

4-22-1981

CWU Faculty Senate Minutes - 04/22/1981

Esther Peterson

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MINUTES: Regular Faculty Senate Meeting, 22 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 Peter Gries, Robert Lapen, Becky Prieur, Dorothy Shrader, Gretchen Stohr, and Raymond Wheeler.
Visitors Present: Jean Putnam and Richard Caskeek.

CHANGES TO AGENDA

- 1) Under "Communications" add
 - B. Letter from Dean Burton Williams, dated April 17, regarding the proposed withdrawal policy.
 - C. Letter from Charles McGehee, dated April 21, regarding the proposed withdrawal policy.

APPROVAL OF MINUTES

Correction to minutes of April 8, 1981: On page 5, under "4) merit" after the sentence "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.": add the edited version as follows:

2.36 Merit

A. Criteria for consideration of Merit

Any faculty member who is to be considered for merit must first be known as an effective teacher and must "perform adequately necessary and routine departmental, school, and/or university chores; e.g., advising, registration duties, meeting representation, committees as assigned." If a faculty member meets this test, then he or she may be considered for merit.

B. Procedures for Merit Recommendation

Each faculty member is responsible for preparing his or her own Professional Record for submission for consideration for a merit increase. While a faculty member is free to submit such material in the Professional Record as he or she deems pertinent, consideration for merit should and will be focused on accomplishments achieved since a faculty member's last promotion or merit award.

This Professional Record, along with such other documentation as is pertinent to the case, is to be submitted to the appropriate Chairperson and/or Departmental Personnel Committee by the established deadline date for a given year. (See Academic Calendar for submission dates.) Should a department not have a Personnel Committee, the chairperson may submit his or her Professional Record directly to the appropriate Dean.

At each level--department, Dean, Vice President for Academic Affairs and President--all material submitted for consideration shall be reviewed regardless of whether the faculty member has been recommended or not.

After departmental review, the list of those recommended for merit will be transmitted to the Dean. The folders of those faculty members who are not being recommended will be transmitted without comment.

The Dean, after consultation with department chairpersons or program directors, shall submit his or her recommendations in priority sequence by unit (college, school or library) to the Vice President for Academic Affairs. The folders of those not being recommended shall be submitted without comment.

The Vice President for Academic Affairs will prepare a final priority list for the University for submission to the President after consulting with the appropriate Deans. The folders of those not being recommended shall be transmitted without comment.

After appropriate consultation with the Academic Vice President and the Deans, the President will present a final list of recommendations for merit to the Board of Trustees with a brief statement of the reasons for the recommendation.

All material submitted for merit consideration shall be available to the Board of Trustees for their examination if they so wish, regardless of whether the faculty member has been recommended or not.

The reason for granting merit will be made public to exemplify what is valued by the University.

Departments, Deans and the Vice President for Academic Affairs shall observe the deadlines for submission of merit recommendations posted in the Academic Calendar.

MOTION NO. 2025: Ms. Sands moved, seconded by Mr. Brennan, that the minutes of April 8, 1981, as corrected, be approved. Passed by a unanimous voice vote and no abstentions.

COMMUNICATIONS

- A. Letter from Dean Jimmie Applegate, dated April 9, expressing appreciation to the Senate for waiving the three week waiting period and taking action on the B.S. Electronics Technology Major, which made it possible to transmit the proposal to the Council on Postsecondary Education for action before the State Legislature adjourns.
- B. Letter from Dean Burton Williams, dated April 17, suggesting a change in the proposed withdrawal policy as follows: After the first five weeks, if a student withdraws because of "extreme hardship," the transcript shows a W plus the letter grade the student was earning at the time of withdrawal. This will more clearly indicate the quality of performance for the course attempted, although the withdrawal grade would not be computed in arriving at the accumulative g.p.a.
- C. Letter from Charles McGehee, Chairman of the Board of Academic Appeals, dated April 21, pointing out that with regard to the proposed withdrawal policy, dated 4/16/81, the Senate should note that the Rules Governing the Board of Academic Appeals as currently formulated do not provide for appeals of actions such as this proposal describes. If the proposal is adopted, the Rules Governing the Board of Academic Appeals will have to be changed accordingly.

CURRICULUM PROPOSALS

There were no curriculum proposals.

REPORTS

A. Executive Committee--

No report.

B. Chairman--

- 1) Confidentiality--Mr. Lawrence stressed the importance of confidentiality being observed in handling responses from the faculty during committee investigations.
- 2) Budget--Amendments are still being proposed to the compromise budget in Olympia. However, the latest salary proposal was 7.2% increase across the board for all state employees October 1981, another 7% across the board next October 1982, and an additional 3% merit pool October 1981 and again October 1982 for higher education faculty only. If this salary proposal holds through the session, the Budget Committee will be charged to make recommendations on disbursement before the end of the year. The compromise budget reduced the formula from 72% to 71%, which will make a difference of eight positions for CWU if it follows through. This loss could be absorbed by normal means, however.
- 3) CIF Drive--The drive is well underway with the team collecting pledges and cash from businesses in town already in excess of \$15,000 and with another \$5,000 expected. The Senate Chairman's letter of solicitation is now being sent out to faculty and hopefully they will do as well.

- 4) Academic Plan--The Academic Plan has been sent out for review; however, in the interest of economy only one copy per five faculty were sent out. Responses to the plan should be sent to Vice President Harrington's office, with a copy to the Faculty Senate office, before May 1st.
- 5) Committee Assignments--Requests for preferences for 1981-82 committee assignments will be sent out next week. Rather than the current and newly elected executive committee jointly determining assignments as in the past, only the current executive committee will make the committee assignments for the 1981-82 year in order to confirm and complete rosters before faculty leave for the summer. Without objection from the Senate, this change in procedure will be implemented.
- 6) Senate Elections--Hopefully, by the May 6 meeting, the Senate will have the new Senate roster for the 1981-82 academic year. Senators should urge their departments to hold elections early so that the new Senators can be reported at the May 6 meeting and included in the election of 1981-82 Senate officers on May 20.
- 7) Catalog Change--The Senate Executive Committee approved an editorial change for the catalog statement on Class Attendance for next year: The subordinate clause in the second sentence has been deleted. Policy is not being changed, though perhaps such change should be considered by the Senate.

C. Standing Committees--

1. Academic Affairs Committee--Mr. King reported that a questionnaire had been sent out last quarter to faculty regarding composition of the Senate. He asked Senators to check with faculty in their departments and make sure they have returned them since the committee will be tabulating them soon in order to make a recommendation before the end of the year.
2. Budget Committee--Jay Forsyth reported that the Budget Committee met last week to consider a proposal to fund professional leaves at full salary. The committee has discussed the matter with Vice President Harrington and is working out final details. A recommendation will be presented at a later meeting.
3. Code Committee--Owen Pratz reported that the Committee will schedule a public hearing on proposed Code amendments, including changes in the section on disciplinary actions, in the near future.
4. Curriculum Committee--No report.
5. Personnel Committee--Tom Kerr reported that the Personnel Committee is waiting for an administrative response to the Retirement Committee's recommendations on phased retirement. This proposal will be coming to the Senate before the end of the year.

D. CFR--No report.

E. President--No report.

OLD BUSINESS

- A. Summer Contracts for Department Chairmen--The following motion is on the floor:

Motion No. 2024: "...the Senate recommends that the administration of CWU make provision for summer administrative pay for all department chairs and program chairs."

Discussion resumed on the motion.

MOTION NO. 2026: Mr. Pratz moved, seconded by Mr. Hinthorne, to amend by changing the wording to say "that the Senate recommend that the administration of CWU make provision for 12 month's salary for all department chairs and program chairs." Voted on and failed by a majority nay hand vote.

Motion No. 2024 voted on and passed by a vote of 22 yes, 6 no and 2 abstentions.

Mr. Lawrence noted that this recommendation will be transmitted to the administration, and that he will report to the Senate on the outcome.

NEW BUSINESS

A. Proposed Withdrawal Policy--

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. 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.

MOTION NO. 2027: Mr. Tolman moved, seconded by Ms. Sands, that the above proposed Withdrawal Policy be adopted.

Considerable discussion ensued.

MOTION NO. 2028: Mr. Duncan moved to amend, seconded by Mr. Hinthorne, by adding to the proposed Withdrawal Policy, after the W in each paragraph, a "/(grade at the time of withdrawal), not to be computed for GPA."

MOTION NO. 2029: Mr. Klemin moved, seconded by Ms. Schactler, to table the motion. Passed by majority hand vote of 20 yes, 3 no and 3 abstentions.

Chairman Lawrence noted that the issue will be on a later agenda, following a motion to take from the table.

B. Amendments to By-Laws--

1. 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 (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. No Senator may serve more than two consecutive full terms.

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.

To be counted as a member of a group or department, on a yearly average a faculty member must have at least fifty per cent of his assigned workload in that department or group. In cases where the workload of a faculty member is divided between two (2) departments evenly and where the faculty member holds tenure in neither department, the faculty member himself shall decide in which department he votes and is represented. The faculty Senate Personnel Committee advises in cases where the assignment is not clear or is contested; the Faculty Senate Executive Committee shall decide in contested cases.

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.

MOTION NO. 2030: Mr. Brennan moved, seconded by Ms. Sands, to approve the above amendments to the By-Laws. Passed by a unanimous hand vote.

MOTION NO. 2031: Mr. Tolman moved, seconded by Ms. Sands, that the Withdrawal Policy be considered under Old Business at the next meeting.

The chair ruled the motion out of order.

ADJOURNMENT

The meeting adjourned at 4:20 p.m. The next Senate meeting will be May 6, 1981.

A G E N D A

FACULTY SENATE MEETING
3:10 p.m., Wednesday, April 22, 1981
SUB 204-205

- I. ROLL CALL
- II. CHANGES TO AGENDA
- III. MINUTES of 8 April, 1981
- IV. COMMUNICATIONS
 - A. Letter from Dean Applegate, dated April 9, 1981, expressing appreciation to the Senate for its action on the B.S. Electronics Technology Major
- V. CURRICULUM PROPOSALS
- VI. REPORTS
 - A. Executive Committee
 - B. Chairman
 - C. Standing Committees
 - D. CFR
 - E. President
- VII. OLD BUSINESS
 - A. Summer Contracts for Department Chairmen:
Motion on floor: "...that the Senate recommend that the administration of CWU make provision for summer administrative pay for all department chairs and program chairs."
- VIII. NEW BUSINESS
 - A. Withdrawal Policy (attached)
 - B. Amendments to By-Laws (attached)
- IX. ADJOURNMENT

FACULTY SENATE MEETING OF

April 22, 1981

ROLL CALL

SENATORALTERNATE Appleton, Laura

_____ David Kaufman

 Brennan, James

_____ Lawrence Lowther

 Briggs, Kenneth

_____ Karen Jenison

 Canzler, David

_____ Thomas Blanton

 Carlson, Frank Daryl Basler Dean, Robert

_____ Barney Erickson

 Duncan, Clint

_____ John Meany

 ~~Evans, Betty~~~~_____ Milo Smith~~ Forsyth, Jay

_____ Patrick O'Shaughnessy

_____ Garrity, Don

_____ Edward Harrington

_____ Gries, Peter

_____ Sidney Nesselroad

_____ Grossman, George

 Helen Rogers ~~Hawkins, James~~~~_____ Betty Evans~~ Henniger, Michael

_____ Betty Evans

 Hill, Edwin

_____ Mary Ellen Matson

 Hinthorne, James

_____ Gerald Brunner

 Jones, Robert

_____ Don Ringe

_____ Kaatz, Martin

_____ Makiko Doi

 Kerr, Tom

_____ Ken Hammond

 King, Corwin

_____ Robert Jacobs

 Klemm, V. Wayne

_____ Roger Garrett

_____ Lapen, Robert

_____ Connie Roberts

 Lawrence, Larry

_____ John Shrader

_____ Morris, Kathleen

_____ Keith Rinehart

 Nylander, James

_____ Wells McInelly

_____ Peterson, James

_____ Deloris Johns

 Pratz, Owen

_____ Max Zwanziger

 Prieur, Becky

_____ Clayton Denman

 Sands, Catherine

_____ Bette JEAN Sundling

 Savage, John

_____ Calvin Greatsinger

 Schactler, Carolyn

_____ Duncan McQuarrie

_____ Shrader, Dorothy

_____ Kenneth Cory

 Spithill, Alma

_____ Nancy Lester

 Stillman, George

_____ Peter Burkholder

 Stohr, Gretchen

_____ Clair Lillard

 Tolman, Rosco

_____ Richard Jensen

 Utzinger, John

_____ Dale Samuelson

 Weeks, Gregory Esbeck, Edward *(Ed Golden)* Wheeler, Raymond

_____ Ann McLean

 Wood, Richard Worsley, Stephen Vlcek, Charles



CENTRAL WASHINGTON UNIVERSITY

Ellensburg, Washington 98926

Affirmative Action/Equal Employment Opportunity/Title IX

SCHOOL OF PROFESSIONAL STUDIES

OFFICE OF THE DEAN

April 9, 1981

RECEIVED

APR 13 1981

FACULTY SENATE

Dr. Larry Lawrence, Chairman
Faculty Senate
Campus

Dear Dr. Lawrence:

Several of us have devoted many hours to the preparation of the Bachelor of Science in Electronics Technology program. The process of preparation culminated yesterday with the approval of the program by the Faculty Senate. On behalf of all of us who participated in the development activities, please express my thanks and appreciation to the members of the Senate for the assistance provided by the Faculty Senate. The Senate's willingness to waive the three week waiting period and to take action on the proposal makes it possible to transmit the proposal to the Council for Postsecondary Education for action before the State Legislature adjourns.

Sincerely yours,

Jimmie R. Applegate, Dean
School of Professional Studies

dh



CENTRAL WASHINGTON UNIVERSITY

ELLENSBURG, WASHINGTON 98926

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY/TITLE IX

COLLEGE OF LETTERS, ARTS AND SCIENCES
OFFICE OF THE DEAN

(509) 936-1859

April 17, 1981

RECEIVED

APR 21 1981

FACULTY SENATE

Professor Larry L. Lawrence, Chairperson
Faculty Senate
Central Washington University
Campus

Dear Professor Lawrence:

I have reviewed the proposed withdrawal policy and suggest the following change: After the first five weeks if a student withdraws because of "extreme hardship," whatever that may mean, I suggest that the transcript show a W plus the letter grade the student was earning at the time of withdrawal. This is a common practice at other universities and by so recording the letter grade at the time of withdrawal it will more clearly indicate the quality of performance for the course attempted. Naturally the withdrawal grade, whether an A or an E would not be computed in arriving at the accumulative g.p.a.

Thank you for your consideration.

Sincerely,

Burton J. Williams
Professor of History
and Dean

BJW:mm

cc: Professor Lygre



CENTRAL WASHINGTON UNIVERSITY

Ellensburg, Washington 98926

Affirmative Action/Equal Employment Opportunity/Title IX

SOCIOLOGY DEPARTMENT

3

RECEIVED
APR 22 1981
FACULTY SENATE

April 21, 1981

Prof. Larry Lawrence, Chairman
Faculty Senate

RE: Withdrawal Policy

Dear Larry:

With regard to the proposed withdrawal policy dated 4/16/81 which has recently been circulated, the senate should note that the Rules Governing the Board of Academic Appeals as currently formulated do not provide for appeals of actions such as this proposal describes. If the proposal is adopted, the Rules Governing the Board of Academic Appeals will have to be changed accordingly.

Sincerely,

Charles L. McGehee
Chairman, Board of Academic Appeals

205TH CA, 1981

PROPOSAL FOR COURSE ADDITION APPROVED BY
THE UNIVERSITY CURRICULUM COMMITTEE
AND FORWARDED TO THE SENATE

PAGE 550

BUSINESS EDUCATION AND ADMINISTRATIVE MANAGEMENT
COURSE ADDITION

MSBD 374. Offset Printing. (2). Sp. Recognition of systems; materials, and supplies; press operation. One hour lecture, Four hours of lab.

PHYSICAL EDUCATION
COURSE ADDITION

PEP 118. Military Conditioning. (1). Physical conditioning activities designed to prepare the Army ROTC Advanced Course student for Advanced Camp. For Army ROTC Advanced Course students only.

4/16/81

PROPOSED
WITHDRAWAL POLICY

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. If such a withdrawal occurs after the change of schedule period, it will be recorded as a W.

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PROPOSED
AMENDMENTS TO BY-LAWS

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