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CWU Faculty Senate Minutes - 11/30/11

Janet Shields

Central Washington University, senate@cwu.edu

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CENTRAL WASHINGTON UNIVERSITY
FACULTY SENATE

REGULAR MEETING
Wednesday, November 30, 2011, 3:10 p.m.
BARGE 412
Minutes

Senators: All senators or their alternates were present except: Kelly Benson, Jason Dormady, Barbara Flanagan, Ralf Greenwald, Shaun Hansen, Don Nixon, Robert Pritchett, David Rawlinson, Stephen Robison, Matthew Wilson,

Visitors: Sheryl Grunden and Cindy Carleton

CHANGES TO AND APPROVAL OF AGENDA – Provost Levine asked to give her time to the Academic Planning Task Force. Senator Čuljak moved to approve the change. Motion was seconded and approved with one abstention.

MOTION NO. 11-08(Approved): APPROVAL OF MINUTES of November 2, 2011

COMMUNICATIONS - None

FACULTY ISSUES: Senator Sloan asked for a follow-up on the Academic Appeals policy. Janet is working with the Provost office to get an update. Senator Gray reported that students have been asking to turn in their papers early because they have no finals. She asked if there could be an e-mail reminder about finals week policy. Provost Levine asked if something could be drafted and sent for her to send out. Senator Chase asked about the paper vs. online catalog conversation. She hoped that the Executive Committee will pursue discussing this for the following year. Provost Levine mentioned this will be a topic of discussion for the Provost Council.

Academic Planning Task Force: Dean Kirk Johnson, chair of the Academic Planning Task Force gave a presentation regarding the process the task force has used. In 2009 the Board of Trustees directed CWU to make program review a regular and continuous part of academic affairs in order to: optimize programs, enhance the richness of students' academic experience, ensure time required for quality research and service and focus resources on highest priorities. In response the Provost created the Academic Planning Task Force. In 2011, the Task Force was reorganized and was asked to analyze degree programs at CWU and recommend whether each should be: continued in its current state; enhanced or expanded, revised/reduced-refocused, or revised/eliminated. The key considerations beyond the immediate APTF recommendations the task force used where: making efficient and effective use of instructional space; increasing capacity without adding expenses; identifying resource interdependencies and links to hidden costs; optimizing the mix of learning environments and student experiences (face-to-face vs. online vs. multi-model/mixed modalities); identifying roadblocks to student access and success and identifying mechanisms for streamlining our work and the collective enterprise. The task force developed a new method of program analysis and planning and used the following information: number of Majors and Minors, number of degrees awarded, service course load, credit hour production data, employment growth potential (based on Washington Statewide data) and program uniqueness. They also examined and refined existing program data, developed recommendations on the enhancement, maintenance, reduction or elimination of programs and will provide departments and interdisciplinary programs an opportunity to respond to the recommendations. The committee has developed a timeline as follows: 11/29/11 Presentation to Provost's Council; 11/30/11 Presentation to Faculty Senate; 12/5/11 Presentation to ADCO and spreadsheets to departments; 1/18/11 Presentation to President's Advisory Team; 1/31/12 Department reports due back to APTF; 2/1-3/15/12 College and Program Workshops; 2/1-3/15/12 APTF/Provost's Council Analyze Unit Reports; 3/15/12 Final recommendations (in narrative form); 3/15/12 Final recommendations to UFC and then there will be the final recommendations presented to the BOD.

PRESIDENT: President Gaudino thanked the Academic Planning Task Force for the fantastic work they have done. He would like to see them publish their methodology. As the university goes through the review of recommendations, there will probably be some broader curricular issues that will have to come back through Faculty Senate. The Governor has called a special session of the legislature which will start on Monday. The mood in Olympia appears to be pro higher education and K-12. The tax levy increase appears to be a political play. There will be a soft rollout of the new web design over break. The changes will start after grades are in. There have been a couple of staff changes at the administrative level. Jen Gray is retiring. Scott Wade has been hired as a new chief development officer. He will start January 16th. Jim Armstrong has left the Alumni office and the Foundation and Alumni association are working on new directors. Dennis Defa is leaving in December and a search for that position will begin after break. There is a Board of Trustees meeting on Friday.

PROVOST: Provost also thanked the Academic Planning Task force for the extraordinary job they have done. The Provost expressed that these recommendations are regarding programs and not departments. A change for renewal is not necessarily a negative thing.

OLD BUSINESS - None
REPORTS/ACTION ITEMS

SENATE COMMITTEES:

Executive Committee:

Motion No. 11-09 (Withdrawn): “Endorse either option 1 or option 2 for the 2013-14 Academic calendar as presented in Exhibit A.

Motion No. 11-12(Approved as amended, 1 nay): Senator Culjak moved to request the Faculty Senate review the possibility of moving to the semester system. Senator Chase seconded the motion.

Motion No. 11-12a(Approved, 4 nay): Senator Alsoszatai-Petheo moved to amend Motion No. 11-12 to include that a survey of faculty be conducted to get a yes or no opinion from faculty on changing to the semester system before proceeding. Senator Chase seconded the motion.

Motion No.11-10(Withdrawn): “Recommend that the changes to the academic calendar be done on a two year pilot and reassessed for the 2015-2016 academic year.”

Academic Affairs Committee:

Motion No. 11-11(Approved, 1 abstention): “Recommends that section 5-90-060(9) “Leave of Absence” of the Academic Affairs policy manual be amended as outlined in Exhibit B.”

Evaluation and Assessment Committee – Jeff Snedeker, chair of the Evaluation and Assessment committee reported for the committee. The members of the committee are Michael Pease, Lynn Richmond, John Hudelson and John Creech. The committee received six charges from the Executive Committee. The committee is reviewing the assessment of academic administrators that was administered in spring of 2011. They will be reviewing responses and recommendations. This assessment is administered every two years. A second charge is to continue to work with administration to develop and implement a 360 evaluation process. President Gaudino suggested a 360 process to the committee in 2009. Some policy language has been contemplated, but has not been put through yet. The committee will would like to contribute to this process and hope to be involved in the policy language. The third charge is looking at the recommendations from the SEOI Task Force and review the process and how the process should proceed. The committee has reviewed the report and is in need of help from the administration in clarifying costs of administering the new forms. The fourth charge is to develop a process for peer evaluation to complement the SEOIs. The

committee has already gotten some information on peer evaluation and will be soliciting more information from faculty.

General Education Committee – Phil Backlund, chair of the General Education committee reported that the committee is working on four changes from the Executive Committee. The committee is taking a step back and looking at a little bit of history. There have been eleven proposals and documents created in the last three years. There have been no substantial changes in the general education requirements in fourteen years. It is a complicated system and there have been some territoriality and turf wars. There is no administrative and/or faculty champion for the program. The committee is working on a survey to try and determine what might be, if anything, wrong with the current system. Determining what are the bottlenecks. What is the cost of the current system? The committee has approved a motion that they will no longer accept new courses to be added to the general education requirements until they have criteria and learning outcomes by which they can judge the courses.

Faculty Legislative Representative – No report.

CHAIR: Chair Loverro reported that the gift giving program has approximately 65 – 70 children still in need. The President's office is not spamming the campus this year to remind people.

CHAIR-ELECT: No report.

STUDENT REPORT: Steven Ross reported that there are Student Academic Senate (SAS) seats that are still not filled. The BOD is working on revamping the SAS to provide more opportunity to experience learning outside of the university.

NEW BUSINESS - None

Meeting was adjourned at 5:06 p.m.

Exhibit A

	Approved	Option 1	Option 2
PROPOSED CWU ACADEMIC CALENDAR	2012-13	2013-14	2013-14
FALL QUARTER	2012	2013	2013
Registration	Sept 17-18	Sept. 23-24	Sept. 16-17
Classes begin	Sept. 19	Sept. 25	Sept. 18
Change of class schedule	Sept 19-25	Sept 25-Oct. 1	Sept 18-24
Deadline to apply for baccalaureate degree for winter	Sept. 28	Oct. 4	Sept. 27
Advising week	Oct 29-Nov 2	Oct. 28 - Nov. 1	Oct. 28-Nov. 1
Uncontested withdrawal deadline for fall	Nov. 2	Nov. 8	Nov. 1
Registration for winter	Nov 5-21	Nov. 4 - 27	Nov. 4-27
Veterans Day holiday	Nov. 12	Nov. 11	Nov. 11
Thanksgiving recess*	Nov 21-23	Nov 25-29	Nov. 25-29
Faculty development day*	Dec. 3	Oct. 16	Oct. 9
Last day of instruction	Nov. 30	Dec. 6	Nov. 22
Final exam week	Dec 4-7	Dec 9-12	Dec. 2-5
End of quarter/Faculty work day	Dec. 7	Dec. 13	Dec. 6
Days of instruction	54	50	50
Winter Break	Dec 8-Jan 2	Dec 14-Jan 5	Dec. 7-Dec. 29
# of days for break	26	23	26
WINTER QUARTER	2013	2014	2014
New Year holiday (observed)	Jan. 1	Jan. 1	Jan. 1
Registration	Jan. 2	Jan. 2-3	Dec. 30-31
Classes begin	Jan. 3	Jan. 7	Jan. 2
Change of class schedule	Jan 3-9	Jan 7-13	Jan. 2-8
Deadline to apply for baccalaureate degree for spring	Jan. 11	Jan. 17	Jan. 10
Martin Luther King Jr. holiday	Jan. 21	Jan. 20	Jan. 20
Advising week	Feb 4-8	Feb 3-7	Feb. 3-7
Registration for spring	Feb 11-Mar 1	Feb 10-28	Feb. 10-28
Uncontested withdrawal deadline for winter	Feb. 15	Feb. 21	Feb. 14
President's day	Feb. 18	Feb. 17	Feb. 17
Faculty development day	Mar. 11	Jan. 28	
Last day of instruction	Mar. 9	Mar. 14	Mar. 7
Final exam week	Mar 12-15	Mar 17-20	Mar. 10-14
End of quarter/Faculty work day	Mar. 15	Mar. 21	Mar. 14*
Days of instruction	50	50	50
Spring Break	Mar 16-24	Mar 22-30	Mar. 15-30
# of days for break	9	9	16
SPRING QUARTER	2013	2014	2014
Registration	Mar. 25	Mar. 31	Mar. 31
Classes begin	Mar. 26	Apr. 1	Apr. 1
Change of class schedule	Mar 26-Apr 1	Apr 1-7	Apr. 1-7
Deadline to apply for baccalaureate degree for summer	Apr. 5	Apr. 11	Apr. 11
Advising week	May 6-10	May 12-16	May 12-16
Open Registration for summer (all students)	May 6-Jun 16	May 5- Jun 22	May 5-June 22
Uncontested withdrawal deadline for spring	May. 10	May. 16	May 16

*All week off for faculty and students

*Schedule prior to advising week

*Requires that finals runs through Mar. 14

Registration for fall (continuing students)	May 13-31	May 19-Jun 6	May 19-Jun 6
Source - All faculty/student participation	May. 16	May. 21-22*	May. 21-22*
Memorial Day holiday	May. 27	May. 26	May. 26
Faculty development day	Jun. 3	Apr. 16	Apr. 16
Last day of instruction	Jun. 1	Jun. 6	Jun. 6
Final exam week	Jun 4-7	Jun 9-12	Jun 9-12
Commencement (Eastside)	Jun. 8	Jun. 14	Jun. 14
Commencement (Westside)	Jun. 9	Jun. 15	Jun. 15
End of quarter/Faculty work day	Jun. 7	Jun. 13	Jun. 13
Days of instruction	53	50	50
Summer Session Break		Jun. 14-22	Jun. 14-22
# of days for break		9	9

*1 day has to be counted as day of instruction; must be added to syllabi

SUMMER SESSION	2013	2014	2014
Open registration (all sessions)	May 6-Jun 16	May 5-Jun 22	May 5-Jun 22
Classes begin (six week - full)	Jun. 17	Jun. 23	Jun. 23
Change of schedule (six week - full)	Jun 17-19	Jun 23-25	Jun 23-25
Deadline to apply for baccalaureate degree for fall	Jun. 28	Jul. 3	Jul. 3
Independence Day holiday	Jul. 4	Jul. 4	Jul. 4
Six-week session closes	Jul. 26	Aug. 1	Aug. 1
Full term closes	Aug. 16	Aug. 22	Aug. 22

Exhibit B

CWUP 5-90-060(9) Leaves of Absence

- (A) Students may petition the director of admissions [registrar](#) for leaves of absence.
- (B) Leaves of absence may be granted for ~~more than one quarter~~ up to two quarters at a time. but each quarter's leave must be petitioned for separately. Additional consecutive quarters must be petitioned separately.
- (C) A petition for a leave of absence must be submitted prior to the quarter for which the leave is sought.

Rationale:

Alignment with 5-90-010 and 5-90-060 and to remove any roadblocks for students. Admissions is currently changing the 5-90-060 policy on all documentation.

CWUP 5-90-010(10)

(C) If the student does not enroll for two or more consecutive quarters at CWU (excluding summer) without a leave of absence, he or she must reactivate his or her major status. Reactivation must be done with the concurrence of the department and in accordance with department and OEC requirements current at the time.