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CWU Faculty Senate Minutes - 05/30/18

Janet Shields
senate@cwu.edu

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REGULAR MEETING
Wednesday, May 30, 2018, 3:10 p.m.
BARGE 412
Minutes

Called to order at 3:10 p.m.

ROLL CALL All senators, or their alternates were present except: Bobby Cummings, Donald Davendra, Bob Hickey, Vanessa Hunt, Kim Jones, Cynthia Mitchell, Meaghan Nolte

Guests: Christopher Boone, Kande Cleary, Morgan Bliss, Julia Stringfellow, Bernadette Jungblut, Gregg Schlanger, Lindsey Brown, Keith Archer, Greg, Paveza, Deb Wells, Toni Sipic, Coco Wu, Mark Samples, Cynthia Pengilly, Ian Loverro, Gail Mackin, Todd Shiver, Scott Robinson, Jeff Stinson, Kathy Whitcomb, Greg Schwab, Teri Walker, Bob Lupton

CHANGES TO AND APPROVAL OF AGENDA - Approved

MOTION NO. 17-62(Approved): APPROVAL OF MINUTES of May 2, 2018

COMMUNICATIONS- Communication from Holly Pinkart and Joann Peters regarding Environmental Health and Safety is available for review in the Faculty Senate office.

SENATE CHAIR REPORT – Chair Stoddard thanked the Senators for the work this year. Senators play a key role in taking information to and from your departments. You are the voice of the faculty. Chair Stoddard thanked the Senate committees for the heavy lifting this past year. The General Education Committee and the General Education Implementation Task Force for their work on the new general education program. The Curriculum Committee has worked hard this year to get all the proposals through the system. The Bylaws and Faculty Code Committee have had some key changes including those that are on the agenda today. The Evaluation and Assessment Committee have been looking at the Student Evaluation of Instruction (SEOI) and how they are used. The Sexual Misconduct Task Force is getting up and going. The Executive Committee will be working over the summer on some projects for next year. Cody indicated that last year Sathy indicated we have a good shared governance, but it can always be improved. The administration, faculty and staff should be partners. We have made strides in shared governance, but still need to work on it. One of the areas is the budget process. Faculty need to look at what worked and what didn't work so well. The Budget Planning Committee is looking for this kind of feedback. Cody reported that we have made some progress on telling the faculty story to the Board of Trustees (BOT). At the last BOT meeting, some of the faculty talked directly to them about some of the challenges and successes of faculty. Next year, we will continue the conversation about becoming a Hispanic Serving Institution (HSI).

FACULTY ISSUES - Senator Pinkart asked that faculty be allowed to use the CWU faculty email distribution list again. It would be nice to talk with faculty again over email. Second, we need to relook at the final exam policy regarding final exam scheduling. The email that was sent out today that outlines our current policy indicates that faculty and staff must conform to the policy and there are only a few exceptions. Oral exams continue to be a scheduling issue. Holly asked that we consider altering our policy in the future to allow faculty to give finals in alternative ways.

Senator Erdman reported that a full professor contacted her about a student behavior issues with multiple students in the classroom. Each of the students had been flagged by Student Success, but no one had told the faculty member.

PRESIDENT - No report.

PROVOST – Provost Frank reminded Senators about the General Education assessment and encouraged them to complete the information if they are teaching a general education course. Last quarter there were about 10,000 responses. Hope to have 50,000 responses this quarter. She also reminded senators that we will be in reaffirmation of accreditation next October and this information is needed. Email that was sent out from Provost office about the final exam policy. Please adhere to this policy. Reminder about

commencement. There are four ceremonies 6:00 p.m. Graduate hooding in Nicholson. Commencement 1 at 9:30 and Commencement 2 at 2:00. June 10 1:00 at the Kent Showware center for west side commencement. Please come out and support your students. Good luck with the end of the quarter and thank you for all you do.

STUDENT REPORT - No report.

OLD BUSINESS - None

REPORTS/ACTION ITEMS

SENATE COMMITTEES:

Executive Committee

Motion No. 17-63(Approved): Ratify 2018-19 committee vacancies as presented in Exhibit A. General Education members-at-large are continuing for one more year.

Bylaws & Faculty Code Committee - Year-End report

Motion No. 17-44(Approved): Recommends amending Section I Faculty Rights and Responsibilities as outlined in Exhibit B.

Motion No. 17-45(Approved): Recommends adding a new Appendix A Creation, Reorganization, and Renaming of Academic Units to the Faculty Code as outlined in Exhibit C.

Motion No. 17-55(Approved as amended): Recommends amending the Faculty Code Section III Distinguished Faculty Awards and Appendix B as outlined in Exhibit D.

Motion No. 17-55a (Approved): Senator Renteria moved to amend Section V. B. 3 to read “area teaching”. Senator Erdman seconded.

Motion No. 17-84(Approved): Senator Rajendran moved to suspend the rules, move the second reading to the third reading and proceed to a vote on Motion 17-55. Senator Erdman seconded.

Curriculum Committee

Motion No. 17-64(Approved): Recommends approval of a new BAS ITAM Project Management Specialization as outlined in Exhibit E.

Motion No. 17-65(Approved): Recommends approval of a new BS ITAM Project Management Specialization as outlined in Exhibit F.

Motion No. 17-66(Approved): Recommends approval of a new Digital Forensics and Incident Response (DFIR) Minor and Certificate Type A as outlined in Exhibit G.

Motion No. 17-67(Approved as amended, 1 abstention): Recommends approval of a new Secondary Education as outlined in Exhibit H.

Motion No. 17-67a(Approved): Senator Temple moved to add “or the approved alternative” to the program narrative. Rajendran seconded. The department agreed to accept this amendment. Rajendran seconded.

Motion No. 17-68(Approved): Recommends approval of a new Technical Writing Minor as outlined in Exhibit I.

Motion No. 17-69(Approved): Recommends approval of a new MS in Safety and Health Management as outlined in Exhibit J.

Motion No. 17-70(Approved): Recommends approval of a new Graduate Preparation Program as outlined in Exhibit K.

Motion No. 17-71(Approved): Recommends approval of a new Business Analytics Minor and Certificate Type C as outlined in Exhibit L.

Motion No. 17-72(Approved): Recommends approval of a new Personal Finance Planning Certificate Type B as outlined in Exhibit M.

Motion No. 17-73(Approved): Recommends approval of the BS Business Administration – Finance Specialization (additional 8 credits) and Marketing Management Specialization (additional 8 credits) to add credits to be over credit as outlined in Exhibit N.

Motion No. 17-74(Approved): Recommends approval of the BS Accounting Major to add credits and continue to be over credit as outlined in Exhibit O.

Motion No. 17-75(Approved): Recommends approval of the Graduate Professional Accounting Program Certificate Type D as outlined in Exhibit P. This decision is pending the final Curriculum Committee approval scheduled for May 31st.

Motion No. 17-76(Approved): Recommends approval of the Global Cultural Training Certificate Type B as outlined in Exhibit Q. This decision is pending the final Curriculum Committee approval scheduled for May 31st.

Motion No. 17-77(Approved): Recommends approval of the Public Health BS, Pre-Nursing Specialization to add 1 credit (changing from 115 to 116) and continue to be over credit as outlined in Exhibit R.

Motion No. 17-78(Approved): Recommends amending CWUP 5-50-020 Definition of Curriculum Terms as outlined in Exhibit S.

Motion No. 17-79(Approved): Recommends amending CWUP 5-50-060 (7) Curriculum Rules for Implementation as outlined in Exhibit T.

General Education Implementation Task Force (GEITF) - Eric Cheney reported that there is a report from GEITF in the packet. There will be a more elaborate report in the fall that senate will be asked to vote on. Course mapping is being worked on currently and will continue over the summer. Eric indicated that the task force need to make a determination if we should allow students to switch to the new program. GEITF has talked with GEC and ADCO and were generally supportive. Eric asked for a Sense of the senate of how many would support allowing current students to choose the new program. 31 yes, 6 nay.

Academic Affairs Committee – Year-End report

Motion No. 17-80(Withdrawn by committee): Recommends amending CWUP 5-90-040 (32) and CWUR 2-90-040(32) Course Requirement Overlap policy and procedure as outlined in Exhibit U.

Motion No. 17-81(Sent back to committee): Recommends amending CWUP 5-90-040 (34) and CWUR 2-90-040(34) Class Attendance policy and procedure as outlined in Exhibit V.

Motion No. 17-81a(Approved, 4 nay, 4 abstain): Senator Sloan moved to amend Motion No. 17-81 A.1. to read “At 11:59 p.m. the third day of instruction”. Senator Erdman seconded.

Bisgard moved to call the question on 17-81a. Approved

Motion No. 17-86(Approved, 3 nay): Senator Rajendran moved to send this back to committee. Senator Renteria seconded.

Motion No. 17-82(Approved all changes with the exception of F): Recommends amending 5-90-050 Graduate Requirements as outlined in Exhibit W (with the exception of (F)).

Senator Temple suggested that maybe the organized departmental or recognized student groups stoles or cords must be submitted to the commencement committee by May 1st of each year so honors can be recognized.

Motion No. 17-87(Approved, 1 nay): Senator Szeliga moved to divide Motion 17-82 and remove the changes to (F) from the others changes.

Motion No. 17-88(Sent back to committee): Recommends amending 5-90-050 (F) Graduate Requirements as outlined in Exhibit W.

Motion No. 17-89 (Approved, 2 nay): Senator Robison moved to send Motion No. 17-88 back to the committee. Senator Braunstein seconded.

Motion No. 17-83(Approved): Recommends amending 5-90-020 Acceptance of Transfer Credit as outlined in Exhibit X.

General Education Committee – Year-End report

Motion No. 17-85(Approved): Recommends adding CWUP 5-100-040 and CWUR 2-100-040 Petition for Exception to the General Education Requirements as outlined in Exhibit Y.

Budget & Planning Committee – Senator Temple reported that there is a written report and summary of responses to the survey in the agenda packet. The committee still needs a CAH representative as well.

Evaluation and Assessment Committee – Written report in agenda packet. Senator Bisgard reported that the summary of the Senate assessment that is done by the faculty is in the agenda packet.

Faculty Legislative Representative – Bret Smith reported that the Council of Faculty Representatives (CFR) will be meeting on Saturday and will be looking forward to next year. A lot of reelection's or new legislators next year.

CHAIR-ELECT: President Gaudino agave gavel to Amy. Refreshments at house afterwards.

Motion No. 17-90(Approved): Senator Claridge moved the following resolution:
WHEREAS, Cody Stoddard led the Faculty Senate with integrity, vision, honesty, and humor;

WHEREAS, Cody Stoddard contributed to a collegial and productive Senate executive committee team;

WHEREAS, Cody Stoddard facilitated strong working relationships between faculty, administration, and students;

WHEREAS, Cody Stoddard advocated for shared governance at Central Washington University;

WHEREAS, Cody represented the interests of faculty in numerous committees, groups, and councils;
and

WHEREAS, Cody facilitated the advancement of the senate and faculty voice at CWU through greater communication between faculty and the Board of Trustees, stronger faculty consultation code language, and greater representation of faculty voice across campus; therefore, be it

RESOLVED that the Central Washington University Faculty Senate is grateful and wishes to publicly thank Cody Stoddard for his service as Chair of the Faculty Senate during the 2017-2018 academic year.

Chair-Elect Claridge encouraged senators to attend the reception after the meeting. Faculty Friday is

this Friday, June 1 from 5:00-7:00 p.m. in the Grupe Faculty Center. The last open Executive Committee meeting is next Wednesday starting at 3:10 p.m. Amy indicated she is looking forward to next year.

NEW BUSINESS - None

Meeting was adjourned at 5:13 p.m.

Exhibit A

Committee	Name	Department	Term
Budget & Planning			
1 CAH vacancy	Vacant		6/14/18 – 6/15/21
Curriculum Committee			
1 LIB vacancy	Vacant		6/14/18 – 6/15/21
General Education Committee			
3 Members-At-Large	Holly Pinkart	Biological Sciences	6/14/18 – 6/15/19
	Laurie Moshier	World Language & Culture	6/14/18 – 6/15/19
	Jill Hoxmeier	Health Sciences	6/14/18 – 6/15/19
Sexual Misconduct & Gender Discrimination Task Force			
1 Member-At-Large	Zachary VandeZande	English	

Exhibit B

Section I. FACULTY RIGHTS AND RESPONSIBILITIES

C. Faculty Responsibilities

2. Areas Meriting Significant Faculty Consultation

Because all aspects of the university are interconnected, consultation with faculty is essential in areas that significantly affect the academic character and quality of the university. Consultation occurs through substantive discussions between administrators and appropriate faculty bodies as specified in this document and as required by the collective bargaining process.

The more directly decisions affect the academic character and quality of the university, the more extensive the consultation with faculty should be. Ideally, decisions will reflect consensus between the administrative leadership and the appropriate bodies of the faculty.

Areas for faculty consultation include, but are not limited to:

- a. university and college mission;
- b. undergraduate and graduate admissions, enrollment management, and scholarships;
- c. budget;
- d. hiring and evaluation of academic administrators;
- e. recommendation of candidates for honorary degrees;
- f. academic facilities, including instructional technologies;
- g. aspects of student life that affect academic climate and quality;
- h. policies related to academic calendars;
- i. creation, reorganization, or renaming of academic units (see Appendix A).

D. Faculty Consultation

1. When consultation with faculty is sought, the initiator (e.g. an administrator or representative of a decision-making unit) will submit a request to the Faculty Senate Executive Committee. The initiator's request should include:
 - a. a succinct written summary of the matter
 - b. preliminary identification of faculty bodies that might be impacted or for whom this might be relevant.
 - c. an assessment of potential positive AND negative impacts on colleges, departments, faculty, or other entities as relevant.
 - d. in cases of creation, reorganization, or renaming of academic units, see Appendix A.

Depending on scope, the request may be submitted in the form of electronic or paper communication.

2. The Executive Committee will:
 - a. Verify the list of faculty bodies that might be impacted.
 - b. Propose a procedure for faculty consultation and input, usually consisting of the following mechanisms:
 - i. "Committee Review": Send the proposal to a Senate Committee or Task Force for review. Senate Committees are responsible for representing faculty and may also, as part of their deliberations, need to solicit broader faculty input, as outlined below.
 - ii. Solicit representative faculty input using one or more of the following procedures:
 - a) "Faculty Input": Solicit input via the system of senator representatives. This may include an oral presentation of the issue in Senate that includes a written communication via the Senate to faculty senators. This communication will include open-ended questions that solicit a range of concerns or ideas that might pertain to the issue. The communication should provide an end date for feedback (no less than 2 weeks). The Executive Committee will help compile the ideas in preparation for the next step(s).
 - b) "Faculty Survey": Administer a survey to the faculty via the Senate office. If the initiators do not have expertise in survey design, they must consult with those with such expertise to ensure a valid survey (e.g., is not leading or pre-determined).
 - c) "Faculty Vote": Give faculty the opportunity to participate in a confidential vote (online or in paper) over a specified time period (no less than 2 weeks). The faculty vote can precede or follow solicitation of broader faculty input.
 - c. Gather data to gain an understanding of the issues pertaining to the topic or initiative in one or both of the following ways:
 - i. "Focus group": Invite a representative sample of potentially impacted parties to a focus group. If the initiators do not have expertise in focus group design or facilitation, they must secure help from those with

such expertise.

- ii. "Faculty forum": Invite all faculty to a forum to convey information and solicit feedback.
3. In most cases, no one mechanism, alone, can be considered an adequate opportunity for input. Also, the following in isolation do not constitute valid "consultation with faculty": consultation only with the Senate Executive Committee, Senate Chair, or other individual members of a Senate Committee; or representation by one or several faculty on a committee. Moreover, consultation with faculty through Faculty Senate does not preclude consultation with other units, with which consultation may be required or advised (e.g. UFC or ADCO).
4. After consultation the initiator:
- a. Will submit documentation of the process to the Executive Committee and how the input was incorporated in the decision-making.

Rationale: A new line was added to Section 1.D.1 of the Faculty Code. The new language directs faculty to a new Appendix A, which is being added to the code to provide instruction and guidance for creation, reorganization, and renaming of academic units.

Exhibit C

Appendix A: Creation, Reorganization, or Renaming of Academic Units

Section I. INITIATION OF FACULTY CONSULTATION

A. Scope

1. For the purposes of Appendix A, "academic unit" refers to all organizational units that impact academics, including but not limited to colleges, schools, departments, and academic and student life service units. For instance, this policy applies to proposals for the reorganization of two service units that impact academics; creation of new colleges or schools, reorganization of existing colleges or departments including the shifting of departments or programs from one college/school/department to another; the partial or complete merger of two or more departments; creation of new departments; dissolution of departments; and changes of college, school and department names.

B. Initiation Process

1. Prior to initiating the process of faculty consultation with senate (see I.D.1), the following groups should be consulted:

- a. all faculty (as defined in Section I.A.1.a.) within affected academic units
- b. all affected dean(s)
- c. United Faculty of Central (if appropriate under Article 25 of the Collective Bargaining Agreement).

Section II. GUIDING PRINCIPLES

A. Creation, reorganization or renaming involving academic units must support the mission and strategic plan of the university and of the academic units impacted. The faculty, staff, and administration of Central Washington University are dedicated to shared governance and recognize the necessity of faculty knowledge and participation in academic decision making. All reviews and deliberations should be conducted in a collegial and constructive way. Any proposal should seriously consider disciplinary and interdisciplinary relationships and shall also investigate impacts on stakeholders in non-academic units.

B. Academic administrators and faculty must actively solicit and consider the concerns of affected faculty, staff, and students in the preliminary planning stages of proposals, and must give these groups notice, information, and time to enable them to evaluate those proposals and make their concerns known. The impacts on budget, personnel, other departments and offices, non-academic units, accreditation, and the curriculum must be in writing and available at all levels of review.

C. Senate consultation must occur prior to any action forwarding implementation of the change (e.g., initiation of curriculum changes, recruitment of students, hiring of staff, etc.).

D. In extreme cases (e.g., financial exigency as defined in the CBA or other financial crisis), the President may request a reorganization. In this eventuality, the President should consult with the affected groups to the greatest extent possible following the process outlined in this policy.

Section III. PROPOSAL

A. When seeking faculty consultation, the initiator must submit a proposal to the Executive Committee including the following items:

1. rationale for the proposed creation, reorganization or renaming
2. goals and objectives of the proposed creation, reorganization or renaming
3. centrality of the unit(s) to the mission of the university, college, and department
4. alignment of the unit(s) to the strategic plan of the university, college, and department
5. a detailed financial cost/benefit analysis of the creation, reorganization or renaming, including:
 - a. impact on resources
 - b. cost of positions required;
 - c. cost of remodeling space;
 - d. cost of purchasing furniture and other equipment;
 - e. cost associated with moving;
 - f. cost of new promotional and recruitment materials;
 - g. website design costs and other related costs
 - h. cost of faculty and staff time in working out the creation, reorganization or renaming
6. impact on the curriculum and programs across the university
7. criteria used to select the unit(s) for reorganization
8. before and after organizational chart for all units affected

- 9. implementation plan and timeline
- 10. potential impacts on tenure/promotion/review processes
- 11. impacts on students, faculty, and staff
 - a. recommendations from each affected unit (e.g., the number of votes for/against and comments about the merits and weaknesses of the proposal)
- 12. impact on quality of degree programs, student retention, and graduation rates
- 13. impact of affected unit(s) on other units and programs
- 14. impact on external constituents
- 15. impact on accreditation

B. Upon receipt of the proposal, the Executive Committee will proceed in a timely manner as outlined in Faculty Code Section I.D.2. When proposals are complete as outlined, the senate consultation process will conclude as soon as possible, with a timeline not to exceed 11 academic weeks (excluding summer), unless there is a strong rationale for delaying.

Rationale: A new Appendix A is being added to the Faculty Code to provide instruction and guidance for creation, reorganization, and renaming of academic units.

Exhibit D

Section III. DISTINGUISHED FACULTY AWARDS

The Distinguished Faculty Awards are the highest awards attainable at the university and must represent the highest level of performance. The awards are overseen by the Senate (Appendix B is incorporated by reference). There are no honorable mention awards.

A. Distinguished ~~Professor~~ Faculty Awards

The Senate confers ~~three~~ four unique awards annually to recognize outstanding distinguished ~~professors~~ faculty in the following areas:

1. Distinguished ~~Professor of Teaching~~ Award (there are 2 awards, 1 for tenured/ tenure-track and 1 for non-tenure-track faculty)

Teaching excellence shall be defined as:

- a. a demonstrated breadth and depth of knowledge;
- b. clarity in methodology and organization of materials, and effective methods of presentation;
- c. continued scholarship and its integration of scholarship into course work;
- d. assistance to students in understanding the value and relevance of the subject matter and course materials, both within the discipline and in a broader context.

2. Distinguished ~~Professor of Service~~ Award

Service shall be defined as endeavors contributing to the welfare of individuals, professional organizations, university groups, the community at large, or the university.

3. Distinguished Professor of ~~Research~~ Scholarship/ Artistic Accomplishment Award

- a. ~~Research~~ Scholarship shall be defined as scholarly or scientific investigation or inquiry, conducted for the purpose of obtaining new data to advance the state of knowledge of the discipline.
- b. Artistic accomplishment shall be defined as the composition, creation, production or other significant and/or innovative contribution to an artistic event. Artistic accomplishment may include, but is not limited to, innovation in music, drama, film, art, dance, poetry or fiction that is a significant contribution to our understanding of the range of human experience and capabilities.

~~B. Non-Tenure Track Distinguished Faculty Award~~

~~1. Non-Tenure Track Faculty Distinguished Teaching Award~~

~~Teaching excellence shall be defined as:~~

- ~~a. a demonstrated breadth and depth of knowledge;~~
- ~~b. clarity in method and organization of materials, and effective methods of presentation;~~
- ~~c. continued engagement with the scholarly profession and integration of scholarship — one's own or that of others — into course work;~~
- ~~d. assistance to students in understanding the value and relevance of the subject matter and course materials, both within the discipline and in a broader context.~~

Appendix B: Distinguished Faculty Awards

Section I. FUNDING

Funding for the awards (\$2,500 for each category) is generously provided by the Office of the President.

Section II. OBLIGATION OF RECIPIENTS

Award recipients are expected to serve on future ~~screening~~-selection committees at some time during their careers.

Section III. INITIAL REQUIREMENTS

A. Due Dates

1. Letters of nomination are due in the office of the Senate by December 1 or, if this date falls on a weekend, the first instructional day thereafter. All letters of nomination must be originals (fax and e-mail versions will not be considered).
2. All material supporting the nomination (i.e., nominees' notebooks) must be received in the office of the Senate by February 1 or, if this date falls on a weekend, the first instructional day thereafter.

B. Nominations and Supporting Materials

1. Nominations may be made by faculty, students, alumni or others in a position to evaluate the effectiveness achievements of a faculty member in any of the ~~three tenure track/tenured~~ award categories (~~Teaching, Service, Research /Artistic Accomplishment~~) or the ~~non-tenure track award (Teaching)~~. Self-nominations will not be accepted. Nomination letters and supporting materials must be submitted to the Senate in accordance with Part A above.
2. Nominations are presented by a Nominator. The Nominator writes the letter of nomination, providing a full description of the nominee's work that is deserving of the respective award; a short statement of nomination will not be sufficient. The Nominator shall also help the nominee to compile and order a notebook for the ~~screening~~-selection committee to substantiate the nomination, incorporating materials required and/or suggested in the accompanying criteria. No materials may be added to the notebook after the due date.
3. The ~~screening~~-selection committee is not an investigative body. Therefore, it is imperative that supportive material be complete, orderly and self-explanatory.
4. Nominators may not nominate more than one faculty to share the same award.
5. An individual may receive an award in more than one category, although not in the same year. An individual may not receive an individual award more than once.
6. A nominee may be renominated.
7. Material of award recipients shall be retained for three years in the office of the Senate.
8. Awards are announced by the ~~provost~~ President and approved by the BOT. Awards shall be officially presented at the Spring Honors Convocation. Neither nominees nor nominators should attempt to contact the committee, the Senate office, or the ~~Provost's~~ President's Office about the progress or outcome of the committee's deliberations. No information will be given out.
9. After reviewing submitted materials, the committee, at its discretion, may elect not to recommend recipients of one or more awards in a given year.

Section IV. ~~SCREENING~~ SELECTION COMMITTEE

A. Membership

1. Members of the ~~screening~~ selection committee are ~~chosen~~ approved by the Executive Committee.
2. ~~Committee membership shall be confidential.~~ Committee membership is finalized by early February at the latest.
3. ~~The committee shall include six members. Five shall be drawn from the ranks of those who have received Distinguished Faculty Awards, representing all colleges of the university, including one non-tenure track faculty member, if possible. The sixth member shall be an alumnus representative selected by Alumni Relations.~~

The committee will include six volunteer members:

- a. Four must be past Distinguished Faculty Award winners representing each award category selected by the Executive Committee.
- b. One must be an alumnus selected by CWU Alumni Relations.
- c. One must be an individual selected by the Executive Committee from three names forwarded by the CWU Retiree Association to balance out the composition of the committee.

4. Emeritus Distinguished Professors/Faculty are eligible to serve.

B. Award Selection Process

1. Nominees shall be considered for Distinguished Faculty Awards based on excellence of work and activities conducted solely while at CWU.
2. The ~~screening~~ selection committee makes the award choices, ~~and sends the recommendations and supporting letters~~ and forwards those names and materials to the ~~provost~~ President ~~and BOT.~~
3. After the award winners have been notified by the President, letters will go out to the other candidates informing them the status of their nomination. The committee will not give individual feedback on the merit of applications or the selection process.

Section V. ~~DISTINGUISHED PROFESSOR~~ FACULTY AWARDS

A. Eligibility

1. Distinguished ~~Professor~~ Faculty Awards are limited to ~~regular~~ full-time ~~tenured/tenure-track~~ CWU faculty who have been at CWU a minimum of six years ~~and have worked at least 135 WLU. (18 academic quarters exclusive of summers).~~
2. ~~Regular faculty who also serve in administration, but continue to teach a minimum of 5 credits per quarter, are eligible.~~

B. Materials for Distinguished ~~Professor of Teaching~~ Award

The Distinguished ~~Professor of Teaching~~ Award nominee's notebook should contain the following items, organized in the following order:

1. Letter of nomination bearing the date stamp of the Senate office verifying submission by December 1.
2. Vitae of nominee, verifying that the nominee is a full-time member of the CWU faculty and has a minimum of six years full-time service at CWU. The vitae must bear the date stamp of the Senate office verifying submission of the notebook by February 1.
3. Personal statement by nominee of philosophy, goals and achievements in the area of ~~research or artistic achievement and invention~~ teaching. This statement must not exceed 1000 words.

4. Evidence of teaching skills in the area of communication and methodology – exemplified in the clarity of organization and presentation of course materials, and of the challenge to and motivation of students – corroborated by:

- a. letters of recommendation, support or corroboration from colleagues, associates, students or relevant others (20 maximum);
- b. a portfolio reflecting the full range of the nominee's teaching assignment, containing summary sheets for student evaluations of instruction ~~for all courses~~, arranged chronologically, taught during the last five years, including all available written comments;
- c. representative class syllabi;
- d. if a video recording is included in the file, please limit the length to 15 minutes.
- e. Evidence of teaching that has been informed by scholarship, as demonstrated by activities such as:
 - i. participation in professional activities such as conferences, symposia, colloquia, exhibitions;
 - ii. membership in professional associations;
 - iii. peer reviewed scholarship or juried presentation;
 - iv. continuing education in one's field or related fields;
 - v. efforts in the development of new courses to broaden and update the university curriculum or other relevant evidence of continued scholarship.
- f. Evidence of the extent of participation in student advisement.

C. Materials for Distinguished ~~Professor of Service~~ Award

The Distinguished ~~Professor of Service~~ Award nominee's notebook should contain the following items organized in the following order:

1. Letter of nomination bearing the date stamp of the Senate office verifying submission by December 1.
2. Vitae of nominee, verifying that the nominee is a full-time member of the CWU faculty and has a minimum of six years full-time service at CWU. The vitae must bear the date stamp of the Senate office verifying submission of the notebook by February 1.
3. Personal statement by nominee of philosophy, goals and achievements in the area of service. This statement must not exceed 1000 words.
4. Evidence of service as exemplified by activities in which the nominee has applied his/her academic expertise to the welfare of individuals, professional organizations, university groups, the community at large, or the university, with evidence of the magnitude of effort and level of commitment to the community in the service provided, all corroborated by:
 - a. letters of recommendation, support or corroboration from colleagues, associates, students, members of the community, or relevant others (20 maximum);
 - b. public acknowledgement, such as, newspaper clippings, testimonials, awards, etc;
 - c. chronological listing or concise summary of the nominee's service, indicating the recipient group and/or geographical area benefited by the service.

D. Materials for Distinguished ~~Professor of Research~~ Scholarship/ Artistic Accomplishment Award

The Distinguished ~~Professor of Research~~ Scholarship/ Artistic Accomplishment nominee's notebook should contain the following items organized in the following order:

1. Letter of nomination bearing the date stamp of the Senate office verifying submission by December 1.
2. Vitae of nominee. The vitae should verify that the nominee is a full-time member of the CWU faculty and has a minimum of six years full-time service at CWU. The vitae must bear the date stamp of the

Senate office verifying submission of notebook by February 1.

3. Personal statement by nominee of philosophy, goals and achievements in the area of research or artistic achievement and invention. This statement must not exceed 1000 words.

4. Evidence of ~~research~~ scholarship or artistic achievement, corroborated by:

a. letters of recommendation, support or corroboration from colleagues, associates, students or relevant others emphasizing professional recognition, quality and credibility of research or artistic achievement (20 maximum).

b. for Artistic Accomplishment – reviews, newspaper clippings, programs, reports, awards, acknowledgments, grants funded, etc.;

c. for ~~Research~~ Scholarship – reprints of publications and a chronological list of research projects, publications, reports, performances, presentations, program participation, or other professional work etc.; or a summary of a single research program for which nomination has been made.

Section VI. NON-TENURE TRACK DISTINGUISHED FACULTY AWARD

A. Eligibility

~~This award is limited to Non-Tenure Track CWU faculty employed by the university during the time of their consideration, and who have a minimum of six (6) years teaching at least one-half of a FTEF on an annualized basis in a Lecturer or Senior Lecturer capacity at the University.~~

B. Materials for Non-Tenure Track Faculty Distinguished Teaching Award

~~The nominee's notebook should contain the following items organized in the following order:~~

~~1. Letter of nomination bearing the date stamp of the Senate office verifying submission by December 1.~~

~~2. Vitae of nominee, verifying that the nominee is currently employed as a NTT faculty member at CWU.~~

~~The vitae must bear the date stamp of the Senate office verifying submission of the notebook by February 1.~~

~~3. Personal statement by nominee of philosophy, goals and achievements in the area of teaching, including addressing the areas outlined in the introduction above. This statement must not exceed 1000 words.~~

~~4. Evidence of teaching excellence, as described above, corroborated by:~~

~~a. letters of recommendation, support or corroboration from colleagues, associates, students or relevant others (20 maximum);~~

~~b. a portfolio reflecting the full range of the nominee's teaching assignment, containing summary sheets for student evaluations of instruction for all courses, arranged chronologically, taught during the last five years, including all available written comments;~~

~~c. representative class syllabi;~~

~~d. if a video recording is included in the file, please limit the length to 15 minutes.~~

~~e. Evidence of teaching that has been informed by scholarship as demonstrated by:~~

~~i. incorporation of one's own or others' research in curriculum development;~~

~~ii. incorporation of technology in the classroom;~~

~~iii. activity in professional organizations and/or writing for publication.~~

Rationale: Several changes were made based on feedback from previous award selection committees and a Senate survey:

1. The application criteria for the Scholarship/Creative Works and Service awards were broadened to include all faculty members (TT or NTT), and award titles were changed to “faculty” awards rather than “professor” awards to reflect this change. There will still be two teaching awards (one TT and one NTT), but they have the same criteria, so section VI was removed.
2. To clarify its the role and reflect current practice, the “screening committee” is now the “selection committee” throughout.
3. The composition of the selection committee was changed slightly to make it easier to populate with members representing different award categories rather than colleges.
4. Selected recipients are now forwarded to the President’s office because the President funds these awards.

Exhibit E

BAS ITAM Project Management Specialization

<https://cwu.curriculog.com/proposal:3995/form>

ITAM-BAS Core Requirements

- ADMG 201 Introduction to Business
- ADMG 271 Business Math Applications
- ADMG 302 Financial Analysis for Administrative and IT Support
- ADMG 371 Administrative Management
- ADMG 372 Leadership and Supervision
- ADMG 374 Project Management
- ADMG 385 Business Communications and Report Writing
- RMT 340 Principles of Selling
- RMT 366 Customer Relationship Management
- RMT 379 IT Management Career Planning
- RMT 490 Cooperative Education
(Must be taken for 8-10 credits, typically during the summer quarter)
- OR
- ADMG 490 Cooperative Education
- OR
- IT 490 Cooperative Education

ITAM-BAS Total Core Credits: 47-49

Project Management Specialization

- ADMG 474 Executing Project Management I
- ADMG 475 Executing Project Management II
- ADMG 476 Managing Project Uncertainty
- ADMG 477 Project Performance Reporting
- ADMG 479 Project Management Maturity

Specialization Total Credits: 20

Total Credits: 67-69

Exhibit F

BS ITAM Project Management Specialization

<https://cwu.curriculog.com/proposal:3978/form>

ITAM-BS Core Requirements

- ADMG 201 Introduction to Business
- ADMG 271 Business Math Applications
- ADMG 302 Financial Analysis for Administrative and IT Support
- ADMG 371 Administrative Management
- ADMG 372 Leadership and Supervision
- ADMG 374 Project Management
- ADMG 385 Business Communications and Report Writing
- IT 101 Computer Applications
- IT 238 Introduction to Cyberwarfare
- IT 248 Web Fundamentals
- IT 260 Integrated Information Technology Application Projects
- IT 301 Information Technology Security, Privacy, and Ethics
- IT 351 Computer Networks
- IT 468 Projects in Database
- RMT 340 Principles of Selling
- RMT 366 Customer Relationship Management
- RMT 379 IT Management Career Planning
- RMT 490 Cooperative Education
- (Must be taken for 8-12 credits, typically during the summer quarter.)
- OR
- ADMG 490 Cooperative Education
- OR
- IT 490 Cooperative Education

ITAM-BS Total Core Credits: 74-78

Project Management Specialization

- ADMG 474 Executing Project Management I
- ADMG 475 Executing Project Management II
- ADMG 476 Managing Project Uncertainty
- ADMG 477 Project Performance Reporting
- ADMG 479 Project Management Maturity

Specialization Total Credits: 20

Total Credits: 94-98

Exhibit G

Digital Forensics and Incident Response (DFIR) Minor/Certificate

<https://cwu.curriculog.com/proposal:4273/form>

Digital Forensics & Incident Response (DFIR) Minor/Certificate

IT 238 Introduction to Cyberwarfare

IT 336 Digital Forensics

IT 351 Computer Networks

IT 370 The Command Line Interface and Cybersecurity

IT 436 Cyberattack/Defense

IT 437 Mobile & Cloud Forensics

Total Credits: 24

Exhibit H

Secondary Education

<https://cwu.curriculog.com/proposal:3957/form>

Required Courses

EDBL 401 Principles and Practices for Educating Linguistically Diverse Students

OR

EDBL 430 Sheltering Instruction for Linguistically Diverse Students

EDSE 302 Introduction to Students with Exceptionalities

EFC 250 Introduction to Education

OR

EFC 210 Seminar

AND

EFC 310 Orientation to Teaching

EFC 315 Educational Assessment

EFC 320 Multicultural Education

EFC 330 Field Experience

EFC 340 Methods of Instruction

EFC 416 Educational Technology

EFC 440 Education Law

EFC 350 Classroom Management

EFC 460 Pedagogy Capstone

EFC 470 Student Teaching Secondary

PSY 314 Human Development and the Learner

Total Credits: 50

Exhibit I

Technical Writing Minor

<https://cwu.curriculog.com/proposal:3759/form>

Required Technical Writing Courses Credits: 9

ENG 310 Technical Writing

ENG 404 Advanced Technical Writing

Choose ONE Information Design Course Credits: 5

ASP 435 Accessible Information Design

OR

ENG 315 Visual Rhetoric / Document Design

Choose THREE Elective Writing Courses Credits: 11-15

ASP 305 Accessibility and User Experience

ASP 325 Universal Design

ASP 435 Accessible Information Design

ENG 301 Rhetoric for Professional Writers

ENG 315 Visual Rhetoric / Document Design

ENG 456 Studies in Rhetoric

(No more than 5 credits of ENG 456 may be applied to the minor)

ENG 472 Research Methods for Workplace Writers

ENG 473 Grant Writing Theory and Practice

IT 248 Web Fundamentals

Total Credits: 25-29

Exhibit J

Safety and Health Management M.S.

<https://cwu.curriculog.com/proposal:4398/form>

Required Courses

- SHM 501 Safety Sciences
 - SHM 502 SHM Graduate Resources
 - SHM 554 Risk Management Principles and Practices
 - SHM 571 Crisis Management and Continuity of Operations
 - SHM 574 Advanced Safety Management
 - SHM 575 EHS Administration & Ethics
 - SHM 576 EHS Program Management
 - SHM 578 EHS Analytics
 - SHM 579 EHS Sustainability & Stewardship
 - SHM 581 Advanced Industrial Hygiene
 - SHM 582 EHS Research Methods
 - SHM 700 Master's Thesis, Project Study and/or Examination
- Must be taken for 3 credits.

Total Credits 45

Exhibit K

Graduate Preparation Program

<https://cwu.curriculog.com/proposal:2365/form>

Required Courses

- ESL 100CC Academic Classroom Culture
- ESL 100LS Academic Listening and Speaking
- ESL 100RV Academic Reading and Vocabulary
- ESL 100RW Research Writing
- ESL 100AR Academic Research

Total Credits: 12

Exhibit L

Business Analytics Minor and Certificate Type C

<https://cwu.curriculog.com/proposal:4277/form>

Required Courses Credits 10

MIS 386 Management Information Systems
ECON 406 Business Analytics

Department Approved Electives Credits: 15

(Must choose at least two disciplines)

ACCT 305 Cost Accounting
ACCT 455 Accounting Information Systems
ACCT 461 Fraud Examination
ECON 325 Introduction to Forecasting
ECON 424 Introduction to Econometrics
ECON 426 Economic Research
MIS 320 Business Process Analysis and Systems
MIS 446 Systems Analysis and Design in Business
MIS 460 Applied Business Analytics
MKT 376 Foundations of Digital Marketing
MKT 469 Market Research
MKT 470 Marketing Problems and Policy
SCM 425 Procurement and Supply Management
SCM 425A Enterprise Purchasing and Materials Management Systems Lab
SCM 435 Supply Chain Operations
SCM 435A Enterprise Production Planning and Execution Systems Lab

Total Credits: 25

Exhibit M

Personal Finance Planning Certificate Type B

<https://cwu.curriculog.com/proposal:4269/form>

Personal Financial Planning Certificate Courses

ACCT 251 Financial Accounting

OR

ACCT 301 Financial Accounting Analysis

ACCT 303 Tax Planning for Personal Finance

PFP 310 Introduction to the Financial Planning Profession

PFP 440 Estate Planning

PFP 450 Insurance and Risk Management

PFP 460 Retirement Planning

PFP 475 Financial Planning Investments

PFP 480 Financial Planning Capstone

Certificate Total Credits: 40

Exhibit N

BS Business Administration Finance Specialization

<https://cwu.curriculoq.com/proposal:4201/form>

Business Foundation Courses

ACCT 251 - Financial Accounting Credits: (5)
ACCT 252 - Managerial Accounting Credits: (5)
BUS 102 – Business Computer Skills Credits (4)
BUS 110- Professional Development 1 Credits (1)
BUS 221 - Introductory Business Statistics Credits: (5)
BUS 241 - Legal Environment of Business Credits: (5)
ECON 201 - Principles of Economics Micro Credits: (5)
ECON 130 - Foundations for Business Analytics Credits: (5)
OR MATH 130 - Finite Mathematics Credits: (5)

Select one of the following: 5 credits

MATH 153 - Pre-Calculus Mathematics I Credits: (5)
MATH 154 - Pre-Calculus Mathematics II Credits: (5)
MATH 170 - Intuitive Calculus Credits: (5)
MATH 172 - Calculus I Credits: (5)
MATH 173 - Calculus II Credits: (5)

Foundation Total Credits: **40**

Business Core Courses

BUS 310 – Professional Development 2 Credits (1)
BUS 301 - Contemporary Approaches to Personal and Professional Development Credits: (3)
OR MGT 200 - Essential Skills for Business Professionals Credits: (5)
COM 301 - Public Speaking for Business and Organizations Credits: (2)
ECON 202 - Principles of Economics Macro Credits: (5)
ENG 311 - Business Writing Credits: (3)
FIN 370 - Introductory Financial Management Credits: (5)
MGT 382 - Principles of Management Credits: (5)
MIS 386 - Management Information Systems Credits: (5)
MKT 362 - Essential Marketing Concepts Credits: (5)
SCM 310 - Supply Chain Management Credits: (5)

Business Core Total Credits: **39-41**

Finance Specialization Courses

Required Courses

ECON 330 - Money and Banking Credits: (5)
FIN 470 - Intermediate Financial Management Credits: (5)
FIN 475 - Investments Credits: (5)

Select a minimum of 10 credits from the following:

(with no more than 5 credits from ECON classes)

BUS 490 - Cooperative Education Credits: (1-12) or one other course approved in advance by a financial advisor Credits: (5)
ECON 310 - International Economics Credits: (5)
ECON 332 - Public Finance Credits: (5)
ECON 352 - Managerial Economics Credits: (5)
FIN 466 - Working Capital Management Credits: (5)
FIN 474 - Personal Financial Planning Credits: (5)
FIN 477 - International Finance Credits: (5)

Total Specialization Credits: 25

College of Business **Capstone**

BUS 4xx – Business Capstone Assessment Credits: (2)

MGT 489 - Strategic Management Credits: (5)

Capstone Total Credits: 7

Total Credits: 111-113

Business Administration BS (BSBA), Marketing Management Specialization
<https://cwu.curriculog.com/proposal:4244/form>

Business Foundation Courses

- ACCT 251 - Financial Accounting Credits: (5)
- ACCT 252 - Managerial Accounting Credits: (5)
- **BUS 102 – Business Computer Skills Credits: (4)**
- **BUS 110 – Business Professional Development Credits: (1)**
- BUS 221 - Introductory Business Statistics Credits: (5)
- BUS 241 - Legal Environment of Business Credits: (5)
- ECON 201 - Principles of Economics Micro Credits: (5)
- ECON 130 - Foundations for Business Analytics Credits: (5)
- **OR MATH 130 - Finite Mathematics Credits: (5)**

Select one of the following: 5 credits

- MATH 153 - Pre-Calculus Mathematics I Credits: (5)
- MATH 154 - Pre-Calculus Mathematics II Credits: (5)
- MATH 170 - Intuitive Calculus Credits: (5)
- MATH 172 - Calculus I Credits: (5)
- MATH 173 - Calculus II Credits: (5)

Foundation Total Credits: **40**

Business Core Courses

- BUS 301 - Contemporary Approaches to Personal and Professional Development Credits: (3)
- **OR MGT 200 - Essential Skills for Business Professionals Credits: (5)**
- **BUS 310 – Business Professional Development 2 Credits: (1)**
- COM 301 - Public Speaking for Business and Organizations Credits: (2)
- ECON 202 - Principles of Economics Macro Credits: (5)
- ENG 311 - Business Writing Credits: (3)
- FIN 370 - Introductory Financial Management Credits: (5)
- MGT 382 - Principles of Management Credits: (5)
- MIS 386 - Management Information Systems Credits: (5)
- MKT 362 - Essential Marketing Concepts Credits: (5)
- SCM 310 - Supply Chain Management Credits: (5)

Business Core Total Credits: **39-41**

Marketing Management Specialization Courses

Required Courses

- MKT 468 - Consumer Behavior Credits: (5)
- MKT 469 - Market Research Credits: (5)
- MKT 470 - Marketing Problems and Policy Credits: (5)

Select a minimum of 10 credits from the following:

- BUS 490 - Cooperative Education Credits: (1-12) (May be taken for 1-6 credits)
- ECON 310 - International Economics Credits: (5)
- MKT 364 - Marketing Promotion Management Credits: (5)
- MKT 365 - International Marketing Credits: (5)
- MKT 370 - Sports Marketing and Sponsorship Credits: (5)
- MKT 371 - Sponsorship and Promotion in Sport Business Credits: (5)
- MKT 372 - Revenue Generation and Finance in Sport Business Credits: (5)
- MKT 376 - Foundations of Digital Marketing Credits: (5)
- MKT 476 - Advanced Digital Marketing Credits: (5)

Total Specialization Credits: **25**

College of Business Capstone

- **BUS 4xx – Business Capstone Assessment Credits: (2)**

- **MGT 489 - Strategic Management Credits: (5)**
Capstone Total Credits: 7

Total Credits: 111-113

Exhibit O

BS Accounting Major

<https://cwu.curriculog.com/proposal:4441/form>

Foundation Courses Credits: ~~35~~ 39

ACCT 251 Financial Accounting
ACCT 252 Managerial Accounting
BUS 102 Business Computer Skills
BUS 221 Introductory Business Statistics
BUS 241 Legal Environment of Business
ECON 130 Foundations for Business Analytics

OR

MATH 130 Finite Mathematics
ECON 201 Principles of Economics Micro

Select one of the following: (5 credits)

MATH 153 Pre-Calculus Mathematics I
MATH 154 Pre-Calculus Mathematics II
MATH 170 Intuitive Calculus
MATH 172 Calculus I
MATH 173 Calculus II

~~Accounting major~~ **Accounting Business Core** ~~Courses (Accounting Major) Degree~~ Credits: 35

COM 301 Public Speaking for Business and Organizations
ECON 202 Principles of Economics Macro
ENG 311 Business Writing
FIN 370 Introductory Financial Management
MGT 382 Principles of Management
MIS 386 Management Information Systems
MKT 362 Essential Marketing Concepts
SCM 310 Supply Chain Management

Required **Accounting** Courses Credits: ~~30~~ 35

ACCT 305 Cost Accounting
~~ACCT 346 Income Tax Accounting I~~
ACCT 340 Income Tax Accounting 1
ACCT 350 Intermediate Accounting I
ACCT 351 Intermediate Accounting II
ACCT 352 Intermediate Accounting III
ACCT 455 Accounting Information Systems
ACCT 460 Auditing

Department-Approved Electives: ~~10~~ 5 Credits

Select ~~10~~ 5 credits from the following:

ACCT 405 Advanced Cost Accounting
ACCT 430 Governmental and Non-profit Accounting
~~ACCT 446 Income Tax Accounting II~~
~~ACCT 450 Advanced Accounting~~
~~ACCT 455 Accounting Information Systems~~
ACCT 441 Advanced Tax 1: Individual
ACCT 461 Fraud Examination
ACCT 475 International Accounting
~~BUS 441 Advanced Business Law~~
ACCT 484 Professional Writing and Speaking for the Accountant
(ACCT 484, if taken, should be completed no later than fall of senior year.)

College of Business Capstone Credits: ~~5~~ 7

BUS 489 AACSB Assessment
MGT 489 Strategic Management

Total Credits: ~~115~~ ~~117~~ **121**

Exhibit P

Graduate Professional Accounting Certificate Type D

<https://cwu.curriculog.com/proposal:3145/form>

REQUIRED COURSES

ACCT 550 Advanced Accounting
ACCT 550A Advanced Accounting Lab
ACCT 583 Seminar Auditing
ACCT 583A Seminar in Auditing Lab
BUS 541 Advanced Business Law
BUS 541A Advanced Business Law Lab

TOTAL CREDITS: 18

Exhibit Q

Global Cultural Training Certificate Type B

<https://cwu.curriculog.com/proposal:4386/form>

Required Courses Credits: 14

COM 302 Intercultural Communication
WLC 427 Cross-Cultural Competence in a Globalized World
WL 490 Cooperative Education
(Must be taken for 5 credits)

Choose one of the following electives Credits: 5

FR 200 Introduction to French Culture
JAPN 311 Manga and Anime: Japanese Visual Culture
RUSS 200 The Art of the Protest: Censorship and Resistance in Russian Culture
WLC 250 Language and Power
WLC 311 Popular Cultures of the World

Total Credits: 19

Exhibit R

Public Health BS, Pre-Nursing Specialization

<https://cwu.curriculog.com/proposal:4321/form>

Public Health Core Requirements

HED 101 Health Essentials (~~4~~)
PUBH 230 Foundations of Public Health
PUBH 240 Writing in Public Health
PUBH 250 Introduction to Health Policy and Systems
PUBH 310 Community Health
PUBH 311 Cross Cultural Practice in Public Health (~~3~~) (4)
PUBH 317 Global Health (~~3~~) (4)
PUBH 320 Environmental Health (~~3~~) (4)
PUBH 324 Infectious and Non-infectious Disease
PUBH 375 Theories of Health Behavior (~~3~~) (4)
PUBH 380 Epidemiology (~~3~~) (4)
PUBH 422 Community Health Promotion and Education
PUBH 445 Professionalism in Public Health
PUBH 460 Public Health Ethics
PUBH 470 Population Health Assessment and Research
PUBH 471 Program Planning
PUBH 472 Program Implementation and Evaluation
PUBH 490 Cooperative Education
(Must be taken for 10 credits)
Total Core Credits: ~~66~~ 67

Specialization Required Courses

BIOL 220 Introductory Cell Biology
BIOL 322 Introductory Microbiology
BIOL 355 Human Anatomy and Physiology I
BIOL 356 Human Anatomy and Physiology II
CHEM 112 Introduction to Organic Chemistry
CHEM 112LAB Introduction to Organic Chemistry Laboratory
CHEM 113 Introduction to Biochemistry
CHEM 113LAB Introduction to Biochemistry Laboratory
PSY 313 Developmental Psychology
PSY 362 Introductory Statistics
NOTE: CHEM 111 and CHEM 111LAB are prerequisites for CHEM 112; PSY 101 is a prerequisite for PSY 313; thus, 10 additional credits beyond those in the major itself are required for students pursuing this specialization.

Total Required Specialization Credits: 49

Total Credits: ~~115~~ 116

Exhibit S

CWUP 5-50-020 Definition of Curriculum Terms

- (1) Certificate programs are courses of study that normally require less than 25% of the credits required for a degree program at the same level. Certificate programs may not exceed 44 credits. Certificate programs are specialized career programs, often geared for admission to licensing or career entrance tests, and results in a certificate. Certificate programs may also be noncredit.
- (2) A cross-listed course is a course that may be offered by two or more programs or within the same program. Cross-listed courses must bear the identical course outcomes, description, credit, title, and numbering; only the prefix will be different. The following statement must be added to the course description: "(BUS XXX) and (ENG XXX) are cross-listed courses; a student may not receive credit for both." If one of a given cross-listed course is offered in a quarter, the other will also be offered.
- (3) Curriculum refers to individual courses and academic degree programs offered by the university. An academic degree program is a combination of courses (major, minor) related to a common theme, all of which contribute to a common purpose and lead to a specific goal which results in receiving a degree.
- (4) Degree means a title or rank awarded by a college or university to a student who has successfully completed a required course of study (e.g., bachelor's or master's or specialist).
- (5) Degree program means a set of educational requirements, identified jointly by the department or other degree-granting unit and the college or university, which leads to a degree. Baccalaureate program requirements involve a combination of general education courses, courses in the major field of study, and elective courses. Graduate program requirements involve intensive study in the major field, preparation in the use and conduct of research, and/or a field or internship experience; professional programs generally prepare individuals for professional fields (e.g., law, medicine).
- (6) Degree title means a full designation of the degree including level (e.g., bachelor, master), type (e.g., arts, applied science, science, education, fine arts), and major (e.g., mathematics, music, history). ~~These distinctions are illustrated below. For the activities outlined in these guidelines, these definitions of a degree title will be used.~~

~~DEFINITION OF DEGREE TITLE~~

Degree Designation	Level	Type	Major
B.A.-English	Bachelor	Arts	English
B.S.-Business-Administration	Bachelor	Science	Business-Administration
B.F.A.-Graphic-Arts	Bachelor	Fine-Arts	Graphic-Arts
B.A.S.-Information-Technology-&-Administrative-Mgmt	Bachelor	Applied-Science	Information-Technology-&-Administrative-Management
M.-MUS	Master	Music	Music
M.Ed.-Master-Teacher	Master	Education	Master-Teacher
M.F.A.-Art	Master	Fine-Arts	Art
Ed.S.-School-Psychology	Specialist	Education	School-Psychology

Rationale: 5-50-020(6) is a housekeeping change. With changing degree options, this list would have to be changed frequently.

Exhibit T

5-50-060 Curriculum Rules for Implementation

(1) Cooperative Education

Cooperative education (X90) is an individualized contracted field experience where the student is actively engaged in hands-on learning with business, industry, government, or social service agencies. This contractual arrangement involves a student learning plan, cooperating employer supervision, and faculty coordination.

(2) Credit Hour Allocation to Courses

Credit Hour Allocation to Courses - Academic credit provides the basis for measuring the amount of engaged learning time expected of a typical student enrolled not only in traditional classroom settings but also laboratories, studios, internships and other experiential learning, distance, correspondence, and competency-based education.

(A) Traditional, Seat-Time-Based Courses - A minimum of one class work hour (approximately 50-60 minutes of instruction) and an additional two hours of out-of-class student work each week for one credit hour during a 10-week quarter. If the learning experience is offered in a different time frame (e.g., six-week summer session), the student time required to complete the course should reasonably approximate 30 hours of combined direct instruction and student work per credit. If direct instruction is not the principal mode of learning for an academic experience (e.g., laboratory courses, , studio work, some on-line courses), the student time required to complete the course should reasonably approximate 30 hours of student work per credit.

(B) Hybrid or Online Courses - The credit hours awarded for a given course or academic experience must be reasonably equivalent to the standard of 3 hours of combined classroom instruction and student work per credit hour for a 10 week quarter. These hours may consist of course activities including, but not limited to:

- Face-to-face course meetings
- Virtual course meetings or student-instructor and student-student interactions
- Time to read/view assigned texts or other assigned materials
- Experiential learning activities consistent with the learning objectives of the course
- Synthesis/processing/reflection time and activities (may be used for writing or production of creative work which may take many forms including but not limited to journals, formal papers, projects, blogs, art, music, etc.)

(C) Alternative Outcome-Based Courses - Credit may be awarded for an amount of learning equivalent to learning in a seat-time-based course as documented by student attainment of learning outcomes as verified by assessment of student achievement by the appropriate academic department. Students completing competency-based courses would be awarded the same credit equivalent to learning in the same seat-time-based course.

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

(A) Graduate Enrollment - Graduate courses numbered 501 and above are generally restricted to students who have a bachelor's degree and who have formally been admitted to a graduate program of the university. Competitive admission may be required for some programs.

(B) Undergraduate Enrollment - Seniors may enroll in graduate courses with the permission of the instructor and the department chair. Credit earned by seniors may meet either undergraduate or graduate program requirements, but not both. If the credit earned by a senior is to be applied to a graduate program, approval must be obtained from the dean of graduate studies and research.

(C) Curricular Criteria - Graduate curricula are usually more specialized than undergraduate curricula, focusing on a few academic or applied areas. Introductory courses and courses that can be approached by a student without extensive preparation are not appropriate to the graduate level.

(4) Individual Study Courses

Individual study courses (X96) are those that include study of specific topics that are not offered as existing courses. The individual study course may be repeated for credit.

(5) International Study Courses

University-sponsored international courses and programs must meet the same academic criteria as would be required of similar programs on the home campus.

(6) Lower and Upper-Division Courses (initial digit 1XX, 2XX, 3XX, 4XX)

(A) Lower-division courses (1XX and 2XX) are general introductions to a field of study. They are normally open to all students, not just those majoring in the field.

(B) Upper-division courses (3XX and 4XX) are more specific than lower-division courses and may require prerequisites.

(7) Final Culminating Experience

Final culminating experience credits (6XX or 7XX) will have the following catalog description:

DEPT 6XX or 7XX: Final culminating experience title has to be specified as one or more of the following: Master's Thesis, Project Study, Portfolio Review, Examination, Creative or Studio Project, or Internship.

Prerequisite: permission of chair of student's graduate faculty supervisory committee. Designed to credit and record supervised study for the master's thesis, non-thesis project, studio project, public recital, portfolio review, internship, and/or examination. Grade will be S/U. May be repeated for up to six credits for all Master's degrees and may be repeated for up to 12 credits for terminal Master's degrees.

~~Master's Thesis, Project Study and/or Examination~~

~~Master's thesis, project study and/or examination (700) courses will have the following catalog description:~~

~~DEPT 700: Master's Thesis, Project Study and/or Examination (1-6). Prerequisite, permission of chair of student's graduate faculty supervisory committee. Designed to credit and record supervised study for the master's thesis, non-thesis project, studio project, public recital, and/or examination. Grade will be S/U. May be repeated for up to six credits~~

Rationale: 5-50-060(7) This change is being made to reflect the changes to final culminating experiences to allow it to accommodate all master programs.

Exhibit U (Withdrawn)

CWUP 5-90-040

(32) Course Requirement Overlap

(A) Courses that satisfy the ~~basic skills and/or breadth~~ General Education Program requirements may also be applied toward major, specialization, minor, or certificate requirements (or as noted in CWUP 5-50-030), unless disallowed by the department. However, credit hours for each course will be counted only once toward the minimum 180 credit hour graduation requirement. (See CWUP 5-90-050)

(B) Departments shall establish policy guidelines regarding the multiple use of a single course toward satisfying major, specialization, minor, or certificate requirements (or as noted in CWUP 5-50-030). These policy guidelines shall be maintained on file with registrar services and published in print and ~~on-line~~ online catalogues and ~~available~~ department advising material.

CWUR 2-90-040

(32) Course Requirement Overlap

No procedures

Rationale: Currently a student is able to get a major and minor in the same major field of study without taking any additional credits (or very few). These changes would help close that window for students.

Exhibit V

CWUP 5-90-040

(34) Class Attendance and Participation

(A) ~~Instructors may require regular class attendance.~~ For any course that meets in-person, students are expected to attend the first class meeting. For courses that only meet online, students are expected to login on the first day of the term.

~~(B) The first day of the quarter is the first day of instruction listed in the university calendar. An instructor may drop a student from the class by notifying Registrar Services if the student has failed to attend the class by the end of the third day of the quarter or the first class meeting if the class does not meet during the first three days of the quarter.~~

1. Students who fail to attend, login, or make previous arrangements with the instructor or department, will be dropped by registrar services for non-attendance at 11:59 p.m. the third day of instruction. Any errors, omissions or mistakes by faculty or registrar services to drop a student from a course will not remove the tuition liability to the student.

2. For students enrolling in six or nine week summer session courses, the confirmation and attendance policy will be applied to the second day of instruction. Intensive courses whose dates do not correspond to the academic term in which they are scheduled will have course specific deadlines for academic and financial responsibility.

3. Students who remain enrolled after the third day of instruction or who register for classes after the third day of instruction must drop their course(s) prior to the published deadline to avoid academic or tuition liability.

~~(B) A student who does not meet course prerequisites and does not have instructor permission may be required to drop will be dropped~~ from the course by registrar services before the last day of the change of schedule period.

~~(C) After the change of schedule period, only officially enrolled students will be allowed to attend classes in which they are enrolled. Community outreach, public, or recruitment events that are held in conjunction with credit-bearing courses are exempt from this requirement.~~

~~(D) Instructors may require regular class attendance.~~ Instructors are not required to offer makeup work for missed classes, including those missed during the Change of Class Schedule period or university-approved activities, regardless of student course enrollment status. In cases where an absence meets the guidelines in ~~CWUP 5-90-040(F)~~, CWUP 5-90-40(34)(G), instructors are strongly encouraged to work with the student to make arrangements to avoid academic penalties due to absences. The student is responsible for obtaining written documentation from the faculty member defining any alternative accommodations for missed assignments. The written documentation will serve as verification of the agreement.

(E) Sponsors of university-approved activities requiring absence from campus will prepare and sign an official list of the names of those students who plan to be absent. It is each student's responsibility to present a copy of the official list to the appropriate instructors and make arrangements prior to the absence.

(F) Members of the university community directing or arranging such activities must adhere to the following guidelines:

1. Scheduling of such activities shall not overlap with official final examination periods;
2. Scheduling of such activities shall not require an absence of more than three (3) consecutive class days;
3. Scheduling of such activities shall be announced to the students far enough in advance for them to plan to fulfill course requirements;
4. Responsibility for seeking an exception to these guidelines lies with the sponsor and not with the student(s)

CWUR 2-90-040 (34)

(34) Class Attendance and Participation

(A) The drop for non-attendance date shall be defined as the third day of instruction during a regular quarter, or the second day of instruction during the Summer session. If the first-class meeting occurs after the drop for non-attendance date, then the first-class meeting date shall be the drop for non-attendance date. Students shall be counted as “in attendance” by being physically present, logging-in to an online course component, or informing the instructor of their intent to be “in attendance”, at least once prior to the drop for non-attendance date. A student who is “in attendance” is expressing their intent to attend the entirety of a class for a quarter and is thereby accepting the academic and tuition liability for the class. A student who has not been counted as “in attendance” shall be considered non-attendant. Faculty members must notify registrar services of non-attendant students within one instructional day following the drop for non-attendance date.

(B) No procedure

(C) No procedure

(D) Students should obtain written documentation from the faculty member via email correspondence, letter, or any other form of written communication on whether absences in the course will be approved, stating which absences will be approved, and defining any accommodations for missed assignments. The written documentation will serve as verification of the agreement.

(E) No procedure

(F) No procedure

Rationale: Clarify procedures for how students can be dropped from a class for non-attendance, as well as what the financial responsibilities are for students that do not drop classes.

Exhibit W

CWUP 5-90-050 Graduation Requirements for Bachelor's Degrees

Students are eligible for award of a bachelor's degree if they fulfill the following requirements established by the faculty:

(1) Credits

(A) A minimum of 180 quarter credits is required. Students who have accumulated more than 210 credits will be notified prior to registration that they must submit graduation applications or develop graduation plans or a hold will be placed on their registration. Students must develop graduation plans working with an academic advisor. Individual plans must be approved both by the advisor and the major department chair and submitted to registrar services before this hold can be removed.

(B) A minimum of 60 credits of upper division study (courses numbered 300 and 400) is required. Students must be enrolled at CWU for at least three quarters and earn a minimum of 45 credits.

(C) Credits earned through industrial or military experience or through prior learning assessment or course challenge may not be used to meet residency requirements.

(D) Transfer students must earn from CWU a minimum of 10 credits in the major and, if a minor is declared, 10 credits in the minor.

(E) Students who have accumulated 210 or more credits and intend to complete a double major or double degree, and have not yet completed either program, must meet with both department advisors and submit one graduation plan signed by both department chairs and both major advisors to registrar services. This also applies to double majors in different colleges. If one major has been completed, only the advisor and the department chair for the uncompleted major need to review and sign the petition.

(F) Students who have accumulated 210 or more credits and intend to include one or more minors in their academic plan are required to obtain the approvals of their major and minor advisor.

(G) Up to 45 credits may be counted from course challenge or other prior learning assessments.

(2) Scholastic Requirements for Graduation

(A) Graduation and graduation with honors are based on cumulative credits and grade-point averages earned at the time the degree is awarded.

(B) In order to graduate, students must have achieved a cumulative grade-point average of at least 2.0 (C) in courses taken at Central Washington University.

(C) Students must also have achieved a cumulative grade point average of at least 2.25 in the major and 2.00 in the minor field of study. All courses fulfilling the major and minor requirements, including courses accepted in transfer, are used in computing the major and minor grade point average.

Specific degree and professional certification programs may have more stringent degree requirements than those specified above.

(3) Degree Components

(A) The general education program must be completed as defined in the university catalog.

(B) Students transferring from Washington State community colleges holding the appropriate academic transfer associate degree will have met the general education program and foreign language requirements. [\(See CWUP 5-90-030\(2\)\)](#)

(C) Completion of all requirements for a major as specified by the appropriate department is required.

(D) Exceptions in majors, minors, and teacher preparation programs must be approved by the appropriate department chair and school dean or designee.

(E) Completion of a minor is required when the major contains fewer than 60 credits. In that case the total credits of major and minor must total to at least 60 credits.

(F) Successful demonstration of writing and computational skills is required for graduation.

(G) Students who enter Central Washington University with 45 or fewer credits must complete UNIV 101 Student Success Seminar. Student must enroll in UNIV 101 during their first quarter at CWU.

~~(4) Foreign Language~~

(H) The ~~Basic Skills Requirement of the University General Education Policy~~ University requires that students ~~have completed~~ either two years of the same foreign-language, Native American language, or American Sign Language in high school, or one year of college-level foreign language. If this requirement was completed prior to enrollment at the University, the student must submit official transcripts to the Office of Admissions.

If foreign language has not been satisfied prior to enrollment, then the student must take one year of foreign language before graduating from the University.

~~(A) Students seeking the bachelor of arts (B.A.) degree, and who fulfilled the University general education requirements with a DTA Associates degree, must show evidence of completion of the foreign language Basic Skills requirement prior to graduation.~~

~~(B) Foreign language requirements for any other baccalaureate degree are designated by the individual major or degree program.~~

† Students seeking an exception to CWUP 5-90-050(2)(G), may satisfy the foreign language exit requirement by passing the CLEP® test or passing a foreign language course challenge exam. The foreign language requirement may, under special circumstances, be fulfilled in alternate ways as determined and approved by the chair of the Department of World Languages and Cultures or designee, in consultation with registrar. International students who attended a primary or secondary school, where the majority of instruction was not in English, for a minimum of one year prior to enrolling at CWU are exempt from the foreign language graduation requirement.

(4) Professional Education

All professional education programs require completion of professional education competencies in addition to completion of major requirements.

(5) Application for Graduation

(A) Application for the bachelor's degree must be filed by the established deadline during the quarter prior to the quarter at the end of which the student expects to graduate.

(B) Exceptions to university graduation requirements must be petitioned to ~~the Registrar~~ registrar services. Approval of exceptions must be obtained from the general education committee, department or program chair, and responsible dean where appropriate.

(6) Commencement Participation

(A) Students who have met graduation requirements during the current academic year fall through summer quarters, and those expecting to meet the requirements during the current spring may participate in the spring graduation ceremony.

(B) Students must submit to registrar services, a commencement participation form prior to the published commencement participation deadline.

(C) Students anticipating graduation the summer quarter following commencement exercises may participate in the graduation ceremony on a space available basis.

(D) Candidates for summer graduation who wish to participate in the spring commencement ceremony prior to issuance of a degree must submit an application for graduation prior to the spring quarter deadline. Published acknowledgment of the degree will not take place until the degree is conferred.

(E) All honors recognition for summer quarter candidates will be published the following spring.

(F) Students participating in commencement exercises must wear commencement regalia approved by the Registrar.

(G) Exceptions to commencement procedures are approved by ~~the R~~ registrar services.

(7) Graduation with Distinction

(A) Baccalaureate honors are awarded to recipients of a first bachelor's degree according to the following cumulative GPA:

3.500 to 3.699 - cum laude

3.700 to 3.899 - magna cum laude

3.900 to 4.000 - summa cum laude

The cum laude, magna cum laude, and summa cum laude honor will be noted on the recipient's diploma and university transcript.

(B) President's Scholars: President's Scholars are those students who, in the current academic year, have cumulative GPA's in the top 1% of their respective school or college class. GPA is calculated by existing university policy.

(C) Dean's Scholars: Dean's scholars are those students who, in the current academic year, have a cumulative GPA in the top 5% of their respective school or college class (but not including the top 1%). GPA is calculated by existing university policy. Eligible individual study majors will be determined by the Provost or designee.

(D) The following conditions must be met in order to be considered for graduation with distinction:

1. At least forty-five (45) of the credits required for the degree must be earned at Central Washington University in courses taken on the A-F graded basis.

2. Credits earned by course challenge, CLEP® and other national examinations, military experiences or courses, prior learning assessments, non-college courses and industrial experience will not be allowed toward the 45 credits required for eligibility.

3. Honors shall be based on the GPA of all credits earned at Central and transfer credits accepted by CWU.

(E) Registrar Services will calculate the top percentage for declared graduates based on the end of winter quarter data. Final determination of honors will be made after spring quarter graduation when all grades are recorded.

(F) Students completing degree requirements during the summer who are permitted to participate in the preceding spring quarter commencement will not be eligible for honors recognition until the following spring commencement ceremony.

(9) Concurrent Baccalaureate Degrees

(A) A student may be awarded more than one baccalaureate degree (B.A., B.A. Ed., B.F.A., B.MUS, B.S., B.A.S.) at the same time provided that requirements of both the degree programs have been completed.

(B) Double majors within the same baccalaureate program do not constitute separate baccalaureate degrees except in cases where the second degree requires 60 or more credits that do not satisfy any degree requirements of the first degree.

(C) In disciplines offering multiple baccalaureate degrees with identical or similar names, e.g., B.A. and B.S. in Biology, only one degree will be awarded. Exceptions to this policy require approval by the department chair and the appropriate dean.

(10) Second Baccalaureate Degree

(A) Qualified students seeking second baccalaureate degrees are admitted to post-baccalaureate status; this does not mean, however, that they are enrolled in an "advanced degree program."

(B) To receive a second baccalaureate degree, students must complete:

1. all degree requirements not satisfied by the previous degree, and

2. a minimum of 45 quarter credits from Central.

(C) Second baccalaureate degree students must be matriculated and accepted into a degree or certificate program by the time they have earned 25 credits beyond their last degree. Once a degree objective has been declared, second baccalaureate students must develop graduation plans with academic advisors. Academic department chairs may grant extensions beyond the 25-credit limit.

(D) Second baccalaureate degree students follow regulations applicable to undergraduates.

(E) Second baccalaureate degree students may request from the department that any requirement of a minor be satisfied by the initial bachelor's degree earned provided that the requirements of the minor were completed in prior course work.

[Responsibility: Faculty Senate; Authority: Provost/VP for Academic & Student Life; Reviewed/Endorsed by Provost's Council 04/29/2014; Cabinet/UPAC; Review/Effective Date: 06/04/2014; Approved by: James L. Gaudino, President]

Rationale:

3 (H) Degree Components

-Providing an exemption to the foreign language requirement for students who have attended a non-English speaking school for at least one year.

6 (F) Commencement Participation

-Clarifying what may be worn at the commencement ceremony.

Exhibit X

CWUP 5-90-030 Acceptance of Transfer Credit

(1) Transfer Credit

(A) In general, it is the university's policy to accept credits earned through college and university-level courses at institutions fully accredited by their respective regional accrediting association.

(B) A student may transfer no more than 135 credits, including a maximum of 105 lower division credits to be applied to the 180 credit minimum toward graduation.

(C) Only official transcripts and official test score results will be used to evaluate credits for degree requirements.

(D) No more than 45 total quarter credits through Advanced Placement (AP), College Level Examination Program (CLEP), International Baccalaureate (IB), Cambridge, Military or other sources of non-traditional credit may apply toward graduation requirements.

(2) Transfer Credit from Four-Year Institutions.

A student may transfer no more than 135 credits, including a maximum of 105 lower division credits to be applied to the 180 credit minimum toward graduation.

(3) Transfer Credit from Community Colleges

(A) The university will accept a maximum of 105 community college credits. Course work exceeding that amount may be used to satisfy specific requirements but no additional credits will be accepted.

(B) A student cannot earn an associate degree and bachelor degree in the same quarter.

(C) Associate of arts degrees from a college accredited by the Northwest Commission on Colleges and Universities in the state of Washington approved by the Intercollegiate Relations Commission (ICRC) as a direct transfer agreement (DTA) associate degree will meet the general education and for the foreign language requirements of a bachelor's degree.

(D) Associate of science transfer degrees (AS-T Track 1 or 2) which are part of direct transfer agreements between CWU and Washington community colleges must meet additional general education requirements for a CWU bachelor's degree. (See CWUR 25-90-030(32)(D))

(E) Associate degrees that are not part of the direct transfer agreement, such as applied, career and technical degrees, will not automatically satisfy the general education requirements at CWU.

(F) Academic transfer associate degrees from an accredited college outside the state of Washington may meet the general education requirement of a bachelor's degree. Review of the content/distribution of the associate degree is completed by a registrar services designee and recommended approval by the general education committee.

(G) Transfer students with an Associate of Applied Science degree who enter a Bachelor of Applied Science program will be considered to have met the foreign language requirements for graduation.

(4) Other Forms of CreditThe university accepts, in a manner consistent with herein-established transfer and equivalency policies, college credit earned while a student is enrolled in high school (AP, CLEP, IB, Cambridge, CoH, Running Start).

(B) No more than 45 total quarter credits through CLEP® or other sources of non-traditional credit may apply toward graduation.
(A) Advanced Placement Credit. The University will grant at a minimum elective credit for College Board Advanced Placement (AP) exams completed with a score of three (3) or higher. Students may receive credit for advanced placement with a grade of S, depending upon the scores achieved on the College Entrance Examination Board Advanced Placement Test (AP). Students must request that their official AP test scores be sent to registrar services at Central. Scores of 3 or better on Advanced Placement Examination will be awarded as free electives for departments without specific policy.

(B) College Level Examination Program (CLEP). Students will be awarded college-level quarter credits with a grade of S for each score at the 50th percentile on the College Level Examination Program (CLEP) humanities, social science/history and natural sciences examinations. These credits will meet the general education requirements in the appropriate areas. Students may also be awarded credit for subject examinations as determined by appropriate academic departments at the time of application for credit.

(C) International Baccalaureate. Central recognizes the International Baccalaureate (IB) program as a coherent, challenging course of study and responds individually to each participant's IB transcript for award of college credit. Central will grant at a minimum elective credit for International Baccalaureate (IB) higher level exams completed with a score of four (4) or higher, with exceptions. Standards for acceptance will be established by the appropriate academic departments and listed in the official catalog. CWU recognizes the International Baccalaureate Diploma and awards up to 45 quarter credits (30 semester credits). With the receipt of a Diploma, credit will be awarded for 3 courses (15 quarter credits) and distributed evenly among the three general education breadth or knowledge areas. These credits will not be applied to lab or writing courses. An additional 30 quarter credits (20 semester credits) may be awarded in the areas of the students' higher level subject exams with a score of 5 or higher.

(D) Cambridge International, Pearsons (Edexcel), Assessment and Qualifications Alliance and Oxford Cambridge and RSA (OCR). Once the student has submitted the original exam certificate directly from the exam agency, students will be awarded up to 15 quarter credits for each A-level exam with a passing grade. Up to 7.5 quarter credits will be granted for each AS-level exam with a passing grade. A satisfactory (S) grade will be posted for A-level or AS-level exams.

(E) Military Credit

(a) Matriculated students seeking to use Veterans Affairs Educational benefits must submit official military transcripts (Joint Services Transcript or Community College of the Air Force) for evaluation.

(b) Students may receive up to 30 credits, for completion of military educational experiences as recommended by the American Council on Education. Basic training and Military Occupational Specialty courses are excluded.

~~A student may transfer no more than 135 credits, including a maximum of 105 lower division credits to be applied to the 180-credit minimum toward graduation. No more than 45 total quarter credits through military or other sources of non-traditional credit may apply toward graduation.~~

Military credit will be granted for:

1. Military service schools;

2. United States Armed Forces Institute correspondence courses;

(c) Military credit recommendations that are direct equivalents to CWU course offering may be articulated to that specific course with departmental approval. If direct course equivalents do not exist, elective credit will be awarded when possible.

(d) DANTES. Credit for DANTES Subject Standardized Tests (DSSTs) college-level academic subjects using the minimum score and credit amount as recommended by the American Council on Education and approved by the academic department.

(F) Credit will be accepted from non-U.S. institutions of higher education when:

(1) Linked to CWU either by a bilateral or consortial agreement or Verified by registrar services as a legitimate, recognized institution of higher education (tertiary level) within a particular country, if the student has received a passing grade recognized by the institution, and

(2) When an official record or transcript has been received by the university.

(G) Military credit will not be granted for:

1. College or universities not regionally accredited;

Vocational/technical courses;

2. Non-credit courses and workshops;

3. Remedial or college preparatory courses;

4. Sectarian religious studies;

5. Vocational/technical courses

~~Military credit recommendations that are direct equivalents to CWU course offerings may be articulated to that specific course with departmental approval. If direct course equivalents do not exist, elective credit will be awarded when possible.~~

[Responsibility: Faculty Senate; Authority: Provost/VP for Academic & Student Life; Reviewed/Endorsed by Academic & Student Life Council 09/29/2015; Cabinet/UPAC; Review/Effective Date: 10/7/2015; Approved by: James L. Gaudino, President]

Rationale: The Washington State Legislature has made changes to what is accepted at 4-year institutions, so we are updating our policy to match theirs.

Exhibit Y

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

(1) A student must complete the general education requirements for the catalog year in which the student was admitted to Central Washington University, as per CWUP 5-90-040(10).

(2) In accordance with CWUP 5-90-030, a student who has completed a direct transfer agreement (DTA) or already has a bachelor's degree (from a regionally accredited institution) has fulfilled their general education requirements.

(3) For a transfer student without a DTA, registrar services will evaluate the fulfillment of transfer (non-CWU) courses into the CWU general education program. A student may appeal the registrar's decision for transfer courses to the faculty senate general education committee (GEC). Decisions of the GEC are final.

(4) A student readmitted to the university and with three or fewer general education courses remaining in their original general education program may petition to complete the general education requirements under the catalog for the year when they were first admitted to CWU, even if the catalog has expired.

(5) A current CWU student can, with the support of an academic advisor, petition registrar services prior to applying for graduation for exceptions to the general education requirements. Registrar services and GEC maintain a record of previously approved general education course exceptions for consistency in decision-making. For students using a catalog for years prior to academic year 2019-2020, CWU courses that are not already approved writing (W) courses may not be petitioned to meet the general education writing requirement. A student may appeal the registrar's decision to the GEC, with the support of an academic advisor. Decisions of the GEC are final. On rare occasions, the faculty senate executive committee may render decisions on general education appeals when the GEC is not available for regularly scheduled meetings, such as during the summer term.

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

(1) A student intending to petition the general education requirements for a specific course must submit a petition form with advisor support to registrar services before the student has applied for graduation.

(2) The student is encouraged to submit a general education petition as early as possible to support accurate academic advising. For current or previous CWU courses, the student must submit a syllabus and any supporting documentation along with the petition. Review of the petition will be based on the catalog year the student started at CWU and the approved CWU general education requirements for that catalog year. Depending on department-specific guidelines, petitions may require the department chair's approval to be submitted with the petition request. For any transfer course, the student must submit a course syllabus that describes the content of the course and states the learning outcomes. For students using a catalog for years prior to academic year 2019-2020, any petition for a transfer course intended to meet the writing (W) requirement must include a minimum of 7 pages of academic writing produced by the student for the completed course under review.

(3) Initial decisions for exceptions to the general education requirements are made by registrar services. Registrar services and GEC maintain a record of previously approved general education course exceptions for consistency in decision-making. If registrar services denies the initial student appeal, the student must submit an additional appeal letter to registrar services, which will be presented to GEC. The student is also encouraged to include any additional supporting documentation that may not have been included in the previous petition to the registrar.

(4) A representative from registrar services presents anonymized individual student petitions to the GEC during regularly scheduled GEC meetings during the academic year. The representative explains the student petition, and the GEC members decide to approve or not approve the student petition on a case-by-case basis, depending on the strength of the appeal documentation and advisor support for the petition. Records of these decisions are kept for reference in future student appeals, including acceptable course substitutions. GEC and registrar services will administer this process in consultation with appropriate faculty from the relevant discipline.

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.