

2-15-2007

CWU Academic Affairs Committee Minutes - 02/ 15/07

Janet Shields

Central Washington University, senate@cwu.edu

Follow this and additional works at: <http://digitalcommons.cwu.edu/fcminutes>

Recommended Citation

Shields, Janet, "CWU Academic Affairs Committee Minutes - 02/15/07" (2007). *All Faculty Committee Minutes*. Paper 283.
<http://digitalcommons.cwu.edu/fcminutes/283>

This Meeting Minutes is brought to you for free and open access by the Faculty Committee Minutes at ScholarWorks@CWU. It has been accepted for inclusion in All Faculty Committee Minutes by an authorized administrator of ScholarWorks@CWU.

Minutes
Faculty Senate Academic Affairs Committee
February 15, 2007

Present: Kim Bartel, Tim Dittmer, Tim Englund, Jay Fosyth, Sura Rath, Heidi Szpek, Katie Underwood, Marla Wyatt and Jeff Snedeker

Absent: Krstyal Noga and Carolyn Wells

Guest(s): Tracy Terrell, Registrar

Call to Order: 3:30pm Co-Chair Kim Bartel

Announcements - None

Minutes from the February 8, 2007 meeting were approved as amended.

Unfinished Business:

Charge AAC06-07.06 Wait List Policy –

Tracy discussed the current procedure regarding the wait list. Instructors may opt not to have a wait list and auto enroll. Some departments like having wait lists because it shows the demand on the course. It has been a valuable tool for deans in their planning of course sections. Currently the wait list is frozen at the end of the 4th day of classes. Tracy didn't see any problems with changing it to the 2nd or 3rd day of classes depending on what is decided, but needs to be decided as a university. Some students like the first come first serve wait list because they feel they are being treated fairly. When faculty signs a student into a section they are not always aware of the student's eligibility to enroll in the course (such as pre-reqs., tuition payments, etc.). On the automatic wait list, a student who is not eligible for enrollment will be skipped and it will enroll the next student on the wait list. Tracy indicated that departments can reserve seats in a course for students that meet a certain criteria. (Such as by class standing, majors, etc.) It was discussed there needs to be better education of faculty and students on the procedure.

Katie moved and Tim Dittmer seconded to recommend to the Faculty Senate the following:

1. Freeze wait list and disable auto enroll after 2nd day of classes (which addresses the charge issues) approximately 10 p.m..
2. Recommend faculty and support staff get educated about their options for wait lists by Registrar office. Also students need to have additional education. Also ways not to use wait list and how to manage your own wait list.
3. Encourage departments to ask the deans if they use the wait lists to track demand.

Motion was approved and will be sent as a recommendation back to the Executive Committee.

Charge AAC-06-07.07 Final Exam Schedule

Tracy expressed concern about the current 4 day finals week. Tim Englund indicated that when the current schedule was started it was done as a pilot for two years. It was then approved for the next two years because they were still studying it and now has become institutionalized and become a defacto policy. Tracy indicated that they could look at putting evening courses finals in the evening near their meeting time. She said that the day classes would be harder to be able to do that. She also said she would look at what finals week would look like under the current 4 day schedule, if it were to be changed to Monday-Thursday and if it were on a 5 day schedule. Katie was asked to survey students on the need and desire for the current final exam schedule. Kim will prepare draft language for the survey for Katie to distribute. The committee will draft a letter recommending that the night course finals be scheduled as close to the same time as class meeting time as possible. Also to ask that it be looked into to put day time finals as close as possible to their normal meeting time, but no later than 3:00 p.m.

New Business

Adjournment – 4:30 pm

Next meeting date February 22, 3:30-4:30 p.m., Barge 410 (and telecon)