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## CWU Faculty Senate Minutes - 10/08/08

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**CENTRAL WASHINGTON UNIVERSITY**  
**FACULTY SENATE**

**REGULAR MEETING**  
**Wednesday, October 8, 2008, 3:10 p.m.**  
**BARGE 412**  
**MINUTES**

**Senators: All senators or their alternates were present except:** Dan Beck, Susan Donahoe, Jonathan Fassett, Ralf Greenwald, Ronald Tidd and Kathy Whitcomb

**Visitors:** Rose Spodobalski Brower, Kim Bartel

**CHANGES TO AND APPROVAL OF AGENDA** – Agenda approved.

**MOTION NO. 08-01(Approved, 1 abstention): APPROVAL OF MINUTES** of May 28, 2008

**COMMUNICATIONS** - None

**FACULTY ISSUES:** Kim Bartel asked the Senate to work with administration to come up with a definition of what online learning is. Currently there are many definitions and Central needs to develop a strong foundation because the area of online learning is going to get bigger. Chair Manweller indicated he has spoken to the Provost about this subject during the summer and will continue to pursue this subject.

**PRESIDENT:** President McIntyre welcomed the Senators to the new school year. There is an article in the paper today regarding Governor Gregoire's budget cuts. The Governor imposed a restrictions on out-of-state travel as well as imposing a hiring freeze, except under certain situations, this summer. She is now imposing an additional 1% across-the-board budget cuts. This is being applied to all state agencies including higher education. Higher education administers some of these directives in different ways. Central has implemented a hiring freeze of vacancies unless they were approved prior to the freeze or are essential to the university. The 1% budget cut translates to \$1.50 million for Central for fiscal year 2009. Central budgeted conservatively last spring and should be able to find the money to cover the cut. Central did meet the enrollment target that had been indicated in the budget. President McIntyre reminded the Senate that Terry Tempest Williams will be speaking tonight at 7:30 p.m. in the Music building.

**PROVOST:** Provost Quirk welcomed the faculty back. The Provost indicated it took many people working together to meet the enrollment target this year. There were many factors working against this happening. Student Affairs worked hard to find out why some students weren't registering last spring and worked to help correct the problems. Additional sections were opened for classes that had waiting lists and online courses have also helped meet a student need. Central made their 9,600 FTE target. Provost Quirk complemented the Executive Committee for this input into situations this summer and has helped in being more responsive to faculty. There will be a reception on December 3<sup>rd</sup> to honor faculty who received the title of senior lecturer as well as faculty who received tenure and/or promotion. The reception will be held in Barge 412 starting at 5:30 p.m. This reception is a joint effort between UFC, the Provost Office and Faculty Senate. The subject of online courses has come up several times this summer and fall. Online courses were piloted last summer to see what kind of interest there was among faculty to develop courses. It generated a; lot of interest and faculty worked to develop those courses that have become a reality this fall. Now we need to work to guard the academic quality and integrity of these courses and evaluate how students respond. Will continue to work on getting better data and respond accordingly. Provost Quirk gave an update of construction on campus. The summary of responses from the Fall Faculty day should be available by the end of the month.

**Senator Orientation** – Introductions were made of the Faculty Senate Executive Committee as well

as senators. Senate meeting dates, senator responsibilities and Roberts Rules were reviewed.

**Presidential Search update – Jeff Snedeker** – Senator Snedeker gave an update on the search of a new President for Central. The search committee has been meeting since last spring. A job description was developed to represent Central honestly and fairly with what we would want an applicant to know about Central as well as what some of the challenges are. This was approved by the Board of Trustees last spring and an advertisement was put out in June. The consultant organization that was hired has proved to be a valuable asset to the process. The committee has done some phone interviews and is currently in the airport interview stage. They will be narrowing the prospects down to hopefully bring 3-4 candidates to campus by the end of October. Senator Shorr indicated that the process has been a painful process at times to go through because the applications have been very good. We have an excellent pool of candidates.

**OLD BUSINESS** - None

## **REPORTS/ACTION ITEMS**

### **SENATE COMMITTEES:**

#### **Executive Committee:**

**Motion No. 08-02(Approved):** “Adoption of 2008-09 Operating Procedures/Roberts Rules of Order attached as Exhibit A”

**Motion No. 08-03(Approved):** “Nominations for the 2008-09 Faculty Senate Parliamentarian.”  
Nominations: Michael Ogden

**Motion No. 08-04(Approved):** ““Ratification of 2008-09 Faculty Senate committee vacancies as attached in Exhibit B.”

**Academic Affairs Committee: Grade Inflation Report – Kim Bartel** Kim reviewed the report with the Senate and went through the committee’s conclusions and recommendations. Chair Manweller asked the senators to review the document and would like to get the Senate’s feedback and direction they would like to pursue.

**Academic Code and Bylaw Committee: Motion 08-05(First reading):** “Senator Ogden moved to add the Election and Removal of Department Chairs to the Academic Code Section II.”

The Academic Code requires two readings prior to being voted on during the third meeting. This will be considered the first reading. This information was removed from the original version of the Academic Code and subsequently fell through the cracks. During conversations this summer with the UFC and administration it was agreed that the language for this should be included in the Academic Code. If senators have amendments, edits or deletions, please e-mail Chair Manweller with that information.

**Curriculum Committee:** Senator Bransdorfer clarified that the CAH vacancy in the Curriculum committee is a one-year replacement for Toni Čuljak, who is on sabbatical. If you, or know of faculty who might be interested, please have them contact Janet in the Senate Office. The committee meets the first and third Thursday from 3:10 – 5:00. The curriculum deadline for programs or courses to be included in the 2009-2010 catalog is February 2<sup>nd</sup>.

**General Education: General Education Update – Patsy Callaghan** Senator Callaghan talked about the transforming of the general education requirements to a general education program. All faculty have a stake in general education. Patsy will be speaking with departments regarding their general education courses as well as holding forums to work on outcomes for the current general education goals. Emails will be sent out to faculty once these forums have been scheduled. Part of the urgency for transforming the general education requirements is due

accreditation. Ten years ago it was indicated that the general education requirements needed better assessment. By this spring there should be a good idea how the program will look. The transformed program would not start until Fall 2010. There still needs to be work done on essential skills and how that will work within the program. Please contact Patsy if you have suggestions or comments on the process.

**Evaluation & Assessment:** Senator Snedeker reported that the committee has two main projects to work on this year. One is the continuation of putting together a different evaluation instrument for the Evaluation of Academic Administrators. The idea is to get an instrument that the administrators will use as well as be beneficial to faculty. The committee will be looking into the possibility of delaying the evaluation process to next year due to the amount of interim administrators. The committee will also be looking at SEOIs and hopefully working with the Provost's task force.

**Faculty Legislative Representative:** Jim Pappas agreed to serve as interim FLR for Jim Huckabay who was elected chair of his department and had to step down. Dr. Pappas reported there is a Council of Faculty Representatives meeting this Friday in Spokane. The CFR will be working on their agenda for the legislative year. .

**CHAIR:** Chair Manweller talked about the goals the Executive Committee have for the year. One is to move forward with the Grade Inflation report. 2. Work on getting an instrument, not just a report, for faculty evaluation. The Provost, UFC and Senate are currently working on setting up a task force to work on the SEOIs. 3. The transformation of the general education requirements, in consultation with faculty, and hope to see it well on its way by the end of the year. 4. Getting a policy for chair elections back in the Academic Code. Hope to have this language to the Board of Trustees by their December meeting. 5. Dispute Resolution Committee. The committee has now been set up and has a process to function within, if needed. 6. Help to education the new President about what the role of Senate is within the university.

The November 5<sup>th</sup> Senate meeting will be shortened to allow for the annual non-tenure track forum. Distinguished Professor awards nomination deadline is December 1<sup>st</sup>. Please remember the coffee and cookie fund.

**CHAIR-ELECT:** Chair-Elect Cutsinger reported on attending the BOT student affairs committee session. Loran has the extensive report on recruitment, retention and enrollment if faculty would like to read it.

**STUDENT REPORT:** Caitlin Baldwin, ASCWU VP for Academic Affairs gave the student report. They have registered over 1000 students to vote. All of the student clubs now have an insurance policy. This year Caitlin will be working with the Student Academic Senate. There will be a student representative from each academic department. There are still a few departments that do not have representatives. Caitlin will be reporting back to the Faculty Senate topics of interest from these meetings.

**NEW BUSINESS** - None

Meeting adjourned at 4:47 p.m.

## Exhibit A

### 2008-09 Faculty Senate Operating Procedures:

1. Robert's Rules of Order, THE MODERN EDITION (ISBN 0-425-11690-5) will be the accepted authority for procedural operations. The senate's bylaws take precedence over Robert's Rules of Order.
2. 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.
3. 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 mailing 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.
4. 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 will 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 B

<b>Committee</b>	<b>Name</b>	<b>Department</b>	<b>Term</b>
<b>Dispute Resolution Committee</b>			
<b>Regular</b>	Bob Fordan	Communication	10/8/08 – 6/14/11
<b>Regular</b>	Andrea Sledge	Education	10/8/08 – 6/14/11
<b>Regular</b>	Gary Heesacker	Accounting	10/8/08 – 6/14/11
Alternate	Bang-Soon Yoon	Political Science	10/8/08 – 6/14/11
Alternate	Kim Bartel	ITAM	10/8/08 – 6/14/11
Alternate	Marte Fallshore	Psychology	10/8/08 – 6/14/11
Alternate	Daniel CannCasciato	Library	10/8/08 – 6/14/11
Alternate	Keith Salyer	Education	10/8/08 – 6/14/11
Alternate	Sarah Britto	Law & Justice	10/8/08 – 6/14/11
<b>General Education</b>			
COTS Member	Greg Brown	Geography	10/8/08 – 6/14/10
CEPS Member	Vacant		10/8/08 – 6/14/10
<b>Evaluation &amp; Assessment</b>			
COTS Member	Rick Creveling	Geography	10/8/08 – 6/14/11
CAH Member	Jeff Snedeker	Music	10/8/08 – 6/14/11
<b>Bylaws and Academic Code</b>			
	Michael Ogden	Communication	10/8/08 – 6/14/11
Still need 2 senators			
<b>Curriculum Committee</b>			
CAH Member	Vacant		10/8/08 – 6/14/10
<b>Academic Affairs Committee</b>			
COB Member	Vacant		10/8/08 – 6/14/09