3-2-2005

CWU Faculty Senate Minutes - 03/02/2005

Janet Shields

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ROLL CALL
Senators: All senators or their alternates were present except: Tim Burnham, Anthony Diaz, Susan Donahoe, Jim Eubanks, Brenda Hubbard, James Johnson, Richard Mack, Casey Moore, Stella Moreno

Visitors: Rose Spodobalski-Brower and Steve Verhey

CHANGES TO AND APPROVAL OF AGENDA – Agenda approved

MOTION NO. 05-08(Approved): APPROVAL OF MINUTES of February 9, 2005 as amended.

COMMUNICATIONS - None

REPORTS/ACTION ITEMS

Curriculum
Motion No. 05-09(Approved): "Recommendation to accept a new writing specialization for English as outlined in Exhibit A."

General Education
Motion No. 05-10(Approved as amended by 05-10b): Approve General Education Committee recommendation to add Theatre 377 Staging Gender (4) to “Perspectives on the Cultures and Experiences of the United States” as a general education course for the Social and Behavior Sciences breadth area, as outlined in Exhibit B. (Cf. General Education program, p. 37-38, CWU catalog)."

Motion No. 05-10a (Approved): Moved to table Motion 05-10.

REPORTS/DISCUSSION ITEMS

CHAIR: - Senate office is in the process of tabulating the data from the survey on grading and exam week. Approximately 200 faculty responded to the survey. The Faculty Assessment of Academic Administrators will begin at the beginning of spring quarter. Distinguished Professor process is continuing.

Tsunami Relief effort – Departments are currently collecting books. The Bookstore has agreed to not buy these books until the end of buy back week, so it doesn’t affect the student buy back process. Students will be coming around to departments to pick up the books. An e-mail will be sent out with that information. All books will be accepted.

CHAIR-ELECT: Look at a strategic plan for information technology. Currently there is no strategic planning for DE or web.

PRESIDENT: Legislative session is still going on. The Governor’s budget should be out around March 24th. Still watching to see what happens with the tuition waiver. The BOT will be meeting at Lynnwood for their meeting on Friday. Music and Theatre
program are going well. William Perry lecture, the 3rd lecture of the series, will be April 20th.

PROVOST: No report

STUDENT REPORT: ASCWU currently has a poll on "The BUZZ" for students regarding information on finals week. The first question is "When are the majority of your finals? During the week of finals week? Or During the week before finals week?" The poll currently indicated that 16.7% of students had their finals the week before and 83.3% had the finals during finals week. The other question is "Which do you prefer? Week of finals week? Or Week before finals week?" The poll currently indicates that 65% of the students would prefer to have their finals the week before finals week.

SENATE CONCERNS: None

SENATE COMMITTEES:

Academic Affairs Committee: - The committee has completed a review of part 5 of the Academic Policies Manual as charged by the Executive Committee. The summary has been sent to the Executive Committee. Committee is currently working on putting the Interdisciplinary program template into policy language. The committee is also interested in the issues of academic use of information technology.

Budget Committee: - No report

Code Committee: - No report

Curriculum Committee: - Informational items: two programs have undergone major changes – The Education sequence has had major changes due to Teacher Education Program and Curriculum & Supervision merging into one department. Latin American Studies minor has changed. Business Education and Marketing Education programs have been put on reserve. If they are not taken off reserve within three years they will be deleted.

Development and Appropriations: - No report

General Education: - The committee has been working on the Executive Committee's charge to revise the current general education program. It is turning out to be a bigger project and they will be unable to complete that process this year. The committee will be providing a white paper statement of the current general education program next month.

Personnel Committee: - No report

Public Affairs Comm/Council of Faculty Reps/Faculty Legislative Representative: - Thank you to those who sent in e-mails or called regarding SB 5868 to try and get a hearing. However, SB 5868 Future of Public education bill did not get a hearing and died in committee. Tuition waiver bill in the House has seemed to come to an end, but the Senate version is still going. Dean Hall remodel is still on the top of the list. CFR is continuing to ask for support for a COLA and have asked Governor Gregoire to keep it in her budget.
OLD BUSINESS

Motion 05-11 (Approved): Senator Wyatt moved to take Motion 05-10 off the table and open for discussion.

Motion No. 05-10b (Approved, 5 nay): Amend Motion 05-10 to add “Contingent upon approval of the Curriculum Committee adding Theatre 377 Staging Gender (4) to “Literature & The Humanities as a general education course for the Arts and Humanities breadth area.”

NEW BUSINESS - None

ADJOURNMENT – Meeting adjourned at 4:40 p.m.
Exhibit A

Bachelor of Arts
English: Writing Specialization

This program combines a liberal arts background in literature with specialized writing courses in creative writing (fiction, poetry, creative non-fiction, playwriting), business writing, professional writing, scientific and technical writing, editing, and publishing. Students in this major are expected to complete English 301, Rhetoric, and ENG 303, Principles of English Studies, prior to enrolling in other upper-division major requirements.

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 301</td>
<td>Rhetoric</td>
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<tr>
<td>ENG 303</td>
<td>Principles of English Studies</td>
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<td>ENG 302</td>
<td>Poetry and Poetics</td>
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<td>ENG 320</td>
<td>English Grammar</td>
<td>4</td>
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<td>ENG 323</td>
<td>Editing for Usage, Style, and Clarity</td>
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<tr>
<td>ENG 489</td>
<td>Senior Colloquium</td>
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**Credits from the following areas**

**Creative Writing Courses:**

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<thead>
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<th>Course Title</th>
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<tbody>
<tr>
<td>ENG 212</td>
<td>Fiction writing (4)</td>
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<tr>
<td>ENG 213</td>
<td>Poetry Writing (4)</td>
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<tr>
<td>ENG 312</td>
<td>Advanced Fiction Writing (4)</td>
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<tr>
<td>ENG 313</td>
<td>Advanced Poetry Writing (4)</td>
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<td>ENG 314</td>
<td>Advanced Nonfiction Writing (4)</td>
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<tr>
<td>ENG 412</td>
<td>Advanced Writing Seminar (4)</td>
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<tr>
<td>TH 330</td>
<td>Playwriting (4)</td>
<td></td>
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<tr>
<td>TH 430</td>
<td>Playwright's Workshop (4)</td>
<td></td>
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<tr>
<td>ENG 343</td>
<td>Contemporary Writers Colloquium (4)</td>
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</tbody>
</table>

**Professional Publication Courses:**

<table>
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<tr>
<td>ADMG 385</td>
<td>Business Communications &amp; Report Writing (5)</td>
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<tr>
<td>COM 201</td>
<td>Introduction to Mass Media (4)</td>
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<tr>
<td>COM 208</td>
<td>Writing Across the Media (4)</td>
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<td>COM 347</td>
<td>Copy Editing (3)</td>
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<td>COM 348</td>
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<td>ENG 310</td>
<td>Technical Writing (4)</td>
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<td>ENG 404</td>
<td>Advanced Technical Writing (4)</td>
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<td>ENG 412</td>
<td>Advanced Writing Seminar (4)</td>
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<td>IT 248</td>
<td>Web Fundamentals (2)</td>
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<td>IT 288</td>
<td>Business Presentation Applications (2)</td>
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<td>IT 389</td>
<td>Desktop Publishing (3)</td>
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**Practicum: Select at least two credits of the following:**

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<td>COM 468</td>
<td>Observer (1-2)</td>
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<tr>
<td>ENG 485</td>
<td>Manastash (1)</td>
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<td>ENG 490</td>
<td>Cooperative Education (1-12)</td>
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**Literature Courses (305 level and above)**

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<th>Course Code</th>
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**Total** 74
II. SOCIAL AND BEHAVIOR SCIENCES

Perspectives on the Cultures and Experiences of the United States.

An introduction to the institutions, cultures, and traditions of the United States intended to encourage a critical and analytical understanding of how the past affects the present and the future. An introduction to the complexities of social, economic, and political processes, issues, and events in the United States intended to provide a context for informed decision making and citizenship.

- ECON 101 Economic Issues (5)
- ECON 201 Principles of Economics Micro (5)
- ETS 101(W) Ethnic Awareness (4)
- HIST 144(W) U.S. History Since 1865 (5)
- POSC 210 American Politics (5)
- SOC 101(W) Social Problems (5)
- SOC 205 American Society (5)
- **TH 377 Staging Gender (4)**
- WS 201(W) Introduction to Women Studies (5)
## Roll Call 2004-05
### Faculty Senate Meeting: March 2, 2005

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<td>GLEIGHNOR, Cpt. Rob</td>
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<td>BRANDSDORFER, Rodney</td>
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<td>D'ACQUISTO, Leo</td>
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<td>BAGAMERY, Bruce</td>
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<td>BACKLUND, Phil</td>
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<td>LASZLO, Rod Maj.</td>
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<td>SINGH, Vijay</td>
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<td>PICHARDO, Nelson</td>
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<td>WYATT, Marla</td>
<td>BOWERS, Jan</td>
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**Quorum:** 22

**43 Senators**
I. ROLL CALL

II. CHANGES TO AND APPROVAL OF AGENDA

III. MOTION NO. 05-08: APPROVAL OF MINUTES of February 9, 2005

IV. COMMUNICATIONS

V. REPORTS/ACTION ITEMS (10 Minutes)

   Curriculum
   Motion No. 05-09: "Recommendation to accept a new writing specialization for English as outlined in Exhibit A."

   General Education
   Motion No. 05-10: Approve General Education Committee recommendation to add Theatre 377 Staging Gender (4) to "Perspectives on the Cultures and Experiences of the United States" as a general education course for the Social and Behavior Sciences breadth area, as outlined in Exhibit B. (Cf. General Education program, p. 37-38, CWU catalog)"

VI. REPORTS/DISCUSSION ITEMS

   CHAIR: (15 Minutes)
   CHAIR-ELECT: (5 Minutes)
   PRESIDENT: (10 Minutes)
   PROVOST: (10 Minutes)
   STUDENT REPORT: (5 Minutes)
   SENATE CONCERNS: (5 Minutes)

   SENATE COMMITTEES: (10 Minutes)

      Academic Affairs Committee:
      Budget Committee:
      Code Committee:
      Curriculum Committee:
      Development and Appropriations:
      General Education:
      Personnel Committee:
      Public Affairs Comm/Council of Faculty Reps/Faculty Legislative Representative:

VII. OLD BUSINESS

VIII. NEW BUSINESS

IX. ADJOURNMENT

***NEXT REGULAR SENATE MEETING: April 13, 2005*** BARGE 412
Exhibit A

Bachelor of Arts
English: Writing Specialization

This program combines a liberal arts background in literature with specialized writing courses in creative writing (fiction, poetry, creative non-fiction, playwriting), business writing, professional writing, scientific and technical writing, editing, and publishing. Students in this major are expected to complete English 301, Rhetoric, and ENG 303, Principles of English Studies, prior to enrolling in other upper-division major requirements.

Required Courses
ENG 301 Rhetoric 4
ENG 303 Principles of English Studies 4
ENG 302 Poetry and Poetics 4
ENG 320 English Grammar 4
ENG 323 Editing for Usage, Style, and Clarity 4
ENG 489 Senior Colloquium 2

Credits from the following areas 34

Creative Writing Courses:
ENG 212 Fiction Writing (4)
ENG 213 Poetry Writing (4)
ENG 312 Advanced Fiction Writing (4)
ENG 313 Advanced Poetry Writing (4)
ENG 314 Advanced Nonfiction Writing (4)
ENG 412 Advanced Writing Seminar (4)
TH 330 Playwriting (4)
TH 430 Playwright’s Workshop (4)
ENG 343 Contemporary Writers Colloquium (4)

Professional Publication Courses:
ADMG 385 Business Communications & Report Writing (5)
COM 201 Introduction to Mass Media (4)
COM 208 Writing Across the Media (4)
COM 347 Copy Editing (3)
COM 348 Publication Design (3)
ENG 310 Technical Writing (4)
ENG 404 Advanced Technical Writing (4)
ENG 412 Advanced Writing Seminar (4)
IT 248 Web Fundamentals (2)
IT 288 Business Presentation Applications (2).
IT 389 Desktop Publishing (3)

Practicum: Select at least two credits of the following: 2
COM 342 NewsWatch Reporting (1)
COM 468 Observer (1-2)
ENG 485 Manastash (1)
ENG 490 Cooperative Education (1-12)

Literature Courses (305 level and above) 16

Total 74
II. SOCIAL AND BEHAVIOR SCIENCES

Perspectives on the Cultures and Experiences of the United States.

An introduction to the institutions, cultures, and traditions of the United States intended to encourage a critical and analytical understanding of how the past affects the present and the future. An introduction to the complexities of social, economic, and political processes, issues, and events in the United States intended to provide a context for informed decision making and citizenship.

ECON 101 Economic Issues (5)
ECON 201 Principles of Economics Micro (5)
ETS 101(W) Ethnic Awareness (4)
HIST 144(W) U.S. History Since 1865 (5)
POSC 210 American Politics (5)
SOC 101(W) Social Problems (5)
SOC 205 American Society (5)
TH 377 Staging Gender (4)
WS 201(W) Introduction to Women Studies (5)
Date: March 2, 2005

VISITOR SIGN-IN SHEET

Please sign (print) your name if you are not a faculty senator.
DRAFT REGULAR MEETING MINUTES: February 9, 2005

ROLL CALL:
Senators: All senators or their alternates were present except: Lori Braunstein, Daniel CannCasciato, Chris Casey, Susan Donahoe, Mike Launius, Lt Col. Bill Major, Casey Moore, Stella Moreno, Nancy Wessel, Marla Wyatt

Visitors: Rose Spodabalski-Brower

CHANGES TO AND APPROVAL OF AGENDA - Moved President and Provost report above Chair report.

MOTION NO. 05-04(Approved): APPROVAL OF MINUTES of January 19, 2005

COMMUNICATIONS – None

REPORTS/ACTION ITEMS

Academic Affairs Committee
Motion No. 05-05(Approved as amended): That the Policy Manual Academic Affairs section 5-9.4.14 Grading Policies and Regulations be amended as shown in Exhibit A.

Development and Appropriations Committee
Motion No. 05-06(Approved 1 Abstention): "Recommendation to distribute the faculty development funds for 2004-05, attached as Exhibit B"

General Education Committee
Motion No. 05-07(Approved): Approve General Education Committee recommendation to add English 347(W) "Global Perspectives in Literature" as a general education course for the Arts and Humanities breadth area, Literature and the Humanities section as outlined in Exhibit C. (Cf. General Education program, p. 37-38, CWU catalog)"

REPORTS/DISCUSSION ITEMS

CHAIR: The Plan B Career Performance Equity Review Committees (CPERC) for each college has been named and Toni will be meeting with them to discuss the process. Those who received Plan A adjustments should see them in their next paycheck, if they did not apply for Plan B. Personnel, Code and Academic Affairs Committees are reviewing the Code and Academic Affairs Policy Manual for what items should remain under the purview of the Senate and suggest what are possible negotiable items. The Senate will not be voting on the proration policy change. This will be worked out between the administration and the union. Encourage everyone to fill out the Grading and Exam week survey and remind others in your department. As of 2:30 today 114 surveys have been returned. This data will be used to look at changing policy. The Faculty Assessment of Administrators will be at the beginning of spring quarter. The Personnel Committee has met with the Provost to review the survey process. Interdisciplinary Program template has been sent back to the Academic Affairs Committee for their evaluation and putting it in the Academic Affairs policy manual. The UFC bargaining team members are Minerva Caples, Terry DeVietti, Brenda Hubbard, Robert Hickey, Charlie Rubin, Bob Ota, Pedro Bicchieri, Peter Gries, Daniel CannCasciato and Keith Lewis. One Book, One Campus process has gone forward with the assistance of the Provost office.

CHAIR-ELECT: No report.

PRESIDENT: Last week the President went to meet with Puget Sound Business Journal, Seattle Times, Tacoma News Tribune and Everett along with the Presidents of our partner community colleges to present a common message about our university centers model. University centers are a possible solution to deal with the enrollment increases. This is being presented as an alternative to adding more branch campuses. Earlier this week she met with a variety of legislators to talk about priorities for Central. The increase in tuition waivers is one of the issues. Salaries, recruitment and retention money is an issue with most of the institutions. Requesting that if there is a budget cut, to allow the institutions
to make the decision where the cuts should come from as it does not look like it will be a good budget year. Governor Gregoire is meeting with people in higher education, and is very interested in learning more. Getting mixed signals about performance contracts. The Governor is in favor of creating performance contracts and some legislators are not in. Governor’s budget will be coming out in mid-March

PROVOST: Many states are growing rapidly and struggling with how to meet the capacity without overbuilding. Two plus two programs are an economical way to provide this. HEC Board has recommended to the legislature that WSU-Vancouver move directly to become a 4 year campus. UW-Tacoma campus authorized to begin very selectively accepting freshmen in 2007 and develop a few baccalaureate programs, but will be primarily a transfer institution. They did not recommend that UW-Bothell or WSU-Tri Cities accept freshmen or move toward becoming a four year campus. State board for community and technical colleges has authorized, on a pilot basis, to offer some baccalaureate degrees. These would be in applied areas that do not overlap with public baccalaureate programs. Training radiological technicians is one example. HEC Board was directed by legislature to do a needs assessment, trying to look at regional needs for higher education. Hopefully the needs assessment being done by the HEC Board will help us as we expand our centers. The needs assessment will help define high demand programs. We have developed a draft performance contract and are about ready to share this with the Senate Executive Committee.

STUDENT REPORT: No report

SENATE CONCERNS:
Tsunami Relief Effort update – Jeff Dippmann – Moving ahead with plan from the last senate meeting faculty donating complementary textbooks and other textbooks you have in your office. Donating to a student coalition, ODK, Philosophy & Religious Studies and Pre-Med clubs, have agreed to be the donation charity. Faculty are not allowed to sell books for cash and then donate to charity. However, they can donate the book to a charity. The three organizations will collect books and the bookstore has agreed to buy back the books at best possible price. Cash that is collected will go to student organization, they have agreed to a 50-50 split of the proceeds. 50% will go to the student’s operation H20 fund the other 50% will be sent to the East-West Center in Hawaii. The East-West Center is offering matching funds. The East-West Center has two organizations Mercy Malaysia Humanitarian Services and the Samaritan Home Relief who are using the funds to rebuild an orphanage in Sir Lanka. Any remaining books that are not sold will be used for a book sale to students. Any remaining books that are not sold to the students will be sent to the University of Hawaii library who suffered major damage from a flood. Any books they cannot use will be sent to a university in Micronesia. Jeff will be sending out an e-mail to all faculty this week. He will send out an e-mail when students will be around to collect the books.

SENATE COMMITTEES:

Academic Affairs Committee: Nothing to add

Budget Committee: No report

Code Committee: The committee has been working on a code interpretation dealing a non-tenured chair making decisions for faculty tenure review. It is inappropriate for departments to do this. Only tenured faculty should be making those decisions. The committee is still working on the Code breakdown.

Curriculum Committee: The Curriculum Committee is dealing with curriculum proposals. There should be proposals before the Senate at the next meeting.

Development and Appropriations: No report

General Education: The committee is continuing to work on the request to come up with a proposed revision of general education program. Linda Beath’s office supported members of the committee to go on a field trip to PSU. They have the most respected general education program in the country. Committee was very impressed with their program.

Personnel Committee: No report
Public Affairs Comm/Council of Faculty Reps/Faculty Legislative Representative: House Bill 1434 is a vision for higher education. This bill may be a way to deal with the student increase. President's Day, February 21st, is higher education day in Olympia. CFR has a meeting with Governor Gregoire on that day to discuss her vision for higher education. The open letter to the people of Washington is getting close to being ready. Central is asking for the 151 FTE that was taken away previously to be restored. The increase in tuition waivers for Central has a good chance. So far the COLA for faculty has been maintained. However there have been additional budget concerns that surfaced last week. Still need to find a FLR replacement for next year. Terrific opportunity to have a hand in Olympia. If you, or know someone who might be interested, please let Jim know.

OLD BUSINESS None

NEW BUSINESS None

ADJOURNMENT Adjourned 4:50 p.m.
Exhibit A

5-9.4.14 Grading Policies and Regulations

5-9.4.14.1 "Grade points" are assigned to each grade as follows (see 5-9.4.14.3 below):

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<tr>
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<tr>
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</table>

5-9.4.14.2 No "grade points" are assigned for the following symbols (see 5-9.4.14.3 below):

- **S**: Satisfactory
- **U**: Unsatisfactory
- **AU**: Audit
- **W**: Indicates a complete withdrawal from the university.
- **+W**: Indicates an uncontested withdrawal from a course.
- **HW**: Indicates a hardship withdrawal from a course.
- **I**: Incomplete — an "I", when recorded, is not a qualitative grade. Rather, it means that a student was not able to complete the course by the end of the term but had satisfactorily completed a sufficient portion of it and can be expected to finish without having to re-enroll in it. To earn a grade, course work must be completed as prescribed by the instructor on forms filed in the appropriate department office. If it is not completed within one calendar year, the "I" will automatically be changed to an "F".
- **IP**: In Progress — A grade is issued when the course is completed. "IP" is used primarily for graduate thesis, project study and organization development courses.
- **Z**: Undergraduate in Progress. A grade is issued when the course is completed. Z is used for circumstances beyond the student's control that prevent them from completing the course because the actual instruction is not yet completed, for example, weather preventing instruction in Flight Technology. If not completed in one calendar year, the "Z" will automatically be changed to INC.
- **INC**: Incomplete extended beyond normal limit. Frozen upon program completion.
- **NR**: No grade reported.
- **NS**: No show. No evidence that the student has ever attended class.

5-9.4.14.3 All grades are frozen upon award of degree.

5-9.4.14.34 Grading policy is the responsibility of individual instructors as long as students are notified of that policy at the outset of a course and the policy is applied consistently within a course.

5-9.4.14.4-5 Departments may establish grading standards and policies which guide the grading by individual instructors. Any such policy must be course specific and not instructor-specific, must be applied uniformly for all sections of the course, and must be in existence prior to the first day of instruction of the quarter in which the course is offered.
Exhibit B

The Faculty Senate Development and Appropriations Committee has been informed that $133,561 is currently available for disbursement for faculty development activities:

$100,000 base allocation
$23,561 additional funds as a result of the 10% formula passed last year
$10,000 unexpended funds from past years

We recommend that the following plan be used for funds disbursement.

1. $24,000 distributed evenly to academic departments (excluding Military Science/ROTC and Aerospace Studies/AFROTC). A department disbursement will be made to the Faculty Senate based on the ruling last year that the senate chair represents faculty not assigned to academic departments.

2. $60,000 distributed to academic departments (excluding Military Science/ROTC and Aerospace Studies/AFROTC), with each department receiving an amount proportional to its fall FTEF. These funds are to be used exclusively for individual faculty development. In order to receive these funds, each department must provide a rationale and explanation for the use of the funds. Disbursements to academic programs not associated with an academic department will be made based on fall FTEF. Faculty on leave do not count as an FTEF for this disbursement.

3. $500 to Military Science/ROTC.

4. $500 to Aerospace Studies/AFROTC.

5. $15,000 for projects intended to serve the faculty development needs of the university as a whole rather than the needs of individual faculty members or departments. Applications for these funds are submitted to the Faculty Senate Development and Appropriations Committee.

6. $33,561 will be held in reserve pending further discussion between the Development and Appropriations Committee and the Senate Executive Committee.

Proposed Addition to General Education Program

I. ARTS AND HUMANITIES

Literature and the Humanities
A grade of C- or better is required in ENG 101 before taking any of the courses in this category.

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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>ENG 105</td>
<td>(W) The Literary Imagination: An Introduction to Literature</td>
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<tr>
<td>ENG 247</td>
<td>(W) Multicultural Literature</td>
<td>4</td>
</tr>
<tr>
<td>ENG 347</td>
<td>(W) Global Perspectives in Literature</td>
<td>4</td>
</tr>
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<td>HUM 101</td>
<td>(W) Exploring Cultures in the Ancient World</td>
<td>5</td>
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<tr>
<td>HUM 102</td>
<td>(W) Exploring Cultures from 16th Through 19th Centuries</td>
<td>5</td>
</tr>
<tr>
<td>HUM 103</td>
<td>(W) Exploring Cultures in Modern &amp; Contemporary Societies</td>
<td>5</td>
</tr>
</tbody>
</table>

Rationale: This course is specifically designed to meet the needs of BAS students at the CWU campus centers. Currently, there are no 300-level courses available to those students that fill the Literature and Humanities breadth requirement.