4-12-2006

CWU Faculty Senate Minutes - 04/12/2006

Janet Shields

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ROLL CALL:
Senators: All senators or their alternates were present except: Lori Braunstein, Jim Eubanks, Jonathan Fassett, David Laman, Derek Lane, Richard Mack, Matthew Manweller, Tim Melbourne, and Lee Plourde

Visitors: Rodney Bransdorfer

CHANGES TO AND APPROVAL OF AGENDA – No changes - MSP

MOTION NO. 05-69(Approved): APPROVAL OF MINUTES of March 1, 2006

COMMUNICATIONS – Letter from Tracy Terrell, Registrar regarding the 2006 commencement. Letter can be viewed in the Faculty Senate office.

FACULTY ISSUES: None

OLD BUSINESS - None

REPORTS/ACTION ITEMS

PRESIDENT: President will be attending the Community Economic Development committee meeting scheduled for today. Governor Gregoire chose to veto Central's tuition waiver money. Letters are being written to express dismay and disappointment at this action. Central has hired a federal congressional consultant who is there all the time, working on several items of importance to Central. Reality is if you are not there checking regularly on things can't show up in April and hope they remember what your issues are. Such as, policy matters, authorization of the higher education act and financial aid implications. Central is working towards getting the McNair funding restored. Also, there is also the possibility of discretionary funds. The Budget Advisory Committee approved the 2006-07 operating budget. Part of this budget was a request for $500,000 to fund the Spheres of Distinction. A request for proposals will be sent out by April 21st. The external Native American council met last Friday. They toured the campus to get to know it better. Discussed the Native American minor and received names of individuals who might possibly teach or know someone who could teach courses in art and music.

SENATE COMMITTEES:

Executive Committee:
Motion No. 05-70(Approved): “Approval of the 2007-2008 Quarterly Calendar attached as Exhibit A.

Motion No. 05-71(Approved): “That the Policy Manual Academic Affairs be amended as shown in Exhibit B.”

Motion 05-71a (Approved): Move to amend 5-9.4.30 to add the word “classroom” to Last week of classroom instruction in the title and in section 5-9.4.30.1.

Academic Affairs Committee: No report
Budget Committee: No report
Code Committee: No report
Curriculum Committee: No report
Development and Appropriations: No report
General Education: Jeff Dippmann and two members of the General Education Committee will be meeting with Dr. Beath to discuss Program Review next week. Program review for General Education is scheduled for next year, but there is discussion about changing the time frame.
Personnel Committee: No report
Public Affairs Comm/Council of Faculty Reps/Faculty Legislative Representative: Jay Forsyth gave a review of the legislative session this year. Jay indicated that next year the priority looks like it will be early learning. Jay highlighted the Textbook bill. Janet will send out the text of the bill to the Senators for their review. The burden will be on each institution to come up with procedures on how to select and order textbooks.

CHAIR: Chair Ogden indicated that the Interim Faculty Code is not too different from what was passed by the Faculty Senate, but does require items for immediate action. He would like to see the process be as transparent as possible. The deadline is the end of Fall 2006. Senate will need to reinvent some of our committees. Chair Ogden asked that all the Senate committees complete their descriptions as soon as possible for inclusion in the new Faculty Code. Chair Ogden reported on the Budget Advisory Committee meeting. The 2006-07 operating budget projected 1.3 million after base expenditures. Some of this money could be used for new faculty lines and other programmatic allocations. The capital budget is hoping that Dean hall gets funded for its complete remodel. Also some long range plans for additional building renovation. The South Neighborhood Planning Committee is starting look at the feasibility of a redesign of south campus. Looking at consolidating student services in Bullion, making the Samuelson building into a technology center and consolidate administration into Barge. Business and Financial Affairs and Human Resources would be consolidated in Mitchell.

CHAIR-ELECT: Chair-Elect Cant discussed and provided a handout on shared governance. This is to begin a dialogue on this subject. He asked that the Senators take this back to their departments for discussion and provide any feedback to him or directly to the Senate office.

PROVOST: Rod Yonkers, Chief negotiator, is doing meetings to give a broad orientation and overview of the collective bargaining agreement. This week will be a meeting for department secretaries and the next two weeks will be department chairs. The session will be video tapped and will be available for checkout. Provost indicated that the Faculty Senate office will receive a copy of it as well. Meetings start tomorrow in the College of Arts and Humanities on the faculty workload plans. These will need for move forward very quickly and be completed by the end of spring quarter. The other colleges will be meeting within the next two weeks. Provost indicated that Central has received two contracts to offer baccalaureate degrees at community colleges. One will be to offer a Bachelor of Science in elementary education at Peirce County/Fort Steilacoom with a reading cohort. Approximately 30 FTE is expected in this degree. The other is the BAS of Information Technology and Administrative Management at the Lynnwood center. They are expecting approximately 50 FTE in the first year and up to 100FTE in the coming years. Provost indicated their will be presentations at the impacted centers in the upcoming weeks. Central will be forwarding proposals in high demand areas of Math and Chemistry. Also there is a possibility of submitting a degree in Community Public Health. One Book, One Campus, Tortilla Curtain, will have one more program this year on May 2nd presented by Michael Ervin on a Day without a Mexican. The selection committee is reviewing the book for next year and possibly for the year after. They are currently reading seven books. The committee should have the recommendations to the Provost and President by April 20th.

STUDENT REPORT: No report

NEW BUSINESS - None
ADJOURNMENT Meeting adjourned at 4:53 p.m.
### Exhibit A

#### QUARTERLY CALENDAR

**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** *(observed)*
- **Thanksgiving Recess**
- **Faculty Development/Study Day**
- **Final Exam Week**
- **Days of Instruction**

**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**

**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)

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**2006-2007**
- September 18–19
- September 20
- September 20–26
- September 29
- Oct. 30–Nov. 3
- November 3
- November 6–20
- November 10
- November 22–24
- December 4
- December 5–8
- November 22

**2007-2008**
- September 17–18
- September 19
- September 19–25
- September 28
- Oct. 29–Nov. 2
- November 2
- November 5–19
- November 12
- November 21–23
- December 3
- December 4–7
- (54)
- **All day Wednesday**

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**2006-2007**
- January 2
- January 3
- January 3–9
- January 12
- January 15
- February 12–16
- February 14
- February 19
- February 20–Mar. 2
- March 12
- March 13–16
- March 24
- March 30
- March 31
- April 4
- May 5–9
- May 5–June 16
- May 9
- May 12–23
- May 26
- June 2
- June 3–6
- June 7

**2007-2008**
- January 2
- January 3
- January 11
- January 21
- February 11–15
- February 14
- February 18
- February 20–29
- March 10
- March 11–14
- (50)
- 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

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**2006-2007**
- March 26
- March 27
- March 27–April 2
- April 6
- May 7–11
- May 7–June 18
- May 11
- May 14–25
- May 28
- June 4
- June 5–8
- June 9
- (53)

**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

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**NOTE:** Days of instruction (includes finals week)
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Exhibit B

5-9.4.30 Last Week of Classroom Instruction

5-9.4.30.1 During the last week of classroom instruction, faculty may give no examination(s) worth more than a total of 20% of a course grade.

5-9.4.30.2 Graded assignments due during the last week of classes must be indicated on the instructor’s syllabus.

5-9.4.31 Final Examinations

Currently, the final examination week for each term spans four days from the Tuesday through the Friday immediately following the last week of instruction. Examinations on the Ellensburg Campus are established according to class schedules in order to avoid, where possible, conflicts resulting from simultaneous examination periods. Examinations at the University Centers are scheduled by the University Centers typically at the time the class has been taught. Final exam schedules are posted to the student Safari schedules by the 30th day of the quarter.

5-9.4.31.1 Final Exam Weeks are a part of the academic year/university calendar days, as established in the catalog.

5-9.4.31.2 During Final Exam Week, a final examination or culminating experience (i.e., an “authentic assessment” which could be, but is not limited to, formal presentations, poster sessions, writing tasks, or portfolio reviews) is expected for each course taught as dictated by the nature of the course material and/or learner outcomes.

5-9.4.31.3 Faculty and students are required to conform to the final examination schedules published by Registrar Services on the Ellensburg Campus or determined by the University Centers unless:

a. a faculty member’s responsibilities require an alternative examination date and time (see 5-9.4.31.4)

b. on the Ellensburg Campus, a student has more than two examinations on the same day or has two examinations scheduled at the same time (see 5-9.4.31.5)

c. at the University Centers, a student has two examinations scheduled at the same time (see 5-9.4.31.6)

5-9.4.31.4 If faculty are required to be away from campus due to a faculty development opportunity or leave as delineated by the CWU and UFC Agreement, changes to an instructor’s exam date and time must be made at the earliest possible date and approved by the department chair. Moreover, it is the responsibility of that faculty, with approval from the chair, to arrange a suitable alternative that will accommodate all students.

5-9.4.31.5 On the Ellensburg Campus, in the event that a student can demonstrate that he/she has more than two examinations scheduled on the same day or two examinations scheduled at the same time, any one of his/her instructors is authorized to excuse
the student from the regularly scheduled examination and give a final examination to the student during an alternative time during Finals Week. In cases in which alternative arrangements cannot be made, students shall refer the matter to the department chairs in consultation with the appropriate instructor.

5-9.4.31.6 At the University Centers, in the event that a student has two examinations scheduled at the same time, any one of their instructors is authorized to excuse the student from the regularly scheduled examination and give a final examination to the student during an alternative time during Finals Week, including Monday of Finals Week. In cases of difficulty in arriving at a solution, students shall refer the matter to the department chairs in consultation with the appropriate instructor.

5-9.4.31.7 Faculty must have grades posted on SAFARI by no later than 10:00 p.m. on the Tuesday after Final Examination Week.

Rationale: Both policies avoid placing undue burden on students which may interfere with preparation for final examinations and/or completion of regular coursework in other classes.
CENTRAL WASHINGTON UNIVERSITY
FACULTY SENATE

REGULAR MEETING
Wednesday, April 12, 2006, 3:10 p.m.
BARGE 412
AGENDA

I. ROLL CALL

II. CHANGES TO AND APPROVAL OF AGENDA

III. MOTION NO. 05-69: APPROVAL OF MINUTES of March 1, 2006

IV. COMMUNICATIONS

V. FACULTY ISSUES: (5 Minutes)

VI. OLD BUSINESS

VII. REPORTS/ACTION ITEMS (25 Minutes)

PRESIDENT: (10 Minutes)

SENATE COMMITTEES:

Executive Committee:
Motion No. 05-70: “Approval of the 2007–2008 Quarterly Calendar attached as Exhibit A.

Motion No. 05-71: “That the Policy Manual Academic Affairs be amended as shown in Exhibit B.”

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:

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

VII. NEW BUSINESS

VIII. ADJOURNMENT

***NEXT REGULAR SENATE MEETING: May 3, 2006*** BARGE 412
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- **Veterans Day Holiday** *(observed)*
- **Thanksgiving Recess**
- **Faculty Development/Study Day**
- **Final Exam Week**
- **Days of Instruction**

#### Days of Instruction
- **Wednesday**

### WINTER QUARTER
- **Registration**
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- **Days of Instruction**

#### Days of Instruction
- **(54) all day Wednesday**

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Rationale: Both policies avoid placing undue burden on students which may interfere with preparation for final examinations and/or completion of regular coursework in other classes.
Date: April 12, 2006

VISITOR SIGN-IN SHEET

Rodney Transborder  Curriculum Committee

Please sign (print) your name if you are not a faculty senator.
Roll Call 2005-06
Faculty Senate Meeting: April 12, 2006

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Quorum: 22
43 Senators

G:senate\roster\rollcall05-06
TO:       Faculty Senate
FROM:  Tracy Terrell, Registrar
DATE:        April 11, 2006
RE:       Commencement and Honors Convocation Participation

All faculty are encouraged and welcome to participate in the 2006 commencement activities. We have made some changes to this year graduation ceremony to accommodate the growing number of graduates and their families. Therefore, Eastside Commencement Ceremony will be split into two (2) ceremonies. The two Commencement Ceremonies will be split by colleges and held on the same day.

Honors Convocation will be held on Friday evening, June 9th at 8:00 p.m. in McConnell Auditorium.

Eastside Commencement Ceremony One is for the College of Education & Professional Studies and the College of Business. It will be held on Saturday, June 10 from 9:30 a.m. - 11:00 a.m. at Tomlinson Stadium

Eastside Commencement Ceremony Two is for the College of Arts and Humanities, College of the Sciences, General & Individual Study Majors. It will be held on Saturday, June 10 from 1:30 p.m. - 3:00 p.m. at Tomlinson Stadium.

Westside Commencement Ceremony will be held on Sunday, June 11 at 6:30 p.m. at Benaroya Hall in the S. Mark Taper Foundation Auditorium, Seattle.

Participants needing to rent commencement regalia (caps, gowns, hoods) should contact Cari Callahan at the University Store at 963-1362 or email callahac@cwu.edu. Faculty that would like to participate should submit the electronic participation form that is available on the commencement homepage, located at www.cwu.edu/~commencement. To ensure everyone has a seat and to make adequate preparations for commencement a response prior to May 16th would be appreciated. Further details will be distributed to all participants the last week of May prior to graduation.