2-7-1979

CWU Faculty Senate Minutes - 02/07/1979

Esther Peterson

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MINUTES: Regular Senate Meeting, 7 February 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 Owen Dugmore, Erlice Killorn, Robert Mitchell, Margaret Sahlstrand, Dale Samuelson, Joe Schomer, and Owen Shadle.

Visitors Present: Richard Hert, Bill Benson, Dale Comstock, Ed Harrington, and Don Caughey.

CHANGES TO AGENDA

Add under "Reports," and renumber accordingly:
A. President Garrity--legislative report.

APPROVAL OF MINUTES

Without objection, the minutes of January 24, 1979, were corrected as follows:

Page 4, Motion 1795, delete the words "opposition to" and add "offering summer school contracts which pay salaries below those specified in the Faculty Code, Section 3.28."

MOTION NO. 1800: Mr. Burkholder moved, seconded by Mr. Lillard, to approve the minutes of January 24, 1979, as corrected. Passed by a unanimous voice vote.

COMMUNICATIONS

There were no communications.

REPORTS

A. President Garrity--The President reviewed legislative contacts made by his office with area legislators and legislative committees. This activity has been conducted since last fall, but has naturally increased in its intensity during the legislative session.

The President's office has also maintained close interaction with the Governor's office during and after the preparation of the budget. At this point the President was cautiously optimistic with regard to corrections made to the operating budget and felt that there might also be corrections made in the capital budget which would be beneficial to the institution.

The President reported that one common theme of all presentations to the legislature has been support for faculty salary improvement, but that President Carter's voluntary guidelines present a major obstacle to correction.

The President also reported the introduction and course of a collective bargaining bill for four-year college faculty.

In addition to the President, persons heavily involved in the legislative process have been Jimmie Applegate, Dean of Professional Studies, who is the liaison officer for the university; Vice Presidents Courtney Jones and Ed Harrington; Don Guy, Dean of Student Development; and Jerry Jones, Assistant to the President.

B. Chairman--no report.

C. Executive Committee--Mr. King reported that the main item the past week was a joint meeting of the Executive Committee and Budget Committee with President Garrity and Jerry Jones. They discussed the budget, and also discussed some "fallback positions" which might be prepared in the event the faculty salary picture doesn't look improved and for other ways they might be able to compensate faculty members.

Another item that was considered was a charge to the Academic Affairs Committee of investigating impediments to research at Central.
Mr. King urged those who have not submitted a letter to a Senator or Representative regarding the salary situation to do so.

D. Standing Committees

1. Academic Affairs Committee—no report.

2. Budget Committee—Mr. Marx presented a brief progress report, and President Garrity presented a response to the salary proposal for next year. President Garrity stated he will draft a note to the faculty summarizing what he discussed with the Senate at the meeting. The salary issue will not be decided until around the first of June, and he felt faculty should use that time to discuss the issue with as many of the relevant parties as is possible so this will be a productive and creative process.

The President informed the Senate that he felt the Budget Committee should consider this a first report on their part and should consider other alternatives and problems as there are issues that need to be addressed and discussed. He mainly has asked the Committee to be willing to continue its work and to meet with himself and Vice President Harrington and others and has asked that Vice President Harrington and the Deans concern themselves with those same issues.

Mr. Marx urged those faculty that are writing letters to legislators to request that any merit increases for promotions should be on top of the 7%, saying this is in compliance with the President's guidelines.

3. Code Committee—Ken Harsha reviewed the proposed changes to the Faculty Code which were distributed to the Senators prior to the meeting.

4. Curriculum Committee—Mr. Lopez presented a brief progress report and discussed the report from the Committee which was distributed to Senators regarding early submission of grades for potential honors graduates. The Committee considered whether Spring quarter grades for seniors who might be eligible for graduation with honors should be submitted one week early. The current policy is to indicate graduation with honors in the commencement program and to allow participation in the honors ceremony based on the GPA at the end of the Winter quarter. After Spring grades are submitted the GPA is recomputed and the final GPA is used to determine whether or not graduation with honors will be indicated on the diploma and transcript.

Because of the greater margin for error, Summer graduates who elect to participate in the preceding Spring commencement are not allowed to participate in the honors ceremony. If merited based on the final GPA, graduation with honors is indicated on the diploma and transcript.

The committee recommended that the present policy be retained.

Mr. Lopez reported the committee is considering the adequacy of the review procedures for special topics courses in education and biological sciences studies.

5. Personnel Committee—Mr. Hawkins reviewed the progress report distributed at the January 10 Senate meeting. The proposed motion presented at that meeting will be considered under Old Business.

6. Student Affairs Committee—Mr. Gries reported the committee met; however, they have had no response to their attempt to get student input on matters they have been investigating and will try again.

OLD BUSINESS

A. Personnel Committee motion on Off-Campus Assignment problems—

MOTION NO. 1801: Mr. Hawkins moved, seconded by Mr. Vifian, 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," as follows:

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 --
   APT, AAUP, NSP

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

Voted on and passed by a unanimous voice vote.

B. Motion 1798.

MOTION NO. 1802: Mr. Lopez moved, seconded by Mr. Denman, to remove Motion 1798 from the table.
Passed by a unanimous voice vote.

Discussion began on Motion 1798.

MOTION NO. 1803: Mr. Lillard moved, seconded by Mr. Tolman, to table Motion 1798. Voted on by
roll call:

Aye: George Grossman, Mike Lopez, Robert Yee, Victor Marx, James Hawkins, Clair Lillard,
Robert Lapen, Alma Spithill, Peter Burkholder, James Brennan, Ken Hammond, Peter Gries,
Walter Emken, Rosco Tolman, and Celia Lopez.

Nay: Tim Gillie, Darryll Olsen, Phil Tolm, Ken Harsha, James Nylander, Laura Appleton, John
Vifian and Clay Denman.

Abstain: Don Garrity, Makiko Doi.

Passed by a majority vote of 15 Aye, 8 Nay and 2 Abstain.

ADJOURNMENT
The meeting adjourned at 5:00 p.m.
AGENDA

FACULTY SENATE MEETING
3:10 p.m., February 7, 1979
Psychology Building, Room 471

I. ROLL CALL

II. CHANGES TO AGENDA

III. APPROVAL OF MINUTES of January 24, 1979

IV. COMMUNICATIONS

V. REPORTS
   A. Chairman
   B. Executive Committee
   C. Standing Committees
      1. Academic Affairs
      2. Budget
      3. Code
      4. Curriculum
      5. Personnel
      6. Student Affairs

VI. OLD BUSINESS
    A. Personnel Committee motion on Off-Campus assignment problems

VII. NEW BUSINESS

VIII. ADJOURNMENT
MINUTES

Faculty Senate Executive Committee
January 31, 1979

The meeting was called to order at 3:15 p.m. by chairman, Frank Carlson, in Edison Hall. All members of the committee were present, as well as Donald Garrity, Jerry Jones, and the Faculty Senate Budget Committee.

There was an exchange of views concerning salary policy, present and future, and a detailed discussion of the implications of alternative approaches to the topic. The "sense" of the meeting was an agreement to continue having a dialogue on the matter over the next few months.

After the departure of the non-Executive Committee members, the Executive Committee agreed to charge the Academic Affairs Committee with the task of investigating impediments to research at C.W.U.

The meeting adjourned at 4:45 p.m.
FACTOR\NY FACET\N MEETING OF 1978-79

SENATOR
- Adams, Kathleen
- Appleton, Laura
- Brennan, James
- Burkholder, Peter
- Canzler, Lillian
- Carlson, Frank
- Cunha, Clifford
- Dugmore, Owen
- Emken, Walter
- Fadenrecht, George
- Franz, Wolfgang
- Garrity, Donald
- Gillie, Tim
- Gries, Peter
- Grossman, George
- Harsha, Ken
- Hawkins, A. James
- Hammond, Kenneth
- Killorn, Erlice
- King, Corwin
- Lapen, Robert
- Lillard, W. Clair
- Lopez, Colita
- Lopez, Mike
- Marx, Victor
- Mitchell, Robert
- Monte, Woodrow
- Nylander, James
- Olsen, Darryll
- Sahilstrand, Margaret
- Samuelson, Dale
- Schomer, Joe
- Spithill, Alma
- Tolin, Phil
- Tolman, Rosco
- Taylor, J. Brian
- Vifian, John
- Yee, Robert
- Shadle, Owen

ALTERNATE
- Clayton Demman
- Jack Dugan
- Kent Richards
- Chester Keller
- Edith Greatsinger
- Daryl Basler
- Henry Eickhoff
- Robert Nuzum
- Richard Hasbrouck
- Makiko Doi
- Eric Thurston, Jr.
- Edward Harrington
- Barbara Brummett
- Helen Rogers
- Charles Guatney
- Milo Smith
- Dee Eberhart
- John Gregor
- Roger Garrett
- John Shrader
- Stephen Worsley
- Richard Doi
- Ann McLean
- Willa Dene Powell
- Deloris Johns
- Ken Cory
- Lee Fisher
- Cal Westman
- Owen Pratz
- Max Zwanziger
- Carlos Martin
- Keith Rinehart
- Tom Kerr
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Faculty Senate
VISITORS PLEASE SIGN

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PROPOSED CHANGES TO THE
FACULTY CODE OF PERSONNEL POLICY AND PROCEDURE

3.03 Appointment of Department Chairman (pp. 50-51)

A. Each department elects its chairman at a meeting presided over by the appropriate dean. The election is by majority vote of those faculty voting at such a meeting (see Section 1.05; eligibility to vote). All department members shall be given appropriate and reasonable notice of the meeting date. Every reasonable effort should be made to include by proxy vote or absentee ballot department members who are in off-campus positions or on leave. The election is subject to the approval of the dean, the vice-president for academic affairs, the president, and ultimately the Board of Trustees. Service is for four (4) years. Chairmen may be re-elected. If a new chairman is to be elected, candidates may be solicited both from within and without the university. The administration may remove a chairman at any time following consultation with the chairman and the department. Such dismissal may be for disability, incompetence, negligence, or equivalent causes, if in the judgment of the administration the best interest of the department or the university requires such change. The election is by majority vote of those faculty voting at such a meeting along with a tabulation of proxy and absentee ballots, if any exist (see Section 1.05; eligibility to vote). A simple majority of faculty within the department may petition the appropriate dean for a recall of the chairman’s effectiveness at any time. A chairman may be recalled by a two-thirds majority vote of the department faculty. Such a recall vote will be supervised by the appropriate dean. When a department chairman is to be on leave from the campus for less than one (1) academic year, the dean, in consultation with the chairman, may name an acting chairman to serve in the chairman’s absence. When the chairman is to be on leave for one (1) academic year or more, the chairman must resign and a new chairman be elected. When a chairman is to be absent from the campus for a prolonged period, the department may elect an acting chairman within its ranks. An acting chairman may serve for a period of up to two (2) years.

B. In critical cases where the department is evenly split in its vote or where the department formally decides that it cannot reach consensus on a candidate, the dean may appoint an acting chairman or a chairman for a period not to exceed two (2) years subject to the approval of the vice-president for academic affairs, the president, and the Board of Trustees.
Election

3.03 Appointment of Department Chairman

Voting rights of departmental faculty members—Recommended code change that would permit off-campus and faculty on leave to vote by proxy or absentee ballot for department chairman. Code now specifies voting rights for only those faculty members present at the meeting in which the election takes place. In addition, all departmental faculty members should be given appropriate and reasonable notice of the meeting date.

Election of department chairman—the election of a department chairman should not require approval of the dean, vice president for academic affairs, the president, or the Board of Trustees. The ultimate authority for the selection of a chairman should remain at the department level. Since the chairman is a full-time faculty member within a department, it is essential that the faculty have the final say in the selection of the chairman.

Recall of the chairman—Present code is unclear on the recall procedure. It is not clear as to whether or not a recall process exists or if there is just a review. It is recommended that this be clarified by adding a statement calling for a two-thirds majority vote of the faculty within a department to recall a chairman. Two-thirds would seem reasonable and more consistent with constitutional impeachment.

Professional leave and resignation of the chairman—Recommended code change so that a chairman would not have to resign as chairman if gone from the campus for one academic year, or more. Chairman could be absent from campus a maximum of two years before being required to resign.

Procedure for Determining Promotions (p. 30)

(4) . . . The dean or director will notify each eligible faculty member in writing indicating what his priority ranking is and whether or not he is being recommended for promotion. This information shall remain in the personnel files only upon the consent of the faculty member.

Rationale

2.30 Procedure for Determining Promotions

Current procedure does not give any explanation as to why a person is not being recommended for promotion. As a result, a vast amount of negative, unexplained material could accumulate in a faculty member's personnel files in various offices throughout the campus. Such information or material should remain in the personnel files only on consent of the faculty member involved. This would prevent the accumulation of a number of letters concerning non-promotion that may have nothing to do with a person's competence or promotability.
Rationale

2.38 Faculty Load

Dr. Harrington's proposal of May 3, 1978 was rejected by the Code Committee on the basis that it would be too rigid and not flexible enough for Central Washington University. To the committee, hall, which is imperative, would be unrealistic. Insuring an average of 12 contact hours per academic quarter would be difficult, if not impossible, for departments to administer and schedule.

2.85 Application for Professional Leave (pp. 42-43)

A. A formal letter of application from a candidate for professional leave shall be filed with the department-chairman or principal administrator-for-these-not-assigned-in-a-department-the-vice president-for-academic-affairs-and-the-appropriate-dean, on or before November 1 office of the vice president for academic affairs on or before October 20 of the fall quarter preceding the academic year in which the candidate desires such leave.Copies of this application should be sent to the department chairman and appropriate dean at the same time. The chairman and dean should send their comments and endorsement to the office of the vice president for academic affairs on or before November 1 of the same quarter. Besides providing assurance of compliance to the special conditions outlined in this code regarding professional leave, the application letter shall include the following:

B. If the department chairman or principal administrator can verify that the faculty member can be released and that the granting of leave can be substantially accommodated within existing staff, he shall do so in writing to the Professional-Leave-Committee-as-he-transfers-the faculty-member's-request-to-the-committee appropriate dean who will see that the endorsement or comments reach the office of the vice president for academic affairs by November 1 of the same quarter. Individual faculty members in the department may agree to overloads, however, to make the leave possible. No application shall be considered by the committee that is not first endorsed by the department chairman, principal administrator and dean.

Rationale

2.85 Application for Professional Leave

Primarily a clarification of procedure and the identification of due dates.
2.95 Professional Leave--Salary and Administration (p. 43)

A. Final recommendations regarding candidates for professional leave made by the Professional Leave Committee to the vice president for academic affairs shall be presented to the president of the university and the Board of Trustees for final approval. Faculty members given professional leave shall receive a fraction of the regular salary they would receive if they remained engaged in their usual duties, the fraction to be based on the following scale:

1-quarter = 50% of salary
2-quarters = 66 2/3% of salary
3-quarters = 75% of salary

B. Salaries of faculty members on professional leave will be adjusted according to when step and/or scale adjustments are made in the salary schedule in their absence.

Rationale

2.95 Professional Leave--Salary and Administration

In the past it was difficult to replace people who were going on professional leave for less than an academic year. Presently, people going on professional leave are generally not replaced, or if they are, replacements are not as difficult to find. Individuals desiring to go on leave for less than one academic year should not be discouraged by the differential in salary. Therefore, it is recommended that all leaves granted with pay be at 75 percent of basic salary.

Furthermore, the committee is recommending a 75 percent level rather than 100 percent due to the fact that when a person goes on leave at this rate only three-fourths of a position is charged against the faculty formula.
February 5, 1979

MEMORANDUM

TO: Faculty Senate
FROM: Curriculum Committee
SUBJECT: Early submission of grades for potential honors graduates

The committee met on January 29 to consider whether Spring quarter grades for seniors who might be eligible for graduation with honors should be submitted one week early. Mr. Bovos explained that the current policy is to indicate graduation with honors in the commencement program and to allow participation in the honors ceremony based on the GPA at the end of the Winter quarter. After Spring grades are submitted the GPA is recomputed and the final GPA is used to determine whether or not graduation with honors will be indicated on the diploma and transcript. In this respect the policy is similar to the policy of allowing seniors to participate in the commencement exercises who may later be found to be ineligible for graduation. Mr. Bovos pointed out that the commencement program is sent to the printers during the first week in May, so that even if grades were submitted one week early, those students who were eligible for honors based on the final Spring GPA but not on the Winter GPA would still not be designated as honors graduates on the program.

Because of the greater margin for error, Summer graduates who elect to participate in the preceding Spring commencement are not allowed to participate in the honors ceremony. If merited based on the final GPA, graduation with honors is indicated on the diploma and transcript.

The committee recommends that the present policy be retained.