

11-30-2016

CWU Faculty Senate Minutes - 11/30/16

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REGULAR MEETING
Wednesday, November 30, 2016, 3:10 p.m.
BARGE 412
Minutes

ROLL CALL All senators or their alternates were present except: David Bieloh, Lori Braunstein, Bobby Cummings, Vanessa Hunt, and Alison Scoville,

Guests: Carolyn Thurston, Tayler Tahkeul, Chris Schedler, Lindsey Brown, Katheryn Martell, Kathy Whitcomb, Aimée Quinn, Kevin Archer, K Jones, Mike Harrod, Tim Englund, Carey Gazis, Julia Stringfellow, Christopher Boone, Steve Hackenberger, Bernadette Jungblut, Charlene Andrews, and Ryan Zimmerman

Meeting was called to order at 3:10 p.m.

CHANGES TO AND APPROVAL OF AGENDA Approved

MOTION NO. 16-23 (Approved): APPROVAL OF MINUTES of November 2, 2016

COMMUNICATIONS – FERPA Issue for Combined Class Sections in Canvas memo and Report Behaviors of Concern memo are available for review in the Faculty Senate office.

FACULTY ISSUES

Senator Davendra requested clarification of the policy regarding the last week of class. His department would like to know what is meant by no exam more than 20% of grade.

Senator Sorey brought forward the issue of inadequate positions in Environmental Health & Safety office. He indicated he is grateful for the search for one EH&S individual, but are two individuals enough to look over the safety of our campus.

Senate Chair updates – Chair Rajendran responded regarding the Environmental Health & Safety concern. Sathy met with Gene Shoda and shared the concerns that had been brought up previously. Their office is aware of the concerns and have done some analysis with a consultant to decide what is needed on campus. They are currently doing interviews for the open position. They would like this person be on board and hire their own staff. The expectation is there will be 5 additional staff within the next year.

Chair Rajendran updated Senate on the concern about dead trees and branches that are a potential safety hazard on campus. Gene was aware of these trees and they are already working on this. They are taking corrective action to fix these safety concerns.

PRESIDENT: President Gaudino reported on the concerns he has heard from students, faculty and staff regarding the perception of immigration issues. The world is kind of in flux and with the change of administration there could be a change of priorities regarding these issues. The Inauguration is in January and this will potentially continue the concerns that everyone is having. Students don't know what to do. Washington State is fairly progressive in the area and extends instate tuition and state need grants for DACA students. Central is on record for supporting DACA. It would take a lot before the law would be repealed. However, this only protects the child that was brought in and not the parents. Some of the questions are what can we do, what can we tell students. Faculty and staff can ask students how they are doing and provide support. President Gaudino indicated that there are universities that are declaring themselves as sanctuary campuses. The Assistant Attorney General has suggested that Central not do this. It might give students a false sense of security and don't want to mislead them beyond our legal means. The University does not actively support ICE or immigration services, but would have to support a warrant or subpoena. This could affect Title IV which would affect our Pell grants. Central does not

release information on students as they are protected by FERPA and HIPA laws. We don't know students immigration status, unless they have applied for DACA through Financial Aide. Campus police does not stop and request IDs here. President reported that the Counseling Services has a waiting list as the load was large prior to the current situations. President Gaudino reported that there will be a joint cabinet meeting with the City Council next week.

PROVOST: Provost Frank gave a brief update on the ASL work plan. The Baccalaureate Task Force is working on staffing the workgroups. If faculty have feedback from the budget forums please use newbudgetmodel@cwu.edu. The next step will be a Dean retreats December 12 and February 3. The college or unit budget committees will be reporting to the Provost on where they are in the process. There will be winter forums to talk about proposed modifications to the budget model on February 17, February 27 and February 28 from 3:30 – 5:00 p.m. The room will be announced winter quarter. The participation from the forums was great and received a lot of feedback. They are working on the strategic planning process. There will be more in-depth training in January. FERPA training is required of all faculty and needs to be completed by the end of fall quarter. Currently only 29% have completed the training. There will be a letter of concern given to those individuals who do not complete the 30 minute training. Provost Frank reminded Senators the I-drive will be going away at the end of fall quarter. Faculty can work with IS to transition into the current system. The Provost and Associate Provost Jungblut will be looking at the data presented from the NSSE/FSSE survey and will have a more in-depth conversation on areas that we can work on together to address both faculty and student concerns. They are doing a review of learning outcomes to determine the inclusion of diverse perspectives in courses.

STUDENT REPORT - Ryan Zimmerman reported they have submitted phased funding for S&A for next year. They are not requesting an increase in money. The last Scholarship night went better. They had about 20 students. Financial Aid and US Bank where there to answer questions. There will be one more in January. The Veterans Memorial Task Force first meeting this year will be on Thursday at 5:00. The SAS is 50% full currently. They still need senators from Communication, Theater Arts, World Language, Accounting, ITAM, LLSE, Health Sciences, Math, Chemistry, Sociology, Computer Science, DHC. The meetings are in SURC 137 at 1:00 p.m. Please send potential names to Ryan at ASCWUacademic@cwu.edu.

OLD BUSINESS - None

REPORTS/ACTION ITEMS

SENATE COMMITTEES:

Executive Committee

Motion No. 16-24 (Approved as amended): Approve the General Education Redesign goals and assessments as outlined in Exhibit A.

Senator Cheney gave a brief update on the General Education Redesign process so far and the timeline for the next processes, if everything stays on track.

Motion No. 16-24a (Failed 13 yea, 16 nay): Senator Hickey moved to amend line 26 to strike out the word “enable” and replace with the word “encourage”. Senator Smith seconded.

Motion No. 16-24b (Approved as amended, 1 abstention): Senator Hickey moved to amend line 32 to delete the word “demand” and replace with “to advocate for”. Senator Lipori seconded.

Motion No. 16-24b1 (Approved): Senator Bisgard moved to amend line 32 to strike the word “demand” and replace with “to advocate for”. Senator Auslander seconded. Approved.

Motion No. 16-24C (Approved as amended, 5 nay): Senator Bisgard moved to amend line 16 to add the words “complex and” before real-world problem solving. Motion was seconded.

Motion No. 16-24C1 (Approved, 4 nay): Senator Snowden moved to amend line 16 to read “solving complex real-world problems”. Senator Bisgard seconded.

Motion No. 16-24D (Failed, 1 abstention): Senator Norris moved to amend line 25 to replace the word “enable” with the word “encourage”. Senator Bisgard seconded.

Motion No. 16-24E (Approved): Senator Erdman moved to amend line 25 to strike the word “enable” and substitute with the word “empower”. Motion was seconded.

Motion No. 16-24F (Failed): Senator Erdman moved to amend line 26 to strike the word “enable” and insert the word “spark”. Motion was seconded. .

Motion No. 16-30 (Approved, 4 nay): Senator Lipori called the question. Motion was seconded.

Motion No. 16-25 (Approved): Ratify 2016-17 committee vacancies as presented in Exhibit B.

Bylaws & Faculty Code Committee

Motion No. 16-10 (Approved as amended): Recommends an amendment to the Faculty Code Faculty Rights and Responsibilities Section I. B. as outlined in Exhibit C.

Motion No. 16-10a (Approved): The Bylaws & Faculty Code committee moves to amend motion 16-10 B.1.b to read: Among the rights valued by the Senate is the right of any faculty member to speak on issues pertaining to his or her responsibilities. The Faculty Senate provides a protected environment in which faculty may engage in speech and actions (including voting) without fear of reprisal or admonition by their supervisors or administration. Faculty members who feel their rights under this Code have been violated may file a formal complaint as outlined in Faculty Code Section V.

Motion No. 16-11 (Approved as amended): Recommends an amendment to the Faculty Code Section II. B. Emeritus Faculty Appointments as outlined in Exhibit D.

Motion No. 16-11a (Approved): Senator Stoddard moved to amend Motion 16-11 2.b to strike the current recommended language and insert: The college dean will then forward the nomination to the Provost with a recommendation of action and the results of the faculty vote. The provost will then submit the nomination to the Board of Trustees with a recommendation of action and the results of the faculty vote and a copy of the recommendation by the dean.

Motion No. 16-12 (Approved): Recommends an amendment to the Faculty Code Section IV. D. 4. Committees as outlined in Exhibit E.

Motion No. 16-13 (Approved): Recommends replacement of Faculty Code Section V Complaint Policy and Procedures as outlined in Exhibit F.

Motion No. 16-13a (Approved): The Bylaws & Faculty Code committee moves to amend Motion No. 16-13 C.1. to read:

Jurisdiction: The purpose of the complaint policy and procedure is to provide a means by which (a) complainant(s) may pursue a complaint against a respondent(s) for alleged violations of the code and policies that fall under the Faculty Senate purview. A complainant may file a complaint that asserts a violation of the following code, policies, and/or standards:

a. Faculty Code

b. Faculty Senate Bylaws

~~c. disputes between faculty members on issues of collegiality, professionalism, civility, etc.;~~
Curriculum Policy and Procedures (CWUP 5-50 and CWUR 2-50)

~~d. disputes between administration and faculty regarding the grade of a student or other~~

- ~~matters pertaining to classroom management and instruction; Academic Policies, Standards, and Organizational Structures (CWUP 5-90 and CWUR 2-90)~~
- e. ~~matters of academic policy administration (cf. CWUP 5-90); Evaluation and Assessment~~
 - d. ~~allegations of scholarly misconduct made against any faculty member. General Education (CWUP 5-100)~~
 - f. [Budget and Planning](#)
 - g. [Professionalism](#)
 - h. [Professional Ethics \(Faculty Code Appendix A\)](#)
 - d.i. [Scholarly Misconduct](#)

Motion No. 16-13b (Approved): The Bylaws & Faculty Code committee moves to amend Motion 16-13 D.8 to read: [The EC will determine the membership of the ad hoc committee, and will not include members who may have a real or perceived conflict of interest. The ad hoc committee shall consist of at least three tenured faculty members. The EC may invite other representatives from Faculty Relations, depending on the basis nature of the complaint. \(e.g., professionalism\).](#)

Motion No. 16-14 (Postponed to 2/1/17 meeting): Recommends the addition of Faculty Code Section VI Vote of No Confidence as outlined in Exhibit G.

Motion No. 16-31 (Approved): Senator Stoddard moved to postpone Motion No. 16-14 to the February 1, 2017 meeting. Motion was seconded.

Motion No. 16-14a (Postponed to 2/1/17 meeting): The Bylaws & Faculty Code committee moves to amend Motion No. 16-14 as presented in green on Exhibit G.

Academic Affairs Committee

Motion No. 16-26 (Approved, 1 nay): Recommends amendments to CWUP 5-90-040(15) Grading Policies and Procedures & CWUP 5-90-040(19) Statute of Limitations on Grade Changes as outlined in Exhibit H.

Motion No. 16-27 (Postponed to 1/11/17 meeting as amended): Recommends the addition of CWUP 5-90-070 Interdisciplinary Programs as outlined in Exhibit I.

Motion No. 16-27a (Failed): Senator Altman moved to add non-tenure-track to (2)(A)1. Motion was seconded.

Motion No. 16-27b (Failed, 14 yea, 15 nay): Senator Stoddard moved to strike 2.1.a from the policy and renumber the rest. Motion was seconded.

Motion No. 16-27c (Approved, 3 nay): Senator Harper moved to amend 2.a.1. to read "The director must be a member of the program faculty". Motion was seconded.

Motion No. 16-32 (Approved): Senator Hickey moved to postpone Motion No. 16-27 to the January 11, 2017 meeting. Motion was seconded.

Curriculum Committee

Motion No. 16-28 (Approved): Recommends approval of the Radio Broadcasting Certificate Type B as outlined in Exhibit J. Plug a current hole. Students who work in Radio here, but don't have anything specific to radio. They get broadcasting which is focusing on TV rather than radio. Will need to do this through CE so they will have to pay for this.

Motion No. 16-29 (Referred to committee): Recommends amendments to CWUR 2-50-060 Curriculum Rules for Implementation as outlined in Exhibit K.

Motion No. 16-29a (Approved): Senator Hickey moved to change (4) to read “All new or updated course and/or program curriculum will use Curriculog”. Motion was seconded.

Motion No. 16-33 (Approved): Senator Stoddard moved to refer Motion No. 16-29 as amended back to the committee. Motion was seconded.

Faculty Legislative Representative

Steve Hackenberger reported that UW will reintroduce a bill to add a faculty member to their board of regents and may include WSU. The other Faculty Legislative Representatives are gathering feedback if the other comprehensives want to tag on to this bill or have a separate bill to add a faculty representative on their Board of Trustees. There were similar bills in 2007, and 2016.

Motion No. 16-34 (Approved) Sense of the Senate: *The CWU Faculty Senate supports the drafting of a bill(s) that will authorize the creation of a faculty position on the CWU Board of Trustees. The CWU Faculty Senate proposes to hold a vote, if time allows, on the draft bill(s), and share testimony through the CWU FLR on the bill(s), before the bill(s) move out of a House and/or Senate committee.*

CHAIR: Chair Rajendran reported on the Office of Undergraduate Research Council. This council was established this summer and the Senate Chair was added. This is an advisory body and advises the Director of Undergraduate research. The council meets twice a year. The first meeting was on October 27, 2016. They talked about expanding opportunities for all students for research opportunities, reach out to groups that have lower rates of student research and develop stronger connects with departments through liaison as well as have professional development for faculty and students. If you have any feedback, please provide that to Chair Rajendran and he will share with the Council. The Bylaws and Faculty Code committee will be working on responsibilities of faculty on non-Senate committees. President Gaudino clarified the University procedure to read: Faculty filling seats on university committees, councils and task forces will report to the Faculty Senate according to requirements established by the Senate.

CHAIR-ELECT: Chair-elect Stoddard reminded Senators that the Distinguished faculty nominations are due tomorrow, December 1. The open Executive Committee meeting will be next Wednesday, December 7th at 3:10 Grupe Center.

NEW BUSINESS – Senators Auslander and Mitchell presented a Senate resolution regarding Central becoming a sanctuary campus. The resolution is modeled on the University of Oregon resolution. A memo from Linda Schactler was also provided. Chair Rajendran suggested taking this information back to departments and get feedback bring this back to the floor in January.

Meeting was adjourned at 5:38 p.m.

1 Exhibit A

3 General Education Program-Level Goals

5 **The Guiding Philosophy focuses on integrated learning and effective citizenship. The goals**
6 **below represent what integrated learning will look like and what an effective citizen should**
7 **be able to do.**

8 **Explore:** You will explore a breadth of knowledge, methods of inquiry and reasoning, and
9 fundamental questions. That process will cultivate curiosity, facilitate the understanding of
10 diverse perspectives, empower personal development and growth, and build a foundation for
11 life-long learning.

12
13 **Engage:** As you engage with new knowledge, people, and perspectives, you will assume
14 responsibility for your learning. In the process, you will develop enhanced communication—
15 written and spoken—and critical thinking skills grounded in logic, reason, analysis, and
16 synthesis. Combining these skills will enable you to employ multiple approaches to solving
17 complex real-world problems-solving. As an engaged citizen, you will bring intellectual
18 creativity and curiosity into your personal, civic, and professional life.

19
20 **Connect:** You will discover how disciplines, societal challenges, and cultures are interconnected.
21 This process links coursework and community, local and global issues, past and present. Your
22 ability to integrate learning will lead to new ways of thinking, analyzing, and interacting with
23 our dynamic and diverse world.

24
25 **Create:** Your knowledge and skills will enable empower you to ask innovative questions and
26 envision unique projects. This process of creative engagement will enable inquisitiveness and
27 original thinking. It will provide you with agility for success in your career and life.

28
29 **Empathize:** Your General Education will facilitate open-mindedness and enable you to better
30 understand and imagine others' experiences. As you become more knowledgeable and curious
31 about the world, you will develop respect for diverse points of view, engage in ethical decision-
32 making, demand to advocate for and demonstrate compassionate leadership.

34 General Education Program-Level Assessment

35
36 Ideally, students who complete CWU's General Education Program will be able to do the
37 following:

- 38 • Reflect on how the General Education Program provided opportunities for them to
39 engage in and experience integrated learning and effective citizenship
- 40 • Explain the utility and importance of engaging in integrated learning and effective
41 citizenship during their time at CWU and afterward

43 Operational objectives are the logistical issues involved with offering a complete GE program.
44 Questions to be addressed would include the following:
45 • Does CWU's General Education Program provide sufficient opportunities for
46 students to engage in and experience *integrated learning*?
47 • Does CWU's General Education Program provide sufficient opportunities for
48 students to engage in and experience *effective citizenship*?
49 Does CWU's General Education Program provide students sufficient opportunities to *explore,*
50 *engage, connect, create, and empathize?*

Exhibit B

Committee	Name	Department	Term
Budget & Planning			
1 CEPS vacancy	Vacant		6/15/16 – 6/14/18
1 CAH vacancy	Vacant		6/15/16 – 6/14/17
Curriculum Committee			
1 COTS vacancy	Bruce Palmquist	Physics/Science Education	6/15/16 – 6/14/19
General Education Committee			
2 CB vacancies	Vacant		6/15/16 – 6/14/18
	Vacant		6/15/16 – 6/14/19
1 COTS vacancies	Vacant		6/15/16 – 6/14/18

Exhibit C

Section I. FACULTY RIGHTS AND RESPONSIBILITIES

B. Faculty Rights

All faculty members have the right to:

1. participate in faculty and university governance by means of a system of elected faculty representatives on committees and councils at the departmental, college, university, and Senate levels;
 - ~~4.~~a. [Among the rights valued by the Senate is the right of any faculty member to speak on issues pertaining to his or her responsibilities. The Faculty Senate provides a protected environment in which faculty may engage in speech and actions \(including voting\) without fear of reprisal or admonition by their supervisors or administration. Faculty members who feel their rights under this Code have been violated may file a formal complaint as outlined in Faculty Code Section V.](#)
2. be treated fairly and equitably and have protection against illegal and unconstitutional discrimination by the institution;
3. academic freedom as set forth in the 1940 Statement of Principles on Academic Freedom and Tenure, American Association of University Professors (AAUP) and Association of American Colleges, now the Association of American Colleges and Universities (AAC&U), with 1970 Interpretive Comments (AAUP), and the CBA;
4. access their official files, in accordance with the CBA.

Exhibit D

Section II. OTHER FACULTY APPOINTMENTS

B. Emeritus Faculty Appointments

1. Faculty, ~~as described in the CBA,~~ who are retiring from the university, may be retired with the honorary title of “emeritus” status ascribed to their highest attained rank or title. The emeritus status is recommended for a faculty members ~~whose~~ who have an excellent teaching, scholarly, and service record ~~is exemplary consistent for with~~ their appointments.
 - a. A normal requirement for appointment to the emeritus faculty is ten (10) years of full-time service as a member of the teaching faculty.
 - b. Any eligible faculty member may be nominated, including self-nomination, for emeritus status to the department chair. Nominations shall include a current vitae and may include letters of support.
 - c. A simple majority of the eligible faculty in a department as defined in II.A.1.d must approve the recommendation of emeritus status. Departments must adhere to the simple majority vote.
 - 1.d. ~~However,~~ Ithe BOT may grant emeritus status to any faculty member at their discretion.
2. Process:
 - a. The department chair will send the nomination to the college dean with a copy to the nominee. The dean will arrange for a department vote of all eligible faculty.
 - b. ~~The college dean will then forward the nomination with a letter of support and the results of the faculty vote to the Provost. If the Provost approves, will then submit the nomination to the Board of Trustees for final approval.~~
 - b. The college dean will then forward the nomination to the Provost with a recommendation of action and the results of the faculty vote. The Provost will then submit the nomination to the Board of Trustees with a recommendation of action and the results of the faculty vote and a copy of the recommendation by the dean.
- 2-3. Emeritus status is a privilege and is subject to state ethics laws and the Washington State Constitution. University-related activities that are not part of any part-time employment at the university as described in the CBA are considered “volunteer hours.” These volunteer hours must be reported to the university payroll office by any emeritus faculty member every quarter for insurance purposes and for Department of Labor and Industries reporting.
- 3-4. The emeritus status ascribed to the faculty member’s highest rank or title provides for the listing of their name in the university catalog, use of the library and other university facilities, and participation in academic, social and other faculty and university functions. In addition, emeritus faculty:
 - a. shall be issued staff cards and parking permits each year without charge, if budget permits;
 - b. shall have the same library and computer services, including an email account, as regular faculty;
 - c. shall receive university publications without charge;
 - d. shall qualify for faculty rates at university events, if available;
 - e. may be assigned an office, if space permits;
 - f. may have clerical support, if budget permits;
 - g. may serve on any committee in ex officio, advisory, or consulting capacity according to expertise and experience.
- 4-5. The BOT may grant the status of emeritus faculty posthumously to faculty members deceased during their term of service to the university. See CWUP 2-30-240 regarding benefits extended to a surviving spouse.

Exhibit E

Section IV. FACULTY SENATE

D. Committees

3. Authorization of Committees

The authorizing resolution or motion establishing any standing committee shall include, but is not limited to, language to establish the scope of the committee's charge, the length of time for which the committee will be in service, the number of members on the committee, and the length of term for which members will serve.

- a. The Executive Committee, with the approval of the Senate, may, at any time, amend the authorizing language of a standing committee.
 - b. The maximum length of time a standing committee shall be authorized by the Senate is four years, excepting those committees identified in D.1 above. The Senate may reauthorize a standing committee at the end of its term.
 - c. There shall be no limit to the number of times the Senate may reauthorize a standing committee.
4. The Executive Committee shall have the right to appoint ~~and remove~~ the members of all Senate standing, sub, and ad hoc committees with Senate approval.
 5. Terms of service for committee chairs shall be limited to six (6) consecutive years. A partial year shall be treated as a full year.
 6. All changes suggested by any committee must be approved by the Senate before being adopted.
 7. The Executive Committee shall nominate a faculty legislative representative to the president. Upon approval by the president, this nominee shall then be confirmed by the full Senate.
 8. The Executive Committee shall forward nominations for faculty positions on university standing committees to the Offices of the President and Provost. The provost or president shall make the final selections and appointments.

Exhibit F

Section V. ~~INQUIRY INTO DISPUTES AND SCHOLARLY MISCONDUCT~~ COMPLAINT POLICY AND PROCEDURES

A. Obligations

The university recognizes the right of faculty to express differences of opinion and to seek fair and timely resolutions of ~~disputes or allegations of scholarly misconduct~~ complaints. It is the policy of the university that such ~~disputes or allegations~~ complaints shall first be attempted to be settled informally and that all persons have the obligation to participate in good faith in the informal ~~resolution~~ complaint process before resorting to formal procedures. The university encourages open communication and resolution of such matters through the informal processes described herein. The university will not tolerate reprisals, retribution, harassment or discrimination against any person because of participation in this process. This section establishes an internal process to provide university faculty a prompt and efficient review and resolution of ~~disputes or allegations~~ complaints.

All university administrators shall be attentive to and counsel with faculty concerning disputes arising in areas over which the administrators have supervisory or other responsibilities, and shall to the best of their ability contribute to timely resolution of any dispute brought to them.

B. Definitions

1. Dispute Complainant(s): ~~A claim which occurs when a faculty member considers that any programmatic required activity or behavior, including actions or inactions by others, is unjust, inequitable, contrary to university regulations or policies, or a hindrance to effective faculty performance and student learning.~~ An individual or group representative making the complaint.
2. ~~Misconduct~~ Respondent(s): ~~Fabrication, falsification, plagiarism or other practices that seriously deviate from those commonly accepted within the scholarly community for proposing, conducting or reporting scholarly activities including research. It does not include honest error or differences in interpretation of data or in judgments.~~ An individual or entity against whom the complaint is being made. A respondent could be an academic department, a member of the faculty, staff, an administrative unit, or a member of the administration.
3. ~~Eligible Faculty Member~~ Complaint: ~~Eligible faculty include tenured and tenure-track faculty, and full-time non-tenure-track faculty or those who are senior lecturers.~~ An allegation made by a complainant(s) that the respondent(s) has violated the faculty code or policies under the Faculty Senate purview.
4. ~~Parties~~: ~~The parties to the proceedings as described in this section shall be: in the case of an informal dispute resolution, the complaining faculty member and any other persons whose action or inaction caused or contributed to the incident or conditions which gave rise to the dispute; in the case of an inquiry into an allegation of scholarly misconduct, the accused faculty member(s) and the accuser(s) (who may or may not be faculty); and in both cases, any administrator whose participation may be required in implementing a resolution or finding.~~

C. Scope

1. ~~This procedure delineates an appeal and resolution process appropriate for disagreements or conflicts involving faculty that fall outside the CBA or other university policies. Issues covered by this policy include, but are not limited to~~ Jurisdiction: The purpose of the complaint policy

and procedure is to provide a means by which (a) complainant(s) may pursue a complaint against a respondent(s) for alleged violations of the code and policies that fall under the Faculty Senate purview. A complainant may file a complaint that asserts a violation of the following code, policies, and/or standards:

a. Faculty Code

b. Faculty Senate Bylaws

- ~~c. disputes between faculty members on issues of collegiality, professionalism, civility, etc.; Curriculum Policy and Procedures (CWUP 5-50 and CWUR 2-50)~~
- ~~d. disputes between administration and faculty regarding the grade of a student or other matters pertaining to classroom management and instruction; Academic Policies, Standards, and Organizational Structures (CWUP 5-90 and CWUR 2-90)~~
- ~~e. matters of academic policy administration (cf. CWUP 5-90); Evaluation and Assessment~~
- ~~d. allegations of scholarly misconduct made against any faculty member. General Education (CWUP 5-100)~~
- f. Budget and Planning
- g. Professionalism
- h. Professional Ethics (Faculty Code Appendix A)
- d.i. Scholarly Misconduct

2. Exclusions: Should the Senate receive a complaint involving the following exclusions, the complaint will be returned to the complainant(s).

- a. Civil rights complaints properly addressed under the process provided in ~~Part 2.2 CWUP 2-35 of the General University Policies Manual.~~
- b. Matters subject to the grievance process contained in the CBA, ~~which includes including~~ allegations of violations of the terms of the CBA.
- c. Matters subject to the complaint process contained in the CBA ~~which involve including~~ substantive academic judgments in matters of workload, reappointment, promotion, tenure, and post-tenure review.

~~D. The Faculty Disputes and Allegations Committee (FDAC)~~

~~1. Composition~~

- ~~a. The FDAC shall consist of three (3) faculty members who shall elect their own chair. At least three (3) and not more than six (6) alternate members shall also be selected, at the same time and in the same manner as the regular members, and be possessed of the same powers and subject to the same restrictions as regular members. Alternate members shall serve in the place of regular members in the event that a regular member, prior to any hearing or consideration of an issue, disqualifies himself or herself for any reason, resigns or is otherwise unable to serve as a member of the FDAC. The order of service of alternate members shall be determined by the chair of the committee.~~
- ~~b. Any tenured member of the faculty is eligible to serve on the FDAC, with the exception of chief administrators, including but not limited to the president, provost, deans, and associate deans. Membership on the senate shall not be required for eligibility. No two (2) members or alternates shall be from the same department.~~
- ~~c. Members and alternates of the FDAC shall be appointed by the Executive Committee and ratified by the Senate at the last regular meeting of each academic year. For a single individual appointed to the FDAC, a term appointment shall run three (3) calendar years, whether the individual is a member or an alternate (or both, in succession). Terms shall begin September 15. Service on the committee shall be treated as service on a Senate standing committee, and thus shall be subject to the provisions of the Bylaws III.A.5. An individual may thus serve no more than two (2) successive terms. A partial term of two (2) years or more shall be treated as a full term, while a partial term of less than two (2)~~

~~years shall not be counted. 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, and a replacement alternate shall be appointed and ratified immediately to complete the remainder of the alternate's term.~~

~~2. Powers and Duties (General)~~

~~The FDAC shall have the following powers and duties:~~

- ~~a. to select a chair at its first meeting and establish rules or procedures for the resolution of disputes and for inquiry into allegations of scholarly misconduct, provided that such rules or procedures are fair, are informal and are not inconsistent with provisions of the Code, the CBA, or other university policies;~~
- ~~b. to perform the functions assigned to it by the Code;~~
- ~~c. to attempt to resolve by informal means any specific disputes or conflicts concerning members of the faculty as defined in Article 2.2 of the CBA;~~
- ~~d. to determine whether an action or decision, as outlined in the petition, of any faculty body, faculty member or university official complained of by the petitioner was the result of adequate consideration of all the relevant facts and circumstances, and to determine whether required policies and procedures of the university were followed;~~
- ~~e. to decide whether an informal hearing is warranted by the determination described in (d) above;~~
- ~~f. to recommend policy questions or issues, following or as part of its resolution of specific disputes or conflicts, to the attention of the president of the university or other appropriate administrators, and the Executive Committee for further consideration by any Senate standing committees.~~

~~E. Dispute Resolution Procedure~~

- ~~1. The dispute resolution procedure hereinafter described is open to all faculty members who feel aggrieved in any matter or who believe that another faculty member has committed scholarly misconduct. The FDAC may accept a petition for review from a group of faculty members when substantially similar or identical complaints are made. The FDAC shall decide the issue of similarity and identity of complaints.~~
- ~~2. The following steps shall constitute the procedure for dispute resolution and for inquiry into alleged scholarly misconduct:
 - ~~a. Prior to petitioning the FDAC for a hearing, the complaining faculty member or, in the case of a group complaint, representatives chosen by the group, shall discuss the complaint or allegation with the dean or member of the university administration having direct responsibility for the area of concern, whenever practical. (It is acknowledged that the nature of some disputes or allegations precludes such a step.) Both parties shall make a good faith effort to settle the dispute or to reach an acceptable explanation for the alleged misconduct.~~
 - ~~b. If no mutually acceptable resolution of the dispute or explanation of the alleged misconduct can be reached through discussion with the appropriate dean or university administrator, the complaining faculty member or group may petition the FDAC for an informal hearing within 30 days of the termination of discussion. The petition shall be sealed, addressed to the FDAC and delivered to the office of the Senate, which shall deliver the petition to all members of the committee within five (5) working days after receiving it. The petition shall set forth in writing and in reasonable detail the nature of the dispute or allegation, shall state against whom the complaint is directed; and in the case of a dispute, the relief sought. The petition may contain any information that the petitioner deems pertinent to the case. The petition may be revised or withdrawn by the~~~~

- ~~petitioner at any time prior to the committee's decision on whether or not to hold an informal hearing, but thereafter, only with the permission of the committee.~~
- ~~c. The FDAC shall meet and review the dispute or allegation presented to it. It shall decide whether the issue warrants an informal hearing and shall establish rules or procedures for the handling of the complaint.~~
 - ~~d. The chair of the FDAC shall schedule a meeting with the faculty member(s), an appropriate representative of the administration, and a representative of the United Faculty of Central to discuss the FDAC's determination and to discuss the next appropriate step(s) for dispute resolution or inquiry into the alleged misconduct. If, in the opinion of the FDAC following its review and the subsequent discussion, a settlement is not possible, the committee shall decide by vote whether or not the facts merit an informal hearing. The committee's decision of cause or no cause for an informal hearing shall be issued in writing within twenty (20) working days of the delivery of the petition to the office of the Senate. If a regular academic session is scheduled to end before the expiration of such time, the committee shall have twenty (20) working days commencing with the first day of instruction of the next succeeding regular academic session to issue its decision.~~
 - ~~e. The FDAC shall issue a written opinion stating its findings and recommendations. The opinion shall be presented to the parties, the president of the university (or the chair of the BOT in the event the president is a party to the dispute or alleged misconduct), and to the Senate chair. It may be circulated more widely if in the judgment of the FDAC a matter of university-wide policy is involved.~~
 - ~~f. All decisions of the FDAC, including the decision whether to grant an informal hearing, shall be by a majority vote of all the members of the committee.~~

~~F. Informal Hearing Procedure~~

- ~~1. In the event the FDAC decides to conduct an informal hearing, the chair shall notify the involved parties as soon as possible after the committee's decision. The notice shall state the date, time and place of the hearing and shall include a copy of the petition filed with the committee. The informal hearing shall be held not less than ten (10) days from the mailing of the notice of the hearing to the parties; unless all of the parties, with the consent of the chair of the committee, agree to shorten the time to less than ten (10) days.~~
- ~~2. The FDAC may rule at any time prior to commencement of the hearing that it is unnecessary to hold an informal hearing.~~
- ~~3. The informal hearing review shall be conducted as expeditiously as possible and on successive days if possible.~~
- ~~4. The parties to the case, and any others the FDAC deems necessary for the review, shall make themselves available to appear at the hearing unless they can verify to the committee that their absence is unavoidable.~~
- ~~5. Members of the FDAC shall remove themselves from the case if they deem themselves biased or have a personal interest in its outcome. FDAC members of the same department as the parties to the case shall not serve at the hearing. Within ten (10) working days following the mailing of notice of the hearing to the parties, each party shall have the privilege of one challenge of the FDAC's membership without stated cause and unlimited challenges for stated bias or interest. A majority of the FDAC membership must be satisfied that the member challenged for cause cannot hear the issue impartially before the member is disqualified.~~
- ~~6. In informal hearings, petitioners shall be permitted to have with them a faculty member of their own choosing to act as advisor and counsel.~~
- ~~7. Any legal opinion or interpretation given to the FDAC may be shared with all parties to the case.~~

- ~~8. Informal hearings shall be closed to all except those personnel directly involved. All statements, testimony and all other evidence given at the informal hearing shall be confidential to the extent allowed by law.~~
- ~~9. The FDAC shall file its findings and recommendations with the president of the university within ten (10) working days after the conclusion of the informal hearing. There shall be no review by the Senate.~~
- ~~10. Within ten (10) working days of the receipt of the FDAC's findings and recommendations, the president or the president's designee shall inform all parties to the case, the chair of the FDAC and the Senate chair in writing of his/her decision. The action of the president or the president's designee shall constitute notice of the final decision in the informal hearing review procedure. In an extenuating circumstance, such as the unavailability of the president and/or appropriate legal counsel, an extension to twenty (20) working days may be agreed upon by the parties involved.~~
- ~~11. Faculty members who disagree with the final decision in the informal hearing procedure maintain their rights to seek review by other appropriate agencies (e.g. UFC, Ombuds Office, civil court, etc.).~~
- ~~12. In the event that a petition is filed during official holidays or summer break, the notice provisions of this section shall become applicable beginning the first class day after the holiday or summer break. The FDAC may, at its discretion, hear a petition within that holiday or summer break period. In such cases, the notice provisions of this section become effective as of the date the petition is filed.~~

D. Complaint Process

1. Prior to submitting a formal complaint to the Senate, complainant(s) are strongly encouraged to make a good faith effort to discuss the complaint with the dean or member of the university administration having direct responsibility for the area of concern. It is acknowledged that the nature of some complaints precludes such a step. If no mutually acceptable resolution of the complaint can be reached, complainant(s) may file a formal written complaint with the Senate for review.
2. A complainant(s) filing a complaint should first consult Section V Complaint Policy and Procedures, and meet with the Faculty Senate Chair. The Chairperson will advise the complaint(s) about the Senate's jurisdiction and the complaint process.
3. To initiate a formal complaint, complainant(s) must complete, sign, and submit the Complaint Form located on the Faculty Senate website, which includes the following mandatory elements.
 - a. Concise statement identifying the complaint(s) with contact information.
 - b. Concise statement identifying the respondent(s) with contact information.
 - c. Basis for seeking a review by the Faculty Senate.
 - d. Each and every specific section of the code, policies, and/or standards that was allegedly violated.
 - e. Supporting documentation pertinent or referred to in the complaint to substantiate the alleged code, policies, and/or standards violations.
 - f. Summary of the complaint with a description of the issue giving rise to the complaint.
 - g. Concise statement on how the alleged conduct of the respondent(s) violated the code, policies, and/or standards.
 - h. Concise statement of the negative effect that the alleged violation has had on complainant(s).
 - i. Reasonable outcomes that would resolve this situation.
 - j. Summary of efforts to resolve this complaint.
4. The complainant(s) shall submit the completed Complaint Form and supporting documents in both electronic and hard copy forms to the Senate Office addressed to the Faculty Senate Executive Committee (EC).

5. Complaints are not confidential. Elements of this complaint may be released as needed at the discretion of the Faculty Senate Executive Committee.
6. The complaint will be delivered to all members of the EC at the next scheduled EC meeting. The EC has the primary responsibility to ensure and to arrange an appropriate review by applicable committees. The EC will conduct an initial review of the complaint within 10 business days during the academic year to determine:
 - a. Whether the complaint falls within the Senate's purview. If not, the EC will return the complaint to the complainant(s) with recommendations as to the appropriate avenue for resolution to the complaint.
 - b. Whether the complaint package is complete. If incomplete, the EC may request the complainant(s) to revise and resubmit the complaint.
7. Depending on the basis for complaint, the EC will charge the appropriate Senate standing committee(s) or at its discretion may decide to form an ad hoc committee to review the complaint. The assigned committee shall write an opinion specifically addressing the alleged policy and code violations. The committee(s) will be given specific parameters to work with and shall be required to consider all application of the code and policies.
8. The EC will determine the membership of the ad hoc committee, and will not include members who may have a real or perceived conflict of interest. The ad hoc committee shall consist of at least three tenured faculty members. The EC may invite other representatives ~~from Faculty Relations~~, depending on the ~~basis~~ nature of the complaint. ~~(e.g., professionalism).~~
9. The committees charged with the complaint review shall receive a copy of the complaint and start their review at the next regularly scheduled meeting. The committee shall have the right to call and question complainant(s) and respondent(s). The respondent(s) will be given an opportunity to present their written response to the complaint along with evidence. The Committee(s) shall make every effort to complete its review, make a determination, and report its findings and recommendations, in writing, to the EC for its consideration and action, within 20 business days. This period may be extended at the discretion of the EC. As a result of their review, the committee(s) shall determine one of the following findings:
 - a. No violation
 - b. Clear violation
 - c. Possible violation
10. The committee's report based on the assigned charges should be specific, and shall include the substantiating basis for each finding and the evidence supporting their recommendation.
11. The EC will review the committee's opinion along with its findings and recommendations. The EC will prepare a summary statement. If evidence was found there were violations of code and policies, the EC will determine the consequences, which could be in the form of:
 - a. A Motion of Censure
 - b. A Motion of Resolution
 - c. A Motion to officially enter the action in the Senate records
12. The EC shall forward the final summary and actions to the member of the university administration having direct responsibility for the area of complaint, along with the Provost, President, and other parties as relevant.

Exhibit G

Section VI. VOTE OF NO CONFIDENCE

A. Votes of no confidence are typically used by assemblies to express a lack of support for an administrator. At Central Washington University, in order for such a vote to be conducted, the Faculty Senate must pass a motion to charge the Executive Committee with the task of conducting the vote. Once this motion is passed, the Executive Committee will be charged to conduct the vote of the faculty (See I.A) according to the language stipulated in the motion.

B. Motions for a Vote of No Confidence

1. May be brought by any voting member of the Faculty Senate in writing as a resolution.

2. Must articulate the following:

a. Subject of the vote.

b. Voting period (no less than 10 days).

c. Ballot language.

d. Faculty group(s) that would be eligible to vote. Including, but not limited to, all departments, colleges, university wide faculty, and interdisciplinary programs.

C. Scope

1. Faculty Senate vote of no confidence should be reserved for faculty and administrators in supervisory positions at the college or university level.

2. Any unstipulated conditions of the no confidence vote will be decided by the Faculty Senate Executive Committee.

D. Procedures

1. Voting faculty shall be as defined in Section 1.A within the voting group(s).

2. The vote shall be held by secret ballot and held in complete confidence.

E. Results and Dissemination

1. Results, in the form of vote counts, will be made public from the Faculty Senate office.

2. Results of the no confidence vote will be reported to the President of the University, and the Board of Trustees.

Exhibit H

CWUP 5-90-040(15)

(15) Grading Policies and Regulations

(A) "Grade points" are assigned to each grade as follows:

Letter Grade	GPA Credit	Transcript Explanation	Definition of letter grade/ Policy Statement
A	4.0	Excellent	Meets all objectives of the course and fulfills all requirements; performs at a level that reflects excellence
A-	3.7		
B+	3.3	Good	Meets all objectives of the course and fulfills all requirements; performs at a high level
B	3.0		
B-	2.7		
C+	2.3	Satisfactory	Meets all objectives of the course and fulfills all requirements; performs at a satisfactory level
C	2.0		
C-	1.7		
D+	1.3	Marginal Pass	Makes progress toward meeting the course objectives; fulfills course requirements at a substandard level
D	1.0		
D-	0.7		
F	0.0	Failure	Fails to meet the course objectives; does not fulfill course requirements

(B) No "grade points" are assigned for the following symbols:

CR	Credit (see CWUP 5-90-040(17))
NC	No Credit (see CWUP 5-90-040(17))
S	Satisfactory (see CWUP 5-90-040(18))
U	Unsatisfactory (see CWUP 5-90-040(18))
AU	Audit (see CWUP 5-90-040(9))
W	Complete withdrawal from the university. (see CWUP 5-90-040(13))
+W	Uncontested withdrawal from a course. (see CWUP 5-90-040(11))
HW	Hardship withdrawal from a course. (see CWUP 5-90-040(12))
I	Incomplete (see CWUP 5-90-040(25))
IP	In Progress (see CWUP 5-90-040(26))
NR	No grade reported. (see CWUP 5-90-040(28))
NS	No show. (see CWUP 5-90-040(27))

~~(C) All grades are frozen upon award of degree.~~ All grades are frozen two years after award of degree.

CWUP 5-90-040(19)

(19) Statute of Limitations on Grade Changes

Grade changes may be filed until the end of the quarter following the one in which they were recorded. Spring quarter grades may be changed until the end of the fall quarter.

All types of grade changes require an instructor signature. Grade changes, beyond one week after grades are due, require both instructor and chair/program director signatures. Any request for a grade change after one quarter also requires the dean's signature.

A request for a grade change after one year or after graduation must be submitted to the academic dean for approval/denial and must include a detailed description/justification of the grade change. No grade change will be allowed after two years from the date the original grade was issued.

Exhibit I

CWUP 5-90-070 Interdisciplinary Programs

(1) Governance Structure

(A) Program Charter

1. Each program will establish a charter: The charter will
 - a. Define the mission and objectives of the program.
 - b. Establish residence of the program according to the program residence policy (5-50-100(3)).
 - c. Address issues particular to the administration of each program in the context of this policy, as needed.
2. The charter will be reviewed for currency every three years or more frequently as needed.

(B) Interdisciplinary programs provide a flexible structure in order to:

1. Foster communication, collaboration and problem solving across departments.
2. Allow students and faculty to explore and create knowledge that extends beyond the traditional discipline boundaries.
3. Respond to student interests and learning needs demonstrated through repeated individual studies or general studies curricula.
4. Create programs that respond to areas of societal need.
5. Unify related small areas of academic excellence or faculty interest.

(2) Program Director

(A) Eligibility, selection and term of service.

1. The director must be a ~~tenured or tenure-track faculty~~ member of the program faculty.
2. The director is nominated and elected by the program faculty using the same procedure to elect a department chair.
3. The election is approved and the director appointed by the dean of the college of residence.
4. The program director serves a three-year, renewable term.

(B) Duties of the program director.

1. Schedule and set agenda for the advisory committee.
2. Monitor currency of program charter; propose amendments as needed.
3. Oversight of curriculum and assessment.
4. Strategic planning.
5. Program budget planning and oversight.
6. Student recruitment and assignment of advising; approval of course of study.
7. Program review.
8. Course scheduling and site coordination with respective department chairs.
9. Faculty recruitment; negotiation with department chairs and deans to fulfill staffing needs.
10. Serves as a liaison and advocate to other academic administrators.
11. Other duties as specified in the program charter.
12. Other duties as assigned by the dean of the college where the program resides.

(3) Interdisciplinary program faculty

(A) Program Faculty – Faculty members who teach on a recurring basis (e.g., at least two listed courses in the previous three years) in the interdisciplinary program are eligible to be program faculty. This definition may be modified to suit the needs of an interdisciplinary program in its charter.

1. Program faculty engages in advising, curriculum approval, advisory committee member nomination, nomination and election of the program director, and program charter approval and amendment. All decisions are transmitted through approval levels established through the policies of academic affairs.

(B) Affiliate Faculty – Any other faculty who wish to request membership on the basis of (1) scholarship, instruction or service activities and interests relevant to the interdisciplinary program, or (2) as otherwise stipulated by an interdisciplinary program in its charter. The advisory committee considers these requests. Affiliate faculty members do not vote.

(C) Advisory Committee

The committee shall include:

1. The chair of the advisory committee that will be determined by the program charter.
2. Three or four program faculty members, nominated by the program faculty and appointed by the dean.
3. The dean or the dean's designee serves as an ex-officio member. The dean may choose neither to serve nor to appoint a designee.

4. Other appointments may be specified in the program's charter that brings special expertise to the program.
5. Members typically serve three year staggered terms.
6. Voting membership shall be designated by the program charter.
7. The advisory committee shall meet at least annually.
8. The advisory committee shall consult with the program director on matters relating to: development and amendment of the program charter; curriculum assessment; strategic planning and budgeting; student recruitment; program review; faculty review requests and resource development.

(4) Program Residence

- a. Department prefixes are credited to the appropriate college.
- b. Interdisciplinary prefixes are proportionally credited to the college that staffs the courses.
- c. When electives are specified by a list of courses or specified broadly as courses from a list of departments, those credits are allocated to the appropriate college, in proportion to the selections available.

(A) Exceptions to this policy are determined by the provost. For instance, professional education programs with an interdisciplinary component reside in the School of Education. The Douglas Honors College resides in the office of the provost.

(5) Line of authority – The dean of the college in which the program is housed is the chief budgetary and oversight officer for the program. Program directors report to the dean of the college of program residence.

[XX/XX; Responsibility: Faculty Senate; Authority: Katherine Frank, Provost/VP for Academic & Student Life; Reviewed/Endorsed by Provost's Council xx/xx/xxxx; Cabinet/UPAC; Review/Effective Date: xx/xx/xxxx; Approved by: James L. Gaudino, President]

Exhibit J

Radio Broadcasting Certificate Type B
(See attached pdf or review online in Curriculog
<https://cwu.curriculog.com/proposal:1006/form>)

Exhibit K

CWUR 2-50-060 Curriculum Rules for Implementation

(1) Contact Type Definitions for PeopleSoft. Listed below is the approved designation by type.

Activity -Physical education activity courses.

Discussion - Two way interaction between student and faculty.

End-of-Program Assessment - Courses in which the primary activities involve reviewing and assessing student work on their major program. Includes portfolio assessment.

Ensemble – A performing arts practice or performance course featuring collaborative participation by two or more performers.

Field Studies – Experience or training by participation and/or observation in an employment environment. Field Studies (X92 – X95).

Independent Study - Student works with the limited faculty direction. Independent Studies (X95 and X96).

Laboratory - Instructing, preparing, and supervising student investigations and field studies. Used primarily for science based courses. Use when the lab course will carry credits and be independently graded from any related lecture course.

Lecture - Formal presentation, primarily one way communication. This is the standard course type, used by majority of courses and should also be used for an special topic course (X98)Lecture and Laboratory – A course with an integrated lab component. A zero credit lab will accompany the lecture portion. Lecture and Lab will have unique sections when the course is scheduled.

Lecture and Practice - Formal presentation of course content followed by practical application of material in a classroom or class lab setting. Use when practical application/lab work will be incorporated with the lecture portion. A single section will be created for enrollment.

Practicum - Learning by practical experience under direct supervision of faculty and student employer. The primary learning activity is by supervised “hands-on” experience. Including cooperative education (X90) and internships.

Private Lesson - Students work one to one with instructor. Used primarily for individual instruction in music.

Seminar - Students carry the major responsibility for course preparation, research and presentation of topics. Seminar (X99).

Studio - Multi-level group instruction. Often used for music and art studio courses.

Supervision - Students engaged in supervised practical experience. Includes student teaching.

Thesis Research - Preparation of the master’s thesis (700).

(2) Cooperative Education

(A) Minimum Requirements (departments may have additional requirements):

1. The student is in good academic standing.
2. The contracted field experience is directly related to the student's major field of study and/or career goal.
3. The student has completed the appropriate prerequisite courses and possesses the required skills and knowledge.
4. The student must have a departmental faculty cooperative education (co-op) advisor.
5. The student must complete at least 45 credits prior to enrolling in a 290 including at least 15 credits at CWU.
6. The student must complete a minimum of 90 total credit hours with 10 or more credits in his/her major to enroll in 490.

(B) Program Enrollment

1. The student must complete and submit the learning agreement form for registration.
2. Students may register for cooperative education courses numbered 290, 490 and 590. Credits are variable: 1-5 for 290, 1-12 for 490, and 1-12 for 590 level courses; as approved by academic department.
3. The student may count 20 credits toward graduation of which 10 may be at the 290 level and/or transfer credits. No more than 12 credits may be applied to a graduate degree. MFA is an exception to this procedure allowing for up to 24 credit hours.
4. Courses may be repeated when objectives and activities are different.
5. Student must complete an internship release form including a sexual harassment training certificate.

(C) Awarding of Credits

1. A minimum of 40 hours of field experience is required for each credit.
2. A means of evaluation is established between the student, the employer, and the faculty co-op advisor. Grading is S/U.
3. If the field experience is terminated by the employer or academic department or student, credit will not be awarded.
4. Credit will not be given for field or work-study experience completed prior to registration.

5. The contracted field experience may or may not be a paid position.
6. The cooperative education program should provide affected departments with evaluations from employers, faculty, and students on a quarterly basis along with a review of field placement sites.

(D) Student Supervision and Coordination

1. The employer/supervisor is identified on the learning agreement form.
2. The faculty co-op advisor must contact the employer/supervisor and the student at least twice each quarter.

(3) Course numbering system:

- a. Course numbers are usually 3 digits. However, when necessary for logical ordering, a fourth digit may be added.
- b. Courses should be numbered according to common fields of interest -- (e.g., literature, evolution, tests and measurements, etc.). Advanced courses should have the same last two numbers as beginning courses. Sequence courses covering allied subject matter should be numbered sequentially.
- c. The initial digit should reflect the appropriate level of study.

<u>Year</u>	<u>Initial Digit</u>
First Year	1
Sophomore	2
Junior	3
Senior	4
Graduate	5, 6, 7

- d. The basic numbering system, both as it applies to the institution as a whole and to the grouping within subject fields, should be as follows:

Second and Third Digit Description

01 to 09	Introduction to Broad Areas
10 to 89	Regular Department Courses
90	Cooperative Education
91	Workshops. 1-6 credits. May be repeated if subject is different
92 to 95	Professional Laboratory Experiences, Practica, and Field Studies
96	Individual Study. 1-6 credits. May be repeated if subject is different.
97	Honors. 1-12 credits. Prerequisite, admission to department honors program.
98	Special Topics. 1-6 credits. May be repeated if subject is different
99	Seminar. 1-5 credits. May be repeated if subject is different.

Number Description

100	Courses for which credit will not be counted toward degree requirements.
500	Professional Development. 1-5 credits, which will not be counted toward degree or certificate requirements.
689	Master's Capstone. 1-6 credits.
700	Thesis, Project, and/or Examination. 1-6 credits.

- e. Hold on Course Numbers. An eight-year moratorium exists on course numbers. The eight-year moratorium will begin as follows:
 1. At the time a course is deleted.
 2. At the time it is put on reserve by a department.
 3. Retroactively, when a course was last taught before automatically being put on the reserve list. (i.e. A course that has not been taught for three years and placed on reserve for an additional three years then deleted, can be used again in two years after the deletion).

(4) Curriculog is the official online curriculum process. All new or updated course and/or program curriculum will use ~~this process and launch all proposals~~ [Curriculog](#).

(5) Graduate Courses (initial digits 5XX, 6XX, 7XX)

(A) Graduate Enrollment - Students may be required to complete specific preparatory course work before acceptance into a

graduate program, especially when the student's undergraduate degree was in a different field of study.

(6) Individual Study Courses

(A) Individual study courses are given only with the permission of the department chair. Students must secure a faculty member willing to supervise an individual study course. Faculty may agree to supervise individual study courses only in the subject area of their specialties. Faculty willing to supervise an individual study course and the student wishing to register for it should confer to determine the specific topic(s) to be studied, outline the study area, and develop specific student learning outcomes and an assessment plan. The student should complete the "Individual Study Permit" form and obtain the approval signatures of the faculty member supervising the study and the department chair. Faculty may either use letter grades or S/U depending on the nature of the study.

(B) Faculty should approve individual study courses only if the student has demonstrated adequate background in the subject to be explored, sufficient scholastic ability to succeed in the task, and independent study skills sufficient to conduct the study.

(C) The individual study course is intended for individual students, not for groups of students. If the learning experience is intended for a group of students, it must be offered as a special topic course (-98) or a regular course. Examples of inappropriate use of individual study include: internships, seminars, instructional or laboratory assistance, administrative assistance, tutoring, duplicating an existing course and groups of students doing identical individual studies.

(7) International Study Courses and Programs

The provost and the academic deans, is charged with coordinating and/or implementing all programs which involve either CWU students or CWU faculty. Cooperative, consortia or federated arrangements are encouraged among educational institutions with similar aims and goals.

(A) Recognizing the unique and diverse nature of international study, university-sponsored programs abroad will meet the same academic criteria as would be required of similar programs on the home campus.

1. When credit is granted, the student's admission status will conform to the specific requirements of the registrar's office.
2. The teaching staff will consist of academic professionals who meet the standards for similar programs on the campus.
3. The course offerings will meet equivalent standards and conditions as those offered on the campus.
4. Courses with INTL, FNST or MFST prefixes are not offered on campus and are available only in conjunction with international programs, foreign languages or music departments. Credit to be given depends upon the evaluation made by the office of international studies and programs.
5. Travel programs per se or commercially sponsored "Travel Study" programs will not be granted credit.

(B) Process - Approval of international studies courses.

1. A new course form will be submitted to the FSCC as a variable topic course with a specific subject title. The new course form is approved by the office of international studies and the registrar's office before submission to the FSCC.
2. Each sub-title falling into that specific subject may change quarterly and the office of international studies notifies the registrar's office of the course name.
3. The INTL courses will transfer into CWU as a general elective with the INTL prefix. To receive equivalency credit for an existing course, a student must petition a department for a substitution in their major.
4. International studies and programs courses that are approved CWU faculty-led courses may offer credit through individual academic departments and follow the same approval process as a special topic, seminar, or workshop. These courses are pre-approved by the specific department. (See CWUP 5-50-020)

(8) Office of Continuing Education - Credit Offerings

Each request for a new degree program must be submitted on a new degree program form and includes all information on the new degree program instructions form. The new degree program proposal must be approved through the CWU curriculum approval process. All new programs or existing programs to be offered in new locations must be approved by NWCCU. Proposals for such programs must be submitted through the provost's office.

(A) Certificate Program (Type B). Each request for a new certificate program (Type B) must be submitted on a new minor/specialization/certificate form and must be approved through the CWU curriculum approval process.

(B) New Course. Each request for a new course must be submitted on a new course form. Express approval of all such requests by the appropriate department chair and college dean is required.

(C) Existing Course. Each request for an existing catalog course or previously approved special topics course, seminar, workshop or professional development course must be submitted using the existing course addition form.

(9) Office of Continuing Education - Noncredit Offerings
No procedures

(10) Professional Development Courses

Departmental addition of a 500 catalog entry will follow the normal curriculum process for course additions. Specific 500 courses will be approved through the graduate office and at the individual college level.

(11) Reserve Courses and Programs

(A) Courses can remain on reserve for three years. After three years, they will become inactive automatically by Registrar Services or designee.

Courses that have not been taught for three years will automatically be placed on reserve by the Registrar Services.

(B) Courses or programs to be placed on or taken off reserve should be submitted using the course or program reserve form for approval by the appropriate individuals as identified on the form and are sent to the FSCC for final review.

(C) Programs that have been on reserve over three years should be considered a new program; the department should work with the associate provost for review of completeness according to NWCCU requirements.

(12) Course Accessibility
No procedures

(13) Workshops, Special Topics, Seminars,
(A) Process

1. Special Topics, Seminars and Workshops should be submitted using the New Course form for approval by the appropriate individuals as identified on the form and will follow the normal curriculum process for course additions.

2. Time Restriction - Courses offered as (X91), (X98) and (X99) are temporary offerings. These numbers are used to describe courses offered on an experimental basis, for topical issues, and for niche markets. Upon approval, the course may be offered for a period of three years. Any subsequent offering must be as a regular course (numbered X10 to X89), submitted and approved through the established curriculum process. The provost's office or designee will notify all departments annually of expiring special topics, seminars, or workshops.

[Responsibility: Faculty Senate; Authority: Katherine Frank, Provost/VP for Academic & Student Life; Reviewed/Endorsed by Provost's Council 07/14/2015; Cabinet/UPAC; Review/Effective Date: 10/07/2015; Approved by: James L. Gaudino, President]