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## CWU Academic Affairs Committee Minutes - 12/ 10/15

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Academic Affairs Committee  
December 10, 2015  
Minutes

Present: Dan Lipori, Jason Underhill, Penglin Wang, Clem Ehoff, Lindsey Brown and George Drake

Absent: Thomas Tenerelli, David Martin, Janet Finke and student representative.

Guest(s): None

Meeting was called to order at 3:34 p.m.

Jason moved to approve the November 12, 2015 minutes. Clem seconded and minutes were approved as presented.

Chair updates – Dan reported that the Interdisciplinary studies charge looks like there are other groups that may be working on this.

Old Business -

Organizational structure – Committee went through specific language for potential policy/procedure language based on the example Clem provided. In the first paragraph several things to consider: define what is meant by academic unit, who may initiate a proposal? Need to change Chancellor to President.

Potential language for first section:

1. This reorganization policy applies to all academic units including colleges, schools, and departments which covers the creation of proposals of new colleges or schools, reorganization of existing colleges or divisions including the shifting of departments or other academic units from one college to another, from one school to another or from one school to a college; the partial or complete merger of two or more departments; creation of new departments; dissolution of departments; and the changes of college, school and department names.

The initiator of the proposal, or their designated representative, shall act as the principal advocate for the proposal throughout subsequent discussion and review. Proposals maybe be withdrawn at any point in the process by the initiator.

Potential language for section 2

2. Principles guiding the reorganization of an academic unit or academic units.

Reorganization involving academic units must support the mission and strategic plan of the university and of the colleges or departments impacted. The faculty, staff, and administration of Central Washington University are dedicated to shared governance and recognize the necessity of faculty knowledge and participation in academic decision

making. All reviews and deliberations about reorganization should be conducted in a collegial and constructive way. Any reorganization proposal should seriously consider disciplinary and interdisciplinary relationships and shall also investigate impacts on stakeholders in non-academic units.

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

All requests for reorganization must include a detailed budget of savings and costs of the changes to be presented to the faculty, staff, and students at the beginning of the process. The following points shall be addressed: salary adjustments; cost of positions required; cost of remodelling space, purchasing furniture and other equipment, moving, etc.; cost of new promotional and recruitment materials, new website design, and other such items; and cost of faculty and staff tie in working out the reorganization (see Section 3 for more details).

In cases of financial exigency, the President should consult with the affected groups to the greatest extent possible following the processes outlined in this policy.

Potential language for Section 3

### 3. Preparing a proposal for review of a reorganization plan.

A proposal requesting that a unit or units be reorganized must include the following items:

- Rationale for the proposed reorganization
- Goals and objectives of the proposed reorganization
- Centrality of the reorganized unit(s) to the mission of the university
- Alignment of the reorganized unit(s) to the strategic plan of the university
- A detailed financial cost/benefit analysis of the reorganization
- Impact on resources (e.g. positions, space, equipment, time, computer systems, facilities)
- Impact on the curriculum and programs across the university
- Criteria used to select the unit(s) for reorganization
- A before and after organizational chart for all units affected
- Implementation plan and timeline
- Potential impacts on tenure, promotion and reappointment processes
- Impact on students, faculty, and staff
- Impact on students, faculty, and staff
- Impact on quality of degree programs, student retention, and graduation rates
- Impact of reorganized unit(s) on other units and programs
- Impact on external constituents

- Impact on accreditation (university, college, department and/or program)

Potential language for Section 4

4. The reorganization proposal review process.

The review of proposals requesting renaming or reorganization of an academic unit or units will resemble the timing of the curriculum review process. However, at each level of review there must be a recommendation, vote, and comments recorded about the merits and weaknesses of the proposal. This review and final action will be recorded on the form. Review at each level shall take no longer than one month.

For more complex changes in organizational structure, the proposals must be put together in a careful and deliberate way prior to submission for academic review.

The committee will continue the review of draft language at the next meeting.

Meeting was adjourned at 5:02 p.m.