

3-6-2019

## CWU Faculty Senate Minutes -03/06/19

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**REGULAR MEETING**  
**Wednesday, March 6, 2019, 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:** Lori Braunstein, Michael Johnson, Cynthia Mitchell, Mark Oursland, Stephen Robison, Josh Welsh

**Guests:** Christopher Boone, Carolyn Thurston, Shawnte' Elbert, Rebecca Lubas, Janet Finke, Julia Stringfellow, Gail Mackin, Kandee Cleary, Rose Spodobalski-Brower, Carey Gazis, Anne Johansen, Michael Gozyes, Scott Robinson, Becky Pearson, Jeff Stinson, Bernadette Jungblut, Teri Walker, Bill Schafer

**CHANGES TO AND APPROVAL OF AGENDA** - Approved

**MOTION NO. 18-51(Approved): APPROVAL OF MINUTES** of February 6, 2019

**COMMUNICATIONS** – There were no communications .

**Shawnte' Elbert - Health & Wellness** - Shawnte' is the Associate Dean of Health and Wellness. She supervises the Wellness Center, Recreation and Student Medical and Counseling Services. Her first initiative is to do a strategic plan. She will consult with students and with faculty throughout that process. Shawnte' indicated she wants to create a comprehensive model and develop an interdisciplinary and holistic approach with an emphasis on faculty roles. She is working on developing handouts on how to work with students. Shawnte' shared her health and well-being values in higher education: social justice, human dignity, and respect for all; provision of student-centered services; professional excellence, responsiveness, and ethical practice; multidisciplinary and collaborate approaches to health (suicide prevention team, exercise is medicine, flu shot promotion, STI testing, support group(s), cross training/continuing education opportunities, alcohol/other drug assessment referral); the commitment and participation of other stakeholders both on and off campus who advance health; active involvement of students and evidence-informed practices as a foundation for our programs.

**Anne Johansen – ENST program** – Anne talked about the request for the Environmental Studies Program to separate structurally from Geography. The program has been governed separately by an interdisciplinary group. Currently the program exists of 100 students and most are majors. With the program being under Geography creates issues with curriculum and scheduling as the information goes to the Geography secretary for the chair. The Environmental Studies program now has a ½-time secretary to be able to do these processes. There is strong support from the Geography chair and the Dean.

**Tom Henderson – NSSE & FSSE report** – Tom went over the summary of the NSSE & FSSE surveys that were administered last spring NSEE to first year and senior status students as well as to all faculty. Tom indicated that Central will not administering either survey this year, but plan to conduct online surveys of first year and senior students and faculty around Civic Engagement and Cultural Diversity this spring.

**SENATE CHAIR REPORT** – Amy reported that Academic Advising Council held three town halls last week. The comments were pretty consistent across the three town halls. Some of the main themes are that advising should be empowering, accessible, personalized and equitable. This is a good starting point for developing the mission and model. The Council presented five potential models and asked participants what features of the models would make a good model for CWU. There seemed to be a consensus that both faculty and staff should be advising. Another area that was brought out was the need to work better together and be more consistent in messages to students. Another piece was there should be a centralized advising center where students can go and be directed to the appropriate person. The feedback survey have received some responses.

The council will use that feedback to develop a draft advising model and will send that information out for feedback. Amy sent out an email to faculty regarding the policy and Faculty Code updates that were approved in February. One of the policies was regarding the spring commencement participation. An exception was made for students who are scheduled to graduate in fall to walk in spring commencement through a petition process. Amy indicated that a form will be coming out soon and students will need signatures from the department. The deadline to have the petition to the Registrar will be early April. The Executive Committee was able to meet with BOT executive team last week in Sammamish. One conversation dealt with the efforts faculty are making to retain students. This conversation was received well by Board and have a greater understanding of what faculty do

**FACULTY ISSUES** – Amy reported on some of the faculty issues that have been brought up at previous Senate meetings. The General Education policy regarding assessment being punitive will be reviewed by the General Education committee and will consider changes to the language.

Senator Bisgard brought up that the changes to the General Education rules regarding Quantitative Reasoning got derailed because of language there was department approval. He suggested that committee chairs and the Executive Committee be very careful how they talk about changes like this and not make sweeping generalizations

Senator Castillo indicated a concern that has been brought up at the CEPS Ad Hoc committee regarding promotion and tenure. It appears that peer observations are becoming peer evaluations.

**PRESIDENT** – President Gaudino reported on the conversations regarding the state budget that are happening in Olympia. The legislature looks at all of the areas they have to fund. Higher education is typically one of the last areas they look at to fund. Central has several requests around wellness enhancement, degree pathway program and GameOn program funding. We should know in a couple of weeks what the House and Senate budget will look like. Then the budget will go into the conference committee to work out a single budget. Central has received positive feedback about the request for funding for the second half of the Health Sciences building. The request for the boiler replacement is looking good. There are requests for small projects and general maintenance. Central also has a request for design money for Nicolson pavilion. Demolition of Hertz will begin soon. President Gaudino indicated that CWU has withdrawn the capital funding request regarding Bowers Field/Yakima airport. This request is competing with other requests and the timing of the funding was dictating the decisions that needed to be made. This funding request is being delayed until we have a better understanding of what can be done. The Council of Presidents (COP) is tracking around 300 bills that effect education. Only a few will probably make it out of committee. There is a freedom of speech bill that is somewhat controversial. The Department of Education is looking at accreditation and there is a view that accreditation stifles innovation. DOE is also looking at removing the criteria around credit hours. Removing of this criteria would open the door for not-for-profit and for-profit institutions. President Gaudino indicated that approximately 6 trees are slated to be taken down as they are causing roof damage. Governor Inslee has appointed Gladys Gillas to the BOT. The Governor still needs to appoint one additional trustee. President Gaudino thanked the faculty that participated in the listening sessions regarding the ghost threat of a non-active shooter alert.

**PROVOST** – Provost Frank reported on her recent trip to Turkey. Provost Frank and Ediz Kaykayoglu presented at an international conference. Central has agents in some countries that help recruit students. Provost Frank encouraged Senate to have Ediz at a future Senate meeting to talk about his efforts. The other Washington campuses have been discussing some of the same topics as Central; such as early warning systems, mental health concerns, recruitment and retention, common applications and test optional campus. Western is moving their academic index. Provost Frank indicated they will be examining CWU's list of holds. Currently we have over 100 student holds. NWCCU is simplifying their standards and will have an impact on our one

year report that is due in March 2020.

**STUDENT REPORT** – Claire-Anne reported that the student lobby day was canceled because of the weather. The ASCWU vice president for legislative affairs will be doing a Pizza and Policy discussion on March 7 11-2 in the SURC pit. Student and Activities fair is today. The fair is to help educate students about different services on campus, such as HYPE, Wellness Center, Rec Center, and Observer. ASCWUG scholarship is \$1000 and is focused on contributions on campus. BOT student trustee applications are being accepted. Students are looking at banning smoking on campus. Currently they are trying to gather information and feedback. SURC feasibility study is currently going on, and there is a survey being conducted. Students are entered into a \$500 book scholarship drawing if they complete the survey as well as \$4.25 is added onto their connection card. The next SAS meeting will be on April 2. Their new constitution was approved and now going to ASCWU. Funding in SAS is running low. Their last meeting was yesterday for S&A fees. S&A has granted \$31,000 to help students to grow professionally.

**OLD BUSINESS** - None

## **REPORTS/ACTION ITEMS**

### **SENATE COMMITTEES:**

#### **Academic Affairs Committee**

**Motion No. 18-37(Approved):** Recommend approval of CWUP 5-90-040(42) and CWUR 2-90-040(42) Student Service Campus as outlined in Exhibit A.

**Motion No. 18-39(Approved):** Recommend amendments to CWUP 5-90-040(39) and CWUR 2-90-040(39) Required Student Participation in Assessment Activities as outlined in Exhibit B.

**Motion No. 18-52(Referred back to committee):** Recommend approval of amendments to CWUP 5-90-040(36) Final Examinations as outlined in Exhibit C.

**Motion No. 18-52a (Approved 3 nay, 1 abstention):** Dan moved to amend Motion No. 18-52 to read: Any deviations from the published exam schedule require department chair, dean or designee approval. Seconded.

**Motion No. 18-52b(Approved):** Dan Moved to amend second sentence. The department chair must then submit the request for the change to academic scheduling in the registrar's office. Seconded.

**Motion No. 18-54 (Approved, 2 nay):** Motion was made to refer Motion No. 18-52 back to committee.

**Bylaws & Faculty Code Committee** - Written report.

#### **Curriculum Committee**

**Motion No. 18-44(Withdrawn):** Recommended the addition of CWUP 5-50-100(4) Programs as outlined in Exhibit D.

#### **General Education Committee**

**Motion No. 18-53(Approved):** Ratify the General Education Pathway Coordinators as outlined in Exhibit E.

Chair Pearson reported that there is still a vacancy for the Health & Well-being pathway

coordinator. The committee is reviewing non-specific department courses transfer courses and how they fit into the new GE program. The committee has approved 288 courses so far. Web development for the new General Education website is well underway and hope to show it on April 1st. Professional advising staff did an advising workshop. This is just a beginning and will have more workshops as we move forward. The target to get information to current student's information about potentially switching to the new General Education program is April 1<sup>st</sup>. The committee is discussing a deadline for students to make the switch. The dates they are discussion are 6/7, 6/14 or 6/21. There will be faculty development sessions for the 184 First year experience courses.

**Evaluation and Assessment Committee** - Written report. Chair Bisgard reminded Senators to please respond to the survey on SEOs.

**Sexual Misconduct Task Force** - Emily Rollie reported that the task force has held several town halls for students, staff and faculty. The task force is collecting feedback. The feedback form is on the Faculty Senate website. The task force is finalizing their recommendations and thinking about long term sustainability with implementation.

**Faculty Legislative Representative** - Written report is available in Senate office.

**CHAIR-ELECT:** Open Executive Committee meeting next week in the Grupe Faculty Center at 3:10 p.m.

**NEW BUSINESS** - None

Meeting was adjourned at 5:08 p.m.

# Exhibit A

## Policy & Procedure Review

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**Policy & Procedure Number: CWUP 5-90-040(42) and CWUR 2-90-040(42)**

**New**  **Revision**

**Title:** Student Service Campus

**Summary:** Student fees differ depending on which campus a student attends. Online students are required to select the campus through which they receive the bulk of their campus services. For online students, the choice of a service campus other than Ellensburg may result in a substantially different fee structure. This new policy and procedure provides details of how a student may select and change their service campus.

*[03/06/2019: Responsibility: **Faculty Senate**; Authority: Katherine Frank, Provost/VP for Academic & Student Life; Reviewed/Endorsed by: Cabinet/UPAC; Review/Effective Date: xx/xx/2019; Approved by: James L. Gaudino, President]*

**CWUP 5-90-040**

**(42) Student Service Campus**

For tuition/fees to be properly charged and for assessment purposes, it is imperative that student service campus information be correct within the student information system by the end of the change of schedule period as published in the official academic calendar. Students may take courses at any campus, online, or through a combination of multiple instructional sites. A service campus is the location that a student will be taking the majority of classes or be receiving most of their support services. The service campus is the campus to which the student was admitted unless an authorized campus change request has been processed by registrar services or a university center.

**CWUR 2-90-040**

**(42) Student Service Campus Procedures**

Students who would like to change their service campus must complete a campus change request form. Any change involving the Ellensburg campus must be approved and processed by registrar services. All other changes may be approved and processed by university center or online advising staff as appropriate.

## Exhibit B

### Policy & Procedure Review

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**Policy & Procedure Number:** CWUP 5-90-040 (39) and CWUR 2-90-040 (39)

**New**  **Revision**

**Title:** Required Student Participation in Assessment Activities

**Summary:** This policy change adds an exception to the requirement to complete placement testing before or at orientation for transfer students without a DTA and international students who are often unable to attend an orientation session. They need to be given more time to complete testing.

*[03/06/2019: Responsibility: **Faculty Senate**; Authority: Katherine Frank, Provost/VP for Academic & Student Life; Reviewed/Endorsed by: Cabinet/UPAC; Review/Effective Date: xx/xx/2019; Approved by: James L. Gaudino, President]*



## CWUP 5-90-040

### (39) Required Student Participation in Assessment Activities

(A) Assessment of students - As part of the continual evaluation and pursuit of excellence in ongoing programs, students are required to participate in assessment activities at several points during their academic careers.

1. Students will be assessed for placement into Academic Writing I and Quantitative Reasoning and above upon entering as first-year **new** students. Through the placement exams, students identified with deficiencies in English usage/reading or computation must correct them prior to enrolling in Academic Writing I or Quantitative Reasoning and above, respectively. Students will take a placement exam prior to or during orientation.

2. To promote success, students will be assessed for placement into courses that require a specific skill set or proficiency level (e.g. mathematics or foreign languages). These placement opportunities will be available prior to or during orientation for all new students.

3. Students enrolling in programs that require auditions/evaluations must follow department requirements.

## CWUR 2-90-040

### (39) Required Student Participation in Assessment Activities

(A) First year students will satisfy all required placement assessment **activities** before or during the first-year orientation session, ~~or, for those students admitted after all orientation programs, prior to registering for courses the subsequent term.~~ **Transfer students without a DTA, international students, and students admitted after all orientation programs will satisfy all required placement assessment before they register for their second quarter.**

**(B) First-year students admitted after all orientation programs, and international students, will satisfy all required placement assessment activities before they register for their second quarter.**

**(C) Transfer students will satisfy all required placement assessment activities before they register for their third quarter**

# Exhibit C

## Policy & Procedure Review

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**Policy & Procedure Number: CWUP 5-90-040(36)**

**New**      **Revision**

**Title:** Final Examinations

**Summary:** To allow for a 10-minute passing time, sessions of 1 hour and 50 minutes, rather than 2 hours, are now being allotted for final exams. This creates problems for departments that use standardized or oral exams and need a 2-hour session. Proposed changes to the Final Examination policy allow an exception for departments with exams requiring extended time or an alternative location.

*[03/06/2019: Responsibility: **Faculty Senate**; Authority: Katherine Frank, Provost/VP for Academic & Student Life; Reviewed/Endorsed by: Cabinet/UPAC; Review/Effective Date: xx/xx/2019; Approved by: James L. Gaudino, President]*

## CWUP 5-90-040

### (36) Final Examinations

(A) Currently, the final examination week for each term spans four days from the Tuesday through the Friday immediately following the last week of instruction. The Monday following the last week of instruction is designated as a study day for students and no exams may be scheduled on that day.

Examinations on the Ellensburg campus are established according to class schedules in order to avoid, where possible, conflicts resulting from simultaneous examination periods. Examinations at the university centers are scheduled by the university centers typically at the time the class has been taught. Final exam schedules are posted to the student MyCWU schedules by the 30th day of the quarter.

1. Final exam weeks are a part of the academic year/university calendar days, as established in the catalog.
2. During final exam week, a final examination or culminating experience (i.e., an “authentic assessment” which could be, but is not limited to, formal presentations, poster sessions, writing tasks, or portfolio reviews) is expected for each course taught as dictated by the nature of the course material and/or learner outcomes.
3. Faculty and students are required to conform to the final examination schedules published by registrar services on the Ellensburg campus or determined by the university centers unless:
  - a. a faculty member's responsibilities require an alternative examination date and time.

b. the examination format (i.e. standardized timed exam or oral exam) requires an extension of time or alternative location.

~~↳ c.~~ on the Ellensburg campus, in the event that a student can demonstrate that he/she has more than two examinations scheduled on the same day or two examinations scheduled at the same time, any one of his/her instructors is authorized to excuse the student from the regularly scheduled examination and give a final examination to the student during an alternative time during Finals Week. In cases in which alternative arrangements cannot be made, students shall refer the matter to the department chairs in consultation with the appropriate instructor.

~~↳ d.~~ at the university centers, in the event that a student has two examinations scheduled at the same time, any one of their instructors is authorized to excuse the student from the regularly scheduled examination and give a final examination to the student during an alternative time during Finals Week, including Monday of Finals Week. In cases of difficulty in arriving at a solution, students shall refer the matter to the department chairs in consultation with the appropriate instructor.

4. If a faculty member is required to be away from campus due to a faculty development opportunity or leave as delineated by the Central Washington University and UFC Agreement, changes to an instructor's exam date and time must be made at the earliest possible date and approved by the department chair. Moreover, it is the responsibility of that faculty, with approval from the chair, to arrange a suitable alternative that will accommodate all students.

5. Any deviations from the published exam schedule require department chair approval. The faculty member must then submit the request for the change to academic scheduling in the registrar's office. After the change is implemented, the faculty member must notify students.

~~↳ 6.~~ Faculty must have grades submitted by no later than 10:00 p.m. on the Tuesday after final examination week.

# Exhibit D

## Policy & Procedure Review

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**Policy & Procedure Number: CWU 5-50-100 (4)**

**New**  **Revision**

**Title:** Programs

**Summary:** This section is being added to add clarity and a process for how a program may be discontinued. Currently we do not have a defined process for this process.

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## CWUP 5-50-100 Programs

### (4) Program Discontinuation

(A) Purpose. The purpose of this policy is to establish guidelines and standards for the discontinuation of academic programs.

### (B) Definitions

1. Academic Program: A sequence of courses leading to a degree, a minor, and/or a certificate. Academic programs covered by this policy include undergraduate and graduate degree programs, minors, and credit and non-credit certificate programs.

2. Program discontinuation: The university is teaching-out a program. No additional majors can declare the program as their program of study. The program will end upon completion of the program by students enrolled at the time of the discontinuation decision and who remain continuously enrolled, or after two complete academic years. The program will be removed from the official CWU catalog as soon as the decision to discontinue is approved.

(C) Guidelines. Program discontinuation may be originated by that program's faculty, that college dean, faculty senate curriculum committee, provost or provost designee, or president. For graduate programs, the graduate curriculum committee should also be consulted. A program may be discontinued by mutual agreement of the program faculty, the dean, the provost or provost designee, and the faculty senate curriculum committee. An information notice would be moved from the faculty senate curriculum committee to the faculty senate. A discontinuation review is not necessary if all parties are in agreement. Should it be necessary to consider the discontinuation of an academic program and the parties are not in agreement, a determination will be based upon a discontinuation review of the following factors:

1. Importance to the university.
2. The academic, quality, rigor and value of the program.
3. Cost effectiveness and demand for the program.

In considering whether to discontinue a program, no one category is more crucial than any other. A decision to discontinue a program is based on a holistic assessment of the program in terms of quantitative assessment of all decision variables, within a process that is broadly consultative.

a. Importance to the university. A program's importance to the university will be determined by the following criteria:

- i. The extent to which the program promotes the mission and vision of the university.
- ii. The extent to which the program is central to the curriculum of the university.
- iii. The extent to which the program provides a service to the surrounding community and the changing needs of the State of Washington.

b. Academic quality, rigor and value of the program. Program quality shall be assessed by program review, external review, and/or accreditation review and shall determine to what extent the quality of the program justifies continuance in its present form. The evaluation of program quality shall include:

- i. Demonstrated ability of the faculty to offer and maintain a current and rigorous curriculum.
- ii. Access to resources adequate to develop sufficient breadth, depth, and coherence of the program.
- iii. Demonstrated ability to attract and retain well-qualified faculty.
- iv. The quality of the program's faculty as demonstrated by participation in appropriate scholarly, creative and/or professional activity.
- v. The extent to which the program's excellence and standing in its discipline enhances the reputation of the university.
- vi. Demonstrated ability to attract, retain, and graduate students in a timely manner that leads to student success.

c. Cost effectiveness and demand for the program. A program's cost-effectiveness shall be determined relative to disciplinary norms and completed to similar programs at comparable institutions. The quality indicators and metrics presented shall include (1) faculty ratio; (2) numbers of tenured/tenure-track faculty and lecturers'; (3) total cost-effectiveness of staff and faculty allotment; (4) total cost effectiveness per FTEF; and (5) total cost effectiveness per FTES. Other discipline-specific variables may also be used. Student demand for the program may be measured by one or more of the following:

- i. The number of completed applications for admission
- ii. The FTES generated in lower division, upper division, and/or graduate level courses.
- iii. The number of students who complete the program in a timely manner.
- iv. The anticipated need for graduates of the program.

(D) Teach-Out for discontinued programs, a teach-out plan in compliance with the Higher Education Opportunity Act and the requirements of the northwest commission on colleges and universities (NWCCU) shall be implemented. The originator of the program discontinuation process must contact the office of the associate Provosts and work with the office of the associate provosts to complete a substantive change request submission to the NWCCU to include a detailed teach-out plan.

(E) Program discontinuation procedures. For undergraduate and graduate degrees, minors, and/or certificates, the process for program discontinuation shall include the program's faculty, that college dean, the faculty senate curriculum committee, the graduate curriculum committee (for graduate programs), the faculty senate and the provost or provost designee. The procedures for program discontinuation are presented in the accompanying curriculum procedures.

# Exhibit E

## General Education Pathway Coordinators

First Year Experience – Amanda Ross, English

Civic and Community Engagement – Shaffer Claridge, Law and Justice

Health and Well-being – Vacant

Perspectives on Current Issues – Joshua Buchanan, Psychology

Social Justice – Michelle O'Brien, English

Sustainability – Carey Gazis, Geology

Ways of Knowing – Karisa Terry, Anthropology & Museum Studies