1-10-1979

CWU Faculty Senate Minutes - 01/10/1979

Esther Peterson

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MINUTES: Regular Senate Meeting, 10 January 1979
Presiding Officer: Franklin D. Carlson
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 Clifford Cunha, Donald Garrity, Ken Harsha, A. James Hawkins, Woodrow Monte, Darryll Olsen, Dale Samuelson and Brian Taylor.

Visitors Present: Don Caughey.

CHANGES TO AGENDA

There were no changes or additions to the Agenda.

APPROVAL OF MINUTES:

MOTION NO. 1781: Mr. Burkholder moved, seconded by Ms. Spithill, to approve the minutes of the meeting of December 6, 1978. Passed by a unanimous voice vote.

COMMUNICATIONS

The following communications were received:

A. Letter from Patrick Whitehill, President of the Faculty Organization at Eastern Washington University, dated December 4, 1978. He enclosed a copy of Eastern's by-laws, faculty and staff directory and Senate membership list.

B. Memo from Duane Skeen, dated December 6, 1978, stating the Space Committee needs a new member to replace Les Mueller.

C. Letter from Lou Bovos, dated December 6, 1978, concerning the possibility of requiring grades of graduating seniors to be submitted one week early and also concerning the related possibility of allowing summer graduates to participate in the commencement program.

D. Letter from E. Russell Alexander, Chairman of the Faculty Senate of the University of Washington, dated December 11, 1978, enclosing a copy of the University of Washington faculty/staff directory, together with information on the Reduction In Force Policy and the University's Faculty Code and a copy of the president's executive order, "Procedures to be Observed in the Event of Financial Emergency."

E. Letter from Kathleen Adams, dated December 11, 1978, stating that she is resigning as Senate representative for Anthropology and also as a member of the Faculty Senate Code Committee.

CURRICULUM PROPOSALS

A. University Curriculum Committee Proposals, pages 498 through 503:

(1) Page 498 - Physical Education Course Additions PEID 111, PEID 116, PEID 121 and PEID 124.

MOTION NO. 1782: Mr. King moved, seconded by Mr. Burkholder, that the University Curriculum Committee proposals on page 498 be approved. Passed by a unanimous voice vote and no abstentions.

(2) Page 499 - School of Business & Economics Course Additions ECON 361 and MKT 467.

MOTION NO. 1783: Mr. Brennan moved, seconded by Mr. Thurston, that the University Curriculum Committee proposals on page 499 be approved. Passed by a unanimous voice vote and no abstentions.

(3) Page 500 - Art Program Deletion, Master of Education, Art Education
MOTION NO. 1784: Mr. Tolman moved, seconded by Mr. Reed, that the University Curriculum Committee proposal on page 500 be approved. Passed by a unanimous voice vote and no abstentions.

(4) Page 501 - School of Business and Economics Program Initiation, Bachelor of Science in Economics, Operations Analysis.

MOTION NO. 1785: Mr. Mitchell moved, seconded by Mr. Tolin, that page 501 be amended by listing the courses in numerical sequence rather than by department.

Mr. Mitchell explained his rationale for amending the list is that some of the lower division courses in certain departments seem, because of the list, to come ahead of upper division courses in other departments represented in the major.

Motion No. 1785 voted on and passed by a unanimous voice vote and no abstentions.

MOTION NO. 1786: Mr. Mitchell moved, seconded by Mr. Thurston, that the University Curriculum Committee proposals, as amended on page 501, be approved. Passed by a unanimous voice vote and no abstentions.

(5) Page 502 - School of Business and Economics Course Addition, ECON 422;
- Art Course Addition, 551.

MOTION NO. 1787: Mr. Tolin moved, approved, seconded by Mr. Reed, that the University Curriculum Committee proposals on page 502 be approved. Passed by a unanimous voice vote and no abstentions.

(6) Page 503 - Humanities Course Additions, HUM 121, 122, 123 - Douglas Honors College Colloquium I; HUM 221, 222, 223 - Douglas Honors College Colloquium II;
HUM 321, 322, 323 - Douglas Honors College Colloquium III;
HUM 421, 422, 423 - Douglas Honors College Colloquium IV.
- Home Economics, Family & Consumer Studies Course Additions -
  HOPS 398, HCM 398, HOFN 398, HOCF 398, HOHI 398, and HOEE 398.

MOTION NO. 1788: Mr. Brennan moved, seconded by Mr. Tolin, that the University Curriculum Committee proposals on page 503 be approved. Passed by a unanimous voice vote and no abstentions.

REPORTS

A. Chairman -- Chairman Carlson presented a brief report on the following:

Governor's Budget -- The administration from Central Washington University spent a good deal of time between Christmas and New Year's day meeting with legislators from our area and tried to point out to them some of the items left out of the Governor's budget of importance to CWU, both in terms of the operating budget and capital budget. Apparently, so far as capital spending is concerned, there are other institutions, such as prisons, that the governor would rather spend money on rather than, for example, Barge, Michelson and Nicholson. The legislature has now started its session, and it may possibly be around July 1 when the budget is received from them.

Summer School -- Mr. Carlson remarked that one thing Senators could report back to their departments is there is no way of knowing when summer school budget will be approved by the legislature, and it may possibly be after summer school has started. There is an amount of approximately $150,000 in funds here at Central which cannot really be obligated unless there are some innovative programs. Mr. Carlson explained the definition of innovative apparently will be things that are brought on campus or involvement of the campus with some students who would not ordinarily be clients of Central's summer school. An invitation to submit proposals has been sent out and plans for innovative programs will be coming from the summer school office.

Mr. Carlson mentioned he has asked about the effect of one faculty member in the Education Department taking a leave of absence winter quarter and trading that for summer school and was assured that it will have no practical effect on the total summer school budget.

Academic Planning -- The administration has asked the Senate to submit some recommendations of persons who might serve on a Task Force for Academic Planning through the remainder of this year. He suggested soliciting from everyone on campus the names of someone who might have the ability to sit down and work with others on the academic plan within the guidelines approved by the Senate last December. A list of names need to be submitted to the Vice President by January 19. Names may be called in to Esther in the Faculty Senate office by Wednesday, January 17.
Educational Opportunities Program--A letter was received in December relating to the Educational Opportunities Program and what appears to be a change in emphasis and direction away from problems related to economic background. Don Guy, the Dean Educational Opportunities Program reports to, has assured Mr. Carlson that the direction of E.O.P. has not changed—it has never been concerned with students who were economically disadvantaged only, unless they also happen to be educationally disadvantaged from their background.

Reduction-In-Force Plan--The Executive Committee met with President Garrity, Vice President Harrington and Don Guy. Most of the topics at that meeting were covered in the Chairman's report.

C. Standing Committees--

1. Academic Affairs--Mr. Hammond reported a letter from Mr. Bovos has been referred to the Committee; however, no action has been taken on it yet.

2. Budget Committee--

MOTION NO. 1789: Mr. Mitchell moved, seconded by Mr. Tolin, as follows:

The Budget Committee recommends that for 1979/80 we ask for a 7% increase for a partial catch-up with our 1967/68 purchasing power. In addition, we are asking for "X" percent increase equal to the 1978 inflation rate.

We recommend that the 7% increase be distributed as follows: up to two steps of longevity increase for eligible faculty, and the balance to go into merit increases and promotions. The "X" percent increase equal to the rate of 1978 inflation should be used for the across-the-board percentage adjustment of the salary scale.

For the second year of the biennium we are asking for a 10% catch-up to bring us to our 1967/68 economic level, and an additional "X" percent to equal the 1979 inflation rate.

The motion was discussed considerably.

MOTION NO. 1790: Mr. Yee moved, seconded by Ms. Killorn, to close debate. Passed by a majority vote and no abstentions.

Motion No. 1789 voted on and passed by a majority voice vote and no abstentions.

Mr. Carlson will incorporate the information in a letter to President Garrity.

3. Code Committee--Mr. Brennan informed the Senate a report will be presented at the next meeting.

4. Curriculum Committee--no report.

5. Personnel Committee--A written report was distributed at the meeting. The following proposed motion will be voted on at the next meeting:

MOTION

We moved that the report dated December 11, 1978 be sent to the Vice President for Academic Affairs with recommendations for implementation of the "Plan for Identifying Problems Resulting from Off-Campus Assignments.

6. Student Affairs Committee--Mr. Gries reported the Committee met Tuesday and will be meeting weekly. They are considering two of the charges to them. One is regarding the implication of the federal law that concerns making our University accessible to handicapped students. The Committee will be meeting with Greg Trujillo, Coordinator of Handicapped Student Services, next week.

At the meeting next week they will also be discussing recruitment and retention of students.

The Committee will also be considering matters of student aggravation, specifically registration procedures wherein student freshmen register first every quarter and, allegedly, some seniors therefore being unable to get into required classes. They also will be looking into the policy of student withdrawal from classes. In order to receive more information on these matters, the Committee will be submitting a letter to the Crier asking for student input.
OLD BUSINESS

No Old Business.

NEW BUSINESS

The question of whether summer teaching contracts will be on a contingency basis was briefly discussed. Mr. Carlson suggested perhaps the Director of Summer School can be requested to explain the rationale of summer contracts on a contingency basis, and if necessary the matter can be referred to either the Academic Affairs Committee or the Code Committee.

ADJOURNMENT

The meeting adjourned at 4:15 p.m.
AGENDA

FACULTY SENATE MEETING
3:10 p.m., January 10, 1979
Psychology Building, Room 471

I. ROLL CALL

II. CHANGES TO AGENDA

III. APPROVAL OF MINUTES of December 6, 1978

IV. COMMUNICATIONS

V. CURRICULUM PROPOSALS
   A. University Curriculum Committee Proposals, pages 498 through 503

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

VIII. NEW BUSINESS

IX. ADJOURNMENT
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Faculty Senate

VISITORS PLEASE SIGN

[Signature]

PLEASE RETURN TO THE RECORDING SECRETARY.
December 6, 1978

Frank Carlson, Presiding Officer
Faculty Senate
Edison Hall, Campus

Dear Dr. Carlson:

It seems to me that any decision requiring graduating senior grades be submitted one week earlier will have to be delayed until the question of allowing seniors who plan to graduate during the Summer Quarter to participate in the commencement exercises is solved.

Dr. Harrington has indicated to me that he has sent you a letter asking the Faculty Senate to formulate a policy on whether the institution will allow Summer graduates to participate in the commencement program. Should the Senate vote to allow those seniors to participate, then the grades will not be required one week earlier. Should the Senate deny Summer graduates then the submission of early grades has some validity.

Both of these questions should be solved prior to March 1, 1979, if possible. This will allow ample time to plan the commencement festivities.

I will be delighted to work with the Senate on both of the matters.

Sincerely,

[Signature]
Louis H. Bovos
Registrar

LHB:rt
December 11, 1978

Dear Dr. Carlson:

Effective immediately, I am resigning as Faculty Senate Representative from the Department of Anthropology. Thus, I am also resigning as a member of the Faculty Senate Code Committee.

Sincerely,

Kathleen J. Adams

Kathleen J. Adams
At the beginning of the quarter our committee decided that we would rotate the chair of the committee due to members' off-campus assignments. Since my term is ending this month, it seemed appropriate to submit a report of our progress. (Jim Hawkins will serve as chairperson winter quarter)

Four charges were given to us at the beginning of fall quarter. We have acted as follows:

Charge No. 1. Review the recent decision by the Board of Trustees vs. Baker.

Each member of the committee reviewed the reports of the Baker case. As a result of this review, the following areas of concern were developed:

A. Definition of Faculty--Faculty of the University is defined in areas 1.01 of the faculty code. The committee agreed that the code should contain a statement that the faculty be considered faculty of the University with full rights and responsibilities whether on or off campus. However, it was felt that the code should reflect that being off campus presents unique problems for the faculty member and for the University.

B. Change of Assignment--courses

1. Assignment should be appropriate to training and present expertise.
2. Adequate notice must be defined and given.
3. Load definition must be realistic; taking into consideration travel distance and time.

C. Change of Assignment--location

1. Measures assuring fair play should be spelled out in the faculty code.
2. Mutual consent should be defined by the code.
3. Adequate moving notice should be defined by the code and given.
4. Adequate proof of dire need should show that all possible changes have been considered, and that ramifications of these changes have been fully discussed.

D. Support Services
1. Library resources (including audio-visual) should be increased so that on-campus does not suffer from off-campus teaching.

2. Clerical and office support should be provided.

3. Some consideration must be given to other implied assignments—research, advisement, and committee assignments, i.e., faculty who are interested in doing research should not be assigned where research possibilities are lost.

E. Evaluation procedures must be consistent with on-campus evaluation procedures, and must take into consideration the total load of the professor, i.e., the University should not consistently assign an overload and then use poor evaluations in one area of service as total evaluation of the person.

Charge No. 2. Review assignment policies for both on-campus and off-campus faculty and the policies and procedures followed by the institution in changing assignments from one station to another.

We noticed that assignment and appointment are not clearly differentiated within the existing code. As it now stands, it seems that assignment has to do with appointment, but is not the total picture. Some questions that were raised included:

A. Is salary determined by appointment or by assignment?

B. Can the University appoint and department assign without full disclosure to the Academic Vice-President or to the President?

C. Should the concerns of re-assignment be included in an appointment letter or in an assignment letter.

D. Do you have to have expertise in an area in order to be assigned to that area?

E. Are you evaluated on the basis of appointment or assignment?

F. If a faculty member is assigned an over-load according to the definitions of the code, what protection should there be to limit that practice altogether?

G. Should assignment reflect the full plan of operation of the department, i.e., that every possible consideration has been given before undesirable assignments are made?

Charge No. 3. Identify potential or actual problems and bring them to the Senate's attention with recommendations, if necessary, to promote faculty welfare.

Potential problems with off-campus programs would include those identified in charges 1 and 2 above. In addition, we have found that when faculty are assigned to a
specific region, but are few in number, students do not have adequate choices of instructors, but tend to get the same people over and over.

When off-campus faculty are assigned within a school district, they develop a closeness to that district and a feeling of distance from the University. This feeling of distance grows as they notice that public school people with whom they work are steadily getting raise increases and are already making more money than college people, and then they feel that off-campus faculty are not afforded equal rights.

When faculty are housed away from a University library, growth of the individual is stymied.

Charge No. 4. Develop a plan for identifying problems, if any, relating to faculty involved in off-campus programs or assignments and present the plan to the Senate Executive Committee.

Our committee checked with the Program Review and Evaluation Committee to see if we would be duplicating efforts of that committee. No duplication was seen.

While the first three tasks of this committee revealed some problems, the committee felt that there should be a plan for identifying and working with problems on a consistent, recurrent basis. It was felt that any plan for identifying problems relating to faculty involved in off-campus assignments should have the following characteristics:

1. A preamble explaining the reasons for the concern and for the plan.
2. A system for information gathering and retrieval which was easily administered and provided immediate information.
3. A method of informing faculty of results of the search.
4. Avenues for making changes.

A Plan for Identifying Problems Resulting From Off-Campus Assignments

A. Off-Campus Programs Office will develop a questionnaire using IBM cards to be administered to each faculty member who (a) lives off-campus and teaches off-campus, including supervisors; (b) lives on-campus and teaches at least one course off-campus; (c) who is an adjunct professor.

B. Questionnaire will be concerned with, but not limited to the following:
   level of courses taught
   frequency with which you are assigned new courses
   areas of expertise
   current load compared with faculty code definition of load
Professor's rating of his/her competence in each area of teaching or administration

office location: University....School District....car

travel problems

preparation difficulties

personal financial loss or gain

communication problems--
committee assignments, contact with department members, visibility to promotion - promotion committee

Other

professional growth limitations
library, clerical support, other

evaluation suggestions

supervision suggestions

C. Results of questionnaire will be sent to all faculty and academic administration and specifically to the

1. Long Range Planning Committee

2. Senate Executive Committee

3. Executive Committee of Professional Organization representing the faculty -- AFT, AAUP, or NSP

D. Each committee will establish priorities and concerns and develop a time table for working through existing channels to make changes.

Respectfully submitted,

Lillian Canzler, Chairperson
Senate Personnel Committee

MOTION

We move that the report dated 12/11/78 be sent to the Vice President for Academic Affairs with recommendations for implementation of the "Plan for Identifying Problems Resulting from Off-Campus Assignments."