5-5-1982

CWU Faculty Senate Minutes - 05/05/1982

Esther Peterson

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

Recommended Citation
Peterson, Esther, "CWU Faculty Senate Minutes - 05/05/1982" (1982). Faculty Senate Minutes. 725.
http://digitalcommons.cwu.edu/fsminutes/725

This Meeting Minutes is brought to you for free and open access by the CWU Faculty Senate Archive at ScholarWorks@CWU. It has been accepted for inclusion in Faculty Senate Minutes by an authorized administrator of ScholarWorks@CWU. For more information, please contact pingfu@cwu.edu.
MINUTES: Regular Faculty Senate Meeting, 5 May 1982  
Presiding Officer: Rosco Tolman, Chairman  
Recording Secretary: Esther Peterson

The meeting was called to order at 3:10 p.m.

ROLL CALL

Senators Present: All Senators or their Alternates were present except Fran Bovos, Chris Day, Peter Gries and Robert Jones.


CHANGES TO AGENDA

1. Under "Communications" delete the following items, and renumber accordingly,  
   A) Letter from Robert Jones. This will be under "New Business."
   E) Letter from Tony Canedo, which was regarding at-large candidates.

2. Under "Communications" add the following items  
   D) Letter from James Alexander, dated April 28
   E) Letter from Martin Kaatz, dated April 30.

APPROVAL OF MINUTES

Without objection, the minutes of the meeting of April 21, 1982 were approved as distributed.

COMMUNICATIONS

A. Letter from Burton Williams, dated April 21, saying he notes from the April 14 Faculty Senate minutes that the section of the Academic Plan dealing with Scholarly Activities was revised, and offers his rational for going on record in opposition to this revision.

B. Letter from Edward J. Harrington, dated April 22, offering the following comments about the Senate's recommendations regarding the Academic Plan:

1) I am very pleased that the Senate approved the section on the "Foreign Language Requirement for the Bachelor of Arts Degree."

2) As soon as an ad hoc committee is established we should be able to arrive at a plan for implementing the definitions of the degrees and certificates included on pp 11-12 of the Academic Plan. I look forward to working with the committee.

3) I can understand the concern on the 60-hour limit for the B.A. and am sure we can resolve this problem as we implement our new baccalaureate degree structure.

4) I will be pleased to add the section on "Teaching" to the Academic Plan.

5) I cannot accept the changes proposed for paragraph 6, page 37, of the Academic Plan. It appears that the Academic Affairs Committee, the Senate and the authors of the plan are all in agreement that "Public, evaluated contributing scholarship is a continuing activity expected of all faculty." Since this is the case, it would be misleading to delete the rest of the statement, "... consequently, deficiency in productive scholarship blocks promotion and tenure." Likewise, to remove the phrase "absolute requirement" in the second sentence would obfuscate the issue. The original statement emphasizes the importance of scholarly activity and spells out the consequences of failure to demonstrate accomplishment in this area. To remove the statement of consequences renders the intent invalid and would not be an honest statement.

6) I appreciate the approval of the sections on Freshman-Senior Seminars.

C. Letter from Donald Schliesman, dated April 22, informing the Senate that a functional intellectual literacy requirement in reading, writing, and computation is being implemented fall quarter, 1982, for all new freshmen. Implementation of programs in the other two skill areas, reasoning and speaking, is currently scheduled for fall quarter, 1983.
D. Letter from James Alexander, dated April 28, 1982, noting he will be taking professional leave for 1982-83 and will need to be replaced on the CFR for the last year of his three-year term. He suggests his replacement be someone with previous CFR experience or receive a three-year appointment after completing the balance of his term as this is an arena in which continuity and experience are honestly important.

E. Letter from Martin Kaatz, dated April 30, noting the potential benefits and ramifications of the new early retirement bill and CWU's phased retirement plan. It is imperative that CWU arrive at the specifics of its layoff plan quickly and all faculty members eligible for early retirement should begin to work out the details of their retirement benefits if they elect to retire before the January 1, 1983 deadline or choose the phased retirement plan.

CURRICULUM PROPOSALS

A. University Curriculum Committee Proposals, pages 617, 618, and 619--

1) Page 617

MUSIC -- PROGRAM ADDITION

The Central Suzuki Pedagogy Program

COURSE ADDITIONS

MUS 220. Introduction to Suzuki Pedagogy. (2)
MUS 221. Suzuki Pedagogy I. (3)
MUS 222. Suzuki Pedagogy II. (3)

TECHNOLOGY AND INDUSTRIAL EDUCATION -- COURSE ADDITIONS

T-IE 419. Alternative Energy Technology. (4)

2) Page 618

TECHNOLOGY AND INDUSTRIAL EDUCATION -- COURSE ADDITIONS

T-IE 411. Mechanical Power Transmission. (4)
T-IE 315. Vehicle Electric Systems. (4)

GEOGRAPHY -- COURSE ADDITION

GEOG 449. Growth Management. (3)

HOME ECONOMICS - FAMILY AND CONSUMER STUDIES

COURSE CHANGE - CREDIT AND DESCRIPTION

AS IT APPEARS

HOEE 421. Methods in Adult Education in Home Economics. (2)

PROPOSED

HOEE 421. Methods in Adult Education in Home Economics. (3)

COURSE ADDITION

HOFN 540. Nutrition Education. (3)

3) Page 619

SOCIOLOGY -- COURSE ADDITION

SOC 369. Mass Media and Society. (3)

PSYCHOLOGY -- COURSE ADDITION

PSY 591. Workshop. (1-6)
BUSINESS ADMINISTRATION -- COURSE ADDITION

FIN 473. Principles of Property Management. (3)

MOTION NO. 2126: Mr. Brunner moved, seconded by Ms. Schactler, to approve the above course proposals. Passed by a unanimous voice vote and no abstentions.

REPORTS

A. Chairman--Mr. Tolman briefly discussed the following matters:

1) Budget--The Budget Committee is in the process of making recommendations for the saving of the $850,000 budget reduction. Senators are urged to submit any suggestions they might have.

2) Reorganization--The President has formed a committee consisting of Vice President Harrington, Don Guy and Rosco Tolman to study the possibility for reorganization. Any suggestions in that regard would be appreciated.

3) Early Retirement--A communication has been issued by the Governor's Office with information on early retirement and answers to questions often asked. Specific questions regarding individual situations should be addressed to Jerry O'Gorman, Bill Allison, or Bernard Martin. One question that has arisen is whether a person eligible for retirement who is faced with layoff may take the early retirement option--apparently as long as the layoff has not taken effect and the person is still employed, he/she may take the option.

4) Layoff--The money that CWU is being called upon at this time to reduce from the budget is this biennium budget, which means that layoffs that come about as a result of the current deliberations will be effective the first of July. The layoff plan will be presented to the faculty at the earliest possible time--possibly in two weeks.

5) Faculty Forum--Senator Frank "Tub" Hansen has asked to meet with the CWU faculty and a faculty forum has been arranged for next Tuesday, May 11, in Grupe Conference Center, from 2 to 4 p.m.

6) A tentative roster of Senators for 1982-83 has been distributed at the meeting; however, the list is not yet complete. A new list will be distributed at the next meeting. Nominations for officers should be sent to Esther in the Senate office before May 18th, after having obtained the consent of the nominee. Nominations will also be made from the floor at the next meeting, and the election of officers will be held at that time.

B. Executive Committee--no report.

C. Standing Committees--

1. Academic Affairs--no report.

2. Budget Committee--no report.

Mr. Tolman noted that, regarding the budget committee and the budget in general, he wished to mention that it has been determined that it would not be advisable to use the $287,000 "merit pool" money toward the reduction. It will be used for the purpose for which it was allocated (increase in salary). The Budget Committee will make recommendations to the Senate as to the disbursement of those funds.

3. Code Committee--Mr. Lawrence distributed a proposed Amendment to Layoff Policy and reviewed issues raised at the Code Hearing held May 3 on proposals presented at that time.

MOTION NO. 2127: Mr. Lawrence moved, seconded by Ms. Sands, for the adoption of the following proposed amendment to the Layoff Policy:

New Section (re-number present section 3.78 G (2) as 3.78 G (3)):

3.78 G (2) Exceptions to this order of lay-off, in the interest of preserving essential subdivisions within a department or program, shall be made in the following manner:

(a) Any department or program may formally initiate the creation or revision of subdivisions of no fewer than three members each by means of two-thirds vote of departmental faculty (full time administrators excluded), conducted by secret ballot.
(b) A petition for such subdivision, specifying the number and names of faculty members in each subdivision and accompanied by a statement of rationale, record of the departmental vote, and any arguments in opposition, will then be submitted for approval or disapproval by the appropriate dean, the Vice President for Academic Affairs, and the Faculty Senate Executive Committee.

(c) If the petition is approved by the appropriate dean, the Vice President, and the Executive Committee, copies will be kept on file in the offices of the department, Vice President, and Faculty Senate. The order of lay-off based on tenure and seniority will thereafter be applied to these subdivisions rather than to the department or program as a whole.

3.78 F Inserted new phrases as underlined:

(2) Laid off faculty members shall be listed by department or program, and by any subdivision formally created and recorded (3.78 G (2)), and in order of seniority.

(3) The university may not fill a vacancy in a department or program, or in any subdivision formally created and recorded (3.78 G (2)), for which there are names on its re-employment list.

MOTION NO. 2128: Mr. Fouts moved to amend, seconded by Mr. Thurston, that the last sentence in paragraph (c) should be changed to say "The order of lay-off based on merit will thereafter be applied." Failed by a majority voice nay vote.

Discussion resumed on the main motion.

MOTION NO. 2127 was voted on and passed by a majority voice vote and one abstention.

4. Curriculum Committee--no report.

5. Personnel Committee--no report.

D. CFR--no report.

OLD BUSINESS

There was no old business.

NEW BUSINESS

A. Revision of "Rules Governing the Board of Academic Appeals"

MOTION NO. 2129: Mr. Ramsdell moved, seconded by Mr. Black, for adoption of the revised "Rules Governing the Board of Academic Appeals for Central Washington University." Passed by a majority voice vote and no abstentions.

ADJOURNMENT

The meeting adjourned at 4:35 p.m.
AGENDA

REGULAR FACULTY SENATE MEETING
3:10 p.m., Wednesday, May 5, 1982
SUB 204-205

I. ROLL CALL

II. CHANGES TO AGENDA

III. APPROVAL OF MINUTES of April 21, 1982

IV. COMMUNICATIONS

A. Letter from Robert Jones, dated April 21
B. Letter from Burton Williams, dated April 21
C. Letter from Edward J. Harrington, dated April 22
D. Letter from Donald Schliesman, dated April 22
E. Letter from Anthony Canedo, dated April 23

V. CURRICULUM PROPOSALS

A. University Curriculum Committee Proposals, pages 617,618,619

VI. Reports

A. Chairman
B. Executive Committee
C. Standing Committees
   1. Academic Affairs
   2. Budget Committee
   3. Code Committee
   4. Curriculum Committee
   5. Personnel Committee
D. CFR
E. President's Report

VII. OLD BUSINESS

VIII. NEW BUSINESS

A. Revision of "Rules Governing the Board of Academic Appeals"

IX. ADJOURNMENT
### FACULTY SENATE MEETING OF

**ROLL CALL**

<table>
<thead>
<tr>
<th>SENATOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bovos, Fran</td>
</tr>
<tr>
<td>Briggs, Kenneth</td>
</tr>
<tr>
<td>Brunner, Gerald</td>
</tr>
<tr>
<td>Black, Don</td>
</tr>
<tr>
<td>Canzler, Lillian</td>
</tr>
<tr>
<td>Day, Chris</td>
</tr>
<tr>
<td>Dean, Robert</td>
</tr>
<tr>
<td>Dugan, John</td>
</tr>
<tr>
<td>Duncan, Clint</td>
</tr>
<tr>
<td>Eickhoff, Henry</td>
</tr>
<tr>
<td>Evans, Betty</td>
</tr>
<tr>
<td>Fouts, Roger</td>
</tr>
<tr>
<td>Gries, Peter</td>
</tr>
<tr>
<td>Grossman, George</td>
</tr>
<tr>
<td>Hinthorne, James</td>
</tr>
<tr>
<td>Jones, Robert</td>
</tr>
<tr>
<td>Kaatz, Martin</td>
</tr>
<tr>
<td>Kerr, Tom</td>
</tr>
<tr>
<td>King, Corwin</td>
</tr>
<tr>
<td>Klemin, V. Wayne</td>
</tr>
<tr>
<td>Lapen, Robert</td>
</tr>
<tr>
<td>Lawrence, Larry</td>
</tr>
<tr>
<td>Lillard, Clair</td>
</tr>
<tr>
<td>Morris, Kathleen</td>
</tr>
<tr>
<td>Nylander, Jim</td>
</tr>
<tr>
<td>Pratz, Owen</td>
</tr>
<tr>
<td>Ramsdell, Daniel</td>
</tr>
<tr>
<td>Sands, Catherine</td>
</tr>
<tr>
<td>Schactler, Carolyn</td>
</tr>
<tr>
<td>Stillman, George</td>
</tr>
<tr>
<td>Thurston, Eric</td>
</tr>
<tr>
<td>Tolman, Rosco</td>
</tr>
<tr>
<td>Utzinger, John</td>
</tr>
<tr>
<td>Vifian, John</td>
</tr>
<tr>
<td>Vlek, Charles</td>
</tr>
<tr>
<td>Worsley, Stephen</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ALTERNATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trudy Rodine Pederson</td>
</tr>
<tr>
<td>Karen Jenison</td>
</tr>
<tr>
<td>Galer Beed</td>
</tr>
<tr>
<td>Calvin Greatsinger</td>
</tr>
<tr>
<td>Larry Wald</td>
</tr>
<tr>
<td>Barney Erickson</td>
</tr>
<tr>
<td>David Kaufman</td>
</tr>
<tr>
<td>Don Dietrich</td>
</tr>
<tr>
<td>Ray Wheeler</td>
</tr>
<tr>
<td>Jim Hawkins</td>
</tr>
<tr>
<td>Larry Sparks</td>
</tr>
<tr>
<td>Sidney Nesselroad</td>
</tr>
<tr>
<td>Jan Reinhartensen</td>
</tr>
<tr>
<td>Don Ringe</td>
</tr>
<tr>
<td>Makiko Doi</td>
</tr>
<tr>
<td>Ken Hammond</td>
</tr>
<tr>
<td>Robert Jacobs</td>
</tr>
<tr>
<td>Roger Garrett</td>
</tr>
<tr>
<td>Charles Guatney</td>
</tr>
<tr>
<td>John Carr</td>
</tr>
<tr>
<td>Keith Rinehart</td>
</tr>
<tr>
<td>Richard Mack</td>
</tr>
<tr>
<td>Wells McInelly</td>
</tr>
<tr>
<td>Stan Sorenson</td>
</tr>
<tr>
<td>Max Zwanziger</td>
</tr>
<tr>
<td>Larry Lowther</td>
</tr>
<tr>
<td>Marco Bicchieri</td>
</tr>
<tr>
<td>David Gee</td>
</tr>
<tr>
<td>Kenneth Cory</td>
</tr>
<tr>
<td>Patrick O'Shaughnessy</td>
</tr>
<tr>
<td>Nancy Lester</td>
</tr>
<tr>
<td>Peter Burkholder</td>
</tr>
<tr>
<td>Thomas Blanton</td>
</tr>
<tr>
<td>William Craig</td>
</tr>
<tr>
<td>Ed Golden</td>
</tr>
</tbody>
</table>
Dear Rosco:

I note from the minutes of the Faculty Senate meeting of April 14, 1982, that the section of the Academic Plan dealing with Scholarly Activities was revised. I wish to go on record as opposing this revision and the rational for it.

To begin with this section of the plan deals exclusively with the question of scholarly activities and its importance within the University. This section does not suggest that scholarly activity is the most important activity vis-a-vis teaching. It states clearly that scholarly activity is an expectation that is, indeed, absolutely essential if we are to lay serious claim to being a university. To claim that scholarly activity is something to be given consideration has watered this section down to the extent that it appears we are half hearted, even perhaps apologetic for even mentioning it. Rather than change this section of the plan I suggest the importance of good teaching be handled separately.

I know the plan has been received by the Board of Trustees, however, I persist in doing everything I can to magnify the essential role of scholarly activities at this University.

Sincerely,

Burton J. Williams
Professor of History
and Dean

cc: President Garrity
    Dr. Harrington
Dr. Rosco Tolman  
Chairman, Faculty Senate  
Cwu, Campus  

Dear Dr. Tolman:

Thank you for your letter of April 16, 1982, regarding the Academic Plan. Herewith my comments regarding the Senate's recommendations:

1) I am very pleased that the Senate approved the section on the "Foreign Language Requirement for the Bachelor of Arts Degree."

2) As soon as an ad hoc committee is established we should be able to arrive at a plan for implementing the definitions of the degrees and certificates included on pp 11-12 of the Academic Plan. I look forward to working with the committee.

3) I can understand the concern on the 60-hour limit for the B.A. and am sure we can resolve this problem as we implement our new baccalaureate degree structure.

4) I will be pleased to add the section on "Teaching" to the Academic Plan.

5) I cannot accept the changes proposed for paragraph 6, page 37, of the Academic Plan. It appears that the Academic Affairs Committee, the Senate and the authors of the plan are all in agreement that "Public, evaluated contributing scholarship is a continuing activity expected of all faculty." Since this is the case, it would be misleading to delete the rest of the statement, "...consequently, deficiency in productive scholarship blocks promotion and tenure." Likewise, to remove the phrase "absolute requirement" in the second sentence would obfuscate the issue. The original statement emphasizes the importance of scholarly activity and spells out the consequences of failure to demonstrate accomplishment in this area. To remove the statement of consequences renders the intent invalid and would not be an honest statement.

6) I appreciate the approval of the sections on Freshman-Senior Seminars.

Thank you for your cooperation in this matter.

Sincerely,

Edward J. Harrington  
Vice President for Academic Affairs  

cc: Dr. Garrity/COAD
April 22, 1982

Rosco Tolman
Chair, Faculty Senate
CWU Campus

Dear Dr. Tolman:

The purpose of this letter is to inform the Senate that we are implementing a functional intellectual literacy requirement in reading, writing and computation fall quarter 1982, for all new freshmen. During 1981-82, a pilot project was carried out for the purpose of testing procedures and materials. Based on that experience, we are ready to begin enforcing the requirement, if only in part.

Implementation of programs in the other two skill areas, reasoning and speaking, is currently scheduled for fall quarter 1983. More research and development is needed before we can begin with these.

I am available to answer any questions members of the Senate may have.

Sincerely,

[Signature]

Donald M. Schliesman
Dean of Undergraduate Studies

cc: Vice President Harrington
Professor Cummings
Rosco N. Tolman, Chairman  
Faculty Senate  
CWU

Dear Rosco:

I have just received your letter regarding committee assignments for the next academic year and am reminded thereby to notify your office of my forthcoming professional leave for 1982-83. I am completing the second year of a three year appointment to the Council of Faculty Representatives, so I am requesting that I be replaced for the last year of the term. I will, in fact, be on staff this summer and could continue to serve until September first if an emergency should arise; the CFR does not normally meet during summer periods.

Reflecting on my CFR experience leads me to pass on a couple of thoughts that may be of interest to you. The CFR is designed to represent the common interests of ALL of the four-year higher education institutions in the state. This point is not always held dear (or understood?) by everyone on campus, or even by some members of the CFR itself. The point is that the CFR is a partisan forum only to the extent that we are all Partisans. Further, the choice of replacement for the last year of my term should be someone with previous CFR experience, or that person should receive appointment to a regular term upon completing my term. This is an arena in which continuity and experience are honestly important.

Thank you for your consideration,

JAMES M. ALEXANDER  
Professor

cc: Vice President Harrington
April 30, 1982

Professor Rosco Tolman and
Senate Executive Committee Members
CWU

Dear Colleagues:

I have been studying the new early retirement bill and CWU's phased retirement plan because of their potential benefits to me. In doing so, however, I have become increasingly aware of their larger ramifications to the University's financial plight and any layoff plan that might develop.

Consider the following:

1. All eligible faculty should be informed of the potential advantages derived from early retirement, phased retirement, or some combination thereof. The greater the number of faculty electing retirement, the less the number of difficult decisions that will have to be made concerning the release of tenured faculty. We can be certain that the layoff of tenured staff will generate substantial internal stress and strain in the University. Although not precisely quantifiable the hours that will have to be devoted to such matters will divert much valuable time from the primary functions of the University and will represent a large dollar amount of hidden costs.

It is desirable, therefore, that the University make special efforts to do whatever it is able to encourage eligible faculty to consider retirement options. Not only are the budget dollar savings potentially large, but so are the important psychological benefits.

The psychological, or, if you prefer, morale benefits are significant because they show up in the quality of teaching and other university functions. If students perceive that CWU is not operating very smoothly or effectively, they may well lose their incentive to remain at Central. We cannot afford any enrollment losses.

2. Related to the above is the fact that most tenured faculty who are selected for layoff are likely to find the blow softened somewhat if they are eligible to take early retirement. Presumably such retirement will not have an adverse effect on their future employability elsewhere, but it will have the positive effect of helping them to finance the transition period between jobs.

It becomes imperative, therefore, that CWU arrive at the specifics of its layoff plan quickly. Consistent with this notion, all faculty members eligible for early retirement should immediately begin to work out the details of their retirement
benefits if they elect to retire before the January 1, 1983 deadline or choose the phased retirement plan.

If you wish, I am willing to explore these ideas with you more fully.

Sincerely,

Martin R. Kaatz
Professor

cc: Vice President Harrington
    Dean Burton Williams
MUSIC
PROGRAM ADDITION
The Central Suzuki Pedagogy Program

The Department of Music offers a two-year program in Suzuki Pedagogy. This program is based on an enriched version of the Teacher-training guidelines as determined by the Suzuki Association of the Americas. Through this program, the University student is able to work with children from the community; first as an assistant and then as a teacher. Study beyond the two-year basic course is available through independent study. Interested students should contact the Department Chairperson.

The program is open to all interested University students.

COURSE ADDITIONS

MUS 221. Suzuki Pedagogy I. (3). Prerequisite, MUS 220 and permission of instructor. Study of Suzuki materials, Units I and II, through repertoire study, general topic discussion, guided observation and consultation. Two hours lecture, two hours laboratory per week.

MUS 222. Suzuki Pedagogy II. (3). Prerequisite, MUS 221 and permission of instructor. Continued study of Suzuki materials, Unit II. Two hours lecture, two hours laboratory per week.

MUS 395. Suzuki Pedagogy: Practicum. (2). Prerequisite, MUS 222 and permission of instructor. Teaching of private and group lessons using the Suzuki approach. Weekly discussion and supervision by instructor. May be repeated for a total of 6 credits.

TECHNOLOGY AND INDUSTRIAL EDUCATION
COURSE ADDITIONS
T-IE 419. Alternative Energy Technology. (4). Prerequisite, permission of instructor. Theory, design considerations and product knowledge associated with alternative energy technology. The student will perform experiments with working systems and fabricate small devices on which output and efficiency tests will be conducted. Two hours lecture, four hours laboratory.
APRIL 1, 1982
CURRICULUM PROPOSALS APPROVED BY
THE UNIVERSITY CURRICULUM COMMITTEE
AND FORWARDED TO THE SENATE

TECHNOLOGY AND INDUSTRIAL EDUCATION
COURSE ADDITIONS

T-IE 411. Mechanical Power Transmission. (4). Prerequisite, permission of instructor. Design, analysis and construction of mechanical power transmission systems. Emphasis on design principles and calculations, product knowledge, use of catalogues and references, and troubleshooting techniques. Laboratory experiences include work on gear drives, chain, belt and couplings. Two hours lecture, four hours laboratory.

T-IE 219. Engine Performance Measurement. (4). Prerequisite, T-IE 210 or permission of instructor. Vehicle fuel and ignition systems and their import on heat. Two hours lecture, four hours laboratory.


GEOGRAPHY
COURSE ADDITION

GEOG 449. Growth Management. (3). Prerequisite, GEOG 305 or permission of instructor. Physical community growth and land use planning in response to public or legal mandates. One required field trip.

HOME ECONOMICS - FAMILY AND CONSUMER STUDIES
COURSE CHANGE - CREDIT AND DESCRIPTION AS IT APPEARS

HOEE 421. Methods in Adult Education in Home Economics. (2). Prerequisite, permission of instructor. Participation in organizing and teaching adult groups.

PROPOSED

HOEE 421. Methods in Adult Education in Home Economics. (3). Prerequisite, permission of instructor. Methods and materials for teaching home economics in community settings. Use of community advisory committees. Participation in organizing and teaching adult groups.

COURSE ADDITION

APRIL 8, 1982
CURRICULUM PROPOSALS APPROVED BY
THE UNIVERSITY CURRICULUM COMMITTEE
AND FORWARD TO THE SENATE

SOCIOLOGY
COURSE ADDITION
SOC 369. Mass Media and Society. (3) FSp. Relationship of the mass media to social institutions; including philosophy, responsibilities, regulations and criticism. Same as MME 369, students may not receive credit for both.

PSYCHOLOGY
COURSE ADDITION
PSY 591. Workshop. (1-6)

BUSINESS ADMINISTRATION
COURSE ADDITION
Proposed Amendment to Lay-off Policy

New Section (re-number present section 3.78 G (2) as 3.78 G (3)):

3.78 G (2) Exceptions to this order of lay-off, in the interest of preserving essential subdivisions within a department or program, shall be made in the following manner:

(a) Any department or program may formally initiate the creation or revision of subdivisions of no fewer than three members each by means of a two-thirds vote of departmental faculty (full time administrators excluded), conducted by secret ballot.

(b) A petition for such subdivision, specifying the number and names of faculty members in each subdivision and accompanied by a statement of rationale, a record of the departmental vote, and any arguments in opposition, will then be submitted for approval or disapproval by the appropriate dean, the Vice President for Academic Affairs and the Faculty Senate Executive Committee.

(c) If the petition is approved by the appropriate dean, the Vice President and the Executive Committee, copies will be kept on file in the offices of the department, Vice President, and Faculty Senate. The order of lay-off based on tenure and seniority will thereafter be applied to these subdivisions rather than to the department or program as a whole.

+ + + + + + + + +

3.78 F Inserted new phrases as underlined:

(2) Laid off faculty members shall be listed by department or program, and by any subdivision formally created and recorded (3.78 G (2)), and in order of seniority.

(3) The university may not fill a vacancy in a department or program, or in any subdivision formally created and recorded (3.78 G (2)), for which there are names on its re-employment list. . . .
NOMINATIONS FOR EXECUTIVE COMMITTEE

CHAIRMAN
Owen Pratz

VICE-CHAIRMAN
Owen Pratz
Catherine Sands
Robert Dean

SECRETARY
Catherine Sands
Kathleen Norris

AT-LARGE OFFICERS (Two Positions)
John Tifian
James Hinthorne
Owen Pratz
Catherine Sands
Kathleen Norris
Wayne Klemin
Robert Dean
Phl Backlund
1982-83
NOMINATIONS FOR EXECUTIVE COMMITTEE

Chairman

Vice-Chairman

Secretary

Two At-Large Officers

Please secure the consent of nominee before submitting nominations and return nominations to the Faculty Senate Office by May 18, 1982.

<table>
<thead>
<tr>
<th>Department</th>
<th>Years to Serve</th>
<th>Senator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>3</td>
<td>Eric Thurston</td>
</tr>
<tr>
<td>Anthropology</td>
<td>2</td>
<td>Catherine Sands</td>
</tr>
<tr>
<td>Art</td>
<td>3</td>
<td>Robert Lapen</td>
</tr>
<tr>
<td>Biological Sciences</td>
<td>2</td>
<td>V. Wayne Klemín</td>
</tr>
<tr>
<td>Business Administration</td>
<td>3</td>
<td>Clint Duncan</td>
</tr>
<tr>
<td>Business Education &amp; Administrative Mgt</td>
<td>1</td>
<td>Phil Backlund</td>
</tr>
<tr>
<td>Chemistry</td>
<td>3</td>
<td>Kathleen Morris</td>
</tr>
<tr>
<td>Communications &amp; Mass Media</td>
<td>3</td>
<td>Hugh Spall</td>
</tr>
<tr>
<td>Counseling</td>
<td>3</td>
<td>*George Grossman</td>
</tr>
<tr>
<td>Drama</td>
<td>3</td>
<td>Donald Black</td>
</tr>
<tr>
<td>Economics</td>
<td>1</td>
<td>Lillian Canzler</td>
</tr>
<tr>
<td>Education</td>
<td>2</td>
<td>John Vifian</td>
</tr>
<tr>
<td>English</td>
<td>1</td>
<td>*David Canzler</td>
</tr>
<tr>
<td>Foreign Languages</td>
<td>1</td>
<td>Rosco Tolman</td>
</tr>
<tr>
<td>Geography</td>
<td>1</td>
<td>Martin Kaatz</td>
</tr>
<tr>
<td>Geology</td>
<td>3</td>
<td>James Hinthorne</td>
</tr>
<tr>
<td>History</td>
<td>2</td>
<td>Daniel Ramsdell</td>
</tr>
<tr>
<td>Home Economics</td>
<td>2</td>
<td>Carolyn Schactler</td>
</tr>
<tr>
<td>Library</td>
<td>2</td>
<td>Thomas Yeh</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
<td>*Charles Vlcek</td>
</tr>
<tr>
<td>Music</td>
<td>1</td>
<td>Robert Dean</td>
</tr>
<tr>
<td>Philosophy</td>
<td>2</td>
<td>Peter Gries</td>
</tr>
<tr>
<td>Physical Education</td>
<td>3</td>
<td>*Henry Eickhoff</td>
</tr>
<tr>
<td>Physics</td>
<td>3</td>
<td>Chester Keller</td>
</tr>
<tr>
<td>Political Science</td>
<td>1</td>
<td>Kenneth Briggs</td>
</tr>
<tr>
<td>Psychology</td>
<td>2</td>
<td>*Robert Irving</td>
</tr>
<tr>
<td>Sociology</td>
<td>1</td>
<td>Tom Kerr</td>
</tr>
<tr>
<td>Technology &amp; Industrial Education</td>
<td>3</td>
<td>Owen Pratz</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Roger Fouts</td>
</tr>
<tr>
<td></td>
<td></td>
<td>John Dugan</td>
</tr>
</tbody>
</table>
To: Rosco Tolman, Chair  
   Faculty Senate

From: Robert E. Jones, Chair  
   Faculty Senate Personnel Committee

Re: Recommendation after review of revision of "Rules Governing the Board of Academic Appeals for Central Washington University"

Date: April 21, 1982

The Faculty Senate Personnel Committee, in cooperation with Dr. Greg Trujillo, Associate Dean of Students, Dr. Charles McGehee, former chair of the Board of Academic Appeals, and Mr. Owen Clarke, Assistant Attorney General on campus, has completed its review of the attached revision of "Rules Governing the Board of Academic Appeals for Central Washington University."

The Committee, at its last meeting held 4-13-82, voted to recommend adoption of the rules by the Faculty Senate.

cc: Dr. C. McGehee  
    Dr. G. Trujillo
RULES GOVERNING THE BOARD OF ACADEMIC APPEALS
FOR CENTRAL WASHINGTON UNIVERSITY

I. Policy

Students are responsible for achieving and maintaining the standards of academic performance and excellence which are established by their instructors and for complying with all relevant policies, standards, rules, and requirements which are formulated by the University and University's academic units. At the same time, students have protection, through orderly procedures, against arbitrary or capricious actions or decisions by their instructors; students also have protection against similar actions or decisions by academic offices.

((3)) Purpose of the Board of Academic Appeals

The purpose of the Board of Academic Appeals is to provide for ((the airing and redress of grievances with due process guarantees for any student against any other student, or member of the faculty, staff, or administration, or any faculty member against any student in matters concerning academic welfare.)) fair and impartial hearings of academic grievances. The board serves as the final hearing body for the University in the matter of academic grievances.

iv Jurisdiction of the Board of Academic Appeals

The board has jurisdiction over all matters concerning those relationships within the university community which affect the progress or outcome of any specific classroom situation, regardless of whether the acts in question have taken place in or out of the classroom; jurisdiction extends to all credit-generating situations sponsored by Central Washington University.)}
II. Membership of the Board of Academic Appeals

((This section re-numbered XI and placed in numerical sequence))

III. Academic Grievances

A. Academic grievances are defined as the following:

1. A claim by the student that an assigned grade is the result of arbitrary or capricious application of otherwise valid standards of academic evaluation; or

2. A claim by the student that the standards for evaluation are arbitrary or capricious; or

3. A claim by the student that the instructor has taken an arbitrary or capricious action which adversely affects the student's academic progress; or

4. A claim by the student that a university department, program or office has made a decision not in keeping with university policy or taken an arbitrary, capricious, or discriminatory action which adversely affects the student's academic progress.

B. A student, wishing to pursue an academic grievance, must use the procedure outlined in this document once having received notice of an action or decision which gives rise to a grievance. The emphasis of the procedure is on informal resolution of the grievance. Grievances which call for hearing before the Board of Academic Appeals should be rare.

IV. Power of the Board of Academic Appeals

((This section has been re-numbered as IX and is placed in sequence in this revision.))
IV. Time Limit on Filing Complaint (and-Responding-to-Complaint)

A. The (complaining-party) student must (file-his-complaint)

ask for a hearing of the grievance before the Board of Academic Appeals
within one academic quarter after (termination) determination of the
grade of the course in question, or within one quarter after completion
of incomplete work, or in cases involving (post-factum) administrative
actions after the fact such as removal of incompletes, etc., one academic
quarter after the administrative deadline for completion of such actions
(in the case of spring quarter, by the end of the following fall quarter).
The board may suspend this rule in exceptional circumstances, (evry)
such as, but not limited to, extended illness, sabbatical leave, etc.,
of one or both parties to the (complaint) grievance.

B. When either party to the (complaint) grievance is no longer in
residence at the university and does not expect to return, the board
will (give-them) provide reasonable opportunity to complete appeal
procedures or reply to the charges before making a decision.
V. ((Informal)) Procedures Preliminary to Petitioning the Board of Academic Appeals for a ((Formal)) Hearing

((At Before-any-action-is-initiated-with-the-board; the-complaining-party must-first-contact-and-speak-personally-with-the-party-against-whom-he has-the-grievance-about-the-grievance; in-an-effort-to-effect-a-solution,))

A. A student with a grievance shall first attempt to resolve the matter with the instructor. The instructor and the student shall make a good faith effort to resolve the grievance. Should the instructor be on extended leave or no longer employed by the University, the department chair (or superior administrator in cases not involving academic department) shall act for the instructor. The board may suspend this rule in the case of exceptional circumstances, e.g., extended illness, sabbatical leaves, etc., of one or both parties to the grievance.

((By-in-the-event-of-a-failure-to-the-procedure-in-Paragraph-VrA; the-complaining party; if-a-student; must-contact-his-assigned-advisor-in-order-to-attempt to-effect-a-solution,))

B. If resolution is not achieved between the student and instructor, the student may ask the department chair to resolve the grievance. The department chair shall meet with both parties to clarify the grievance and attempt to resolve it. If the grievance is not resolved to the satisfaction of both parties, the chair or administrative superior shall forward a written summary of his or her efforts in the matter to the dean of the school or college.

((By-in-the-event-of-the-failure-of-the-procedures-in-Paragraphs-VrA-and VrB+; the-complaining-party-must-then-speak-to-the-immediate-supervisor/ supervisors-of-the-party-against-whom-he-is-complaining-in-an-attempt-to effect-a-solution,))
C. If a resolution is not achieved at the department chair level, the student may present the grievance to the dean of the school or college.

1. Within ten (10) working days of contact by the student, the dean shall hear the grievance and attempt to effect a mutually agreeable solution. If such a solution cannot be reached, the dean shall weigh the facts and any evidence or testimony the dean may request or solicit and make a recommendation in writing to the student and instructor within five (5) working days of having concluded the hearing. Both instructor and student must, in writing, immediately notify the dean of the school or college of their acceptance or nonacceptance of the recommendation.

2. If the dean's recommendation is not acceptable to both the student and the instructor, the student may petition for a hearing of the grievance before the Board of Academic Appeals. The petition must be filed with the dean of students within ten (10) working days of receipt of the recommendation of the school dean.
VI. Procedures for Petitioning the Board of Academic Appeals for a ((Format))

Hearing

(As—ina-the-event-the-preliminary-procedures-outlined-in-Section-V-fail-to
bring-about-a-satisfactory-solution-to-the-grievance—the-complaining
party-may-file-a-format-appeal-to-the-board—in-order-to-effect-this;
the-party-obtains-an-appeal-form-from-the-office-of-the-dean-of-students;
The-complaining-party-then-must-confer-with-the-advisor; after-which-the
party-then-files-the-complaint-with-the-board-through-the-office-of-the
dean-of-students—The-chairman-of-the-board-then-notifies-the-person
against-who-the-complaint-has-been-lodged-regarding-the-nature-of-the
appeal;

a. A grievance before the board is heard as if the matter has not been
heard previously.

b. ((An-appeal-may-be-withdrawn)) A student may withdraw the petition for
hearing at any time by notifying the board in writing.

c. The parties to the grievance will be provided with a statement of the rules
of the board by the dean of students.

d. The dean of students will provide the student with appropriate forms for
filing a complaint, assign an advisor to the student, and accept the
completed forms from the student after the student has consulted with
the advisor.

e. Within five (5) working days of the filing of the complaint by the student,
the board chair will provide the instructor with a copy of forms and
materials prepared by the student and the name of an advisor.

(1st) 1. The person against whom the complaint has been lodged must acknowledge,
in writing, receipt of the complaint ((If-he-may)) and within ten ((If
working days file with the ((chairman-of-the)) board chair a reply to
the complaint ((If-he-dese).))
(d) Other interested persons may, upon request of one of the parties to the complaint or upon the request of the hearing panel, submit in writing any observations or relevant information.

(e) When the proceeding procedures have been completed, the board chair shall arrange for a hearing panel (see Section VI), place the case on the board calendar, and notify the parties involved of the time and place for the hearing.

(f) If, without prior notice, either party to the grievance does not appear at the scheduled hearing and does not present evidence that uncontrollable circumstances have prevented appearance, it will be assumed that the party has nothing to add to the evidence already made available to the board.
VII. Board Proceedings

a. ((All)) The ((hearings-are)) hearing is closed to all but the members of the hearing panel and the participants in the hearing. ((unless-the-party against-whom-the-complaint-is-made-requests-in-writing-that-the-hearing be-open)).

b. ((The-hearing-will-be-informal-but-a)) A record of the hearing proceedings will be maintained. The records shall include:
   1. all documents, motions, and intermediate rulings;
   2. evidence received or considered;
   3. a statement of matters officially noticed;
   4. questions and offers of proof, objections, and rulings thereon;
   5. proposed findings and expectations; and
   6. any decisions, opinion, or report by the board ((chairman)) chair.

((It-will-be-board-policy-that)) The record will be retained for a period of three years and the material will be regarded as confidential. Oral proceedings will be recorded on tape. Copies of the record or any part thereof will be made available to the parties to the ((complaint)) grievance. The cost ((of-which)) will be borne by the party making the request.

c. The board may:
   1. administer oaths and affirmations, examine witnesses, and receive evidence. ((No-person-shall-be-compelled-to-divulge-by-deposition-in connection-with-a-court-hearing));
   2. take or cause depositions to be taken;
   3. regulate the course of the hearing;
   4. hold ((the)) conferences for the settlement or simplification of the issues with the consent of the parties;
   5. dispose of procedural requests or similar matters;
6. make decisions or proposals for decisions; and
7. take any other action authorized by this policy.

d. The board may ((subpoena)) require witnesses to appear upon the request of any party to the ((complaint)) grievance or upon its own motion
((only-after-all-other-attempts-to-secure-such-witnesses-have-exhausted and-have-failed--Costs-involved-in-producing-witnesses-will-be-born-by the-party-requesting-the-subpoena))
e. All testimony will be sworn.

f.--if-an-individual-fails-to-obey-a-subpoena-or-obeyes-a-subpoena-but-refuses
to-testify-when-requested-concerning-any-matter-under-examination-or investigation-at-a-hearing-the-university-may-petition-the-Superior-Court
of-Kittitas-County-for-enforcement-of-the-subpoenas-according-to-the-provision
of-RCW-26B-49.130.

((pr)) f. Both parties to the (lense) grievance will have access to the written
statement of the other prior to the hearing or prior to any questioning by
members of the board at the time of the hearing.

((n.)) g. Both parties to the ((appeal)) grievance have the right to question the other
party as well as any witness involved in the hearing. The ((chairman-of-the))
board chair will rule on such matters. ((All-parties-have-the-right-to
representation-and/or-advice-by-his-or-her-choosing))

((r)) h. Both parties to the grievance have the right to advice from a third party of
his or her choosing during the hearing of the grievance.

((t)) i. Members of the hearing panel may question both parties and witnesses ((the-complaint)). Questions must be pertinent to the issues of the ((appeal)
grievance). The ((chairman-of-the)) board chair will rule on such matters.
VIII. Decision of the Board

a. Decisions of the board are based on a majority vote (off-the-membership) of the hearing panel appointed for the hearing, and shall be based exclusively on the evidence and on matters officially noted.

b. The decision and reasons for the decision will be reported in writing to both parties involved in the matter, to the officials who reviewed the appeal, and to appropriate authorities mentioned in the disposition of the decision. (Majority-and-minority) Minority opinions (with) may be included in the report.

c. Parties to the grievance will be notified of the decision of the board no later than one week after conclusion of the hearing.
VIII. Decision of the Board

a. Decisions of the board are based on a majority vote ((of-the-membership)) of the hearing panel appointed for the hearing, and shall be based exclusively on the evidence and on matters officially noted.

b. The decision and reasons for the decision will be reported in writing to both parties involved in the matter, to the officials who reviewed the appeal, and to appropriate authorities mentioned in the disposition of the decision. ((Majority-and-minority)) Minority opinions ((with)) may be included in the report.

c. Parties to the grievance will be notified of the decision of the board no later than one week after conclusion of the hearing.
IX. Power of the Board of Academic Appeals

a. The board may reject the ((complaint)) grievance after due consideration.

b. In cases involving grade changes or change in class status, the board may order a grade changed or a change in class status.

c. In cases or aspects of cases determined by the board to involve procedural problems, the board may make recommendations for adjustments to any of the parties to the ((complaint)) grievance and/or to the appropriate authority.

d. In cases involving conduct, the board may take one or more of the following actions depending on the seriousness of the case as determined by the board.

1. The board may issue a restraining order to prevent continued or subsequent acts with respect to the specific situation in question.

2. The board may reprimand one or more of the parties to the ((complaint)) grievance and/or lodge the reprimand with the appropriate authority.

3. The board may submit to the authority, overruling the activities involved in the ((complaint)) grievance, a recommendation or request for disciplinary action for any party to the ((complaint)) grievance in accordance with provisions of the faculty code and/or the code of student rights and responsibilities.
X. Procedures for Implementing Grade Changes and Withholding Suspension

a. In case the board decides a grade should be changed, the board chair will send to the registrar (will-be-sent) a copy of the decision authorizing and directing (him-to-change) that the grade on the student's official record (+) be changed. The student, the instructor, and the (chairman of-the) board chair will be notified by the registrar when the change has been accomplished.

b. If the grade in question has resulted in the suspension of the student, (suspension-will-be-waived-for-the-quarter-immediately-following-the initiation-of-appeal-procedures) (The) the board chair will notify the Academic Standing Committee (will-be-notified) to withhold suspension pending outcome of the hearing. If the board finds in favor of the student, such that suspension is no longer a consideration, the board chair will notify the Academic Standing Committee in writing of the decision and the suspension will be withdrawn. If the board finds against the student, the board chair will notify the Academic Standing Committee accordingly in writing, and the student will be withdrawn from the university or be subject to such action as the committee deems appropriate, and the student's fee will be returned according to university fee return policy.
either party may request the permission of the Board of Trustees of Central Washington University to appeal a decision of the Board of Academic Appeals to the Board of Trustees. Such request shall be made in writing setting forth in complete detail the reason for the appeal request and filed in the president's office within ten days from the date of the Board of Academic Appeals decision.

If the majority of the Board of Trustees determines that the request for appeal raises questions of significant concern, magnitude or importance to the institution, the Board of Trustees shall grant the request for the appeal. Such appeal shall be in the form of written and oral argument only with no introduction of evidence.

Oral arguments shall be limited to one half hour for each party.

The written argument shall be submitted together with seven copies thereof to the president's office and one copy shall be provided to the opposing party not less than ten days prior to the date on which oral arguments shall be presented before the Board of Trustees.

The Board of Trustees may affirm the decision, remand the case for further proceedings, or it may reverse the decision if one substantial right of the petitioner may have been prejudiced because the administrative findings, inferences, conclusions, or decisions are

or

in violation of any state or federal constitutional provision or

in excess of the statutory authority of jurisdiction of the institution.
er--made-upon-unlawful-procedure; or
er--affected-by-other-error-er-in-aw; or
er--clearly-erroneous-in-view-of-the-entire-record-as
submitted-and-the-policy-contained-in-the-act
of-the-legislature-authorizing-the-decision-or-order; or
er--arbitrary-or-capricious;)}
XI. Membership of the Board of Academic Appeals

a. The board shall be made up of ten members, five of whom shall be faculty and five of whom shall be students.

b. Faculty members of the board will be chosen by the Faculty Senate from among faculty who are not members of the Faculty administration. The definition of "faculty member" will be that which is used in the Faculty Code.

c. Student members of the board will be chosen by the Joint Committee on Committees from students who are not members of the Board of Directors. The definition of "student" will be that used in determining membership in the Associated Students of CNU as indicated by the constitution.

d. The term of office for faculty members will be (two) three years with staggered terms. Faculty members may be appointed to serve a (two) three year term again after a one year period of nonmembership. Students may serve up to three years at the discretion of the Joint Committee on Committees.

e. The board chair shall be elected by members. The chair shall preside at all meetings and hearings before the board and be responsible for all business of the board.

f. Hearings before the board and judgments by the board will be conducted and rendered by the hearing panel made up of the board chair plus four members of the board to be selected two each by the parties to the grievance. Should the chair so request, the board shall elect a pro tem chair from among the board members to act as a hearing panel chair. In the event that one or both parties to the grievance desires not to select members of the panel or fails to select members of the panel, the board chair will select members from the board as necessary.
XII. **Administrative Affairs of the Board of Academic Appeals**

The dean of students or ((his)) designee, will be responsible for the administrative affairs of the Board of Academic Appeals. The records of the board will be housed in the office of the dean. All requests for hearings of academic grievances will be filed with the dean of students or ((his)) designee and it will be ((his/her)) the dean's responsibility to advise students on the functioning of the board; to verify and insure that required procedures preliminary to, during, and incidental to, and following ((final)) hearings are adhered to; and to call the board into session promptly until a ((chairperson)) board chair is elected. After a complaint has been filed and verified, to notify promptly, in writing, at the request of the board ((chairman)) chair all parties to the complaint; to call for evidence promptly, in writing, as requested by the parties and to insure safekeeping of said evidence; to keep and maintain the records of board correspondence, transactions, hearings, decisions, etc. ((d)) and to implement the decisions and directives for the board ((e-and-to-arrange-and-facilitate appeals-of-the-board's-decisions-to-the-board-of-trustees)).
XIII. Advisors for the ((Complaining-Party)) Parties

a. The dean of students or ((his)) designee will appoint upon request ((an)) advisors to both parties to assist ((the-complainant)) them in filing and responding to a complaint.

b. The responsibilities of the advisors are exclusively as follows:

1. To ensure that all informal prerequisites as specified in section V of Rules Governing the Board of Academic Appeals have been completed by the complainant;

2. To assist the individual in properly completing or replying to the complaint form;

3. To make recommendations ((to-the-complainant)) concerning presentation of necessary information to the Board of Academic Appeals (i.e., complaint form, letters of correspondence between parties, documents, witnesses, ((legal-counsel)), etc.)
XIV. Enabling and Amending

Operation of the Board of Academic Appeals will commence upon final approval of the Board of Trustees of Central Washington University. The structure and procedures of the Board of Academic Appeals may be amended by the Faculty Senate at any time with the approval of the board of Trustees.

Revised April 1982