

11-29-2006

## CWU Faculty Senate Minutes - 11/29/06

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

**REGULAR MEETING**  
**Wednesday, November 29, 2006, 3:10 p.m.**  
**BARGE 412**  
**MINUTES**

**ROLL CALL:**

**Senators:** All senators or their alternates were present except: Breanna Banchemo, Gina Bloodworth, Scott Calahan, Anthony Diaz, Karen Hendricks, Richard Mack, Matthew Manweller, David Shorr and Mark Soelling.

**Visitors:** Susie Beador, Rodney Bransdorfer, Kim Bartel and Rose Spodobalski Brower

**CHANGES TO AND APPROVAL OF AGENDA** - Agenda changed to move the President & Provost reports first under Reports and Action items. Motion approved.

**MOTION NO. 06-10(Approved): APPROVAL OF MINUTES** of November 1, 2006

**COMMUNICATIONS:** Curriculum Deadlines and a letter from Stella Merano and Daniel CannCasciato on post tenure review procedures. These communications are available in the Faculty Senate office.

**FACULTY ISSUES:** None

**OLD BUSINESS** - None

**REPORTS/ACTION ITEMS (25 Minutes)**

**PRESIDENT:** President McIntyre attended the Washington Learns session on November 13<sup>th</sup>. This is an agenda item for the Council of President this year and how each individual institution will respond to it. President just returned from Hawaii where she met with CWU Alumni and helped them establish an alumni chapter in Hawaii. There are currently 237 alums in Hawaii. President reminded faculty that the Holiday reception is Thursday, December 7<sup>th</sup> in the Sue Lombard dining room. The next event in the Performing Arts and Presidential Speaker series will be December 10<sup>th</sup> in the Music Building.

**PROVOST:** Provost reported that the Washington Learns report recommends the idea of striving to achieve 60% funding for FTE and faculty salaries. Comparable institutions would be the global challenge states that rank on the new economy high index. There are 44 comprehensive master institutions in those states. Central is in the process of looking at these to decide which ones to include in the peer group. This Friday from 1-4 there is a workshop for first year tenure-track faculty on scholarship assessment. There will be four panels of two faculty members each, talking about their careers and their scholarship. December Faculty Day is next Monday, December 4<sup>th</sup> starting at 8:30 for a light brunch. The theme is Faculty-to-Faculty Innovation and Integration in Classroom teaching. There will be presentations by four faculty members. That afternoon from 2:30 – 3:30 there will be a presentation on the Curriculum Integration Project presented by a faculty member from Eastern. There was a fireside chat on Monday. The attendance was approximately 20 students. Student questions ranged from food to Douglas Honors College to bed bugs. Hoping to move forward with an International Studies minor and will be coming forward. Next Friday is the Board of Trustees meeting. The Academic Affairs Council will meet from 8:30 -10:00 in Barge 304. The Academic Free request and the Academic Code will be the main proposals. Four colleagues will be recommended for emeritus faculty: Joan Amby, Pat McLaughlin, Barbara Phillips and Allen Vautier. All these individuals will be recognized at the BOT meeting on next Friday. Next 10 year visit of the NWCCU accreditation will be in the fall of 2009. The work on this will start within the next two months. The accreditation team will be Phil Backlund, Tom Peischl, Tracy Terrell, Mark Lundgren, Kevin Kimball and Tom Henderson.

**SENATE COMMITTEES:**

**Executive Committee:**

**Motion No. 06-11(Approved):** "Approval of the 2007-08 regular Faculty Senate meetings as follows: Fall Quarter - October 3, November 7, November 28; Winter Quarter - January 9, February 6, March 5; Spring Quarter - April 9, May 7, May 28."

**Motion No. 06-14(Approved 15 yea - 12 nay):** “Endorsement of the 2008–2009 Quarterly Calendar attached as shown in Exhibit C.

**Motion No. 06-15(Approved, 2 abstentions):** “Endorsement of the December 2006 version of Academic Code as shown in Exhibit D.

Chair Dippmann reviewed the major changes that have occurred in the Academic Code. Those changes are the removal of Appendices A & B, removal of Interdisciplinary Program Director language and any reference to terms for Department chairs.

**Academic Affairs Committee:**

**Motion No. 06-12(Approved as amended):** “That the Policy Manual Academic Affairs section 5-9.4.32 Course Requirement Overlap be added as shown in Exhibit A.” as amended.

**Motion No. 06-12a (Approved):** “That Motion No 06-12 be amended to read as follows: Departments shall establish policy guidelines regarding the multiple use of a single course to satisfy major, specialization, minor or certificate requirements (or as noted in Curriculum Policy Manual 5-10.2). These policy guidelines shall be maintained on file with the Office of the Registrar and published in print and on-line catalogues and available department advising materials.”

**Motion No. 06-13(Approved):** “That the Policy Manual Academic Affairs section 5-9.4.33 Class Attendance and Participation be amended as shown in Exhibit B.”

**Budget Committee:** No report.

**Code Committee:** No report.

**Curriculum Committee:** No report.

**Development and Appropriations:** No report.

**General Education:** No report

**Personnel Committee:** No report.

**Public Affairs Comm/Council of Faculty Reps/Faculty Legislative Representative:** Jim Huckabay reported that the Council of Faculty Representatives (CFR) is a very active group this year. CFR is closely following Washington Learns and has at least two faculty representatives at each meeting. The Prosperity Partnership is looking more sustainable than Washington Learns. This year the CFR has a number of goals this year of which are the Three R’s. The Three R’s stand for representation, remuneration and resources. Faculty Serving Washington day will be January 31<sup>st</sup> in Olympia. Would like to have at least two faculty members who would provide a poster and talk with senators about how they are serving Washington. Could also be a faculty/student pair. CFR is looking into possibly chartering a bus that would start at Eastern Washington University and pick up faculty across the state. Jim asked if you know of a faculty member or if you are interested in being involved in Faculty Serving Washington, please contact him.

**CHAIR:** Chair Dippmann reminded faculty that the Distinguished Professor nominations deadline is December 1<sup>st</sup> at 5:00 p.m. If nominations are not date stamped by 5:00 p.m. they will not be accepted. The final portfolios will be due February 1<sup>st</sup>. The Executive Committee is working on expediting the filling of senate committees and senators for next year. Workload forms are due to chairs by February 15<sup>th</sup> and would like to have all Senate committee vacancies filled by the February 7<sup>th</sup> Senate meeting so faculty can include them on their workload forms. If the Academic Code is approved by the BOT on December 8<sup>th</sup> this will necessitate changes in 5 committees that are currently Senate standing committees. Each of those committees needs to get a statement of what their committee would look like under the new Academic Code as soon as possible.

**CHAIR-ELECT:** Chair-Elect Madlem wished all senators the best during the winter break.

**STUDENT REPORT:** Senator Underwood reported that the SUB will have extended hours next week. The first BOD forum is scheduled for Lynnwood tomorrow. The BOD has approved their legislative agenda. Students will be talking with legislators on Thursday and Friday.

Meeting was adjourned at 5:04 p.m.

# Exhibit A

## 5-9.4.32 Course Requirement Overlap

5-9.4.32.1 Courses that satisfy the basic skills and/or breadth requirements may also be applied toward major, specialization, minor or certificate requirements (or as noted in Curriculum Policy Manual 5-10.2), unless disallowed by the department. However, credit hours for each course will be counted only once toward the minimum 180 credit hour graduation requirement. (See 5-9.5.1.1)

5-9.4.32.2 Departments shall establish policy guidelines regarding the multiple use of a single course to satisfy major, specialization, minor or certificate requirements (or as noted in Curriculum Policy Manual 5-10.2). These policy guidelines shall be maintained on file with the Office of the Registrar and published in print and on-line catalogues and available department advising materials.

Rationale: There is currently no policy addressing the issue of using course credits for multiple program areas. This policy is attempting to address this issue, while allowing for a department to set its own departmental policies to be provided to the Office of the Registrar.

## Exhibit B

### 5-9.4.33 Class Attendance and Participation

- 5-9.4.33.4 Instructors are not required to offer makeup work for absences. In cases where an absence meets the guidelines in 5-9.4.33.6, instructors are strongly encouraged to work with the student to make arrangements to avoid academic penalties due to absences.
- 5-9.4.33.5 Sponsors of university-approved activities requiring absence from campus will prepare and sign an official list of names of those students who plan to be absent. It is each student's responsibility to present a copy of the official list to the appropriate instructors and make arrangements for prior to the absence. Instructors are encouraged to make accommodations. (Academic Appeals Process can be found in Academic Affairs Policies Manual 5-9.23).
- 5-9.4.33.6 Members of the university community directing or arranging university approved activities must adhere to the following guidelines:
- a. Scheduling of such activities shall not overlap with official examination periods;
  - b. Scheduling of such activities shall not require an absence of more than three (3) consecutive class days;
  - c. Scheduling of such activities shall be announced to the students far enough in advance for them to plan to fulfill course requirements;
  - d. ~~If an exception to these guidelines is needed, the sponsor of the activity will contact instructors to determine whether or not participation in the activity will negatively affect the student's performance or grade;~~
  - e. Responsibility for seeking permission for an exception to these guidelines lies with the sponsor and not with the student(s).

# Exhibit C

## PROPOSED QUARTERLY CALENDAR 2008-2009

Draft 11/14/06

### FALL QUARTER

Open Registration  
Classes begin  
Change of Class Schedule  
Deadline to apply for baccalaureate degree for Winter  
Advising Week  
Uncontested Withdrawal Deadline  
Early Registration for Winter  
Veterans Day Holiday  
Thanksgiving Recess  
Faculty Development/Study Day  
Final Exam Week  
Days of Instruction

### 2007-2008

September 17-18  
September 19  
September 19-25  
September 28  
Oct. 29-Nov. 2  
November 2  
November 5-19  
November 12 (observ.)  
\*November 21-23  
December 3  
December 4-7  
(54)  
\*All day Wednesday

### 2008-2009

September ~~15-16~~ 22-23  
September ~~17~~ 24  
September ~~17-23~~ 24-30  
September ~~26~~ October 3  
~~October 27-34~~ Nov. 3-7  
~~October 34~~ November 7  
~~November 3-17~~ 10-24  
November 11  
\*November 26-28  
December 4 8  
December ~~2-5~~ 9-12  
(54)  
\*All day Wednesday

### WINTER QUARTER

Registration  
Classes begin  
Change of Class Schedule  
Deadline to apply for baccalaureate degree for Spring  
Martin Luther King Jr. Holiday  
Advising Week  
Uncontested Withdrawal Deadline  
Presidents Day Holiday  
Early registration for Spring  
Faculty Development/Study Day  
Final Exam Week  
Days of Instruction

### 2007-2008

January 2  
January 3  
January 3-9  
January 11  
January 21  
February 11-15  
February 15  
February 18  
February 20-29  
March 10  
March 11-14  
(50)

### 2008-2009

January 5  
January 6  
January 6-12  
January 16  
January 19  
February 9-13  
February 20  
February 16  
February 18-27  
March 16  
March 17-20  
(52)

### SPRING QUARTER

Open Registration  
Classes begin  
Change of Class Schedule  
Deadline to apply for baccalaureate degree for Summer  
Advising Week  
Early registration for Summer  
Uncontested Withdrawal Deadline  
Early registration for Fall  
Memorial Day Holiday  
Faculty Development/Study Day  
Final Exam Week  
Commencement  
Days of Instruction  
NOTE: Days of instruction (includes finals week)

### 2007-2008

March 24  
March 25  
March 25-31  
April 4  
May 5-9  
May 5-June 16  
May 9  
May 12-23  
May 26  
June 2  
June 3-6  
June 7  
(53)

### 2008-2009

March 30  
March 31  
March 31-April 6  
April 10  
May 11-15  
May 11-June 22  
May 15  
May 18-29  
May 25  
June 8  
June 9-12  
June 13  
(53)

### SUMMER SESSION\*

Open Registration (Both Sessions)  
Classes Begin (Full, Six Week)  
Change of Schedule (Full, Six Week)  
Deadline to apply for baccalaureate degree for Fall  
Independence Day Holiday  
Six-Week Session Closes  
Full Terms Closes

### 2007-2008

June 16  
June 16  
June 16-18  
June 27  
July 4  
July 25  
August 15

### 2008-2009

June 22  
June 22  
June 22-24  
July 6  
July 3 (observed)  
July 31  
August 22

NOTE: The dates for summer 2008 are different from the dates originally approved for this term based on the proposed changes to the summer sessions and are subject to the approval of these changes. The summer 2009 dates are also based on the proposed changes to the summer sessions.

# Exhibit D

December 2006 version of the Academic Code.