

1-15-2020

CWU Faculty Senate Minutes -01/15/20

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REGULAR MEETING
Wednesday, January 15, 2020, 3:10 p.m.
BARGE 412
Minutes

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

ROLL CALL All senators, or their alternates were present except: Yukari Amos, April Binder, Peter Dittmer, and Nelson Pichardo

GUESTS: Gail Mackin, Aaron Brown, Rose Spodobalski Brown, Kevin Archer, Andrea Eklund, Eric Cheney, Micholas Mejia, Bernadette Jungblut, James Avey, Becky Pearson, Kristen Perry, Staci Sleigh-Layman, Jill Hernandez, Jeff Stinson

CHANGES TO AND APPROVAL OF AGENDA Agenda was approved

MOTION NO. 19-16(Approved): **APPROVAL OF MINUTES** of December 4, 2019

COMMUNICATIONS - None

Family and Consumer Science name change – Duane Dowd - *Postponed*

Mandatory Reporting – Staci Sleigh-Layman – Staci introduced Kristin Perry who is the Violence and Prevention Manager in the Wellness Center. Staci indicated there are three federal laws that deal with reporting. They are the Cleary Act, Title VII, and Title IX. Each has different definitions and assigned duties to those who are mandated reporters. Title IX is a question of notice and the concept of notice is who knew or should have known. It requires prompt and effective remedy. Faculty are responsible to report incidents. What is a mandated reporter? Responsible employee must report to the CWU Title IX Coordinator or other appropriate school designee, all relative details about alleged sexual violence; the student or other person has shared; and university is required to determine what occurred and to resolve the situation. Faculty are not confidential employees and are required to report to the Title IX Coordinator or other responsible authorities. The only confidential resources are the Counseling Center and Kristin Perry. Behaviors of Concern is a great way to provide the information to the proper authority. Staci indicated they are about to launch a new website called WeCare. The website will have information for faculty and students about reporting.

What happens to the student, once an incident has been reported? Staci indicated there will be an initial meeting scheduled. The student has a choice to not show up, to attend and not say anything or provide the information. They let them know about the resources on and off campus that are available to them. They will provide help with modifications they might need. Staci is working on a brochure that provides this information that should be out soon. The information will also be on the WeCare website.

SENATE CHAIR REPORT – Chair Szeliga welcomed everyone to winter quarter. There is curriculum proposals and first reading of a Faculty Code change on the agenda. Provost candidates will be here for on campus interviews in January/February. Candidates will be

announced in Central Today sometime within the next week with open forum times. The Advising Council submitted their recommendations to the Provost. The Provost is currently working on a feasibility study. Once the study is completed, the Provost will be talk with the Advising Council about what model would work best. Budget model changes will be available for campus review soon and will be open for comment for a month. February BOT meeting will be in Des Moines on February 20-21.

FACULTY ISSUES – In December there were three issues raised. Senator Pinkart had asked for an update on technology updates in classrooms. The Provost has been working with facilities on updates to classrooms to keep this process going. Senator Knepper had asked on the status of making classes that use OER material noted in the catalog. The OER topic is still under discussion. There is a group looking at ways to make resources available to all students. ADCO and the Executive Committee will be meeting with the Bookstore on the cost of textbooks. There was also a request to have CWUP 5-90 include more information than just a link that goes to the WAC which deals with student conduct. There is a procedure in CWUR 2-90-040 that does give information about the action taken when a student commits academic dishonesty. AAC is charged with reviewing this policy and procedure in the next few months.

Senator Eklund brought forward a concern about the layout of the stage for graduation. The new stadium is great, but is doing a large disservice to students at graduation. Parents are so far away, and while the screens are great, they would like to see them in person. Graduation is a highlight as well for faculty members. Waiting at the bottom of the ramp and giving them their moment was a highlight. Students are disappointed on the new layout and this should be reevaluated.

Senator Lindsey asked for help to get the Registrar to make the appropriate changes to Theatre Arts program change that was done in 2017.

STUDENT REPORT - Nicholas reported that ASCWU is helping with two different events in Olympia. They will be asking member of the legislature to fund higher education. First lobby day will be 20th. They have three priorities: Washington College Grants, undocumented student loan program work study without the reliance of DACA and sex and affirmative consent healthy relationship curriculum to put in K-12. There is a non-profit organization funded by Bill Gates, which helps upright students and allow students to get through college without undue financial hardship. There will be a Tobacco free campus discussion from 5:30-6:00 p.m. on February 4 in the SURC pit. Would like to get feedback on campus becoming a tobacco free campus. They are working on a new student government constitution and hope to pass by the end of winter quarter. The Student Academic Senate is in support of the change.

OLD BUSINESS - None

REPORTS/ACTION ITEMS

SENATE COMMITTEES:

Executive Committee

Motion No. 19-17(Approved): Ratify 2019-20 committee vacancies as presented in Exhibit A.

Motion No. 19-18(Approved): Endorses the 2021-2022 Academic Calendar as outlined in Exhibit B.

Bylaws and Faculty Code Committee

Motion 19-19(First Reading): Recommends amending the Faculty Code, Section IV. E. as outlined in Exhibit C. Summer EC members are doing more during the summer. Also to bring it into line with CBA to remove the stipend language.

Curriculum Committee

Motion No. 19-20(Approved): Recommends approval of a Type D Graduate Certificate in Professional Human Resource Management as outlined in Exhibit D.

Motion No. 19-21(Approved): Recommends approval of a Type D Graduate Certificate in Integrated Human Physiology – Clinical Exercise Physiology as outlined in Exhibit E.

Motion 19-22(Approved): Recommends approval of a new Type A Certificate in Mathematical Honors as outlined in Exhibit F.

Evaluation and Assessment Committee – Written report

General Education Committee – Written report

Faculty Legislative Representative – Written report

PRESIDENT – No report as the President is in Olympia.

PROVOST- Provost Franken talked briefly about student retention and the connection with development. Gail Mackin reported that as of January 14, 2020 our returning freshman from last fall to this fall has increased. As of January 6th, we had only been at 87-88% of returning students registered for classes. There were 84 first year student register between January 6 and the 14th. Transfer student retention from fall to winter was 96.1% which is up from 93.7% last year. Provost Franken indicated that part of the focus this year is what can we do within the classroom to help retain students. The Provost met with the Budget and Plannig Committee. She has also been meeting with departments. She still has the dpeartments in COTS and CAH to meet with. Through the meetings she has had so far, she has recognized some issues around RCM/ABB and will be looking at ways to improve the process. Provost Franken also talked about the potential to use narrative grading. One potential solution to students registering so late would be to register students for two quarters at a time.

CHAIR-ELECT: Chair-Elect Delgado reported there will be an Open Executive Committee next Wednesday, 1/22 3:00-4:00 in the Grupe Faculty Center.

NEW BUSINESS - None

Meeting was adjourned at 4:24 p.m.

Exhibit A

Committee	Name	Department	Term
Curriculum			
1 CEPS vacancy	Hongtao Dang	ETSC	1/15/20 – 6/14/22
1 COTS vacancy	Vacant		6/15/19 – 6/14/21

Exhibit B

Proposed FALL 2021 UNIVERSITY ACADEMIC CALENDAR

All deadlines are due by the close of business on that date. Information in this handbook may be subject to change.

If you have any questions, contact Registrar Services at 509-963-3001.

REGISTRATION AND CLASSES

April 26	Registration Assignment	Log into MyCWU to view enrollment appointment for web registration
April 26	Schedule Goes Live	View in MyCWU
April 26	Advising Begins	FALL 2021 advising
May 10	Registration Begins	For continuing students (<i>During the assigned enrollment appointment</i>)
August 1	OPEN ENROLLMENT	Students may add/drop classes until change of schedule period ends.
September 8	Leave of Absence	Students not attending FALL quarter must submit request
Sept 15-Oct 3 until midnight	CWU Payment Plan - Open Enrollment Period	Students may split their quarter charges in three payments instead of one. A \$50 enrollment fee applies.
September 22	CLASSES BEGIN	First day of classes for FALL
September 28	Change of Schedule Period Ends and Audit Deadline	<i>Add/Drop classes-Drops completed prior to this date or by the close of business on this date will not appear on transcripts or have tuition assessed. Deadline to declare audit grading basis.</i>
September 28	TUITION AND FEES DUE	Check with the Cashiers Office or view your statement online for amount due. Student has 100 percent tuition liability if classes are not dropped by this date.
Sept. 29-Oct. 5	\$25 Late Registration Fee	Instructor signature required to enroll
October 5	\$50 Fee - Unpaid Tuition and Fees	A \$50 late fee will be assessed on unpaid tuition-and-course-fee balances. Student has 100 percent tuition liability.
Oct. 6-Nov. 2	\$50 Late Registration Fee	Instructor and Department Chair signatures required to enroll
October 21	\$100 Fee-Unpaid Tuition and Fees	A \$100 late fee will be assessed on unpaid tuition-and-course-fee balances. Student has 100 percent tuition liability.
Nov. 3-Dec. 3	\$75 Late Registration Fee	Instructor and Department Chair signatures required to enroll
November 5	Credit/No Credit	Deadline to declare credit/no credit
Nov. 8	Registration for WINTER	See WINTER 2022 calendar
November 11	Veterans Day	No classes/administrative offices closed
November 24-26	Thanksgiving and Native American Heritage Day Recess	No classes/administrative offices open November 24 No classes/administrative offices closed November 25-26
December 3	Course Challenge Form Deadline	Deadline to submit course challenge forms to Registrar Services
December 3	Classes End	Last day of class instruction

December 6	Study Day	Study Day
December 7-10	FINAL EXAMS	See exam schedule
December 10	End of Quarter	End of Quarter (last day of finals)
December 14	Grades Due	10:00 p.m. deadline for instructors to submit grades via MyCWU
54	Instructional Days per Quarter	Includes final exams and study days

WITHDRAWAL DEADLINES

GRADUATION DEADLINES

Oct. 21	Deadline for 50 percent refund with complete withdrawal	Jul. 2	Deadline to apply for baccalaureate degree for FALL 2021
Nov. 5	Uncontested withdrawal period deadline	Sept. 22-28	Master's degree final folder check for FALL needs to be requested during first week of classes
Dec. 3	Hardship withdrawal petition deadline	Oct. 1	Deadline to apply for baccalaureate degree for WINTER
Dec. 3	Complete university withdrawal	Nov. 29	Complete the final "Turnitin" check. All forms submitted and fees paid for FALL graduation for Thesis Option Students
		Dec. 10	Complete all master's degree requirements for FALL graduation

Proposed WINTER 2022 UNIVERSITY ACADEMIC CALENDAR

All deadlines are due by the close of business on that date. Information in this handbook may be subject to change.
If you have any questions, contact Registrar Services at 509-963-3001.

REGISTRATION AND CLASSES

October 25	Registration Assignment	Log into MyCWU to view enrollment appointment for web registration
October 25	Schedule Goes Live	View in MyCWU
October 25	Advising Begins	WINTER advising
Nov. 8	Registration Begins	For continuing students (<i>During the assigned enrollment appointment</i>)
December 13	OPEN ENROLLMENT	Students may add/drop classes until change of schedule period ends.
December 21	Leave of Absence	Students not attending WINTER quarter must submit request
Dec. 28-Jan. 15 until midnight	CWU Payment Plan - Open Enrollment Period	Students may split their quarter charges in three payments instead of one. A \$50 enrollment fee applies.
January 4	CLASSES BEGIN	First day of classes for WINTER
January 10	Change of Schedule Period Ends and Audit Deadline	<i>Add/Drop classes-Drops completed prior to this date or by the close of business on this date will not appear on transcripts or have tuition assessed. Deadline to declare audit grading basis.</i>
January 10	TUITION AND FEES DUE	Check with the Cashiers Office or view your statement online for amount due. Student has 100 percent tuition liability if classes are not dropped by this date.

January 11-18	\$25 Late Registration Fee	Instructor signature required to enroll
January 17	Martin Luther King Jr. Holiday	No classes/administrative offices closed
January 18	\$50 Fee - Unpaid Tuition and Fees	A \$50 late fee will be assessed on unpaid tuition-and-course-fee balances. Student has 100 percent tuition liability.
Jan. 19-Feb. 15	\$50 Late Registration Fee	Instructor and Department Chair signatures required to enroll
February 2	\$100 Fee -Unpaid Tuition and Fees	A \$100 late fee will be assessed on unpaid tuition-and-course-fee balances. Student has 100 percent tuition liability.
Feb. 14	Registration for SPRING	See SPRING 2022 Calendar
Feb. 16-Mar. 11	\$75 Late Registration Fee	Instructor and Department Chair signatures required to enroll
February 18	Credit/No Credit	Deadline to declare credit/no credit
February 21	Presidents Day	No classes/administrative offices closed
March 11	Course Challenge Form Deadline	Deadline to submit course challenge forms to Registrar Services
March 11	Classes End	Last day of class instruction
March 14	Study Day	Study Day
March 15-18	FINAL EXAMS	See exam schedule
March 18	End of Quarter	End of Quarter (last day of finals)
March 22	Grades Due	10:00 p.m. deadline for instructors to submit grades via MyCWU
52	Instructional Days per Quarter	Includes final exams and study days

WITHDRAWAL DEADLINES

GRADUATION DEADLINES

Feb. 2	Deadline for 50 percent refund with complete withdrawal	Oct. 1	Deadline to apply for baccalaureate degree for WINTER
Feb. 18	Uncontested withdrawal period deadline	Jan. 4-10	Master's degree final folder check for WINTER needs to be requested during first week of classes
March 11	Hardship withdrawal petition deadline	Jan. 14	Deadline to apply for baccalaureate degree for SPRING
March 11	Complete university withdrawal	March 4	Complete the final "Turnitin" check. All forms submitted and fees paid for WINTER graduation for Thesis Option Students
		March 18	Complete all master's degree requirements for WINTER graduation

Proposed SPRING 2022 UNIVERSITY ACADEMIC CALENDAR

All deadlines are due by the close of business on that date. Information in this handbook may be subject to change.
If you have any questions, contact Registrar Services at 509-963-3001.

REGISTRATION AND CLASSES

Jan. 31	Registration Assignment	Log into MyCWU to view enrollment appointment for web registration
Jan. 31	Schedule Goes Live	View in MyCWU
Jan. 31	Advising Begins	SPRING advising
Feb. 14	Registration Begins	For continuing students (<i>During the assigned enrollment appointment</i>)
March 15	Leave of Absence	Students not attending SPRING quarter must submit request
March 21	OPEN ENROLLMENT	Students may add/drop classes until change of schedule period ends.
Mar. 22-Apr. 9 until midnight	CWU Payment Plan - Open Enrollment Period	Students may split their quarter charges in three payments instead of one. A \$50 enrollment fee applies.
March 29	CLASSES BEGIN	First day of classes for SPRING
April 4	Change of Schedule Period Ends and Audit Deadline	<i>Add/Drop classes-Drops completed prior to this date or by the close of business on this date will not appear on transcripts or have tuition assessed. Deadline to declare audit grading basis.</i>
April 4	TUITION AND FEES DUE	Check with the Cashiers Office or view your statement online for amount due. Student has 100 percent tuition liability if classes are not dropped by this date.
April 5-11	\$25 Late Registration Fee	Instructor signature required to enroll
April 11	\$50 Fee - Unpaid Tuition and Fees	A \$50 late fee will be assessed on unpaid tuition and course fee balances. Student has 100 percent tuition liability.

April 12-May 9	\$50 Late Registration Fee	Instructor and Department Chair signatures required to enroll
April 27	\$100 Fee -Unpaid Tuition and Fees	A \$100 late fee will be assessed on unpaid tuition and course fee balances. Student has 100 percent tuition liability.
May 2	Registration for SUMMER	See SUMMER 2022 Calendar (Schedule goes live April 18 th)
May 9	Registration for FALL	See FALL 2022 Calendar (Schedule goes live April 25 th)
May 10-June 3	\$75 Late Registration Fee	Instructor and Department Chair signatures required to enroll
May 13	Credit/No Credit	Deadline to declare credit/no credit
May 18-19	SOURCE Days	Instructional days - Research projects
May 30	Memorial Day	No classes/administrative offices closed
June 3	Course Challenge Form Deadline	Deadline to submit course challenge forms to Registrar Services
June 3	Classes End	Last day of class instruction
June 6	Study Day	Study Day
June 7-10	FINAL EXAMS	See exam schedule
June 10	End of Quarter	End of Quarter (last day of finals)
June 10	Masters Hooding Ceremony and Commencement	Masters Commencement Ceremony - Ellensburg
June 11	COMMENCEMENT	Commencement Ceremonies - Ellensburg
June 12	COMMENCEMENT	Commencement Ceremonies - Kent
June 14	Grades Due	10:00 p.m. deadline for instructors to submit grades via MyCWU
53	Instructional Days per Quarter	Includes final exams and study days

WITHDRAWAL DEADLINES

GRADUATION DEADLINES

April 27	Deadline for 50 percent refund with complete withdrawal	Jan. 14	Deadline to apply for baccalaureate degree for SPRING
May 13	Uncontested withdrawal period deadline	Mar. 29- Apr. 4	Master's degree final folder check for SPRING needs to be requested during first week of classes
June 3	Hardship withdrawal petition deadline	April 8	Deadline to apply for baccalaureate degree for SUMMER
June 3	Complete university withdrawal	May 31	Complete the final "Turnitin" check. All forms submitted and fees paid for SPRING graduation for Thesis Option Students
		June 10	Complete all master's degree requirements for SPRING graduation

Proposed SUMMER SESSION 2022 UNIVERSITY ACADEMIC CALENDAR

All deadlines are due by the close of business on that date. Information in this handbook may be subject to change.
If you have any questions, contact Registrar Services at 509-963-3001.

REGISTRATION AND CLASSES

April 18	Schedule Goes Live	View in MyCWU
April 18	Advising Begins	SUMMER advising
May 2	Registration Begins	Summer Session
June 13- 27 until midnight	CWU Payment Plan - Open Enrollment Period	Students may split their quarter charges in three payments instead of one. A \$50 enrollment fee applies.
June 20	CLASSES BEGIN	Classes begin for six-week and full session
June 22	Change of Schedule Period Ends	<i>Add/Drop classes-Drops completed prior to this date or by the close of business on this date will not appear on transcripts or have tuition assessed.</i>
June 22	TUITION AND FEES DUE	Check with the Cashiers Office or view your statement online for amount due. Student has 100 percent tuition liability if classes are not dropped by this date.
June 23-June 29	\$25 Late Registration Fee Six-week Session and Full Session	Instructor signature required to enroll
June 30-July 15	\$50 Late Registration Fee Six-week Session	Instructor and Department Chair signatures required to enroll
June 30-July 28	\$50 Late Registration Fee Full Session	Instructor and Department Chair signatures required to enroll
July 1	\$50 Fee - Unpaid Tuition and Fees	\$50 fee will be assessed on unpaid tuition and course fee balances. Student has 100 percent tuition liability.
July 4	Independence Day Holiday	No classes/administrative offices closed
July 16-29	\$75 Late Registration Fee Six-week Session	Instructor and Department Chair signatures required to enroll
July 16-Aug. 19	\$75 Late Registration Fee Full Session	Instructor and Department Chair signatures required to enroll
July 19	\$100 Fee -Unpaid Tuition and Fees	\$100 fee assessed on unpaid tuition and course fee balances. Student has 100 percent tuition liability.
July 29	Six-week Session Classes End	Last day of class instruction for six-week session
August 2	Grades Due Six-week Session	10:00 p.m. deadline for instructors to submit grades via MyCWU
August 19	Full Session Classes End	Last day of class instruction for full session
August 23	Grades Due Full Session	10:00 p.m. deadline for instructors to submit grades via MyCWU

WITHDRAWAL DEADLINES**GRADUATION DEADLINES**

July 15	Deadline for 50 percent refund with complete withdrawal	April 8	Deadline to apply for baccalaureate degree for SUMMER
July 15	Uncontested withdrawal period deadline	June 20-24	Master's degree final folder check for SUMMER needs to be requested during first week of classes
July 22	Hardship withdrawal petition deadline for six-week session	July 1	Deadline to apply for baccalaureate degree for FALL 2022
July 22	Complete university withdrawal for six-week session	Aug. 5	Complete the final "Turnitin" check. All forms submitted and fees paid for SUMMER graduation for Thesis Option Students
Aug. 12	Hardship withdrawal petition deadline for full session	Aug. 19	Complete all master's degree requirements for SUMMER graduation
Aug. 12	Complete university withdrawal for full session		

Exhibit C

Section IV. FACULTY SENATE

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

1. Workload units associated with Senate offices and activities are based on: 30 hours of time spent in meetings and in preparation for meetings = 1 workload unit. It is acknowledged that units assigned reflect an annual average that faculty may reasonably expect over a three-year term.

2. Senate Chair

a. The Senate chair shall be relieved of thirty-six (36) workload units of teaching for the academic year to perform their duties. The department in which the chair teaches shall receive compensatory funds from the Senate.

b. The chair assumes certain duties and responsibilities in the summer, for which a ~~stipend~~ 8-14 WLU (based on need and budget considerations) ~~is~~ are negotiated with the president.

3. Senate Chair-Elect

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

a. The chair-elect assumes certain duties and responsibilities in the summer, for which the Senate Chair assigns 1 WLU.

4. Senate Past Chair

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

a. The past chair assumes certain duties and responsibilities in the summer, for which 4-7 WLU (based on need and budget considerations) are negotiated with the president.

5. Executive Committee Member

Executive Committee members who are not the chair, chair-elect or past chair shall receive six (6) service workload units, three (3) of which shall be reimbursed by the Senate.

a. Members of the EC assume certain duties and responsibilities in the summer, for which the Senate Chair assigns 1 WLU.

Exhibit D

Graduate Professional Human Resource Management Certificate

Required Courses

- HRM 550 Human Resource Foundations
- HRM 551 Human Resources in Multinational Enterprises
- HRM 552 Leadership in Human Resources Management
- HRM 553 Organizational Performance Management
- HRM 554 Talent Management
- HRM 560 Human Resource Management Certification Preparation

Total Credits: 24

Exhibit E

Integrated Human Physiology- Clinical Exercise Physiology, Type D

Required Courses

These required courses must be passed with a C or better grade. These grades are necessary to prepare students for the American College of Sports Medicine (ACSM) Certified Exercise Physiologist (CEP) certification exam.

IHP 551 Metabolism and Skeletal Muscle (5)
IHP 552 Cardiopulmonary Physiology (5)
IHP 580 CEP Training (4)

Required Field Experience

This field experience is required to qualify students for the American College of Sports Medicine (ACSM) Certified Exercise Physiologist (CEP) certification exam. The clinical field experience credit hours necessary for the certification exam depend on degree held. For M. S. degree students, the ACSM requires 600 clinical field experience hours. For B. S. degree students, the ACSM requires 1200 clinical field experience hours.

IHP 693 Field Experience (1-12)

For students with a Master's degree in a relevant field, this course must be repeated for a minimum of 15 credits.

For students with a Bachelor's degree in a relevant field, this course must be repeated for a minimum of 30 credits.

Exhibit F

Mathematics Honors Certificate, Type A

Required Courses

MATH 172 Calculus I (5)
MATH 173 Calculus II (5)
MATH 260 Sets and Logic (5)
MATH 265 Linear Algebra I (4)
Math 496 Independent Study (1-6)
Must be taken for (1) credit.

Honors Seminars Credits: 6

Students may take any combination of these courses for a total of (6) credits.

MATH 207 Mathematics Honors Seminar - Lower Level (1)
MATH 407 Mathematics Honors Seminar - Upper-level (1)

Total Credits: 26

Type A - College Sponsored Certificate Programs: Programs that admit only matriculating students and offer a set of courses approved through the CWU academic governance procedures are classified as “College Sponsored Certificate Programs.” These programs are developed, taught, and offered by academic departments housed in colleges at CWU.

Reports

EVALUATION AND ASSESSMENT COMMITTEE REPORT

January 15, 2020 Faculty Senate Meeting

1. The Committee received substantive constructive feedback following the adjournment of the last Faculty Senate meeting addressing faculty giving extra credit for SEOIs.

- a) The biggest issue remains the ways in which the administration uses SEOIs to influence their promotion and termination decisions. Many NTT faculty expressed fear surrounding SEOIs and how the evaluations may be used against them.
- b) Feedback also highlighted concerns about freshmen students not understanding the process and importance of SEOIs. There is a concern that many freshmen treat SEOIs like Yelp reviews, rather than a means of improving the quality of instruction. It must be noted, however, that our student representative reported that her upperclassmen colleagues are fully aware of the relevance that the SEOIs have on the quality of instruction and are aware of the consequences of a negative evaluation.
- c) A survey of all faculty (or possibly just NTT faculty) is being considered. A decision has been made to poll the student body through the student government's social media account.
- d) As a result of the SEOI feedback, Policy Language has been drafted to reflect faculty concerns. New policy reads as follows:

"Grade incentives for SEOI completion are prohibited (e.g., extra credit, grade drops)." This draft policy language has been sent to EC for approval.

- e) Policy Language concerning academic dishonesty has also been drafted. This revision of existing CWUP 5-90-040(22) has been amended with the following language:

"Students found responsible of academic dishonesty violations in a course will be prohibited from completing an SEOI for the course." This draft policy language has been sent to EC with procedure language to follow at a later date.

2) There has also been concerns relayed to the Evaluation and Assessment Committee concerning requests by off-campus faculty members to view administrator assessments. Currently, the data is available in the Faculty Senate office after the assessments close. On-campus faculty members are able to visit the office to review the data, but they are not allowed to make copies or take photos. In addition, administrator assessment comments cannot be viewed. Because the assessment data must remain confidential and cannot be shared, there is no way for off-campus faculty to view it without potentially compromising the confidentiality factor (e-mail is not considered a secure means of sharing the files).

Options have been discussed among the committee, including sealed copies to be mailed to the center offices on request. Off-campus faculty could then go to the offices at their center campuses to view the data. However, some off-campus faculty are exclusively online faculty and are based out-of-state. For these faculty, the only option may be to schedule a conference call with the Faculty Senate office so that the data could be shown on-screen during the call.

Any suggestions as to a remedy for this situation are most welcome and can be relayed to the Evaluation and Assessment Chair, Martin Kennedy at kennedym@cwu.edu. In addition, any comments or suggestions regarding any aspect of our report or activities may be addressed to the chair.

The following SEOI Policy Language is submitted for consideration by Faculty Senate.

Changes to CWUP 5-90-040 to address administration, faculty use, and distribution of SEOIs

CWUP 5-90-040

(43.) Student Evaluation of Instruction (SEOI)

(A.) Administration of SEOIs

It is the department's responsibility to pick an appropriate form for each course with five (5) or more students enrolled.

1. If no form is chosen, the default for non-online courses will be Form A. Online courses will default to Form W.
2. If a class has four (4) or fewer students, no SEOI is assigned except for combined classes for SEOI purposes. SEOIs can only be combined for sections within a course with the same instructor.
3. If a class has five (5) or more students enrolled and the class is numbered X9X, the department must choose a form type. Choosing no form is an option. If no response is received, the default form is Form A.
4. If a class has five (5) or more students enrolled, and the class is not X9X, the department must choose a form type. The default form is Form A.

(B.) Faculty Use and Distribution of SEOIs

(1.) Grade incentives for SEOI completion is prohibited. Grade incentives primarily refer to extra credit and/or grade drops.

(2.) SEOIs will be made available to faculty one (1) week after grades are due.

(C.) Role of SEOIs in Evaluation of Teaching

This policy establishes guidelines to ensure that SEOIs are used appropriately and consistently.

SEOIs are one factor in the evaluation of assessing faculty teaching effectiveness. Conclusions (formative or summative) based on SEOIs must be made with extreme care. Faculty should be encouraged to experiment with new teaching methods and should not be punished for methods that are in development.

- (1) It is inappropriate for any department or unit to specify a numerical threshold that determines effective or excellent teaching.
- (2) SEOIs are primarily intended for formative assessment. Formative assessment can inform and reform instruction to improve learning and teaching.
- (3.) Summative assessment of teaching can show knowledge and skills demonstrated on tests after instruction. Limited summative conclusions can be based on SEOI data. Any such conclusions should be based on long-term patterns and/or trends and should not rely on isolated examples. Summative assessment of teaching based on SEOI written comments to open-ended questions should reflect reoccurring ideas or themes present throughout the review period.
- (4) Faculty are encouraged to include in their personal statement examples of actions taken based on their SEOIs.

Changes to CWUP 5-90-040 to address the issue of academic dishonesty and SEOIs

CWUP 5-90-040

(22) Academic Dishonesty

(A) Academic dishonesty is defined in the Student Conduct Code (II.B).

(B) Students found responsible of academic dishonesty violations in a course will be prohibited from completing an SEOI for the course.

Jan 15, 2020

General Education Committee report to Faculty Senate

The General Education Committee continues to operate as two subcommittees: General Education Curriculum & Assessment (GECA) and General Education Coordination and Management (GECM, or Pathway Coordinators).

Faculty support. The GECM (Pathway Coordinators) have established a Canvas course and strategies to support faculty in offering new courses, as well as in contributing to assessment surrounding how faculty are addressing Pathway criteria.

Consideration of a new name for the FYE course. The GECM put significant effort toward resolving a known issue (the repetition of First Year Experience in referring to both a component and the 184 course). The group asked the Senate to consider a change to PADstone, and to provide input as wanted around other possibilities.

Student petitions and course articulations. The GECA has been working to determine articulation for priority transfer courses and has reviewed and decided on many student petitions.

Review of course proposals and structural change proposals during fall quarter. In December, the GECA asked the Senate and faculty to provide thinking (with a very quick deadline) on one proposal (regarding whether we should revert to the original prefix-level restriction on courses for students as opposed to the rule adopted that students may take a maximum of two from any **department**). We received two objections to the quick turnaround requested; one statement of opposition to the proposed change; and two statements of support for it. During fall quarter, the change proposal simply could not have enough attention from the committee to know whether we should move forward with a motion to make the change.

We are happy to continue entertaining discussion on this proposed change; it may be, though, that it is too soon to know enough about the impacts of reverting to the prefix-level restriction originally proposed. The General Education Committee would support considering this proposal and ways to seek input on it, as well as ways to determine a threshold for deciding to make the proposed change.

Winter quarter plans for working on assessment: strategizing and implementation planning. The GECA will be able to put more focused attention to planning for assessment structures, tools, and processes during the coming quarter. Meanwhile, we have established a mechanism for collecting faculty-developed/chosen artifacts to demonstrate how outcomes are being addressed. We have initiated collection for 184, AWII, CCC, and PNW courses, and we welcome input. Assessment rubrics for the four components are being revised (184 and PNW) or developed/tested (AWII and CCC) as needed, through a collaborative process involving faculty and chairs.



LEARN. DO. LIVE.

TO: Faculty Senate
FROM: Bret Smith, Faculty Legislative Representative
DATE: January 15, 2020
RE: Faculty Legislative Representative update

Dear colleagues,

The short Legislative session is upon us, and I'll be mostly in Olympia this quarter rather than reporting directly at our Senate meetings.

As of last week, there were a number of pre-filed bills pertaining to higher education—see my list on the next page, which includes direct links if you'd like to read them yourself. A couple of interest:

- SB 6067, which would alter the requirements for teacher licensure to essentially eliminate the edTPA requirement during student teaching. I am working with various K-12 and teacher education groups to explore this, but our CWU experience has been that this is a burdensome stressor on students and a barrier. I would like to think of alternatives to preserve quality but reduce the unintended negative consequences of the current requirement.
- HB 2254 and 2255, which would require recipients of the new Washington college (need-based) grants to be in “high demand” majors and to reside or work in Washington after graduation. If not, the grants would convert to 0% interest loans to be paid back on a 10-year term.
- HB 2256 would give a tax break to businesses that directly support a student through tuition assistance, grants, etc.

There will be a few more. I've heard that Lt. Gov. Cyrus Habib has a policy advisor interested in higher education, and a couple of the pre-filed bills were brought forward on his request.

While I have yet to absorb all the details, it appears that the Governor's proposed supplemental budgets were good to CWU in terms of funding our stated priorities. The initial supplemental operating budget presented to Ways and Means ([SB 6168](#)) gave an additional \$600,000 to CWU (above the budget passed last session).

Please feel free to call (1548) or email (Bret.Smith@cwu.edu) with questions or comments. It's an honor to represent you.

Bret

Bill Number	Description	Date Filed	Sponsor
HB 2185	Assisting spouses and dependents of active duty military by ensuring affordable access to higher education.	12/3/2019	Leavitt
HB 2233	Expanding the college in high school program to students in ninth grade.	12/11/2019	Van Werven
HB 2254	Encouraging Washington college grant recipients to pursue high demand degrees.	12/19/2019	Gildon
HB 2255	Encouraging Washington college grant recipients to reside or work in Washington after graduation.	12/19/2019	Gildon
HB 2256	Providing tax relief to businesses that support higher education.	12/19/2019	Gildon
HB 2274	Concerning the investment of gifts, grants, conveyances, bequests, and devises of the University of Washington.	12/23/2019	Stokesbary
HB 2283	Increasing fairness, transparency, and accountability in the admission processes of state universities.	12/31/2019	Stokesbary
HB 2289	Increasing tuition transparency at postsecondary educational institutions.	1/3/2020	Leavitt
HB 2299	Creating prison to postsecondary education pathways.	1/7/2020	Leavitt
SB 6067	Concerning educator certification assessments.	12/11/2019	Hasegawa
SB 6116	Assisting spouses and dependents of active duty military by ensuring affordable access to higher education.	12/26/2019	O'Ban
SB 6127	Adding a graduate student to the student achievement council.	1/2/2020	Randall
SB 6129	Concerning student health plan coverage for pregnancy services.	1/2/2020	Randall
SB 6138	Concerning the beginning educator support team program.	1/7/2020	Hasegawa
SB 6140	Prohibiting the practice of transcript withholding and limiting the practice of registration holds at institutions of higher education as debt collection practices.	1/7/2020	Randall
SB 6141	Expanding access to higher education.	1/7/2020	Randall
SB 6142	Creating the Washington common application.	1/7/2020	Lias