

10-3-2018

## CWU Faculty Senate Minutes -10/03/18

Janet Shields  
senate@cwu.edu

Follow this and additional works at: <https://digitalcommons.cwu.edu/fsminutes>

---

### Recommended Citation

Shields, Janet, "CWU Faculty Senate Minutes -10/03/18" (2018). *Faculty Senate Minutes*. 932.  
<https://digitalcommons.cwu.edu/fsminutes/932>

This Meeting Minutes is brought to you for free and open access by the CWU Faculty Senate Archive at ScholarWorks@CWU. It has been accepted for inclusion in Faculty Senate Minutes by an authorized administrator of ScholarWorks@CWU. For more information, please contact [scholarworks@cwu.edu](mailto:scholarworks@cwu.edu).

**REGULAR MEETING**  
**Wednesday, October 3, 2018, 3:10 p.m.**  
**BARGE 412**  
**Minutes**

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

**ROLL CALL All senators, or their alternates were present except:** Tracey Haggerty-Lester, Sathy Rajendran, and Tim Sorey

**Guests:** Christopher Boone, Carolyn Thurston, Ruth Jefferies, Bonnie MacEwan, Kevin Archer, Julia Stringfellow, Lindsey Brown, Cynthia Pengilly, Autumn Cedars, Claire-Anne Grepou, Mark Samples, Eric Cheney, Janet Finke, Bernadette Jungblut, Anne Cubilie, Gail Mackin, Becky Pearson, William Schafer, Jeff Stinson, Michael Goerger, Sharon O'Hare, Jeff Dippmann

Agenda approved as presented.

**Motion No. 18-01(Approved):** Adoption of 2018-19 Operating Procedures/Roberts Rules of Order attached as Exhibit A.

**MOTION NO. 18-02(Approved): APPROVAL OF MINUTES** of May 30, 2018

**ORIENTATION** – Chair Claridge gave a brief overview of Faculty Senate. Chair-Elect Szeliga gave a short presentation on parliamentary procedure.

**INTRODUCTIONS** – Senators introduced themselves.

**Ruth Jefferies – Grants** Ruth started on June 1. She gave a brief introduction to the vision for Research and Grants department. They will be doing some campus wide faculty development grants program. Ruth will be hosting a two day grants workshop on October 15 and 16. During winter quarter she will be putting together a faculty panel of grant recipients. There will be a speed networking opportunity to share research. There will be a combined pre-proposal that will be electronically routed hopefully by January 1. Ruth's office will be involved from the proposal stage to close out and will be handled properly and ethically. There will be a reception on February 13 for grant recipients. The grant process has a long time line. Faculty need to contact her office at least 8-12 months in advance.

**Bernadette Jungblut – Reaffirmation of Accreditation** – Dr. Jungblut thanked those who have been involved with the reaffirmation of accreditation. The site visit will be October 22-24. Dr. Jungblut talked about the schedule and encouraged Senators to help colleagues prepare and get the word out to students. Reaffirmation of accreditation is an opportunity for institutional peer review. This is an evaluation of CWU's quality and mission fulfillment. This is an opportunity to present the excellent work we do. Regional accreditation is importation to be eligible for federal and other sources of funding. Dr. Jungblut encouraged faculty to attend the welcome breakfast on October 22 at 8:00 a.m. Please encourage staff to go to open staff forum in SURC 137 at 10:00 a.m. and encourage students to attend events as well. There are rack cards that can be handed out to students. On Wednesday, October 24 at 8:00 a.m. there is the exit meeting. The open faculty forum is Monday, October 22 in Science I room 216.

**COMMUNICATIONS** - None

**SENATE CHAIR REPORT** – Chair Claridge thanked Senate for the honor to serve as faculty senate chair this year. There is a lot going on this year. Several of the Executive Committee attended the Board of Trustee (BOT) meeting this summer. The BOT made it very clear they want to be inclusive of staff, faculty

and students. General Education Implementation Task Force (GEITF) and the General Education Committee (GEC) have done a lot of work towards implementation. Last year Senate approved the framework. Senate also voted to delay implementation to fall 19 to provide more opportunity to plan out the implementation. This summer GEITF worked to address those questions. Eric Cheney, co-chair of GEITF will talk about that work later today. Senate will be voting on the implementation at the October 31, 2018 meeting. The Executive Committee (EC) has been actively working with the Provost and President's Budget Advisory Committee (PBAC) to answer some of the funding questions. Information from PBAC will be presented at the October 31st Senate meeting. Strategic Enrollment Plan outlines institutional goals and where we are going towards enrollment. It includes how and when we will grow. There will be public forums about this plan. This plan has a lot of implications for faculty and the institution. Chair Claridge indicated there has been and will continue to be conversation about retention this year. Retention rates have declined over the last several years. Baccalaureate Task Force has been exploring what it means to get a degree at CWU. What makes us unique? The workgroups have been gathering a lot of information and some of the recommendations are starting to move forward. There will be three conversations this year: Advising what is the best model for Central. There will be open forums and will also bring this back to Senate. Interdisciplinary programs roles, how defined. Also will be talking about Honors and what is the best structure of Honors to support our students. Advising discussion should be happening this quarter.

The Senate Budget and Planning Committee has been a strong voice in budget. This year they are evaluating the role of RCM/ABB; How the model is working at the college and department level; looking at new budget models for overhead units; How departmental budget information should be shared; and Reevaluating the role of the subcommittees. They are asking for continued faculty input this year on the process.

**FACULTY ISSUES** – Chair Claridge gave update of issues from last year. EH&S structure and where they report - President Gaudino was responsive and has asked Andreas Bohman to investigate. Faculty don't have access to the list serve – currently working with IS to identify a different way to communicate with an app within MyCWU. Hope to have more information by the next meeting. Last year several issues were brought up about how finals are assigned in 2 hour blocks. Some courses don't plan on using 2 hour block and how do faculty deal with assigned schedules. Lindsey Brown has indicated that faculty can work with Registrar office to move scheduled times within the first 30 days. The Registrar office can delete the specific time, but still indicate the exam and put in the note in how it will take place. The faculty would then need to reserve a space.

Senator Castillo brought up the space between exams. Need to update the policy to add an exception to that rule.

Chair Claridge reported on the issue regarding prior student behavioral issues. Amy has been working with Student Success on this issue. Joey Bryant will give a presentation to Senate at one of the next two meetings.

Passing time issue for final exam. Registrar's office has presented a potential solution. Senators are encouraged to take back this information to departments for feedback.

Senator Sloan - This year parking passes was different than in past years. Faculty couldn't pick until the first day of class. Everyone was standing in the same long lines.

**PRESIDENT** – No report as President Gaudino is out of town.

**PROVOST** - Provost Frank indicated that the reaffirmation of accreditation has been an incredible lift by Dr. Jungblut and her staff. The Provost indicated that her office has sent out a couple of communications via email. The updated ASL work plan is on the Provost web page. The Capital Plan for 2019-2029 has been posted. Page 31 lists the academic building. These are more concepts or ideas for new spaces for programming moving forward. This is a very interdisciplinary list. The student retention dropped to 69.33% from our high of 75% in 2013. ASL is taking the lead on retention. This summer students who needed some remedial help in math were provided a new bridge program. This was a pilot of 100 students. The

Provost indicated they will be expanding the program and would like to include writing. Professional development has been provided some space in Samuelson to at least get them started. There will be more about the HIS exploratory report from last year and what it might mean. Provost Frank reported she will be starting drop-in hours and a notice was sent out today. The Provost encouraged everyone to do their mandatory trainings and reminded faculty that the FERPA training is a required annual training.

**STUDENT REPORT** – Claire-Anne Grepo, Vice President for Academic Affairs. Claire reported that they are working on getting SAS vacancies filled. The Student Academic Senate (SAS) mirrors the faculty senate. They have 53 spots, but only 17 are currently filled. Claire asked faculty to nominate a student to represent your department. SAS allows students to request funds for educational trips and is a platform to talk about campus issues. They also have an Executive Board as well that are representative of colleges. The students are talking about an ice rink on campus and a pumpkin patch next year. Homecoming is next week.

**OLD BUSINESS** – Senator Braunstein has a question for the Provost regarding the details about the compression salary information we did this year. The Provost responded that the members have been identified and will have more information as that group meets.

## REPORTS/ACTION ITEMS

### SENATE COMMITTEES:

#### Executive Committee

**Motion No. 18-03(Approved):** Nominations for the 2018-19 Faculty Senate Parliamentarian.  
Nominee: Walter Szeliga, Geological Sciences

**Motion No. 18-04(Approved):** Ratify 2018-19 committee vacancies as presented in Exhibit B.

#### Academic Affairs Committee

**Motion No. 18-05(Approved):** Recommends amending CWUR 2-90-020 Undergraduate Admission procedure as outlined in Exhibit C.

**Motion No. 18-06(Approved, 1 nay):** Recommends amending CWUP 5-90-020 Undergraduate Admissions policy as outlined in Exhibit D. .

**Bylaws & Faculty Code Committee** – Senator Radeke reported that the purpose of this committee is to maintain the Bylaws and Faculty Code. All changes of these documents go through Senate and aids in shared government. Mary reported that one of the committee charges this year includes working with GEC and EC on proposed changes to the structure the GEC committee chair and pathway coordinators. They are continuing to work on new language regarding the BOT Distinguished faculty award. They will also be working with the Budget & Planning Committee regarding college budget committees and restructuring.

#### Curriculum Committee

**Motion No. 18-07(Approved):** Recommend approval of a new Enterprise Process and Systems Integration Certificate as outlined in Exhibit E.

**General Education Implementation Task Force** - Eric Cheney reported that the task force has been advising administration, EC and Senate since last winter on the GE implementation. There are a number of action areas in the report. Gen Ed policies and procedures, course mapping, advising and public relations, finance and resource.

**Faculty Legislative Representative** - See written report.

**CHAIR-ELECT:** Chair-Elect Szeliga reported that the BOT will be on campus Sunday October 21 and Monday October 22. Senate will be discussing the General Education program at the next meeting on

October 31, 2018. Next Wednesday, October 10 will be the open EC meeting in the Grupe Center at 3:10 p.m.

**NEW BUSINESS** – None

Meeting was adjourned at 4:59 p.m.

## Exhibit A

### 2018-19 Faculty Senate Operating Procedures:

Robert's Rules of Order Newly Revised, 11th Edition (ISBN-13: 978-0306820205) will be the accepted authority for procedural operations. The senate's bylaws take precedence over Robert's Rules of Order.

Committee reports will be automatically accepted. If there is an action item that a committee desires to submit with any report, it is to be separately stated as a motion and the motion will then come before the senate for discussion and debate. The committee will be asked to submit a report and written copies of any motion or action that it would like to have taken.

Committee reports and motions shall be submitted to the Faculty Senate office by noon on the Tuesday of the week preceding the senate meeting in which action is expected. This policy allows for the timely posting of the meeting agenda. All committee motions submitted for action by the senate must be accompanied by an abstract-size plain English summary stating the content, reason for the proposal, and intended effect of the motion. This summary will be sent to the faculty prior to the initial Senate meeting in which the motion will be considered for adoption. As a general rule, substantive committee motions that do not accompany the agenda will not be discussed and voted on until a subsequent meeting. An extended agenda will be sent to all Senators, who shall give it to their Alternate if they are unable to attend the meeting.

Concerning discussion rules, senators will use the procedure of seeking recognition from the Chair if they want to speak to an issue. Speaking without Chair recognition is out of order. Discussion on arguments for and against the issue will be alternated. A visitor will be given recognition if the floor is yielded by a senator. If no senator desires to speak and a visitor would like to make a point, the Chair may recognize the person. A visitor will be recognized if a preliminary request is made to the senate office for an opportunity to speak or if the Chair invites a person to speak.



# Exhibit C

## CWUR 2-90-020 Undergraduate Admission

### **(1) Admission Policy Endorsement**

(A) First Year applicants must arrange to have official copies of all high school and college transcripts, as well as official score reports from ACT or SAT sent to the Office of Admissions. Applicants must also arrange to have official copies of documents verifying other credit related items (e.g., College Board Advanced Placement scores, CLEP® credits, military transcriptions, etc.) sent to the Office of Admissions if they wish to have such credit considered for posting to their Central Washington University transcript.

(B) Applicants must follow published deadlines. After university deadlines have passed, the university may admit applicants on a space-available basis.

### **(2) First Year Applicants**

No procedures

### **(6) Alternative Admissions**

(A) Minimum alternative admission requirements are established by the Washington Student Achievement Council (WSAC). No more than 15% of first year students who are offered admission may fall under the alternative admissions standard. Additional alternative admissions criteria may be established by the Academic Affairs Committee in consultation with the Associate Vice President for Enrollment Management. The comprehensive review process looks first at cognitive, then non-cognitive factors:

1. The cognitive score for first year applicants is designed to predict first-year academic performance. It evaluates quality of the coursework, senior year course schedule, HS cumulative GPA, grade trends, test scores, and completion of core course subject requirements. For transfer students, the cognitive score evaluates cumulative college GPA, quality of coursework, basic skills completion, preparation for the major, and grade trends.
2. Non-cognitive factors are all other factors that may affect a person's ability to perform to their fullest potential. This includes, but is not limited to, traits such as positive self-concept; realistic self-appraisal; understanding and navigating systems; long-range goal planning; successful leadership experience; demonstrated community service; and special talents, skills and/or acquired knowledge.

(B) The Admissions Review Committee may request personal essay statements; updated transcripts; test scores; letters of recommendation; or other supporting documents.

(C) Students who are admitted through the alternative admissions process may either be admitted regularly, or with conditions as recommended by the Admissions Review Committee or Director of Admissions. Conditions may include:

1. Taking courses during first year of study to address missing core requirements.
2. Requirement to participate in intensive academic support programs, such as the Student Transitions and Academic Resources Program (STAR), Student Support Services, or the College Assistance Migrant Program (CAMP).
3. Admission on Warning or Probationary status.



4. Meeting regularly with an academic advisor.

**(7) Comprehensive Review**

No procedures

**(8) Admissions Appeals**

(A) Applicants who wish to appeal an admissions decision must contact the CWU Office of Admissions for instructions on the Admission Appeal Process and associated deadlines. An Admissions Appeals Committee will meet regularly to review completed files for appeal, which must include a letter from the applicant explaining the reason(s) for the appeal, along with other supporting documents, such as letters of recommendation speaking to the applicant's ability to succeed in college.

# Exhibit D

## CWUP 5-90-020 Undergraduate Admission

### (1) Admission

(A) Applicants must submit an application for admission.

(B) Applicants must pay a non-refundable application processing fee. Application fee waivers may be granted by the Office of Admissions.

(C) For initial admission, applicants must meet minimum standards as established by the State (see RCW 28B.77.020(7)(a)) and CWU (see CWUP 5-90-020(2)). The Academic Affairs Committee may recommend more stringent standards as well as standards for automatic admission. Standards for initial admission will be established by the Academic Affairs Committee of the Faculty Senate in consultation with the Dean of Student Success and the Associate Vice President for Admissions and Enrollment. Adherence to established standards of admission will be monitored by the Academic Affairs Committee.

### (2) First Year Applicants

(A) First Year applicants are either:

1. Those who will graduate from high school and enroll the summer or fall immediately following high school graduation, regardless of number of college credits earned while in high school through Running Start, College in the High School, Advanced Placement (AP), International Baccalaureate (IB), etc. or

2. Those who have earned fewer than 40 quarter hour college credits from an accredited two-or four-year college or university after high school graduation.

(B) First year applicants who meet the following two Initial Admissions criteria will be considered for admission.

1. The minimum level of preparation in the College Academic Distribution Requirements (CADR) course subject areas as defined by the Washington Student Achievement Council (as per [RCW 28B.77.020\(7\)\(a\)](#)).

2. At least a 2.00 cumulative grade point average (GPA) in all high school and any applicable college work. Application processes vary depending on cumulative GPA as outlined below:

a. Applicants with a 3.00 cumulative GPA or higher who have satisfied the State of Washington CADR requirements will be automatically admitted regardless of ACT or SAT scores\*. A personal statement is not required. (\*Applicants must still submit an ACT or SAT test scores as they are used for placement in English and Math courses at CWU.)

b. Applicants with a 2.50–2.99 cumulative GPA who have satisfied the CADR and have ACT/SAT  $\geq$  500 in both Math and English will be automatically admitted. A personal statement is not required.

c. Applicants with a 2.50–2.99 cumulative GPA who have satisfied the CADR and have ACT/SAT  $<$  500 in either Math or English will be considered through CWU's Comprehensive Review process. A personal

statement is not required.

d. Applicants with a cumulative GPA of 2.00–2.49 who have satisfied the CADR will be considered through CWU’s Comprehensive Review process regardless of ACT/SAT scores. Applicants in this category are required to submit a personal statement.

(C) First year applicants deficient in any of the CADR areas up to, but not exceeding 3 Distribution Requirements, may be considered through the alternate admissions standards (CWUP 5-90-020(6)). Students considered for admission through the alternate admissions standards will be subject to the comprehensive review process and are required to submit a personal statement.

### **(3) Transfer Applicants**

(A) A transfer applicant is one who comes with 40 or more credits from an accredited two-or four-year college or university. Credits earned at other institutions will be evaluated to determine if they will count toward a CWU degree.

(B) Transfer students must submit official copies of all college transcripts to the Office of Admissions.  
[7/09]

### **(4) Applicants Without High School Diplomas** (including alternatively graduated applicants).

(A) Applicants who have not earned a high school diploma may be offered admission to the university under the alternative admissions process outlined in CWUP 5-90-020(6).

### **(5) International Students**

(A) International students must meet the following minimum requirements for admission purposes:

1. Evidence of completion of the academic course work and national examinations that would qualify them to apply to colleges and universities in their native country.

2. Normally, if English is not the first language, competency in English demonstrated in one of the following ways:

a. Test of English as a Foreign Language (TOEFL) minimum score of 525 paper-based, 195 computer-based and 71 internet-based

b. International English Language Testing System (IELTS) minimum score of 6.0

c. Completing two English department approved composition courses each with minimum grade of 3.0 or equivalent rating from a regionally accredited U.S. college, university or an approved university partner.

3. If English is the first language, the foreign language requirement for the Bachelor of Arts degree can be fulfilled by completing the basic skills foreign language requirement, passing the CLEP®, passing a foreign language course challenge exam, or obtaining approval from the Chair of World Languages.

4. Applicants transferring from U.S. institutions must have a minimum grade point average in transferable courses as established by the Academic Affairs Committee or DTA associate degree from an accredited Washington State community college (or approved out-of-state associate degree).

5. Adequate financial support for the student’s intended studies. Financial support will be judged based on

applicant's confidential financial statement and a current bank letter or guaranteed source of funding.

6. If all of the above conditions are met, the student is recommended for admissions by the international admissions counselors, and the Office of International Studies and Programs may issue the INS certificate of eligibility for F-1 status (Form 1-20).

(B) Exceptions to the above admissions requirements must be approved by the admissions review committee in consultation with the Assistant Vice President of International Studies and Programs.

#### **(6) Alternative Admissions**

(A) Applicants who do not meet admission criteria in CWUP 5-90-020(2)(B) may be considered for admission by the Admissions Review Committee through an alternative admissions pathway. Such applicants include, but are not limited to, applicants who have been home-schooled; persons who are 18 or older and have neither completed high school nor 40 credits of college work elsewhere but have earned the GED; applicants deemed deficient in high school course requirements; and applicants who are 25 or older who have poor academic histories and who have not attended school recently. Applicants considered through the alternative admissions pathway will be subject to the comprehensive review process and are required to submit a personal statement.

(B) Applicants without an associate degree must satisfy the foreign language admission requirement prior to completing a total of 135 credits.

#### **(7) Comprehensive Review**

(A) Under certain situations, a comprehensive review of an applicant's academic performance may be performed to ascertain whether the applicant has a high likelihood of success at CWU. A comprehensive review may include the following aspects, high school grade trends, rigor of coursework in an applicant's senior year of high school, or a personal statement.

#### **(8) Admissions Appeals**

(A) Appeals to admissions decisions are occasionally granted for students in unusual situations who demonstrate potential for success at CWU.

# Exhibit E

## Enterprise Process and Systems Integration Certificate

<https://cwu.curriculog.com/proposal:1849/form>

### Enterprise Process and Systems Integration Certificate

#### Required Courses

MIS 320 Business Process Analysis and Systems

MIS 446 Systems Analysis and Design in Business

MIS 460 Applied Business Analytics

Total required credits: 15