11-19-1980

CWU Faculty Senate Minutes - 11/19/1980

Esther Peterson
MINUTES: Regular Faculty Senate Meeting, 19 November 1980
Presiding Officer: Larry L. Lawrence, Chairman
Recording Secretary: Esther Peterson

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

ROLL CALL

Senators Present: All Senators or their Alternates were present except R. Bentley, K. Briggs, J. Forsyth, D. Garrity, M. Green, G. Grosman, W. Johnson, and A. Spithill.


CHANGES TO AGENDA

Under "Communications" add:

G. Letter from George Mariz, President of Faculty Senate, Western Washington University, dated November 14, regarding an exchange of Senate minutes.

H. Letter from Dean Schliesman, dated November 14, regarding a Senate representative to the Task Force on Cooperative Education.

APPROVAL OF MINUTES

MOTION NO. 1964: Mr. Dean moved, seconded by Mr. Kerr, that the Faculty Senate minutes of 5 November 1980 be approved. Passed by a unanimous voice vote and no abstentions.

COMMUNICATIONS

A. Copy of a letter addressed to Vice President Harrington from John Shrader, dated October 30, urging the development of an early retirement system. He proposes a plan that would help CWU to save money, provide new blood, and enable graceful retirement.

Early retirement will probably become an item of new business this year, when the University Retirement and Insurance Committee presents a proposal to the Senate.

B. Letter from Charles McGehee, dated October 31, noting that the calculation of faculty load, although incorporated as a policy in the Faculty Code (Section 2.38), is variously interpreted and applied across campus, an example being the guidelines in the Summer Session Planning Guide of 1981. He requests that the Faculty Senate examine the issue of faculty load to clarify the definitions and remove any bases for perceived inequity.

The Senate Personnel Committee has been charged to consider this item.

C. Letter from Dean Pappas, dated November 6, supporting his recommended change in CWU's Admissions Requirements beginning this academic year. He suggests that using standardized test scores (WPCT, SAT, ACT) in addition to GPA would give a broader array of selection criteria.

This matter has already been referred to the Senate Academic Affairs Committee for consideration.

D. Letter from Charles McGehee, dated November 7, noting that in response to the need to hire temporary instructors, it appears that two (at least) different procedures have emerged on campus for hiring adjuncts, one of which conforms to the Code and one of which does not. He requests that the Faculty Senate inquire into adjunct hiring policies with the goal of improving efficiency as well as achieving conformity of the Code with practical reality in order to improve our off-campus programs.

This Item has been referred to the Senate Personnel Committee.

E. Copy of a letter from Anne Denman to Dean Schliesman, dated November 7, urging him to reconsider the idea of moving to a two-year catalog next year and also the advisability of instituting it at a later time. The Anthropology Department and Ethnic Studies Major program would be seriously disadvantaged by such a move this year since they have had major revisions in their programs. She questions whether the estimated cost outweighs the difficulties this change would create for students, faculty and administrators.
The Executive Committee, with the Senate's approval, will write a letter to Vice President Harrington asking him to address the question of how students, faculty and administrators will be kept abreast of changes in programs and course requirements.

F. Letter from Jean Putnam, dated November 10, in response to a letter to her from Larry Lawrence bringing to her attention two discrepancies between the Faculty Code and the Summer Session Planning Guide. She states it is not her intention to violate the Faculty Code, and will respond to these and other concerns in her report at this Senate meeting.

G. Letter from George Mariz, President of the Faculty Senate at Western Washington University, dated November 14, enclosing a copy of EWU's Faculty Handbook, containing the by-laws to their constitution, and minutes from their Senate meeting.

The CWU Faculty Senate has already authorized and implemented an exchange of minutes and by-laws with WWU and the other universities.

H. Letter from Don Schliesman, dated November 14, requesting appointment of a representative of the Faculty Senate to serve on a Task Force to study possible expansion of the CWU Cooperative Education program. He would also welcome suggestions from the Senate which would result in improvements to the program. The Task Force will consist of a faculty representative from each of the three Schools/College and one from the Senate working with Dr. Reed.

CURRICULUM

Chairman Lawrence remarked that until a method is established for approving Curriculum, he would ask that the Chairman of the Curriculum Committee make recommendations on the pending proposals:

A. University Curriculum Committee proposals, pages 557 and 558--

(1) page 557--

FOREIGN LANGUAGES--COURSE ADDITION

GERM 464. German Translation.

ART--COURSE ADDITION

ART 300. Papermaking, History and Technique.

CHEMISTRY--COURSE ADDITION

CHEM 311. Introduction to Organic Chemistry.

CHEM 312. Organic Chemistry.

COMMUNICATION--COURSE ADDITION


(2) page 558--

PSYCHOLOGY--COURSE ADDITION


PSY 540. Organizational Psychology.

ORGANIZATION DEVELOPMENT--COURSE ADDITION


BUSINESS ADMINISTRATION--COURSE ADDITION


MOTION NO. 1965: Mr. Dean moved, seconded by Mr. Brennan, to approve the University Curriculum Committee proposals on pages 557 and 558, as follows: GERM 464, ART 300, CHEM 311, CHEM 312, PSY 510, PSY 540, OD 515, and MGT 515. Passed by a unanimous voice vote and one abstention.
MOTION NO. 1966: Mr. Dean moved, seconded by Mr. Tolman, that the course on page 557 of the University Curriculum Committee proposals, COM 451, Assessment of Communication Behavior, be referred back to the University Curriculum Committee for a clarification of pre-requisites. The pre-requisite of PSY 300 does not provide the background in statistical methods required for the proposed course. Passed by a unanimous voice vote and two abstentions.

REPORTS

A. Executive Committee—Mr. Tolman presented the following report:

1) Catherine Sands has been appointed to serve as the representative of the Faculty Senate on the Task Force on Cooperative Education.

2) Eugene Kosy has been appointed as CWU representative to the Council of Faculty Representatives Task Force on Retirement. The Task Force, composed of one representative from each of the six institutions, will be studying the TIAA-CREF retirement system and considering ways of improving it.

3) Phil Backlund has agreed to serve as Senate Parliamentarian, though his teaching schedule does not allow him to begin until Winter Quarter.

4) Proposed By-Laws have been distributed to Senators and Alternates to be discussed at this meeting under New Business. Formal action on them will be deferred until the December 3 Senate meeting.

B. Chairman—Mr. Lawrence commented on the following matters:

1) Without objection of the Senate, Phil Backlund is appointed Parliamentarian, effective Winter Quarter.

2) Meetings attended, as representative of the faculty:
   a. President's Discussion Group on November 14: the Admissions and Records office presented a report with information on procedures, more vigorous recruiting efforts, and the possibility of a request pre-registration system.
   b. Council of Academic Deans (COAD) —Operations and nature of the Grants and Contracts office were reported on and discussed, with the discussion to be carried over to the next meeting for consideration of patent policy and faculty participation in grants.
   c. President's Council—The following matters were approved for submission to the Board of Trustees: increase in summer tuition (to $25 per credit, $245 full time Undergraduate; $30 per credit, $280 full time Graduate); creation of an ROTC on Campus; and fixed fees for Speech Pathology work in the local high school.
   d. Board of Trustees—Recommendations from the President's Council were approved, as well as various financial and legal items; personnel matters (professional leaves, re-employment, retirements, re-assignments) were approved, and a report was presented on the Academic Skills and Development Learning Center.

C. Standing Committees—

1) Academic Affairs Committee—Mr. King reported that the committee has no recommendation at this time regarding the change in admissions requirements and procedures that came before the Senate at its last meeting. A report will be made at the December 3 meeting.

Mr. King presented and reported on a written recommendation format and arrangement of the quarterly Class Schedule booklet. The committee is recommending that the present format be retained, but that beginning with the Spring, '81 class schedule an index be included to identify departments with courses in different sections of the booklet. This may eliminate such confusion as exists, in a relatively simple way. In the event that it does not, the Senate may reexamine a format change in the future.

MOTION NO. 1967: Ms. Shrader moved, seconded by Ms. Sands, to adopt the recommendation of the Senate Academic Affairs Committee. Passed by a unanimous voice vote.
Faculty Senate Minutes, 19 November 1980

2) Budget Committee--no report.
3) Code Committee--no report.
4) Curriculum Committee--no report.
5) Personnel Committee--no report.

D. Council of Faculty Representatives--no report.

E. Summer Session--Jean Putnam was present to report on the summer session program. She distributed and discussed a handout information sheet on the general purposes and nature of summer session at Central. In answer to alleged discrepancies between the Summer Session Planning Guide and the Faculty Code, she pointed out that until some changes are made in policy, Summer Session is not considered a regular academic session like the other three quarters: funding, contracts, and clientele (student body) are different; and there must be in general, a different approach to this session. She will be happy to discuss the issue further with the Academic Affairs Committee, to which the matter will be referred.

OLD BUSINESS

No old business.

NEW BUSINESS

A. Consideration of proposed Senate By-Laws, for adoption at meeting of December 3, 1980--The proposed By-Laws were distributed to Senators and Alternates prior to this Senate meeting for consideration. They will be formally acted upon under Old Business at the December 3 meeting, following discussion (a motion required) at this meeting.

MOTION NO. 1968: Mr. Canzler moved, seconded by Ms. Sands, to adopt the By-Laws. Passed by a unanimous voice vote.

The By-Laws were discussed section by section.

MOTION NO. 1969: Mr. Duncan moved, seconded by Mr. Hawkins, to amend the motion by deleting Item 6, C., page 11, on attendance at Senate meetings: "Should any department or program go unrepresented by either its Senator or its Alternate for more than two (2) meetings, the Senate Chairman shall inform that department, in writing, of the absence of its duly elected representatives. Should such lack of representation repeat itself once more, the Senate Chairman shall remove the names of Senator and Alternate from the Senate roster and formally request that the department or program elect new representatives willing and able to serve."

There was considerable discussion on the motion, including reports of attendance, records last year, reference to a similar provision in the WWU Code, and comments on the practical problems of small and over-worked departments.

Motion No. 1969 failed by a majority voice vote.

MOTION NO. 1970: Mr. Vlcek moved, seconded by Mr. Gries, to amend Section IV. C. on page 11, by deleting the second sentence, "Should such lack of representation repeat itself once more, the Senate Chairman shall remove the names of Senator and Alternate from the Senate roster and formally request that the department or program elect new representatives willing and able to serve."

Following further discussion and a voice vote, a roll call vote was requested.

Motion No. 1970 passed with 16 Ayes, 15 Nays, 0 abstentions, as follows:


Nay: Wheeler, Shrader, Peterson, Hill, Canzler, Henniger, Sands, Dean, King, Carlson, Appleton, Tolman, Hammond, Brennan and Lawrence.

Chairman Lawrence announced that the By-Laws, as amended, will be presented at the December Senate meeting for further consideration and final action.

ADJOURNMENT

The meeting adjourned at 4:55 p.m.

The next Senate meeting will be December 3, 1980, at 3:00 p.m. in SUB 204-205.
FACULTY SENATE MEETING
3:00 p.m., Wednesday, November 19, 1980
SUB 204-205

AGENDA

I. ROLL CALL

II. CHANGES TO AGENDA

III. APPROVAL OF MINUTES of November 5, 1980

IV. COMMUNICATIONS

A. Copy of letter from John Shrader, dated October 30, re: Early Retirement
B. Letter from Charles McGehee, dated October 31, re: Faculty Load
C. Letter from James Pappas, Dean of Admissions & Records, dated Nov. 6, re: Admissions Policy
D. Letter from Charles McGehee, dated November 7, re: Adjunct Policy
E. Copy of letter from Anne Denman, dated November 7, re: Two Year Catalog.
F. Letter from Jean Putnam, Director of Summer Session, dated November 10, re: Summer Session Violation of Code.

V. CURRICULUM PROPOSALS

A. University Curriculum Committee proposals, pages 557 and 558

VI. REPORTS

A. Executive Committee
B. Chairman
C. Standing Committees
D. CFR
E. Summer Session—Jean Putnam

VII. OLD BUSINESS

VIII. NEW BUSINESS

A. Consideration of proposed Senate By-Laws, for adoption at meeting of December 3, 1980.

IX. ADJOURNMENT
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FACULTY SENATE

VISITORS PLEASE SIGN

[Signatures]

PLEASE RETURN TO THE RECORDING SECRETARY
Dr. Edward J. Harrington  
Vice President for Academic Affairs  
Central Washington University  
Ellensburg, WA 98926

October 30, 1980

Dear Dr. Harrington:

I am certain you are aware of the concern by some faculty regarding early retirement. I submitted a proposal to the retirement committee some time ago. It was modified and approved and as far as I know, no additional substantial action has been taken.

Concern has been expressed by administrators regarding budget problems and improving the quality of CWU. I believe that it is imperative that early retirement be considered seriously with respect to those matters. Currently, there are about 21 faculty who are 62 or older and within the next four years, an additional 35 will be at least 62. Encouraging and making it possible for these faculty to retire early but teach 1/3 time would save money and allow the hiring of young, vigorous, and imaginative persons. It would be hoped that teaching quality might improve and significant research and publishing be accomplished.

To illustrate the budgetary aspects, the following computations are offered. Note, the net income of the faculty member would be larger when teaching 1/3 time.

Faculty member - Age 62, 9 months salary $30,000, 25 years teaching, contributed the maximum to TIAA-CREF and OASI.

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<tr>
<th>Age 62 - Teaching</th>
<th>Age 62 - 1/3 Teaching</th>
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<tr>
<td>$30,000 - Salary</td>
<td>$12,300 - TIAA-CREF with state supplement. Computed 1/2 salary at 82%.</td>
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<td>- 3,000 - TIAA-CREF</td>
<td>6,400 - OASI Payments ($7800 x 82%)</td>
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<td>27,000</td>
<td>10,000 - 1/3 Teaching</td>
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<tr>
<td>- 5,000 - IRS</td>
<td>28,700</td>
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<td>22,000</td>
<td>- 3,000 - Repayment to OASI for 1/2 earnings above $4,000</td>
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<td>1,900 - OASI (as of 1981)</td>
<td>25,700</td>
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<td>$20,100 NET</td>
<td>- 2,000 - IRS</td>
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<td>23,700</td>
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<td></td>
<td>- 600 - OASI</td>
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<td>$23,100 NET</td>
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Dr. Edward Harrington  
October 30, 1980  
Page two

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<th>New Faculty Member (Fulltime)</th>
<th>Older Faculty (1/3 time)</th>
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<td>$18,000 - Salary</td>
<td>$10,000 - Salary</td>
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<td>3,240 - Fringe Benefits</td>
<td>600 - OASI</td>
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<td>(OASI, TIAA, Health)</td>
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<td><strong>$21,240</strong></td>
<td><strong>$10,600</strong></td>
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The cost for 1 1/3 faculty would be approximately $32,000. The cost of retaining the older faculty on full salary would be $35,400. Obviously, there is a considerable savings while obtaining an additional 1/3 faculty. In the event that the 2/3 time relinquished by the faculty member teaching 1/3 time does not require replacement, the savings are far greater.

A person can teach up to 75 days after retiring or fractions of days totaling 75 days. The full retirement benefits can be received.

For myself, I would consider very seriously retirement at age 62 provided the 1/3 time was guaranteed by contract. The guarantee would be in effect until age 70 unless the option to teach was not taken any year for reasons other than illness. In fact, I would be better off financially under such an arrangement.

Again, this plan would save money, provide for new blood, enable a graceful retirement, and in general help CWU to improve. Action should be taken at CWU unilaterally, and not wait for other institutions or the legislature to act.

Sincerely yours,

John S. Shrader  
Professor of Science Education & Biology

cc: Dr. Larry Lawrence, Chairman Faculty Senate  
Mr. Jerry O'Gorman, Benefits Administrator
October 31, 1980

Prof. Larry Lawrence, Chairman
Faculty Senate

Dear Prof. Lawrence:

As you know, the question of the calculation of faculty load is a matter of long-standing concern, so much so that it has been incorporated into the faculty code (Section 2.38).

Unfortunately, interpretations and applications of this policy apparently are quite variable across campus, a most recent example of which being in the Summer Session Planning Guide 1981. The results of this apparent variability and confusion are perceived inequities which are detrimental both to faculty morale and program planning.

I therefore request the Faculty Senate to examine the issue of faculty load with an eye to clarifying the definitions and removing any bases for perceived inequity.

Thank you for your consideration.

Sincerely,

Charles L. McGehee
Associate Professor and Chairman
TO: Larry Lawrence  
Chairperson, Faculty Senate

FROM: James G. Pappas  
Dean of Admissions and Records

DATE: November 6, 1980

RE: CHANGE IN ADMISSION REQUIREMENTS

I am recommending a change in the University's Freshmen Admissions Requirements beginning this academic year. The WPCT is not required prior to registration and is not used as an admission criterion.

Presently, freshmen applicants must graduate from high school and take the Washington Pre-College Test. An "Early Admissions Plan" admits students who meet a grade point average requirement at the close of the sixth semester of high school. In any case, the sole admissions criterion is the high school grade point average, which is 2.5 on a 4.0 scale. There is a modification to this policy which is: that the University will "consider applicants with less than a 2.5 if space and facilities permit." The fact is that for over nine years we have had "extra" space and facilities and the real criterion has been 2.0.

My disagreement with this requirement is that using GPA only is too narrow an approach in making admissions decisions. When a student does not meet the criteria we, in fact, will take into consideration such factors as standardized test scores (WPCT, ACT, SAT), recommendations and a personal interview. Furthermore, some students who do meet the GPA only requirement are clearly not prepared to succeed in college as their course of study is weak and test scores are low.

In evaluating the admissions requirements, I want a selection criteria that would represent a reasonably broad array of qualities rather than relying upon a single index of competence derived only from a grade point average. By having several selection criteria from which to draw on, a better decision can be made. Also, there will be a more comprehensive academic description of the student so, for instance, if he or she has a low GPA and high test scores, one criterion can balance off the other.

Such a procedure will give the admissions staff (and thus the University) a more definitive profile of incoming freshmen students. From this we can begin to raise freshmen admissions requirements or at least redefine quality.
The following is a recapitulation and rationale for changing our Freshmen Admissions Policy from GPA only to a combination of factors:

1) Using GPA only assumes that:
   a. All high schools grade on identical standards.
   b. All students take similar classes, and similar blends of "solid" and "non-academic" courses.
   c. The student is remaining constant in his performance, neither improving nor deteriorating.

2) While high school grades are the single best predictor of college performance, we already require a standardized test (WPCT) for advisement purposes. The combined measure of grades and test scores produces a much better prediction than does either single part.

3) Test scores can bridge the gap between the grading practices of diverse high schools and differing course expectations.

4) Beyond the measure produced by combining test scores with GPA, marginal students can be further assessed by examining:
   a. courses in which the student has done well or done poorly, and
   b. whether or not the student's record has been improving or deteriorating over several years.

5) Finally, letters of recommendation and/or a personal interview can help to clarify whether or not a marginal student is now capable of college work. These items sometimes indicate goals, the level of motivation and the incentive a student has to complete a college education.

FURTHER DISCUSSION

1. I hold to the premise that the admission of students to Central Washington University must include some degree of selectivity. It is part of our commitment to be moderately selective as the community colleges in the State are committed to being "open door" institutions.

2. It appears self-evident to me that Central Washington University could be justly criticized for using a policy that relies on only one variable to measure the academic background and talent of a student for admissions purposes. Human beings are multi-dimensional and not all should be measured equally when they apply for admission to college. Intellectual potential and academic achievement are of the utmost importance but should not be the only factors examined when reviewing an application for admission. For example, some
students have come from school systems that provided inadequate academic preparation. Others are the victims of a poor school system and in many ways the hapless products of problems beyond their control. These students must be looked at carefully. We have large numbers of students entering institutions of higher education (not necessarily Central) whose prior academic preparation leaves much to be desired. Some of these students in their senior year make the decision to attend college. Perhaps their GPA is low, but their standardized test scores are good or indicate potential. We must have the policy that enables us to utilize both factors in measuring potential. Judgments cannot be made on one criterion in these cases.

3. Beyond the pure academic measurements are the equally important factors of personal characteristics and non-academic talents of students. Specifically the professional admissions officer needs to identify things like adaptability, motivation, the capacity to succeed and career goals. These unmeasurable characteristics can explain where a student is emotionally. A high level of any of the above listed criteria should help compensate for a low academic performance.

In short, several variables, when needed, are always better than one in making careful, thoughtful and considered judgments on human beings!

4. There is a need to evaluate the type of students we attract and admit to the University. We need to be able to measure and analyze the collective academic quality of our entering freshmen. This data is needed to establish a comprehensive academic profile that will include all new freshmen who register. From this, research can be done which will assist us in adjusting admissions requirements if needed.

5. The Office of Admissions has been using the above criteria for students who do not meet requirements and who petition for admission. Obviously when the admissions staff is considering a marginal student, there must be additional variables available in which to make a judgment. Therefore, the recommendation to establish new requirements is partly to make what is happening on a limited basis, legal.

6. By using the ACT and SAT Tests or the WPCT, we will open CWU to students from out of state and Washingtonians who planned on attending school out of state and have not taken the WPCT. There is no reason to only accept one test. Every university in Washington State accepts any one of the three tests for admission as there is a high correlation between them.

7. This recommended change has been related to some secondary school counselors for their reaction. The responses have been positive. Each of them noted two things. There is nothing new about the policy as a multitude of institutions around the country have such policies. Also, they state it will help our image academically.
8. When the policy is passed, my office will establish admissions criteria that will be consonant with the mission of the University. Data will be collected and an evaluation completed each year on all new students. Of course, the need for such data goes beyond admissions as instruction and retention also need it.

9. Please note that nothing in this proposal itself calls for a change in our admissions standards. We are merely refining the mechanics and definitions in order to more accurately measure the probability of the applicant's success at Central, especially in the case of marginal students. As before, the actual grade point average and test score matrix to be implemented by the Admissions Office, as well as the numerical goals for new student enrollments, will be set and adjusted through normal University channels.

10. Time is of the essence as I wish to disseminate this information properly and have procedures ready for Fall 1981. This policy will make CWU current with contemporary admissions criteria across the nation.

fas

cc: Bruce Bradberry
    Louis Bovos
    Don Schliesman
    Ed Harrington

attachments
Prof. Larry Lawrence, Chairman  
Faculty Senate  

Dear Prof. Lawrence:

In response to the need to hire temporary instructors, it appears that two (at least) distinctively different procedures have emerged on campus for hiring adjuncts. One of these conforms to the Code, but is cumbersome, while the other, which is efficient, does not conform to the Code.

Having two seemingly contradictory policies on a subject creates inefficiency, confusion, and sometimes poor decisions which may be of questionable legality.

In order to improve our off-campus programs, would the Faculty Senate please inquire into adjunct hiring policies with the goal of improving efficiency as well as achieving conformity of the Code with practical reality?

Thank you.

Sincerely,

Charles L. McGehee  
Associate Professor and Chair
November 7, 1980

Dean Donald Schliesman  
Undergraduate Studies  
Bouillion 207G  
CAMPUS

Dear Dean Schliesman,

I would like to urge you strongly to reconsider the idea of moving to a two year catalog this year, and also to give further consideration to the advisability of instituting it at a later time.

I have worked closely with two programs which would be seriously disadvantaged by such a move this year: the Anthropology Department and the Ethnic Studies Major program. In Anthropology, we worked on a major curriculum review and revision last year, but will not have completed major aspects of that review (pertaining to 400-level classes and the archaeology curriculum) until the end of this year. We have already submitted some extensive program changes, but the confusion generated for faculty and students by a shift to a two-year catalog during the course of our review will be enormous. If we had known last spring that the move to a two-year catalog was a certainty, we could have pushed ahead with our changes during the summer and early fall; but as it is, we simply can't move that fast with the kind of thoughtful review that is needed. From our perspective, having one set of programs in the catalog and another set in our files will create confusion for advising and will delay for two years the real implementation of changes that we feel are badly needed right now.

With respect to the Ethnic Studies program, the situation is similar. A committee including the Chairs of History, Sociology, Geography, Mike Lopez, and Jim Peterson, began meeting this fall on needed changes in the Ethnic Studies program. Although we reached agreement on general philosophy and did recommend a few changes, we did not have time to complete the review necessary to get specific program changes into the catalog.

Faculty within the Department of Anthropology join me in questioning whether the apparent cost savings of a two year catalog are "real". The move to a combined graduate and undergraduate catalog seemed to us to have been a very good policy change, but the Department as a whole is opposed to instituting a two year
catalog now. We would also like to see more discussion of whether a two-year catalog is ultimately the best solution. At a time when general retrenchment and faculty attrition are occurring, we question whether it is wise to move to the fixity of a two-year catalog statement about curriculum. We feel that cost savings (rumored at $13,000?) would be outweighed by the difficulties for individual students, faculty, and administrators.

Sincerely,

Anne S. Denman
Chair

cc: Dean Williams
    Dr. Harrington
    Dr. Lawrence
November 10, 1980

Dr. Larry Lawrence, Chairman
Faculty Senate
CWU Campus

Dear Larry,

Thank you for bringing to my attention two discrepancies between the Faculty Code and the Summer Session Planning Guide.

Of course, it is not my intention to violate the Faculty Code, and I shall make every effort to clarify these Guidelines in light of the Code.

It is my hope to respond to these and other concerns at the meeting of the Senate on November 19th.

Sincerely,

Jean Putnam, Director
Summer Session

cc: William Benson, Assistant
    Vice President Off Campus Programs
November 14, 1980

Dr. Larry Lawrence
Chairman
Faculty Senate
Campus

Dear Larry:

This is a request for a representative of the Faculty Senate to serve on a Task Force which is being formed for the purpose of determining the desirability of expanding our Cooperative Education program. We will also be encouraging the group to make other suggestions which would result in improving the program.

We would like the Task Force to consist of a faculty representative from each of the three Schools/College and one from the Senate working with Dr. Reed.

Thank you for your assistance.

Sincerely,

Donald M. Schliesman
Dean of Undergraduate Studies
NATURE OF SUMMER SESSION AT CENTRAL

The summer session is considered an important, but separate, part of the total academic program at Central, with special consideration given to programming, separate funding and contractual agreements. It is to follow as closely as possible the policies set forth in the Faculty Code and the guidelines proposed by the all-campus Curriculum Committee.

General Purposes of the University's Summer Session:

1. To serve the continuing needs and interests of the university's student body and to maintain the integrity of the ongoing programs of the university by making university resources available to faculty and students on a year-round basis.

2. To provide a rich program of basic courses, based on need, supplemented with a variety of special programs designed to provide study opportunities especially pertinent to the large group of "summer only" students.

3. To provide an opportunity for university departments to test the desirability and feasibility of new or experimental course offerings.

4. To continue the university's program of social and cultural activities for its students and members of its wider community.

5. To initiate and coordinate the dissemination of information about the nature and scope of the university summer offerings to the many publics served: the immediate community, Washington State and the nation generally.

6. To provide the wide variety of distinguished visiting and resident faculty and staff personnel necessary to successfully carry out the purposes outlined above.

7. To facilitate, through its administrative services and direction, the effective and economical operation of the university.
MEMORANDUM

TO: Faculty Senators and Alternates

FROM: Larry L. Lawrence
Chairman, Faculty Senate

DATE: November 17, 1980

RE: Proposed Faculty Senate By-Laws

The attached draft of proposed By-Laws for the Faculty Senate is offered by the Executive Committee for your consideration and discussion at the Senate meeting on November 19 and, hopefully, action at the following meeting on December 3. Formal adoption will require a two-thirds majority.

All relevant provisions of the 1980 Faculty Code has been included in order to make the document complete in itself as a manual for use at Senate meetings. Code provisions are indicated by parenthetical numbers immediately following the heading or sub-heading.

Most of the other provisions in these By-Laws are carried over verbatim from the old (1979) Faculty Code, with the following changes and additions:

I.B.1. & 2.--Rather than specify an exact time for election of Senators, we fix a terminal date (May 10) so that new Senators will be eligible for election to Senate office. (Reflected also in the addition to II.B.)

II.B. & III.A.2.9.--The Recording Secretary, since it is a Civil Service position, is no longer subject to nomination and ratification.

II.C.--Description of the Secretary's duties has been brought into line with practice and practicality.

IV.A.--The President's right to call a Senate meeting has been deleted.

B.--Manner of voting (voice or hands) has been specified.

C.--A totally new section on attendance for discussion.

V.--Most of this material has been in our operating procedures, though not in the Code, for several years, though we are trying to place more stress upon lead time and written form for motions. Section C. on the handling of Curriculum Proposals is offered only tentatively and may be replaced by a proposal from the Curriculum Committee.

VI.--A little more realism on advance time for the agenda (3 days rather than a week), and elimination of a formal vote on the agenda (our usual practice, anyhow).
The Faculty Senate of Central Washington University is formally constituted and empowered under the following provisions of the Faculty Code:

1.10 Faculty Senate

A. The Faculty Senate, as the representative body of the faculty of the university as defined in Section 1.01 of this Faculty Code, shall have the responsibility of acting for and on behalf of that Faculty in all matters.

B. Faculty Senate--Powers

The Faculty Senate shall have the following powers and duties:

1. to review and approve changes that the president, and other administrators or that departments and their chairmen and committees wish to initiate regarding educational policy, curricula, academic programs, and academic regulations and standards;

2. to initiate action recommending studies and changes relating to educational policy, curricula, academic programs, and academic regulations and standards;

3. to recommend to the president and to the faculty on matters relating to faculty welfare or morale, personnel policy and procedures, student affairs, business and budgetary affairs, and other matters of professional interest to faculty.

The By-Laws that follow are designed to supplement the Faculty Code by establishing rules for organization and procedure. In every case the Code takes precedence; all relevant provisions of that Code have been incorporated (with parenthetical designation) into these By-Laws, and will be automatically corrected, without need for a vote, upon amendment of the Code.

Adopted ____________________
I. Membership

A. Composition (Faculty Code, 1980, 1.25)

The Faculty Senate shall be comprised of the following voting members:

(1) One senator and an alternate elected from each academic department and from each of the following: administrative faculty defined in Section 1.01 A(2); library faculty; staff of the Washington Center for Early Childhood Education; faculty of the Ethnic Studies Program; and combined membership of the Counseling and Testing Services;

(2) At-large senators each with an alternate, equal in number to one-fourth (\(\frac{1}{4}\)) of all departments and faculty units represented on the Faculty Senate and rounded to the nearest whole number;

(3) Three (3) full-time students, elected by the student body;

(4) The president of the university, ex-officio.

Terms of service for all senators shall be three (3) years, beginning on June 15. Provisions for replacements will be found in the Faculty Senate By-Laws.

Except for the provision for student senators (1.25 A (3)), only faculty members as defined in Section 1.01 shall be eligible to serve on the Faculty Senate.

A faculty senator is the uninstructed representative of his constituents. It shall be the responsibility of each senator to act in a fiduciary capacity in relation to his constituents and to seek their opinions. However, having exercised such responsibility, each faculty senator shall be free to make his own decisions, to speak and vote on matters according to his own reasoned judgments.
B. Procedures for election

Senators representing departments and at-large senators shall be elected in the following manner:

(1) Senators representing departments shall be nominated and elected by departments during Spring Quarter and the Senate informed of results by May 10. Only faculty members consenting to nomination shall be candidates, and once nominated a candidate shall not withdraw his name from consideration by the department prior to the election. Nominations and elections shall both be conducted by secret ballot;

(2) Senators elected at-large shall be nominated and elected during Spring Quarter but no later than May 10. Only faculty members consenting to nomination shall be candidates, and once nominated a candidate shall not withdraw his name from consideration by the faculty prior to election. Nominations and elections for at-large senators shall be conducted according to the following procedure:

(a) The total number of at-large positions shall be the ratio, carried to the nearest whole number, of the total number of full time equivalent faculty to the base number of senators representing departments plus one-fourth the number of senators representing departments carried to the nearest whole;

(b) At-large positions shall be allocated among departments beginning with the largest department and so on in descending order of size, with two at-large positions given those departments having faculty members totaling three (3) or more times the ratio established in Section 1.30 A (2) (a) above, and one at-large position given those departments having faculty members totaling less than three (3) times the ratio established in Section 1.30 A (2) (a) above;

(c) The total number of at-large positions allocated and to which senators can be elected shall not exceed one-fourth the total number of departments with senate representation;

(d) Each department to which at-large positions have been allocated shall be secret ballot nominate three (3) candidates, who consent to nomination, for each such position, and who once nominated shall not be permitted to withdraw their names from consideration by the faculty prior to election. Election shall be by secret ballot by the faculty defined in Section 1.01, and a simple plurality of votes cast for each position shall be sufficient for election;
(e) Allocation of vacant at-large positions shall be made by the Senate Executive Committee annually prior to the time of nomination and election of senators, with adjustments made in the order of allocation to reflect the shifts in relative size of the various departments. Those departments with the largest number of faculty members shall receive first priority in such allocation. In case that two (2) or more departments qualify for allocation of the last at-large position (by containing the same number of FTE at the time vacancies and elections occur) these departments shall constitute a joint nominating committee.

C. Alternates

Alternates for both departmental senators and at-large senators shall be the candidates receiving the second highest pluralities for each position in final elections. The president of the university shall select his own alternate.

When it is necessary for a departmental or at-large senator to be absent from a senate meeting, such senator shall notify his alternate of his intended absence. Senate alternates, when acting in the capacity of senator, shall have all the powers and responsibilities of senators.

D. Replacements

If a regularly elected departmental or at-large senator is to be gone for a quarter or less, his alternate will serve in his absence. If a regularly elected departmental or at-large senator or alternate is to be absent from the senate for more than a quarter, he shall resign his senate seat.

If a regularly elected departmental or at-large senator resigns permanently from the senate, his position shall become vacant and a replacement shall promptly be nominated and elected. Replacements, elected to a position vacated by a regularly elected senator, shall serve only for the unexpired term of the regularly elected senator. Such replacement, who serves an unexpired term, is not disqualified from thereafter serving two full consecutive three-year terms.
II. Officers of the Senate (Faculty Code 1980, 1.30)

A. The Faculty Senate shall elect annually from among its membership a Chairman and such other principal officers, with their powers and duties, as established in its By-Laws. The Chairman shall be the presiding officer at all meetings of the Senate, at any Faculty Forum, and at general faculty meetings upon request by the president of the university. He shall serve as official representative and spokesman of the faculty and the Senate in communication with the faculty, the Board of Trustees, the administration, the student body, and other groups; and in this capacity shall have ex-officio membership upon all major administrative committees. As chief executive officer of the Senate, he shall coordinate and expedite the business of the Senate and its committees.

B. Procedures for election

Principal officers of the Faculty Senate shall be elected by the Senate at the last regular Senate meeting in May of each academic year. Only elected Senators, including those newly elected to a term beginning June 15, are eligible to serve as principal officers of the Senate. Principal officers to be nominated and elected, in the order named, shall be a Chairman, a Vice-Chairman, a Secretary and two at-large Executive Committee members. No more than one principal officer shall be from any one department, whether he is a departmental senator or an at-large senator. All principal officers shall assume office the day following spring commencement exercises. All principal officers shall be elected from among all the senators, with prior service as a principal officer being neither a necessary qualification nor a disqualification. Other positions, including Parliamentarian and such other officers as may be enlisted to assist in the business of the Senate, are to be nominated by the Executive Committee from among the faculty and staff of the university, subject to ratification by the Senate.

C. Powers and Duties

1. Chairman Powers and duties are described in II. A. of Faculty Senate By-Laws;

2. Vice-Chairman The Vice-Chairman shall report and explain to the Senate the actions and recommendations of the Executive Committee. The Vice-Chairman shall serve in the place of the Chairman in the latter's absence. In the event of a vacancy in the chairmanship after the beginning
of the chairman's term of office, the Vice-Chairman shall become the Chairman and serve as such for the remainder of the Chairman's term of office, and a new Vice-Chairman shall be elected;

3. Secretary The Secretary shall report to the Senate on communications and their disposition, make arrangements for all elections and votes of the faculty, and perform such other duties as are prescribed for him in the Faculty Code or by the Executive Committee;

4. At-Large Executive Committee Members. The at-large members of the Executive Committee shall serve on that committee, assist in its activities, and perform such duties as are assigned to them by that committee;

5. Other positions. The duties of other positions in the Senate, such as Parliamentarian, shall be prescribed and supervised by the Executive Committee.
III. Committees

A. Executive Committee

1. Composition

The Executive Committee shall have five members consisting of the five officers of the senate: the chairman of the senate, the vice-chairman, the secretary and the two members at-large elected from the senate membership.

2. Powers and Duties

The powers and duties of the Executive Committee shall be as follows:

a. to perform the leadership role for the senate;

b. to receive, evaluate and direct the disposition of all items directed to the senate for consideration;

c. to compile and publish the agenda in advance of each regular meeting of the senate;

d. to meet at least twice monthly to review senate business;

e. to originate matters for senate consideration;

f. to discuss matters of senate business with the various committees, administrators, and other university groups or individuals;

g. to nominate, subject to ratification by the senate membership, all members of Senate Standing Committees, the members of the Faculty Standing Committees, a Parliamentarian, and such other officers as may be necessary;

h. to act on behalf of the senate and exercise any of its powers, when necessary, such actions to be subject to later ratification by the senate at its next regular meeting;

i. to exercise other powers delegated to it by the senate or assigned to it by the Faculty Code.
B. Senate Standing Committees

1. Membership

There shall be five (5) standing committees of the Faculty Senate, as described in Section 1.40 of the Faculty Code: the Faculty Senate Personnel Committee, the Faculty Senate Code Committee, the Faculty Senate Curriculum Committee, the Faculty Senate Budget Committee and the Faculty Senate Academic Affairs Committee. Each standing committee shall consist of five (5) members annually appointed by the Executive Committee and ratified by the senate at the first regular senate meeting of the academic year. No more than one (1) committee member may come from any one (1) department or group with senate representation. At least three (3) members of each committee shall be senators or alternates. Other members may be appointed at-large from among the faculty. At least one (1) member of each standing committee should have served on the committee the previous year.

2. Organization and Procedures

Each standing committee shall elect its own chairman from among the senators on the committee, and shall establish procedures, for its meetings and activities, which shall not be inconsistent with the Faculty Code or directions given by the Senate Executive Committee. The standing committees shall report monthly to the senate or as otherwise directed by the Executive Committee. Standing committees shall normally concern themselves with policy matters. These committees may refer general policy questions or issues relating to specific cases to the Senate Executive Committee for consideration by any standing committee or committees or other interested groups or individuals.

3. Powers and Duties (Faculty Code 1980, 1.40)

The designation of the various standing committees, and a general description of their respective powers and duties, shall be as follows:

a. The Faculty Senate Code Committee shall be concerned with the continuing study and improvement of the Faculty Code, and shall receive, review, initiate, and make recommendations or proposals for amendments to the Faculty Code, coordinating its efforts with other individuals, groups or committees as necessary or appropriate, shall prepare drafts of such amendments and present such drafts to the senate together with the rationale for such amendments, and shall do such other similar things as may be requested by or approved by the Senate Executive Committee;
b. The Faculty Senate Budget Committee shall be concerned with recommendations regarding the budgetary and financial affairs of the university, the level of financial support for the university and the short and long-range budgetary projections and the distribution of funds within the university. The committee shall cooperate with other individuals, groups or committees in carrying out its duties, and shall do such other things as may be requested by or approved by the Senate Executive Committee.

c. The Faculty Senate Curriculum Committee shall be concerned with the study, development, and improvement of the curriculum, educational programs, and academic policy at the university, shall cooperate with other individuals, groups or committees at the university in carrying out its duties, and shall do such other things as may be requested by or approved by the Senate Executive Committee.

d. The Faculty Senate Academic Affairs Committee shall be concerned with the study and improvement of academic standards and academic organizational structures. It shall make policy recommendations concerning admissions, registration, grading, withdrawal, the university calendar scheduling, and academic support systems such as the library and audio-visual division. It shall cooperate with other individuals, groups or committees in long-range planning, including the creation of new schools, departments, programs and academic posts. It shall do such other similar things as may be requested by or approved by the Senate Executive Committee.

e. The Faculty Senate Personnel Committee shall be concerned with all matters relating to the terms and with conditions of faculty employment at the university, aspects of academic policy which affect faculty morale, and with other matters which may be considered with the approval of or upon request of the Senate Executive Committee.

C. Ad Hoc Committees

Any number of ad hoc committees may be created by the senate, upon recommendation of the Executive Committee or the senate as a whole. An ad hoc committee shall be created for a specifically stated purpose, shall perform a specifically stated task, both of which statements shall be in writing, and shall exist for two (2) years from the date of its creation unless sooner dissolved on its own motion or by actions of the senate, or unless renewed for another maximum two-year period. Any member of the faculty, staff, or student
body is eligible for appointment to an ad hoc committee. An ad hoc committee may consist of any number of members as determined by the senate. Appointments to an ad hoc committee shall be made by the Senate Executive Committee and ratified by the senate. Ad hoc committees shall report to the Senate Executive Committee or otherwise as directed by the Executive Committee.
IV. Meeting

A. The Faculty Senate shall meet at least once each month in regular session. Special meetings may be called at the request of the chairman of the Faculty Senate or the Executive Committee of the Faculty Senate, or upon written request of any five (5) senators filed with the senate chairman. All meetings of the Faculty Senate shall be open to the public except when in the discretion of the Executive Committee a legitimate interest of the university will be served by closing the meeting or limiting the number of observers, or when matters relating to the welfare of an individual faculty member or members are being discussed. Closed senate meetings are legally permissible only if the university Board of Trustees have a standing rule to that effect.

B. Voting

A simple majority of the elected members of the Faculty Senate shall constitute a quorum for the transaction of business. Except as otherwise provided in the Faculty Code, all actions of the Faculty Senate shall be by majority vote of all members of the senate present and voting at the time of voting. All votes on formal motions shall be recorded, and approved by a vote of the senate. Voting will generally be by voice or show of hands, but any Senator has the right to demand a roll call vote on any motion, either before or immediately after the vote is taken.

C. Attendance

Should any department or program go unrepresented by either its Senator or its Alternate for more than two (2) meetings, the Senate Chairman shall inform that department, in writing, of the absence of its duly elected representatives. Should such lack of representation repeat itself once more, the Senate Chairman shall remove the names of Senator and Alternate from the Senate roster and formally request that the department or program elect new representatives willing and able to serve.
V. Conduct of Business

In the conduct of business at its meetings, the Faculty Senate will be governed by Robert's Rules of Order, with the exceptions, alterations, and additions recorded elsewhere in these By-Laws:

A. Committee reports will be automatically accepted. If there is an action item, it is to be separately presented to the Senate for discussion and debate at the end of the report. Whenever possible, committees will distribute such recommendations in written form at the beginning of the meeting, and shall try to have them included on the printed agenda.

B. Formal motions rising from committee reports or included on the printed agenda will be acted upon at the meeting at which they are introduced. Motions rising from the floor can also be acted upon immediately. However, whenever possible, substantive motions should be presented in written form; and, at the request of any Senator, action on any motion will be delayed until the subsequent meeting.

C. Curriculum proposals will be presented to the Senate by the Chairman of the Curriculum Committee or his designee. The Chairman of that Committee, which will have screened these proposals, will move for approval in toto or with such exceptions as are to be acted upon separately immediately afterwards. Any member of the Senate will have the right to request, prior to the general motion for approval, separate action upon any curriculum proposal.

D. During discussion, Senators will speak only after recognition by the Chair. The Chairman will seek to alternate arguments for and against an issue, and to give each Senator an equal opportunity to be heard. He will give recognition to visitors if no Senator wishes to speak, if a Senator yields the floor, or if the visitor has made a preliminary request or been invited by the Chair to speak.
VI. Records

A. Agenda.

1. An agenda shall be compiled and published for all regular and, when possible, for all special meetings of the Senate. The chairman of the Senate, with the assistance of the Executive Committee, shall be responsible for preparation of the agenda. A copy of the agenda shall be sent to each senator, alternate, and department at least three days prior to the meeting date. Any senator may propose items for the agenda to the senate chairman or the Executive Committee.

2. At each meeting of the Senate, after the meeting has been called to order, the agenda, with any changes, will be presented for approval. No formal vote is necessary, unless it is called for by any member of the Senate. Following such approval, items not on the agenda can be considered only by suspension of the rules by a two-thirds majority vote of those present and voting.

3. The general sequence of the agenda to be followed in meetings shall normally be as follows:

   Call to order;
   Agenda changes and approval;
   Minutes of last meeting;
   Communications;
   Reports;
   Old business;
   New business;
   Adjournment.
VII. Faculty Forum, Referendum, Initiative, and Review.

A. Faculty Forum (Faculty Code 1980, 1.50)

The faculty forum is an unofficial open meeting of the faculty to which all members of the faculty shall be invited and which shall be presided over by the chairman of the Faculty Senate or a faculty member designated by him. A faculty forum may be called for any purpose. The chairman and/or the Senate Executive Committee shall decide whether, when, and for what purpose a faculty forum may be called.

B. Referendum (Faculty Code 1980, 1.55)

The Faculty Senate may decide to refer any question or issue before it to the faculty at-large for vote, which shall be conducted with reasonable promptness according to such procedures as may be prescribed by the Senate Executive Committee.

C. Initiative (Faculty Code 1980, 1.60)

Any ten (10) faculty members may, by written petition filed with the chairman of the Faculty Senate, secure consideration, with reasonable promptness, of any matter over which the senate has power to act.

D. Review by Faculty (Faculty Code 1980, 1.65)

All actions of the Faculty Senate shall be subject to review by the university faculty as defined in Section 1.01. A review shall be conducted only after a written petition for review has been signed by at least ten percent of the faculty as defined in Section 1.01 and submitted to the Faculty Senate chairman. The petition for review must be filed no later than 14 days after the approval of the minutes of the meeting during which the action to be reviewed was taken. A special meeting of the Faculty Senate shall be called by the senate chairman within 10 days after the petition is submitted. If the senate refuses to change its position, a vote of the entire faculty on the action under review shall be conducted by the Faculty Senate Executive Committee. The voting procedure shall provide for a secret vote of the faculty and for voting to continue for seven (7) calendar days (inclusive). 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. From the date of the filing of a valid petition for review until the determination of the outcome of the vote of the faculty on the action under review, the Faculty Senate may not undertake action concerning or affecting the original action of the senate under review.
VIII. Amendment of By-Laws.

Amendments to these By-Laws may be introduced by any three (3) members of the Senate in written petition to the Faculty Senate Executive Committee. That committee must then present the proposed amendment(s), in any modified form mutually agreed upon by the committee and the three (3) signers, at the next Senate meeting, with formal adoption deferred until the subsequent meeting. Adoption of amendments will require a two-thirds majority of those present and voting. Amendments will go into effect immediately upon approval.