophy	6/15/05 – 6/14/07
2 year terms	Vacant	COTS	6/15/05 – 6/14/07
Budget Committee	Robert Holtfreter	Accounting	6/15/05-6/14/08
Code Committee	Don Nixon	Business Admin	6/15/05-6/14/08
Curriculum Committee	Bruce Palmquist	Physics	6/15/05-6/14/08
	Wayne Klemin	ITAM	6/15/05-6/14/08
Development & Appropriations Committee	Katharine Whitcomb	English	6/15/05-6/14/08
General Education Committee	Carey Gazis	Geology	6/15/05-6/14/08
Personnel Committee	Dieter Ulrich	Library	6/15/05-6/14/08
	Roxanne Easley	History	6/15/05-6/14/08

Exhibit D

CWU Faculty Senate Bylaws Change

II. Procedures for Election

Senators representing departments shall be elected in the following manner:

D. Replacements

1. ~~If a departmental Senator is to be gone for a quarter or less, his/her alternate will serve in his/her absence. If a departmental Senator or alternate is to be absent from the Senate for more than a quarter, he/she shall resign his/her Senate seat.~~ If a departmental Senator is to be gone for no more than two consecutive quarters, his/her alternate will serve in his/her absence. If a departmental Senator or alternate is to be absent from the Senate for more than a two consecutive quarters, he/she shall resign his/her Senate seat.

2. If a departmental Senator resigns permanently from the Senate, the position shall become vacant and a replacement shall promptly be nominated and elected. Replacements, elected to a position vacated by a regularly elected Senator, shall serve only for the unexpired term of the Senator. Such replacement, who serves an unexpired term, is not disqualified from thereafter serving two full consecutive three-year terms.

Roll Call 2004-05
Faculty Senate Meeting: April 13, 2005

May 4

SENATORS

- BRADLEY, Joseph
- BRAUNSTEIN, Lori
- BURNHAM, Tim
- CALAHAN, Scott
- CANNASCATIATO, Daniel
- CANT, Gregory
- CAPLES, Minerva
- CASEY, Chris
- CULJAK, Toni
- DEVIETTI, Terry
- DIAZ, Anthony
- DIPPMMANN, Jeffrey
- DONAHOE, Susan
- EASLEY, Roxanne
- EASTMAN, Grant
- ERDMAN, Ruthi
- EUBANKS, Jim
- FOLKESTAD, William
- FROST, Jack
- GOODENBERGER, Mark
- HARPER, Jim
- HICKEY, Bob
- HUBBARD, Brenda
- JOHNSON, James
- LAMAN, David
- LAUNIUS, Mike (Lawnus)
- LI, CHARLES
- LICKTEIG, David (Licktige)
- LOVERRO, Ian (Loverarrow)
- LUBINSKI, Patrick
- MACK, Richard
- MAJOR, Lt. Col Bill
- MELBOURNE, Tim
- MOORE, Casey
- MORENO, Stella
- NETHERY, Vincent
- NIXON, Don
- OGDEN, Michael
- OXLEY, Tyler Cpt
- SNEDEKER, Jeffrey
- SUN, Key
- WESSEL, Nancy
- WYATT, Marla

ALTERNATES

- HOLTFRETER, Robert
- KLEMIN, Wayne
- VACANT
- ONCINA, Carlos
- JORGENSEN, Jan
- FAIRBURN, Wayne
- PLOURDE, Lee
- Student
- OLSON, Steve
- FALLSHORE, Marte
- BULLOCK, Eric
- LI, Chenyang
- DONAHUE, Barry
- COOK, Jim
- GELLENBECK, Ed
- HIRSH, Paul
- STEIN, Stephanie
- STACK, Donna
- Student
- REICH, Diane
- GLASBY, Stephen
- HUCKABAY, James
- ROBINSON, Scott/BELLAH, George
- POULSON, Mary
- PIACSEK, Andy
- SCHAEFER, Todd
- DRAKE, George
- BENDER, William
- SALYER, Keith
- SHEERAN, Lori
- HEDRICK, David
- GLEGHORN, Cpt. Rob
- LEE, Jeff
- Student
- BRANDSDORFER, Rodney
- D'ACQUISTO, Leo
- BAGAMERY, Bruce
- BACKLUND, Phil
- LASZLO, Rod Maj.
- SINGH, Vijay
- REASONS, Charles
- PICHARDO, Nelson
- BOWERS, Jan

27

Quorum: 22

43 Senators

Date: May 4, 2005

VISITOR SIGN-IN SHEET

Rose Spodzalski Brown DC-Reg SVC.
Ash Gilmore

Please sign (print) your name if you are not a faculty senator.

CENTRAL WASHINGTON UNIVERSITY
FACULTY SENATE

REGULAR MEETING
Wednesday, May 4, 2005, 3:10 p.m.
BARGE 412
AGENDA

- I. ROLL CALL
- II. CHANGES TO AND APPROVAL OF AGENDA
- III. MOTION NO. 05-16: APPROVAL OF MINUTES of April 13, 2005
- IV. COMMUNICATIONS
- V. REPORTS/ACTION ITEMS (30 Minutes)

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- VI. REPORTS/DISCUSSION ITEMS

CHAIR: (15 Minutes)

CHAIR-ELECT: (5 Minutes)

PRESIDENT: (10 Minutes)

PROVOST: (10 Minutes)

STUDENT REPORT: (5 Minutes)

SENATE CONCERNS: (5 Minutes)

Is there a way that PeopleSoft and/or the Registrar could, via Safari, automatically generate or send instructors an e-mail when a student drops, withdraws, or is forced to withdraw (due to financial reasons, whatever), a course? When someone submits the "W", it not only appears on Safari, but instructor is notified via e-mail.

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:

- VII. OLD BUSINESS
- VIII. NEW BUSINESS
- IX. ADJOURNMENT

NEXT REGULAR SENATE MEETING: May 25, 2005 BARGE 412

Exhibit A

5-9.5.4 Foreign Language (*Motion 05-17*)

- 5-9.5.4.1 Students seeking the bachelor of arts (B.A.) degree must complete one year college/university of a single foreign language or two years high school study of a single foreign language.
- 5-9.5.4.2 Foreign language requirements for any other baccalaureate degree are subject only to requirements specified by the individual major or degree program, or when otherwise exempted in policy.

5-9.4.13 Withdrawal From the University Due to Military Exigency (*Motion 05-18*)

- 5-9.4.13.1 Students who have been called into active military service of the United States ~~due to a national emergency~~ will be eligible for withdrawal from the university or the granting of credit. The policy does not apply to regular ~~n~~National gGuard or Reserve soldiers required to attend their two-week annual training requirements.
- 5-9.4.13.2 Students who must withdraw from the university during the first third of the quarter will be granted a total university withdrawal (W). Tuition and fees may be refunded.
- 5-9.4.13.3 Students who must withdraw from the university during the second third of the quarter may request either an uncontested withdrawal (+W) or an Incomplete (I) in each course with specified deadline for completion to be determined by the dean in consultation with the instructor or a total university withdrawal from all courses (W). Students who are granted an Incomplete for classes must pay tuition and fees for those classes.
- 5-9.4.13.4 Students who must withdraw from the university during the last third of the quarter may request an uncontested withdrawal (+W) or an incomplete (I) or credit if the coursework is satisfactory, to be determined by the dean in consultation with the instructor, or a total university withdrawal from all courses (W). Students who are granted an Incomplete for classes or receive credit for classes must pay tuition and fees for those classes.
- 5-9.4.13.5 ~~Withdrawals granted by this policy do not count towards the uncontested withdrawal limitations per CWU Policy 5-9.4.10.1.~~
[Policy has changed]
- 5-9.4.13.6 ~~5~~ If credit is awarded, the instructors must ~~report~~ determine either a letter grade or a satisfactory (S), as requested by student, for each course, depending upon the quality of the student's work as determined by the instructor.
- 5-9.4.13.76 If credit is received and the course(s) ~~complete~~ fulfill(s) all requirements for the baccalaureate degree, the degree will be awarded.
- 5-9.4.13.87 In all circumstances, students will be expected to attend classes up to fifteen (15) calendar days prior to ~~induction~~ the reporting date as specified in federal activation orders (National Guard and Reserves), or the office of the governor in the case of National Guard called up for state emergency.

- 5-9.4.13.98 Students need to contact registrar services or their center office as soon as possible to complete the appropriate paperwork withdrawal process, and to submit a copy of the federal or state activation orders.

Proposed Language for Policy related to Readmission. NOTE: rather than embed language related to Military Exigency into 5-9.2.9, consider a separate section as presented below, paralleling the format of Withdrawal due to Military Exigency as presented above. This will of course necessitate subsequent numerical changes.

5-9.2.9 Readmission of Former Students

- 5-9.2.9.1 Students enrolled at CWU who intermit their studies for one or more quarters without having been granted any leaves of absence (excluding summer) must reapply for admission to the university and pay the admission fee.
- 5-9.2.9.2 Eligibility for readmission will be based on performance at Central Washington University as well as on additional college-level work. Standards for eligibility for readmission will be established by the academic affairs committee.
- 5-9.2.9.3 Former students must arrange for transcripts of the additional work to be sent to the office of admissions if they have attended college elsewhere during their absence.

5-9.2.10 Readmission of Former Students Due to Military Exigency

- 5-9.2.10.1 Former CWU students who were forced to withdraw from courses subsequent to being called into active military service will need to apply for admission to CWU. The application fee will be waived. Documentation of date of release from active duty must be provided.
- 5-9.2.10.2 Former CWU students called to active military service will be guaranteed enrollment in any quarter following a request for enrollment, provided the request is received within one hundred eighty (180) days of release from active duty.
- 5-9.2.10.3 If military commitments prevent students from registration, requests for extensions will be considered. Should a course required for graduation or a course as part of a required sequence be closed, every effort will be made to accommodate the student. Requests for accommodations should be directed to the appropriate College Dean.
- 5-9.2.10.4 If former CWU students called to active military service earn college credit while on active duty, they shall not be considered transfer students for readmission purposes, but the transfer of said credits is subject to acceptance of transfer credit as outlined in 5-9.3.

5-9.3 Acceptance of Transfer Credit (*Motion 05-19*)

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 lower division credits from community colleges and/or four-year institutions.

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~~ articulated. Equivalency is established by the appropriate academic departments chair. Once established, transfer course equivalencies will be maintained by degree checkout and articulated in the same manner for all students. 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 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~~ articulated. Equivalency is established by the appropriate academic departments chairs. Once established, transfer course equivalencies will be maintained by degree checkout and articulated in the same manner for all students. 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. A student cannot earn an associate degree and bachelor degree in the same quarter.

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.

Rationale: Degree checkout has long past kept equivalencies for all Washington State Baccalaureate institutions and community colleges; these equivalencies are set up in the CAPS degree audit report to automatically satisfy a particular course or courses. This process enables consistent articulations for each student transferring from one of these institutions.

Starting with the degree audit using DARS; Degree Checkout has established thousands of equivalencies from institutions from out-of-state consisting from our most popular feeder schools. These equivalencies are on spreadsheet and are currently used by evaluators in Degree Checkout when processing transfer courses/credits in Safari, and will substantially be added to the rules of the degree audit.

This enables the student and faculty to be consistent and fair with procedures for each and every transfer course used as a CWU requirement.



CENTRAL WASHINGTON UNIVERSITY

April 8, 2005

Academic Affairs Committee
Faculty Senate
400 E. University Way
Ellensburg, WA 98926

Dear Academic Affairs Committee:

The Associated Students of Central Washington University Board of Directors hereby support Resolution No. 90-1 adopted by the Central Washington University Board of Trustees on September 14, 1990 and the proposed language for policy related to withdrawal/readmission as drafted by the Academic Affairs Committee.

This resolve comes after careful consideration of past and present efforts to resolve the matters regarding military, military reserve, and National Guard students and any student whose enrollment at CWU is disrupted as a result of being called to active service in the armed forces.

The ASCWU BOD will delegate final judgment of exact language regarding military activity to the Faculty Senate Academic Affairs Committee seeing as no substantial change is made to the original intent of Resolution No. 90-1 and purpose of the proposed language for Withdrawal from the University due to Military Exigency and Readmission of Former Students due to Military Exigency.

Thank you for your consideration and understanding in our efforts to aid the individuals willing to serve in this country's armed and unarmed forces through military reserve and the National Guard.

Sincerely,

Chris Casey
ASCWU Vice President for Academic Affairs
ASCWU BOD

Exhibit B

New Programs

Department – Family and Consumer Sciences (*Motion 05-20*)

Degree: Bachelor of Applied Science – Food Service Management

Estimated Enrollment (FTE): Year 1 = 20 Year 2 = 40 Year 3 = 40

Statement of Need: There are currently 8 culinary arts related programs located at community colleges and technical colleges in the western Washington geographical area. Representatives from 6 of these centers met in December 2003 to discuss the need for a Bachelor's degree in Food Service Management. The representatives were from Lake Washington Technical Center, Renton Community College, North Seattle Community College, Bellingham Technical Center, Edmonds Community College, and South Puget Sound Community College representing nearly 350 current students. The representatives were in unanimous agreement that a need for a bachelor degree program in food service management in western Washington existed. Two of the representatives polled their students and about 30 percent of the current students were interested in immediately pursuing the BAS - Food Service Management. Assuming this ratio is consistent with the other community and technical colleges, over 100 current students would be interested in pursuing the program.

Providing the BAS - Food Service Management will allow individuals with the prerequisite qualifications the opportunity to continue to develop intellectually in their profession. Currently, potential BAS - FSM students do not have a local opportunity to formally continue their advancement in food service management. Trends in food service management including changes in demographics, management practices, and food safety, to name a few, would be available through course curricula and directed student research in a formal educational setting.

Many potential students who have completed culinary arts programs working in areas of food production will reach a point in their career where they would like to move into a food service management position. Although many individuals who have experience in food and beverage preparation are promoted into management positions, applicants with bachelor degrees in food service management should have the best opportunities in job placement. To make a vertical move into management, individuals would be best prepared by having formal instruction in food service management through completion of a bachelor degree. Most food service management companies and restaurant chains prefer to hire people with degrees in restaurant and institutional food service management. The move into management would offer two benefits. First, the individual making the move would continue to develop intellectually which would help the individual to enhance their self-worth and vitality as an employee. Second, the person seeking the education would improve their salary by becoming a manager.

Admission requirements

Prior to being admitted the student entering the BAS – Food Service Management program will have:

- an appropriate and approved associate degree as issued by a Washington State community/technical college;
- taken at least 20 credits of general education basic skills courses including IT 101 or equivalent course;
- taken course equivalencies to FCSN 245, FCSN 140, FCSN 140 Lab, and ECON 201;

- completed the prerequisite for the program;
- completed 2,000 hours of recent, documented work experience in a food service management related job and approved by the department chair.

There is no foreign language requirement for admissions and graduation.

Students must have a total of at least 180 credits including 60 credits at the 300 and 400 level and completed the general education requirements to complete a degree from Central Washington University.

Program Requirements

Pre-requisite

BUS 221 Introductory Business Statistics (5)

Required Core Courses

FCSN 245	Basic Nutrition	5
FCSN 140	Introduction to Foods	2
FCSN 140Lab	Introduction to Foods Laboratory	2
ADMG 385	Business Communications and Report Writing (5) OR	
ENG 310	Technical Writing	4-5
FCSN 342	Quantity Food Production	4
FCSN 342Lab	Quantity Food Production Laboratory	1
FCSN 448	Food Service Systems Management	4

Total Core 22-23

**Department Approved Upper Division Electives –
Choose from the following**

23

MGT 383	Contemporary Management Practices (5)
FCSN 340	Management of Food Resources (2)
FCSN 340Lab	Management of Food Resources Lab (1)
MGT 385	Organizational Theory (5)
FCSN 441	Nutrition and Aging (3)
HRM 442	Training and Development (5)
HRM 445	Organizational Staffing (5)
FCSN 345	Developmental Nutrition (3)
FCSN 446	Sports Nutrition and Weight Control (3)
FCSN 447	Nutrition and Society (3)
RT 402	Wine Basics (3)
RT/FCSN 405	Hospitality Catering (3)
FCSG 490	Cooperative Education (5)

Total 45-46

*Students would be also admitted into a Minor in Business Administration with the following requirements:

Required Courses*:

ECON 201	Principles of Economics Micro (5)
ACCT 301 or ACCT 251	Financial Accounting Analysis (5)

Select a minimum of 20 credits from courses with a prefix of MKT, MGT, MIS, HRM, BUS, OSC, or FIN; fifteen of the 20 credits must be upper division.

Total Credits in Business Administration Minor **30**

* Students in this major will be required to take MGT 380 and will be highly encouraged to take HRM 381 as part of their 20 elective credits.

Only 15 credits of the same courses may be shared between the major and minor.

**Bachelor of Applied Science – Information Technology and
Administrative Management (Motion 05-21)**

Estimated Enrollment (FTE): Year 1 = 35 Year 2 = 75 Year 3 = 120

Statement of Need: Washington State is facing a growing demand for workers in the information technology (IT) industry. Key elements of this statewide shortage have been well documented over the past few years. Higher education has a role to fill in meeting this need. Approximately 8,000 students major in IT technical programs in Washington community and technical colleges. Those leaving the program with 2-year degrees and certificates are well prepared in a variety of technology areas; however, many do not possess the administrative and supervisory skills to advance. Some who complete community and technical college programs seek to move into supervisory and IT administration roles. For those positions, workers need broad problem-solving skills and knowledge of human behavior and organizational culture—knowledge and skills that can be acquired through the completion of a college degree. The breadth of education in their AAS program is limited in the general education courses that transfer to a four-year program. Based on information provided in the *Occupational Outlook Handbook 2002-2003*, for the next several years the fastest growing, highest paying jobs will go to those people who earn college degrees.

This program seeks to serve Washington citizens who have completed two-year IT technical degree programs, who have work experience, and are in need of pursuing a bachelor's degree. This program provides a unique approach to serving a set of potential students who are not being served in state-supported baccalaureate institutions at present. By meeting the needs of those students attending via the CWU Centers, CWU would move toward the direction President McIntyre has set for CWU of having "2,000 FTE students distributed among our centers by 2010." Additionally, in its first draft of the 2004 Strategic Master Plan for Higher Education in Washington, two proposed goals are stated. By 2010, the following would be accomplished: (1) "increase by 15,000 the number of students who earn bachelor's, associate's, graduate and job training degrees each year;" and (2) "improve the economic responsiveness of Washington's colleges and universities by creating more education and job training opportunities for students in high-demand fields whose graduates meet the needs of Washington businesses and communities." Providing the Bachelor of Applied Science in Information Technology and Administrative Management (BAS-ITAM) would complement both proposed goals.

Program:

Admission requirements

- Completion of one of the information technology-related degrees from a community or technical college in the State of Washington (or equivalent degree).
- Completion of 20 credits of the CWU "Basic Skills Requirements" (English, Math, Logic, and Computing) or university equivalents or community/technical college equivalents. A minimum overall GPA of 2.3 in the information technology related degree is required. A foreign language is not required.
- Completion of 2,000 hours of recent, documented work experience in an information technology related job as described on the program admission application and approved by the department chair or designee.
- Identification of a clearly articulated academic and/or career goal in pursuing the program as described on the program admission application and approved by the department chair or designee.

Program Requirements

- Completion of 40 credits of approved information-technology-related courses within the associate degree with a minimum overall GPA of 2.3 (consistent with existing departmental requirements).
- Completion of 60 credits of upper-division courses.
- Completion of CWU "Breadth Requirements"
- Completion of the following courses:

*ADMG 201	Introduction to Business	3
*ADMG 271	Business Math Applications	4
ADMG 310	Business Professional Development	3
ADMG 355	Workplace Administration	4
ADMG 371	Administrative Management	4
ADMG 372	Leadership and Supervision	4
ADMG 374	Project Management	4
ADMG 385	Business Communications and Report Writing	5
ADMG 485	Managerial Communications	3
ACCT 301	Financial Accounting Analysis	5
HRM 381	Management of Human Resources	5
HRM 442	Training and Development	5
IT 301	Information Technology Security, Privacy, and Ethics	4
IT 462	Administrative Systems Analysis and Design	4
IT 496	Individual Study	4

Total 61 credits

* May be transferred from community/technical college

Exhibit C

Committee	Name	Department	Term
Academic Affairs Committee			
Committee members serve	Heidi Szpek	Philosophy	6/15/05 – 6/14/07
2 year terms	Vacant	COTS	6/15/05 – 6/14/07
Budget Committee	Robert Holtfreter	Accounting	6/15/05-6/14/08
Code Committee	Don Nixon	Business Admin	6/15/05-6/14/08
Curriculum Committee	Bruce Palmquist	Physics	6/15/05-6/14/08
	Wayne Klemin	ITAM	6/15/05-6/14/08
Development & Appropriations Committee	Katharine Whitcomb	English	6/15/05-6/14/08
General Education Committee	Carey Gazis	Geology	6/15/05-6/14/08
Personnel Committee	Dieter Ulrich	Library	6/15/05-6/14/08
	Roxanne Easley	History	6/15/05-6/14/08

Exhibit D

CWU Faculty Senate Bylaws Change

II. Procedures for Election

Senators representing departments shall be elected in the following manner:

D. Replacements

1. ~~If a departmental Senator is to be gone for a quarter or less, his/her alternate will serve in his/her absence. If a departmental Senator or alternate is to be absent from the Senate for more than a quarter, he/she shall resign his/her Senate seat.~~ If a departmental Senator is to be gone for no more than two consecutive quarters, his/her alternate will serve in his/her absence. If a departmental Senator or alternate is to be absent from the Senate for more than a two consecutive quarters, he/she shall resign his/her Senate seat.
2. If a departmental Senator resigns permanently from the Senate, the position shall become vacant and a replacement shall promptly be nominated and elected. Replacements, elected to a position vacated by a regularly elected Senator, shall serve only for the unexpired term of the Senator. Such replacement, who serves an unexpired term, is not disqualified from thereafter serving two full consecutive three-year terms.