10-14-1992

CWU Faculty Senate Minutes - 10/14/1992

Sue Tirotta

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

ROLL CALL

Senators: All Senators or their Alternates were present except Donahue, Medlar and Pratz.

Visitors: Bryce Seibel and Carolyn Wells.

CHANGES TO AGENDA

- Report #3, Provost/Vice President for Academic Affairs, will be moved to the November 4 Faculty Senate meeting.
- Introduction of Mary Marcy, Director of Governmental Relations, will be moved to the November 4 Faculty Senate meeting.
- Add a motion to approve a Parliamentarian to Chair's Report.

APPROVAL OF MINUTES

*MOTION NO. 2864 Erlice Killorn moved and Jim Ponzetti seconded a motion to approve the minutes of the May 20, 1992 and June 3, 1992 Faculty Senate meetings as distributed. Motion passed.

COMMUNICATIONS

-7/10/92 memo from Provost Don Schliesman regarding Curriculum Approval Process. Referred to Senate Executive Committee (see Chair's Report).

REPORTS

1. CHAIR

*MOTION NO. 2865 Erlice Killorn moved and Jim Ponzetti seconded a motion to approve the 1992-93 Faculty Senate Operating Procedures, as follows:

1992-93 FACULTY SENATE OPERATING PROCEDURES

1. Robert's Rules of Order will be the accepted authority for procedural operations.

2. Committee reports will be automatically accepted. If there is an action item that a committee desires on any report, it is to be separately stated as a motion and the motion will then come before the Senate for discussion and debate. The committee will be asked to submit a report and written copies of any motion or action that it would like to have taken.

3. Committee reports and motions shall be submitted to the Faculty Senate office by noon on the Wednesday preceding the Senate meeting in which action is expected. This policy allows for the timely mailing of the meeting's agenda. As a general rule, substantive committee motions that do not accompany the agenda will not be discussed and voted on until a subsequent meeting. An extended agenda will be sent to all Senators, who shall give it to their Alternate if they are unable to attend the meeting.

4. Concerning discussion rules, the Senate will use the procedure of seeking recognition from the Chair if it wants to debate an issue. Discussion on arguments for and against the issue will be alternated. A visitor will be given recognition if the floor is yielded to him by a Senator. If no Senator desires to speak and a visitor would like to make a point, the Chair will recognize the person. If a visitor has made a preliminary request to the Senate office for an opportunity to speak or if the Chair invites a person to speak, he will be recognized.

5. No smoking is allowed in the Samuelson Union Building except in designated areas.

MOTION NO. 2865 passed.
CHAIR, continued

*MOTION NO. 2866 Erlice Killorn moved and Charles McGehee seconded a motion to replace Barry Donahue (Chair, Computer Science) with Robert Jacobs (Political Science) on the 1992-93 Faculty Grievance Committee:

Rationale: Faculty Code section 12.10 states "Any member of the faculty is eligible to serve on the Faculty Grievance Committee, with the exception of department chairs [emphasis added] and chief administrators, including but not limited to the president, provost and vice president and deans." Barry Donahue has been elected chair of the Computer Science Department.

1992-93 FACULTY GRIEVANCE COMMITTEE

REGULAR MEMBERS
Jack Dugan, SOC (1 yr)
Stephanie Stein, PSYCH (2 yrs)
Robert Jacobs, POLSCI (3 yrs)

ALTERNATE MEMBERS
Peter Gries, MUS (1 yr)
Patrick O'Shaughnessy, ACCT (2 yrs)
Kelton Knight, FORLANG (3 yrs)

MOTION NO. 2866 passed.

* * * *

*MOTION NO. 2867 Jim Ponzetti moved and Erlice Killorn seconded a motion to approve membership on the 1992-93 Faculty Senate Standing Committees and Council of Faculty Representatives (CFR), as follows:

1992-93 FACULTY SENATE STANDING COMMITTEES

SENATE EXECUTIVE COMMITTEE
Barney Erickson, Chair (Math)
Alan Taylor, Vice Chair (Communication)
Erlice Killorn, Secretary (HPER)
Jim Ponzetti, At-Large (Home Economics)
Don Ringe, At-Large (Geology)
Charles McGehee, Past Chair (Sociology)

SENATE ACADEMIC AFFAIRS COMMITTEE
BTTI Barker (Biology)
Andrea Bowman (Education)
Peter Burkholder (Philosophy)
Dolores Osborn (BEAM)
Jan Rizzuti (Math)
Student (ASCU/BOD)

SENATE BUDGET COMMITTEE
Barry Donahue (Computer Science)
Frank Carlson (Education)
Margaret Lewis (Accounting)
Wayne Klemín (BEAM)
Dale Comstock (Math)

SENATE CODE COMMITTEE
Cathy Bertelson (BEAM)
John Herum (English)
Owen Pratz (Psychology)
Beverly Heckart (History)
Mike Olivero (Law & Justice)

SENATE CURRICULUM COMMITTEE
(3 CLAS, 3 SPS, 3 B&E, 1 LIB, 1 Student)
Steven Olson (CLAS) (English)
Bob Fordan (CLAS) (Communication)
Wesley Van Tassel (CLAS) (Theatre Arts)
Tim Yoxtheimer (SPS) (IEE)
Deloris Johns (SPS) (HPER)
Dale LeFevre (SPS) (Education)
Karen Adamson (BEA) (Accounting)
Wayne Fairburn (BEA) (Business Administration)
(R&B?)
Richard Waddle (LIB) (Library)
Student (ASCU/BOD)

SENATE PERSONNEL COMMITTEE
Jim Hawkins (Theatre Arts)
Patricia Maguire (Leisure Services/PEHLS)
Libby Street (Psychology)
David Anderson (Math)
Blaine Wilson (BEAM)

SENATE PUBLIC AFFAIRS COMMITTEE
Alan Taylor (CHAIR) (Communication)

--- Faculty Legislative Representative ---
Rosco Tolman (Member of CFR) (Foreign Languages)
Erlice Killorn (Member of CFR) (PEHLS)
Bob Wiking (IEE)

COUNCIL OF FACULTY REPRESENTATIVES (CFR)
Ken Gamon (STATE CHAIR) (Math) (2 yrs)
Robert Benton (English) (1 yrs)
Rosco Tolman (Foreign Languages) (2 yrs)
Erlice Killorn (PEHLS) (3 yrs)

MOTION NO. 2867 passed.
1. **CHAIR, continued**

Chair Ericson reported that the University Curriculum Committee (UCC) disbanded at the end of Spring quarter 1992. The Senate Executive Committee is working with the Ad Hoc Committee for Curriculum Reform (which includes the Provost) to formalize an improved process for curriculum review. Curriculum proposals that were approved by the UCC but did not reach the Senate Curriculum Committee in time for consideration last year are being reviewed individually by the Provost. All curriculum material not approved by the UCC before it disbanded has been returned by the Provost to the appropriate Dean's office. All new curriculum proposals are also being held in the Deans' offices.

* * * *

Chair Ericson updated the Faculty Senate concerning academic and administrative searches:

**VICE PRESIDENT FOR STUDENT AFFAIRS:** The Chair of the Search Committee is Carol Barnes, Dean of Extended University Programs. The application deadline was October 1, 1992. This position is to be filled by July 1, 1993. Over 100 applications have been received. The Search Committee is now reviewing applicant files based on specific criteria which were set by the Committee. A mid-November target date has been set for completion of the review process. At that point, the Committee will narrow the applicant pool to 15-20 candidates.

**DEAN OF COLLEGE OF LETTERS, ARTS AND SCIENCES:** The Chair of the Search Committee is Gary Lewis, Dean of Library Services. The application deadline is December 2, 1992. This position is to be filled by July 1, 1993. About 60 applications have been received, with a good response from women and minorities. The Search Committee plans to hold preliminary meetings later this month.

**ASSOCIATE DEAN - COLLEGE OF LETTERS, ARTS AND SCIENCES:** A one year interim appointment has been made for this position: Phil Backlund (Communication). The position of Associate Dean of CLAS will probably be the subject of a search and be filled permanently after a new Dean of CLAS is appointed.

**DEAN OF THE SCHOOL OF BUSINESS & ECONOMICS:** President Nelson solicited nominations from the campus community for membership on the Search Committee for the Dean of B&E. The deadline for committee nominations was October 7, 1992. Final search committee assignments have not yet been made.

**VICE PRESIDENT FOR UNIVERSITY RELATIONS AND DEVELOPMENT:** An interim appointment (effective November 1, 1992) has been made for this position: Barbara Radke (Director of News Services). President Nelson solicited nominations from the campus community for membership on the Search Committee for the Vice President for University Relations and Development. The deadline for committee nominations was October 7, 1992. Final search committee assignments have not yet been made.

**ASSOCIATE DEAN - SCHOOL OF PROFESSIONAL STUDIES:** The Chair of the Search Committee is Gary Lynde, Military Science/AROTC. The application deadline is October 16, 1992. This search is limited to current CWU personnel. The position is to be filled by the end of November 1992, with the Associate Dean on the job some time in December.

**PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS:** The Chair of the Search Committee is Charles McGehee, Sociology. The application deadline is October 16, 1992. This position is to be filled by July 1, 1993. 111 applications have been received. Charles McGehee reported that three advertisements were placed in the Chronicle of Higher Education, and numerous phone solicitations were made during the summer, with special attention to ensure minority and women applicants. The Search Committee has begun reviewing applications and plans to narrow the applicant pool to 12-15 by next week. Five candidates will be invited to visit CWU in late November, and the Committee plans to submit final recommendations to President Nelson by mid-January 1993. Senator McGehee added that the deadlines for Provost and Dean of CLAS applications were staggered to allow a new Provost to make input into the selection of the Dean of CLAS.
1. **CHAIR, continued**

*MOTION NO. 2868* Erlice Killorn moved and Jim Ponzetti seconded a motion to approve Senator Charles McGeorge, Sociology, as Faculty Senate Parliamentarian for the 1992-93 academic year. Motion passed.

2. **PRESIDENT**

President Ivory Nelson reported that the President's Advisory Council met in public meeting on October 13 to present and discuss Strategic Planning assumptions. He stated that a Strategic Planning guide should be available to the campus community within the next month.

President Nelson said that he is attempting to streamline the bureaucracy and operating procedures of the university to clarify processes and accountability. He has talked with the Faculty Senate Chair regarding some planning related issues that he would like to see addressed by the Faculty Senate during the upcoming year, and he will submit a proposal for resolution to the Senate Executive Committee for presentation to the Senate. The resolution, if approved, would direct the Senate to take a leadership role in certain areas: examine curriculum for relevance to the goals of the university and submit a recommendation to eliminate some curricula [the Provost noted at the 10/13/92 PAC meeting that Central's curriculum contains over 2200 courses]; consider approving no new programs unless a program is submitted for elimination; consider approving no new courses unless two or more courses are eliminated; approve no new courses or programs without a thorough understanding of their fiscal impact; examine criteria for award of student honors; evaluate the General Education Curriculum, with a view toward decreasing the number of courses available; establish a study committee to examine grade inflation; review the "hidden curriculum" of Special Topics courses and eliminate those that are unnecessary; complete the study on faculty merit awards [the President stated that he favors award of merit at the department level]; and streamline the university catalog.

President Nelson stated that "the Faculty Senate has the responsibility for curriculum at this university, and the Faculty Senate should step out now and take the lead on those things that some of you have questioned for a long time." He expressed his hope that Faculty Senators, although operating in different disciplines, would begin to take an "institutional perspective" and ask tough questions. He noted that a recent article in the Chronicle of Higher Education stated that 20-30% of a university's courses could be eliminated "and really not have any significant effect on what's going on. We [CHU] probably could eliminate more." He followed up by stating that the university's committee structure was significantly reorganized during the summer, and although this creates a differential flow, "at this time next year you won't even miss it."

He stressed that the Faculty Senate has a very important role to play and urged it to "step up to bat, take charge, take leadership, take the institutional perspective," and he called for debate on issues to develop reasonable, rational positions and move forward. The President recommended that the Senate approve his resolution and "adopt it as a framework to tell the university community that here's what we [Faculty Senate] are all about, here's what we are going to be doing, and here's where we're going to step forward and take the leadership role, and I think that it's something that would really advance the height and the light of the Senate in its role in the university function." He stated that it is not his intention to instruct the Senate on specifics of what to do (e.g., elimination of individual courses), but he urged the Senate to take charge because "you and I both know that we have some things that we need to address."

The President added that the University Budget is available for review at the Library Reference Desk and Deans' offices. The budget details the apportionment of all university funds.

In response to a question from a Senator, the President reported that he personally made CHU's presentation to the Higher Education Coordinating (HEC) Board, and it was received very favorably. He added that the Provost, the Vice President for Business Affairs, and the Director of Governmental Relations are at a HEC Board meeting today at which the HEC Board will adopt budget recommendations. Based on the preliminary HEC Board staff report, Central fared extremely well, and in terms of request packages outside of the Essential Requirements Level, CWU ranked second highest of the state schools in approval. The President stated that the news from Olympia is "disastrous," but "our [Central's] credibility is going up." He reported that Office of Financial Management (OFM) representatives visited the CWU campus recently, and their news was also bleak: unless additional revenues are forthcoming, Washington state faces a net $1 billion shortfall next year.
3. ACADEMIC AFFAIRS COMMITTEE - NO REPORT
4. BUDGET COMMITTEE - NO REPORT
5. CODE COMMITTEE - NO REPORT
6. CURRICULUM COMMITTEE - NO REPORT
7. PERSONNEL COMMITTEE - NO REPORT
8. PUBLIC AFFAIRS COMMITTEE - NO REPORT

OLD BUSINESS
None

NEW BUSINESS
Chair Erickson presented proposed changes in the Faculty Senate's Bylaws, to be voted on by the Faculty Senate on November 4, 1992. [Section X.: Amendments to these Bylaws may be introduced by any three (3) members of the Senate in written petition to the Faculty Senate Executive Committee. That committee must then present the proposed amendment(s), in any modified form mutually agreed upon by the committee and the three (3) signers, at the next Senate meeting, with formal adoption deferred until the subsequent meeting. Adoption of amendments will require a two-thirds majority of those present and voting. Amendments will go into effect immediately upon approval.]

SUSPENSION OF FACULTY SENATE BYLAWS:
IV.C.2. Ad Hoc Committee for Faculty Opinion Survey of Academic Administrators
The Faculty Senate shall conduct faculty opinion surveys of academic administrators --- deans, provost and vice president for academic affairs, president of the university --- every two (2) years beginning in the academic year 1986-87. For purposes of devising and conducting the survey, the Senate shall appoint an ad hoc committee of members of the faculty.

MOTION: Due to significant recent and anticipated changes in the university's administrative personnel, the requirements of faculty Senate Bylaws section IV.C.2. will be suspended until academic year 1994-95.

BYLAWS CHANGE #1:
Rationale: Due to budgetary constraints, the Faculty Senate is no longer able to widely distribute its agendas and minutes. Agendas and minutes will be kept on file at the Library Reference Desk. Faculty Senators should inform their Department Chairs and colleagues of Senate agenda items.

VII.A.1. AGENDA
An agenda shall be compiled and published for all regular, and when possible, for all special meetings of the Senate. The Chair of the Senate, with the assistance of the Executive Committee, shall be responsible for preparation of the agenda. A copy of the agenda shall be sent to each Senator, Alternate, and Department at least three (3) days prior to the meeting date. Any Senator may propose items of the Agenda to the Senate Chair or the Senate Executive Committee.

BYLAWS CHANGE #2:
Rationale: Due to budgetary constraints and consistent lack of faculty voting response, at-large Senate positions should be allocated as stated in the Bylaws, but elections should be conducted by the department to which the additional position(s) has been allocated.

II.B.4. Each department to which at-large positions have been allocated shall by secret ballot nominate three (3) candidates, who consent to nomination, for each such position, who once nominated shall not be permitted to withdraw their names from consideration by the faculty prior to election. Elections shall be by secret ballot by the faculty of the department to which the position has been allocated (defined in Section 2.10 of the Faculty Code), and a simple plurality of votes cast for each position shall be sufficient for election;

II.D.2. If a regularly elected at-large Senator resigns permanently from the Senate, the Alternate will become Senator until the next yearly scheduled at-large election, at which time a replacement Senator and Alternate will be elected to fulfill the remaining at-large term; the department will elect an Alternate to serve until the next yearly at-large election...

ADJOURNMENT
Meeting was adjourned at 3:45 p.m.

*** NEXT REGULAR FACULTY SENATE MEETING: November 4, 1992 ***
FACULTY SENATE REGULAR MEETING
3:10 p.m., Wednesday, October 14, 1992
SUB 204-205

I. ROLL CALL

II. CHANGES TO AGENDA

III. APPROVAL OF MINUTES - May 20, 1992 and June 3, 1992

IV. COMMUNICATIONS
- 7/10/92 memo from Provost Don Schliesman regarding Curriculum Approval Process. Referred to Senate Executive Committee (see Chair's Report, below).

V. REPORTS

1. CHAIR
- MOTION: 1992-93 Operating Procedures (attached)
- MOTION: Replace Barry Donahue with Robert Jacobs on Faculty Grievance Committee (attached)
- MOTION: Approval of 1992-93 Senate Standing Committee membership and Council of Faculty Representatives (CFR) membership (list to be distributed at meeting)

- Curriculum Approval Process
- Search update: Provost/VP for Academic Affairs, VP for Student Affairs, Search for Dean of CLAS, Associate Dean of CLAS, VP for University Relations/Development, Dean of Business/Economics

2. PRESIDENT
- Introduction: Director of Governmental Relations: Mary Marcy

3. PROVOST/VICE PRESIDENT FOR ACADEMIC AFFAIRS
- University Committee Structure

4. ACADEMIC AFFAIRS COMMITTEE
5. BUDGET COMMITTEE
6. CODE COMMITTEE
7. CURRICULUM COMMITTEE
8. PERSONNEL COMMITTEE
9. PUBLIC AFFAIRS COMMITTEE

VI. OLD BUSINESS

VII. NEW BUSINESS
- Faculty Senate Bylaws (attached) --- to be voted on by Faculty Senate on November 4, 1992

VIII. ADJOURNMENT

*** NEXT REGULAR FACULTY SENATE MEETING: November 4, 1992 ***
1992-93 FACULTY SENATE OPERATING PROCEDURES

1. Robert's Rules of Order will be the accepted authority for procedural operations.

2. Committee reports will be automatically accepted. If there is an action item that a committee desires on any report, it is to be separately stated as a motion and the motion will then come before the Senate for discussion and debate. The committee will be asked to submit a report and written copies of any motion or action that it would like to have taken.

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5. No smoking is allowed in the Samuelson Union Building except in designated areas.

* * * * * * * * * *

1992-93 FACULTY GRIEVANCE COMMITTEE

REGULAR MEMBERS
Jack Dugan, Sociology (1 yr)
Stephanie Stein, Psychology (2 yrs)
* Robert Jacobs, Political Science (3 yrs)

ALTERNATE MEMBERS
Peter Gries, Music (1 yr)
Patrick O'Shaughnessy, Accounting (2 yrs)
Kelton Knight, Foreign Languages (3 yrs)

Roberts Jacobs (Political Science) replaces Barry Donahue (Computer Science) because Dr. Donahue has been elected chair of the Computer Science Department.

Faculty Code section 12.10 states "Any member of the faculty is eligible to serve on the Faculty Grievance Committee, with the exception of department chairs and chief administrators, including but not limited to the president, provost and vice president and deans."
NEW BUSINESS

SUSPENSION OF FACULTY SENATE BYLAWS:

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II.D.2. If a regularly elected at-large Senator resigns permanently from the Senate, the Alternate will become Senator until the next yearly scheduled at-large election, at which time a replacement Senator and Alternate will be elected to fulfill the remaining at-large term; the department will elect an Alternate to serve until the next yearly at-large election...
ROLL CALL 1992-93

___ Bruce BAGAMERY
___ Andrea BOWMAN
___ Peter BURKHOLDER
___ Robert CARBAUGH
___ David CARN
___ Ken CORY
___ Bobby CUMMINGS
___ Barry DONAHUE
___ Lin DOUGLAS
___ Barney ERICKSON
___ Ed GOLDEN
___ Ken HAMMOND
___ Kris HENRY
___ Erlice KILLORN
___ Charles McGHEE
___ Deborah MEDLAR
___ Ivory NELSON
___ Sidney NESSELROAD
___ Vince NETHERY
___ Steve OLSON
___ Patrick OWENS
___ Rob PERKINS
___ Jim PONZETTI
___ Owen PRATZ
___ Dan RAMSDELL
___ Don RINGE
___ Dieter ROMBOY
___ Sharon ROSELL
___ Eric ROTH
___ Candace SCHULHAUSER
___ Stephanie STEIN
___ Alan TAYLOR
___ Thomas THELEN
___ Rex WIRTH
___ Thomas YEH
___ Mark ZETTERBERG

___ Hugh SPALL
___ Randy WALLACE
___ John UTZINGER
___ David HEDRICK
___ Walt KAMINSKI
___ Margaret SAHLSTRAND
___
___ George TOWN
___ Daniel FENNERTY
___ Ken GAMON
___ Connie NOTT
___ Morris UEBELACKER
___ Patricia MAGUIRE
___ David KAUFMAN
___ Gary HEESACKER
___ Don SCHLIESMAN
___ Andrew SPENCER
___ Stephen JEFFERIES
___
___ Cathy BERTELSON
___ Ethan BERGMAN
___ Jim GREEN
___ Beverly HECKART
___ Robert BENTLEY
___ Stella MORENO
___ Roger YU
___ Geoffrey BOERS
___ Stephen SCHEPMAN
___ Robert GARRETT
___ John CARR
___
___ Jerry HOGAN
___ Wesley VAN TASSEL

(FACULTY SENATE MEETING: October 14, 1992)
<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Wells</td>
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<td>Zaidel</td>
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Please sign your name and return this sheet to the Faculty Senate secretary directly after the meeting. Thank you.
MEMORANDUM

DATE: July 10, 1992

TO: Dr. Barney Erickson
   Faculty Senate Chair

FROM: Donald M. Schliesman, Interim Provost
       & Vice President for Academic Affairs

For some time the curriculum change process on campus has been criticized as unnecessarily cumbersome and slow. Such charges have come from the Northwest Association of Schools and Colleges in its 1989 site visit report. Similarly, a Senate Ad Hoc Committee for Curriculum Reform concluded that it was essential to create a more expeditious review process. Many University Curriculum Committee (UCC) members have complained of duplication between that committee and the Senate Curriculum Committee. The UCC itself has criticized the present process. Because of all those critical comments and with the elimination of the Vice Provost and Dean of Undergraduate Studies position, I believe it is necessary to modify the present process. Therefore, I have decided to take action which responds to these concerns and should streamline the process, making it far more efficient.

The University Curriculum Committee, a ten-member faculty committee which reports to the Provost, is charged to review and act on curriculum change proposals and to recommend changes to the Faculty Senate. The Senate Curriculum Committee is another faculty committee charged with proposing curriculum policy and considering proposals. It seems to me one of the committees is not needed. I have decided, therefore, to disband the University Curriculum Committee as of the end of spring quarter, 1992. Now then, it is necessary to modify the curriculum change process as a result of dropping the UCC and eliminating the Dean of Undergraduate Studies position.

I suggest the Faculty Senate make the following changes in the curriculum approval process and curriculum policies:

1. Change the process so that proposals flow from the department chair to the school/college dean to the Faculty Senate Curriculum Committee to the Provost, President and Board of Trustees. At certain points some proposals need to be referred to other offices or groups for review and reaction or approval. School/college deans need to send all proposals related to the preparation of school personnel to the Dean of the School of Professional Studies. Graduate curriculum proposals must be sent by the deans to the Dean of Graduate Studies and Research for review and comment. At the Provost’s level new degree and major proposals need to be referred to the Higher Education Coordinating Board.

2. Senate Curriculum Committee membership should be increased by adding faculty who have had experience on the University Curriculum Committee.

3. The curriculum change proposal forms need to be examined and redesigned to make them more precise and effective, and to include the appropriate budget analysis information. Proposals for additions to the curriculum (especially majors and minors) must include a plan for incorporating student outcome assessment activity and need to include a check-off from the Assessment Office.

4. The curriculum policy dealing with special topics courses (-98) for the undergraduate level needs to have the words "Vice Provost and Dean of Undergraduate Studies" replaced with "appropriate school/college dean."
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4. The curriculum policy dealing with special topics courses (-98) for the undergraduate level needs to have the words "Vice Provost and Dean of Undergraduate Studies" replaced with "appropriate school/college dean."
5. Certain curriculum changes should, after consideration by the dean, be returned to the department, if not approved, or go directly to the Provost's office if approved. Included in this group of changes should be proposals to (a) delete courses, (b) change course numbers, titles, credits or descriptions, and (c) delete minors. Proposals to delete majors or to add courses, minors, majors or degrees should go to the Senate.

6. Senate Curriculum Committee meetings should be publicized and open to all. Agendas should be circulated in advance of meetings.

7. The Curriculum Planning and Procedures Manual should include samples showing a standard format for course descriptions and for printing majors and minors in the Catalog. This would give helpful guidance to faculty and others on how to prepare proposals.

8. The school/college deans' role in the curriculum change process needs to be made more meaningful. It is at this level that the financial impact of proposed changes must be evaluated. Deans will share appropriate proposals with the Deans' Council. Budget-sensitive proposals should be forwarded by deans only after funding sources have been identified. Deans will need to prepare a checklist based on that suggested in the policy manual to facilitate review of the proposals.

9. The present change process allows for poorly prepared proposals. Policies which direct the process must be developed in such a way that all poorly prepared proposals are returned to "the sender." Valuable committee time must not be devoted to rewriting proposals.

I believe that if the suggested changes are made, our curriculum change process will be greatly improved. I would be pleased to discuss any of these suggestions with you, the Senate or any Senate Committee. Please inform me of the disposition of these suggestions.

The following chart reflects the approval process suggested above.

**CURRICULUM APPROVAL PROCESS**

- Departments/Programs
- School/College Dean
- Faculty Senate
- Provost and Vice President for Academic Affairs
- President
- Board of Trustees