5-31-1978

CWU Faculty Senate Minutes - 05/31/1978

Esther Peterson

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MINUTES: Regular Senate Meeting, 31 May 1978
Presiding Officer: J. Arthur Keith
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 George Fadenrecht, Wolfgang Franz, Michael Golden, Peter Gries, A. James Hawkins, Betty Hileman, Erlice Killorn, Clair Lillard, Mary Mahan, and Dale Samuelson.

Visitors Present: Jose Licano, Don Cummings, Don Schliesman, and Louis Ochoa.

CHANGES TO AGENDA

Mr. Keith announced the following changes:

1. Add "Recess at 4:00 p.m. to call a Special Senate meeting to reconsider Motion 1742, which was passed at the May 17 Faculty Senate meeting regarding the General Education Program."

2. Under "Communications" add
   B. Letter from Linda Clifton, dated May 25.

3. Under "Curriculum Proposals" add page 493 which replaces 490 and 491 (Revised Bilingual Studies Major), and add page 494.

4. Under "Old Business" change
   B. "Election" to "Ratification" of Grievance Committee.
   and add
   E. "Motion by Curriculum Committee" to waive the rules of the Senate in order to vote on a motion regarding action on the Curriculum Guide.

APPROVAL OF MINUTES

Minutes of the Senate meeting of May 17, 1978, were corrected as follows: Page 5, third paragraph under "C" Curriculum Committee Motion 1747, change "Mr. Wibert" to "Mr. Wiberg."

The minutes were approved as corrected.

COMMUNICATIONS

The following communications were received:

A. Memo from John Ressler, Chairman of Geography Department, informing the Senate that beginning October 1, the representatives from that department will be George Macinko as Senator, and Dee Eberhart, as alternate.

B. Letter from Linda Clifton, Chairperson of the Board of Trustees, acknowledging receipt of Mr. Keith's letter to the Board of Trustees of May 5, transmitting to them the Senate's interpretations of the Faculty Code, Section 2.38 B (3).

CURRICULUM PROPOSALS

A. Undergraduate Curriculum Committee proposals, pages 490, 491 and 493, (Revised Bilingual Studies Major).

MOTION NO. 1749: Ms. Adams moved, seconded by Mr. King, to approve the remainder of pages 490 and 491, as revised, and reflected on page 493, as concerns the Bilingual Studies Major.

Mr. Jose Licano and Louis Ochoa were present to speak on the Bilingual Studies major. They responded to questions addressed to them from Senators on the nature of the program, how it was developed, what it is intended to do, etc.
MOTION NO. 1750: Mr. Andress moved to amend, seconded by Mr. Burkholder, to add into the program, the same requirements for demonstrating English competence as is listed for demonstrating competence in Spanish.

A lengthy discussion on the merits of the amendment followed.

Motion No. 1750 voted on and failed by a majority voice vote and 2 abstentions.

Discussion resumed on the main motion.

Motion No. 1749 voted on and passed by a majority voice vote and 4 abstentions.

RECESS

The regular Senate meeting recessed at 4:00 p.m.

SPECIAL SENATE MEETING

The Special Senate meeting convened at 4:00 p.m.

Mr. Keith informed the Senate a valid petition to review Motion 1742, signed by a sufficient number of signatures, had been received. The motion was as follows:

The Senate Executive Committee moved the adoption of the proposal for a Revised General Education Program for Central Washington University.

The motion passed by a roll call vote of 17 Aye, 6 Nay, and 5 Abstain.

The motion was again on the floor to determine whether the Senate wished to uphold its action on that motion.

The floor opened for discussion on the motion.

MOTION NO. 1751: Mr. Vifian moved, seconded by Mr. Yee, to close debate. Passed by a two-thirds majority hand vote.

Motion No. 1742 was again voted on by roll call vote, as follows:


Motion No. 1742 was reaffirmed by a vote of 19 yes, 4 no and 3 abstentions.

Mr. Keith announced that a referendum will be sent by secret ballot to the entire faculty on Thursday, June 1. The voting is to continue for seven calendar days. A majority vote of those faculty voting on the question shall determine the outcome of the review and whether or not the senate action is reversed.

ADJOURNMENT OF SPECIAL MEETING

The Special meeting adjourned at 4:07 p.m.

RECONVENE REGULAR MEETING

The regular Senate meeting reconvened at 4:08 p.m.

CURRICULUM PROPOSALS (continued)

Undergraduate Curriculum proposals, page 492.
MOTION NO. 1752: Mr. Ross moved, seconded by Mr. Brunner, to approve the Undergraduate Curriculum Proposals on page 492.

Mr. Tolin raised an objection to the title of MUS 431, saying Contemporary Methodology for Music did not sound very good.

MOTION NO. 1753: Mr. Tolin moved to amend, seconded by Mr. Street, that the title be changed to Contemporary Methods in Music Education.

Mr. Ross explained that the course is exactly as the title says, which is a review of methods of teaching music.

Motion No. 1753 defeated by a majority voice vote and three abstentions.

Motion No. 1752 passed by a unanimous voice vote and two abstentions.

MOTION NO. 1754: Mr. Street moved, seconded by Mr. Carlson, to waive the rules to consider the Communication Course Addition M ME 452, 453, 454, on page 493 and the Course Additions, HIST 346, and BSED 154 on page 494 of the Undergraduate Curriculum proposals. Passed by a two-thirds majority hand vote.

MOTION NO. 1755: Mr. Klemin moved, seconded by Ms. Young, to approve the Undergraduate Curriculum proposals, Communication Course Addition M ME 452, 453, 454, on page 493, and Course Additions, HIST 346 and BSED on page 494. Passed by a unanimous voice vote.

REPORTS

A. Chairman--Mr. Keith presented a brief report:

The Year-Round Scheduling Task Force has submitted a report to Mr. Harrington, the Vice President's Advisory Council, which is composed of the Academic and School Deans, President-elect Garrity, President Brooks and the Faculty Senate Executive Committee. The report recommends the continued development of a year-round scheduling approach with the suggestion that the university seriously consider going on such a program beginning September 1979.

A list of Committee vacancies and request for faculty members to list their preferences as to which committee they prefer serving on has been distributed to the faculty. The present Executive Committee intends to work with the newly elected Executive Committee in beginning to make some nominations to those committees. The nominations will then be submitted to the Academic Vice President.

The Board of Trustees has deferred action on the recommendation of the Code Committee and the Senate to take out the words which say "funds permitting." The Code Committee and Senate recommendation was that a faculty member who has picked up a course for a disabled colleague for ten days should, after the ten days, be compensated regardless of whether funds are available or not. The Board of Trustees seemed to have the impression it should be done with their "good will" and not be compensated.

B. Executive Committee Report--Mr. Vifian reported the Executive Committee had met with President-elect Garrity and discussed a few concerns. Mr. Garrity expressed concern about the slowness of procedures to changes as are found in the Code. He found the University's General Ed proposal too much of a compromise and would have preferred even more vigorous changes than were suggested. Mr. Garrity mentioned he was used to working with Faculty Senates. Mr. Keith made the point that the faculty and the Senate believe in the Code and the Senate becomes very disturbed over changes, especially unilateral changes. Mr. Garrity felt that the University's greatest need is increased enrollment and he will be working on that. He informed them he had not yet studied carefully the old or newly proposed RIF Plan.

Mr. Keith supplemented Mr. Vifian's report saying one thing which was extremely positive was Mr. Garrity's statement that he thought that CWU should accept as its competition the University of Washington and Washington State University in terms of quality education and not be concerned with meeting the standards and/or programs of Western Washington or Eastern. CWU has the people and the opportunity to be a quality institution and he hoped that that could be achieved even more than it is now.

Mr. King commented briefly on the CIF. He reminded Senators once more to be sure to make certain that pledged cards were distributed and turned in before the spring quarter ends.
C. Standing Committees--

1. Academic Affairs -- no report.

2. Budget Committee -- Mr. Tolman presented a brief report as to a salary recommendation to the Board of Trustees. At the last Senate meeting he had informed the Senate that the Committee would have a new recommendation to take to the Board due to the fact that there might not be enough money to fund a full step salary increment to the faculty. It now appears that there will be enough money, so the Committee decided to go to the Board with the recommendation that has already been made. Mr. Tolman and Mr. Keith met with President Brooks and he declines to agree with that position. Mr. Brooks, therefore, will be taking his recommendation to the Board also. His recommendation is a percentage increase in the scale.

Mr. Street presented some data dealing with comparison of our state institutions with the institutions of the other six states this university compares itself with. He also distributed a handout showing the index value of various state financial indicators.

3. Code Committee--Mr. Carlson discussed the Year-end Report which was distributed at the meeting. He stressed the importance that all Senators study the proposed change in Section 3.78 Reduction in Force Policy submitted by the President on April 5 and then withdrawn and resubmitted on May 17. The new Senate Code Committee will need to work on that this summer. Mr. Keith reminded the Senate that they have 60 days from the commencement of the next academic year--which would be 60 days from September 26, to respond to that document.

4. Curriculum Committee--Mr. Wiberg discussed the Curriculum Committee's Year-end Report which was distributed at the meeting. He added one item to the list on the report: (9) Change the Committee for next year to make a recommendation regarding Senior grades for Spring quarter--that they be in a week early.

Mr. Wiberg also discussed the Senate Curriculum Committee's proposed changes in the Curriculum Guide to conform with changes in committees concerned with curriculum passed by the Senate on May 17. Copies of the proposed changes were distributed with the handouts at this meeting. After due deliberation of the editorial changes to the Curriculum Guide suggested by the Senate Executive Committee, it was decided they reflected changes in the committee structure and no other policy changes were included. A motion on the proposed changes will be considered later in the meeting under Old Business.

5. Personnel Committee--no report.

6. Student Affairs Committee--no report.

OLD BUSINESS

A. Election of Executive Committee Officers for 1978-79--

Nominees were:

1. Chairperson:
   John Vifian
   Frank Carlson

2. Vice Chairman:
   Corwin King

3. Secretary:
   Peter Burkholder

4. At-large officers (two):
   Rosco Tolman
   John Vifian
   Frank Carlson
   Alma Spithill
Senate Minutes, 31 May 1978

There were no other nominations from the floor.

Results of the first ballot were:
- Chairman -- Frank Carlson
- Vice Chairman -- Corwin King
- Secretary -- Peter Burkholder

Results of the second ballot were:
- At-Large Officers -- Rosco Tolman and John Vifian

Mr. Keith observed the adjournment time would need to be extended in order to finish all of the Senate business for the day.

MOTION NO. 1756: Mr. Carlson moved, seconded by Mr. Burkholder, to extend the adjournment time until 5:30 p.m. or until all of the Old Business has been finished, whichever comes first. Passed by a unanimous voice vote.

B. Ratification of Grievance Committee

MOTION NO. 1757: The Senate Executive Committee moved for the ratification of Faculty Grievance Committee members for a two year term commencing June 15, 1978 to June 15, 1980, as follows:

<table>
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<tr>
<th>Regular Members</th>
<th>Alternate Members</th>
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<tr>
<td>Robert Benton</td>
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<td>Colin Condit</td>
<td>David Lygre</td>
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<td>Laura Appleton</td>
<td>John Pearson</td>
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<td>Dan Unruh</td>
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Passed by a unanimous voice vote.

C. Academic Affairs Committee's Motion No. 1739 -- Motion No. 1739 was presented by Mr. Andress, chairman, at the May 17 meeting, to be voted on at this meeting, as follows:

Motion No. 1739: "...that the Academic Affairs Committee for next year be charged to study Item 5, page 2 of the report regarding changing the name of Department of Education to School of Education." Passed by a unanimous voice vote.

D. Academic Affairs Committee's Motion No. 1740 -- Motion No. 1740 was presented by Mr. Andress, chairman, at the May 17 meeting, to be voted on at this meeting, as follows:

Motion No. 1740: "...that the Faculty Senate appoint for next Fall an Ad Hoc Committee on Academic Organization to study the existing academic structure and make recommendations for change as deemed appropriate." Passed by a unanimous voice vote.

Mr. Keith, in response to a suggestion from Ms. Young, commented that a letter had been written to the Vice President for Academic Affairs from Robert Carlton, chairman of the Education Department, objecting to the Senate taking out the language "teacher education" to designate the members on Teacher Education Council. Mr. Keith received a copy of that letter and wrote a letter to the proper individuals suggesting that the language of the NCATE standards be incorporated into the document "Statement of Organizational Purposes of the Teacher Education Council." The language of the NCATE policy should be part of the policy in the terms of appointing people.

Ms. Young mentioned that the University is also accredited by the state as an institution who can certify teachers, and this should be checked out. Mr. Keith will see that it is checked out.

E. Mr. Keith opened the floor as to the Senate's wishes regarding placing the Curriculum Committee's motion regarding the Curriculum Guide on the Agenda under Old Business.

MOTION NO. 1758: Mr. Wiberg moved, seconded by Mr. Carlson, to waive the rules of the Senate to place on the Agenda under "Old Business" the Curriculum Committee's motion regarding the Curriculum Guide. Passed by a two-thirds majority hand vote.

MOTION NO. 1759: The Curriculum Committee moved that the Curriculum Guide section regarding curriculum responsibility be amended according to the April 6, 1978 draft by the Senate Executive Committee. Passed by a unanimous voice vote.

Mr. Keith informed the Senate the material will be transmitted to the Undergraduate Dean, who has been responsible for publishing the Curriculum Guide.

ADJOURNMENT

The meeting adjourned at 5:10 p.m.
AGENDA

FACULTY SENATE MEETING
3:10 p.m., May 31, 1978
Psychology Building, Room 471

I. ROLL CALL

II. CHANGES TO AGENDA

III. APPROVAL OF MINUTES of May 15, 1978

IV. COMMUNICATIONS

A. Memo from John Ressler

V. CURRICULUM PROPOSALS

A. Undergraduate Curriculum Committee proposals,
   page 490 and 491 (Revised Bilingual Studies Major);
   and page 492.

VI. REPORTS

A. Chairman

B. Executive Committee

C. Standing Committees
   1. Academic Affairs
   2. Budget
   3. Code
   4. Curriculum
   5. Personnel
   6. Student Affairs

VII. OLD BUSINESS

A. Election of Executive Committee

B. Election of Grievance Committee

C. Academic Affairs Motion 1739 regarding charging next year’s
   Academic Affairs Committee to study the proposal to change the
   name of Department of Education to School of Education.

D. Academic Affairs Motion 1740 regarding proposal to appoint for next
   fall an Ad Hoc Committee on Academic Organization.

VIII. NEW BUSINESS

IX. ADJOURNMENT
### FACULTY SENATE MEETING OF

**ROLL CALL**

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<td>George Grossman</td>
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<td>All funds, state budget</td>
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<td>Per capita income</td>
<td>199 (1976)</td>
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<td>Mean expenditures per student, common schools</td>
<td>220 (1976)</td>
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<td>Salaries &amp; fees</td>
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<td>GSU salary, step 6.5</td>
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<td>Step 12.5</td>
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<td>Step 20</td>
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<td>Consumer price index, national</td>
<td>186</td>
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<td>Seattle</td>
<td>183</td>
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Sources: Washington State Pocket Data Book  
Survey of Current Business, Dept of Commerce  
GSU salary schedule  
Consumer Price Index bulletin
MEMORANDUM

TO: Prof. J. Arthur Keith
    Chairman
    Faculty Senate

FROM: John Q. Ressler
      Chairman
      Geography & Land Studies

DATE: May 19, 1978

RE: New Senator and Alternate from the Department of Geography & Land Studies

Beginning October 1, the Faculty Senator from the Department of Geography & Land Studies will be Dr. George Macinko. His Alternate will be Professor D.R. Eberhart.

We feel they will serve the interests of the institution, the Senate, and the department well.

JQR:jl
Dr. Arthur Keith  
Chairman  
Faculty Senate  
Campus  

Dear Dr. Keith:

This letter acknowledges receipt of your letter of May 5, 1978, transmitting to us an interpretation of Faculty Code, Section 2.38B(3).

Sincerely,

Linda J. Clifton  
Chairperson  
Board of Trustees  

cc: Board of Trustees  
    Dr. Brooks  
    Dr. Harrington  
    Dr. Erickson  
    Dr. Carlton  
    Dr. Baker
RECEIVED
MAY 30 1978
FACULTY SENATE

To: Faculty Senate
From: Faculty Senate Code Committee
Date: May 30, 1978
Subject: Year-end Report

Items considered and presented to the Senate:

In November 15, 1977, several items relating to Sections 3.78 and 7.97 were presented by the President. The committee recommended:

- Disapproval of removing reference to 'essential programs' in 3.78E.
- Disapproval of adding 'unit' to departments and programs in 3.78B(4).
- Disapproval of adding graduate students to RFP priorities in 3.78B(5)(e).
- Approval of removing statement requiring qualified employees for replacement in 3.78E.
- Approval of adding term employees to priorities in RF in 3.78E.
- Approval of changes concerning retraining leave compensation and approval process in 2.97E(2)(a) and 2.97E(2)(c).

The Senate concurred in recommendations.

On April 5, 1978, several items originating from the Senate Executive Committee. The committee recommended:

- Changing adjunct professor to adjunct faculty in 1.01B.
- Changing the language concerning Senate terms to mean two terms in 1.45A.
- Changing language concerning assumption of Senate office in 1.160A.
- Removing reference to teaching ineffectiveness in 2.27B.
- Changing language referring to payment for extra classes in 2.194.
- Making clear there is no library service charge for emeriti in 2.130.
- Removing discretionary language concerning payment for assuming colleagues' classes in 2.120A.
- Changing adjunct professors to adjunct faculty in 3.33A.

The Senate concurred in those recommendations.

Recommended but tabled by the Senate:

Changes concerning appointment of Student Senators in 1.25A(3) and summer pay in 3.21A.
On May 17, 19′78, a recommendation concerning leaves without pay originating with the President. The committee recommended:

removing specific reference to months and years regarding leaves without pay in 2.123A, B, and C

Senate concurred in that recommendation.

Code interpretations made by the committee:

concerning counting of time on leave as probationary time for tenure and for seniority

concerning application of 'mutual agreement' to changes in off-campus assignments

Other items considered by the Code Committee:

1. Education Department proposal concerning rank
2. Revising 2.47 to match the intent of Senate recommendation for salary adjustment
3. Developing language to cover conditions of employment off-campus
4. Proposed change in 3.78 Reduction in Force Policy resubmitted by the President on May 17, 1978

The Code Committee recommends that items 3 and 4 be charges for next year's Code Committee.

Specifically with regard to the proposed changes in RIF, the committee lists these reservations and directs the attention of next year's Code Committee to them:

1. There is no reference to identifying or maintaining 'essential programs.'
2. There is no required faculty involvement in the initial decision that RIF must be implemented.
3. There is no required faculty involvement in the application of RIF.
4. There is no minimum year's notice for tenured faculty who are RIF'ed.
5. There is no provision for informal hearings
6. All RIF'ed faculty may be heard as a group in one formal hearing
7. Language is included in the policy (and elsewhere in the Code) that would allow RIF to be applied for a number of reasons, including 'change in educational policy.'
8. From what the Code Committee can determine, the bases for change are relatively few cases in other states in different circumstances.
COMMITTEE REPORT

TO: Faculty Senate
FROM: Curriculum Committee
DATE: May 26, 1978
RE: Year-End Report

The following is a summary of the actions of the Senate Curriculum Committee for the year 1977-78:

1. Recommended that the Curriculum Guide where referring to workshops be amended to indicate 16-17 clock hours per credit. Passed by the Senate.

2. Recommended that the policy on repeating of courses be changed so that all courses may be repeated and that all of the grades be used in computation of the grade point average. Defeated by the Senate.

3. Clarified with the registrar that the time limit for making up an incomplete is not indefinite, and is determined by the instructor. Incomplete form has been changed to comply. No action by Senate.

4. Recommended that the policy on credit/no credit option be eliminating the election to take the earned grade. Also prohibited from using the credit/no credit option for repeated courses. Passed by the Senate.

5. Recommended that the Senate suggest to department and program chairpersons that linguistic sexism be removed from the college catalog copy. Passed by the Senate.

6. Clarified policy of variable credit major requirements with the Undergraduate Curriculum Committee. Nothing wrong with practice as long as the minimum possible credit requirements meets or exceeds requirements for major. No Senate action.

7. Clarified policy on upper division course prerequisites with the Undergraduate Curriculum Committee as passed by the Faculty Senate in 1976, page 8 of the current CWU curriculum guide. No Senate action.

8. Editorial changes in Curriculum Guide to conform to reorganization of the Graduate, Undergraduate and Teacher Education Council and the University Curriculum Committee. Recommended for passage and awaiting Senate action.

MEMORANDUM

TO: Faculty Senate
FROM: Curriculum Committee
DATE: May 26, 1978

After due deliberation of the editorial changes to the Curriculum Guide suggested by the Senate Executive Committee, it was decided that the changes did indeed reflect the changes in the committee structure and that no other policy changes were included.

Therefore, to conform to previous Senate action, the Curriculum Committee moves that the Curriculum Guide section on Curriculum Responsibility be amended according to the April 6, 1978, draft by the Senate Executive Committee.
CURRICULUM RESPONSIBILITY

Curriculum Defined

Conventionally, the word curriculum refers to individual courses of study or aggregations (programs) of such courses offered by the university. Programs may lead to degrees or certificates or they may identify concentrations or areas of study.

The curriculum is the university's instrument for inspiring change in its students. The university is responsible for the effects of its curriculum. Thus, the curriculum must not promise change that cannot be effected, and the curriculum must not intentionally cause changes for which the university is unwilling to be responsible.

Domain of the Faculty in Curriculum Matters

The teaching faculty collectively, represented by the Faculty Senate, is the major force governing the curriculum of the university. The Faculty Senate approves proposed alterations in the curriculum and sets forth policies for the conduct of curricular affairs. This Guide is a product of the Faculty Senate. Curriculum matters referred to the Senate are usually referred in turn to the Faculty Senate Curriculum Committee, a standing committee of the Senate.

As is shown on the curriculum approvals chart (p. 31, a, Part VII of the CWU Policies and Procedures Manual), certain curricular changes are subject to examination by the Vice President for Academic Affairs and the Board of Trustees after the faculty review procedures have been met.

Beyond the campus, legislation at the state level controls the range of degree programs which may be offered; the Council for Postsecondary Education, largely in response to recommendations from its professional staff, makes recommendations affecting curricular offerings by the university.

At the federal level, legislation and bureaucratic decision making and interpretation impinge upon university programs, largely through economic means.

University Curriculum Committee

This committee reviews and approves all course deletions and changes in description, number, credits, or prerequisites. The committee makes recommendations to the Faculty Senate on all program changes and new courses.

Committee membership will consist of ten faculty and three students. Faculty members will serve three (3) year appointments (with terms
The three councils, Teacher Education, Graduate, and Undergraduate, will be kept regularly informed of agenda matters before the
University Curriculum Committee. Any proposal is judged on the basis of its feasibility, its compliance with the curriculum policies of the university, and its anticipated effects on the responsible pursuit of the university's educational mission. Proposals not approved will be returned to the originating department with an explanation of the Committee's action.

5. All changes approved by the University Curriculum Committee will be placed in the minutes of the committee and copies of the minutes shall be sent to departments, academic deans, members of the Senate, members of the Senate Curriculum Committees and members of the three Councils. Minutes will include the committee's agenda to show proposals to be considered.

6. Proposals of the following types, if approved by the University Curriculum Committee, should be sent to the Dean of Undergraduate Studies or the Dean of Graduate Studies, as appropriate, for incorporation in the next catalog and to the Registrar for immediate implementation:
   a. course deletion
   b. course credit changes
   c. course title changes
   d. course description changes
   e. changes in pre-professional programs other than teacher education
   f. changes in course number
   g. changes in programs

7. Proposals of the following types, if approved by the University Curriculum Committee, are forwarded to the Faculty Senate:
   a. course additions
   b. program initiations
   c. program deletions

The proposals shall be considered for approval at the first regular Senate meeting which occurs three weeks or more after (distribution of the proposals). Proposals which are approved by the Faculty Senate are sent to the Dean of Undergraduate Studies or the Dean of Graduate Studies, as appropriate, for incorporation in the next catalog and to the Registrar for immediate implementation.

8. Proposals rejected at any level of review are to be returned to the department or program of origin with a letter of
9. All courses and program changes, additions, and deletions should be considered in terms of their effect upon the academic mission of the university and their adherence to curriculum policy as outlined in this Curriculum Guide. Care should be exercised to avoid needless duplication and to assess the effects of curriculum changes on departments which may be affected.

10. Whenever questions of curriculum policy are raised by curriculum proposals, the Faculty Senate Curriculum Committee should be consulted.

11. Whenever questions or concerns of an administrative nature are raised, the appropriate dean should be consulted: for teacher education courses and programs, consultation should be with the Dean of Professional Studies; for undergraduate and graduate courses and programs, consultation should be with the Dean of Undergraduate Studies or Dean of Graduate Studies, respectively.

12. Proposals to add new degree programs are subject to review by the Washington State Council for Postsecondary Education. In general, a new degree program is defined as a change in level (e.g., Bachelor, Master), or type (e.g., Arts, Science, Fine Arts), or major (e.g., Biology, Microbiology, School Administration) from the current offerings of the college. Depending on the nature of the proposal, differing types of information must be prepared for the Council's review. To determine the application of Council policies to a given proposal, see Appendix I.
CURRICULUM APPROVAL PROCESS

Departments/Programs
\[ \xrightarrow{\text{appropriate academic dean}} \]

Graduate or Undergraduate Dean

New Programs are routed through Council before forwarding to UCC (See #4, p.2)

Graduate Undergraduate Teacher Education Council

Councils at their option may make recommendations on other curriculum items.

University Curriculum Committee

Faculty Senate

Vice President for Academic Affairs

Board of Trustees \[ \xrightarrow{\text{postsecondary education}} \]

All curriculum changes except new programs go directly to UCC. (See #4, p.2)
Curriculum Responsibilities at the Department Level

1. Initiation of curriculum changes for the department:

Most curriculum modifications occur because of the changing needs, goals, and capabilities of departments. It is the responsibility of the department to revise curriculum offerings through its curriculum committee, the entire department faculty, or the chairman. Proposals for curriculum change will be returned to the department with a letter of explanation if such proposals are not approved at any point in the curriculum change process.

2. Coordination of curriculum changes with other departments or programs:

Proposals for curriculum change that affect other departments or programs must be approved by the departments affected before being submitted to the school dean for approval. Such proposals that have not been approved by the departments affected will be rejected by the undergraduate or the graduate curriculum committee and returned to the department of origin.

3. Responsibility for catalog copy:

The department is responsible for the final proofreading of catalog copy of the curriculum offerings for that department.


NOMINATIONS FOR EXECUTIVE COMMITTEE

CHAIRMAN
John Vifian
Frank Carlson

VICE-CHAIRMAN
Corwin King

SECRETARY
Peter Burkholder

AT-LARGE OFFICERS
Rosco Tolman
John Vifian
Frank Carlson
Alma Spithill