4-8-1981

CWU Faculty Senate Minutes - 04/08/1981

Esther Peterson

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MINUTES: Regular Faculty Senate Meeting, 8 April, 1981
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 Kenneth Briggs, Betty Evans, Jay Forsyth, Robert Lapen, James Nylander, James Peterson, Becky Prieur, John Savage and Gretchen Stohr.

Visitors Present: Charles McGehee, Don Schliesman, Dale Comstock, Jimmie Applegate, G. W. Beed, Helmi Habib and Phil Backlund.

CHANGES TO AGENDA

There were no changes to the Agenda.

APPROVAL OF MINUTES

Correction to the minutes of March 11, 1981: On page 3, fourth line, change Motion No. 2011 to Motion No. 2006.

MOTION NO. 2015: Mr. Canzler moved, seconded by Ms. Sands, that the minutes of March 11, 1981 be approved as corrected. Passed by a unanimous voice vote and no abstentions.

COMMUNICATIONS

A. Letter from Vice President Harrington, dated March 13, 1981, informing the Senate that the Alumni Association is willing to merge its Distinguished Teaching Award with the University's. He requests the addition of two alumni to the Screening Committee for the University's Distinguished Professor's award.

The Executive Committee has approved the proposal and submitted the names of two persons recommended by the Alumni Office.

B. Letter from Dean Applegate, dated March 18, 1981, suggesting that the action the Senate took at the March 11 meeting in recommending the deletion of the -41's is unfinished. It appears to him that the Senate now must entertain the deletion of all open-ended courses, i.e., -91's, -94's, -96's, and -99's, or vote to reconsider its action on the -41's in order to establish an equitable policy for all open-ended courses, including the -41's.


This revised proposal has been referred to the Senate Personnel Committee, which is charged with bringing the matter to the Senate before the end of the year.

D. Letter from Max Benitz, Chairman of the State Senate Higher Education Committee, dated March 20, 1981, acknowledging receipt of Chairman Lawrence's letter to him regarding the need of higher education faculty salary increases. He states that it will be necessary to have a tuition and fee increase if the Legislature is to grant adequate salary increases, but will do his best to see that a substantial increase comes about during this session.

E. Letter from Dean Schliesman, dated March 23, 1981, informing the Senate of the approval of the Undergraduate Council of a proposed Withdrawal Policy and recommending its adoption by the Faculty Senate.

This proposal will be an item under New Business at the next Senate meeting.

F. Letter from Delores Teutsch, Chair of State House Higher Education Committee, dated March 24, 1981, in response to the Chairman's letter on faculty salary increases. She notes that the House Republicans are aware of the inequity in faculty salaries and will attempt to solve the problem despite the current fiscal crisis, and states that the faculty at the four-year institutions will be the first to be considered if any salary increases are granted by the state to public employees.
G. Letter from Robert Edington, Dean of the College of Liberal Arts at Idaho State University, dated March 26, 1981, requesting information on the CWU Senate role in governance system.

This information has been sent.

CURRICULUM PROPOSALS

A. University Curriculum Committee proposals, pages 584 through 586:

1. Page 584
   
   a) ENGLISH -- COURSE ADDITION
      ENG 245. The Fairy Tale. (3)
   
   b) BUSINESS EDUCATION -- COURSE ADDITIONS
      AOM 298. Special Topics. (1-6)
      AOM 498. Special Topics. (1-6)
      AOM 491. Workshop. (1-6)
      AOM 499. Seminar. (1-5)
      AOM 299. Seminar. (1-5)
      AOM 398. Special Topics. (1-6)

   c) TECHNOLOGY AND INDUSTRIAL EDUCATION -- PROGRAM DELETIONS
      B.S. Aerospace Science Major: Aerospace Science Option, Aerospace Management Option, Flight Officer Option, Avionics Option, Aviation Maintenance Option, Air Transportation Option, Air Traffic Control Option.

   d) B.S. AEROSPACE SCIENCE MAJOR
      B.A. Ed. AEROSPACE EDUCATION MAJOR
      B.A. Ed. AEROSPACE EDUCATION MINOR
      B.S./B.A. AEROSPACE SCIENCE MINOR

      COURSE DELETIONS
      AERO 151.1. Private Pilot Quiz Laboratory. (1)
      AERO 250.1. Commercial Pilot Quiz Laboratory. (1)
      AERO 256.1. Instrument Pilot Quiz Laboratory. (1)
      AERO 261. Introduction to Astronautics. (4)
      AERO 381. Fundamentals of Rocketry. (4)
      AERO 382. Rocketry Research & Laboratory. (1-3)
      AERO 427. Aerospace Science. (4)
      AERO 445. Aerospace Education. (3)

   e) SOCIOLOGY -- COURSE ADDITION
      SOC 493. Sociological Research. (1-15)

2. Pages 585 and 586
   
   a) GEOLOGY -- COURSE ADDITION
      GEOL 477. Metamorphic Petrography. (4)
      GEOL 340. Introduction to Petrology. (5)
      GEOL 440. Petroleum Geology. (4)

   b) COURSE CHANGES (RE: Policy Statement on Individual Course Modifications adopted by the Faculty Senate on February 11, 1981)
      GEOL 346. Mineralogy I.
      GEOL 347. Mineralogy II.
      GEOL 475. Sedimentary Petrography
      GEOL 476. Sedimentary Petrography
      GEOL 470. Optical Mineralogy

MOTION NO. 2016: Mr. Dean moved, seconded by Mr. Klemin, to approve the above proposed courses. Passed by a unanimous voice vote and no abstentions.
MOTION NO. 2017: Mr. Hill moved, seconded by Mr. Duncan, to waive the waiting period for proposed courses and consider the Bachelor of Science Electronics Technology Major (Tri-Cities). Passed by a unanimous hand vote and two abstentions.

3. Pages 587, 588, and 589

a) TECHNOLOGY AND INDUSTRIAL EDUCATION -- PROGRAM ADDITION

Bachelor of Science
Electronics Technology Major (Tri-Cities)

b) TECHNOLOGY & INDUSTRIAL EDUCATION -- COURSE ADDITIONS

ELT 371. Advance Digital Circuits. (4)
ELT 372. Electrical Power and Machinery. (4)
ELT 373. Active Linear Circuits. (4)
ELT 374. Advanced Electrical Networks. (4)
ELT 471. Generation and Transmission of Electrical Power (4)
ELT 472. Communications I. (4)
ELT 473. Communications II (4)
ELT 474. Microprocessors and Instrumentation. (4)
ELT 475. Electro-Mechanical Controls. (4)
ELT 476. Mini-Computer Technology. (4)
ELT 477. Senior Project, Phase I. (2)
ELT 479. Senior Project, Phase II. (2)

MOTION NO. 2018: Ms. Shrader moved, seconded by Mr. Vlcek, to approve the above proposed courses on pages 587, 588, and 589. Passed by a majority hand vote and three abstentions.

REPORTS

A. Executive Committee--Information is being sent out regarding election of next year's senators. The By-Laws specify that the Senate Office needs to be informed by May 10 of senators representing departments, but the Senate Office would appreciate receiving the results of the departmental elections by April 29. Newly elected Senators are eligible to serve on the Senate Executive Committee for next year, and the Senate Office needs to have the complete roster to present to the Senate at its May 6 meeting so that elections can be conducted on May 20.

The Senate chairman and the President of CWU have discussed the possibility of adding to the Agenda a regular place for a report by the President to enable him to provide information to the Senate at any time he may wish to do so. With the Senate's approval, this will be done, beginning with the next Agenda and continuing for all subsequent meetings.

B. Chairman's Report--

1) Letter to Legislature--Mr. Lawrence wrote a letter to members of the Senate and House Higher Education Committees. Replies from the Chairpersons were received, as read under Communications at this meeting.

2) COAD--A new deadline of June 1st for curriculum proposals was approved at a recent meeting. This will allow more time for deliberation by the University Curriculum Committee and the Faculty Senate.

3) Teaching Awards--As noted earlier, the Executive Committee approved the idea of a merger for the University award and the Alumni award. Nominations have been received and the augmented Committee will begin meeting and acting on the selection for the award very soon. Chairman Lawrence and Vice President Harrington will be meeting with the Committee to give them their charge so they can begin their deliberations. Another change in procedure has been made: the Distinguished Professorship(s) will not be announced as in the past at the Honors Convocation at the end of this quarter, but will instead be reserved for a Faculty Convocation at the beginning of next year.

4) Semester System--The proposal for change to the semester system is still in abeyance, pending its consideration on an inter-institutional level.

5) Academic Plan--The Plan will be presented to the Board of Trustees for information only at their meeting this Friday night. The Plan will be distributed to faculty next
week, and the Senate will be considering it during the remainder of this quarter and throughout next year.

6) Budget--Mr. Lawrence will be meeting with the President as soon as something is clear on the Budget from House action to plan how the faculty can be addressed to explain what is happening to the salary proposal and the budget.

7) CIF--The Central Investment Fund drive for the coming year will get under way next week. Senators are asked to urge their colleagues to contribute to what has been a significant and successful joint effort by town and university to maintain enrollment and improve the quality of our student body.

C. Standing Committees--

1. Academic Affairs Committee--No report.
2. Budget Committee--No report.
3. Code Committee--No report.
4. Curriculum Committee--No report.
5. Personnel Committee--No report.
6. CFR--No report.

OLD BUSINESS

A. Amendments to Faculty Code: retirement age, ex officio membership on Senate, membership on Faculty Grievance Committee, merit criteria and procedures.

Owen Pratz presented the following proposed Code change to the Senate for approval:

1) mandatory retirement age (p. 40, section 2.127 A & B)

"A. Faculty members shall be automatically retired from permanent full-time university employment as of August 31 following the birthday on which the age of seventy (70) is reached.

B. The President and Board of Trustees of the university may invite any faculty member to continue service with the university after their retirement on a year-to-year basis upon recommendation of the department or program members and the appropriate university administrators."

MOTION NO. 2019: Mr. Pratz moved, seconded by Mr. Kaatz, to accept the above proposed Code amendment. Passed by a unanimous voice vote.

2) ex officio membership of the President in the Faculty Senate (p. 9, section 1.25A(4))

Delete section 1.25 A(4) upon receipt of a written request from the President.

Mr. Pratz will take this item back to the Code Committee to outline the understood characteristics of ex officio, in order to continue the President's membership on the Senate but remove him from rules of attendance and participation.

3) terms of membership for the Faculty Grievance Committee (p. 52, section 3.56 C and section 3.57 A)

3.56 C "Members of this committee shall be appointed by the Senate Executive Committee and ratified by the senate at the last regular meeting of each academic year. Members and alternates shall serve terms of three (3) calendar years beginning June 15, or until the appointment of their successors are ratified. Members and alternates may be reappointed and serve any number of successive terms. Terms shall be staggered so that only one position will need to be filled in any one year for both member and alternate. When the original appointee is unable to complete the full term of office, an alternate shall complete the remainder of that three year term, at which time a new member and alternate will be appointed in the normal way."

3.57 A (change the number of alternates from four (4) to three to facilitate staggering of the three year terms for alternates as well as committee members)
MOTION NO. 2020: Mr. Pratz moved, seconded by Ms. Appleton, to approve the above proposed Code amendment. Passed by a unanimous voice vote.

4) merit (p. 29, section 2.47 A(4), sentence two (2), and p. 23, new section 2.36)

The committee recommends simultaneously deleting the sentence, "Merit increases are awarded in the same manner as promotions," and introducing a new section 2.36 on page 23 that is a slightly edited version of the procedures for merit distributed to the faculty November 1980 by Vice-President Harrington.

MOTION NO. 2021: Mr. Pratz moved, seconded by Mr. Tolman, to approve the above proposed Code amendment. Passed by a majority voice vote.

B. Amendment to Faculty Code: Lay-off Policy.

3.78 Lay-off Policy

It is necessary for Central Washington University to maintain a Lay-off Policy in order to make such adjustments in staffing as may be necessitated by financial exigency or program needs. For the implementation of this policy, financial exigency must be demonstrably bona fide; and shall include but not be limited to: mandatory compliance with directives of the Governor, Legislature, or state agencies; conformity to budgetary and staffing levels authorized by the state; response to reduction in operational income because of declining enrollments; and compensation for the loss of federal income supporting University employment.

Grounds for program changes must also be demonstrably bona fide, and shall include but not be limited to a continuing pattern of decline in enrollment within particular departments or units of the University. Under the provisions of this policy, all faculty members, regardless of rank, position, or tenure status, are subject to possible lay-off in the event of financial exigency or program needs.

A. If such financial exigency or need for staffing adjustment among programs occurs, the President of the University shall declare to the faculty, in written form or in public assembly, the causes that exist for lay-off; and shall direct the Vice-President for Academic Affairs and the Faculty Senate Executive Committee jointly to develop a lay-off plan which will address the University's need to reduce the number of faculty members then employed or reallocate faculty positions among the units of the University. The Academic Vice-President and the Senate Executive Committee will evaluate the declaration of financial exigency or need for staffing reallocation and the cause or causes for lay-off. If cause for the declaration is substantiated, this plan will (1) identify particular departments or programs in which a specified number of positions are to be eliminated, (2) state the reasons for each decision as to department or program and number of positions, (3) describe the process by which such decisions were arrived at, and (4) establish a strict time-table for each step in the process of review and for final implementation of the plan. The plan will then be made available for review by the Faculty Senate, the deans, and the departments or programs, all of whom may submit written responses to the Academic Vice-President before a date to be specified on the time-table. The Vice-President and the Senate Executive Committee shall then formulate and submit to the President a draft of the proposed plan, modified to whatever extent they see fit in the light of written responses; this draft shall list the names of affected faculty members, as determined on the basis of order of seniority within a department or program, in accordance with the criteria of 3.78 G. below. The President shall then decide whether to implement the plan as presented or to propose modifications to the Vice-President and the Senate Executive Committee.

B. When the plan is in a final form satisfactory to the President, the Academic Vice-President and the Senate Executive Committee, the President or his designee shall implement it by sending by certified mail, or causing to be personally delivered, a lay-off notice to each affected faculty member. Each notice of lay-off shall be signed by the President; shall include a copy of the final lay-off plan, and shall inform the faculty member of the lay-off date, of the right to appeal, and of the right to re-employment.

C. If lay-off is necessitated by staffing adjustments for program needs, the University will make every effort to find commensurate employment, for which the faculty member is qualified or for which he could be retrained, elsewhere within its department or units. Recommendations for such alternate employment will be made jointly by the Vice-President for Academic Affairs and the Faculty Senate Executive Committee.
D. In establishing dates of lay-off, the President will attempt to adhere to the standard dates of notification as set forth in Section 3.63 of this Code. If the conditions of financial exigency demonstrably preclude strict adherence to this Section, the President will extend the dates of lay-off as far as the fiscal resources of the University permit.

E. Any faculty member who receives a lay-off notice may request a formal hearing pursuant to Section 3.93 of this Code, but subject to the following special provisions for lay-off:

1. The only admissible grounds for such an appeal, one or more of which the faculty member must allege in a formal request to the Board of Trustees, and the only issues to be considered by a hearing officer or officers are:
   a) whether the decision was in violation of Constitutional rights;
   b) whether the decision was arbitrary and unreasonable; and
   c) whether the decision violated in any material way the established procedures of the Lay-Off Plan.

2. Hearings on such appeals may be consolidated at the suggestion of the hearing officer or officers and with the agreement of the appellants where it appears that the causes for lay-off are sufficiently similar to assure an adequate and fair joint hearing.

F. Reemployment

Whenever a position of a full-time, ranked faculty member is vacated by a lay-off under this policy, that position shall not be filled by a replacement within a period of two (2) years from the lay-off date unless the faculty member who was laid off has been offered reemployment and has failed to accept within thirty (30) days after being sent by certified mail an offer of reappointment. In addition, the following procedures for reemployment shall be observed:

1. The Vice-President for Academic Affairs shall establish and maintain a reemployment list containing the names and addresses of all faculty members who are laid off. The name and address of each laid off faculty member shall be kept on the reemployment list for a period of two (2) years from the date of lay-off.

2. Laid off faculty members shall be listed by department or academic area of specialization and in order of seniority.

3. The university may not fill a vacancy in a department or academic area of specialization for which there are names on its reemployment list without first making an offer of reemployment to faculty members on the reemployment list who are qualified for the vacant position.

4. It is the responsibility of laid off faculty members to keep the office of the vice president for academic affairs informed of where they may be reached readily.

5. Any person on a reemployment list who cannot be reached or who fails to accept within thirty (30) days an offer of reemployment shall be deemed to have declined the offer.

6. Any faculty member reemployed shall be placed:
   a) at least at the same rank held when laid off, and
   b) at least at the same salary step, or if a salary scale is not in effect, at a salary level comparable to that held when laid off.

G. Order of lay-off

(1) Where it is necessary to lay off one or more members of the faculty within a particular department, program, or other academic unit, layoffs will be made in the following order:
MOTION NO. 2022: Mr. Pratz moved, seconded by Mr. Tolman, to accept the Lay-off Policy dated March 11, 1981. Passed by a majority hand vote of 23 yes, 1 no, and 2 abstentions.

C. Academic Affairs Committee Recommendation on Summer Contracts for Chairmen—

Mr. King reviewed the report of the Academic Affairs Committee, which was distributed at the March 11 Senate meeting, regarding the matter of summer appointments for department chairs, in response to the concern that chairs appear to receive no salary for summer administrative work. Given the present financial constraints of the university, however, the committee finds no realistic way of correcting the situation, short of cutting into instructional programs. Therefore, the committee recommends that the policy in the 1981 Summer Session Planning Guide be endorsed. The policy is not totally adequate, as it discriminates against small departments with low summer enrollments, but it does have the virtue of being more uniform than the "policies" now in existence. It assures compensation for some 30% of department chairs, whose administrative loads in the summer are likely to be the heaviest, and the committee believes that it should at least be given a chance to be tried out. In the event that it does not work well in practice, the Senate may consider an alternate policy in the future.

MOTION NO. 2023: Mr. King moved, seconded by Ms. Shrader, that the following policy in the 1981 Summer Session Planning Guide be endorsed:

TEACHING LOAD GUIDELINES

Administration:

Administration load shall be assigned according to student credit hours generated within the department as well as number of faculty employed.
<table>
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<th>TOTAL FACULTY EMPLOYED ON-CAMPUS</th>
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<td>Full load</td>
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<tr>
<td>Half load</td>
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<td>Quarter load</td>
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<tr>
<td>No load</td>
<td>Less than 1000</td>
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<td>(30-50)</td>
<td>(15-30)</td>
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<td>(10-15)</td>
<td>(Less than 10)</td>
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A lengthy discussion ensued on the proposed motion.

Motion No. 2023 was then voted on and failed by a majority nay vote and three abstentions.

The chair noted that the floor was open to another motion on this particular item of business, except that it is up to the Senate as to whether or not it wishes to act upon a new motion at the meeting in which it is introduced. According to the By-Laws, at the request of any single Senator action can be delayed until a subsequent meeting.

MOTION NO. 2024: Ms. Appleton moved, seconded by Ms. Sands, that the Senate recommend that the administration of CWU make provision for summer administrative pay for all department chairs and program chairs.

There was some discussion on the motion. A request was made that the matter be deferred until the next Faculty Senate meeting.

The chair ruled the matter will be deferred until the next meeting under Old Business.

ADJOURNMENT

The meeting adjourned at 4:50 p.m.
FACULTY SENATE MEETING
3:10 p.m., Wednesday, April 8, 1981
SUB 204-205

I. ROLL CALL

II. CHANGES TO AGENDA

III. MINUTES of 11 March 1981: Correction on page 3, 4th line from top: change Motion #2011 to Motion #2006.

IV. COMMUNICATIONS

A. Letter from Vice President Harrington, dated March 13, 1981, re: merger of University and Alumni Distinguished Teaching Awards.

B. Letter from Dean Applegate, dated March 18, 1981, re: further action on policy for open-ended courses.


D. Letter from Max Benitz, Chairman of State Senate Higher Education Committee, dated March 20, 1981, re: response to CWU Senate Chairman's letter on faculty salary increases.


F. Letter from Dolores Teutsch, Chair of State House Higher Education Committee, dated March 24, 1981, re: response to CWU Senate Chairman's letter on faculty salary increases.

G. Letter from Robert Edington, Dean of the College of Liberal Arts at Idaho State University, dated March 26, 1981, re: request for information on CWU Senate role in governance system.

V. CURRICULUM PROPOSALS

A. University Curriculum Committee proposals, pages 584 through 586.

VI. REPORTS

A. Executive Committee
B. Chairman
C. Standing Committees
D. CFR

VII. OLD BUSINESS

A. Amendments to Faculty Code: retirement age, ex-officio membership on Senate, membership on Faculty Grievance Committee, merit criteria and procedures. (Please bring your copies)

B. Amendment to Faculty Code: Lay-off Policy (please bring your copy.)

C. Academic Affairs Committee recommendation on Summer Contracts for Chairmen.

VIII. NEW BUSINESS: None

IX. ADJOURNMENT
### FACULTY SENATE MEETING OF

### ROLL CALL

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Dr. Larry L. Lawrence  
Chairman, Faculty Senate  
CWU, Campus  

Dear Dr. Lawrence:

In discussions with Mrs. Gail Jones, Alumni Director, I have learned that the Alumni Association is willing to merge its Distinguished Teaching Award with the University's providing certain agreements can be reached. One request that I would ask you and the Executive Committee to consider is the adding of two alumni to the Screening Committee for the University's Distinguished Professor's award.

Please feel free to discuss the matter with Mrs. Jones.

If you and the Executive Committee are favorably inclined to this proposal, I would look forward to receiving the additional names.

Thank you for considering this matter.

Sincerely,

Edward J. Harrington  
Vice President for Academic Affairs

jm

cc: Dr. Garrity  
Mrs. Jones
March 18, 1981

Dr. Larry Lawrence, Chairperson  
Faculty Senate  
Campus

Dear Dr. Lawrence:

Thank you for providing me the opportunity to speak to the Faculty Senate last Wednesday. I have followed the debate on the -41 courses for more than two years with considerable interest. As I said in my presentation to the Senate, I must assume the actions of the body are not punitive, and not directed toward any single department or program in the academic community.

Instead, the Senate recommends policy in curricular matters which, if accepted, guide the actions of each of the University's many academic departments and programs.

If my assumption is correct, the action the Senate took last Wednesday in recommending the deletion of the -41's is unfinished. The -41's are open-ended courses as are the -91's, -94's, -96's, and -99's. The proposed -41's were circulated to deans, department chairs, and program directors for information and, if necessary, action. Dr. Rosco Tolman read from one such list during the debate. He, however, neglected to mention the list was circulated according to the procedure established by Senate Motion No. 1924, dated April 23, 1980, so interested faculty would have an opportunity to obtain information about the course, course content or the instructor as a quality check. Such sharing does not happen with the -91's, -94's, 96's, and 99's. My presentation included the numbers of -41's, -91's, and -99's offered Winter Quarter as follows:

<table>
<thead>
<tr>
<th>Course</th>
<th>Number</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>-41's</td>
<td>76</td>
<td>.61</td>
</tr>
<tr>
<td>-91's</td>
<td>4</td>
<td>.03</td>
</tr>
<tr>
<td>-99's</td>
<td>44</td>
<td>.35</td>
</tr>
<tr>
<td></td>
<td>124</td>
<td>.99</td>
</tr>
</tbody>
</table>

I do not have the figures for the number of -94's and -96's offered.

Since about one-third of the open-ended courses offered were -91's and -99's and in the interest of having a consistent policy which is an effective quality control on the "shadow curriculum," it appears that the Faculty Senate now must entertain the deletion of all open-ended courses; i.e., -91's, -94's, -96's, and -99's. Should this course of action be undesirable,
the Senate could vote to reconsider its action on the -41's and move to establish an equitable policy for all open-ended courses, including the -41's.

Thank you for your assistance as we move to establish uniform quality control procedures for all courses offered by Central Washington University.

Sincerely yours,

Jimmie R. Applegate, Dean
School of Professional Studies
dh

cc: Vice President Harrington
    Dr. Carlton
March 18, 1981

Dr. Donald Garrity
Dr. Edward J. Harrington
Mr. Courtney Jones
Dr. Larry L. Lawrence

Gentlemen:

The Retirement and Insurance Committee recently met and considered the comments/suggestions in Dr. Harrington's letter of February 19, 1981, together with other suggestions which have been received from other sources. After lengthy discussion, the original proposal submitted for your perusal was revised considerably, incorporating most, if not all, of the suggestions and comments made to the committee. You will particularly note that reference to a 4-quarter period has been deleted (see section 1) and section 2 was added as a new section to avoid any thought of being paid before the teaching duties have been actually performed. Further, section 9 has been broadened to incorporate a means of adjudicating an impasse between the parties to the scheduling of the teaching responsibilities.

The Committee feels very strongly that the phraseology of section 8, particularly the phrase "...shall arrange teaching loads ..." is essential to the intent of this early-retirement (phased-retirement) proposal. Without making this a right of the faculty, the phased-retirement proposal will be "toothless" and will attract no "takers". The Committee does believe that the University and the faculty member will both benefit from such a joint agreement/arrangement.

The Committee recommends the attached document to you for prompt consideration and implementation. It does not feel that this proposal needs to be incorporated in the Faculty Code at present, but can be implemented as part of the official "working" policies of the University.

As Chairman of the Committee, I am available to discuss any aspects of this proposal to you. If need be, please call on me, or any other member of the R & I Committee.

Sincerely,

Bernard L. Martin
Chairman, R & I Committee

cc: Dr. Williams
    Dr. Kerr
    R&I Committee
PHASED RETIREMENT FOR FACULTY

CENTRAL WASHINGTON UNIVERSITY offers phased retirement to eligible faculty.

1. At or after age 62 and until age 70, a faculty member may elect to reduce his service to the University by entering a phased retirement program. The faculty member may continue teaching up to 40% of an academic-year teaching load in his respective discipline(s). For this policy, 40% is considered to be 15 quarter-credit-hours per academic year.

2. The faculty member will be paid on a pro-rated basis of his adjusted salary as he completes his assignment.

3. During his phased retirement, the retiree's salary will be adjusted in accordance with any general salary increases that are subsequently provided to the faculty at large.

4. The decision to teach part-time (as noted in 1 above), once made, shall continue for each retiree to age 70 or until such time as the retiree declines to continue. A decision by the retiree to discontinue the program at any point shall be final.

5. The phased-retiree shall exercise his option to teach the following academic year by March 1 of each year. Failure to notify the School/College Dean by this date will indicate to the University that the retiree releases all rights to the phased retirement program and shall be considered fully retired from Central Washington University. Failure to exercise the option by reason of illness shall not deprive the retiree's right to his option up to age 70, provided that his incapacity is verified in writing by a medical doctor and that the University may require a medical examination by a medical doctor of its choosing. In case of disagreement, the retiree will abide by the ruling of the medical doctor selected by the University.

6. Upon phased retirement, the retiree shall retain all the tenure and emeritus privileges he had at the time of retirement. For faculty he shall be among the first group of faculty to be released in the event of a reduction in force nor shall he be denied any privileges generally accorded to faculty of his rank and standing. He shall not, however, be excused from any performance standards applied to the faculty at large, except as provided herein.

7. The phased-retiree shall be required to meet all the obligations of classroom teaching, including holding office hours, but he shall not be required to perform other duties, such as research, public service, service on departmental and university committees and acceptance of special assignments.
8. The University academic administrators shall arrange teaching loads to accommodate the reduced schedules and personal plans of the phased-retiree and the phased-retiree's right to teach up to 40% (15 quarter credits) per academic year in his discipline(s).

9. The specific teaching assignments for the ensuing quarters shall be mutually agreed to by the phased-retiree, the department chairman (or program director) and the appropriate school/college dean at least six (6) months prior to the first day of instruction of each fall quarter; provided that, in case no agreement can be reached, the Vice-President for Academic Affairs shall rule on the matter.

10. Office space and general secretarial and other services shall be provided to the phased-retiree as are provided to full-time faculty.

11. According to the policies of the State Employees Insurance Board, phased-retirees may be eligible to continue, on a self-pay basis, certain group insurance coverages and/or to enroll in the retiree medical and life insurance plans.

12. Other fringe benefits shall continue for the phased-retiree according to the policies of Central Washington University.

13. Should a faculty member select a phased retirement option prior to age 65, retirement benefits shall be actuarially reduced from age 65 benefits.

(CWU RETIREMENT/INSURANCE COMMITTEE - REVISED 3/17/81)
March 20, 1981

Larry L. Lawrence, Chairman
Faculty Senate
Central Washington University
Ellensburg, Washington 98926

Dear Mr. Lawrence:

I have your March 16th letter, and I agree with you that higher education faculty salaries are badly in need of an increase.

It will be necessary to have a tuition and fee increase if the Legislature is to grant adequate salary increases. I will do my best to see that a substantial increase comes about during this session.

Sincere regards,

Max E. Benitz
State Senator
District 8
March 23, 1981

RECEIVED
MAR 23 1981
FACULTY SENATE

Dr. Larry Lawrence
Chairman
Faculty Senate
CWU
Campus

Dear Dr. Lawrence:

This is to inform you and the other senators of action taken by the Undergraduate Council during its March 11 meeting regarding course withdrawals. The motion passed unanimously by the Council members is:

A student may make an uncontested withdrawal from a course through the end of the fifth full week of classes by obtaining the signature of the course instructor or department chairperson. If such a withdrawal occurs after the change of schedule period, it will be recorded as a W.

Withdrawals after the fifth week will be allowed only in cases of extreme hardship. Students wishing to withdraw during this period must present a written petition to the Dean of Admissions and Records. If the Dean of Admissions and Records determines that there are extenuating circumstances, the student will receive a W. Appeals are to be made to the Board of Academic Appeals.

According to findings by the Council, the chief problem with the present policy is that it is unevenly administered. That is, some members of the faculty enforce it rigidly, some much less rigidly and some do not enforce it at all. Students are quite confused because of this. The rewritten policy listed above is proposed to correct the confusion.

We recommend its adoption by the Faculty Senate.

Sincerely,

Donald M. Schliesman
Dean of Undergraduate Studies
Larry L. Lawrence
Central Washington University
Ellensburg, WA 98926

Dear Mr. Lawrence,

Thank you for your letter expressing your concern with the proposed salary increases for the faculty at Central Washington University.

As you know, the State of Washington is facing its greatest fiscal crisis since the Great Depression. State government found it necessary to borrow money from outside the general fund accounts in order to pay its bills due at the end of January. This borrowing is expected to continue and require a greater amount of funds as the cash flow problem worsens.

There is a concern that the revenue forecast upon which the current biennium and the 1981-83 biennium are based may be too optimistic. This may require additional cuts above and beyond those already proposed by Governor Ray and supported by Governor Spellman. These are very lean times and require difficult budgetary decisions, and the taxpayers continue to indicate that they do not want a tax increase.

Former Governor Ray proposed salary adjustments for community and four-year college and university faculty amounting to 8% on July 1, 1981 and 6% one year later. Governor Spellman is calling for an 8% adjustment the first year and 9% the next. The House Republicans are aware of the inequity in faculty salaries and will attempt to solve the problem despite the current fiscal crisis. I believe that if any salary increases are granted by the state to public employees, the faculty at the four-year institutions will be the first to be considered.

I appreciate your taking the time to contact me on this important issue.

With best regards,

Representative Delores Teutsch

DT:mah
Public Information Officer  
Central Washington University  
Ellensburg, Washington 98926

Dear Sir:

I would very much appreciate it if you would forward to me a copy of that portion of your University policies which describe the governance system for your campus. Most particularly I am interested in knowing whether or not your campus has a university senate (or other such policy making body) and, if so, how it is structured. We are in the process of considering a reform of the University governance system at our institution, and I am on the Task Force appointed by President Myron Coulter to make recommendations to him in this matter.

Your help will be greatly appreciated.

Sincerely,

Robert V. Edington, Dean  
College of Liberal Arts

RVE:mm
FEBRUARY 26, 1981
CURRICULUM PROPOSALS APPROVED BY
THE UNIVERSITY CURRICULUM COMMITTEE
AND FORWARD TO THE SENATE

ENGLISH
COURSE ADDITION

ENG 245. The Fairy Tale. (3). Explores the nature and significance of the fairy tale as literature for children and adults.

BUSINESS EDUCATION - COURSE ADDITIONS

ACM 298. Special Topics. (1-6) FWS.

ACM 498. Special Topics. (1-6).

ACM 491. Workshop. (1-6).

ACM 499. Seminar. (1-5).

ACM 299. Seminar. (1-5). May be repeated.

ACM 398. Special Topics. (1-6) FWS.

TECHNOLOGY AND INDUSTRIAL EDUCATION

PROGRAM DELETIONS

B.S. AEROSPACE SCIENCE MAJOR: Aerospace Science Option, Aerospace Management Option, Flight Officer Option, Avionics Option, Aviation Maintenance Option, Air Transportation Option, Air Traffic Control Option.

B.S. AEROSPACE SCIENCE MAJOR

B.A.Ed. AEROSPACE EDUCATION MAJOR

B.A. Ed. AEROSPACE EDUCATION MINOR

B.S./B.A. AEROSPACE SCIENCE MINOR

COURSE DELETIONS

AERO 1511. Private Pilot Quiz Laboratory. (1).

AERO 2501. Commercial Pilot Quiz Laboratory. (1).

AERO 2561. Instrument Pilot Quiz Laboratory. (1).

AERO 261. Introduction to Astronautics. (4).


AERO 382. Rocketry Research & Laboratory. (1-3).


AERO 445. Aerospace Education. (3).

SOCIOLOGY

COURSE ADDITION

SOC 493. Sociological Research. (1-15) FWS. Prerequisite, SOC 350, 364, 365 and permission of instructor. Individual research project. This course may be repeated up to a maximum of 15 credits.
GEOL 477. Metamorphic Petrography. (4) F. Prerequisite, GEOL 370 and two quarters of chemistry with laboratory. Study of metamorphic rocks in thin section and hand specimen emphasizing interpretation of physical conditions and chemical reactions during metamorphism. Three lectures and three hours of lab or field per week. Offered in alternate years.

GEOL 340. Introduction to Petrology. (5) F. Prerequisite, GEOL 145 and 145.1 or 345. Introduction to rock forming minerals. Identification, classification, and evolution of common igneous, sedimentary and metamorphic rocks. Includes recognition and interpretation of rocks in typical field exposures. Four hours lecture, three hours laboratory or one field trip per week. Not open to students with credit in GEOL 245 or 348.

GEOL 440. Petroleum Geology. (4). Prerequisite, permission of the instructor. A study of the nature and origin of petroleum, the geologic conditions that determine its migration, accumulation and distribution; methods and techniques of prospecting for and developing petroleum fields. Two hours of lecture and four hours of lab per week.

COURSE CHANGES (RE: Policy Statement on Individual Course Modifications adopted by the Faculty Senate on February 11, 1981)

AS IT APPEARS
GEOL 346. Mineralogy I. (5). (See page 216 of the 1980-81 University catalog)

PROPOSED
GEOL 346. Mineralogy I. (4) W. Prerequisites, GEOL 145, 145.1, 340 and one course of high school or college chemistry with laboratory (may be taken concurrently) or permission of instructor. A study of rock and ore forming minerals emphasizing identification of hand specimens using physical properties and external morphology. Two lectures and six hours of laboratory per week.

AS IT APPEARS
GEOL 347. Mineralogy II. (5). (See page 216 of the 1980-81 University catalog)
GEOLOGY

PROPOSED

GEOL 347. Mineralogy II. (6). Sp. Prerequisite, GEOL 141 (may be taken concurrently) GEOL 346 (must be taken in the same year). Continued practice in identification of mineral species. Study of atomic structure, composition and modes of occurrence of rock forming minerals. Two lectures and six hours of laboratory per week.

AS IT APPEARS

GEOL 475, 476. Petrography. (4,4) (See page 217 of the 1980-81 University catalog)

PROPOSED

GEOL 475. Igneous Petrography. (4) W. Prerequisite, GEOL 370 and two quarters of chemistry. Study of plutonic and volcanic rocks in hand specimen and thin section. Chemistry, mineralogy, textures and modes of occurrence of igneous rocks. Three lectures and three hours of laboratory or field per week.

GEOL 476. Sedimentary Petrography. (4) Sp. Prerequisite, GEOL 370. Study of clastic and carbonate rocks in thin section and hand specimen and the field. Interpretation of provenance and sedimentary environments. Two lectures and six hours of laboratory or field per week.

AS IT APPEARS

GEOL 470. Optical Mineralogy. (5). (See page 217 of the 1980-81 University catalog)

PROPOSED

GEOL 370. Optical Mineralogy. (4) F. Prerequisite, GEOL 347. Theory and use of the polarizing microscope in the study of crystalline substances. Two lectures and six hours of laboratory a week. Formerly GEOL 470.
The Electronics Technology Major is a multi-disciplinary course of study which prepares students as technologists in manufacturing industries. Job titles might fall into the following areas: communications electronics, industrial electronics, microwave, military electronics, computer electronics, automation, industrial controls, electronics servicing, electrical power, aviation electronics, and others.

Students enrolled in this program are expected to have completed the Associate Degree in Electronics Technology and completed the following courses at Columbia Basin College or have equivalents: Calculus 201, 202; Chemistry 101, 101L; Physics 164; Computer Science 131; EIT 131, 131L, EIT 132, 132L, EIT 261, 261L, and EIT 261L, 261L.

Students interested in this major must consult with the department chairman prior to enrolling in any of the following courses.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EIT 331</td>
<td>Advanced Digital Circuits</td>
<td>4</td>
</tr>
<tr>
<td>EIT 332</td>
<td>Electric Power and Machinery</td>
<td>4</td>
</tr>
<tr>
<td>EIT 331</td>
<td>Active Linear Circuits</td>
<td>4</td>
</tr>
<tr>
<td>EIT 434</td>
<td>Advanced Electronic Networking</td>
<td>4</td>
</tr>
<tr>
<td>EIT 491</td>
<td>Generation and Transmission of Electrical Power</td>
<td>4</td>
</tr>
<tr>
<td>EIT 478</td>
<td>Communications I</td>
<td>4</td>
</tr>
<tr>
<td>EIT 477</td>
<td>Communications II</td>
<td>4</td>
</tr>
<tr>
<td>EMT 474</td>
<td>Microprocessors and Instrumentation</td>
<td>4</td>
</tr>
<tr>
<td>EMT 475</td>
<td>Electric-Mechanical Controls</td>
<td>4</td>
</tr>
<tr>
<td>EMT 476</td>
<td>Mini-Computer Technology</td>
<td>4</td>
</tr>
<tr>
<td>EIT 475</td>
<td>Senior Project, Phase I</td>
<td>2</td>
</tr>
<tr>
<td>EIT 476</td>
<td>Senior Project, Phase II</td>
<td>2</td>
</tr>
<tr>
<td>EIT 399</td>
<td>Organizational Management</td>
<td>4</td>
</tr>
<tr>
<td>EIT 395</td>
<td>Measurement of Human Resources</td>
<td>5</td>
</tr>
<tr>
<td>EIT 393</td>
<td>Management Accounting Analysis</td>
<td>5</td>
</tr>
</tbody>
</table>

Technical Speciality Courses transferred from Community College: 52

Total Credits: 110
TECHNOLOGY AND INDUSTRIAL EDUCATION
COURSE ADDITIONS

ELT 371. Advance Digital Circuits. (4). Prerequisite: ELT 263 and 262.1 or equivalent. Analysis of electronic digital circuits. Topics include: Bipolar and MOS logic gates, loading and interfacing, counters, adders, memories, encoders, decoders, digital displays, A/D and D/A converters. Two lectures and four hours lab.


ELT 373. Active Linear Circuits. (4). Prerequisite, CBC ELT 263 and 262.1 or equivalent and CBC MATH 202. Analysis and design of multistage transistor amplifier with emphasis on the operational amplifier and its applications. Low-frequency and high-frequency limitations, Miller effect, pulse testing, Bode Plots, Nyquist stability criteria, Barkhausen criteria for oscillation. Power amplifiers, heat sinks, integrated circuit voltage regulators.


ELT 472. Communications I. (4). Prerequisites, ELT 373 and ELT 374. Communications signal spectrum investigation includes time domain to frequency domain conversions using Fourier analysis. Evaluation of various modulation techniques including amplitude, angle and pulse forms is made. A study of noise, its use and effects in communication and a study of various forms of solid state RF amplifiers is also included. Two lectures and four hours lab.
ELT 473. Communications II. (4). Prerequisite, ELT 472. Analysis of
the radiation and propagation of the communication signal, and the
application of antennas for impedance matching and for providing
system gain. Analysis of circuits, including the phase lock loop
used in receivers and transmitters and techniques used in measuring
their performance. Two lectures and four hours lab.

ELT 474. Microprocessors and Instrumentation. (4). Prerequisite,
ELT 371 and CBC CS 131 or equivalent. Use of microprocessors and
related components in the design of microprocessor-based systems.
Interfacing of microprocessors and measuring instruments are studied.
Consideration is given to the trade-offs between hardware and
software.

ELT 475. Electro-Mechanical Controls. (4). Prerequisite, ELT 372
and CBC MATH 202 or equivalent. A study of the components in
open-loop and closed-loop systems. Included are sensing devices,
error detectors, potentiometers, synchros, resolvers, modulators,
demodulators, amplifiers, motors, generators, and networks. An
analysis course that stresses operation time-and frequency-response
characteristics, and proper adjustment of the components.

Analysis of mini-computer circuits. Organization of circuits
into a complete computing system. Special purpose assembly
language programming techniques for location of circuit malfunctions
with the aid of computer maintenance manuals and laboratory equipment.
Two lectures and four hours lab.

ELT 478. Senior Project, Phase I. (2). Prerequisite, permission of
instructor. An extensive individual design and/or analytical
project performed in consultation with one or more faculty advisor.
Collaboration with representatives of industry, government agencies,
or community institutions is encouraged. Evidence of extensive
and thorough laboratory performance is required.

ELT 479. Senior Project, Phase II. (2). Prerequisite, ELT 478.
An extensive individual design and/or analytical project performed
in consultation with one or more faculty advisor. Collaboration
with representatives of industry, government agencies, or
community institutions is encouraged. Evidence of extensive and
thorough laboratory performance is required.
PROPOSAL ON SUMMER APPOINTMENTS FOR DEPARTMENT CHAIRS

To: Faculty Senate

From: Academic Affairs Committee

Date: March 11, 1981

The committee has studied the matter of summer appointments for department chairs, in response to the concern that chairs appear to receive no salary for summer administrative work. We have surveyed the chairs of all departments on campus (29 with 28 reporting), and we have spoken to the three school deans. Additionally, we have spoken to the Vice President for Academic Affairs and to the Director of the Summer Session. Our aim has been to determine how this problem is currently handled, and whether a fairer, more uniform policy is needed. The results of our investigation are below.

(1) In the majority of departments (19 out of 28), chairs perform their duties for no compensation, or teach a course and are paid for that. In any case, administrative work is done for no extra pay.

(2) In some departments (9 out of 28), chairs do receive compensation for administrative work, though it is typically small. In one department, the chair is on a full 12-month appointment. In three others, the chairs receive a fractional part of their academic-year salaries. In the remainder, the chairs receive a fractional part of their summer teaching salaries.

(3) There are no formal, written policies on summer administrative pay in any of the three schools. In the School of Business and Economics, all chairs teach and get an additional credit for administration for 1/9 pay. In the College of Letters, Arts and Sciences, chairs are free to work out their own systems — within the limits of their departments' summer instructional budgets. In the School of Professional Studies, chairs are also free to devise their own systems, but may "negotiate" with the dean for administrative pay in cases of large summer enrollments.

(4) There is a policy on administrative pay in the 1981 Summer Session Planning Guide. It states that: "Administration load shall be assigned according to student credit hours generated within the department as well as number of summer faculty employed." By the formula provided, approximately nine departments might qualify for administrative pay. This number is no greater than those who pay now, though the names of departments and amounts of pay might change.

(5) The cost of simply placing all (43) department chairs and program directors on 12-month salaries, as they were until about a half-dozen years ago, would be $303,890 including benefits. As there is not enough money for this in the Summer Session Budget, it would have to come from the Academic Year Budget — at the expense of an estimated 10 faculty positions. The cost could be reduced if fewer chairs and directors were included, and/or if their salaries were less. But the money would still be difficult to find, and would still have to come from the instructional budget.
DISCUSSION AND RECOMMENDATION

Clearly, many chairs are not properly compensated for administrative duties in the summer, even though these duties must be fulfilled. Given the present financial constraints of the university, however, there appears to be no realistic way of eliminating the situation, short of cutting into instructional programs.

Therefore, the committee recommends that the policy in the 1981 Summer Session Planning Guide be endorsed. The policy is not totally adequate, as it discriminates against small departments with low summer enrollments, but it does have the virtue of being more uniform than the "policies" now in existence. It assures compensation for some 30% of department chairs, whose administrative loads in the summer are likely to be the heaviest, and the committee believes that it should at least be given a chance to be tried out. In the event that it does not work well in practice, the Senate may consider an alternate policy in the future.
I. Teaching load:

The minimum load assigned to a full-time faculty member is 12 contact hours per week. Determination of contact-hour loads shall follow these guidelines:

A. Lecture/demonstration classes (actual class hours: 1 class hour = 1 contact hour)

B. Laboratories/activities classes (2 class hours = 1 ½ contact hours, 1 class hour = 3/4 contact hour)

(e.g., 3 hr/week lab = 2 ¼ contact hours
2 hr/week lab = 1 ½ contact hours
2 hr/week activity class = 1 ½ contact hours)

C. Contracted field-experience supervision may be assigned for full session ONLY! (1 contact hour per 1 ½ full-time students)

Guide for assigning load:

<table>
<thead>
<tr>
<th>Load</th>
<th>Students</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full load</td>
<td>15-20 students (225-300 SCH)</td>
<td>15-20</td>
</tr>
<tr>
<td>Half load</td>
<td>8-14 students (120-210 SCH)</td>
<td>12-21</td>
</tr>
<tr>
<td>Quarter load</td>
<td>4-7 students (60-105 SCH)</td>
<td>4-7</td>
</tr>
<tr>
<td>No load</td>
<td>for less than 4 FTE students (less than 60 SCH)</td>
<td>0</td>
</tr>
</tbody>
</table>

D. Individual Study:

Undergraduate (100-400) - 1 contact hour per 8 SCH
Graduate (500 up) - 1 contact hour per 6 SCH
Thesis - 1 contact hour per 3 SCH

E. Administration:

Administration load shall be assigned according to student credit hours generated within the department as well as number of faculty employed.

<table>
<thead>
<tr>
<th>Total Dept. SCH's On-Campus</th>
<th>Total Faculty Employed On-Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full load</td>
<td>Over 5000</td>
</tr>
<tr>
<td>Half load</td>
<td>2000</td>
</tr>
<tr>
<td>Quarter load</td>
<td>Over 1000</td>
</tr>
<tr>
<td>No load</td>
<td>Less than 1000</td>
</tr>
</tbody>
</table>

II. Class size:

Undergraduate level courses (100-499) 10 students
Graduate level courses (500 and above) 5 students

The school dean or his designee of the department in which the course(s) is offered will decide whether the requirements, as stated above, have been met.

Instructors whose class has been cancelled because of low enrollment may be assigned to another class for which they are qualified when there is an