

10-5-1977

## CWU Faculty Senate Minutes - 10/05/1977

Esther Peterson

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MINUTES: Regular Senate Meeting, 5 October 1977  
Presiding Officer: J. Arthur Keith, Chairman  
Recording Secretary: Esther Peterson

The meeting was called to order at 3:15 p.m.

#### ROLL CALL

Senators Present: All Senators or their alternates were present except Frank Carlson, Pearl Douce', Robert Envick, Betty Hileman, Larry Porter, Margaret Sahlstrand and Warren Street.

Visitors Present: Lou Bovos, Carlos Martin, Rick Thurston and Peter Burkholder.

#### AGENDA CHANGES AND APPROVAL

Chairman Keith announced the following changes:

1. Under "Communications" add
  - L. Letter from Jimmie Applegate
  - M. Letter from Richard Doi
  - N. Letter from Milo Smith

#### APPROVAL OF MINUTES

The minutes of May 25, 1977 were approved as distributed.

#### APPOINTMENT OF RECORDING SECRETARY

There being no objection, the chair ruled that Esther Peterson be appointed as Recording Secretary for the Faculty Senate.

#### ADOPTION OF RULES AND MEETING SCHEDULE

- A. Fall quarter, Regular Faculty Senate Meetings:

Without objection, the chair ruled that regular Faculty Senate meetings will be held on the first and third Wednesdays of each month as follows: October 5, October 19, November 2, November 16 and December 7. There will be a Special meeting of the Senate on October 28, which is Alumni Weekend. Details of this meeting will be sent out to Senators. The Senate will be meeting with two groups on that date. Pat Callan, the Executive Coordinator of the Council on Postsecondary Education, will meet with the Faculty Senate at 3:15 p.m. to give a quick review of what the Council does and what some of its tasks and responsibilities are. Senators will be given a chance to ask questions and respond. The Board of Trustees will meet with the Senate at 4:00 p.m. and the Senate will have an opportunity to express some of their concerns to them and the Board will have a chance to tell the Senate some of their ideas. Mr. Keith urged that as many Senators as possible be present.

On adoption of rules, Duncan McQuarrie has prepared a 2½ page summary of Robert's Rules of Order which the Senate will duplicate and distribute at the October 19 Senate meeting. It will be an excellent source of information on the priority of motions. A written statement of the Senate Operation Procedures will be attached to it.

There being no objection, the chair ruled the following rules for the year will be followed:

1. Robert's Rules of Order will be the principal procedural operation.
2. Committee reports will be automatically accepted. If there is an action item that the 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 Committees will be asked to submit a report and written copies of any motion or action that they would like to have taken.

3. On discussion rules, the Senate will continue to use the procedure of seeking recognition from the Chair if they want to debate an issue. Discussion on arguments for and against the issue will be alternated. Visitors will be given recognition if the floor is yielded to him by a Senator. If no Senator desires to speak and a visitor has a point he wants to make, the Chair will recognize the person. If a visitor has made a preliminary request to the Senate office for an opportunity to speak, he will be recognized, or if the Chair invites a person to speak.
4. The "No Smoking" rule will apply during actual meeting time.
5. Adjournment time will be at 5 o'clock, unless a motion for suspension of the rules is made and passes by a two-thirds majority vote.

#### APPOINTMENT OF PARLIAMENTARIAN

The Executive Committee recommended Don Caughey to serve as Parliamentarian.

MOTION NO. 1640: Mr. Habib moved, seconded by Ms. Young, that Don Caughey be appointed to serve as Parliamentarian. Passed by a unanimous voice vote.

#### APPROVAL OF SENATE STANDING COMMITTEE APPOINTMENTS

MOTION NO. 1641: Mr. Vifian moved, seconded by Mr. Franz, that the Senate ratify the Senate Standing Committee members as printed on the list distributed at the meeting, as follows:

##### Senate Academic Affairs Committee

Larry Lawrence  
Joel Address  
Tom Kerr  
Robert Mitchell  
Madge Young

##### Senate Curriculum Committee

Robert Yee  
Thomas Blanton  
Warren Street  
Curt Wiberg

##### Senate Budget Committee

G. Russell Ross  
Philip Tolin  
Rosco Tolman

##### Senate Personnel Committee

Wayne Klemin  
Howard Scott  
Dorothy Sheldon Shrader  
Earl Dee Torrey

##### Senate Code Committee

Frank Carlson  
William Benson  
Helmi Habib

##### Senate Student Affairs Committee

Owen Dugmore  
Robert Envick  
Rosella Dickson

Passed by a unanimous voice vote.

Chairman Keith explained that each committee is comprised of five members and additional persons will need to be selected for those committees that are not complete.

Mr. Keith remarked that a procedure has been established by the Senate Executive Committee in order to help operate the business of the Senate and to keep committees informed and to help them inform the Executive Committee. This is that each member of the Executive Committee will serve as a liaison to each Standing Committee. This person will help the Standing Committee by providing information and in assisting committees in scheduling reports and motions into the Senate Agenda, so that the Senate will have some orderly flow. Hopefully, these persons will attend all of the Standing Committee meetings and help, as a liaison, in moving things along. They will serve as follows:

Senate Academic Affairs Committee --	Kathleen Adams
Senate Budget Committee -----	Art Keith
Senate Code Committee -----	Art Keith
Senate Curriculum Committee -----	John Vifian
Senate Personnel Committee -----	Corwin King
Senate Student Affairs Committee ---	George Fadenrecht

The Senate office and these people will coordinate and convene a first organizational meeting of each Committee and at that time a chairperson will be elected and the Committees will receive their charges.

#### COMMUNICATIONS

- A. Letter from Robert Yee, dated June 1, 1977, requesting that the Senate consider compiling every year a collection of rules and regulations affecting the faculty that are now in force that have been passed by the Faculty Senate.
- B. and C. Letters from Lou Bovos, dated June 14 and July 27, 1977, regarding a clarification of the Senate approved procedure for making up Incomplete grades, specifically the time period during which a student can make up an Incomplete.
- D. Letter from Lou Bovos, dated August 8, 1977, regarding a request for a statement on mandatory dates for faculty turning in grades for each quarter.
- E. and F. Letters from Don Schliesman, dated June 21 and July 19, 1977, dealing basically with procedures recommended for the Admissions and Matriculation Committee to consider people petitioning for re-admission to the University who have been dropped for various reasons.
- G. Letter from Robert Carlton, dated July 5, 1977, which is accompanied by a Resolution adopted May 11, 1977 by the Education Department, suggesting new procedures for promotion for tenure and promotion to academic rank in the University.
- H., I. and J. Letters from Catherine Sands, dated July 5, and July 29, 1977, dealing with a formal request that a committee be appointed by the Senate to consider a change in the class schedule hours now in force at the University, specifically to accommodate handicapped students who find it difficult to make it from one class to another in the ten minute breaks currently allowed.
- K. Letter from James Alexander, dated August 15, 1977, asking for a review and re-examination of the policy now in force on the number of credit hours that are required for each hour earned for workshop credit.
- L. Letter from Jimmie Applegate, dated September 20, 1977, saying the Central Investment Committee has authorized him to contact the Senate Chairman regarding a faculty representative on the Central Investment Fund Scholarship Selection Committee. The person selected will meet with the other members of the Committee in early January.
- M. Letter from Richard Doi, dated September 27, 1977, informing the Senate he is resigning as alternate Senator for the Ethnic Studies Program and that Dr. Clarence Beecher will replace him.
- N. Letter from Milo Smith, dated September 29, 1977, informing the Senate he is resigning as Senator for the Department of Drama, and that Dee Torrey will fill his unexpired term, and Milo Smith will be the Senate alternate.

Chairman Keith advised that this correspondence has been answered and will be referred to the appropriate committees.

In regard to the letter having to do with the Incomplete, the Senate passed a motion in December of 1973 and in that motion did not put a time limit on making up the Incompletes. It was discovered that a regulation was being enforced which, in fact, did not exist. That item will be referred to the Senate Curriculum Committee.

Regarding the time period in reporting grades, the Faculty Code says that the faculty have two days after the end of the quarter to get in grades, but in order to operate the grading procedure, the Registrar has been asking for grades by the following Monday noon. This will need to be a Code change and will be referred to the Senate Code Committee.

The Executive Committee will deal with the letter from Jimmie Applegate, which requests faculty members be selected to serve on the Central Investment Fund Scholarship Selection Committee. Mr. Keith would like to have recommendations of faculty to serve on that Committee. He commented that out of the monies raised last spring, there is sufficient money to give 50 full tuition scholarships to Central Washington University.

#### CURRICULUM PROPOSALS

A. Undergraduate Curriculum Committee proposals, pages 474 through 477.

MOTION NO. /642: Mr. Mitchell moved, seconded by Ms. Heckart, to ratify the recommendation of the Executive Committee to approve the Undergraduate Curriculum proposals, pages 474 through 477. Passed by a unanimous voice vote.

B. Graduate Curriculum Committee proposal, page 87.

MOTION NO. /643: Mr. Vifian moved, seconded by Ms. Young, to ratify the recommendation of the Executive Committee to approve the Graduate Curriculum proposal, page 87. Passed by a unanimous voice vote.

#### REPORTS

A. Chairman -- Art Keith reported he will reserve his remarks for the faculty meeting to be held at Hertz Hall in a few minutes.

B. Executive Committee -- John Vifian reported the names of people to serve on Senate Standing Committees, as recommended by the Executive Committee, has been distributed at this meeting.

Mr. Keith added that at their next meeting, the Executive Committee will be selecting names of people to recommend to the Vice President for Academic Affairs and his Advisory Council for appointments to the various all-campus committees.

C. Senate Personnel Committee report, dated June 3, 1977 -- distributed as an information item.

D. Senate Student Affairs Committee report, dated June 1, 1977 -- distributed as an information item.

#### OLD BUSINESS

None at this meeting.

#### NEW BUSINESS

None at this meeting.

#### ADJOURNMENT

The meeting adjourned at 3:40 p.m.

## FACULTY SENATE MEETING OF

Oct 5

## ROLL CALL

SENATORALTERNATE

Adams, Kathleen  
 Andress, Joel

Bachrach, Jay  
 Benson, William  
 Brooks, James

Carlson, Frank  
 Dickson, Rosella  
 Douce', Pearl  
 Dugmore, Owen

Envick, Robert

Fadenrecht, George  
 Franz, Wolfgang

Gries, Peter

Habib, Helmi  
 Heckart, Beverly  
 Hileman, Betty

Keith, Art  
 Killorn, Erlice  
 King, Corwin  
 Klemin, V. Wayne

Mitchell, Robert  
 Porter, Larry  
 Ross, Russell  
 Sahlstrand, Margaret  
 Samuelson, Dale  
 Smith, Milo *E. De Torrey*  
 Street, Warren

Tolin, Phil  
 Tolman, Rosco

Vifian, John

Wiberg, Curt

Yee, Robert  
 Young, Madge

Clayton Denman  
 Cal Willberg

Chester Keller  
 David Kaufman  
 Ed Harrington

Glenn Madsen  
 Imani Mwandishi  
 Woodrow Monte  
 Robert Nuzum

Ron Hales

William Schmidt  
 Jay Forsyth

Barbara Brummett

Don Dietrich  
 Gordon Warren  
 Deloris Johns

George Grossman  
 John Gregor  
 Roger Garrett  
 Dolores Osborn

~~Richard Dei~~ *Charles Beecher*  
 Karl Zink  
 Louis Kollmeyer  
 Richard Gray  
 ~~E. De Torrey~~ *Mills Smith*  
 Frank Nelson

Max Zwanziger  
 Carlos Martin

Keith Rinehart

Thomas Thelen

Tom Kerr  
 Neil Roberts

VISITORS

PLEASE SIGN THIS SHEET

Faculty Senate Meeting

Lou Boyos -

CARLOS MARTIN

RICK THURSTON

Peter Burkholder

[Lined area for signatures]

[Lined area for signatures]

A G E N D A

FACULTY SENATE MEETING  
3:10 p.m., Wednesday, October 5, 1977  
Faculty Development Center  
Bouillon Building

- I. ROLL CALL
- II. CHANGES TO AGENDA
- III. APPROVAL OF MINUTES OF May 25, 1977
- IV. APPOINTMENT OF RECORDING SECRETARY
- V. ADOPTION OF RULES AND MEETING SCHEDULE
  - A. Fall quarter regular Faculty Senate meetings:  
October 5, October 19, 1977  
November 2, 16  
December 7
- VI. APPOINTMENT OF PARLIAMENTARIAN
- VII. APPROVAL OF SENATE STANDING COMMITTEE APPOINTMENTS
- VIII. COMMUNICATIONS
  - A. Letter from Robert Yee, dated June 1, 1977
  - B. Letter from Louis Bovos, dated June 14, 1977
  - C. Letter from Louis Bovos, dated July 27, 1977
  - D. Letter from Louis Bovos, dated August 8, 1977
  - E. Letter from Don Schliesman, dated June 21, 1977
  - F. Letter from Don Schliesman, dated July 19, 1977
  - G. Letter from Robert Carlton, dated July 5, 1977
  - H. Letter from Catherine Sands, dated July 5, 1977
  - I. Letter from Catherine Sands, dated July 29, 1977
  - J. Letter from Catherine Sands, dated July 29, 1977
  - K. Letter from James Alexander, dated August 15, 1977

*add - letter from Ruth Davis dated Sept 19  
letter from Applegate dated Sept 20*
- IX. CURRICULUM PROPOSALS
  - A. Ratify Executive Committee's approval of Undergraduate Curriculum Committee proposals, pages 474 through 477
  - B. Ratify Executive Committee's approval of Graduate Curriculum proposals, page 87
- X. REPORTS
  - A. Chairman
  - B. Executive Committee
  - C. Senate Personnel Committee report, dated June 3, 1977
  - D. Senate Student Affairs Committee report, dated June 1, 1977
- XI. OLD BUSINESS
- XII. NEW BUSINESS
- XIII. ADJOURNMENT  
Adjourn at 3:45 p.m. to allow attendance at General Faculty meeting



CENTRAL WASHINGTON STATE COLLEGE

DEPARTMENT OF POLITICAL SCIENCE

ELLENSBURG, WASHINGTON

98926

1 June 1977

RECEIVED

JUN 3 1977

FACULTY SENATE

Art Keith  
Faculty Senate Chairperson  
Faculty Senate Office

Dear Art:

The other day I expressed a concern about Faculty Senate resolutions/motions to John Vifian and, at his suggestion, I'm communicating my concern to you as Senate Chairman.

It has been my experience that Senate adopted rules, which should have wide application, quickly fade into the forgotten past or are only fortuitously resurrected to meet a particular occasion. The most recent event of this nature arose when I enquired into college policy regarding final examinations. By coincidence, I mentioned the matter to Duncan McQuarrie who "recalled" a Senate passed motion and after a search of the Senate minutes, he did indeed come up with a complex motion #1237, passed by a majority vote (2/5/75). I've attached a copy to this letter.

Furthermore, according to McQuarrie's recollection, the statement in the motion that "Faculty members not giving an examination and choosing not to use the block (of time) as an instructional period would be required to file a statement with their respective department chairpersons stating their rationale for not using the time in this manner," was more than a simple procedural requirement and that the department chairperson was to exercise judgment in evaluating the rationale.

I wish to make two observations in this matter: (1) it was a mere coincidence that the Senate passed motion was "recalled" and (2) even when resurrected, it required an interpretation to clarify the rule's intent.

Upon the assumption that the Faculty Senate promulgates general rules for the Faculty and that the Faculty has a responsibility to conform to those rules, I would like to recommend that:

1. The Senate Executive Committee arrange for a compilation of presently existing Senate rules affecting the Faculty, along with appropriate clarifying statements;

Art Keith  
1 June 1977  
Page 2

2. this compilation be distributed at the beginning of the coming academic year (perhaps titled, Revised Faculty Senate Rules Affecting Faculty, Annotated 1977-1978); and
3. that each following Summer, the compilation be brought up to date for the following year.

One advantage of such a publication would be to remind the Faculty each year of the important role of the Faculty Senate in Faculty self-governance. Another would be to inform all the faculty at the beginning of each year as to what the rules are. A third advantage would be to inform a new President that we, the Faculty, do have our own rules.

It would be my understanding that, if agreeable to the Senate Executive Committee, such a publication would not need prior clearance by the Senate and could be readied for Fall, 1977.

Sincerely,



Robert Yee  
Chairman

cc: John Vifian, Faculty Senate  
Vice-Chairperson

ew

## Revised Substitute Recommendation regarding final examinations (McQuarrie Proposal)

1. Return to a recognized "finals period" as a part of each regular "50 day" instructional period.
2. Schedule staggered two hour examination times for the first eight periods of the day schedule. These two hour blocks would begin at 8:00 a.m. on Tuesday and would end at 5:00 p.m. on Friday and would include a one hour lunch break each day. (See attached schedule)
3. Faculty members would be allowed the option of not giving an examination during the scheduled time. However, if an examination is not given the instructor would be expected to use the two hour block of time as a normal instructional period. Faculty members not giving an examination and choosing not to use the block as an instructional period would be required to file a statement with their respective department chairpersons stating their rationale for not using the time in this manner.
4. Students finding they face the "hardship" of three or more same-day examinations should:
  - a. consult with their instructors to see if special arrangements can be made;
  - b. if instructors refuse, they should consult department chairmen to see if the instructors can be persuaded otherwise;
  - c. if these steps fail, request the respective school Deans to consider their "hardship" claim, in which case:
    - (1) The Dean may reject their claim as groundless
    - (2) The Dean may order a special arrangement to be made.

## Rationale:

While not all faculty members desire a formal final examination period, for many such a period is a useful and important part of their instructional strategy. The return to a "finals period" will give faculty members a choice of incorporating a true final examination or not doing so.

The suggestion to increase the length of the examination period from one hour to two hours is based upon technical considerations. College students should be capable of giving concentrated effort to a task for more than one hour. Research results have shown that increasing the length of an examination is the single most useful means of increasing its reliability, particularly with objective type tests. With respect to essay examinations of a comprehensive nature, the additional times would allow for greater attention to organization as well as allowing for increased breadth of coverage.

CENTRAL WASHINGTON STATE COLLEGE

REGISTRAR

ELLENSBURG, WASHINGTON

98926

June 14, 1977

RECEIVED

JUN 15 1977

FACULTY SENATE

Art Keith, Chairperson  
Faculty Senate  
Edison Hall

Dear Art:

Let me congratulate you on your recent election to the Chairperson for the Faculty Senate. I am looking forward to working with you during the 77-78 school year. Please feel free to call upon this office and my staff for any assistance you may need.

The second purpose of this letter is to clarify the Incomplete grading practice. About three years ago, the Faculty Senate voted to change the time allotted for Incompletes from one quarter to two years. I am not sure of the two years. If I recall the motion, Incompletes could be made up, providing the instructor approved, any time up to a period of two years. At the end of the two years the Incomplete would remain as an Incomplete and not revert to a failing grade. If after two years the student wished to receive credit for the course, then he must register for the course again. The instructor also had the prerogative of stipulating the time requirement and if the student did not meet the requirement the instructor could then change the grade to an "E" (failing).

My problem is the two year limitation. It is not stated in the catalog and I cannot find it in my senate minutes. Would you be so kind as to investigate my concerns and inform me of the correct time limitation on Incompletes.

Have a good year.

Sincerely,

  
Louis H. Bovos,  
Registrar

*Esther, check minutes and other report info + let me see it.*

LHB/tt

CENTRAL WASHINGTON STATE COLLEGE

REGISTRAR

ELLENSBURG, WASHINGTON

98926

July 27, 1977

RECEIVED

JUL 29 1977

FACULTY SENATE

J. Arthur Keith  
Chairman, Faculty Senate  
CWSC Campus

Dear Art:

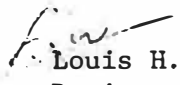
Thank you for the clarification on the Incompletes. It will help our office as we perform our responsibilities.

Dr. Schliesman, Dr. Reed and myself met to discuss any problems the institution was having with Incompletes. We all agreed that the Incomplete form should be revised to include a section so that instructors will specify the time frame, a place for student signature and also the Incomplete policy. The form will be revised as soon as we exhaust our present stock.

I feel that two years is sufficient to complete the required work for a course. Due to the ever changing technology, development of new techniques and new research data course contents change often. The course content may have changed drastically from the time an Incomplete was issued till it was completed. After two years the student should be required to register for the class again if he wishes to receive credit. The above comments are my own feelings.

Thanks again for clarifying the problem.

Sincerely,

  
Louis H. Bovos,  
Registrar

*Hold for letter to  
Academic Affairs or  
Curriculum*

LHB/tt

CENTRAL WASHINGTON STATE COLLEGE

REGISTRAR

ELLENSBURG, WASHINGTON

98926

August 8, 1977

Art Keith  
Faculty Senate  
Edison

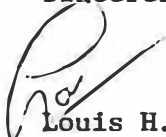
Dear Dr. Keith:

As per our earlier discussion, I am requesting that Section 1.04-B, page 7, 2.42-A, page 13, regarding the due date for grades be changed. The code currently states that grades are due two working days after the end of the quarter.

It is imperative to this office to have the grades due on the Monday following the end of the quarter. The entire week is needed for the processing of grades and also allow time to set up for the next quarter.

I will be delighted to meet with you or the code committee if necessary.

Sincerely,

  
Louis H. Bovos  
Registrar

LHB:mk

CENTRAL WASHINGTON STATE COLLEGE

ELLENSBURG, WASHINGTON

Dean of Undergraduate Studies

98926

June 21, 1977

RECEIVED  
JUN 24 1977  
FACULTY SENATE

Dr. Art Keith  
Chairman  
Faculty Senate  
CWU  
Campus

Dear Dr. Keith:

This letter transmits policies considered and approved by the Undergraduate Council during its meetings on May 25 and June 1, 1977. The statements, which supplement established policy, were developed by the Admissions, Matriculation and Graduation Committee. During the development and discussion stages, Dean Guy, Mr. Converse and Mr. Bridges were consulted. They are being recommended for approval. The policies are:

- a) All students who have been suspended from CWU for one quarter or more for academic reasons must petition the AM Committee for re-admission.
- b) All students who have left CWU in good standing but who later have been suspended for academic reasons from another institution must petition the AM Committee for re-admission to Central.
- c) All students who have been suspended for academic reasons from another institution or who show a cumulative g.p.a. below 2.0 must petition the AM Committee for admission to Central.
- d) Students who have never attended college and apply to CWU through the Admissions office and not through the Educational Opportunities Program (EOP) and do not meet the entrance requirements will, upon petition, have their cases reviewed by the AM Committee, at which time they may be accepted for regular admission, denied admission, or referred to EOP for admission.

Dr. Keith  
June 21, 1977  
page two

- e) The EOP will continue to recruit educationally and culturally disadvantaged students and coordinate such effort with the Admissions office. The AM Committee will be notified whenever a student has satisfied the EOP criteria for admission. Accordingly, records of accepted applicants to EOP will be made available to any College official.
- f) To establish a separate committee for purposes of admission and matriculation (AM), said committee to be comprised of the following: one representative from the counseling center, two representatives from EOP, and four persons from academic departments. The Director of Admissions or his/her designee shall serve as ex-officio member of the committee.

Perhaps it would be helpful to the Senators if a brief history is presented. On May 16, 1968 the then President's Council considered and approved a "position statement" which was, in effect, a proposal to establish a program of Educational Opportunities For Students From Deprived Backgrounds. The Faculty Senate, on June 5, 1968, approved motion #465, as amended, which adopted a resolution that:

The Faculty Senate of CWSC declare its present and future intent to encourage the improvement by the College of educational opportunity for disadvantaged groups and individuals in every way possible, including

- A. Endorsing in principle the program already formulated.
- B. Appointing members from Faculty Senate to the existing committee of concern to help with exploration of additional ways and means of achieving its ends.

The proposal refers to admission of students by saying:

- A. The College would implement this program through the services of a full-time director, who would be charged with the following responsibilities:
  - 1. The identification and recruiting of these students, and their advising.



B. These students would pursue a regular undergraduate program, but with the following kinds of special considerations:

1. They would not be held to the regular admission standards.

These statements have been interpreted by the EOP staff to mean (as printed in the current Undergraduate Catalog, p. 12):

The usual requirements for admission to the College do not apply to students seeking entrance through the Educational Opportunities Program. High school or college dropouts, those for whom previous experiences in formal education have been unsatisfactory, and those beyond the usual college age are specifically encouraged to consider entering the Educational Opportunities Program. Students of CWSC who have been academically suspended are the only exception, and may not apply for readmission through the Educational Opportunities Program until one academic quarter has elapsed. Otherwise, a minimum age of seventeen years six months is the only routine restriction.

Also, in a document produced by EOP, entitled Admission Policy and Procedure, further comment on interpretation of program admission say in part:


Institutional policy permits the CWSC Educational Opportunities Program to admit a limited number of students who do not meet the usual college criteria for admission--at present, high school graduation and a g.p.a. of 2.0 or better. The recruiting effort of E.O.P. is directed towards those potential students 17½ years of age or older who are not on the usual educational career path into college. It is not our intention to admit students who do not have the intellectual potential for eventual success in college, but it is our purpose to encourage those who have some reasonable chance of success to consider college as a legitimate career goal.

Dr. Keith  
June 21, 1977  
page four

The policy statements being proposed for your approval are interpretations by the A.M.G. Committee and Undergraduate Council of the intentions of the President's Council and Faculty Senate for admitting students to the E.O.P.

I support all the statements and encourage their approval.

Sincerely yours,

  
Donald M. Schliesman  
Dean of Undergraduate Studies

la

cc: Dr. Harrington

CENTRAL WASHINGTON STATE COLLEGE

ELLENSBURG, WASHINGTON

Dean of Undergraduate Studies

98926

July 19, 1977

RECEIVED

JUL 22 1977

FACULTY SENATE

AK

Dr. Art Keith  
Chairman  
Faculty Senate  
CWU  
Campus

Dear Dr. Keith:

Thank you for your letter of July 6, 1977 and the research effort done by you on the "Incomplete" policy. In response to your question, I am unaware of any change in the policy subsequent to the Senate action of December 13, 1972. I believe my memorandum of September 30, 1973, was, for whatever reason, incorrect; it did not reflect changes in the proposed policy made through amendments to the motion.

I will pursue your recommendation with Mr. Bovos and keep you informed of our progress.

Sincerely yours,



Donald M. Schliesman  
Dean of Undergraduate Studies

1a

cc: Mr. Bovos

Keith

# CENTRAL WASHINGTON STATE COLLEGE

DEPARTMENT OF EDUCATION  
(509) 963-1461

ELLENSBURG, WASHINGTON  
98926

MEMORANDUM:

TO: Dr. James Brooks, President, CWSC  
Dr. Arthur Keith, Chairman, Faculty Senate  
Dr. Edward Harrington, Vice President for Academic Affairs  
Dr. Glenn Madsen, Executive Committee Chairman, Dept. of Education

FROM: Robert K. Carlton, Chairman  
Department of Education

DATE: July 5, 1977

RE: Position Paper

The Department of Education has wholeheartedly endorsed the position paper which is attached to this memorandum. The Department consisting of 46 members voted at their faculty meeting during Spring Quarter, 1977, to request the Faculty Senate of the College (University) take immediate steps which would bring about changes identified in the position paper. I would gladly appear before the Senate, any committees, administrators, or the Board of Trustees, to speak in favor of changing our current system of faculty rank and promotion. Please call upon me at any time for that purpose.

dh

POSITION PAPER

Supported by Department of Education Faculty  
by formal vote on May 11, 1977

It is requested that the Faculty Senate, College Administration, and Board of Trustees take action to modify the Faculty Code to reflect a change in the current system of faculty rank and promotion. The request is based upon the following:

1. The current system and process is archaic, unrealistic, and serves no constructive purpose.
2. It is the most demoralizing activity in which we engage as employees of the college.
3. It is impossible to administer the current system in a fair and equitable manner.
4. The current system encourages a caste system of identifying faculty and pits faculty members, departments, and schools against one another.
5. The current process requires extensive time and effort on the part of both faculty and administration with end results being highly questionable on many counts. Faculty and administrative time can be much more productive than to engage in such an activity.
6. There is little continuity between what happens from year to year. Promotions are more dependent upon dollars available and political climate than any other factors. This has a tendency to turn the total process into a farcical activity.
7. While the Faculty Code identified criteria which must be met in order to be promoted, there is no guarantee that a faculty member will be promoted once he has met such criteria as determined by his colleagues, his chairman, his School Dean, or college personnel committees.

In lieu of the current system of academic rank, the following is recommended:

1. When first employed, all faculty be titled Assistant Professor.
2. Upon achieving tenure--a process which takes six years--all faculty be titled Professor
3. Salary and rank be separate issues. Salary should allow for automatic increases which at least protect the purchasing power obtained upon initial employment.

DEPARTMENT OF ANTHROPOLOGY  
AND MUSEUM OF MAN

CENTRAL WASHINGTON STATE COLLEGE  
Ellensburg, Washington 98926

July 5, 1977

RECEIVED  
JUL 7 1977  
FACULTY SENATE

Art Keith  
Chairman Faculty Senate  
Edison Hall  
CWSC

Dear Art:

I am on two committees recently formed that will alter life on Central's Campus for handicapped students. One is an Academic Committee and the other is a group called together by Paul Bechtel who has been mandated by the government to ready our campus for the handicapped students of all types.

What I am about to propose to you bridges both of the above. There is a need now to rethink our present class schedule. It is difficult enough for regular students to get from some classes to others in the ten minute break we now allow, let alone a person with leg braces, wheel chairs or one who is blind. I feel that we should lengthen the break period and thus eliminate one period per day which is generally not scheduled anyway.

If we continue with our present system the handicapped students will miss information by having to arrive late, will disturb the instruction, and call further attention to the fact that the student who caused the disruption is different.

Would you please discuss this issue with the Executive Committee.  
Thank you.

Sincerely,



CATHERINE J. SANDS  
Acting Assistant Dean of Student  
Development

CJS/me

cc: Dr. Bernard L. Martin  
Dr. Edward J. Harrington

DEPARTMENT OF ANTHROPOLOGY  
AND MUSEUM OF MAN

CENTRAL WASHINGTON STATE COLLEGE  
Ellensburg, Washington 98926

July 29, 1977

Dr. Art Keith  
Chairman  
Faculty Senate

Dear Art:

I am formally requesting the Faculty Senate to form an Ad Hoc Committee to (1) monitor the student/faculty opinion on the President's Council dictum regarding prime time class periods, and (2) design an instrument by which the success and failure of such will be measured.

Sincerely,

CATHERINE J. SANDS  
Assistant Professor

CJS/me

DEPARTMENT OF ANTHROPOLOGY  
AND MUSEUM OF MAN

CENTRAL WASHINGTON STATE COLLEGE  
Ellensburg, Washington 98926

July 29, 1977

Dr. Art Keith  
Chairman  
Faculty Senate

Dear Art:


Thank you for your response to my letter of July 5, 1977. However, I thought that you would turn it over to the Committee for consideration.

I fail to see how Ham Howard's suggestion to Dr. Harrington will work in conjunction with the new dictum on prime time class hours. Please don't get the impression that I am reacting negatively to Ham's proposal. Since the President's Council decided certain classes must be taught during certain hours - that doesn't give us much leeway for juggling class schedules and time periods.

I must confess that when I wrote my July 5th letter I was unaware of the President's Council decision. Once aware of it, I was upset to think that the faculty were not consulted and that the Senate was not involved. Am I misinformed on this point? Were we offered any supportive studies that might suggest that a move in the prime time direction is actually better for the students? I would very much like to see the results of such studies, if available.

Personally, this new dictum presents a number of problems for me which involve having either to make many trips to pick up my daughter or paying money to baby-sitters. The change in this direction is going to cause a financial burden for me which I really don't feel deserving of since the faculty were not asked for their sanction nor consulted. I am therefore addressing a formal letter of request to the Senate (enclosed) asking that an Ad Hoc Committee be called to monitor not only student/faculty opinion but to design an instrument by which the Committee can measure the success/failure of the prime time schedule.

Sincerely,



CATHERINE J. SANDS  
Assistant Professor

CJS/me

Enclosure



DEPARTMENT OF ANTHROPOLOGY  
AND MUSEUM OF MAN

CENTRAL WASHINGTON STATE COLLEGE  
Ellensburg, Washington 98926

August 15, 1977

RECEIVED  
AUG 18 1977  
FACULTY SENATE

J. Arthur Keith, Chairman  
CWU Faculty Senate

Dear Art:

I am writing to you to express a concern which has been voiced unanimously within the Department of Anthropology regarding certain curriculum actions taken last year, but which have not been - thank goodness - implemented yet. I am referring specifically to a decision which was apparently made to modify our present regulations regarding the number of class hours required for each workshop credit offered. Current regulations say that each workshop credit shall be earned by attending between 15 and 20 hours of workshop participation. The change, which is about to be implemented, will require that there be a flat 20 hours of workshop participation per credit.

Our concern is twofold. First, this allows for no discretionary decisions on the part of the instructor or department offering workshops as to appropriate performance requirements. It seems to assume that all workshop activities are strictly comparable, and we do not believe that this in fact is the case. Secondly, raising the minimum number of performance hours to 20 undoubtedly puts the entire institution at a competitive disadvantage in competing with other institutions off-campus.

Unless the Senate sees fit to take action, this policy change will be implemented early fall quarter. (to become effective winter quarter). This department is therefore asking the Senate to request from our administration a delay in the implementation of said policy in order for the appropriateness of such a change to be re-examined in the light of our above stated concerns. Dean Schliesman has indicated to me personally a willingness to assist in such a re-examination.

We have enough collective difficulty coping with externally generated pressures; let us not add self-abuse to the list.

Sincerely,



JAMES M. ALEXANDER  
Chairman

JMA/me

cc: Dean Schliesman

DEPARTMENT OF DRAMA  
CENTRAL WASHINGTON STATE COLLEGE  
ELLENSBURG, WASHINGTON 98926

RECEIVED

SEP 29 1977

FACULTY SENATE



Sept. 29, 1977

Art Keith, Chairman  
Faculty Senate

Dear Art,

Please be informed that the Department of Drama at its meeting of June 9, 1977, accepted the resignation of Milo Smith as Senator. Dee Torrey will fill out the unexpired term of Dr. Smith. Milo Smith was elected as Senate alternate.

Sincerely,

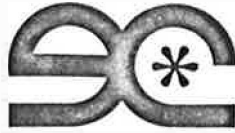
Handwritten signature of Milo L. Smith in cursive script.

Milo L. Smith  
Chairman

pda

cc

AN EQUAL OPPORTUNITY EMPLOYER



September 27, 1977

TO: Art Keith, Chairperson, Faculty Senate  
FROM: Richard Doi, Acting Director *R. Doi*  
RE: New Alternate

RECEIVED  
SEP 29 1977  
FACULTY SENATE

Dr. Clarence Beecher has agreed to replace Richard Doi as alternate senator for the Ethnic Studies Program.

He will attend Faculty Senate meetings when Larry Porter (regular senator) is unable to do so.

Please make this change in the listing of alternates.

*Schedule may affect  
as of April 26, 1977*

## E. Schedules and Facilities

### 1. Assignment and Scheduling of Classes:

Department Chairmen establish faculty teaching assignment according to College policy with the approval of the appropriate dean and the cooperation of the Office of Institutional Studies which assigns space.

Department chairmen will check with the appropriate dean and the scheduling clerk in the Office of Institutional Studies for clearance before making any change in room for a class.

The process of scheduling classrooms requires that attention be given to both (1) efficient space utilization and (2) adequate facilities in terms of location, size, and furnishing. The first factor, efficiency of utilization, has a direct bearing on the College's ability to justify additional capital construction. The second, adequacy of facilities, is important to both instructional quality and the various needs of individual courses. The scheduling guidelines that follow are designed to help fulfill the requirements of both factors.

### 2. Daytime classes shall be scheduled uniformly by each department chairman and program director from 8:00 a.m. to 5:00 p.m., subject to the following provisions:

1. Classrooms should be filled to 60% or above of scheduled room capacity.
2. Scheduling of Days -- Class schedules shall be arranged in the following combinations:

Daily - Monday through Friday  
Four Days - Any four-day combination  
Three Days - Monday, Wednesday, Friday  
Two Days - Tuesday, Thursday  
One Day - Classes meeting only one day per week should be scheduled, whenever possible, to coincide with openings left by four-day classes.

3. "Required" courses for departmental majors shall be scheduled into time periods: 8:00, 10:00, 12:00  
"elective" courses shall be scheduled into time periods: 9:00, 11:00, 1:00 and 2:00.

4. Laboratory, studio and other such activities that require several hours in a block held sequentially shall not be scheduled during "prime time" hours: 9:00, 10:00, 11:00 and 1:00.

This procedure will help insure both availability of classrooms and adequate student enrollments in elective courses.

Past enrollments and anticipated increases for a particular course shall be used as a scheduling guide in determining what size classroom is needed.

All changes for class scheduling which involve changing days, class hours, adding and deleting classes must be cleared through Institutional Studies and the office of appropriate school dean.

CURRICULUM MODIFICATIONS APPROVED  
BY THE GRADUATE CURRICULUM COMMITTEE  
AND FORWARDED TO THE SENATE  
CURRICULUM COMMITTEE

Page 87

6/2/77

EDUCATION

1. Course Addition

ED 692. Pre Autumn Internship in School Administration. 4 credits. Emphasis on the principal's responsibilities prior to and during the opening of the school year. Permission to register only after approval of Department Chairman. Prerequisites: minimum of 2 years of successful teaching experience; ED 580, Educational Administration; and ED 586, The Principalship. Combines with ED 693 for 16 credit total in Administrative Internship. Graded S or U.

May 31, 1977

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

PAGE 474

HISTORY  
COURSE ADDITION

HIST 345. History of Social Welfare in the United States. 3-5 credits. Attitudes, policies, and practices with regard to those people who require charitable assistance, public or private, from colonial times to the present.

COMMUNICATION  
COURSE ADDITION

COM 365. Organizational Communication. 4 credits. Functions, forms, and patterns of communication in organizations. Effects of organizational structures and dynamics on communication. Methods of evaluating communication policies and practices as an aid to organizational management.

PHYSICAL EDUCATION  
COURSE ADDITIONS

PE 100.6. Advanced Conditioning Exercises. 1 credit. Prerequisite, PE 100.1 or permission. Conditioning programs emphasizing small apparatus, music routines, indoor circuits.

PE 100.7. Advanced Weight Training. 1 credit. Prerequisite, PE 100.2.

PE 103.7. Jazz Dance. 1 credit. Basic jazz dance techniques and combinations. Emphasis on appreciation of jazz dance as an art form and creative expression.

PE 103.8. Advanced Folk Dance. 1 credit. Prerequisite, PE 103.3.

PE 103.9. Advanced Ballroom Dance. 1 credit. Prerequisite, PE 103.4.

PE 104.8. Water Polo. 1 credit. Prerequisite, must be an intermediate swimmer.

PE 104.9. Aquacises. 1 credit. Designed to increase the physical fitness of individuals through water exercises. Open to both swimmers and non-swimmers.

ENGLISH  
COURSE ADDITIONS

ENG 100S. Basic English Spelling. 2 credits. Course may be repeated. Credits do not count toward 180 required for graduation from Central. A study of the basic sound-to-spelling correspondences and basic spelling processes in modern American English. The work that the student does will be determined by a diagnostic pre-test. Grades will be either S or U.

MAY 31, 1977  
CURRICULUM PROPOSALS APPROVED BY  
THE UNDERGRADUATE CURRICULUM COMMITTEE  
AND FORWARDED TO THE SENATE

PAGE 475

ENGLISH  
COURSE ADDITIONS

ENG 100U. Basic English Grammar and Usage. 2 credits. Course may be repeated. Credits do not count toward 180 required for graduation from Central. A study of basic English grammar and conventional usage. The work that the student does will be determined by a diagnostic pre-test. Grades will be either S or U.

ENG 100W. Remedial Writing. Basic Writing Skills. 2 credits. Course may be repeated. Credits do not count toward 180 required for graduation from Central. Individualized work in basic writing skills of drafting, editing, and proofreading. Intended for students whose problems are less generalized than those dealt with in English 100G. Grades will be either S or U.



JUNE 2, 1977  
CURRICULUM PROPOSALS APPROVED BY  
THE UNDERGRADUATE CURRICULUM COMMITTEE  
AND FORWARDED TO THE SENATE

PAGE 476

SOCIOLOGY  
COURSE ADDITIONS

SOC 311. Comparative Social Welfare Systems. 3 credits. Prerequisite,  
SOC 201. A cross cultural comparison of welfare programs and  
policies under various governments.

SOC 466. Social Service Program Evaluation. 3 credits. Prerequisite,  
SOC 201.

JULY 6, 1977  
CURRICULUM PROPOSALS APPROVED BY  
THE UNDERGRADUATE CURRICULUM COMMITTEE  
AND FORWARDED TO THE SENATE

PAGE 477

PHYSICS  
COURSE ADDITIONS

PHYS 315, 316. Modern Physics. 3 credits each course. Courses must be taken in sequence. Prerequisites, PHYS 213 and MATH 172.2. PHYS 314 is not open to students with credit in PHYS 214 or 281. Three lectures per week.

Please Note: The existing course PHYS 314 will be listed in the catalogs with the above proposed courses as follows: PHYS 314, 315, 316. Modern Physics. 3 credits each course.

PHYS 383. Electromagnetic Theory. 5 credits.

Please Note: The existing courses 381 and 382 will be listed in the catalogs with the above proposed course as follows:  
PHYS 381, 382, 383. Electromagnetic Theory. 5 credits each course. Courses must be taken in sequence. Prerequisites, PHYS 316 and MATH 272.2. Five lectures per week.

\*PHYS 472, 473. Quantum Mechanics and Applications. 5 credits each course. Courses must be taken in sequence. Prerequisites, PHYS 352, 383 and MATH 472.3. Five lectures per week.

Please Note: The existing course PHYS 471 will be listed in the catalogs with the above proposed courses as follows: \*PHYS 471, 472, 473. Quantum Mechanics and Applications. 5 credits each course.

\*Courses may be taken only on an individual basis as arranged through the department chairman.

RECEIVED  
JUN 6 1977  
FACULTY SENATE

*OK*  
*D. Osborn*

TO: Helmi Habib, Chairman Faculty Senate  
FROM: Dolores Osborn, Chairperson Senate Personnel Committee  
DATE: June 3, 1977  
SUBJECT: Final Report of the Senate Personnel Committee

During the 1976-77 academic year, the Committee considered:

1. The use and relevance of faculty analysis sheets
2. The committee's role in determining eligibility for promotion.

A recommendation was made to the Senate on item 2. After studying item 1, no recommendation was considered necessary since neither faculty nor administrators have control over the use of faculty analysis sheets. However, data was collected from John Purcell.

The committee began to look at personnel problems relative to off-campus programs, but since there seemed to be some overlap with other committees, little was done in this area.

The title of "Senior Instructor" was not discussed by the committee, but seems to have been resolved, at least by the board, since it was left in the revised Code by that group.

Retraining of faculty seems to be a program which has come into existence. However, some guidelines do need to be set concerning eligibility, selection, etc.

Another "problem" which could be studied is the discrepancy in screening procedures used in the schools in regard to promotion in rank. Because promotions are handled so differently from one school to the next, discrimination may exist.

Finally, the duties of the committee are at times unclear with more than one committee studying the same problems. Perhaps more definite guidelines would prove beneficial.

RECEIVED

JUN 2 1977

FACULTY SENATE

OK

MEMORANDUM

MEMO TO: Art Keith  
Chairman, Faculty Senate

FROM: Owen Dugmore *Owen*  
Chairman, Faculty Senate Student Affairs Committee

SUBJECT: Final Report of the Student Affairs Committee, June 1, 1977

On October 6, 1976, the Student Affairs Committee received two charges:

1. To recommend what might be done to improve and ease the Board of Academic Appeals procedures.
2. To propose an appropriate way of publicly identifying and honoring at commencement those students graduating cum laude.

On January 10, 1977, the committee sent this memo to the Faculty Senate Executive Committee:

The Student Affairs Committee has been informed that both its charges have already been considered and effectually resolved by other college agencies--by the Dean of Student Development Services in one case and by the President's Council in the other.

With reference to the first charge, Dean Guy has told the committee the difficulties with academic-appeals procedures have been overcome. The acting assistant dean, Catherine Sands, is able to tell students precisely how to use the Board of Academic Appeals, to furnish appeals forms and to advise students how to ensure airing and redress of grievances.

With reference to the second, and final, charge, Vice President Harrington has told the committee that the President's Council has decided honor graduates should wear colored braids at commencement exercises. The color of the braid will designate the level of honor. Mr. Bovos is completing arrangements that will allow the 1977 honor graduates to be so designated.

The decisions and actions of the Dean and of the President's Council have disposed of all the charges made to the Student Affairs Committee on October 6, 1976.

The Committee has no recommendations for the Senate's consideration.

On February 17, 1977, the committee was given a further charge: To consider Charles McGehee's proposal for modification of the Rules Governing the Board of Academic Appeals and to recommend appropriate action by the Senate.

On April 20, 1977, the committee recommended the Senate approve the proposed changes to the Rules Governing the Board of Academic Appeals:

The Student Affairs Committee recommends that the Faculty Senate approve these changes in the Rules Governing the Board of Academic Appeals:

1. Change Paragraph IIIc

To reflect the change in the structure of student government that has occurred since December 1973.

The five students on the Board of Academic Appeals are to be chosen by the Joint Committee on Committees from students who are not on the Board of Control.

2. Change Paragraph IIIId

To provide staggered two-year terms for the five faculty members on the Board of Academic Appeals to preclude the faculty membership on the board entirely changing from year to year.

3. Change Paragraph VIa

To simplify and clarify the appeals procedure.

After the specified preliminary contacts between the parties have failed, the complainant (2) obtains the appeals form from the Dean of Student Development Services, (b) confers with the advisor assigned by the Dean, and (c) files the appeal through the Dean's office. The Dean notifies the chairman of the Board of Academic Appeals, and the chairman notifies the person against whom the complaint is lodged.

4. Change the present final section, Section XII (Enabling & Amending), to Section XIV.

5. Add as new Section XII the description as to how the Dean of Student Development Services is to coordinate and administer the affairs of the Board of Academic Appeals: (a) house records, (b) advise students as to the Board's functioning, and (c) insure required procedures are followed in the appeal process.

6. Add as new Section XIII the description of the duties of the advisor (appointed by the Dean of Student Development Services): (a) to insure the complainant has completed all informal prerequisites, (b) to help the complainant complete the appeals form, and (c) to make recommendations to the complainant concerning presentation of necessary information to the Board.

The Faculty Senate approved these changes on April 20, 1977, in Motion No. 1602.

The Student Affairs Committee has completed all its assigned work for the year, and the chairman is aware of no further matter for committee action.

The chairman is grateful to the other members of the committee--Alan Bergstrom, Rosella Dickson, and Pearl Douce. If committee work can be enjoyable and productive, these people can make it so.