

2-1-1989

## CWU Faculty Senate Minutes - 02/01/1989

Sue Tirotta

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REGULAR FACULTY SENATE MEETING  
Central Washington University

February 1, 1989

Presiding Officer: Connie Roberts  
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 Bennett, Bundy, Carlson, Darda, Dixon, Evans and Jefferies.

Visitors: Don Schliesman, Carolyn Wells, Corwin King, Dale Comstock, Robert Edington, Tom Youngblood and Anne Denman.

CHANGES TO AGENDA

None

APPROVAL OF MINUTES

\*MOTION NO. 2676 Charles McGehee moved and Richard Alumbaugh seconded a motion to approve the minutes of the January 11, 1989 meeting as distributed. Motion passed.

COMMUNICATIONS

Connie Roberts reported the following correspondence:

-1/18/89 letter from Don Schliesman, Dean of Undergraduate Studies, stating that the Senate's proposal (MOTION NO. 2674 on January 11, 1989) to change the 1989-90 and 1990-91 quarterly calendar is being forwarded to the Provost and the President along with responses from other university groups (see Chair's report below).

-1/18/89 memo from Ethan Bergman, chair of the Senate Academic Affairs Committee, concerning the Course Repetition Policy (see Academic Affairs Committee Report below).

REPORTS

1. CHAIR

-Don Schliesman, Dean of Undergraduate Studies, reported that the President's Executive Group approved changes to the 1989-90 and 1990-91 quarterly calendar, and it has been distributed to departments. Since there are additional dates and some changes from the version passed by the Senate on January 11th, the finalized calendar is re-printed below:

CENTRAL WASHINGTON UNIVERSITY  
QUARTERLY CALENDAR

	1989-90	1990-91
<u>FALL QUARTER</u>		
Date admissions process for Fall Quarter should be completed	July 1	July 1
Advising and orientation of new students	September 18	September 17
Registration	September 18, 19, 20	September 17, 18, 19
Classes begin	September 21	September 20
Change of Class Schedule Period	September 21-27	September 20-26
Uncontested Withdrawal Period	Sept 28 - Nov 3	Sept 27 - Nov 2
Advising Week	October 23 - 27	October 22 - 26
Veterans' Day Holiday	November 10	November 12
Pre-registration for Winter Quarter	November 6 - 17	November 5 - 16
Thanksgiving Recess (begins Noon Wednesday)	Nov 22, 23, 24	Nov 21, 22, 23
Final days of Instruction and Examination Period	December 4 - 8	December 3 - 7
Days of Instruction:	53 1/2*	53 1/2*
<u>WINTER QUARTER</u>		
Date admissions process for Winter Quarter should be completed	December 1	December 1
Advising and orientation of new students	January 2	January 2
Registration	January 2	January 2
Classes begin	January 3	January 3
Change of Class Schedule Period	January 3 - 10	January 3 - 9
Martin Luther King, Jr's. Day Holiday	January 15	January 21
Uncontested Withdrawal Period	Jan 11 - Feb 9	Jan 10 - Feb 15
Advising Week	Jan 29 - Feb 2	Jan 28 - Feb 1
President's Day Holiday	February 19	February 18
Pre-registration for Spring Quarter	Feb 26 - March 6	Feb 25 - March 5
days of Instruction and Examination Period	March 12 - 16	March 11 - 15
Days of Instruction:	51*	50*

1. CHAIR, continuedSPRING QUARTER

Date admissions process for Spring Quarter should be completed	March 1	March 1
Advising and orientation of new students	March 26	March 25
Registration	March 26	March 25
Classes begin	March 27	March 26
Change of Class Schedule Period	March 27 - April 2	March 26 - April 1
Uncontested Withdrawal Period	April 3 - May 4	April 2 - May 3
Advising Week	April 30 - May 4	April 29 - May 3
Pre-registration for Fall Quarter	May 14 - 22	May 13 - 21
Memorial Day Holiday	May 28	May 27
Final days of Instruction and Examination Period	June 4 - 8	June 3 - 7
Commencement	June 9	June 8
Days of Instruction:	53*	53*

SUMMER QUARTER

Date admissions process for Summer Quarter should be completed	June 1	June 1
Special Workshops	June 11 - 15	June 10 - 14
Registration (for first and/or second terms)	June 18	June 17
Classes begin	June 19	June 18
Change of Class Schedule Period (1st and Full Terms)	June 19 - 22	June 18 - 21
Independence Day Holiday	July 4	July 4
Uncontested Withdrawal Period for 1st Term classes	June 22 - July 3	June 24 - July 8
First Term closes	July 18	July 17
Registration (for Second Term)	July 19	July 18
Classes begin (Second Term)	July 19	July 18
Change of Class Schedule Period (Second Term)	July 20 - 23	July 19 - 22
Uncontested Withdrawal Period for 2nd Term classes	July 24 - August 1	July 23 - August 1
Second and Full Terms Closes	August 17	August 16
Special Workshops	August 20 - 24	August 19 - 23

\*Includes week of final examinations

-Chair Roberts reported that Kelly Ainsworth has been selected as Director of International Programs, and he will begin his formal duties in May.

2. PRESIDENT

President Donald Garrity reported that his office is reviewing the subject matter of various legislative bills of potential interest to higher education. These include proposals concerning "branch campuses," tuition and fees and the state budget. Two Presidential Memograms titled "The Governor's Budget" and "Status Report on Tuition and Fees" were distributed campus-wide on January 24, 1989, and provide more specific information on these issues. The President emphasized the importance of developing alternatives to existing legislation which sets tuitions based upon a percentage of the cost of instruction.

Robert Edington, Provost and Vice President for Academic Affairs, added that the Interinstitutional Committee of Academic Officers (ICAO), which reports to the Council of Presidents (COP), has met with the House Higher Education Committee to discuss concerns related to Access (i.e., "branch campuses") and Assessment. He noted that most legislators seem to realize that there are flaws in the current "cost study" approach to setting tuitions, and he indicated that legislators have widely varied opinions regarding the validity and effectiveness of Assessment.

3. FACULTY LEGISLATIVE REPRESENTATIVE

Chair Roberts reported that, due to inclement weather, Faculty Legislative Representative Phil Backlund was unable to return from Olympia in time to attend the Senate meeting. Dr. Backlund is spending most Tuesdays and Wednesdays in Olympia, but he can be reached on Mondays, Thursdays and Fridays in his Communication Department office (963-1966).

4. ACADEMIC AFFAIRS COMMITTEE

Ethan Bergman presented a history of recent action concerning the "Course Repetition Policy:"

**Current Policy:** "Any course may be repeated. All grades earned will be used in computing the grade point average. Successful repetition of a course previously passed carries no additional credit, unless otherwise indicated in the course description. Courses may not be repeated on a credit/no credit basis." (p. 24, 87/89 University Catalog)

**History:**

- 4/27/88: Jennell Shelton (Student Representative to the Faculty Senate) submitted a student petition concerning "Repetition of Courses" to the Faculty Senate Executive Committee: "We the undersigned, being students of Central Washington University, wish to express our disapproval of the "grade averaging" system currently in use as it does not adequately reflect the knowledge of the student. We therefore support the abolishment of the current system and encourage its replacement by a "grade substitution" policy. The system for grading a course that has been taken over currently combines both the first and second grades earned averaged together to form a grade PERMANENTLY recorded on a transcript. Many students feel that the second grade earned reflects the final KNOWLEDGE of the subject and should therefore be the grade entered on the transcript. This petition is an attempt to reflect the amount of students sympathetic to this viewpoint. Your help in this matter is greatly appreciated." (740 student signatures)
- 5/13/88: The Faculty Senate Executive Committee referred the student petition to the Undergraduate Council, since that body was instrumental in creating the current course repetition policy.
- 5/26/88: The Undergraduate Council, after lengthy debate, did not reach a decision on the student petition by the end of Spring quarter 1988.
- 10/4/88: The Faculty Senate Executive Committee requested that the Undergraduate Council continue deliberation on the Course Repetition Policy.
- 12/8/88: After three and one-half meetings of discussion, the Undergraduate Council during its meeting December 7, 1988, approved a motion recommending a revised policy (see motion below).
- 1/6/89: The Senate Executive Committee referred the Undergraduate Council's recommendation to the Academic Affairs Committee and asked that the committee address three specific concerns (listed below).
- 1/18/89: The Senate Academic Affairs Committee agreed with the proposal of the Undergraduate Council and recommended adoption of the proposed Course Repetition Policy. The Academic Affairs Committee also addressed the following concerns:
1. Q: If a student repeats a course and receives a failing grade, will there be an appeals process?  
A: A Grade Appeal process is described in the Course Catalog (p. 25 in the 87-89 catalog). One appeal process is sufficient.
  2. Q: If a student repeats a course required in his/her major and receives a failing grade, what are the implications? Does this mean that the student must change majors?  
A: If the course needs to be completed as a major requirement and the course is failed upon repetition, the student may conclude that changing his/her major is appropriate.
  3. Q: Is there any "statute of limitations" on this policy? If a student repeats a course and receives a failing grade, can he/she then repeat the course at some future date?  
A: There is not a statute of limitations included in the proposal which we endorse.

**\*MOTION NO. 2677** Ethan Bergman moved and Steve Feller seconded a motion to approve the Course Repetition Policy as follows:

**COURSE REPETITION POLICY**

Some courses are approved for repetition with credit awarded each time the course is taken and passed. Such approval is indicated in the course description in this catalog.

Other courses may be repeated under the following conditions:

1. Students may repeat such courses only once, and credit will be awarded only once. This condition also applies to transfer courses that are repeated at Central.
2. When a course is repeated, only the second grade earned will be used in the computation of the cumulative grade point average, however both grades will remain in the student's official record.
3. Major grade point averages will be computed on the same basis as described above when major courses are repeated.

Implement Fall, 1989.

4. ACADEMIC AFFAIRS COMMITTEE, continued

Registrar Carolyn Wells pointed out that although the history of the Course Repetition Policy implies that the first and second grades from a repeated course are "averaged" to form a third grade, in actuality all grades earned must be shown on the transcript according to law; "grade averaging" applies only in computation of the Grade Point Average. In response to questions, she added that 1) enrollment in individual courses will continue to be on a "first come, first served" basis, with no preference being given to either those enrolling in a course for the first time or those repeating a course; 2) if the proposed policy is approved, both grades earned would appear on the transcript, with only the second grade earned being computed in the Grade Point Average, and this would apply even if the second grade earned were lower than the first grade earned in a repeated course; and 3) a student who received a passing grade in his first attempt at a course and a failing grade in his second attempt would then lose all credit hours previously earned for that course. The Registrar also noted that 148 courses were repeated this quarter, and 159 were repeated last quarter.

Dale Comstock, Dean of Graduate Studies & Research, asked the Registrar if the implications of such a policy change to Graduate students had been considered and what the cost of altering existing software to accommodate such a policy would entail. The Registrar replied that she had contacted other schools that use the SIS computer system and had found that a manual computer entry would have to be made for each course repeated, and this would require more employee hours.

Robert Edington, Provost and Vice President for Academic Affairs, added that, since the method of computation of Grade Point Averages varies so widely among undergraduate institutions, many graduate schools review all grades earned on an individual basis, with little regard for total GPA. Dean Comstock supported the assumption that graduate candidates' entire records are considered before acceptance, and it was agreed that the proposed policy might mislead students regarding their acceptability to graduate schools.

Senators questioned the advisability of including a minimum grade before course repetition would be allowed and the impact on students who may have to leave their major if a second attempt at a required course resulted in failure. Corwin King, Chair of the Undergraduate Council, reported that his committee engaged in wide-ranging discussions concerning the policy, and they found that the students most likely to repeat a course are those who have failed it.

\*MOTION NO. 2678 Charles McGehee moved and Ken Gamon seconded a motion to return the proposed Course Repetition Policy to the Senate Academic Affairs Committee with instructions to consult with the Graduate Council before returning a proposal to the Faculty Senate. Motion passed.

5. BUDGET COMMITTEE

None

6. CODE COMMITTEE

*In the absence of the Chair of the Code Committee, Committee Member Victor Marx offered his own views, NOT a committee report:*

~~Victor Marx reported that~~ Assistant Attorney General Teresa Kulik is still reviewing the proposed Early Retirement Option, with emphasis on the potential for age discrimination associated with such a program. In response to questions, he added that it is unknown at this time whether the university would consider matching Social Security contributions for income earned under the Early Retirement Program, but he confirmed that other personnel benefits would be excluded under the program.

7. CURRICULUM COMMITTEE

\*MOTION NO. 2679 Warren Street moved approval of University Curriculum Committee pages 962-993 with the following changes:

- UCC Page 963: Change all "T-IE" prefixes to "IET."
- UCC Page 964: Change "P" in "NonProfit" to lower case "p."
- UCC Page 965: Bachelor of Science Major: "counting" should read "Accounting."
- UCC Pages 966-968: Precede "Core Requirements" with "B." Precede "Non-Economics Requirement" with "C." Title the next subtotal to follow section C: "Sections A,B and C Subtotal." Precede "Electives (with prior...)" with "D."
- UCC Page 967: Indent "ACCT 302" on the last line, column 1. Insert "faculty" after "Advisors: Any member of Economics."
- UCC Page 969: In ADOM 389 description, change "ADI, 202A..." to "ADOM 202A..."
- UCC Page 971: In program title, change "(Broad Area)" to "(Broad Area)."
- UCC Page 980: In both course descriptions, delete last sentence ("Cross listed with...") and replace with "Also listed as ME 499.1 [or HOCT 499.1]. Students may not receive credit for both."
- UCC Page 981: The "30" at the bottom of the page should actually appear opposite "Electives by approval" at the top of the second column of proposed courses. Note that "Elect" should be "Electives."

(continued)

7. CURRICULUM COMMITTEE, continued

\*MOTION 2679, continued

- UCC Page 984: "ENG 305-307" should be "ENG 305, 306 OR 307." "ENG 308-309" should be "ENG 308 OR 309."
- UCC Page 986: In OD 593.C, "Organizational" has been misspelled in the course title.
- UCC Page 991: In PSY 501 description, replace "parameters" with "conditions."
- UCC Page 992: In the proposed program description, the words "except the thesis" should be inserted at the end of the third sentence ("Note: Candidates who have already received a master's degree..."). In the program listing of prerequisites, precede the course numbers with "PSY." In the list of required courses, replace the wording "M.Ed. Awarded" with "M.Ed. Component Total." In the list of required courses, insert "Total" before "Additional Credits for Certification." In two places in the program description, the word "masters" should be changed to "master's."

Motion passed.

<u>PAGE</u>		
962	Music Education Major/Instrumental Music	Program Option Addition
962	Music Education Major/Choral Music	Program Option Addition
962-63	B.S./Industrial Supervision	Program Change
963	ACCT 492	Course Addition
963	ACCT 444	Course Addition
963	ACCT 253	Course Addition
964-65a	B.S./Accounting Major	Program Change
966	MUS 500	Course Addition
966	BSED 500	Course Addition
966	ME 500	Course Addition
966	B.S./Business Economics	Program Change
967	B.S./Operations Analysis	Program Change
968	General Economics	Program Change
968-69	Music Education/Broad Area Major	Program Change
969	ADOM 389	Course Addition
969	BSED/ME 525	Course Addition
970-72	B.S./Business Education - Teaching Major	Program Change
972-73	B.S./Bus.Ed.-Teaching Major/Marketing Education	Program Change
973-74	M.Ed./BEAM-Business and Marketing Education	Program Change
975-77	M.Ed./BEAM-Administrative Office Mgmt. Major	Program Change
977-78	B.S./BEAM-Administrative Office Mgmt. Minor	Program Change
978	BEAM/Office Information Processing Minor	Program Change
979	BEAM/Business Education Minor	Program Change
979	COM 305	Course Addition
979	COMM/BEAM-Advertising Minor	Program Addition
980	HOCT 499.1	Course Addition
980	ME 499.1	Course Addition
981	B.S./Executive Secretary Major	Program Change
982	BEAM/HOCT-B.S./Fashion Merchandising	Program Change
983	CPSC 458	Course Addition
983	CPSC/Artificial Intelligence Option	Program Option Addition
983	POSC 385	Course Addition
983	POSC 486	Course Addition
983	POSC 377	Course Addition
983	ENG 422	Course Addition
984	B.A./B.A.Ed.-Elementary Language Arts Major	Program Change
984-85	Social Services Major	Program Change
985	Social Services Minor	Program Change
985	OD 551	Course Addition
986	OD 593.A.	Course Addition
986	OD 593.B.	Course Addition
986	OD 593.C.	Course Addition
986	OD 590	Course Addition
986-88	M.S./Psychology-Organizational Development	Program Change
988	PSY 568	Course Addition
988-90	M.S./Counseling Psychology	Program Change
991	Language Arts Major-Elementary	Program Change
991	PSY 501	Course Addition
992	M.Ed./School Psychology	Program Change
993	M.A./English-Teaching Option	Program Option Addition

8. PERSONNEL COMMITTEE - None

VI. OLD BUSINESS - None

VII. NEW BUSINESS - None

VIII. ADJOURNMENT

Meeting was adjourned at 4:00 p.m.

\*\*\*SENATORS: PLEASE REVIEW THE PROPOSED COURSE REPETITION POLICY  
ON THE BACK OF THIS AGENDA BEFORE THE MEETING. THANK YOU.  
\*\*\*\*\*

FACULTY SENATE REGULAR MEETING  
3:10 p.m., Wednesday, February 1, 1989  
SUB 204-205

- I. ROLL CALL
- II. CHANGES TO AGENDA
- III. APPROVAL OF MINUTES - January 11, 1989
- IV. COMMUNICATIONS
  - 1/18/89 letter from Don Schliesman, Dean of Undergraduate Studies, stating that the Senate's proposal to change the 1989-90 and 1990-91 quarterly calendar is being forwarded to the Provost and the President along with responses from other university groups.
  - 1/18/89 memo from Ethan Bergman, chair of the Academic Affairs Committee, concerning the Course Repetition Policy. See Academic Affairs Committee Report below.
- V. REPORTS
  - 1. Chair
  - 2. President
  - 3. Faculty Legislative Representative - Phil Backlund
  - 4. Academic Affairs Committee
    - Course Repetition Policy (see attached motion)
  - 5. Budget Committee
  - 6. Code Committee
  - 7. Curriculum Committee
    - UCC Pages 962-996
  - 8. Personnel Committee
- VI. OLD BUSINESS
- VII. NEW BUSINESS
- VIII. ADJOURNMENT

\*\*\* NEXT REGULAR FACULTY SENATE MEETING: February 22, 1989 \*\*\*

ACADEMIC AFFAIRS COMMITTEE -

COURSE REPETITION POLICY

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Implement Fall, 1989.

- \*\*\*\*\*
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A: There is not a statute of limitations included in the proposal which we endorse.



Richard ALUMBAUGH  
 Jay BACHRACH  
 Kenneth BANTZ  
 Robert BENNETT  
 Ethan BERGMAN  
 Larry BUNDY  
 Frank CARLSON  
 FRANK CIOFFI  
 John CLARK  
 Ken CORY  
 David DARDA  
 Ed DIXON  
 Barry DONAHUE  
 Betty EVANS  
 Steven FARKAS  
 Ken GAMON  
 Donald GARRITY  
 Beverly HECKART  
 Stephen JEFFERIES  
 ~~Peter LANEY~~  
 Nancy LESTER  
 Richard MACK  
 Linda MARRA  
 Victor MARX  
 Charles McGEHEE  
 Wells McINELLY  
 Patrick McLAUGHLIN  
 Gary PARSON  
 ~~Michael PAULOS~~  
 John RESSLER  
 Connie ROBERTS  
 Jennell SHELTON  
 ~~Arne SIPPOLA~~  
 Warren STREET  
 Alan TAYLOR  
 Bill VANCE  
 Randall WALLACE  
 Rex WIRTH  
 Norman WOLFORD

Susan LONBORG  
 Peter BURKHOLDER  
 Dick WASSON  
 David GEE  
 Ed GOLDEN  
 Cal GREATSINGER  
 David CANZLER  
 Gary GALBRAITH  
 John CARR  
 Hal OTT  
 Bernard MARTIN  
 Richard LEINAWEAVER  
 Don RINGE  
 Stephen HINTHORNE  
 Robert EDINGTON  
 Larry LOWTHER  
 Scott RICARDO  
 Kelton KNIGHT  
 R.J. CARBAUGH  
 Wendy RICHARDS  
 William SCHMIDT  
 Frank SESSIONS  
 Don WISE  
 Patrick OWENS  
 George KESLING  
 Otto JAKUBEK  
 Ken HARSHA  
 Minerva CAPLES  
 Max ZWANZIGER  
 Roger GARRETT  
 Karl CLONINGER  
 Jack MCPHERSON

✓ ~~Ken GAMON~~ → FELIER, Steve  
 ✓ ~~Donald GARRITY~~ → Gossard  
 ✓ ~~Arne SIPPOLA~~ ← CAPLES

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

February 1, 1989  
DATE

VISITOR SIGN-IN SHEET

Don Schliesman

Carolyn Wells

Gravin King

Ale Bonstock

Bob Edington

Tom Youngblood

Bane Denson

(Empty lined area for additional sign-ins)

JAN 20 1989

Central  
Washington  
University



Dean of Undergraduate Studies

Bouillon 2071  
Ellensburg, Washington 98926

(509) 963-1403

January 18, 1989

Connie Roberts, Chair  
Faculty Senate  
Central Washington University  
Campus

Dear Ms. Roberts:

Thank you for your letter of January 17 sharing Faculty Senate reaction to possible changing of the academic calendar for 1989-90 and 1990-91. The Senate recommendation is being forwarded, along with responses from other university groups, to Provost Edington and President Garrity for action.

The comments in your letter about deadlines for Board of Trustees agenda led me to believe that you think the academic calendar goes to that group for approval. That is not the case. The holiday schedule is approved by the Board, but the academic calendar is not. Final authority on the calendar is the President.

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in cursive script, appearing to read "Don".

Donald M. Schliesman  
Dean of Undergraduate Studies

rd

c: Provost Edington  
President Garrity

Approved 11/89 By  
Pres. & Exec. Comm.

CENTRAL WASHINGTON UNIVERSITY  
QUARTERLY CALENDAR

FALL QUARTER

Date admissions process for Fall Quarter should be completed  
Advising and orientation of new students  
Registration  
Classes begin  
Change of Class Schedule Period  
Uncontested Withdrawal Period  
Advising Week  
Veterans Day Holiday  
Pre-registration for Winter Quarter  
Thanksgiving Recess (begins Noon Wednesday)  
Final days of Instruction and Examination Period

1989-90

July 1  
September 18  
September 18, 19, 20  
September 21  
September 21 - 27  
Sept 28 - Oct 27 *11/3*  
October 23 - 27  
November 10  
November 6 - 17  
November 22, 23, 24  
December 4 - 8

1990-91

July 1  
September 17  
September 17, 18, 19  
September 20  
September 20 - 26  
Sept 27 - Oct 26 *11/2*  
October 22 - 26  
November 12  
November 5 - 16  
November 21, 22, 23  
December 3 - 7

Days of Instruction 53 1/2\*

WINTER QUARTER

Date admissions process for Winter Quarter should be completed  
Advising and orientation of new students  
Registration  
Classes begin  
Change of Class Schedule Period  
Martin Luther King Jr's. Day Holiday  
Uncontested Withdrawal Period  
Advising Week  
President's Day Holiday  
Pre-registration for Spring Quarter  
Final days of Instruction and Examination Period

December 1  
January 2  
January 2  
January 3  
January 3 - 10  
January 15  
Jan 11 - Feb 9  
Jan 29 - Feb 2  
February 19  
Feb 26 - Mar 6  
March 12 - 16

December 1  
January 2  
January 2  
January 3  
January 3 - 9  
January 21  
Jan 10 - Feb 8 *2/15*  
Jan 28 - Feb 1  
February 18  
Feb 25 - Mar 6 *3/5*  
March 11 - 15

Days of Instruction 51\* and 50\*

SPRING QUARTER

Date admissions process for Spring Quarter should be completed  
Advising and orientation of new students  
Registration  
Classes begin  
Change of Class Schedule Period  
Uncontested Withdrawal Period  
Advising Week  
Pre-registration for Fall Quarter  
Memorial Day Holiday  
Final days of Instruction and Examination Period  
Commencement

March 1  
March 26  
March 26  
March 27  
March 27 - April 2  
April 3 - May 4  
April 30 - May 4  
May 14 - 22  
May 28  
June 4 - 8  
June 9

March 1  
March 25  
March 25  
March 26  
March 26 - April 1  
April 2 - May 3  
April 29 - May 3  
May 13 - 21  
May 27  
June 3 - 7  
June 8

Days of Instruction 53\*

SUMMER QUARTER

Date admissions process for Summer Quarter should be completed  
Special Workshops  
Registration (for first and/or second terms)  
Classes begin  
Change of Class Schedule Period (First and Full Terms)  
Independence Day Holiday  
Uncontested Withdrawal Period for First Term classes  
First Term closes  
Registration (for Second Term)  
Classes begin (Second Term)  
Change of Class Schedule Period (Second Term)  
Uncontested Withdrawal Period for Second Term Classes  
Second and Full Terms Close  
Special Workshops

June 1  
June 11 - 15  
June 18  
June 19  
June 19 - 22  
July 4  
June 22 - July 3  
July 18  
July 19  
July 19  
July 20 - 23  
July 24 - Aug 1  
August 17  
August 20 - 24

June 1  
June 10 - 14  
June 17  
June 18  
June 18 - 21  
July 4  
June 24 - July 8  
July 17  
July 18  
July 18  
July 19 - 22  
July 23 - Aug 1  
August 16  
August 19 - 23

\*Includes week of final examinations



Central Washington University  
 Donald L. Garrity  
 President

# Presidential Memorandum

January 24, 1989

Report No. 24

## THE GOVERNOR'S BUDGET

The budget presented by the Governor is of interest to us because it is the starting point for discussions and presents a benchmark against which future proposals can be judged. The final budget passed by the Legislature will undoubtedly look different than that proposed.

The proposal for Central is as follows:

### A. Carry forward costs

1. Faculty salaries (continue increments - new biennium) .....	\$1,967,318
2. Classified salaries (continue increments - new biennium) .....	481,068
3. General inflation .....	899,074
4. Health insurance .....	540,364
5. Library inflation .....	146,671
6. Other .....	575,648
	<u>\$4,610,143</u>
Base 87-89 .....	69,694,022
TOTAL .....	<u>\$74,304,165</u>
Less 1.2% cut .....	<u>- 891,653</u>
	<u>\$73,412,512</u>

### B. Enhancements

1. a. Faculty, professional, and graduate assistant salary improvement - 3 percent in addition to 3 percent proposed for all state employees each January (6 percent + 6 percent)	
b. Classified staff salary improvement - 3 percent January each year	
c. Student employees salary adjustment	
	<u>\$3,258,125</u>
2. Instructional support .....	397,200
3. On-campus enrollment increase of 100 FTE .....	654,500
4. Yakima Center (20 FTE 1st year and 18 FTE 2nd year - Total 38) .....	261,000
5. Master in Teaching .....	537,333
TOTAL .....	<u>\$5,108,158</u>

The enrollment adjustments in FTE proposed for the affected institutions are:

	89-90	90-91	TOTAL
CWU Main	100	0	100
Yakima	20	18	38
UW Evening	0	139	139
Bothell	0	175	175
Pierce	0	175	175
WSU Vancouver	38	33	71
Tri-Cities	5	5	10
TESC Main	100	0	100
WWU Main	200	150	350

The 1.2 percent cut was applied to the carry forward budget of all agencies. The consequence for us is to essentially eliminate inflation and to make an arbitrary shift of the budget within the university.

The Governor's recommendation represents a decrease in the proportion of the total state budget devoted to all higher education and to the four-year institutions. The figures are:


	<b>87-89</b>	<b>Proposed 89-91</b>
Higher Education	15.8%	15.1%
4-year	10.6%	10.16%

The proposal for Central's Capital budget is fairly favorable. It is:

1. Barge Hall - planning and working drawings ..... \$ 600,000
2. Asbestos abatement ..... 1,000,000
3. Life and Safety items ..... 831,000
4. Telecommunications Phase II ..... 1,443,000
5. Animal Facility ..... 1,547,000
6. Shaw-Smyser remodel ..... 2,405,900
7. Minor capital projects ..... 5,156,600

The item which causes serious concern in the Governor's Capital budget proposal for the state is the expenditure of \$45 million on branch campus construction.

We will be happy to provide any further information you might wish and discuss any items which interest you.





**Central Washington University**  
**Donald L. Garrity**  
**President**

# Presidential Memorandum

Report No. 23

January 24, 1989

## STATUS REPORT ON TUITION AND FEES

The Governor's Budget Request released on the first of December contains the following increase in Tuition and Fee levels for the coming 1989-91 biennium for the regional schools, including Central. These rates reflect current statutory authority:

### TOTAL TUITION & FEES

	1988-89 Scheduled Amount	1989-90 Proposed Amt. %Inc	1990-91 Proposed Amt. %Inc
Resident Undergraduate	\$1,317	\$1,470 12%	\$1,554 6%
Resident Graduate	\$1,863	\$2,907 56%	\$3,084 6%

Clearly increases of this magnitude are of major concern to Central. We are unable to explain what might account for the dramatic change in the data which purport to support these figures. We believe that the increases are excessive and need to be reduced.

By way of background, it may be helpful to understand what is meant by "Tuition and Fees" and how the setting of fee levels is done. The current Resident Undergraduate fee of \$1,317 per year is \$439 per quarter. This amount is made up of five parts as follows:

063 Tuition	001 Operating	522 Service & ASC	573 Activity Bonds	860 Loan	Total
\$25	\$329	\$49	\$25	\$11	\$439

The 063 Fund or "Tuition" amount goes to the Central fund dedicated to capital (facilities) needs. The 001 Fund or "Operating" amount goes to the state general fund to fund partially Central's operating budget. The 522 Fund or "ASC" amount goes to support the SUB debt service and operating costs and ASC activities. The 573 Fund amount goes to support, in part, debt service on the residence halls and dining halls. Finally, the 860 Fund or "Loan" amount goes toward student financial aid. There are similar arrays for the other categories of fee payees, Resident Graduate, Non-Resident Undergraduate, and so forth.

In accordance with the law, the Higher Education Coordinating Board (HECB) recently determined "...amounts constituting approved undergraduate and graduate educational costs..." These costs were then translated into tuition and fee levels for the 1989-1991 biennium. The cost amount was determined by the HECB through a cost study this past year of 1986-1987 data. Under the current statute, the Tuition and Fee level is then set at 33 percent of cost for UW and WSU, 25 percent of cost for the regionals, and 23 percent of cost for the community colleges. This is what is reflected in the Governor's budget and is what will happen if no new legislation is passed.

The HECB has proposed that current tuition and fee laws be significantly changed as follows:

1. Tuition and fee levels be established at the national averages by educational sector, and by degree level. Under such a proposal in cases where reductions might occur, no such reductions from the 1988-1989 tuition and fee rates would take place;
2. The current threshold that distinguishes between part-time and full-time students for tuition and fee purposes be modified from 10 to 12 credit hours for undergraduates beginning with Fall 1989 term;

3. The current minimum charge for two credit hours per term be continued; and
4. The current surcharge for more than 18 credit hours per term be discontinued.

If the HECB tuition proposal and its resultant rates were adopted by the Legislature, the Resident Undergraduate rates would go from \$1,317 in 1988-89 to \$1,557 in 1989-90 and \$1,653 in 1990-1991 or 18 percent and six percent, respectively. The Resident Graduate rate would not change from its present level of \$1,863.

At this time it is not clear what the Legislature will do regarding Tuition and Fees, if anything. If the Legislature does not act to change the current law, then the rates in the Governor's Budget will be implemented pursuant to that law. The Senate Ways and Means Committee has indicated its intent to hold separate hearings on this question in the near future.

*Ronald L. Gentry*

TOTAL TUITION & FEES

	1988-89	1989-90	1990-91
Undergraduate	1,317	1,557	1,653
Graduate	1,863	1,863	1,863
<hr/>			
<i>(Faint text and additional table rows are present but illegible due to low contrast and bleed-through.)</i>			



JAN 20 1989

Central  
Washington  
University



Department of Home Economics  
Family and Consumer Studies

Ellensburg, Washington 98926

(509) 963-2766

MEMO

TO: Connie Roberts, Chair, Senate Executive Committee

FROM: Ethan Bergman, <sup>CB</sup>Chair Senate Academic Affairs Committee

DATE: January 18, 1989

RE: Course Repetition Policy

The Academic Affairs Committee met January 18, 1989 and discussed the Course Repetition Policy proposal generated by the Undergraduate Council. We agree with the proposal and would like to recommend that it be adopted as stated in Dean Schliesman's letter dated December 8, 1989 (see attached). Therefore, we make a motion to adopt the policy as stated in the letter.

We also discussed the concerns expressed by the Senate Executive Committee. The following is our reaction to those concerns:

First concern: If a student repeats a course and receives a failing grade, will there be an appeals process?

Our reaction: A Grade Appeal process is described in the Course Catalog (p. 25 in the 87/89 catalog). One appeal process is sufficient.

Second concern: If a student repeats a course required in his/her major and receives a failing grade, what are the implications? Does this mean that the student must change majors?

Our reaction: If the course needs to be completed as a major requirement and the course is failed upon repetition, the student may conclude that changing his/her major is appropriate.

Third concern: Is there any "statute of limitations" on this policy? If a student repeats a course and receives a failing grade, can he/she then repeat the course at some future date?

Our reaction: There is not a statute of limitations included in the proposal which we endorse.

DEC 12 1988

Central  
Washington  
University.

December 8, 1988



Dean of Undergraduate Studies

Bouillon 207 I  
Ellensburg, Washington 98926

(509) 963-1403

Connie Roberts, Chair  
Faculty Senate  
Central Washington University  
Campus

Dear Dr. Roberts:

Last October you sent a letter saying the Senate Executive Committee requested the Undergraduate Council to continue deliberation on the student petition on repeating courses. After three and one-half meetings of discussion the Council during its meeting December 7, 1988, approved a motion recommending the following policy:

Some courses are approved for repetition with credit awarded each time the course is taken and passed. Such approval is indicated in the course description in this catalog.

Other courses may be repeated under the following conditions:

1. Students may repeat such courses only once, and credit will be awarded only once. This condition also applies to transfer courses that are repeated at Central. ]

2. When a course is repeated, only the second grade earned will be used in the computation of the cumulative grade point average, however both grades will remain in the student's official record.

3. Major grade point averages will be computed on the same basis as described above when major course are repeated.

transfer  
10/22/88

Implement Fall, 1989.

I recommend it to the Faculty Senate.

Sincerely,

Donald M. Schliesman  
Dean of Undergraduate Studies

rd

FACULTY SENATE CURRICULUM COMMITTEE  
ALTERATIONS TO UCC PAGES 962-996

APPENDED PAGES: UCC pages 966-968 present proposed Economics major specializations. These three specializations branch from a common set of "pre-admission requirement" courses, which is described in the department narrative. A copy of this narrative is attached, to clarify the relationships between the specializations and the pre-admission requirements.

PAGE

- 963 Change all T-IE prefixes to IET.
- 964 Change P in NonProfit to lower case p  
Heading "Admission Requirements" should be flush with left margin.
- 965 Bachelor of Science Major: "counting" should read "Accounting"
- 966, 967, & 968: Precede "Core Requirements" with "B."  
Precede "Non-Economics Requirement" with "C."  
Title the next subtotal to follow section C,  
"Sections A, B, and C Subtotal"  
Precede "Electives (with prior ...)" with "D."
- 967 Indent "ACCT 302" on the last line, column 1  
Insert "faculty" after "Advisors: Any member of Economics"
- 969 In ADOM 389 description, change "ADI, 202A..." to "ADOM 202A..."
- 971 In program title, change "(Broad) Area" to "(Broad Area)"
- 980 In both course descriptions, delete last sentence ("Cross listed with ...") and replace with "Also listed as ME 499.1 [or HOCT 499.1]. Students may not receive credit for both."
- 981 The "30" at the bottom of the page should actually appear opposite "Electives by approval" at the top of the second column of proposed courses. Note that "Elect" should be "Electives"
- 984 "ENG 305-307" should be "ENG 305, 306, OR 307"  
"ENG 308-309" should be "ENG 308 OR 309"
- 986 In OD 593.C, "Organizational" has been misspelled in the course title.
- 991 In PSY 501 description, replace "parameters" with "conditions."
- 992 In the proposed program description, the words "except the thesis" should be inserted at the end of the third sentence ("Note: Candidates who have already received a master's degree....").  
In the program listing of prerequisites, precede the course numbers with "PSY"  
In the list of required courses, replace the wording "M.Ed. Awarded" with "M.Ed. Component Total"  
In the list of required courses, insert "Total" before "Additional Credits for Certification"  
In two places in the program description, the word "masters" should be changed to "master's"
- 994-996 These pages were received by the committee on the day it met. They will be reviewed and submitted for action at the next Senate meeting. No action is recommended at this time.

## ECONOMICS

### Chair:

Donald J. Cocheba  
Language & Literature Building 100L

### Professors:

Robert J. Carbaugh  
Donald J. Cocheba  
Wolfgang W. Franz  
Gerald P. Gunn  
W. Clair Lillard  
Richard S. Mack  
Badiul A. Majumdar - Tri-Cities Program

### Associate Professor:

Peter J. Saunders

### Assistant Professors:

David W. Hedrick  
Steven D. Smith, Extended Degree Centers

Positions of responsibility in today's world are usually held by individuals who have the capacity to analyze complex problems and make intelligent decisions. The study of economics will help you learn how to think logically and use the tools of the economic profession to analyze "real world" problems and opportunities. The Economics department offers Bachelor of Science degrees in Economics with specializations in Business Economics, Operations Analysis and General Economics.

### Honors in Economics

The Economics faculty offers an honors program to stimulate and challenge students to high levels of academic achievement. Interested students should consult with the economics chairperson.

### Transfer Credits for a Degree in Economics

Transfer students earning fewer than 45 quarter credits in their major at CWU must receive approval from the School Dean prior to graduation. Upper division major courses may be transferred toward meeting the degree requirements only with approval of the School Dean or designee.

### Admission Requirements

Students must apply and be admitted to the major prior to beginning 300-400 level courses in the School of Business and Economics. At time of application all 200 level core requirements should be substantially completed. Application forms are available in the department offices. The completed form must be accompanied by a current credit evaluation from the office of the Registrar.

Admission shall be based on grades earned in the following sophomore (200) level courses. English 101 and English 102 must also be completed before

Admission.

A.	Pre-admission Requirements	Credits
	ECON 201 Principles of Economics, Micro	5
	ECON 202 Principles of Economics, Macro	5
	BUS 221 Business Statistics (1)	5
		<hr/>
		15

(1) Prerequisite: ADOM 202B and MATH 130.1

A cumulative grade point average of 2.25 in the above courses must be achieved with a minimum grade of "C-" (1.70) in each course. The credit/no credit option will not be accepted for any of these courses. The applicant must have earned a minimum cumulative GPA of 2.0 in all collegiate study. These criteria also apply to equivalent courses transferred from other institutions.

Students who have met all the above requirements will be admitted. However, if the number of eligible applicants exceeds available space, acceptance will be competitive, based on a selection index. Students who have not met all of the above requirements may be admitted conditionally by permission of the School Dean or designee.

Students majoring outside the School of Business and Economics who are required to take Economics courses for either their major or minor will be eligible to enroll in upper division courses upon the request of the chair of their major department. These students will be given priority over other non-school majors wishing to enroll in upper division Economics courses and will be enrolled on a space available basis. All students must have taken prerequisites for courses prior to enrollment.

#### Bachelor of Science Major

Students may enroll for these courses after admission to the Economics major. Core requirements cannot be taken pass/fail (credit/no credit) by Economics majors.

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

**ECONOMICS PROGRAM CHANGE AS IT APPEARS**

**B.S. Business Economics Major**

For students with an interest in business employment. Highly recommended supporting courses: MATH 170, ADOM 379, and FIN 370. MATH 130.1 or equivalent must be completed in order to be admitted to MS 221.

Required:	Credits
ECON 201, Principles of Economics - Micro .....	5
ECON 202, Principles of Economics - Macro .....	5
MS 221, Introduction to Decision Sciences .....	5
ECON 301, Intermediate Microeconomic Analysis .....	5
ECON 302, Intermediate Macroeconomic Analysis .....	5
ECON 452, Managerial Economics .....	5
ACCT 251, Principles of Accounting I .....	5
ACCT 252, Principles of Accounting II (5) .....	5
OR	
ACCT 302, Advanced Managerial Accounting (5).....	5
At least one of the following: .....	4-5
AOM 385, Business Communication and Report Writing (5)	
COM 345, Business and Professional Speaking (4)	
ENG 310, Technical Writing (4) (Highly recommended)	

**Electives:**

15 credits of any 300 or 400 level Economics courses with exception of ECON 396, ECON 490 or ECON 496.....15

Plus an additional 10 credits from 300 and 400 level courses in Economics, Business Administration or Accounting, as approved by an economics advisor.....10

TOTAL CREDITS 69-70

**PROPOSED**

**Business Economics**

Advisors: Any member of Economics faculty

This specialization is for students with an interest in business employment. Highly recommended supporting courses include: MATH 170 and BUS 370.

Core Requirements	Credits
ECON 301, Intermediate Microeconomic Analysis	5
ECON 302, Intermediate Macroeconomic Analysis	5
ECON 452, Managerial Economics	5
ACCT 251, Financial Accounting I	5
ACCT 253, Managerial Accounting OR	
ACCT 302, Advanced Managerial Accounting	<u>5</u>
	25

**Non-Economics Requirement**

One of the following:

- ADOM 385 (5)
- COM 345 (4)
- ENG 310 (4)

4-5  
44-45

Electives (with prior approval of Economics advisor)

A minimum of 25 credits from the following list:

- 300-400 level Economics courses (except ECON 396, ECON 490, ECON 496) 15
- 300-400 level Accounting, Business Administration and Economics courses 10

TOTAL 69-70

COURSE ADDITIONS - 500's  
MUS 500. Professional Development (1-5). Development topics and issues for in-service and continuing education of professionals. Not applicable to degrees nor institutional requirements for endorsements or teaching certificates offered through the University.  
BSED 500. Professional Development. Same as above  
ME 500. Professional Development. Same as above.

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

ECONOMICS CONTINUED  
AS IT APPEARS

BACHELOR OF SCIENCE

OPERATIONS ANALYSIS MAJOR

Recommended for students with an interest in the application of quantitative techniques to the analysis of complex issues in the private and public sectors of our economy and for Economics majors who plan to pursue an M.B.A. A minor in Computer Science is recommended.  
Students must complete MATH 130.1 prior to enrolling in MS 221 and MATH 170 prior to enrolling in MS 323. Note that ACCT 251 or ACT 301 may be used as a prerequisite for ACCT 302.

Required:	Credits
ECON 201, Principles of Economics - Micro .....	5
ECON 202, Principles of Economics - Macro .....	5
ECON 301, Intermediate Microeconomic Analysis .....	5
ECON 302, Intermediate Macroeconomic Analysis .....	5
ECON 452, Managerial Economics .....	5
ECON 324, Introduction to Econometrics .....	5
ECON 422, Applied Operations Analysis .....	4
ECON 426, Economic Research .....	5
MS 221, Introduction to Decision Sciences .....	5
MS 323, Management Science I .....	4
MS 324, Management Science II .....	5
FIN 370, Business Finance .....	5
MS 410, Application to Digital Computers .....	5
ACCT 301, Managerial Accounting Analysis .....	5
CPSC 110, Fundamentals of Computer Science I .....	4
Select at least one of the following: .....	4-5
ADOM 385, Business Communication and Report Writing (5)	
COM 345, Business and Professional Speaking (4)	
ENG 310, Technical Writing (4) (Highly recommended)	

Electives:

Select at least one of the following	
5-credit courses .....	5
ACCT 302, Advanced Managerial Accounting	
ACCT 305, Cost Accounting	
MGT 435, Production Management or any other	
300 or 400 level Economics course as	
approved by Economics advisor.	

TOTAL CREDITS 81-82

PROPOSED

Operations Analysis

Advisors: Any member of Economics

This specialization is recommended for students with an interest in the application of quantitative techniques to the analysis of complex problems and opportunities in economics and business. A minor in Computer Science is recommended and MATH 172.1, MATH 172.2 and MATH 265 are recommended as supporting courses.

Core Requirements	Credits		Credits
ECON 301 Intermediate Microeconomic Analysis	5	(2) Prerequisite: MATH 170 OR 172.1	
ECON 302 Intermediate Macroeconomic Analysis	5		
ECON 324 Introduction to Econometrics	5	Non-Economics Requirements	
ECON 426 Economic Research	5	CPSC 110 Fundamentals of Computer Science I	4
ECON 452 Managerial Economics	5	One of the following:	
BUS 323 Operations Management (2)	5	ADOM 385 (5)	
BUS 324 Advanced Operations Management	5	COM 345 (4)	
BUS 370 Business Finance	5	ENG 310 (4)	4-5
BUS 410 Application of Digital Computers	5		-----
ACCT 251 Principles of Accounting I	5		Subtotal 78-79
ACCT 253 Managerial Accounting	OR		
ACCT 302 Advanced Managerial Accounting	5		
	--	Electives (with prior approval of Economics advisor)	
	55	A minimum of 10 credits from the following list:	
		BUS 435, 300-400 level Economics courses	10
			-----
		TOTAL	88-89

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

**ECONOMICS CONTINUED  
AS IT APPEARS**

**General Economics Major**

Recommended for students desiring an Economics major to prepare them for graduate school in Economics. Highly recommended courses: MATH 178 2, PHIL 801, FIN 370, ADOM 379. For those who are interested in quantitative graduate programs, MATH 265, MATH 311, MATH 410.1, and CPSC 250 may be useful.  
MATH 130 1 or equivalent must be completed in order to be admitted to MS 221.

Required:	Credits
ECON 201, Principles of Economics Micro .....	5
ECON 202, Principles of Economics Macro .....	5
MS 221, Introduction to Decision Sciences .....	5
ECON 301, Intermediate Microeconomic Analysis .....	5
ECON 302, Intermediate Macroeconomic Analysis .....	5
ECON 310, International Economics .....	5
ECON 330, Money and Banking .....	5
ECON 332, Public Finance .....	5
ECON 426, Economic Research .....	5
ECON 324, Econometrics .....	5
At least one of the following .....	4-5
ADOM 385, Business Communication and Report Writing (5)	
COM 345, Business and Professional Speaking (4)	
ENG 310, Technical Writing (4) (Highly Recommended)	
Electives	
10 credits of 300 or 400 level Economics courses or ACCT 301 as approved by Economics advisor .....	10
<b>Total</b>	<b>64-68</b>

**PROPOSED**

**General Economics**

Advisors: Any member of Economics faculty

This specialization is recommended for students desiring an Economics major to prepare them for law school, MBA programs or graduate school in Economics or Law. Highly recommended courses: MATH 172.1, MATH 172.2 and BUS 370.

**Core Requirements**

	Credits
ECON 301 Intermediate Microeconomics Analysis	5
ECON 302 Intermediate Macroeconomics Analysis	5
ECON 310 International Economics	5
ECON 324 Econometrics	5
ECON 330 Money and Banking	5
ECON 332 Public Finance	5
ECON 426 Economic Research	5
Electives	--
10 credits of 300 or 400 level Economics courses	35

**Non-Economics Requirement**

CPSC 110, Fundamentals of Computer Science I	4
--	---

**One of the following:**

- ADOM 385 (5)
- COM 345 (4)
- ENG 310 (4)

4-5  

---

58-59

**Electives (with approval of Economics advisor)**

A minimum of 10 credits from the following list:

One Accounting course, 300-400 level Economics course	10
<b>TOTAL</b>	<b>68-69</b>

**MUSIC  
PROGRAM CHANGE  
AS IT APPEARS**

**Music Education Major - Broad Area**

Qualifies for teaching elementary, junior high and senior high music. For teaching in regular or self contained elementary school classrooms, see page 85.

To qualify for endorsement to student teach, the following courses must be completed: MUS 321, 323 or 325, 341, 342, and if the assignment request is on the junior high level, MUS 424 should be completed. Those who request a dual choral-instrumental assignment must complete MUS 323 and 325.



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

MUSIC CONTINUED

Broad Area	Credits
MUS 144-146, 244-246, Theory.....	21
History and Literature 280, 281, 282 .....	12
Conducting 341, 342 .....	6
Music Education 321, 323, 325, 424 .....	11
Class Instruction, Piano 254 .....	2
Class Instruction, Voice 254 .....	2
Class Instruction, Strings 254 .....	2
Class Instruction, Woodwinds 254 .....	1
Class Instruction, Brass 254 .....	1
Class Instruction, Percussion 254 .....	1
Major Ensemble participation each quarter in residence .....	22
Major Instrument study including a minimum of 4 credits at MUS 364 level .....	12

All Music Education majors must pass the required Piano Proficiency Examination prior to endorsement for student teaching.

Total 93

Proposed: BROAD AREA MUSIC EDUCATION DEGREE

Qualifies for teaching elementary, junior high and senior high instrumental and choral music. Completion of this program will result in recommendation for endorsement in Music (K-12), Instrumental Music (K-12), and Choral Music (K-12). To qualify for student teaching, the following courses must be completed: MUS 321, 323, 325, 341, 342, and if the assignment is on the junior high/middle school level, MUS 424 should be completed.

MUS 144-146, 244-246, Theory .....	18
MUS 343, Counterpoint .....	3
MUS 280, 281, 282, History .....	12
MUS 104, Musical Studies .....	3
MUS 321, 323, 325, 424, Music Education .....	11
MUS 341, 342, Conducting .....	6
MUS 254, Class Instruction (Piano) .....	2
MUS 254, Class Instruction (Voice) .....	2
MUS 254, Class Instruction (Strings) .....	2
MUS 254, Class Instruction (Woodwinds) .....	2
MUS 254, Class Instruction (Brass) .....	2
MUS 254, Class Instruction (Percussion) .....	1
Major Ensemble participation each quarter in residence (six credits must be in ensemble of secondary instrument) .....	22
Major instrument study including a minimum of 4 credits at MUS 364 level .....	12

TOTAL: 98

All Music Education majors must pass the required Piano Proficiency Examination prior to endorsement for student teaching.

BUSINESS EDUCATION & ADMINISTRATIVE MANAGEMENT  
COURSE ADDITION

ADOM 389. Microcomputer Desktop Publishing (3). Prerequisite, ADI, 202A or B or equivalent. Analysing and designing layout, typography, and graphics to produce newsletters, advertising, brochures and flyers.

COURSE ADDITION

BSED/ME 525. Business and Marketing Education Issues (3). Identification and analysis of current issues and trends in business and marketing education.

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

BUSINESS EDUCATION AND ADMINISTRATIVE MANAGEMENT CONTINUED

PROGRAM CHANGES

AS IT APPEARS

**Bachelor of Science Teaching Major  
Business Education (Broad Area)**

Completion of the program and the Teacher Education sequence qualifies for teaching business education at the secondary school level. State vocational certification requirements should also be satisfied. See the program advisors.

Endorsement for student teaching requires a minimum g.p.a. of 2.5 in each of the basic skills areas (typewriting, shorthand, accounting) and in the business education methods classes.

Students are required to complete ED 311 before taking BSED 420, 424, 425, 426. The related business education methods class must be completed to be endorsed in a subject (e.g., BSED 420 must be taken in order to be endorsed to student teach bookkeeping or accounting).

Business Education majors must be able to demonstrate competence equal to that required in BSED 152 or equivalent and BSED 161 or equivalent (for Option D). It is recommended that ECON 201 be completed.

Several of the courses have prerequisites noted in the course description.

Core:	Credits
BSED 153, Electronic Production Typewriting .....	2
BSED 270, Machine Transcription .....	2
BSED 271, Electronic Calculators/Business Applications .....	2
BSED 275, Personal Finance .....	2
BSED 401, Principles and Philosophy of Vocational Education .....	2
BSED 420, Teaching Accounting .....	2
BSED 425, Teaching Typewriting and Office Procedures .....	2
BSED 426, Teaching Basic Business Subjects .....	2
ADOM 201, Introduction to Business .....	2
ADOM 255, Office Procedures .....	2
ADOM 304, Microcomputer Word Processing .....	2
ADOM 361, Office Information Systems .....	2
ADOM 279A or B, Microcomputer Applications .....	2
ADOM 385, Business Communications and Report Writing ..	5
ACCT 251, Principles of Accounting I .....	5
FIN241, Business Law .....	5
<b>Total</b>	<b>54</b>

**Option I (Shorthand)**

Required:	Credits
BSED 162, 163 Shorthand .....	6
BSED 424, Teaching Shorthand/Transcription .....	1
<b>Total</b>	<b>7</b>
Elect by advisement from the following courses .....	
ADOM 305, Dedicated Word Processing ..	2
ADOM 371, Office Management .....	5
ADOM 386, Records Management .....	2
ADOM 479A or B, Advanced Microcomputer Applications .....	2
BSED 445, Coordination of Work Experience in the Office and Marketing Occupations .....	3
BSED 490, Contracted Field Experience* .....	1-5
ACCT 252, Principles of Accounting II ..	5
MKT 360, Principles of Marketing .....	4
FIN 374, Personal Investments .....	4
ME 367, Retail Management .....	5
ME 461, Advertising and Sales Promotion .....	5
ECON 201, Principles of Economics Micro .....	5
GEOG 205, Economic Geography .....	5

Total 65

\*Maximum of 5 credits can be used in this major.

**Option II (Non-shorthand)**

Required:	Credits
ACCT 252, Principles of Accounting II .....	5
ADOM 305, Advanced Word Processing .....	2
<b>Total</b>	<b>7</b>
Elect by advisement from the following courses .....	
ADOM 371, Office Management .....	5
ADOM 386, Records Management .....	2
ADOM 479A or B, Advanced Microcomputer Applications .....	2
BSED 445, Coordination of Work Experience in the Office and Marketing Occupations .....	3
BSED 490, Contracted Field Experience* .....	1-5
FIN 341, Advanced Business Law .....	5
FIN 374, Personal Investments .....	4
ME 340, Principles of Selling .....	4
ME 367, Retail Management .....	5
ME 461, Advertising and Sales Promotion .....	5
ECON 201, Principles of Economics Micro .....	5
GEOG 205, Economic Geography .....	5

Total 65

\*Maximum of 5 credits can be used in this major.

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

BUSINESS EDUCATION & ADMINISTRATIVE MANAGEMENT CONTINUED

**PROPOSED BACHELOR OF SCIENCE  
BUSINESS EDUCATION (BROAD) AREA**

Completion of the program and the teacher education sequence qualifies you for teaching business education at the secondary school level. State vocational certification requirements should also be satisfied. See the program advisors.

Endorsement for student teaching requires a minimum g.p.a. of 2.5 in each of the basic skills areas (typewriting, shorthand, accounting) and in the business education methods.

Students are required to complete ED 311 before taking BSED 420, 424, 425, or 426. The related business education methods class must be completed to be endorsed in the subject (e.g., BSED 420 must be taken in order to be endorsed to student teach in bookkeeping or accounting).

Business Education majors must be able to demonstrate competence equal to that required in BSED 152 or equivalent and BSED 161 or equivalent (for Option I). It is recommended that ECON 201 be completed.

Several of the courses have prerequisites noted in the course description.

	Credits
<b>CORE:</b>	
BSED 153 Electronic Production Typewriting	2
BSED 270 Machine Transcription	3
BSED 271 Electronic Calculators/Business Applications	3
BSED 375 Personal Finance	5
BSED 401 Principles and Philosophy of Vocational Ed	3
BSED 420 Teaching Accounting	3
BSED 425 Teaching Typewriting and Office Procedures	3
BSED 426 Teaching Basic Business Subjects	3
ADOM 201 Introduction to Business	3
ADOM 202A or B Computer Applications for Business	3*
ADOM 255 Office Procedures	3
ADOM 304 Microcomputer Word Processing	2
ADOM 361 Office Information Systems	3
ADOM 385 Business Communications & Report Writing	5
ACCT 251 Financial Accounting I	5+
BUS 241 Legal Environment of Business	5+

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\*Business Education & Administrative Management Changes  
+Business Administration Changes

**Option I (Shorthand)**

<b>Required:</b>		7
BSED 162, 163 Shorthand	6	
BSED 424 Teaching Shorthand/Transcription	1	

**Elect by advisement from the following courses** 4

ADOM 305 Advanced Word Processing	2
ADOM 371 Office Management	5
ADOM 386 Records Management	3
ADOM 388 Microcomputer Business Graphics	3*
ADOM 479A or B Advanced Microcomputer Applications	3
BSED 445 Coordination of Work Experience in the Office and Distributive Occupations	3
BSED 490 Contracted Field Experience	1-5
ACCT 253 Managerial Accounting	5+
BUS 360 Principles of Marketing	5+
BUS 374 Personal Investments	5+
ME 367 Retail Management	5
ME 461 Advertising and Sales Promotion	5
ECON 201 Principles of Economics Micro	5
GEOG 205 Economic Geography	5

TOTAL 65

December 8, 1988

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

BUSINESS EDUCATION & ADMINISTRATIVE MANAGEMENT CONTINUED

OPTION II (Non-shorthand)		
Required:		7
ACCT 253	Managerial Accounting	5+
ADOM 305	Advanced Word Processing	2
Elect by advisement from the following courses		4
ADOM 371	Office Management	5
ADOM 386	Records Management	3
ADOM 388	Microcomputer Business Graphics	3*
ADOM 479A or B	Advanced Microcomputer Applications	3
BSED 445	Coordination of Work Experience in the Office and Marketing Occupations	3
BSED 490	Contracted Field Experience	1-5
BUS 341	Advanced Business Law	5+
BUS 374	Personal Investments	4
ME 340	Principles of Selling	4
ME 367	Retail Management	5
ME 461	Advertising and Sales Promotion	5
ECON 201	Principles of Economics Micro	5
GEOG 205	Economic Geography	5
TOTAL		65

AS IT APPEARS

BACHELOR OF SCIENCE  
MARKETING EDUCATION (BROAD AREA) MAJOR

Qualifies for teaching and coordinating programs in secondary marketing education.  
-- Endorsement for student teaching requires a minimum g.p.a. of 2.5 for the major.  
- Students desiring vocational certification should see their major advisor about additional requirements.

Required:		Credits
		54
ACCT 251	Principles of Accounting	5
ADOM 201	Introduction to Business	3
ADOM 379A or B	Microcomputer Applications	3
ADOM 385	Business Communications & Report Writing	5
ECON 201	Principles of Economics	5
ME 331	Teaching Marketing Education	3
ME 340	Principles of Selling	4
ME 367	Retail Management	5
ME 401	Principles and Philosophy of Vocational Education	3
ME 445	Coordination of Work Experience in the Office and Marketing Occupations	3
ME 461	Advertising and Sales Promotion	5
MGT 471	Small Business Management	3
MKT 360	Principles of Marketing	4
MKT 467	International Marketing	3
Elect from the following		11
ME 490	Contracted Field Experience	5
BSED 151	Typewriting	2
BSED 271	Electronic Calculators/Business Applications	3
BSED 375	Personal Finance	5
*BSED 420	Teaching Accounting	3
*BSED 425	Teaching Typewriting and Office Procedures	3
*BSED 426	Teaching Basic Business Subjects	3
ECON 202	Principles of Economics	5
FIN 241	Business Law	5
IR 381	Management of Human Resources	5
MGT 380	Organizational Management	4
MKT 463	Sales Force Management	3
MKT 468	Marketing Problems and Policy	5
MKT 469	Market Research	4
MS 221	Introduction to Decision Sciences	5
PSY 456	Personnel & Industrial Psychology	4
TOTAL		65

\*Recommend consultation with program director prior to selection of these electives. Student should give serious consideration to completing the BSED Minor because of course prerequisites.

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

BUSINESS EDUCATION & ADMINISTRATIVE MANAGEMENT CONTINUED

PROPOSED

BACHELOR OF SCIENCE  
MARKETING EDUCATION (BROAD AREA) MAJOR

Qualifies for teaching and coordinating programs in secondary marketing education.  
Endorsement for student teaching requires a minimum g.p.a. of 2.5 for the major.  
Students desiring vocational certification should see their major advisor about additional requirements.

	Credits
Required:	54
ACCT 251 Financial Accounting I	5+
ADOM 201 Introduction to Business	3
ADOM 202A or B Computer Applications for Business	3*
ADOM 385 Business Communications & Report Writing	5
ECON 201 Principles of Economics Micro	5
ECON 202 Principles of Economics Macro	5*
ME 331 Teaching Marketing Education	3
ME 340 Principles of Selling	4
ME 367 Retail Management	5
ME 401 Principles and Philosophy of Vocational Education	3
ME 445 Coordination of Work Experience in the Office and Marketing Occupations	3
ME 461 Advertising and Sales Promotion	5
BUS 360 Principles of Marketing	5+
Elect from the following	11
ADOM 388 Microcomputer Business Graphics	3
ME 490 Contracted Field Experience	5
BSED 375 Personal Finance	5
*BSED 426 Teaching Basic Business Subjects	3
BUS 467 International Marketing	5+
BUS 487 Small Business Management	5+
BUS 241 Legal Environment in Business	5
BUS 463 Sales Force Management	3
BUS 468 Marketing Problems and Policy	5
BUS 469 Market Research	4
PSY 456 Personnel & Industrial Psychology	4
TOTAL	65

\*Recommend consultation with program director prior to selection of this elective. Student should give serious consideration to completing the BSED Minor because of course prerequisites.

\*Business Education Changes  
•Business Administration Changes

AS IT APPEARS

**Master of Education  
Business and Marketing Education**

Program. The student shall complete at least 45 credits as outlined in an approved Course of Study filed with Graduate Admissions and Records. The Course of Study is developed on the basis of individual needs and interests in consultation with the student's committee and the chair of the Department of Business Education and Administrative Management.

Business Education Coordinator:

F. Ross Byrd  
Shaw-Smyser 316

Required Courses:

Credits

BSED 524, The High School Business Education Program	3
BSED 551, Philosophy and Principles of Vocational Business Education	3
BSED 595, Research	3
BSED 599, Seminar	1-5
BSED 700, Thesis (or option)	0 or 6
Education Foundations and Research Courses (see page 181)	9
Select 5 credits in content coursework by advisement	5
Select a minimum of 6 credits from the following: BSED 426, 445, 520, 527, 528, 529, 530	6

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

BUSINESS EDUCATION & ADMINISTRATIVE MANAGEMENT CONTINUED

Marketing Education Coordinator:

Blaine R. Wilson  
Shaw-Smyser 218C

Required Courses:	Credits
BSED 551, Principles and Philosophy of Vocational Business Education.....	3
ME 595, Research .....	3
Education Foundations and Research Courses (see page 181)...	9
ME 700, Thesis (or option).....	0 or 6
Select at least 6 credits from the following:	
BSED 599, ME 531, 561.....	6
Select at least 6 credits from related areas in Business Administration such as marketing, and personnel, Administrative (Office) Management .....	6
Select 3 to 9 credits from the areas of Business Education, Marketing Education, Psychology and Education, Administrative (Office) Management.....	3-9

Thesis. Students in consultation with their Graduate Committee and the department chair have an option (see page 181) to follow a thesis or nonthesis program.  
Final Examination. An oral examination is administered under the thesis option. Under the non-thesis option, the student must pass a final written examination and in addition, an oral examination may be required.

PROPOSED

MASTER OF EDUCATION  
BUSINESS AND MARKETING EDUCATION  
CENTRAL WASHINGTON UNIVERSITY

Business Education Program Coordinator:  
F. Ross Byrd  
Shaw-Smyser 216

Marketing Education Program Coordinator:  
Blaine R. Wilson  
Shaw-Smyser 218C

Program. The student shall complete at least 45 credits as outlined in an approved Course of Study filed with Graduate Admissions and Records. The Course of Study is developed on the basis of individual needs and interests in consultation with the student's committee and the chair of the Department of Business Education and Administrative Management.

BUSINESS EDUCATION: Required Courses	Credits
BSED 524 High School Business Education Program	3
* BSED 525 Business and Marketing Education Issues	3
BSED 551 Philosophy and Principles of Vocational Business Education	3
BSED 595 Research	3
BSED 700 Thesis (or option)	0 or 6
Education Foundations & Research Courses(see p. 40)	9
Select 5 credits in content course work by advisement	5
Select a minimum of 6 credits from the following:	
BSED 426, 445, 520, 527, 528, 529, 530	6

MARKETING EDUCATION: Required Courses	Credits
BSED 551 Philosophy and Principles of Vocational Business Education	3
ME 595 Research	3
Education Foundations & Research Courses(see p. 45)	9
ME 700 Thesis (or option)	0 or 6
Select at least 6 credits from the following:	
ME 525, 531, 561	6
Select at least 6 credits from related areas in Business Administration such as marketing, management and personnel, Administrative(Office)Management	6
Select 3 to 9 credits from the areas of Business Education, Marketing Education, Psychology and Education, Administrative(Office)Management	3-9

THESIS. A student in consultation with his Graduate Committee and the department chairperson has an option (see page 39) to follow a thesis or non-thesis program.  
FINAL EXAMINATION. An oral examination is administered under the thesis option. Under the non-thesis option, the student must pass a final written examination and in addition, an oral exam may be requested.

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

BUSINESS EDUCATION & ADMINISTRATIVE MANAGEMENT CONTINUED

PROGRAM CHANGE  
AS IT APPEARS

BACHELOR OF SCIENCE  
ADMINISTRATIVE (OFFICE) MANAGEMENT

Students completing this major will take the core courses (38 credits) and concentrate on one of three areas of specialization: Administrative (Office) Management, Administrative (Office) Systems, or Retail Management.

Several of the elective courses have prerequisites noted in the course description. ADOM 105 or BSED 142/151 or equivalent is a prerequisite to this major.

COMMON CORE:

	Credits
ADOM 201 Introduction to Business	3
ADOM 379B Microcomputer Applications	3
ADOM 304 Microcomputer Word Processing	2
ADOM 371 Office Management	5
ADOM 385 Business Communications & Report Writing	5
ACCT 251 Principles of Accounting I	5
ACCT 252 Principles of Accounting II	5
ECON 201 Principles of Economics Micro	5
ECON 202 Principles of Economics Macro	5
	<b>38</b>

ADMINISTRATIVE (OFFICE) MANAGEMENT

Required:	22
ADOM 255 Office Procedures	3
ADOM 361 Office Information Systems	3
ADOM 386 Records Management	3
ADOM 461 Office Information Systems Analysis	5
ADOM 462 Office Information Systems Design	5
ADOM 479B Advanced Microcomputer Applications	3

Electives for Administrative (Office) Management: 15

ADOM 305 Advanced Word Processing	2
ADOM 388 Microcomputer Business Graphics	3
BSED 270 Machine Transcription	3
BSED 271 Electronic Calculators/Bus. Appa.	3
BSED 375 Personal Finance	5
ADOM 490 Contracted Field Experience	1-5
ACCT 305 Cost Accounting	5
ACCT 149 Federal Taxation	5
ME 340 Principles of Selling	4
FIN 241 Business Law	5
IR 379 Introduction to Industrial Relations	4
IR 381 Management of Human Resources	5
MGT 380 Organizational Management	4
MGT 385 Organizational Theory	5
MGT 471 Small Business Management	3

TOTAL CREDITS 75

Effective Fall 1987

ADMINISTRATIVE (OFFICE) SYSTEMS

Required:	24
ADOM 361 Office Information Systems	3
ADOM 461 Office Information Systems Analysis	5
ADOM 462 Office Information Systems Design	5
ADOM 479B Advanced Microcomputer Applications	3
CPSC 110 Fundamentals of Computer Science I	4
CPSC 111 Fundamentals of Computer Science II	4

Electives for Administrative (Office) Systems: 13

ADOM 386 Records Management	3
ADOM 388 Microcomputer Business Graphics	3
ADOM 490 Contracted Field Experience	1-5
CPSC 157 Introduction to COBAL Programming	4
CPSC 265 Elementary Data Structures	4
CPSC 310 Non Procedural Languages	5
CPSC 340 Introduction to File Processing	5
CPSC 420 Database Management System Design	5
MS 221 Introduction to Decision Sciences	5
MS 323 Management Science I	4
MS 324 Management Science II	5
MS 386 Management Information Systems: Data and Technology	4
MS 387 Management Information Systems: Analysis and Design	4
MS 410 Application to Digital Computers	5
Math 170 Intuitive Calculus	5

TOTAL CREDITS 75

RETAIL MANAGEMENT

Required:	18
ME 340 Principles of Selling	4
ME 367 Retail Management	5
ME 461 Advertising and Sales Promotion	5
MKT 360 Principles of Marketing	4

Electives for Retail Management: 13

ADOM 361 Office Information Systems	3
ADOM 388 Microcomputer Business Graphics	3
ADOM 479B Advanced Microcomputer Applications	3
BSED 271 Electronic Calculators/Bus. Appa.	3
BSED 375 Personal Finance	5
FIN 241 Business Law	5
FIN 341 Advanced Business Law	5
MKT 361 Marketing Channels Management	3
FIN 370 Business Finance	5
IR 381 Management of Human Resources	5
ME 490 Contracted Field Experience*	1-5
MGT 380 Organizational Management	4
MKT 468 Marketing Problems and Policy	5
MKT 469 Market Research	4
MS 221 Introduction to Decision Sciences	5

TOTAL CREDITS 75

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

**BUSINESS EDUCATION & ADMINISTRATIVE MANAGEMENT CONTINUED**

Proposed:

**BACHELOR OF SCIENCE  
ADMINISTRATIVE (OFFICE) MANAGEMENT**

Students completing this major will take the core courses (38 credits) and concentrate on one of three areas of specialization: Administrative (Office) Management, Administrative (Office) Systems, or Retail Management.

Several of the elective courses have prerequisites noted in the course description. ADOM 105 or BSED 142/151 or equivalent is a prerequisite to this major.

COMMON CORE:	Credits
ADOM 201 Introduction to Business	3
ADOM 202B Computer Applications for Business	3*
ADOM 304 Microcomputer Word Processing	2
ADOM 371 Office Management	5
ADOM 385 Business Communications & Report Writing	5
ACCT 251 Financial Accounting I	5+
ACCT 253 Managerial Accounting	5+
ECON 201 Principles of Economics Micro	5
ECON 202 Principles of Economics Macro	5
	<b>38</b>

**ADMINISTRATIVE (OFFICE) MANAGEMENT**

Required:	Credits
ADOM 255 Office Procedures	3
ADOM 361 Office Information Systems	3
ADOM 386 Records Management	3
ADOM 461 Office Information Systems Analysis	5
ADOM 462 Office Information Systems Design	5
ADOM 479B Advanced Microcomputer Applications	3
	<b>22</b>

**Electives for Administrative (Office) Management:** 15

ADOM 305 Advanced Word Processing	2
ADOM 388 Microcomputer Business Graphics	3
ADOM 389 Desktop Publishing	3*
BSED 270 Machine Transcription	3
BSED 271 Electronic Calculators/Bus. Apps.	3
BSED 375 Personal Finance	5
ADOM 490 Contracted Field Experience	1-5
ACCT 305 Cost Accounting	5
ACCT 349 Federal Taxation	5
ME 340 Principles of Selling	4
BUS 241 Legal Environment of Business	5+
BUS 379 Introduction to Industrial Relations	4+
BUS 381 Management of Human Resources	5+
BUS 380 Organizational Management	5+
BUS 385 Organizational Theory	5+
BUS 487 Small Business Management	5+

**TOTAL CREDITS 75**

\*Business Education & Administrative Management Changes  
+Business Administration Changes

**ADMINISTRATIVE (OFFICE) SYSTEMS**

Required:	Credits
ADOM 361 Office Information Systems	3
ADOM 461 Office Information Systems Analysis	5
ADOM 462 Office Information Systems Design	5
ADOM 479B Advanced Microcomputer Applications	3
CPSC 110 Fundamentals of Computer Science I	4
CPSC 111 Fundamentals of Computer Science II	4

**Electives for Administrative (Office) Systems:** 15

ADOM 386 Records Management	3
ADOM 388 Microcomputer Business Graphics	3
ADOM 490 Contracted Field Experience	1-5
CPSC 157 Introduction to COBAL Programming	4
CPSC 265 Elementary Data Structures	4
CPSC 310 Non Procedural Languages	5
CPSC 340 Introduction to File Processing	5
CPSC 420 Database Management System Design	5
BUS 221 Business Statistics	5+
BUS 323 Operations Management	5+
BUS 324 Advanced Operations Management	5+
BUS 386 Management Information Systems: Data and Technology	5+
BUS 387 Management Information Systems: Analysis and Design	5+
BUS 410 Application to Digital Computers	5+
Math 170 Intuitive Calculus	5

**TOTAL CREDITS 75**



December 8, 1988

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CURRICULUM PROPOSALS APPROVED BY THE UNIVERSITY  
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BUSINESS EDUCATION & ADMINISTRATIVE MANAGEMENT CONTINUED

RETAIL MANAGEMENT

Required:		18
ME 340 Principles of Selling	4	
ME 367 Retail Management	5	
ME 461 Advertising and Sales Promotion	5	
BUS 360 Principles of Marketing	5+	
Electives for Retail Management:		19
ADOM 361 Office Information Systems	3	
ADOM 388 Microcomputer Business Graphics	3	
ADOM 389 Desktop Publishing	3*	
ADOM 479B Advanced Microcomputer Applications	3	
BSED 271 Electronic Calculators/Bus. Apps.	3	
BSED 375 Personal Finance	5	
BUS 241 Legal Environment of Business	5+	
BUS 341 Advanced Business Law	5+	
BUS 361 Marketing Channels Management	3+	
BUS 370 Business Finance	5+	
BUS 381 Management of Human Resources	5+	
ME 490 Contracted Field Experience <sup>o</sup>	1-5	
BUS 380 Organizational Management	5+	
BUS 468 Marketing Problems and Policy	5+	
BUS 469 Market Research	5+	
BUS 221 Business Statistics	5	
TOTAL CREDITS		75

PROGRAM CHANGE  
AS IT APPEARS

ADMINISTRATIVE (OFFICE) MANAGEMENT MINOR

Several of the elective courses have prerequisites noted in the course description. It is recommended that Administrative (Office) Management minors take ECON 201 and 202. ADOM 105 or BSED 142/151 or equivalent is a prerequisite to this minor.

Courses	Credits
ADOM 201 Introduction to Business	3
ADOM 304 Microcomputer Word Processing	2
ADOM 371 Office Management	5
ADOM 379A or B Microcomputer Applications	3
ADOM 385 Business Communications & Report Writing	5
ACCT 251 Principles of Accounting I	5
	23
Elect from the following courses:	8
BSED 271 Electronic Calculators/Bus. Apps.	3
ADOM 255 Office Procedures	3
ADOM 361 Office Information Systems	3
ADOM 386 Records Management	3
ADOM 388 Microcomputer Business Graphics	3
ADOM 461 Office Information Systems Analysis	5
FIN 241 Business Law	5
TOTAL CREDITS	31

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

BUSINESS EDUCATION & ADMINISTRATIVE MANAGEMENT CONTINUED

Proposed:

ADMINISTRATIVE (OFFICE) MANAGEMENT MINOR

Several of the elective courses have prerequisites noted in the course description. It is recommended that Administrative (Office) Management minors take ECON 201 and 202. ADOM 105 or BSED 142/151 or equivalent is a prerequisite to this minor.

Courses	Credits
ADOM 201 Introduction to Business	3
ADOM 202B Computer Applications for Business	3*
ADOM 304 Microcomputer Word Processing	2
ADOM 371 Office Management	5
ADOM 385 Business Communications & Report Writing	5
ACCT 251 Financial Accounting I	5+
	<u>23</u>
Elect from the following courses:	8
BSED 271 Business Math Applications	3
ADOM 255 Office Procedures	3
ADOM 361 Office Information Systems	3
ADOM 386 Records Management	3
ADOM 388 Microcomputer Business Graphics	3
ADOM 461 Office Information Systems Analysis	5
BUS 241 Legal Environment of Business	5+
	<u>31</u>
TOTAL CREDITS	31

\*Business Education & Administrative Management Changes  
+Business Administration Changes

AS IT APPEARS

OFFICE INFORMATION PROCESSING MINOR

A program designed for students who wish to develop information processing competencies using office technology.  
BSED 151 and 152 or equivalent are prerequisites to BSED 153.

Required Courses	Courses
BSED 153 Electronic Production Typewriting	2
BSED 270 Machine Transcription	3
BSED 271 Electronic Calculators/Business Applications	3
ADOM 146 Basic Accounting or ACCT 251 Principles of Accounting I	5
ADOM 201 Introduction to Business	3
ADOM 255 Office Procedures	3
ADOM 304 Microcomputer Word Processing	2
ADOM 305 Advanced Microcomputer Word Processing	2
ADOM 361 Office Information Systems	3
ADOM 379 A or B Microcomputer Applications	3
ADOM 385 Business Communications & Report Writing	5
	<u>34</u>
Total	34

PROPOSED

OFFICE INFORMATION PROCESSING MINOR

A program designed for students who wish to develop information processing competencies using office technology.  
BSED 151 and 152 or equivalent are prerequisites to BSED 153.

Required Courses	Courses
BSED 153 Electronic Production Typewriting	2
BSED 270 Machine Transcription	3
BSED 271 Business Math Applications	3
ADOM 146 Basic Accounting or ACCT 251 Financial Accounting I	5+
ADOM 201 Introduction to Business	3
ADOM 202A or B Computer Applications for Business	3*
ADOM 255 Office Procedures	3
ADOM 304 Microcomputer Word Processing	2
ADOM 305 Advanced Microcomputer Word Processing	2
ADOM 361 Office Information Systems	3
ADOM 385 Business Communications & Report Writing	5
	<u>34</u>
Total	34

\*Business Education & Administrative Management Changes  
+Business Administration Changes

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

BUSINESS EDUCATION & ADMINISTRATIVE MANAGEMENT CONTINUED

AS IT APPEARS

BUSINESS EDUCATION MINOR

Qualifies for an additional teaching endorsement. It is also necessary to meet vocational certification requirements to be employed by most school districts as a business teacher in the state. Please see the program advisor for details. BSED 152 or equivalent is a prerequisite to this minor.

Credits

ADOM 201 Introduction to Business	3
ADOM 255 Office Procedures	3
ADOM 304 Word Processing	2
ADOM 379 Microcomputer Applications	3
ADOM 385 Business Communications and Report Writing	5
BSED 153 Electronic Production Typewriting	2
BSED 270 Machine Transcription	3
BSED 271 Electronic Calculators/Business Applications	3
BSED 401 Principles and Philosophy of Vocational Ed.	3
BSED 420 Teaching Accounting	3
BSED 425 Teaching Typewriting and Office Procedures	3
AOCT 251 Principles of Accounting I	5

Electives by permission

Total

3	Proposed:	BUSINESS EDUCATION MINOR
3		
2		
3		
5		Qualifies for an additional teaching endorsement. It is also necessary to meet vocational certification requirements to be employed by most school districts as a business teacher in the state. Please see the program advisor for details. BSED 152 or equivalent is a prerequisite to this minor.
2		
3		
3		
3		
3		
3		
5		

Credits

3	ADOM 201 Introduction to Business	3
3*	ADOM 202A or B Computer Applications for Business	3*
3	ADOM 255 Office Procedures	3
2	ADOM 304 Word Processing	2
5	ADOM 385 Business Communications and Report Writing	5
2	BSED 153 Electronic Production Typewriting	2
3	BSED 270 Machine Transcription	3
3	BSED 271 Business Math Applications	3
3	BSED 401 Principles and Philosophy of Vocational Ed.	3
3	BSED 420 Teaching Accounting	3
3	BSED 425 Teaching Typewriting and Office Procedures	3
5+	AOCT 251 Financial Accounting I	5+
38		38
7	Electives by permission	7
45	Total	45

+Business Administration Changes

COMMUNICATION  
COURSE ADDITION

COM 305. Advertising Copywriting and Placement (4). Prerequisite, ENG 102. Preparation and placement of advertising in mass and selective media. Theory and techniques of advertising writing and media buying.

PROGRAM ADDITION

COMMUNICATION/BEAM

ADVERTISING MINOR

The minor in advertising acquaints students with advertising planning, production, and distribution. It complements a range of majors in the liberal arts as well as in business and professional studies and is jointly offered by the Departments of Communication and Business Education and Administrative Management. Economics 201 is a prerequisite to Business 360. Com 201 and Com 208 are prerequisites to Com 347. It is recommended that ME 340, Principles of Selling, be completed prior to Com 305.

Required:

ADOM 202A or B Computer Applications for Business	3*
ADOM 389 Desktop Publishing	3*
Com 305 Advertising Copywriting and Placement	4*
Com 347 Copy Editing, Layout, and Design	3
ME 340 Principles of Selling	4
ME 461 Advertising and Sales Promotion	5
Bus 360 Principles of Marketing	5+
	27

\*=Business Education & Administrative Management Changes  
+=Business Administration Changes

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

**MUSIC PROGRAM OPTION ADDITIONS**

**#1 MUSIC EDUCATION MAJOR - INSTRUMENTAL MUSIC**

Qualifies for teaching elementary, junior high and senior high instrumental/general music. Completion of this program will result in recommendation for endorsements in Music K-12 and Instrumental Music K-12. To qualify for student teaching, the following courses must be completed: MUS 321, 325, 341, 342, and if the assignment is on the junior high/middle school level, MUS 424 should be completed.

Instrumental Music Education

Mus 144-146, 244-246, Theory .....	18
MUS 343, Counterpoint .....	3
MUS 280, 281, 282, History .....	12
MUS 104, Musical Studies .....	3
MUS 321, 325, 424, Music Education .....	8
MUS 341, 342, Conducting .....	6
MUS 254, Class Instruction (Piano) .....	2
MUS 254, Class Instruction (Strings) .....	2
MUS 254, Class Instruction (Woodwinds) .....	2
MUS 254, Class Instruction (Brass) .....	2
MUS 254, Class Instruction (Percussion) .....	1
Major Ensemble participation each quarter in residence .....	22
Major instrument study including a minimum of 4 credits at MUS 364 level .....	12

TOTAL: 95

All Music Education majors must pass the required Piano Proficiency Examination prior to endorsement for student teaching.

**#2 MUSIC EDUCATION MAJOR - CHORAL MUSIC**

Qualifies for teach elementary, junior high and senior high choral/general music. Completion of this program will result in recommendation for endorsements in Music K-12 and Choral Music K-12. To qualify for student teaching, the following courses must be completed: MUS 321, 323, 341, 342, and if the assignment is on the junior high/middle school level, MUS 424 should be completed.

Choral Music Education

MUS 144-146, 244-246, Theory .....	18
MUS 343, Counterpoint .....	3
MUS 280, 281, 282, History .....	12
MUS 104, Musical Studies .....	3
MUS 321, 323, 424, Music Education .....	8
MUS 341, 342, Conducting .....	6
MUS 230, Diction .....	3
MUS 425, Voice Pedagogy .....	3
MUS 254, Class Instruction (Piano) .....	2
Major Ensemble participation each quarter in residence .....	22
Major instrument study including a minimum of 4 credits at MUS 364 level .....	12

TOTAL: 92

All Music Education majors must pass the required Piano Proficiency Examination prior to endorsement for student teaching.

**INDUSTRIAL AND ENGINEERING TECHNOLOGY**

PROGRAM CHANGE -- To accommodate changes in BSAD. AS IT APPEARS

REQUIRED COURSES

T-IE 145 Machine Woodworking .....	4
T-IE 210 Energy Sources and Power .....	3
T-IE 255 Metal Machining .....	4
T-IE 257 Foundry .....	4
T-IE 265 Engineering Drawing II .....	4
T-IE 271 Basic Electricity .....	5
T-IE 272 Basic Electronics .....	4
T-IE 310 Hydraulics/Pneumatics .....	4
T-IE 345 Production Technology .....	4
T-IE 382 Basic Industrial Plastics .....	4
T-IE 385 Industrial Design .....	3
T-IE 490 Contracted Field Experience .....	5
S-ED 386 Occupational Safety & Health .....	3
MATH 120 Tech Math or Pre-Calc 163.1 .....	5
CHEM 111 Chemistry .....	5
PHYS 111 Physics .....	5
MS 221 Intro. to Decision Science .....	5
IR 379 Intro. to Industrial Rel .....	3

MGT 380 Organizational Mgmt.....	4
IR 381 Management of Human Resources	5
IR 479 Collective Bargaining .....	3
IR 488 Compensation Pol & Admin .....	4
COM 375 Inter. Prin. & Techniques .....	4
CPSC 101 Survey of Computer Science .....	4
ADOM385 Business Communications .....	5

Select 8 credits from one of the specified areas listed below

WOODS

T-IE 341 Furniture Construction .....	4
T-IE 353 Pattern Making .....	4
T-IE 441 Wood & Metal Finishing .....	3
T-IE 445 Residential Construction .....	5

ENGINEERING GRAPHICS

T-IE 463 Technical Illustrating .....	4
T-IE 465 Descriptive Geometry .....	3
T-IE 466 Architectural Drawing .....	4

METALS

T-IE 351 Metallurgy .....	4
T-IE 355 Advanced Metal Machine .....	4
T-IE 356 Sheet Metal .....	3
T-IE 454 Advanced Forging & Weld .....	4

ELECTRONICS

T-IE 375 Microprocessor Applica .....	3
T-IE 376 Intermediate Electronics .....	4
T-IE 377 Instrumentation .....	4
T-IE 378 Pulse Circuits .....	4
T-IE 475 Electronics Communica .....	4

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

ACCOUNTING CONTINUED

PROGRAM CHANGE AS IT APPEARS

**Bachelor of Science Major**

Before enrolling in upper division (300-400) level courses students selecting a major in accounting must complete, with a B average, the following courses: MS 221, ACCT 251 and 252, ECON 201 and 202, and FIN 241. They must complete finite mathematics prior to enrolling in MS 221. They are strongly encouraged to take ADOM 379, CPSC 101, MATH 170 and MS 386 and coursework in written and oral communications. Majors are not permitted to count any course within the major requirements more than once, i.e., no course can meet more than one major requirement. Accounting prefix courses can not be taken pass/fail (Credit/No Credit) by Accounting majors. ACCT 484, if taken, should be completed either Spring of Junior year or Fall of Senior year.

Required Accounting Core:	Credits
MS 221, Introduction to Decision Sciences	5
FIN 241, Business Law	5
ACCT 251, Principles of Accounting I	5
ACCT 252, Principles of Accounting II	5
ECON 201, Principles of Economics, Micro	5
ECON 202, Principles of Economics, Macro	5
MS 385, Management Science I	4
MKT 360, Principles of Marketing	4
FIN 370, Business Finance	5
MGT 380, Organizational Management	5
MGT 489, Business Policy OR	
ACCT 489, Managerial Controllanship	4
One of the following	
ADOM 385, Business Communication and Report Writing (5) OR	
COM 345, Business and Professional Speaking (4) OR	
ENG 310, Technical Writing (4) OR	
ACCT 484, Professional Writing for the Accountant (8)	4-8
	<b>Total 86-87</b>

In addition to the core Accounting majors are required to take the following courses at CWU. Courses taken at other institutions can be substituted only with approval of the department chair.

	Credits
ACCT 350, Intermediate Accounting I	5
ACCT 351, Intermediate Accounting II	5
ACCT 306, Cost Accounting	5
ACCT 345, Income Tax Accounting	5
ACCT 460, Auditing	5
	<b>Total 25</b>

Students are required to select two courses from the following list:

ACCT 406, Advanced Cost Accounting	5
ACCT 430, Accounting for Non-Profit Organizations	5
ACCT 431, CPA Review of Non-Profit Accounting	5
ACCT 446, Advanced Income Tax Accounting	5
ACCT 450, Advanced Accounting	5
ACCT 456, Accounting Information Systems	5
ACCT 461, Advanced Auditing	5
ACCT 470, Accounting Theory	5
ACCT 484, Professional Writing and Speaking for Accountants	5
ACCT 499 I, Seminar	6
FIN 341, Advanced Business Law	5
	7-11
	<b>Total 85-93</b>

Although students have the option of taking courses offered by other departments within the college, they are required to have a minimum of 84 credits in Accounting, Business Administration and Economics.

Central Washington University Accounting students, within 120 days of graduation, are qualified to sit for the certified public accounting examination. Registration for the examination is made through the State Board of Accountancy, Olympia, Washington.

**PROPOSED Bachelor of Science Accounting Major**

A Bachelor of Science degree in Accounting is available to students who would like to prepare for careers in Public Accounting (as certified public accountants), Industrial Accounting and NonProfit Accounting. The program imparts to the student the "common body of knowledge" required of the practicing accountant by maintaining a flexible program to meet the needs of a changing society. The student-centered faculty achieve these objectives by developing individual programs, advising students how to meet personal goals and helping the students to secure employment upon graduation.

State law requires individuals wishing to sit for the CPA examination to have completed (1) at least one course in data processing, (2) a minimum of thirty-six quarter credits of study in accounting and (3) a minimum of thirty-six quarter credits in related business courses. Students should consult with their major advisors.

**Transfer Credits for a Degree in Accounting**

The following lower division (100 through 200 level) courses may be transferred toward meeting the specialization requirements for the B.S. degree in accounting:

- Principles of Financial and Managerial Accounting
- Computer Programming
- Principles of Micro and Macro Economics
- Legal Environment of Business
- Business Statistics

Transfer students earning fewer than 45 quarter credits in their major at CWU must receive approval from the School Dean prior to graduation. Upper division major courses may be transferred toward meeting the degree requirements only with approval of the School Dean or designee.

**Admission Requirements**

Students must apply and be admitted to the major prior to beginning 300-400 level courses in the School of Business and Economics. At the time of application all 200 level core requirements should be substantially completed. Application forms are available in the department offices. The completed forms must be accompanied by a current credit evaluation from the office of the Registrar.

December 1, 1988

965a

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

ACCOUNTING CONTINUED

D. Specialization

In addition to the above required courses, Accounting majors are required to take the following courses at CWU. Courses taken at other institutions can be substituted only with approval of the department chair.

	Credits
ACCT 350 Intermediate Accounting I	5
ACCT 351 Intermediate Accounting II	5
ACCT 303 Cost Accounting	5
ACCT 346 Income Tax Accounting	5
ACCT 460 Auditing	5

Plus, a minimum of 7 credits from the following list of electives:

ACCT 405, ACCT 430, ACCT 431, ACCT 444, ACCT 446, ACCT 450, ACCT 453, ACCT 461, ACCT 470, ACCT 484, ACCT 489, ACCT 492, ACCT 499.1, BUS 341	7
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Specialization Subtotal 32

TOTAL 101-102

Certification

Central Washington University Accounting students, within 120 days of graduation, are qualified to sit for the certified public accounting examination. Registration for the examination is made through the State Board of Accountancy, Olympia, Washington. Students are also prepared to sit for the certified management accounting examination and the certified internal auditor examination. See your advisor for details.

December 15, 1988

980

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

HOME ECONOMICS --FAMILY AND CONSUMER STUDIES  
COURSE ADDITION

HOCT 499.1. Fashion Merchandising Seminar (3). Prerequisites, ME 367  
and ME 461. Cross listed with ME 499.1.

BUSINESS EDUCATION AND ADMINISTRATIVE MANAGEMENT

ME 499.1. Fashion Merchandising Seminar (3). Prerequisites ME 367 and  
ME 461. Cross listed with HOCT 499.1.

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

BUSINESS EDUCATION AND ADMINISTRATIVE MANAGEMENT  
PROGRAM CHANGE  
AS IT APPEARS

**Bachelor of Science**  
**Executive Secretary Major**

The Executive Secretary major qualifies the student for positions as executive secretary, administrative assistant, or administrative secretary in the public or private sector. This program should assist the individual in attaining the Certified Professional Secretary designation, which is administered by the National Secretaries Association (International).

Although the program has flexibility through "elective" advisement, additional breadth is recommended. The student may desire to accompany this major with a minor to provide a broader liberal arts background or obtain additional occupational information pertaining to the type of establishment, industry, etc., where employment will be secured.

One year of high school typewriting or BSED 152 is a prerequisite to BSED 153. One year of high school shorthand or BSED 162 is a prerequisite to BSED 163.

Required	Credits
ADOM 201, Introduction to Business.....	3
ADOM 255, Office Procedures.....	3
ADOM 304, Microcomputer Word Processing.....	2
ADOM 305, Dedicated Word Processing.....	2
ADOM 361, Office Information Systems.....	3
ADOM 371, Office Management.....	5
ADOM 379B, Microcomputer Applications.....	3
ADOM 385, Business Communications and Report Writing ..	5
ADOM 386, Records Management.....	3
BSED 153, Electronic Production Typewriting.....	2
BSED 163, Shorthand.....	3
BSED 270, Machine Transcription.....	3
BSED 271, Electronic Calculators/Business Applications...	3
ACCT 251, Principles of Accounting I.....	5
FIN 241, Business Law.....	5
ECON 201, Principles of Economics Micro.....	5

Electives by approval.....	30
BSED 375, Personal Finance.....	5
ADOM 388, Microcomputer Business Graphics.....	3
ADOM 461, Office Information Systems Analysis.....	5
ADOM 462, Office Information Systems Design.....	5
BSED 490, Contracted Field Experience.....	15
ACCT 252, Principles of Accounting II.....	5
MS 221, Introduction to Decision Sciences.....	5
FIN 341, Advanced Business Law.....	5
FIN 370, Business Finance.....	5
FIN 377, Risk and Insurance.....	5
IR 381, Management of Human Resources.....	5
MGT 389, Business and Society.....	3
MGT 471, Small Business Management ..	3
ECON 202, Principles of Economics Macro.....	5
POSC 320, Public Administration.....	5
COM 253, Interpersonal Communication ..	4
COM 430, Listening.....	4
ECON 356, Government and Business.....	5

Total 85

**PROPOSED**

Total 55

BACHELOR OF SCIENCE  
EXECUTIVE SECRETARY MAJOR

The Executive Secretary major qualifies the student for positions as executive secretary, administrative assistant or administrative secretary in the public or private sector. This program should assist the individual in attaining the Certified Professional Secretary designation, which is administered by the National Secretaries Association (International).

Although the program has flexibility through advisement, additional breadth is recommended. The student may desire to accompany this major with a minor to provide a broader liberal arts background or obtain occupational information pertaining to the type of establishment, industry, etc., where employment will be secured.

One year of high school typewriting or BSED 152 is a prerequisite for BSED 153. One year of high school shorthand or BSED 162 is a prerequisite to BSED 163.

COURSES	CREDITS
Required:	
ADOM 201 Introduction to Business	3
ADOM 202B Computer Applications for Business	3*
ADOM 255 Office Procedures	3
ADOM 304 Microcomputer Word Processing	2
ADOM 305 Advanced Word Processing	2
ADOM 361 Office Information Systems	3
ADOM 371 Office Management	5
ADOM 385 Business Communications & Report Writing	5
ADOM 386 Records Management	3
BSED 153 Electronic Production Typewriting	2
BSED 270 Machine Transcription	3
BSED 163 Shorthand	3
BSED 271 Electronic Calculators/Bus. Appa.	3
ACCT 251 Financial Accounting I	5+
BUS 241 Legal Environment in Business	5+
ECON 201 Principles of Economics Micro	5
	55
	30

Elect by approval:	CREDITS
BSED 375 Personal Finance	5
ADOM 388 Microcomputer Business Graphics	3
ADOM 389 Desktop Publishing	3*
ADOM 461 Office Information Systems Analysis	5
ADOM 462 Office Information Systems Design	5
BSED 490 Contracted Field Experience	15
ACCT 253 Managerial Accounting	5+
BUS 221 Business Statistics	5+
BUS 341 Advanced Business Law	5+
BUS 370 Business Finance	5+
BUS 377 Risk and Insurance	5+
BUS 381 Management of Human Resources	5+
BUS 389 Business and Society	3+
BUS 471 Small Business Management	5+
ECON 202 Principles of Economics Macro	5
POSC 320 Public Administration	5
COM 253 Interpersonal Communication	4
COM 430 Listening	4
ECON 356 Government and Business	5
	TOTAL CREDITS

85

\*Business Education & Administrative Management Changes  
+Business Administration Changes



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

**TEAM & HOCT COMBINED  
PROGRAM CHANGE  
AS IT APPEARS**

**FASHION MERCHANDISING**

Fashion Merchandising is an interdepartmental major leading to a Bachelor of Science degree. It is administered jointly by the Department of Home Economics, Family and Consumer Studies, and the Department of Business Education and Administrative Office Management. The curriculum provides the necessary skills to enter the fashion merchandising field as a fashion buyer, a fashion retailer, or a fashion merchandise manager.

The program is sufficiently flexible to permit a choice from available electives. Courses are primarily selected from Business Education, Marketing Education and Home Economics, Family and Consumer Studies, providing information relating to the production, distribution, and consumption of clothing and textiles. Students will gain practical work experience in agencies which deal with fashion merchandise.

Students enrolled in the program are required to consult regularly with a faculty advisor. All prerequisites must be fulfilled except in cases of special permission.

For additional information please see either the Business Education and Administrative Office Management or Home Economics— Family and Consumer Studies department chair.

**Bachelor of Science Major**

Course	Credits
HOCT 150, Clothing Construction .....	3
HOCT 152, Clothing Selection .....	2
HOCT 355, Textile Science .....	4
ECON 101, Economic Issues .....	5
ADOM 379, Microcomputer Applications for Administrative Office Management .....	3
ACCT 251, Principles of Accounting .....	5
ADOM 201, Introduction to Business .....	3
ME 340, Principles of Selling .....	4
HOCT 351, Cultural and Social Bases of Clothing .....	3
HOCT 352, Consumer Behavior in Clothing and Textiles .....	3
ME 367, Retail Management .....	5
ADOM 385, Business Communications and Report Writing .....	5
HOCT 452, History of Fashion OR DR 452, History of Fashion .....	5
HOCT 455, New Developments in Textiles .....	3
ME 461, Advertising and Sales Promotion .....	5
ME 490, Contracted Field Experience OR HOEC 490, Contracted Field Experience .....	5
HOCT 499, Seminar OR ME 499 Seminar .....	3
	<b>66</b>
Elect 14 credits from the following courses .....	14
FIN 241, Business Law .....	5
ACCT 252, Principles of Accounting II .....	5
HOCT 350, Pattern Drafting and Design .....	4
MKT 360, Principles of Marketing .....	4
MKT 361, Marketing Channels Management .....	3
MKT 367, Consumer Behavior OR .....	4
HOEM 371, Consumer Awareness OR .....	3
BSED 375, Personal Finance .....	5
IR 381, Management of Human Resources .....	5
ADOM 386, Records Management .....	3
PSY 456, Personal and Industrial Psychology .....	4
MKT 469, Market Research .....	4
MGT 471, Small Business Management .....	3

**PROPOSED**

**BACHELOR OF SCIENCE  
FASHION MERCHANDISING**

Fashion Merchandising is an Interdisciplinary major leading to a Bachelor of Science degree. It is administered jointly by the Department of Home Economics--Family and Consumer Studies, the Department of Business Education and Administrative Office Management. The curriculum provides the necessary skills to enter the fashion merchandising field as a fashion buyer, a fashion retailer, or a fashion merchandise manager.

The program is sufficiently flexible to permit a choice from available electives. Courses are primarily selected from Business Education, Marketing Education, and Home Economics--Family and Consumer Studies, providing information relating to the production, distribution, and consumption of clothing and textiles. Students will gain practical work experience in agencies which deal with fashion merchandise.

Students enrolled in the program are required to consult regularly with a faculty advisor. All prerequisites must be fulfilled except in cases of special permission.

For additional information please see either the Business Education and Administrative Management or the Home Economics--Family and Consumer Studies department chair.

REQUIRED COURSES	CREDITS
HOCT 150 Clothing Construction	3
HOCT 152 Clothing Selection	2
HOCT 355 Textile Science	4
ECON 101 Economic Issues	5
ACCT 251 Financial Accounting I	5+
ADOM 201 Introduction to Business	3
ADOM 202B Computer Applications for Business	3*
ME 340 Principles of Selling	4
HOCT 352 Family Clothing	3
HOCT 351 Cultural and Social Bases of Clothing	3
ME 367 Retail Management	5
ADOM 385 Business Communications & Report Writing	5
HOCT 452 History of Fashion OR DR 452 History of Fashion	5
HOCT 455 New Developments in Textiles	3
ME 461 Advertising and Sales Promotion	5
HOEC 490 Contracted Field Experience OR ME 490 Contracted Field Experience	5
HOCT 499 Seminar OR ME 499 Seminar	3
	<b>66</b>

<b>Electives</b>	
BUS 241 Legal Environment of Business	5+
ACCT 253 Managerial Accounting	5+
HOCT 350 Pattern Drafting and Design	4
BUS 360 Principles of Marketing	5+
BUS 361 Marketing Channels Management	3+
BUS 367 Consumer Behavior OR HOEM 371 Consumer Awareness OR	3
BSED 375 Personal Finance	5
IR 381 Management of Human Resources	5
ADOM 386 Records Management	3
ADOM 388 Microcomputer Business Graphics	3*
PSY 456 Personnel & Industrial Psychology	4
BUS 469 Market Research	5+
BUS 487 Small Business Management	5+

TOTAL 14  
80

\*Business Education & Administrative Management Changes  
+Business Administration Changes

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

COMPUTER SCIENCECOURSE ADDITION

CPSC 458. Artificial Intelligence Project (2). Prerequisite, CPSC 455. Implementation of a significant project relating to artificial intelligence. One hour lecture, two hours laboratory per week.

PROGRAM OPTION ADDITION

The Artificial Intelligence Option is designed to prepare applications programmers in the area of artificial intelligence. Those choosing this option would have interests in human language, learning, problem solving and the modeling of human thinking processes in general. Graduates will have programming skills relating to pattern matching, knowledge representation, logical reasoning, natural language processing and expert systems. In addition, graduates will have a broad conceptual background which will allow them to adapt readily to new developments in the field.

PROPOSED  
ARTIFICIAL INTELLIGENCE OPTION

CPSC 110,	Fundamentals of Computer Science I	4
CPSC 111,	Fundamentals of Computer Science II	4
CPSC 265,	Elementary Data Structures	4
CPSC 274F,	LISP	3
CPSC 274J,	PROLOG	3
CPSC 274G,	SNOBOL OR	
CPSC 274L,	ICON	3
CPSC 320,	Machine Structure and Programming	4
CPSC 340,	Introduction to File Processing	4
CPSC 361,	Principles of Language Design	4
CPSC 427,	Algorithm Analysis	4
CPSC 455,	Artificial Intelligence	4
CPSC 458,	Artificial Intelligence Project	2
CPSC 470,	Operating Systems Architecture	4
CPSC 480,	Software Design	4
CPSC 481,	Software Design Project	2
CPSC 492,	Lab Experience Teaching CPSC	3
MATH 172.1,	Calculus	5
MATH 230,	Discrete Mathematics	5
MATH 311,	Statistical Concepts and Methods	5
ENG 310,	Technical Writing	4
ANTH 382,	Descriptive Linguistics	4
ENG 320,	English Grammar	4
PHIL 360,	Symbolic Logic	5
PHIL 461,	Theory of Knowledge	5
PHIL 463,	Philosophy of Mind	5
PHIL 470,	Philosophy of Language	5
PHIL 480,	Philosophy of Science	5

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108

POLITICAL SCIENCECOURSE ADDITIONS

POSC 385. American Political Thought and Culture (5). The ideas and circumstances that have shaped the political culture of the U.S., as reflected in the works of selected political theorists, politicians and literary figures. Student may not receive credit for both POSC 385 and POSC 485.

POSC 486. Marxism and Socialism (3). Prerequisite, permission. An examination of significant Marxist and Socialist thinking from the nineteenth century to the present, concentrating primarily on Europe and the United States.

POSC 377. Model United Nations (2). May be repeated for credit.

ENGLISHCOURSE ADDITION

ENG 422. Literature for the Middle School (4). A study of literature for middle level students.

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

ENGLISH CONTINUED

PROGRAM CHANGE  
AS IT APPEARS

Language Arts Major: Elementary

Course Requirements	Credits
ENG 140, Introduction to Fiction OR ENG 141, Introduction to Poetry .....	4-5
ENG 341, The Bible OR ENG 342, Literature and Myth.....	5
ENG 180, Introduction to Linguistics OR ENG 320, English Grammar OR ENG 322, History of the Language.....	4-5
ED 421, Teaching Children's Literature...3 English Electives.....	6-8

Drama and Communication Courses:

DR OR COM 343, Oral Interpretation of Literature .....	4
DR 312, Creative Dramatics .....	4
Electives from the following.....	7-11
DR 107, Introduction to Drama.....	5
COM 207, Introduction to Communication Studies .....	4
Com 301, Communication Concepts and Processes .....	4
COM 217, Introduction to Communi- cative Disorders.....	3
Dr. 362, Practice in Creative Dramatics.....	4
COM 420 OR DR 420, Teaching Communication and Drama in the Elementary School .....	3

Total 45

PROPOSED

Language Arts Major: Middle Level Emphasis

The student completing this major would typically be seeking Secondary (4-12) Certification and an endorsement from the Office of the Superintendent of Public Instruction in Language Arts.

	Credits
ENG 300 Principles of English Studies	4
ENG 305-307 English Literature	4
ENG 308-309 American Literature	4
ENG 314 Advanced Composition	4
ENG 320 English Grammar	4
ENG 422 Literature for the Middle School	4*
ENG 430 Teaching in the Secondary School	3
ENG 492 Practicum	2
DR 312 Creative Dramatics in School and Leisure	4
Com 201 Introduction to Mass Media	4
COM 208 Beginning Newswriting and Reporting	4

Select two courses from the following:

ENG 140 Introduction to Fiction	5	
ENG 141 Introduction to Poetry	4	
ENG 248 World Literature I	5	
ENG 249 World Literature II	5	9 - 10
TOTAL		50 - 51

\*New Course

SOCIOLOGY - PROGRAM CHANGES

AS IT APPEARS

Social Services Major

This major is for students interested in careers which meet human needs through organized social services. It is suggested that the student develop a specialty area, such as families, children and youth services, aging, or public assistance, from among the elective credits. Interested students should contact the Sociology Department early for assignment to an advisor.

Credits

SOC 201, Introduction to Social Services.....	5
SOC 310, Social Casework.....	3
SOC 311, Comparative Social Service Systems.....	3
HIST 345, History of Social Service in the U.S.....	3
SOC 350, Social Theory I.....	5
*SOC 364, Data Analysis in Sociology.....	5
**SOC 445, Social Inequality.....	5
PSY 454, The Helping Interview.....	3
SOC 465, Methods of Social Research.....	5
SOC 465.1, Methods of Social Research Laboratory.....	1
***SOC 490, Contracted Field Experience.....	5
Upper division electives in Sociology approved by advisor.....	32

\*CPSC 101 or equivalent experience is a prerequisite for SOC Total 75 364.

\*\*SOC 107 is prerequisite for SOC 445.

\*\*\*Additional credits in SOC 490 will count toward graduation.

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

Proposed:

Social Services Major

This major is for students interested in careers which meet human needs through organized social services. It is suggested that the student develop a specialty area, such as families, children and youth services, aging, or public assistance, from among the elective credits. Interested students should contact the Sociology Department early for assignment to an advisor.

Credits

SOC 201, Introduction to Social Services.....	5
SOC 310, Social Casework.....	3
HIST 345, History of Social Service in the U.S.....	3
SOC 350, Social Theory I.....	5
SOC 364, Data Analysis in Sociology.....	5
→ SOC 411, Comparative Social Service Systems.....	3
* SOC 445, Social Inequality.....	5
PSY 454, The Helping Interview.....	3
SOC 465, Methods of Social Research.....	5
SOC 465.1, Methods of Social Research Laboratory.....	1
** SOC 490, Contracted Field Experience.....	5
Upper division electives in Sociology approved by advisor.....	32
<b>Total 75</b>	

\* SOC 107 is prerequisite for SOC 445.

\*\*Additional credits in SOC 490 will count toward graduation.

AS IT APPEARS

Social Services Minor

SOC 201, Introduction to the Social Services.....	5
SOC 310, Social Casework.....	3
SOC 311, Comparative Social Service Systems.....	3
PSY 454, The Helping Interview.....	3
*Electives in Sociology approved by advisor.....	16
<b>Total 30</b>	

\*Soc 490, Contracted Field Experience, does not count toward the minor. A maximum of 5 credits of elective lower division coursework may be counted toward the minor.

Proposed:

Social Services Minor

SOC 201, Introduction to the Social Services.....	5
SOC 310, Social Casework.....	3
→ SOC 411, Comparative Social Service Systems.....	3
PSY 454, The Helping Interview.....	3
*Electives in Sociology approved by advisor.....	16
<b>Total 30</b>	

\*Soc 490, Contracted Field Experience, does not count toward the minor. A maximum of 5 credits of elective lower division coursework may be counted toward the minor.

PSYCHOLOGY - Organizational Development  
COURSE ADDITIONS

OD 551. Organizational Behavior Analysis (4). Applications of the principles and methods of behavior analysis to the work environment.

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

PSYCHOLOGY, CONTINUED

OD 593.A. Practicum in Individual Client Interviewing (3). Development of effective interpersonal helping skills applicable to the role of an OD practitioner. Grade will be S or U.

OD 593.B. Practicum in Organizational Analysis (3). Intensive practice in surveying organizational needs, selecting appropriate measures of effectiveness, and developing interventions based on data obtained from the analysis. Grade will be S or U.

OD 593.C. Practicum in Organizational Research (3). Prerequisite, SOC 566. Grade will be S or U.

OD 590. Supervised Field Experience in Organization Development (3). Application of theories and concepts of OD to actual organizations. May be repeated for credit. Grade will be S or U.

PROGRAM CHANGE  
AS IT APPEARS

The objective of the Master of Science, Organization Development (MSOD) Program is to prepare students for improving productivity and quality of work life in a variety of public and private sector organizational settings. The MSOD program is based in the Psychology Department with interdisciplinary connections to Business Administration and Sociology.

The program is designed for people who are employed. Currently, the average age of students is 36. Students come from middle and upper management positions in many types of public and private sector organizations across Washington. Required courses are scheduled across 22 three-day weekends spread over two academic years. Students arrange additional time on campus as required. Students using faculty time, supplies, and/or equipment for research must be registered for OD 595, OD 699 or OD 700.

The Organizational Development Center, located in the Psychology Building, functions to coordinate the Master of Science in Organization Development (MSOD) program, provide consulting services to private and public sector organizations, and conduct special seminars, workshops, and learning laboratories for Northwest groups and organizations.

Admission Requirements

In addition to the University's general regulations for admission to Master's programs, admission to the MSOD Program will be recommended upon the evaluation of the applicants prior scholastic record, GRE scores, recommendations from previous instructors or employer, and a statement of professional objectives. An interview is part of the admission process. Since this program is heavily oriented toward the application of theory to practical affairs, a statement of endorsement is required from a sponsoring organization indicating that the organization accepts responsibility to support your learning applications in that organization. Successful completion of Psychology 593.H Practicum, is required for retention in the program. Prior to admission a student must have completed an introductory course in statistics.

CURRICULUM PROPOSALS APPROVED BY THE UNIVERSITY  
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PSYCHOLOGY - ORGANIZATION DEVELOPMENT CONTINUED

Master of Science

Prerequisite: Introductory statistics (must be approved by program director.)

Required Courses	Credits
SOC 566, Organization Research and Assessment....	5
ED/PSY 488, Group Dynamics and the Individual....	3
PSY 540, Organizational Psychology....	4
PSY 552, Human Growth and Development, Advanced....	3
PSY 570, Theories of Counseling in Organizations....	4
OD 562, Consulting in Organizations....	3
PSY 561, Group Counseling....	3
PSY 593.E, Practicum in Organizational Counseling....	3
MGT/OD 515, Organization and Environment....	5
OD 560, Models of Planned Change....	4
OD 580, Current Issues in Organization Development....	6
OD 593, Practicum....	3-9
OD 684, Internship....	3-9
OD 699, Project Study or OD 700, Thesis....	6
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PROPOSED

The objective of the Master of Science, Organization Development (MSOD) Program is to prepare students for improving productivity and quality of work life in a variety of public and private sector organizational settings. The MSOD program is based in the Psychology Department with interdisciplinary connections to Business Administration and Sociology.

The program is designed for people who are employed. Currently, the average age of students is 36. Students come from middle and upper management positions in many types of public and private sector organizations across Washington. Required courses are scheduled across 22 three-day weekends spread over two academic years. Students arrange additional time on campus as required. Students using faculty time, supplies, and/or equipment for research must be registered for OD 595 or OD 700.

By the end of the second quarter of the MSOD Program, each student is required to complete a Program of Studies form and elect either a thesis or project option. The project option will include three separate projects that are completed concurrently with the student's course work: an organizational analysis, an organizational research proposal, and an executive summary for the completed organizational consulting project. Each of these projects will be evaluated by the student's three-person committee in accordance with their suitability for submission to a client. In addition, students electing the project option will be required to pass an oral comprehensive examination at the conclusion of their studies based on a defense of their projects and questions prepared and submitted by their committee one month in advance of the examination. Students selecting the thesis option will be subject to the regulations for thesis preparation described under the General Masters Degree Regulations section of this catalog and available from the Office of Graduate Admissions and Records.

The Organizational Development Center, located in the Psychology Building, functions to coordinate the Master of Science in Organization Development (MSOD) program, provide consulting services to private and public sector organizations, and conduct special seminars, workshops, and learning laboratories for Northwest groups and organizations.

CURRICULUM PROPOSALS APPROVED BY THE UNIVERSITY  
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PSYCHOLOGY CONTINUED

**Admission Requirements**

In addition to the University's general regulations for admission to Master's programs, admission to the MSOD Program will be recommended upon the evaluation of the applicants prior scholastic record, GRE scores, recommendations from previous instructors or employer, and a statement of professional objectives. An interview is part of the admission process. Since this program is heavily oriented toward the application of theory to practical affairs, a statement of endorsement is required from a sponsoring organization indicating that the organization accepts responsibility to support the student's learning applications in that organization. Prior to admission a student must have completed an introductory course in statistics.

**Master of Science**

Prerequisite. Introductory statistics (must be approved by program director.)

Required Courses	Credits
SOC 566, Organization Research and Assessment....	5
ED/PSY 488, Group Dynamics and the Individual....	3
*Psy 510, Social Psychology of Small Group Behavior....	3
PSY 540, Organization Psychology....	4
BUS/OD 515, Organization and Environment....	5
*OD 551, Organizational Behavior Analysis....	4
OD 560, Models of Planned Change....	4
OD 562, Consulting in Organizations....	4
OD 580, Current Issues in Organization Development	3
*OD 593.A, Practicum in Individual Client Interviewing....	3
*OD 593.B, Practicum in Organizational Analysis...3	
*OD 593.C, Practicum in Organizational Research...3	
*OD 590, Supervised Field Experience in Organization Development....	6-12
OD 700, Project Study or Thesis....	6
TOTAL	56-62

**COURSE ADDITION**

PSY 568. Counseling Strategies (3). Prerequisite, PSY 560 and PSY 593.A. Basic counseling treatment strategies for common client problems.

**PROGRAM CHANGE  
AS IT APPEARS**

**Option: Counseling Psychology**

Prerequisite Courses: PSY 301, 362, 363, 444, 453, and 461 (or approved equivalent). Prerequisite courses may be taken concurrently with certain program courses.

The student shall complete an approved Course of Study filed with Graduate Admissions and Records which will normally consist of the courses below.

Required Courses:	Credits
PSY 551, Behavior Analysis....	4
PSY 552, Human Growth and Development, Advanced....	3
PSY 555, Design and Analysis for Applied Research....	4
**PSY 560, Theories of Counseling....	4

CURRICULUM PROPOSALS APPROVED BY THE UNIVERSITY  
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PSYCHOLOGY, CONTINUED

PSY 561, Group Counseling....	3
PSY 571, Family and Marital Counseling....	3
PSY 573, Career Development....	3
PSY 580, Current Issues in Psychology....	3
PSY 599.1, Professional Problems....	3
PSY 584, Behavior Disorders and Psychopathology....	4
**PSY 593.A, Introductory Practicum in Counseling....	3
PSY 593.B, Practicum in Counseling- - Assessment and Planning....	3
PSY 593.C, Practicum in Counseling- - with Emphasis on Adults....	3
PSY 593.D, Practicum in Counseling- -with Emphasis on Children and Families....	3
PSY 593.E, Group Counseling Practicum....	3
*PSY 684.1, Counseling Internship....	15
PSY 700, Thesis....	6
Electives: By advisement....	4
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\*Students who take the M.S. degree and also seek School Counseling Certification must complete the internship requirement (PSY 684.2) in a school setting, but in addition must take 8 hours of PSY 684.1. Students who take the Master of Science (M.S.) degree and also seek School Psychology Certification must complete an internship in Counseling (PSY 684.1) and in School Psychology (PSY 683). Other courses required for certification in School Counseling or School Psychology will be determined through individual assessment.

\*\*PSY 560 and 593.A are taken concurrently. Successful completion of both is required for final admission to the counseling psychology program.



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PSYCHOLOGY CONTINUED

PROPOSED

Option: Counseling Psychology

Prerequisite Courses: PSY 301, 362, 363, 444, 453, and 461 (or approved equivalent). Prerequisite courses may be taken concurrently with certain program courses.

The student shall complete an approved Course of Study filed with Graduate Admissions and Records which will normally consist of the courses below.

Required Courses:	Credits
PSY 551, Behavior Analysis....	4
PSY 552, Human Growth and Development, Advanced....	3
PSY 555, Design and Analysis for Applied Research....	4
**PSY 560, Theories of Counseling....	4
PSY 561, Group Counseling....	3
PSY 568, Counseling Strategies....	3
PSY 571, Counseling for Relationships and Families....	3
PSY 573, Career Development....	3
PSY 580, Current Issues in Psychology....	3
PSY 599.1, Professional Problems....	3
PSY 584, Behavior Disorders and Psychopathology....	4
**PSY 593.A, Introductory Practicum in Counseling....	3
PSY 593.B, Practicum in Counseling-- Assessment and Planning....	3
PSY 593.C, Practicum in Counseling-- Emphasis on Adults....	3
PSY 593.D, Practicum in Counseling-- Emphasis on Children and Families....	3
PSY 593.E, Group Counseling Practicum....	3
*PSY 684.1, Counseling Internship....	15
PSY 700, Thesis....	6
Electives: By advisement....	3
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\*Students who take the M.S. degree and also seek School Counseling Certification must complete the internship requirement (PSY 684.2) in a school setting, but in addition must take 8 hours of PSY 684.1. Students who take the Master of Science (M.S.) degree and also seek School Psychology Certification must complete an internship in Counseling (PSY 684.1) and in School Psychology (PSY 683). Other courses required for certification in School Counseling or School Psychology will be determined through individual assessment.

\*\*PSY 560 and 593.A are taken concurrently. Successful completion of both is required for final admission to the counseling psychology program.

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ENGLISH  
PROGRAM CHANGE

AS IT APPEARS  
Language Arts Major: Elementary

Course Requirements	Credits
ENG 140, Introduction to Fiction OR ENG 141, Introduction to Poetry .....	4-5
ENG 341, The Bible OR ENG 342, Literature and Myth .....	5
ENG 180, Introduction to Linguistics OR ENG 320, English Grammar OR ENG 322, History of the Language .....	4-5
ENG 432, Children's Literature .....	3
English Electives .....	6-8

Drama and Communication Courses:

DR OR COM 343, Oral Interpretation of Literature .....	4
DR 312, Creative Dramatics .....	4
Electives from the following .....	7-11
DR 107, Introduction to Drama .....	5
COM 207, Introduction to Communication Studies .....	4
Com 301, Communication Concepts and Processes .....	4
COM 217, Introduction to Communi- cative Disorders .....	3
Dr. 362, Practice in Creative Dramatics .....	4
COM 420 OR DR 420, Teaching Communication and Drama in the Elementary School .....	3

Total 45

PROPOSED

Language Arts Major: Elementary Emphasis

The student completing this major would typically be seeking Elementary Certification and an endorsement from the Office of the Superintendent of Public Instruction in Elementary Education.

ENG 140	Introduction to Fiction	5
ENG 141	Introduction to Poetry	4
ENG 245	The Fairy Tale	3
ENG 248	World Literature I	
or ENG 249	World Literature II	5
ENG 341	The Bible	
or ENG 342	Literature and Myth	5
COM 301	Communication Concepts and Processes	4
DR/COM 343	Oral Interpretation of Literature	4
DR/COM 420	Teaching Communication and Drama in the Elementary School	3
DR 207	Introduction to Children's Drama	3
	English electives (Upper Division)	9
	TOTAL	45

PSYCHOLOGY

COURSE ADDITION

PSY 501. The School Psychologist (3). Prerequisite, admission to the School Psychology Program or permission of the instructor. An introduction to the activities of school psychologists and the parameters under which they function.

CURRIUCLUM PROPOSALS APPROVED BY THE UNIVERSITY  
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PSYCHOLOGY CONTINUED

**PROGRAM CHANGE  
AS IT APPEARS  
MASTER OF EDUCATION**

**Option: School Psychology**

Prerequisites: 301, 362, 363, 444, 453, 457 (or approved equivalents). Prerequisite courses may be taken concurrently with certain program courses.

Role and minimum generic standards for certification as a school psychologist have been established by the State Board of Education. The Tacoma/CWU/School Psychology Program Unit is an approved program unit developed in accordance to State required standards. Successful completion of the program at Central Washington University leads to the M.Ed. degree and to eligibility for initial certification as an Educational Staff Associate—School Psychologist.

It is possible to obtain initial certification without becoming a candidate for the M.Ed. degree. The latter is recommended only for those persons who have earned or are earning master's or doctoral degrees in such allied disciplines as education, special education, counseling, communication disorders, and sociology. For those candidates seeking the degree in School Psychology, the courses listed are required. For those who desire to meet certification requirements in School Psychology without the degree, courses are recommended on advisement to develop a program to meet the certification requirements.

Applicants for Master's degree study and/or School Psychology Certification must follow the application and admission procedures outlined earlier in this bulletin.

Proposed

Master of Education and Certification

**Option: School Psychology**

The school psychology preparation program consists of two interrelated components: (1) masters degree and (2) remaining certification requirements. The State Board of Education's standards for certification of school psychologists require that the candidate complete an approved masters degree program in psychology that has been developed in consort with school and professional organizations. (Note: Candidates who have already received a master's degree in another related field are not required to earn a second master's, but must complete all requirements for both components of the program.) Successful completion of both portions of the preparation program at Central Washington University leads to eligibility for initial certification as an Educational Staff Associate—School Psychologist.

Prerequisites: 301, 362, 363, 444, 453, 457 (or approved equivalents). Prerequisite courses may be taken concurrently with certain program courses.

Master's Degree Requirements - M.Ed.

The Master of Education Degree in School Psychology is granted to the candidate upon completion of a minimum of 47 quarter hours of coursework including thesis. The following courses (or approved equivalents) are required:

**Required Courses:**

**Credits**

<b>Educational Foundations and Research courses</b> (see page 181) (PSY 352, Human Growth and Development, Advanced, is advised).....		<b>9</b>
PSY 447, Psychology of Adolescence .....		<b>3</b>
SPED 523, Curriculum for the Mildly/ Moderately Handicapped .....		<b>3</b>
ED/PSY 525, Psychology of Reading .....		<b>3</b>
PSY 551, Behavior Analysis .....		<b>4</b>
PSY 556, Advanced Evaluative Techniques.....		<b>5</b>
PSY 559, Advanced Educational Psychology .....		<b>4</b>
PSY 560, Theories of Counseling .....		<b>4</b>
PSY 561, Group Counseling.....		<b>3</b>
PSY 564, Intellectual Assessment.....		<b>5</b>
PSY 566, Personality Assessment.....		<b>5</b>
PSY 573, Career Development.....		<b>3</b>
PSY 584, Behavior Disorders and Psychopathology .....		<b>4</b>
PSY 592.1, Practicum in School Psychology.....		<b>3</b>
PSY 592.2, Practicum in School Psychology.....		<b>3</b>
PSY 593.A, Introductory Practicum in Counseling.....		<b>3</b>
PSY 593.B, Practicum in Counseling-Assessment .....		<b>3</b>
PSY 599.1, Professional Problems .....		<b>3</b>
PSY 683, School Psychology Internship.....		<b>15</b>
PSY 700, Thesis.....		<b>6</b>
	<b>Total</b>	<b>91</b>

Required Courses for M.Ed.

Credits:

<b>Educational Foundations and Research Courses</b> (PSY 352, Human Growth and Development, Advanced is advised)		<b>9</b>
PSY 301, The School Psychologist.....		<b>3</b>
PSY 551, Behavioral Analysis .....		<b>4</b>
PSY 556, Advanced Evaluative Techniques .....		<b>5</b>
PSY 560, Theories of Counseling .....		<b>4</b>
PSY 564, Intellectual Assessment .....		<b>5</b>
PSY 566, Personality Assessment .....		<b>5</b>
PSY 593.A, Introductory Practicum in Counseling .....		<b>3</b>
PSY 593.B, Practicum in Counseling-Assessment .....		<b>3</b>
PSY 700, Thesis .....		<b>6</b>
	<b>M.Ed. Awarded</b>	<b>47</b>

Remaining Requirements for School Psychology Certification:

In addition to completing the Master's Degree Requirements, the candidate must complete all remaining certification requirements before being recommended to the State Board of Education for certification as a School Psychologist. These courses may be taken concurrently with the masters degree requirements. The following courses (or approved equivalents) are required:

	<b>Credits</b>
PSY 447, Psychology of Adolescence .....	<b>3</b>
SPED 523, Curriculum for the Mildly/Moderately Handicapped .....	<b>3</b>
ED/PSY 525, Psychology of Reading .....	<b>3</b>
SPED 533, Education of Disadvantaged Students .....	<b>3</b>
PSY 559, Advanced Educational Psychology .....	<b>4</b>
PSY 561, Group Counseling .....	<b>3</b>
PSY 573, Career Development .....	<b>3</b>
PSY 584, Behavior Disorders and Psychopathology .....	<b>4</b>
PSY 592.1, Practicum in School Psychology .....	<b>3</b>
PSY 592.2, Practicum in School Psychology .....	<b>3</b>
PSY 683, School Psychology Internship .....	<b>15</b>
Comprehensive Examination for Certification .....	<b>0</b>
<b>Additional Credits for Certification</b>	<b>47</b>
	<b>TOTAL</b>
	<b>94</b>

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**ENGLISH**  
**PROGRAM OPTION ADDITION**  
**MASTER OF ARTS**  
**ENGLISH: TEACHING OPTION**

The English Master of Arts (Teaching Option) is a broadbased program that can be completed in Summer sessions and through approved off-campus courses. It requires a balance of advanced work in the traditional classroom areas of literature and language/rhetoric, yet allows for individualized selection within these broad areas. One year of K-12 teaching is a prerequisite for entry into the program.

The student must complete at least 46 credits in English (30 of them at the graduate level) as outlined below, submit a thesis, and pass a Master's examination, written and oral.

Required courses:	Credits
ENG 512, Introduction to English Graduate Studies....	5
ENG 588, English Language Learning: Rhetoric....	4
Courses numbered 340 and above in English Literature....	15
Electives from : ENG 320, ENG 322, ENG 413, ENG 586, ENG 587, ENG 589, approved ENG 498 and ENG 599....	12
Creative Writing Course.... ENG 312 OR ENG 313 OR Approved equivalents	4
ENG 700, Thesis....	6
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