

12-2-1987

CWU Faculty Senate Minutes - 12/02/1987

Sue Tirotta

Follow this and additional works at: <http://digitalcommons.cwu.edu/fsminutes>

Recommended Citation

Tirotta, Sue, "CWU Faculty Senate Minutes - 12/02/1987" (1987). *Faculty Senate Minutes*. 644.
<http://digitalcommons.cwu.edu/fsminutes/644>

This Meeting Minutes is brought to you for free and open access by the CWU Faculty Senate Archive at ScholarWorks@CWU. It has been accepted for inclusion in Faculty Senate Minutes by an authorized administrator of ScholarWorks@CWU. For more information, please contact pingfu@cwu.edu.

REGULAR FACULTY SENATE MEETING
Central Washington University

December 2, 1987

Presiding Officer: Owen Pratz
Recording Secretary: Sue Tirotta

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

ROLL CALL

Senators: All Senators or their Alternates were present except Brunner, Gierlasinski, Hasbrouck, Jefferies, Laney and Mack.

Visitors: Tim Hyde, Gail Ham, Blair Warnstadt, Darlene Wallin, Brian McElroy, Kimberly Donley, Jimmie Dillingham, Pat Patterson, Stephanie Solverson, Jana Haberman, Carolyn Wells, Ken Schier, Charles Vlcek, Jim Pappas and Bernard Martin.

CHANGES TO AGENDA

-Under Chair's Report, add report on Ad Hoc Committee for Faculty Legislative Liaison.

APPROVAL OF MINUTES

*MOTION NO. 2596 Connie Roberts moved and Beverly Heckart seconded a motion to approve the minutes of the November 11, 1987 meeting with the following changes:
-On Page 1 under Chair's Report, section 3, change "...the CWU Board of Trustees responded to complaints from the Ellensburg business community by passing a resolution that will limit CWU from engaging in direct commercial competition with community businesses" to read "...the CWU Board of Trustees adopted a policy establishing guidelines under which the University will engage in commercial activity."

-On Page 2 under Curriculum Committee Report, note that Jay Bachrach is a member of the Senate Curriculum Committee, not the University Curriculum Committee.

-On Page 4 under Curriculum Committee Report, in MOTION NO. 2592, "...until the General Education Committee and the Senate Curriculum Committee can meet regarding the issues involved and report back to the Faculty Senate at its December 2, 1987 meeting" should read "...until the General Education Committee and the Senate Curriculum Committee can word the motion clearly and concisely."

Motion passed.

COMMUNICATIONS

None

REPORTS

1. CHAIR

-Chair Pratz reported that the December 1, 1987 draft of the Higher Education Coordinating (HEC) Board's master plan is now available for review at the Library Reference Desk (ask for file on "Washington State HEC Board") and in the Faculty Senate Office; this version plus comments will be submitted to the state legislature. It is similar to the November 5th draft, but with important revisions. Although CWU's administration has concerns regarding the HEC Board's proposals on admissions, assessment and funding, their primary concern centers on the role of the research and comprehensive universities in educating placebound students.

-After consultation with Vice President Harrington, the Academic Deans, the Senate Executive Committee, the Director of Affirmative Action and President Garrity, the Screening Committee for the Vice President for Academic Affairs is formulating criteria for selection of a new Vice President. The President's Office has received approximately 30 applications and 15 nominations for the position.

-On November 24th, Chair Pratz met with Don Schliesman (Dean of Undergraduate Studies), Barry Donahue (Chair, Senate Curriculum Committee) and Don Ringe (Chair, General Education Committee) to discuss curriculum issues raised at the November 11, 1987 Faculty Senate meeting. All agreed that MOTION NO. 2587A passed at the November 11th meeting is an acceptable temporary solution but does not resolve recurring problems concerning overly large programs and maximum/minimum credit requirements.

-At the request of the Senate Executive Committee, Conrad Potter (Educational Administration, Normandy Park) and Robert Benton (Coordinator, Lynnwood Extended Degree Program) have agreed to serve on an Ad Hoc Committee for Faculty Legislative Liaison. The Senate Executive Committee is now setting up guidelines regarding funding and duties for such a committee and will bring a formal motion concerning the matter before the Faculty Senate.

2. PRESIDENT

President Garrity stated that recent media reports concerning the HEC Board may be misinterpreted. He explained that although the presidents of the state's public institutions of higher education support the HEC Board's goals, this should not be interpreted as unqualified support for the entire master plan document.

CWU has received a memo from Governor Booth Gardner concerning the fiscal impact of recent stock market events and requesting preparation of a contingency plan to absorb either a 3 percent or 4 percent across-the-board reduction in funding. President Garrity explained that there is a less than 1 percent reserve in the state's 1987-89 biennial budget to absorb revenue fluctuations, and although all contingency proposals are tentative at this time the Governor believes that it is prudent and good business practice to plan well ahead for a potential adverse revenue forecast.

President Garrity recently attended a meeting of the American Association of State Colleges and Universities (A.A.S.C.U.); there were many items on the agenda, including federal support of student financial aid, the institutional and political implications of outcomes assessment programs and encouragement of effective programs for faculty development and scholarship.

3. RETIREMENT AND INSURANCE COMMITTEE

Bernie Martin (Chair, Retirement and Insurance Committee), reported that the committee has been developing an early retirement program to supplement the current phased retirement and traditional retirement systems. The committee has created several drafts of a proposed "tenure purchase program" which would encourage early retirement, and each draft has been carefully reviewed for legality by Assistant Attorney General Teresa Kulik. The main problems faced by the committee during construction of such a plan concern continuation of medical benefits, tax status of lump-sum tenure buy-outs, constitutionality of such use of public funds and coordination of this program with TIAA-CREF and Washington State Teachers' Retirement System plans. Dr. Martin explained that the Constitution requires that early retirement buy-out be of demonstrable benefit to the university.

The most recent draft of the proposal presents an age scale of 55 to 64 years with lump-sum incentives diminishing with increased age; for example, at age 55 a faculty member could receive 180% of his/her annual salary paid out in annual, equal installments to age 65 (normal TIAA-CREF retirement age), and at age 64 a faculty member could receive 50% of his/her annual salary. In its current form, the draft restricts application of the "tenure purchase program" to tenured, full-time academic-year faculty, allows eligible faculty to apply for the program at the end of each academic quarter and reserves the university's option of rejecting or accepting applications for the program. The latest draft of the plan has been sent to President Garrity and Vice President Harrington for their review. Although many details are still being worked out, the committee hopes to have a plan ready for faculty hearings during Winter quarter 1988. The Retirement and Insurance Committee welcomes ideas and suggestions on this matter (send to Bernie Martin, Computer Science).

3. ACADEMIC AFFAIRS COMMITTEE

Charles McGehee reported on the history of the university and course withdrawal policies. He reminded the Senate that on May 20, 1987, after much debate on the intricacies of the plan, it tabled a proposed withdrawal policy until 1987-88. Dr. McGehee explained that this year's Academic Affairs Committee has aimed to create a broad, workable system modified in part from the simple systems in place at the University of Washington and Western Washington University. In response to the Senate Executive Committee's charge of September 30, 1987, the Academic Affairs Committee submitted the following draft proposal for the Faculty Senate's discussion:

Draft Withdrawal Policy

Withdrawal from individual courses

1. Free withdrawal from individual courses will be permitted without permission or notation on transcript at any time from the first through the fifth day of instruction (change of schedule period.)
(continued on next page)

4. ACADEMIC AFFAIRS COMMITTEE, continued

2. A limited number of uncontested (peremptory) withdrawals from individual courses will be permitted from the sixth day of instruction through the fifteenth day of instruction according to the following schedule:

No. of credits earned (incl. transfer credits) at time of course withdrawal.	No. of uncontested withdrawals permitted.
0 - 44	3
45 - 89	1
90 - 134	1
135 - 179	1
180 - 224	1
etc.	1

One uncontested withdrawal will be permitted for each 45 credits after 180 credits regardless of the student's status, i.e., postbaccalaureate, special, fifth-year and graduate status. Transfer credits will be included in the calculation for eligibility for uncontested withdrawal. Such peremptory withdrawals will be noted on the student's transcript with "*W". Unused withdrawal allocations will not be cumulative.

A student enrolled in full-session summer courses may withdraw from a course without notation on the transcript from the first through the third day of instruction of the session. Students may use uncontested withdrawals from the fourth through the twelfth day of instruction. Students enrolled in half-session courses may withdraw from a course from the first through the third day of instruction of the session and may use uncontested withdrawals from the fourth day of instruction through the eighth day of instruction, respectively. The registrar will establish appropriate criteria for workshops and other non-traditional summer credit generating experiences.

3. Withdrawals after the fifteenth day of instruction (or the equivalent deadline in the case of Summer Session) will be granted only for reasons of hardship and then only upon written petition to and written approval by the Dean of Admissions and Records. The student must have discussed the reasons for the withdrawal with the affected faculty member and the Dean must consult with affected faculty when evaluating a petition. Approved hardship withdrawals will be noted on the student's transcript with an "HW" (hardship withdrawal).
4. No withdrawals from individual courses may be made after the last day of instruction (i.e., no withdrawals will be permitted during or after the final examination period.) Conversions of Incompletes to withdrawals will be treated as hardship withdrawals, i.e., they may be effected only upon petition to the Dean of Admissions and Records.
5. Withdrawals from individual courses regardless when they take place, i.e., either during the change of schedule period, the period of uncontested withdrawal, or the period of hardship withdrawal, will be subject to a fee which reflects the cost of processing the withdrawal.
6. No withdrawals of any kind will be calculated into the student's grade average.

Withdrawal from the university

1. A student may withdraw from the university for reasons of illness or other extenuating circumstances at any time upon written petition to and written permission from the Dean of Admissions and Records. Approved withdrawals from the university will be noted on the student's transcript with "W".

4. ACADEMIC AFFAIRS COMMITTEE, continued

Advantages:

Is a viable alternative to what we have now.
Is comparable to other systems now in use in the state.
Has been demonstrated to work elsewhere.
Limits students' discretion in withdrawing from classes.
Simplifies the existing policy.
Withdrawals are made more equitable between departments and faculty.
Will reduce the number of withdrawals.
Encourages students to stay in class.
Discourages "shopping" for classes.
Discourages advisors from recommending "shopping."
Generous to new students; more demanding from older ones.
Allows faculty to avoid conflict with students about withdrawing.
Encourages students to talk to faculty before classes to find out about them.
Encourages advisors to discuss options with students more carefully.

Disadvantages:

Little faculty involvement.
Is impersonal.
Withdrawal automatic without instructor's permission and evaluation.
Denies to students control over their own lives.
Does not treat students equally, i.e., younger given more privileges than older.
Requires greater cooperation of Registrar.

Information Item: Following are the statistics for the Fall Quarter 1987 Change of Schedule period as compiled for the Registrar by Barbara Knudsen (10/6/87):

September 24	1,627
September 25	849
September 28	799
September 29	737
September 30	770
SUB-TOTAL	4,782
Late Changes:	
October 1	Terminals were down all day
October 2	93
TOTAL	4,875

(In comparison, the Registrar processed 4,462 changes Fall Quarter 1986)

Discussion touched on several issues, including summer school exceptions, graduate school exceptions, admissions and records personnel involved in implementing policy, paperwork and computer record-keeping implications of the policy, fees as deterrents, reasonable withdrawal dates, the role of advising in the withdrawal process and strictness of this policy in comparison with others throughout the state.

James Pappas, Dean of Admissions and Records, distributed to Senators a copy of his reply to the Draft Withdrawal Policy, and Carolyn Wells, Registrar, answered questions from the Senate. Dr. McGehee explained that the Undergraduate and Graduate Councils have been invited to respond to this draft of the policy, and he encouraged interested parties to submit positive feedback and suggestions to the Academic Affairs Committee (send to: Charles McGehee, Sociology).

5. BUDGET COMMITTEE

Phil Backlund reported the Budget Committee's belief that present salary policy appears to limit faculty movement to the top of the salary scale; the committee could find no evidence that any faculty member hired as an Assistant Professor in the past 20 years has attained the top of the salary scale through promotion, professional growth and/or merit during their tenure at CWU. Dr. Backlund stated that if the following motion were passed, President Garrity would not support it before the Board of Trustees.

*MOTION NO. 2597 Phil Backlund moved that the Administration (President and Vice President for Academic Affairs) be asked to remove the barrier at step 34 of the salary scale to allow full professors to move up the salary scale through a combination of professional growth and merit.

*MOTION NO. 2598 Beverly Heckart moved and John Agars seconded a motion to table Motion No. 2597 and place it on the agenda under "Old Business" at the January 13, 1988 Faculty Senate meeting. Motion passed.

5. BUDGET COMMITTEE, continued

*MOTION NO. 2599 Phil Backlund moved that the salary increase due to be awarded on March 1, 1988 be distributed as follows: 4.5% scale adjustment (this is a continuation of the 4.5% scale adjustment awarded on March 1, 1987), a professional growth increase granted to those eligible and recommended, and the remainder used for merit increases. The Committee recommends that the librarians and counselors be awarded salary increases consistent with the other faculty. These salary increases will be constructed so that they meet the State mandated average of 7.6%. Motion passed.

6. CODE COMMITTEE

Beverly Heckart reported that the Senate Executive Committee charged the 1987-88 Senate Code Committee to review Faculty Code Section 9.90 (Retirement) and assure compliance with federal rules/regulations. Following is the Code Committee's report on Mandatory Retirement:

Some faculty members have raised questions concerning the continued legality of Section 9.90 of the Faculty Code that requires faculty to retire at age 70. Questions arise because of the 1986 amendment to the federal Age Discrimination in Employment Act that abolished the mandatory retirement age. In response to the queries, the Code Committee of the Faculty Senate has examined both federal and state law and wishes to inform the faculty of its findings.

The Faculty Code is in conformity with existing legislation:

- 1) The federal law of 1986, Section 6, exempts institutions of higher education until 1993. Thus a university may continue to impose the mandatory retirement age of 70 until that date.
- 2) The Revised Code of Washington State, Section 28B.10.420 stipulates that "faculty members...shall be retired from their employment with their institution of higher education not later than the end of the academic year next following their seventieth birthday."
- 3) Since federal law permits state law to allow universities to require a mandatory retirement age of 70 for faculty, the Faculty Code conforms to the law.

State law, RCW 28B.10.420 further provides that a retiree over 70 may be reemployed by the institution under certain conditions. Anyone desiring to know those conditions can find the Revised Code of Washington in the university library.

In order to inform the whole faculty of their findings, the Code Committee will publish this report in the Senate meeting minutes and in the Faculty Senate Notes ("Campus Bulletin").

7. CURRICULUM COMMITTEE

*MOTION NO. 2600 Barry Donahue moved approval of University Curriculum Committee pages 877 and 891. Motion passed.

<u>PAGE</u>		
877	B.A./English Teaching Major	Program Change
891	B.S./Industrial Supervision	Program Change
891	B.S./Industrial Electronics Technology	Program Change
891	SOC 525	Course Addition

8. PERSONNEL COMMITTEE

None

OLD BUSINESS
None

NEW BUSINESS
None

ADJOURNMENT
Meeting was adjourned at 5:00 p.m.

FACULTY SENATE REGULAR MEETING
3:10 p.m., Wednesday, December 2, 1987
SUB 204-205

- I. ROLL CALL
- II. CHANGES TO AGENDA
- III. APPROVAL OF MINUTES - November 11, 1987
- IV. COMMUNICATIONS
- V. REPORTS
 1. Chair
 - Higher Education Coordinating (HEC) Board
 - Screening Committee for the Vice President for Academic Affairs
 - General Education
 2. President
 3. Retirement - Bernie Martin
 4. Academic Affairs Committee
 - Withdrawal policy (see attached materials)
 5. Budget Committee
 - Faculty salary recommendations (see attached motions)
 6. Code Committee
 - Mandatory retirement (see attached report)
 7. Curriculum Committee
 - UCC page 877
 - UCC page 891
 8. Personnel Committee
- VI. OLD BUSINESS
- VII. NEW BUSINESS
- VIII. ADJOURNMENT

*** NEXT REGULAR FACULTY SENATE MEETING: January 13, 1988 ***

(Extended agendas are distributed to Senators only; attachments to this agenda are available on request from the Senate Office, 963-3231)

ACADEMIC AFFAIRS COMMITTEE

In response to the Senate Executive Committee's charge of September 30, 1987, the Academic Affairs Committee submits the following draft proposal for the Faculty Senate's discussion:

Draft Withdrawal Policy

Withdrawal from individual courses

1. Free withdrawal from individual courses will be permitted without permission or notation on transcript at any time from the first through the fifth day of instruction (change of schedule period.)
2. A limited number of uncontested (peremptory) withdrawals from individual courses will be permitted from the sixth day of instruction through the fifteenth day of instruction according to the following schedule:

No. of credits earned (incl. transfer credits) at time of course withdrawal.	No. of uncontested withdrawals permitted.
0 - 44	3
45 - 89	1
90 - 134	1
135 - 179	1
180 - 224	1
etc.	1

One uncontested withdrawal will be permitted for each 45 credits after 180 credits regardless of the student's status, i.e., postbaccalaureate, special, fifth-year and graduate status. Transfer credits will be included in the calculation for eligibility for uncontested withdrawal. Such peremptory withdrawals will be noted on the student's transcript with "*W". Unused withdrawal allocations will not be cumulative.

A student enrolled in full-session summer courses may withdraw from a course without notation on the transcript from the first through the third day of instruction of the session. Students may use uncontested withdrawals from the fourth through the twelfth day of instruction. Students enrolled in half-session courses may withdraw from a course from the first through the third day of instruction of the session and may use uncontested withdrawals from the fourth day of instruction through the eighth day of instruction, respectively. The registrar will establish appropriate criteria for workshops and other non-traditional summer credit generating experiences.

3. Withdrawals after the fifteenth day of instruction (or the equivalent deadline in the case of Summer Session) will be granted only for reasons of hardship and then only upon written petition to and written approval by the Dean of Admissions and Records. The student must have discussed the reasons for the withdrawal with the affected faculty member and the Dean must consult with affected faculty when evaluating a petition. Approved hardship withdrawals will be noted on the student's transcript with an "HW" (hardship withdrawal).
4. No withdrawals from individual courses may be made after the last day of instruction (i.e., no withdrawals will be permitted during or after the final examination period.) Conversions of Incompletes to withdrawals will be treated as hardship withdrawals, i.e., they may be effected only upon petition to the Dean of Admissions and Records.
5. Withdrawals from individual courses regardless when they take place, i.e., either during the change of schedule period, the period of uncontested withdrawal, or the period of hardship withdrawal, will be subject to a fee which reflects the cost of processing the withdrawal.
6. No withdrawals of any kind will be calculated into the student's grade average.

Withdrawal from the university

1. A student may withdraw from the university for reasons of illness or other extenuating circumstances at any time upon written petition to and written permission from the Dean of Admissions and Records. Approved withdrawals from the university will be noted on the student's transcript with "W".

(CONTINUED ON NEXT PAGE)

ACADEMIC AFFAIRS COMMITTEE, continued

Advantages:

- Is a viable alternative to what we have now.
- Is comparable to other systems now in use in the state.
- Has been demonstrated to work elsewhere.
- Limits students' discretion in withdrawing from classes.
- Simplifies the existing policy.
- Withdrawals are made more equitable between departments and faculty.
- Will reduce the number of withdrawals.
- Encourages students to stay in class.
- Discourages "shopping" for classes.
- Discourages advisors from recommending "shopping."
- Generous to new students; more demanding from older ones.
- Allows faculty to avoid conflict with students about withdrawing.
- Encourages students to talk to faculty before classes to find out about them.
- Encourages advisors to discuss options with students more carefully.

Disadvantages:

- Little faculty involvement.
- Is impersonal.
- Withdrawal automatic without instructor's permission and evaluation.
- Denies to students control over their own lives.
- Does not treat students equally, i.e., younger given more privileges than older.
- Requires greater cooperation of Registrar.

Information Item: Following are the statistics for the Fall Quarter 1987 Change of Schedule period as compiled for the Registrar by Barbara Knudsen (10/6/87):

September 24	1,627
September 25	849
September 28	799
September 29	737
September 30	770
SUB-TOTAL	4,782

Late Changes:

October 1	Terminals were down all day
October 2	93
TOTAL:	4,875

(In comparison, the Registrar processed 4,462 changes Fall Quarter 1986)

BUDGET COMMITTEE

MOTION #1: The Senate Budget Committee recommends that the Administration (President and Vice President for Academic Affairs) be asked to remove the barrier at step 34 of the salary scale to allow full professors to move up the salary scale through a combination of professional growth and merit.

MOTION #2: The Senate Budget Committee recommends that the salary increase due to be awarded on March 1, 1988 be distributed as follows: 4.5% scale adjustment (this is a continuation of the 4.5% scale adjustment awarded on March 1, 1987), a professional growth increase granted to those eligible and recommended, and the remainder used for merit increases. The Committee recommends that the librarians and counselors be awarded salary increases consistent with the other faculty. These salary increases will be constructed so that they meet the State mandated average of 7.6%.

CODE COMMITTEE

The Senate Executive Committee charged the 1987-88 Senate Code Committee to review Faculty Code Section 9.90 (Retirement) and assure compliance with federal rules/regulations. Following is the Code Committee's report on Mandatory Retirement:

Some faculty members have raised questions concerning the continued legality of Section 9.90 of the Faculty Code that requires faculty to retire at age 70. Questions arise because of the 1986 amendment to the federal Age Discrimination in Employment Act that abolished the mandatory retirement age. In response to the queries, the Code Committee of the Faculty Senate has examined both federal and state law and wishes to inform the faculty of its findings.

The Faculty Code is in conformity with existing legislation:

- 1) The federal law of 1986, Section 6, exempts institutions of higher education until 1993. Thus a university may continue to impose the mandatory retirement age of 70 until that date.
- 2) The Revised Code of Washington State, Section 28B.10.420 stipulates that "faculty members...shall be retired from their employment with their institution of higher education not later than the end of the academic year next following their seventieth birthday."
- 3) Since federal law permits state law to allow universities to require a mandatory retirement age of 70 for faculty, the Faculty Code conforms to the law. State law, RCW 28B.10.420 further provides that a retiree over 70 may be reemployed by the institution under certain conditions. Anyone desiring to know those conditions can find the Revised Code of Washington in the university library.

In order to inform the whole faculty of their findings, the Code Committee will publish this report in the Senate meeting minutes and in the Faculty Senate Notes ("Campus Bulletin").

<input checked="" type="checkbox"/> John AGARS	<input type="checkbox"/> Gary GALBRAITH
<input checked="" type="checkbox"/> Richard ALUMBAUGH	<input type="checkbox"/> Susan LONBORG
<input checked="" type="checkbox"/> Jay BACHRACH	<input type="checkbox"/> Peter BURKHOLDER
<input checked="" type="checkbox"/> Phil BACKLUND	<input type="checkbox"/> Roger GARRETT
<input checked="" type="checkbox"/> Ethan BERGMAN	<input type="checkbox"/> David GEE
<input type="checkbox"/> Jerry BRUNNER	<input type="checkbox"/> G.W. BEED
<input checked="" type="checkbox"/> Larry BUNDY	<input type="checkbox"/> Ed GOLDEN
<input checked="" type="checkbox"/> David CANZLER	<input type="checkbox"/> Cal GREATSINGER
<input checked="" type="checkbox"/> Frank CARLSON	<input checked="" type="checkbox"/> William BARKER
<input type="checkbox"/> John CARR	<input type="checkbox"/> Hal OTT
<input checked="" type="checkbox"/> Ed DIXON	<input type="checkbox"/> Bernard MARTIN
<input checked="" type="checkbox"/> Barry DONAHUE	<input type="checkbox"/> Barney ERICKSON
<input checked="" type="checkbox"/> Ken GAMON	<input type="checkbox"/> Ed HARRINGTON
<input checked="" type="checkbox"/> Donald GARRITY	<input type="checkbox"/> Dick WASSON
<input type="checkbox"/> Norm GIERLASINSKI	<input type="checkbox"/> Walter EMKEN
<input type="checkbox"/> Richard HASBROUCK	<input type="checkbox"/> Randolph WISCHMEIER
<input checked="" type="checkbox"/> A. James HAWKINS	<input type="checkbox"/> Larry LOWTHER
<input checked="" type="checkbox"/> Beverly HECKART	<input type="checkbox"/> Don RINGE
<input checked="" type="checkbox"/> John HERUM	<input type="checkbox"/> Scott RICARDO
<input checked="" type="checkbox"/> James HINTHORNE	<input type="checkbox"/> Allen GULEZIAN
<input type="checkbox"/> Stephen JEFFERIES	<input type="checkbox"/> Kelton KNIGHT
<input checked="" type="checkbox"/> George KESLING	<input type="checkbox"/> R.J. CARBAUGH
<input type="checkbox"/> Peter LANEY	<input checked="" type="checkbox"/> Wendy RICHARDS
<input checked="" type="checkbox"/> Nancy LESTER	<input type="checkbox"/> Patrick MCLAUGHLIN
<input type="checkbox"/> Richard MACK	<input type="checkbox"/> Frank SESSIONS
<input type="checkbox"/> Linda MARRA	<input type="checkbox"/> Otto JAKUBEK
<input checked="" type="checkbox"/> Victor MARX	<input type="checkbox"/> Ken HARSHA
<input checked="" type="checkbox"/> Charles McGEHEE	<input type="checkbox"/> Minerva CAPLES
<input checked="" type="checkbox"/> Michael PAULOS	<input type="checkbox"/> Karl Cloninger
<input checked="" type="checkbox"/> Owen PRATZ	<input type="checkbox"/> William FLOYD
<input checked="" type="checkbox"/> John RESSLER	<input type="checkbox"/> Jim BROWN
<input checked="" type="checkbox"/> Connie ROBERTS	<input type="checkbox"/> Wells McINELLY
<input checked="" type="checkbox"/> Mark SHRINER	<input type="checkbox"/> William SCHMIDT
<input checked="" type="checkbox"/> Arne SIPPOLA	
<input checked="" type="checkbox"/> Willard SPERRY	
<input checked="" type="checkbox"/> Bill VANCE	
<input checked="" type="checkbox"/> Randall WALLACE	
<input checked="" type="checkbox"/> Rex WIRTH	
<input checked="" type="checkbox"/> Don WISE	
<input checked="" type="checkbox"/> Tom YEH	

Please sign your name and return
this sheet to the Faculty Senate Secretary
directly after the meetings. Thank you.

December 2, 1987

DATE

VISITOR SIGN-IN SHEET

Jim Hyde

Gail Ham

Blair Wainstadt

Darlene Wallin

Lyman

Eric W. McEoy

Kimberly A. Dorley

Jeannie S. Dillingham

Pat Patterson

Stephanie Solverson

Jana Haberman

Carolyn S. Weeks

Ken Whitlow

Charles V. Leeb

JIM PAPPAS - Dean of A+R

Bernard Martin

Central
Washington
University



Office of Admissions and Records
Mitchell Hall
Ellensburg, Washington 98926
(509) 963-1211 - Admissions
(509) 963-3001 - Registrar

REVISED COPY 12/2/87

TO: Charles McGehee, Chair
Faculty Senate Committee on Academic Affairs

FROM: James G. Pappas
Dean of Admissions and Records

DATE: November 30, 1987

SUBJECT: Draft Withdrawal Policy

I have read the Draft Withdrawal Policy on the Faculty Senate Agenda for November 11, 1987, and I am in agreement with many of the proposed modifications. In fact, for the most part, this is a new policy as it contains many significant changes. I would like you to consider some modifications to your proposal, as I have some recommendations I feel will improve upon what you have already written. If possible, I would like to present my recommendations to the Academic Affairs Committee and/or the Faculty Senate.

Please be aware that: 1) The present policy was implemented in Winter of 1983; 2) the policy affects many people; students, faculty, the Admissions and Records Staff, and me, personally, and/or whomever I delegate authority to in my absence to approve hardship petitions; 3) the processing and recording of withdrawals (uncontested hardship and University withdrawals) and related grade or symbol changes takes some considerable personnel effort in the Records Office; 4) the resolution of hardship cases or withdrawal for extenuating circumstances takes a substantial amount of my time. The hardship, usually a physical, medical, or financial problem (which is almost always easily proven and verifiable), often includes psychological problems and emotional stress. The most common precipitator of the latter is caused by family or personal difficulties, as well as drugs and alcohol. Another hardship reason is poor academic advisement on prerequisites, choice of courses, and course overload. Poor academic advisement is sometimes "self-inflicted" and/or approved by a University advisor. Hardship cases involve an examination of the student's withdrawal petition statement for validity, the use of sound judgement, often times counseling, and then referral to appropriate advisors or psychological counseling services. We must all remember that hardships and difficult situations do arise, are part of life, and we must account for them.

I applaud you for addressing one of the most important issues, the often-debated question of whether or not to give a WP or WF when the student has not as yet completed the course (especially early in the quarter) by using an asterisk *W*. I also like the "HW" so that hardship withdrawals can be identified and noted on the transcript.

The quality of our faculty, the quality of our instruction, and the methods by which faculty evaluate student achievement and mastery of subject matter, are very important when discussing matters concerning academic policy. The academic policies of the University are also very important, as the quality of the students and standards we use affect the integrity of our curriculum and instruction. It is true that high or low (strong or weak) standards are a reflection on the academic quality and image of the University.

Students are at the receiving end of our instruction, and, as we all know, there is a wide range of intellect, motivation, and levels of achievement within our student body. We also know that there are many theories and styles of pedagogy, as well as methods of evaluating students, among the more than 300 professors at CWU. Because of this, we must take into consideration the differences among students and the many opinions held by our faculty in establishing a feasible and equitable withdrawal policy.

The challenge is to implement a policy that is equitable, and especially less cumbersome and complicated than the present policy. It is very important to enact a policy that has fewer dates, less rules, and is better understood. Your *W* and HW recommendations do this. With this in mind, let me address my concerns and recommend some changes:

Proposed Withdrawal Policy

Withdrawal from individual courses

- Free withdrawal from individual courses will be permitted without permission or notation on the transcript at any time prior to the sixth day of instruction (change of schedule period). Withdrawing during this period is a change in the initial registration and no grade or symbol will be recorded. Students who discontinue attending class without officially withdrawing will receive a failing grade (F).

Note: This is essentially what we are now doing.

- A limited number of late course withdrawals will be permitted from the seventh day of instruction through the end of the eighth week of instruction according to the following schedule:

No. of credits earned (incl. transfer credits) at time of course withdrawal.	No. of uncontested withdrawals permitted.
0-44	2
45-89	2
90-134	2
135-179	2
180-224	1
etc.	1

Two uncontested withdrawals will be permitted for each 45 credits of instruction until 180 credits regardless of the student's status, i.e., postbaccalaureate, special, fifth-year, and graduate status. From 180 to 224 credits, only one withdrawal will be permitted. Transfer credits will be included in the calculation for eligibility for an uncontested withdrawal. Such peremptory withdrawals will be noted on the student's transcript with *W*. Unused withdrawal allocations will not be cumulative.

Students who find it difficult to attend class during the last two weeks of the quarter (which is final examination week and the week prior to it) will have the option to make a formal withdrawal from the University, which can be made at any time during the quarter, or they can file a hardship petition. If the latter option is pursued, failing grades will not constitute a hardship at this point.

NOTE: A survey of the number of withdrawals by academic status indicates that juniors and seniors take more W's than freshmen and sophomores (see the attached survey for Spring and Fall, 1987). Possible reasons are: There are larger numbers of upper-division students (juniors and seniors) than lower-division, a greater number of transfer students, and a higher percentage of students changing or "trying out" majors after 90 hours. Thus, I assume, the probability of students changing their minds and withdrawing from courses is greater. The latter statement is a guess on my part, but the fact is, the withdrawal rate is higher among juniors and seniors.

By leaving the student to exercise this limited option of preemptory withdrawals, the policy would be: 1) Easy to interpret and remember; 2) limited so that the carefree, wholesale withdrawals from courses are avoided, and; 3) restricted to the second through eighth week of the quarter; 4) offer the student the right (although limited) to determine whether or not to remain in a class, and; 5) reduces the amount of paperwork for all parties.

3. Summer Sessions: The Registrar will establish withdrawal dates consistent with state statute and University Policy, which will be pro-rated on the length of the class session.

NOTE: Summer Session, because of the different student body and various lengths of institutional periods, needs flexibility.

4. Hardship withdrawals during the quarter (or the equivalent deadline in the case of Summer Session) will be granted only upon written petition to and written approval by the Dean of Admissions and Records. The student must have discussed the reasons for the withdrawal with the course instructor and the Dean must consult with instructor to verify legitimate reasons when considering approval of a petition. Approved hardship withdrawals will be noted on the student's transcript with an "HW" (hardship withdrawal).

~~5. No withdrawals from individual courses may be made after the last day of instruction (i.e., no withdrawals will be permitted during or after the final examination period.)~~

6. No withdrawals of any kind will be calculated in to the student's grade average.

cb/9:11

cc: Undergraduate Council
Edward Harrington

Number of Individual Course Withdrawals Between
The Sixth Day and Fifth Week

<u>Spring</u>	<u>Number of Students</u>
FR	127
SO	142
JR	196
SR	225
UC5 (Unclassified fifth year- usually seeking a second degree)	19
FYR (fifth year, usually seeking certification)	1
GM (Graduate/Masters)	8
Total	721 withdrawals

56 of the 721 were approved after the 5th week by the Dean of Admissions & Records (73 Hardship Requests received from the fifth to the tenth week).

Fall (as of 11-18-87)

FR	143
SO	129
JR	195
SR	134
UC5	31
FYR	0
GM	11
SPU	5
Total	648

Total requests for Hardship so far this Fall are 85 (as of 11-24-87).

CURRICULUM PROPOSALS APPROVED BY THE UNIVERSITY CURRICULUM COMMITTEE AND FORWARDED TO THE SENATE

SAFETY EDUCATION CONTINUED

**PROPOSED
LOSS CONTROL MINOR**

Courses:	credits
PE 245 First Aid	3
S ED 180 Principles of Accident Prevention	3
LCM 386 Accident Investigation	3
LCM 383 Transportation Systems	3
LCM 387 Accident Investigation	3
LCM 388 Loss Control Management	3
LCM 486, or 487, or 488, or 489	3
Total	<u>21</u>

**ENGLISH
PROGRAM CHANGE
AS IT APPEARS**

**Teaching Major:
Junior High/Elementary**

Intended for students who wish to teach at the junior high or elementary levels and who plan to combine this major with another forty-five credit major or one or more minor programs.

Course Requirements:	Credits
ENG 140, 141, Introduction to Fiction Poetry OR	
ENG 248, 249 World Literature	9-10
ENG 300, Principles of English Studies	4
ENG 305, 306, 307, 308, 309. English and American Literature Period Courses	16
ENG 314, Advanced Composition	4
ENG 320, English Grammar	4
ENG 410, 411, 413, 499, Intensive Study Courses	3
ENG 430, Teaching English In Secondary School OR	
ENG 432, Children's Literature	3
ENG 492, Practicum	2
	<u>45-46</u>

**PROPOSED
Bachelor of Arts
Teaching Major**

Intended for students who wish to obtain the English endorsement 4-12, and who plan to combine this major with another forty-five credit major or one or more minor programs.

Course Requirements:	Credits
ENG 140, 141, Introduction to Fiction Poetry OR	
ENG 248, 249, World Literature	9-10
ENG 300, Principles of English Studies	4
ENG 305, 306, 307, 308, 309, English and American Literature Period Courses	16
ENG 314, Advanced Composition	4
ENG 320, English Grammar	4
ENG 410, 411, 413, 499, Intensive Study Courses	3
ENG 430, Teaching English in Secondary School	3
ENG 492, Practicum	2
	<u>45-46</u>

November 5, 1987

891

CURRICULUM PROPOSALS APPROVED BY THE UNIVERSITY
CURRICULUM COMMITTEE AND FORWARDED TO THE SENATE

INDUSTRIAL AND ENGINEERING TECHNOLOGY
PROGRAM CHANGES - editorial

B.S. Industrial Supervision
B.S. Industrial Electronics Technology

Only change is to accommodate the number change of MATH 120 to
MATH 162.

SOCIOLOGY
COURSE ADDITION

SOC 525. Society and Education (3). Social and cultural trends
that shape education and its future. Not open to students with
credit in SOC 425.