

5-3-2017

## CWU Faculty Senate Minutes - 05/03/17

Janet Shields  
senate@cwu.edu

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**REGULAR MEETING**  
**Wednesday, May 3, 2017, 3:10 p.m.**  
**BARGE 412**  
**Minutes**

**ROLL CALL: All senators or their alternates were present except:** Matthieu Chapman, Gilberto Garcia, Kim Jones, Cynthia Mitchell,

**Guests:** Bernadette Jungblut, Christopher Boone, Julia Stringfellow, Rose Spodobalski Brower, Kevin Archer, Kathy Whitcomb, Gregg Schlanger, Becky Pearson, Kathryn Martell, Patricia Cutright, Richard DeShields, Teri Walker, William Thelen, Jenna Hyatt, Bruce Palmquist, Ian Loverro, Ginny Blackson

**CHANGES TO AND APPROVAL OF AGENDA** - Move Provost report to before Communication.  
Approved as amended

**MOTION NO. 16-67(Approved): APPROVAL OF MINUTES** of April 5, 2017 and April 19, 2017

**COMMUNICATIONS** – Art name change memo is available for review in the Faculty Senate office. Greg Schlanger gave a brief overview of the name change.

**CWU Testing Services – Jenna Hyatt** – Jenna Hyatt, Associate Dean of Academic Living gave a brief overview of the type of services that are available to faculty and students in Testing Services. Bill Thelen indicated Testing Services can provide certification testing that may help students with job searches and can also be an assessment tool within academic programs. An example is every April they do construction certification for Construction Management. If the certification test is incorporated into the program the students can pay with financial aid. Bill indicated there are hundreds of certification exams they can offer. If you would like more information please contact Bill at 963-1860 or stop by Testing Services.

**FACULTY ISSUES -**

Chair Rajendran reported on the FERPA issues with letters of recommendation. There is information and sample form with the agenda packet. Please take to your faculty members and if there are questions please contact the Registrar's office. At the last meeting there was a faculty issue regarding curriculum. Teri Walker, Chair of the Curriculum Committee has attached a report to the agenda package. Please contact the Curriculum committee through your college representatives.

**PROVOST** – Provost Frank gave a reminder about budget forums, May 8 and May 11 starting at 3:30 - 5:00 in Science I room 216. Tomorrow is the final day of the budget summits. All information is posted on the budget web site and the budget summits were recorded and on the website. Provost Frank reminded faculty that the diversity education training needed to be done by April 30. There are still some that need to complete this training. A message from the Provost was sent out to provide some clarification regarding the final exams expectations that was sent out last quarter. Responses for commencement are up from last year and hope everyone signs up to participate. The Provost indicated that it is so important for the students and parents to see and interact with faculty. An email went out today regarding student convocation next fall. So much good information coming out of the workgroups this year and they are setting up for what steps to take next year. The Board of Trustees (BOT) will be very impressed when she gives them an update. The President sends his regrets for not being able to be at the meeting today. He says thank you and congratulations on Gen Ed redesign and is impressed with the progress. There has been a tremendous amount of work this year under the leadership of Eric Cheney. The President is looking forward to the next steps. The search for a new OISP Executive Director is underway. They are looking for an interim replacement for Dean of the Library. College of Arts and Humanities faculty will receive an email today about their interim dean process. They hope to have somebody in place by June

8th. The BOT will do a field trip to SOURCE when they are on campus next week.

**STUDENT REPORT** - Ryan reported SAS met last night and looked at CAPS+ 2.0. Did get some more feedback from their senators. In the fall, they will show a revised version of it to SAS again. Students do like it. ASCWU candidate forums where students can hear all ASCWU students running for student government. Course scheduling committee met last Tuesday. The Registrar talked about what they do as scheduling. They are working to get data from the Registrar. The goal is to get student feedback and how course schedules could be improved. SAS attendance is pretty low. Currently there are 48 seats and will increase to 60 next year. Currently they only 22 senators appointed. Civics week is this week. State legislators panel in SURC pit. Eric David tomorrow from Bellevue College will be a keynote speaker in Dean Hall 104 and in SURC Theater tomorrow night. TopCats pilot program holistic peer-to-peer recognition who are actively engaged on campus and community. This year they awarded 20 students. Next year they will have an evening recognition.

## **OLD BUSINESS**

### **REPORTS/ACTION ITEMS**

#### **SENATE COMMITTEES:**

##### **Executive Committee**

**Motion No. 16-68(Approved as amended):** Ratify 2017-18 committee vacancies as presented in Exhibit A.

**Motion No. 16-68a(Approved):** Cody moved to amend add Morgan Bliss to the CEPS vacancy for General Education. Hickey seconded.

**Motion No. 16-69(Approved):** The CWU Faculty Senate authorizes the Senate Executive Committee to add three member-at-large faculty members (in addition to the current members) to the Senate General Education Committee for the Academic Year 2017-18.

##### **Academic Affairs Committee**

**Motion No. 16-70(Approved, 2 nay 1 abstention):** Recommend amending CWUR 5-90-040(37) Syllabi as outlined in Exhibit B.

##### **Bylaws & Faculty Code Committee**

**Motion No. 16-61(Second reading of three):** Recommend amending Senate Faculty Code Section IV. C Officers of the Senate as outlined in Exhibit C.

**Motion No. 16-62(Withdrawn):** Recommend amending Senate Faculty Code Section IV.E. Assigned Time and Workload Units for Senate Offices as outlined in Exhibit D.

**Motion No. 16-63(Second reading of three):** Recommend adding Senate Faculty Code Section VI Vote of No Confidence as outlined in Exhibit E.

**Motion No. 16-71(First reading of two):** Recommend amending Senate Bylaws Section III. A. 5. d. General Provisions as outlined in Exhibit F.

##### **Curriculum Committee**

**Motion No. 16-72(Approved, 1 abstention):** Recommend approval of a new BS in Personal Finance Planning as outlined in Exhibit G.

**Motion No. 16-73(Approved):** Recommend approval of a new BA in Women's, Gender, and Sexuality Studies in Exhibit H. .

**Motion No. 16-74(Approved):** Recommend approval of the new STEM Teaching Program minor as outlined in Exhibit I.

Teri Walker reported the total curriculum for spring so far is 216+. Total to-date is 664 pieces of curriculum. Teri thanked everyone on Curriculum Committee and Rose Spodobalski Brower in working hard to get the proposals through the system.

### **General Education**

**Motion No. 16-75(Postponed to 5/31):** Recommend adding CWUP 5-100-040 Petition for Exception to General Education Requirements and CWUR 2-100-040 Petition for Exception to General Education Requirements as outlined in Exhibit J.

**Motion No. 16-76(Approved):** Senator Stoddard moved to postpone to May 30 meeting. Motion was seconded.

Becky Pearson, General Education chair reported that the committee is working with GERT. The committee is working to try and make the course proposal process as painless as possible. Information will be sent out on around May 17 about the process.

**Budget and Planning Committee** - Kathy Temple reported the committee still needs a CEPS member. The committee has a survey that will be coming out for faculty perceptions of RCM and implementation. The committee will be meeting with the Provost next week about process and implementation. The committee would like to have preliminary data from the survey for that meeting. The committee will be providing recommendations on budget governance structure and will be giving a draft to the Provost next week. The final Budget Summit will be tomorrow and encouraged faculty to definitely attend the budget forums. If have questions or feedback they can be addressed to committee co-chairs.

**Evaluation and Assessment Committee** - Jim Bisgard indicated that the committee will need a committee member from CEPS year. The Senators and Alternates should have access to the Executive Committee. The Senate assessment is also out for faculty input. The faculty assessment of academic administration evaluations deadline is Thursday May 4th. The committee is putting together a short survey on SEOs. Students would like to see SEOs open during finals week.

**General Education Redesign Team** - Eric reported that the design phase is just about over and then they will hand the process over to the General Education Committee. Eric sent out emails on timetables. A request for proposals RFP will be sent out on Monday. The workshops run from June 12 and 13 or August 1 and 2. There are faculty development funds for up to 60 proposals. Course proposals will be due in the fall. If go to workshop the proposal will be due September 20 and if not due September 29. The draft form will be sent out for feedback by May 24. May 31st the General Education course proposal form will be active for faculty to start the submission process. The faculty development fund proposal will be due.

**Faculty Legislative Representative** - Steve indicated that the stalemate continues in Olympia. Fewer bills have been passed out through committees. Budget process has been interesting. Tenure expansion has some money in the budget for matching individual campus money. Senate Higher Ed lost wind this year. CFR is stronger than ever. They are making constitutional changes that the Executive Committee and CFR are looking at. There will be a CFR retreat June 3rd to review and prepare for next year. Steve's final report will be May 31 and will be announcing the Ormsby award at that meeting.

**SENATE CHAIR REPORT** - No report.

**CHAIR-ELECT** – There are a number of surveys out right now. These provide a lot of information for our faculty to be able to advocate on behalf of faculty. Chair-Elect Stoddard asked faculty to please set aside a little time to do those. The Open EC meeting will be next week, May 10 at 3:10 p.m. in the Faculty Center. Next week is Faculty Friday on May 12 5:00 – 7:00 p.m. in the Faculty Center.

**NEW BUSINESS** - Culminating experience capstone has to be 2 credits. Chemistry course is 1 credit. Any possibility of looking at this rule that indicates this course indicates at least 2 credits. Charge the GERT to work with GEC to see if they can bring a motion next meeting.

Meeting was adjourned at 5:02 p.m.

## Exhibit A

Committee	Name	Department	Term
<b>Academic Affairs</b>			
1 CAH vacancy	Daniel Lipori	Music	6/15/17 – 6/14/20
1 CB vacancy	Vacant		6/15/17 – 6/14/19
1 COTS vacancy	Vacant		6/15/17 – 6/14/20
<b>Budget &amp; Planning</b>			
1 COTS vacancy	Paul Knepper	Law & Justice	6/15/17 – 6/14/20
2 CEPS vacancies	Ian Loverro	Curriculum, Supervision & Educational Leadership	6/15/17 – 6/14/20
	Vacant		6/15/17 – 6/14/18
1 CB vacancy	Ken Smith	Accounting	6/15/17-6/14/18
1 NTT vacancy	Stephen Stein	Mathematics	6/15/17 – 6/14/20
<b>Bylaws &amp; Faculty Code</b>			
3 Senator vacancies	Lila Harper	English	6/15/17 – 6/14/20
	Vacant		6/15/17 – 6/14/20
	Vacant		6/15/17 – 6/14/18
<b>Curriculum Committee</b>			
1 CAH vacancy	Maria Sanders	Communication	6/15/17 – 6/14/20
<b>Evaluation &amp; Assessment</b>			
1 CEPS vacancy	Vacant		6/15/17 – 6/14/20
1 CAH vacancy	Martin Kennedy	Music	6/15/17 – 6/14/20
1 LIB vacancy	Maurice Blackson	Library	6/15/17 – 6/14/20
<b>General Education</b>			
1 CB vacancy	Vacant		6/15/17 – 6/14/18
1 CEPS vacancies	<u>Morgan Bliss</u>	<u>ETSC</u>	6/15/17 – 6/14/20
1 CAH vacancy	Vacant		6/15/17 – 6/14/19



# Exhibit B

CWUP 5-90-040

(37) Syllabi

(A) By choosing to enroll in a course, students are obliged to accept and follow the stipulations and standards of performance and conduct formulated in the syllabus. Syllabi function to ensure that instructors maintain their courses in good order and take actions against those who disrupt the learning environment. Instructors will provide each student with a written or electronic syllabus at the beginning of a course. The syllabus ~~should~~ must contain the following information: ~~about, but not be limited to, the following:~~

1. Title, time, and location of the course;
2. Name, ~~campus address, e-mail address, telephone number~~ contact information, and office hours of instructor;
3. Objectives of course, and expected student learning outcomes; and method of assessment;
4. ~~Type of instruction, i.e., lecture/discussion, lab, studio, etc., and~~ Any special conditions or requirements associated with ~~the style; the course (e. g. hybrid instruction, field trips)~~
5. Required books and materials;
6. ~~Method of evaluating student performance in the course;~~ Criteria for determinance of final grade;
7. Instructor's policy on students' attendance and absence;
8. ~~Tentative schedule including dates when papers or other assignments are due as well as dates of examinations;~~ Tentative dates for major assignments and examinations;
9. Instructor's policy on late work, make-up, extra credit, and other issues unique to the class.
10. Instructor's policy on academic dishonesty and expectations of student conduct. It is recommended that reference be made to the ~~university~~ policy on academic dishonesty in the Washington Administrative Code (see CWUP 5-90-040(22)). (see WAC 106-120-027 and 106-120-028.

~~(B) All university mandated requirements (e.g., ADA) must also be included in the syllabus.~~

11. A diversity statement, such as:

"CWU expects every member of the university community to contribute to an inclusive and respectful culture for all in its classrooms, work environments, and at campus events."

12. A disability statement, such as:

Central Washington University is committed to creating a learning environment that meets the needs of its diverse student body. If you anticipate or experience any ~~barriers obstacles~~ to learning, ~~students should~~ contact Disability Services to discuss a range of available options, ~~to removing barriers, including accommodations.~~ Student Disability Services is located in Hogue 126. Call (509) 963-2214 or email ds@cwu.edu for more information.



# Exhibit C

## Faculty Code Section IV

### C. Officers of the Senate

1. The faculty shall elect members of the Executive Committee, with such powers and duties as set forth in this document and transmitted by the Senate.

#### 2. Chair-Elect

The Senate shall elect the chair-elect of the Executive Committee, with such powers and duties as set forth in this document and transmitted by the Senate. The chair-elect shall serve as a member of the Bylaws and Faculty Code Committee and liaison to all non-senate committees.

The chair-elect performs such duties and provides such advice that may be requested, such as: attend meetings as a resource at the request of the chair, support the ongoing Senate work and support the chair as needed.

3. As chief executive officer of the Senate, the chair shall coordinate and expedite the business and budgets of the Senate and its committees.
  - a. The chair shall be the presiding officer at all meetings of the Senate, at any faculty forum, and at general faculty meetings upon request of the president of the university.
  - b. The chair shall serve as official representative and spokesperson of the faculty and the Senate in communication with the faculty, the BOT, the administration, the student body, and other groups regarding matters that are not mandatory subjects of bargaining.
    - i. In this capacity, the chair or the chair's designee shall have the right to ex officio voting membership on any university committees and councils on which the Executive Committee deems that faculty ought to be represented.

#### 4. Past Chair

The past-chair shall serve on the Budget and Planning Committee and serve as liaison to the Faculty Legislative Representative.

Past-Chair shall participate in the leadership transition of the Senate, and serve as a resource as needed to fulfill Senate business. Additionally, the past-chair will serve as timekeeper during Senate meetings.

# Exhibit D

## Faculty Code Section IV

### E. Assigned Time and Workload Units for Senate Offices ~~and Activities~~

1. Workload units associated with Senate offices and activities are based on: 30 hours of time spent in meetings and in preparation for meetings = 1 workload unit. It is acknowledged that units assigned reflect an annual average that faculty may reasonably expect over a three-year term.
2. Senate Chair
  - a. The Senate chair shall be relieved of thirty-six (36) workload units of teaching for the academic year to perform their duties. The department in which the chair teaches shall receive compensatory funds from the Senate.
  - b. The chair assumes certain duties and responsibilities in the summer, for which a stipend is negotiated with the president.

#### 3. Senate Chair-Elect

The Senate chair-elect shall be relieved of eighteen (18) workload units of teaching for the academic year to perform their duties. The department in which the chair- elect teaches shall receive compensatory funds from the Senate.

#### 4. Senate Past Chair

The Senate past chair shall be relieved of eighteen (18) workload units of teaching for the academic year to perform their duties. The department in which the past chair teaches shall receive compensatory funds from the Senate.

#### 5. Executive Committee Member

Executive Committee members who are ~~not~~ neither the chair, chair-elect or past chair shall receive ~~six (6)~~ three (3) service workload units, ~~three (3) of which shall be reimbursed and a \$3,000 stipend paid~~ by the Senate each academic year.

# Exhibit E

## Section VI. VOTE OF NO CONFIDENCE

Academic administrators may be subject to a Vote of No Confidence. Votes of No Confidence require two primary steps. The first step (Section A-C) is an *authorization vote* by the Faculty Senate to determine the specific parameters of the Vote of No Confidence (who, what, where, when and why) as well as to charge the Faculty Senate Executive Committee (EC) with the authority to conduct the Vote of No Confidence. The second step (Section D) is the *implementation* of the Vote of No Confidence by the EC.

### A. Motions to Authorize a Vote of No Confidence

1. Any Senator may bring a motion or ten (10) eligible faculty members may bring a petition (Section I.A Faculty Defined) to hold a Vote of No Confidence. Authorization motions must be submitted to the Faculty Senate Chair at least ten (10) working days before the next regular meeting of the Faculty Senate when the motion is intended to be introduced. This motion charges the EC to conduct a Vote of No Confidence. The motion must include:
  - a. Name and title of administrator;
  - b. Instructions guiding how the vote is to be conducted (i.e. Time/day, voting period, who may vote);
  - c. The specific ballot language;
  - d. Reason and justification for the Vote of No Confidence.
2. Methods of conflict resolution reasonably available (e.g. informal talks, mediation, etc) should have been exhausted before bringing a motion for a Vote of No Confidence to the Senate.

### B. Committee Review of the Motion for a Vote of No Confidence

1. The EC--or an ad hoc committee appointed by the EC--will be charged with reviewing the motion for any procedural or factual content before it goes to the floor of the Senate. The reviewing committee may consult with individuals or groups (e.g. originator(s) or subject of the vote) as needed while assessing any claims made in support of the motion.
2. If the EC or Ad Hoc committee determines that additional time is needed to review any claims or procedural issues, the committee may request an additional delay until the following meeting. However, the motion must be brought to the floor of the Senate at the following meeting (within 2 regularly scheduled Faculty Senate meetings since being submitted to the Faculty Senate Chair) unless withdrawn by the originator(s).
3. The EC or Ad Hoc committee may, at its discretion, issue a report to the Senate with any factual or procedural findings from their review of the motion.
4. The Senate Chair will notify the individual subject to the Vote of No Confidence motion at least five (5) working days after receipt of the motion and invite that person to the Senate meeting where the motion will be introduced.

### C. Floor Vote on Motion for a Vote of No Confidence

1. Upon review by the EC or Ad Hoc committee, the authorization motion for the Vote of No Confidence will be introduced at the next Faculty Senate meeting. The text of the motion, as well as any reports or additional commentary by reviewing committees will be distributed to Senate.

#### D. Conducting the Vote of No Confidence

1. Upon being passed by a simple majority vote in the Faculty Senate, the EC will carry out the Vote of No Confidence as outlined in the motion. Votes will be conducted by a confidential paper ballot. The EC will decide any details regarding the implementation of the vote that were not addressed in the motion.
2. The Executive Committee will notify the subject of the vote, in writing, of the results at least (1) one day prior to the results being made public. Results of the vote will be made public in the Faculty Senate office and will also be sent to [Senators](#), the President of the University and Board of Trustees.

# Exhibit F

## Bylaws

### III. Senate Standing Committees

#### A. General Provisions

1. Rules concerning the creation of standing committees are set out in the Code, Section IV.D.2.
2. The powers and duties of the standing committees are set out in the Code, Section IV.D.1.
  - a. Each standing committee shall consist of no fewer than five (5) faculty members. The Executive Committee shall endeavor to appoint these members and have them ratified by the Senate at the February meeting.
3. No faculty member may serve on more than one standing committee at a time.
4. Members may be appointed from among the general faculty, with proportional balance sought between the colleges. At least one (1) member of each standing committee should have served on the committee the previous year.
5. Term appointments for standing committees shall run three (3) consecutive academic years. 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.
  - a. Continuous service on standing committees (whether the same committee or two different committees) shall be limited to no more than two (2) consecutive full terms.
  - b. Once a faculty member has served two (2) consecutive full terms, a minimum of three (3) years shall lapse before said faculty member may serve again on any standing committee.
  - c. However, if a vacancy on a committee cannot be filled by an eligible candidate by February 15<sup>th</sup>, the pool of candidates may be widened by waiving the restrictions stated in 5.a and 5.b.
  - d. In situations where a college membership seat is vacant for more than sixty (60) days, the EC may nominate a member-at-large to fill the vacancy for the remainder of the term, subject to Senate ratification. If the college membership seat cannot be filled after two terms of emergency appointment, the EC shall review the makeup of the membership structure and may charge the Bylaws and Faculty Code Committee to restructure the committee membership.

## Exhibit G

BS Personal Finance Planning

<https://cwu.curriculog.com/proposal:1901/form>

## **Exhibit H**

BA Women's, Gender, and Sexuality Studies

<https://cwu.curriculog.com/proposal:1831/form>

# Exhibit I

STEM Teaching Program Minor

<https://cwu.curriculog.com/proposal:2234/form>



# Exhibit J

## CWUP 5-100-040 Petition for Exception to General Education Requirements

Students must complete the general education requirements for the catalog for which the student was admitted to Central Washington University as per CWUP 5-90-40(10). In accordance with policy 5-90-30, students who have completed a DTA or have a bachelor's degree (from a regionally accredited institution) have fulfilled their general education requirements.

Students may petition Registrar Services for exceptions with extenuating circumstances to the general education requirements. The petition request must be completed before applying for graduation. The General Education Committee provides guidance for petition approval/denials to Registrar Services. Students may appeal the Registrar's decision to the General Education Committee. The General Education Committee's decision is final, unless new evidence arises. On rare occasions, the Provost/Vice President for Academic and Student Life may render decisions on general education appeals when the General Education Committee is not available for regularly scheduled meetings such as summer term.

## CWUR 2-100-040 – Petition for Exception to General Education Requirements

Students wishing to petition their general education requirements must submit a petition to Registrar Services before the student has applied for graduation. However, students are encouraged to submit general education petitions as early as possible to support accurate academic advising. It is encouraged that students submit a syllabus and any supporting documentation along with the petition. The petition will be based on the catalog year the student starts at Central Washington University and the approved CWU General Education Requirements for that catalog year. Petitions may require a department chair's approval to be submitted with the petition request. For any transfer course, the student must submit a course description or syllabus. For any transfer course to meet the Writing requirement, a final graded 7-10 page document from the completed course must be included for review.

Students may appeal the Registrar's decision to the General Education Committee. To appeal to the General Education Committee, students must submit an appeal letter to Registrar Services. Students are also encouraged to include any additional supporting documentation that may not have been included in the previous petition.

**Rationale:** Currently there are no policies or procedures regarding student petitions for General Education requirement exceptions. This will provide guidance to students and future General Education committees.