11-29-2000

CWU Faculty Senate Minutes - 11/29/2000

Nancy Bradshaw

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MINUTES
CENTRAL WASHINGTON UNIVERSITY
FACULTY SENATE REGULAR MEETING MINUTES: November 29, 2000
http://www.cwu.edu/~fsenate

Presiding Officer: Joshua S. Nelson
Recording Secretary: Nancy Bradshaw (Absent)

Meeting was called to order at 3:10 p.m.

ROLL CALL:
Senators: All Senators or their alternates were present except Adamson, Beath, Eubanks, Hubbard, Kilen, Maupin, Sutton
Visitors: Loran Cutsinger, David Dauwalder, Ruth Ann Stacy, Rosco Tolman

CHANGES TO AND APPROVAL OF AGENDA: MOTION NO. 00-53 (Passed) The agenda was approved as amended: Change Motion No. 00-54 to read "That the Faculty Senate suspend Robert's Rules of Order in order to introduce Motion No. 00-55 and Motion No. 00-56." The numbering of the following six motions will all be moved up one number. Add Council of Faculty Representatives to "B. Discussion Items."

APPROVAL OF MINUTES: The minutes of the November 1, 2000, Faculty Senate meeting were approved as presented.

COMMUNICATIONS: (Available for viewing in the Senate Office or distribution on request)

No communications.

REPORTS
A. ACTION ITEMS:
   Chair
   - Motion No. 00-54 (Passed): Chair Nelson proposed a motion that was adopted: "That the Faculty Senate suspend Robert's Rules of Order in order to introduce Motion No. 00-55 and Motion No. 00-56."
   - Motion No. 00-55 (Passed): Chair Nelson proposed a motion that after discussion and amendment was adopted: "That the Faculty Senate suspend the Faculty Senate Bylaws to formally consider Motion No. 00-56 at the present Faculty Senate meeting."
   - Motion No. 00-56 (Passed): Chair Nelson proposed a motion that after discussion was adopted: "That the Faculty Senate revise the Faculty Senate Bylaws attached as Exhibit A."
   - Motion No. 00-57 (Passed): Chair Nelson proposed a motion that was adopted: "That the Faculty Senate ratify the outstanding 2000-01 Faculty Senate standing committee members attached as Exhibit B."

Faculty Senate Curriculum Committee
   - Motion No. 00-58 (Passed): Senator Toni Čuljak, on behalf of the Faculty Senate Curriculum Committee, proposed a motion that after debate was adopted: "That the Faculty Senate revise section 5-10 Curriculum Policies and Procedures of the CWU Policies Manual attached as Exhibit C."
   - Motion No. 00-59 (Delayed): Senator Toni Čuljak, on behalf of the Faculty Senate Curriculum Committee, proposed a motion that after debate was delayed until the subsequent meeting (Section VI. B. of the Faculty Senate Bylaws): "Addition of a new program, BS/BA General Studies, attached as Exhibit D."
   - Discussion: Senators requested more information on the proposed program before acting on the motion. Senators will receive a full copy of the proposed program in time to review and act on the motion at the January 10 Faculty Senate meeting.
   - Motion No. 00-60 (Tabled): Senator Toni Čuljak, on behalf of the Faculty Senate Curriculum Committee, proposed a motion that after discussion was tabled: "That the General Education Program be revised attached as Exhibit E."
   - Discussion: Senators expressed concerns regarding the addition of credits to student load. Some Senators would support the proposal if credits were taken from other areas of the General Education Program. Chair Loran Cutsinger will take this issue back to the General Education Committee for discussion and return this action to the Faculty Senate at a future date.
Motion No. 00-61 (Passed): Toni Culjak, on behalf of the Faculty Senate Curriculum Committee, proposed a motion that after discussion was adopted: "That the Faculty Senate approve a program exceeding upper limits for a bachelor of arts degree in physics, from 75 credits to 83 credits." (Exhibit F)

B. DISCUSSION ITEMS
1. CHAIR: 1) Chair Nelson reminded Senators that nominations for distinguished professors of the university are due in the Faculty Senate office Friday, December 1, 2000. 2) Chair Nelson asked Senators to announce to their department faculty that nominations are being accepted for this year's Ellensburg and west-side commencement speakers. Nominations should be forwarded to the Office of University Relations. 3) Chair Nelson distributed a final copy of A CWU Lexicon of Faculty Salary Issues and asked Senators to distribute the lexicon to faculty in their respective departments. (Exhibit G)

2. CHAIR ELECT: 1) Chair Elect Holden reminded Senators that the university is in the process of conducting inter-divisional forums for the purpose of creating a new strategic plan. In order to adequately address faculty issues, he urged Senators and faculty to attend as many forums as possible. 2) Chair Elect Holden presented a report regarding the November Council of Faculty Representatives (CFR) meeting. He explained that representatives from the WEA and WFT who were involved in writing the enabling legislation bill last year attended that meeting to clarify the bill. Several points of the bill were discussed that included tenure, the fiscal note attached to the bill, and the effects the proposed bill can have on accreditation.

3. PRESIDENT: 1) President McIntyre also announced that university relations is accepting nominations for this year's Ellensburg and west-side commencement speaker. 2) President McIntyre reported that the newly formed Synthesizing Committee is in the process of orchestrating the inter-divisional forums that Chair Elect Holden referred to in his report. She explained that this committee will work to pull together the information received from each session and create a recommended list of measurable goals. The final document will be used to direct the future of the institution. President McIntyre stressed the importance of participation by all involved in this process. Various ways to give input are as follows: a) E-mail Libby Street <streetl@cwu.edu> or David Dauwalder <dauwalde@cwu.edu>, b) attend inter-divisional forums, (The calendar of forums is posted on the president's web page at <http://www.cwu.edu/president/calendar.pdf>), and c) participate in the threaded discussion at <http://www.cwu.edu/discussion.html>. 3. President McIntyre reported that she has visited with legislators and personnel at the Office of Financial Management regarding Central's enrollment situation and its budget consequences. They have asked Central to prepare a recovery and improvement plan that describes how the institution will return to previous enrollment levels and improve on them. She stated that the strategic planning document being created now will help shape what is in the report.

4. PRESENTATION ON SURVEY RESULTS: Ruth Ann Stacy made a presentation on the results of various surveys conducted by Institutional Research. These include surveys of freshman as they enter the institution, exit surveys of graduating seniors, and two alumni surveys each year, one to alums who have been graduated for one year and one to alums who have been graduated for five years. The areas of greatest concern were identified as follows: Advising, both in general education courses and in major courses; student services: parking, financial aid, student employment, campus security and university dining. Areas of high importance and low satisfaction were identified as follows: (from Alumni and Senior Surveys) Speaking effectively, writing effectively, defining and solving problems, critically analyzing written work. Additionally, areas of concern from Noel-Levitz Student Satisfaction Inventory: Student input is not regularly sought, lack of channels for expressing student complaints, students get the "run-around."

Areas of greatest accomplishment were identified as follows: Instruction - high satisfaction particularly in major courses; student services: registration/registrar’s office, admissions; computer skills: significant improvement in satisfaction over time; High Importance and High Satisfaction: (Alumni and Senior Surveys): Learning independently, working cooperatively. (Noel-Levitz): Faculty are knowledgeable, faculty are available outside of class time, students experience intellectual growth, campus is safe and secure.

5. SENATE CONCERNS: No concerns. (No quorum at this point.)
6. STUDENT REPORT: No report.
7. **FACULTY SENATE STANDING COMMITTEE REPORTS**
   - ACADEMIC AFFAIRS COMMITTEE: No report.
   - BUDGET COMMITTEE: No report.
   - CODE COMMITTEE: No report.
   - CURRICULUM COMMITTEE: No report.
   - GENERAL EDUCATION COMMITTEE: No report.
   - PERSONNEL COMMITTEE: No report.
   - PUBLIC AFFAIRS COMMITTEE: No report.
   - RESEARCH AND DEVELOPMENT: No report.

8. **COUNCIL OF FACULTY REPRESENTATIVES**: No report.

**OLD BUSINESS**: No old business.

**NEW BUSINESS**: No new business.

**ADJOURNMENT**: The meeting adjourned at 5:20 p.m.

***NEXT REGULAR FACULTY SENATE MEETING: January 10, 2001***

BARGE 412
Exhibit A

Faculty Senate Bylaws Section IV.B.1.

Membership
There shall be seven (7) eight (8) standing committees of the Faculty Senate, as described in Section 3.25 of the Faculty Code: the Faculty Senate Code Committee, the Faculty Senate Budget Committee, the Faculty Senate Curriculum Committee, the Faculty Senate Academic Affairs Committee, the Faculty Senate Personnel Committee, the Faculty Senate Public Affairs Committee, and the Faculty Senate Research and Development Committee, and the Faculty Senate General Education Committee. The Faculty Senate General Education Committee is a standing subcommittee of the Senate Curriculum Committee. Each standing committee shall consist of no fewer than five (5) faculty members appointed annually by the Executive Committee and ratified by the Senate at the first last regular Senate meeting of the academic year; in addition to the five (5) or more faculty members of the Senate Academic Affairs Committee, the Senate Curriculum Committee, and the Senate General Education Committee, two (2) voting, full-time student members shall be appointed to the Senate Academic Affairs Committee and one (1) full-time student member to the Senate Curriculum Committee and the Senate General Education Committee, by the Faculty Senate Executive Committee from among the student body. The Senate Curriculum Committee and the Senate General Education Committee shall also have as a member one non-voting ex-officio member from the Office of the Provost. Term appointments for the Senate Standing Committees shall run three (3) years. No more than one (1) committee member may come from any one (1) department or group with Senate representation with the exception of the Senate General Education Committee. Faculty membership on the Senate General Education Committee shall consist of two (2) from the College of the Sciences, two (2) from the College of Arts and Humanities, one (1) from the College of Education and Professional Studies and one (1) from the School of Business and Economics. Members may be appointed from among the general faculty with proportional balance sought between the schools. At least one (1) member of each standing committee should have served on the committee the previous year.

Faculty Senate Bylaws Section IV.B.3.g.

a. The Faculty Senate General Education Committee shall be concerned with the study, development and improvement of the general education program. The committee shall review and recommend programs and policies of general education in close cooperation with the school and college deans. The committee shall work as a subcommittee of the Senate Curriculum Committee.

Exhibit B

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</tr>
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Exhibit C


5-10.5.13 Office of Continuing Education Off-Campus - Credit Courses Offerings

5-10.5.13.1 Authorization. The Provost/Senior Vice President for Academic Affairs or designee, in keeping with Higher Education Coordinating Board (HEC Board) requirements, has authority to approve continuing education credit courses to be taught off-campus for credit or programs offered through the Office of Continuing Education. A degree program is defined by the HEC Board as a set of educational requirements, identified jointly by the department or other degree-granting unit and the college or university, which leads to a degree. Each request will be considered on an individual basis and must be submitted on Form D (Appendix G4 G3).

Certificate programs are courses of study that normally require less than one-quarter of the credits for a degree program at a similar level (see 5-10.8 for a complete description of certificate programs).

5-10.5.13.2 Conditions. The following conditions must be met in order for a continuing education credit course or program to be offered through the Office of Continuing Education taught off-campus:

A. The course/program must be a part of the university curriculum, one of the following:

1. A test of new and emerging markets which may involve any or all of the following:
   a. A new academic course or program
   b. A new location
   c. A new audience of students
   d. A new technology for delivery

2. An offering which increases access and falls outside the limits of state supported university offerings for the main campus and university centers as determined each year by the Provost/Senior Vice President for Academic Affairs.

3. A professional development (500) course as defined in 5-10.5.11

B. The course/program must be taught by a member of university faculty or a person approved by the appropriate department following the provisions of the Faculty Code for the appointment of faculty.

C. Students should have available the appropriate library materials, laboratories, special equipment and other facilities the course may require.

5-10.5.13.3 Procedure. Each request for a new degree program must be submitted on Form A (CWU Policies Manual, Section 5, Appendix C1) and must be approved through the CWU curriculum approval process. All new programs or existing programs to be offered in new locations must be approved by the Higher Education Coordinating Board. Proposals for such programs must be submitted through the Provost's Office in the format required by the HEC Board (see Guidelines for Program Planning, Approval, and Review – Washington State Higher Education Coordinating Board, January 1998).

Certificate Program. Each request for a new certificate program must be submitted on Form A (CWU Policies Manual, Section 5, Appendix C1) and must be approved through the CWU curriculum approval process.

New course. Each request for a new course must be submitted on Form C (CWU Policies
Manual, Section 5, Appendix C3). Express approval of all such requests by the appropriate department chair and college or school dean is required.

Existing Course. Each request for an existing catalog course or previously approved special topics course, seminar, workshop or professional development course must be submitted on Form F (CWU Policies Manual, Section 5, Appendix C6).

5-10.5.14 Office of Continuing Education - Noncredit Offerings

5-10.5.14.1 Purpose. As a part of the continuing education of the general public, the university offers opportunities for learning which do not carry academic credit. Conferences, workshops, institutes, seminars, symposia, short courses and similar learning activities are offered to individuals for professional development, learning new skills or general information.

5-10.5.14.2 Criteria. The subject matter (content) of noncredit offerings must be consistent with the university mission and should reflect the general nature of the institution. They must not duplicate or compete for enrollment with credit bearing courses. With approval of the Provost, noncredit courses may be offered out-of-state or out-of-country.

5-10.5.14.3 Procedure. Prior to scheduling a noncredit offering an appropriate academic department or faculty member will be consulted for input on appropriateness of the offering, credentials of instructor (if not CWU faculty), suggestions on evaluation and other recommendations to insure overall quality.

5-10.11 Guidelines for using Curriculum Transmittal Forms

Five forms are provided in Appendix C1 – C6 to transmit curriculum matters:

Form A: New Program Transmittal Form.
Form B: Program Change or Deletion Curriculum Transmittal Form.
Form C: Course Additions & Curriculum Modifications.
Form D: Course Change Form (Short Form) and Special Topic/Seminar Conversion Form.
Form E: Workshops & Professional Development Proposal Form
Form F: Course Schedule Form *to be used for previously approved courses scheduled through Continuing Education.

Exhibit D

New Program

BS/BA General Studies

Specializations: BA General Studies: Arts and Humanities
                BS General Studies: Natural Sciences
                BS General Studies: Social Sciences

Central Washington University is the only state university not currently offering a program of this nature. It is also offered at many of the private universities in the state. While the proposed program is a duplication in the usual sense, it is fully warranted by the number of students who will be served, along with the fact that few or no additional resources will be required. In one sense this option does not represent a new program, as students are currently able to pursue such a course of study through the Individual Studies Major.

Students likely to choose this major include those who wish to pursue a baccalaureate degree but for whom a typical specialization is not important or perhaps even desirable. Some may have employment plans which require a bachelor's degree, for example, but not in a specific area. Others may plan to go on to a professional school and wish to have a more broad-based liberal education. Still others with potential interest in this major include those who heretofore have chosen the CWU Individual Studies Major, along with place-bound students enrolled at the university centers or taking
courses through distance education who currently find it difficult to complete a traditional major or are restricted in their options due to limited offerings available.

Many students with broad interests do not choose a major until obligated by the university to do so. Many others change their minds and majors, often several times, after the initial declaration. Doing so frequently results in the need to earn more than the required 180 student credit hours in order to satisfy the requirements of the new major and/or minor chosen. This degree will allow more of these students to finish in the normal four-year period by recognizing and accommodating their interests in the liberal arts and sciences.

An indication of a lack of firm commitment to a specialized major is the fact that a significant number of graduates find employment in areas outside their field. These students are potential candidates for the General Studies major.

**Exhibit E**

**General Education Course Changes**

ENG 101 and ENG 102 – Credit change from 3 to 4 credits

**GENERAL EDUCATION CATALOG COPY:**

BASIC SKILLS REQUIREMENT. All students must satisfy the following requirements in basic academic and intellectual skills:

(h) FNG 101 (3) (4) and ENG 102 (3) (4). Students must pass an Intermediate Writing Assessment examination in order to pass ENG 102.

In student evaluations, students consistently state that this course requires more work from them than the number of earned credits acknowledges. The reduction of writing requirements in the University General Education Program creates a situation in which students are getting minimal instruction in writing. The additional hour, while also allowing more instruction in the course, will bring the course in line pedagogically with its counterparts at other universities nationally and regionally.

**Exhibit F**

**BA Physics Major (6250)**

Extends the number of credits required beyond the upper limits specified in the Curriculum Policies and Procedures Manual to 83 credits (75 for BA; 110 for BS).

**Background and Rationale:**

As the physics department discussed what we wanted our students to know and be able to do when they got a physics degree from CWU, we discovered that the old BA fell short in a few areas. Under the old degree, students were not adequately prepared to use electromagnetic theory at an intermediate level. This is obviously a critical skill in an industrial world dominated by electronics and information processing. Students were not adequately prepared to apply field theory and vector calculus when they analyzed systems of intermediate complexity. In addition, the physics BA requires mastery of skills and knowledge typically taught in other departments such as math and chemistry. The physics BA contains 24 credits of explicitly stated math prerequisites. For many students interested in physics, these math prerequisites are a bigger stumbling block than the number of physics courses in our major.
1. Equity for Protected Groups: Equity for Protected Groups refers to salary differentials between certain federally identified groups of faculty (e.g., Vietnam era veterans, racial minorities, women, disabled) and the general faculty population. Example: there is a possible equity for protected groups issue at X State U because the average salary of associate professors of English who are Vietnam era veterans is 20% lower than the average salaries of the rest of the associate professors of English. Notes: CWU is REQUIRED under the provisions of civil rights laws to address equity for protected groups; the failure of an organization to provide equity for protected groups is sometimes referred to as salary bias or salary discrimination.

2. Compression: Compression refers to salary differentials between faculty with different academic ranks and/or different years of service. Example A: there is a possible compression issue in the Mathematics department at X State U because two full professors, each with 18 years of service, have salaries that are only 5% higher than two associate professors in the department each with 7 years of service. Example B: there is a possible compression issue in the Psychology department at X State U because two associate professors in the department each with 5 years in rank have salaries that are only 2% higher than an individual who was promoted to associate professor in the department within the last year. Example C: there is a possible compression issue for full professors at X State U because the average salary of full professors is only 8% higher than the average salary of associate professors, while the average salary of associate professors is 25% higher than the average salary of assistant professors. Compression in its most extreme form is inversion: faculty with higher ranks and/or years of service earning less than their colleagues with lower ranks and/or fewer years of service. Example D: There is a possible inversion issue in the history department at X State U because 3 associate professors in the department earn less than the two highest paid assistant professors in the department.

3. Parity: Parity refers to salary differentials between faculty at one institution and faculty at their peer institutions. Example: there is a possible parity issue at X State U because the average salary of associate professors in business disciplines is 15% lower than the average salary of associate professors in these disciplines at comparable universities.

4. Merit: Merit refers to salary differentials between faculty due to performance based measures. Example: there is a possible merit issue in the Chemistry department at X State U because Professors Y and Z, both with the same rank and years of service, have identical salaries despite the exceptional scholarly productivity of Professor Y.

5. Scale Adjustment: Scale adjustment refers to salary differentials associated with an overall shift of the entire salary scale, thus affecting the pay of every faculty member on the salary scale. A scale adjustment is often associated with addressing inflation. Example A: there is a possible scale adjustment issue at X State U because new hires are being offered the same salary range as a decade ago despite a doubling of housing prices in the community over that same period. Example B: there is a possible scale adjustment issue at X State U because the salary scale has not been adjusted for a period of seven years during which the rate of inflation was 2.3 percent per year.

6. Across the board salary increase (or decrease): an across the board salary increase (or decrease) is usually implemented as a scale adjustment (see # 5).

7. Scale Progression: Scale progression refers to salary differentials associated with years of service. Example: there is a possible scale progression issue in the Physical Education department at X State U because each of 6 faculty members in the department have remained at their current salaries for at least five years despite meeting all the expectations of their department and the university for productivity.

Caveat: In practice, due to the subjective nature of many aspects of these issues and because two or more of these issues may and probably will be entangled, it may be difficult or impossible to unequivocally identify the nature of salary differentials for a particular individual or group.

Disclaimer: The salary issues identified in this lexicon are in no way intended to either support or deny any position on salary issues that face CWU. The lexicon is intended ONLY to insure that voices in the discussion of salary issues use the same words to express the same ideas. The examples are fictitious and any resemblance to individuals, departments, universities, or communities, either living or dead, is purely coincidental.

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1 The CWU faculty code uses the term equity and inequity IN A DIFFERENT SENSE than equity for protected groups. Specifically, the code uses the term equity and inequity to refer to a number of the salary issues identified in this lexicon and it provides a mechanism for the faculty senate to identify additional salary issues as equity issues. It is the humble opinion of the author of this lexicon that the language of the code should be changed so that the term equity ONLY refers to equity for protected groups to reduce the possibility of confusion on this issue.

2 The term merit in other contexts takes on a variety of meanings: a merit process can be used to determine faculty who will receive merit awards, and faculty can be recognized for merit as a condition of performance by means other than salary awards.
FACULTY SENATE REGULAR MEETING
Wednesday, November 29, 2000, 3:10 p.m.
BARGE 412
AGENDA

I. ROLL CALL

II. MOTION NO. 00-53: CHANGES TO AND APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

IV. COMMUNICATIONS

V. REPORTS/ACTION ITEMS (Minutes)
   Chair
   Motion No. 00-54: "Ratification of outstanding 2000-01 Faculty Senate Standing Committee members attached as Exhibit A."
   Motion No. 00-55: "Proposed changes to the Faculty Senate Bylaws attached as Exhibit B."

   Faculty Senate Curriculum Committee
   Motion No. 00-56: "Proposed changes to the CWU Policies Manual, section 5-10 Curriculum Policies and Procedures, attached as Exhibit C."
   Motion No. 00-57: "Proposed addition of new program, BS/BA General Studies, attached as Exhibit D."
   Motion No. 00-58: "Proposed changes to the General Education Program attached as Exhibit E."
   Motion No. 00-59: "Approval of program exceeding upper limits for a bachelor of arts degree attached as Exhibit F."

VI. REPORTS/DISCUSSION ITEMS
   1. CHAIR: (Minutes)
   2. CHAIR ELECT: (Minutes)
   3. PRESIDENT: (Minutes)
   4. PRESENTATION ON SURVEY RESULTS: Ruth Ann Stacy, Research Analyst (20 Minutes)
   5. SENATE CONCERNS: (20 Minutes)
   6. STUDENT REPORT: (Minutes)
   7. SENATE COMMITTEES (Minutes)
      Academic Affairs Committee: Susan Donahoe
      Budget Committee: Thomas Yeh
      Code Committee: James Eubanks
      Curriculum Committee: Toni Culjak
      General Education: Loran Cutsinger
      Personnel Committee: Rob Perkins
      Public Affairs Committee: Lad Holden
      Research and Development: Charles Li

VII. OLD BUSINESS

VIII. NEW BUSINESS

IX. ADJOURNMENT

***NEXT REGULAR SENATE MEETING: January 10, 2001***
BARGE 412
Exhibit A

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Faculty Senate Bylaws Section IV.B.1.

Membership
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Faculty Senate Bylaws Section IV.B.3.g.

g. The Faculty Senate General Education Committee shall be concerned with the study, development and improvement of the general education program. The committee shall review and recommend programs and policies of general education in close cooperation with the school and college deans. The committee shall work as a subcommittee of the Senate Curriculum Committee.
Exhibit C


5-10.5.13 Office of Continuing Education Off-Campus - Credit Courses-Offerings

5-10.5.13.1 Authorization. The Provost/Senior Vice President for Academic Affairs or designee, in keeping with Higher Education Coordinating Board (HEC Board) requirements, has authority to approve continuing education credit courses to be taught off-campus for credit or programs offered through the office of continuing education. A degree program is defined by the HEC Board as a set of educational requirements, identified jointly by the department or other degree-granting unit and the college or university, which leads to a degree. Each request will be considered on an individual basis and must be submitted on Form D-C (Appendix - C4 C3).

Certificate programs are courses of study that normally require less than one-quarter of the credits for a degree program at a similar level (see 5-10.8 for a complete description of certificate programs).

5-10.5.13.2 Conditions. The following conditions must be met in order for a continuing education credit course or program to be offered through the office of continuing education taught off-campus:

A. The course/program must be a part of the university curriculum: one of the following:

1. A test of new and emerging markets which may involve any or all of the following:
   a. A new academic course or program
   b. A new location
   c. A new audience of students
   d. A new technology for delivery

2. An offering which increases access and falls outside the limits of state supported university offerings for the main campus and university centers as determined each year by the Provost/Senior Vice President for Academic Affairs.

3. A professional development (500) course as defined in 5-10.5.11

B. The course/program must be taught by a member of university faculty or a person approved by the appropriate department following the provisions of the Faculty Code for the appointment of faculty.

C. Students should have available the appropriate library materials, laboratories, special equipment and other facilities the course may require.
5-10.5.13.3 Procedure. Each request for a new degree program must be submitted on Form A (CWU Policies Manual, Section 5, Appendix C1) and must be approved through the CWU curriculum approval process. All new programs or existing programs to be offered in new locations must be approved by the Higher Education Coordinating Board. Proposals for such programs must be submitted through the Provost's Office in the format required by the HEC Board (see Guidelines for Program Planning, Approval, and Review - Washington State Higher Education Coordinating Board, January 1998).

Certificate Program. Each request for a new certificate program must be submitted on Form A (CWU Policies Manual, Section 5, Appendix C1) and must be approved through the CWU curriculum approval process.

New course. Each request for a new course must be submitted on Form C (CWU Policies Manual, Section 5, Appendix C3). Express approval of all such requests by the appropriate department chair and college or school dean is required.

Existing Course. Each request for an existing catalog course or previously approved special topics course, seminar, workshop or professional development course must be submitted on Form F (CWU Policies Manual, Section 5, Appendix C6).

5-10.5.14 Office of Continuing Education - Noncredit Offerings

5-10.5.14.1 Purpose. As a part of the continuing education of the general public, the university offers opportunities for learning which do not carry academic credit. Conferences, workshops, institutes, seminars, symposia, short courses and similar learning activities are offered to individuals for professional development, learning new skills or general information.

5-10.5.14.2 Criteria. The subject matter (content) of noncredit offerings must be consistent with the university mission and should reflect the general nature of the institution. They must not duplicate or compete for enrollment with credit bearing courses. With approval of the Provost, noncredit courses may be offered out-of-state or out-of-country.

5-10.5.14.3 Procedure. Prior to scheduling a noncredit offering an appropriate academic department or faculty member will be consulted for input on appropriateness of the offering, credentials of instructor (if not CWU faculty), suggestions on evaluation and other recommendations to insure overall quality.

5-10.11 Guidelines for using Curriculum Transmittal Forms

Five Six forms are provided in Appendix C1 – G5 C6 to transmit curriculum matters:

Form A: New Program Transmittal Form.
Form B: Program Change or Deletion Curriculum Transmittal Form.
Form C: Course Additions & Curriculum Modifications.
Form D: Course Change Form (Short Form) and Special Topic/Seminar Conversion Form.
Form E: Workshops & Professional Development Proposal Form
Form F: Course Schedule Form *to be used for previously approved courses scheduled through Continuing Education.
Exhibit D

New Program

BS/BA General Studies
Specializations:  BA General Studies: Arts and Humanities
                 BS General Studies: Natural Sciences
                 BS General Studies: Social Sciences

Central Washington University is the only state university not currently offering a program of this nature. It is also offered at many of the private universities in the state. While the proposed program is a duplication in the usual sense, it is fully warranted by the number of students who will be served, along with the fact that few or no additional resources will be required. In one sense this option does not represent a new program, as students are currently able to pursue such a course of study through the Individual Studies Major.

Students likely to choose this major include those who wish to pursue a baccalaureate degree but for whom a typical specialization is not important or perhaps even desirable. Some may have employment plans which require a bachelor’s degree, for example, but not in a specific area. Others may plan to go on to a professional school and wish to have a more broad-based liberal education. Still others with potential interest in this major include those who heretofore have chosen the CWU Individual Studies Major, along with place-bound students enrolled at the university centers or taking courses through distance education who currently find it difficult to complete a traditional major or are restricted in their options due to limited offerings available.

Many students with broad interests do not choose a major until obligated by the university to do so. Many others change their minds and majors, often several times, after the initial declaration. Doing so frequently results in the need to earn more than the required 180 student credit hours in order to satisfy the requirements of the new major and/or minor chosen. This degree will allow more of these students to finish in the normal four-year period by recognizing and accommodating their interests in the liberal arts and sciences.

An indication of a lack of firm commitment to a specialized major is the fact that a significant number of graduates find employment in areas outside their field. These students are potential candidates for the General Studies major.
Exhibit E

General Education Course Changes

ENG 101 and ENG 102 – Credit change from 3 to 4 credits

GENERAL EDUCATION CATALOG COPY:

BASIC SKILLS REQUIREMENT. All students must satisfy the following requirements in basic academic and intellectual skills:

(b) ENG 101 (3) (4) and ENG 102 (3) (4). Students must pass an Intermediate Writing Assessment examination in order to pass ENG 102;

In student evaluations, students consistently state that this course requires more work from them than the number of earned credits acknowledges. The reduction of writing requirements in the University General Education Program creates a situation in which students are getting minimal instruction in writing. The additional hour, while also allowing more instruction in the course, will bring the course in line pedagogically with its counterparts at other universities nationally and regionally.

Exhibit F

BA Physics Major (6250)

Extends the number of credits required beyond the upper limits specified in the Curriculum Policies and Procedures Manual to 83 credits (75 for BA; 110 for BS).

Background and Rationale:

As the physics department discussed what we wanted our students to know and be able to do when they got a physics degree from CWU, we discovered that the old BA fell short in a few areas. Under the old degree, students were not adequately prepared to use electromagnetic theory at an intermediate level. This is obviously a critical skill in an industrial world dominated by electronics and information processing. Students were not adequately prepared to apply field theory and vector calculus when they analyzed systems of intermediate complexity. In addition, the physics BA requires mastery of skills and knowledge typically taught in other departments such as math and chemistry. The physics BA contains 24 credits of explicitly stated math prerequisites. For many students interested in physics, these math prerequisites are a bigger stumbling block than the number of physics courses in our major.
FACULTY SENATE REGULAR MEETING
Wednesday, November 29, 2000, 3:10 p.m.
BARGE 412
AGENDA

I. ROLL CALL

II. MOTION NO. 00-53: CHANGES TO AND APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

IV. COMMUNICATIONS

V. REPORTS/ACTION ITEMS (Minutes)
   Chair
   Motion No. 00-54: "Ratification of outstanding 2000-01 Faculty Senate Standing Committee members attached as Exhibit A."
   Motion No. 00-55: "Proposed changes to the Faculty Senate Bylaws attached as Exhibit B."

Faculty Senate Curriculum Committee
   Motion No. 00-56: "Proposed changes to the CWU Policies Manual, section 5-10 Curriculum Policies and Procedures, attached as Exhibit C."
   Motion No. 00-57: "Proposed addition of new program, BS/BA General Studies, attached as Exhibit D."
   Motion No. 00-58: "Proposed changes to the General Education Program attached as Exhibit E."
   Motion No. 00-59: "Approval of program exceeding upper limits for a bachelor of arts degree attached as Exhibit F."

VI. REPORTS/DISCUSSION ITEMS
   1. CHAIR: (Minutes)
   2. CHAIR ELECT: (Minutes)
   3. PRESIDENT: (Minutes)
   4. PRESENTATION ON SURVEY RESULTS: Ruth Ann Stacy, Research Analyst (20 Minutes)
   5. SENATE CONCERNS: (20 Minutes)
   6. STUDENT REPORT: (Minutes)
   7. SENATE COMMITTEES (Minutes)
      Academic Affairs Committee: Susan Donahoe
      Budget Committee: Thomas Yeh
      Code Committee: James Eubanks
      Curriculum Committee: Toni Culjak
      General Education: Loran Cutsinger
      Personnel Committee: Rob Perkins
      Public Affairs Committee: Lad Holden
      Research and Development: Charles Li

VII. OLD BUSINESS

VIII. NEW BUSINESS

IX ADJOURNMENT

***NEXT REGULAR SENATE MEETING: January 10, 2001***
BARGE 412
Exhibit A

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<td>Gary Richardson</td>
<td>Business Administration</td>
<td>Replace Connie Nott for one year.</td>
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<td>Jeffrey Dippmann</td>
<td>Philosophy</td>
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Exhibit B

Faculty Senate Bylaws Section IV.B.1.

Membership
There shall be seven (7) eight (8) standing committees of the Faculty Senate, as described in Section 3.25 of the Faculty Code: the Faculty Senate Code Committee, the Faculty Senate Budget Committee, the Faculty Senate Curriculum Committee, the Faculty Senate Academic Affairs Committee, the Faculty Senate Personnel Committee, the Faculty Senate Public Affairs Committee, and the Faculty Senate Research and Development Committee; and the Faculty Senate General Education Committee. The Faculty Senate General Education Committee is a standing subcommittee of the Senate Curriculum Committee. Each standing committee shall consist of no fewer than five (5) faculty members appointed annually by the Executive Committee and ratified by the Senate at the first last regular Senate meeting of the academic year; in addition to the five (5) or more faculty members of the Senate Academic Affairs Committee, the Senate Curriculum Committee, and the Senate General Education Committee, two (2) voting, full-time student members shall be appointed to the Senate Academic Affairs Committee and one (1) full-time student member to the Senate Curriculum Committee and the Senate General Education Committee, by the Faculty Senate Executive Committee from among the student body. The Senate Curriculum Committee and the Senate General Education Committee shall also have as a member one non-voting ex-officio member from the Office of the Provost. Term appointments for the Senate Standing Committees shall run three (3) years. No more than one (1) committee member may come from any one (1) department or group with Senate representation with the exception of the Senate General Education Committee. Faculty membership on the Senate General Education Committee shall consist of two (2) from the College of the Sciences, two (2) from the College of Arts and Humanities, one (1) from the College of Education and Professional Studies and one (1) from the School of Business and Economics. Members may be appointed from among the general faculty with proportional balance sought between the schools. At least one (1) member of each standing committee should have served on the committee the previous year.

Faculty Senate Bylaws Section IV.B.3.g.

g. The Faculty Senate General Education Committee shall be concerned with the study, development and improvement of the general education program. The committee shall review and recommend programs and policies of general education in close cooperation with the school and college deans. The committee shall work as a subcommittee of the Senate Curriculum Committee.
Exhibit C


5-10.5.13  Office of Continuing Education Off-Campus - Credit Courses Offerings

5-10.5.13.1 Authorization. The Provost/Senior Vice President for Academic Affairs or designee, in keeping with Higher Education Coordinating Board (HEC Board) requirements, has authority to approve continuing education credit courses to be taught off-campus for credit or programs offered through the office of continuing education. A degree program is defined by the HEC Board as a set of educational requirements, identified jointly by the department or other degree-granting unit and the college or university, which leads to a degree. Each request will be considered on an individual basis and must be submitted on Form D.C. (Appendix - G4- G3.)

Certificate programs are courses of study that normally require less than one-quarter of the credits for a degree program at a similar level (see 5-10.8 for a complete description of certificate programs.

5-10.5.13.2 Conditions. The following conditions must be met in order for a continuing education credit course or program to be offered through the office of continuing education taught off-campus:

A. The course/program must be a part of the university curriculum: one of the following:

1. A test of new and emerging markets which may involve any or all of the following:
   a. A new academic course or program
   b. A new location
   c. A new audience of students
   d. A new technology for delivery

2. An offering which increases access and falls outside the limits of state supported university offerings for the main campus and university centers as determined each year by the Provost/Senior Vice President for Academic Affairs.

3. A professional development (500) course as defined in 5-10.5.11

B. The course/program must be taught by a member of university faculty or a person approved by the appropriate department following the provisions of the Faculty Code for the appointment of faculty.

C. Students should have available the appropriate library materials, laboratories, special equipment and other facilities the course may require.
Procedure. Each request for a new degree program must be submitted on Form A (CWU Policies Manual, Section 5, Appendix C1) and must be approved through the CWU curriculum approval process. All new programs or existing programs to be offered in new locations must be approved by the Higher Education Coordinating Board. Proposals for such programs must be submitted through the Provost's Office in the format required by the HEC Board (see Guidelines for Program Planning, Approval, and Review – Washington State Higher Education Coordinating Board, January 1998).

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New course. Each request for a new course must be submitted on Form C (CWU Policies Manual, Section 5, Appendix C3). Express approval of all such requests by the appropriate department chair and college or school dean is required.

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