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CWU Faculty Senate Minutes - 05/07/1975

Esther Peterson

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ROLL CALL

Senators Present: All Senators or their alternates were present except Lee Fisher, John Gregor, Ramon Mercado, Derek Sandison, and Thomas Yeh.


AGENDA CHANGES AND APPROVAL

The chairperson suggested the following changes:

1. Under "Communications" add
   A. Letter from Dale Comstock
   B. Letter from Charles Stastny

2. Under "Reports" change as follows:
   D. Report from Vice-President Harrington
   E. Standing Committees

APPROVAL OF MINUTES

The minutes of April 9 were approved as distributed.

COMMUNICATIONS

The following communications were received:

A. Letter from Dale Comstock, dated April 30, 1975, informing the Executive Committee that the Faculty Research Committee will need two appointments for next year. Since both of those positions were filled by a member of the School of Natural Sciences and Mathematics, at least one reappointment should be selected from that school.

B. Letter from Charles Stastny requesting a hearing with the Senate Personnel Committee with regard to a grievance over a faculty research grant which he received.

CURRICULUM PROPOSALS

A. Proposals approved by the Undergraduate Curriculum Committee on page 411.

MOTION NO. 1282: Mr. Applegate moved, seconded by Mr. Bennett, that the Undergraduate Curriculum Proposals on page 411 be approved. Voted on and passed with a unanimous voice vote and with one abstention.

REPORTS

A. Chairperson—No report at this meeting.

B. Executive Committee—Mr. Lygre reported that the Executive Committee met with the attorneys representing the Senate and three other professional groups in the litigation on the Code. The purpose of the meeting was to consider the items that are being presented in the lawsuit. The list was modified somewhat to change the focus slightly.
There were some issues that related to collective bargaining and also related to possible violation of the open meeting law. These items were deleted from the lawsuit and the focus was sharpened on the question of the contractual relationship of the faculty with the college and the place of the Code in that relationship, that is, Were the contracts violated? Also, the concept of shared governance is at issue in the suit. Right now it looks like June may be when the case will go to court.

C. CFR Report--Dave Anderson reported that the CFR met Saturday at the University of Washington. Most of the meeting consisted of a report from the Committee of 1,000. The extent of the result from the legislative action is that as of present they have a salary raise of 12% and they expect it to be carried forward into the next biennium. The Council will be faced in the future with the problem of whether they should consider additional activities in this regard or not. No action was taken in response to the report.

D. President Brooks made a brief report on legislative matters.

E. Report from Vice President Harrington--

Current status--The plan was to get 7500 headcount this spring with 90,000 credit hours. The printout received today showed 7484 headcount, with 87,700 student credit hours. It appears that this will mean a decrease of faculty and necessitate a reduction in faculty. A Reduction-in-Force Plan following the RIF Policy approved by the Board of Trustees on November 30, 1973 will be developed. This contingency plan will be for 342 faculty. Mr. Harrington said he would present the plan to the Senate on May 21. He anticipates that the Board of Trustees will adopt a plan on June 6.

F. Standing Committees:

1. Budget Committee--No report.

2. Personnel Committee--Betty Hileman presented a report on the charge to review the procedure for the evaluation of faculty and administrators. Particularly to "recommend specific policies and procedures by which evaluation of faculty and administrators might serve a variety of uses, e.g., consideration of promotion, merit, and professional development." She distributed copies of the report to the Senate and explained the Committee's recommendations that:

   The Executive Committee of the Senate appoint an ad-hoc committee whose members are available to work during the summer terms. This committee should solicit Senate and faculty feedback to the Personnel Committee's report and present a document for Senate action at the first meeting, Fall, 1975.

MOTION NO. 1283: Ms. Hileman moved that the Senate adopt the recommendation from the Personnel Committee.

MOTION NO. 1284: Mr. Lygre moved, seconded by Mr. Canzler, to postpone Motion No. 1283 for two weeks. Voted on and passed with a majority voice vote and with 2 abstentions.

3. Code Committee--No report.

4. Student Affairs Committee--Patti Picha presented a report on the charge to that committee to review the Board of Academic Appeals. She reported that the Board has not been required to review any appeals much this year. The Committee recommends that the members of the Board be selected at the beginning of the academic year so in case of any problems, it would be ready and set up. The committee feels the Board should be publicized more so students will be aware of it and the rules should be outlined in the student handbook and the catalog.

5. Curriculum Committee--No report.

OLD BUSINESS

A. Curriculum Policy Handbook--Mr. McQuarrie reminded the Senate that they presently have before them Motion No. 1274 to adopt the Curriculum Policy Handbook with the amendments that have been passed.
Mr. McQuarrie turned the chair over to Mr. Lygre in order to participate in the discussion at this time.

MOTION NO. 1285: Mr. YiFinn moved, seconded by Ms. Lester, for a new Section C.R. 9, and 10 which was distributed to the Senators at this meeting and recommending as follows:

(8) Proposals approved by the Undergraduate or Graduate Curriculum Committee are to be sent to the Faculty Senate.

(9) Proposals approved by the Faculty Senate are to be sent to the Vice-President for Academic Affairs for inclusion in the next catalog.

(10) Proposals rejected at any level of review are to be returned to the department or program of origin with a letter of explanation. Copies of the letter of explanation are to be sent to each committee and/or Dean previously approving the proposal.

MOTION NO. 1286: Mr. Bennett moved, seconded by Mr. Winters, to amend the amendment by changing Item 8 to read as follows: Proposals approved by the Undergraduate or Graduate Curriculum Committee are to be sent to the Faculty Senate and to the Vice President for review any curricular item within 60 days of receipt. Item 9 would be deleted and Item 10 would be changed to Item 9.

Mr. Anderson suggested making a friendly amendment to Motion 1286 as follows:

(8) Proposals approved by the Undergraduate or Graduate Curriculum Committee are to be sent to the Undergraduate Council or Graduate Council.

(9) Proposals approved by the Council are to be sent to the Vice President for Academic Affairs for inclusion in the next catalog; however, the Senate will review any proposal at the Senate meeting.

Rejected by Mr. Bennett and his second.

Mr. McQuarrie informed the Senate that if the amendment to the amendment is defeated, and they defeat Mr. YiFinn's proposal, then he will propose an amendment that they require that once the proposals are passed by the Undergraduate or Graduate Curriculum Committee, they be held for 21 days past the dissemination of the minutes describing those changes. In that period Senators would have the opportunity to raise questions to the Undergraduate and Graduate Curriculum Committees. Upon such a request, then the proposal would be referred to the Senate. The proposal is to be written out with the concern stated. It will then be forwarded to the Senate. At that time the Executive Committee will refer it to the Curriculum Committee, and if it is a very important policy matter, will be brought to the floor of the Senate.

Motion No. 1286 was voted on and failed by a majority Nay voice vote.

Motion No. 1285 was voted on and failed by a majority Nay voice vote.

MOTION NO. 1287: Mr. Keith moved, seconded by Mr. Jensen, for the adoption of Item 7, which is presently listed on page 4 of the Handbook, and Item 8, presently listed on page 5 of the Curriculum Policy Handbook, and Item No. 10, which is listed on the distributed page.

Mr. McQuarrie called for a question of privilege stating that out of courtesy he feels he should have been recognized first since he indicated to the Senate that he had a motion prepared, indicated what it was and indicated under what conditions he would introduce it.

Mr. Keith said he had indicated at an earlier time that he was arguing against the amendment and the amendment to the amendments for the purposes of defeating them so that they could go back to Items 7 and 8, and had therefore indicated his desire to make a motion.

Mr. McQuarrie requested a ruling by the Parliamentarian.

Mr. Anderson said the question is whether the Senate is reconsidering the same motion in another form. He said the appropriate motion is to move to reconsider.

Mr. Lygre ruled that Mr. Keith's motion was in order.
Mr. Cunzlor objected that there has been no motion to reconsider.

Mr. Lygre said Mr. Cunzlor was out of order.

Mr. Anderson suggested asking for a division of the house.

Mr. Lygre said the question is for a division of the house on whether to consider Mr. Keith's motion at this time. Carried by a majority vote.

Ms. Young suggested that Mr. Keith change the numbering in his motion from No. 8 to No. 7. Mr. Keith agreed to this.

Mr. McQuarrie asked that the Senate consider his proposal.

Motion No. 1287 was voted on and passed with a majority voice vote and one abstention.

Discussion continued on the main motion.

MOTION NO. 1288: Mr. Bennett moved, seconded by Mr. Dudley, to amend Motion No. 1274 by replacing the last sentence of the first paragraph on page 19 with the following two sentences: "A maximum of 110 quarter credits beyond the general college breadth requirements may be specified in a program. A maximum 75 of these credits may be in one department." Voted on and passed with a unanimous voice vote and one abstention.

MOTION NO. 1289: Mr. Bovos moved, seconded by Mr. Dudley, that on page 15, in the third paragraph, "the student must apply to the Registrar by the third week of the quarter..." should read as follows: "the student must have completed the required assignments and procedures and turn into the Registrar's Office three weeks prior to the end of that quarter in order to receive credit for that quarter." Voted on and passed by a unanimous voice vote and with 2 abstentions.

MOTION NO. 1290: Mr. Jakubek moved, seconded by Mr. Bovos that on page 7, Item 3, the first sentence be amended by striking the words "revision and" so that it reads "The department is responsible for the final proofreading of catalog copy..." The motion was voted on and passed with a unanimous voice vote.

MOTION NO. 1291: Mr. Winters moved, on page 12, under Special Topics, the third paragraph be deleted. Voted on and passed with a majority voice vote.

MOTION NO. 1292: Mr. Jakubek moved, seconded by Mr. Dudley, that on page 11, under Correspondence Courses, that it say "Correspondence courses must meet the requirements only for undergraduate degrees and must be following the criteria." Voted on and passed with a unanimous voice vote and several abstentions.

The Question was called for on the main motion.

Motion No. 1274 was voted on and passed with a unanimous voice vote and several abstentions.

Mr. McQuarrie resumed the chair. He announced that due to a lack of quorum the meeting would be adjourned.

ADJOURNMENT

The meeting adjourned at 5:30 p.m.
Faculty Senate Meeting of May 7

Roll Call

Senator

Anderson, David
Applegate, Jim
Backrach, Jay
Bennett, Robert
Bovos, Louis
Brooks, James
Canzler, David
Douce', Pearl
Brunner, Gerald
Fisher, Lee
Garrett, Roger
Goodey, Darwin
Gregor, John
Gulczian, Alan
Hansen, Russell
Hileman, Betty
Jakubek, Otto
Jensen, J. Richard
Keith, Art
Kramar, Zolton
Lester, Nancy
Lygre, David
McKlug, Linda
McQuarrie, Duncan
Moreno, Ramon
Miller, Robert
Piccha, Patti
Purcell, John
Sandison, Derek
Smith, Milo
Stillman, George
Synnies, Earl
Thelen, Thomas
Vifian, John
Winters, Roger
Yeh, Thomas
Young, Madge

Alternate

William Cutlip
Frank Carlson
Peter Burkholder
Robert Bentley
James Hollister
Edward Harrington
Richard Johnson
Joan Howe
Stanley Dudley
Robert Cooper
Starla Drum
James Klahn
Bill Hillar
Don Cacchela
Charles McGhee
Helen McCabe
Joel Andress
Bonlyn Bricker
George Grossman
Gordon Warren
Dieter Romboy
Helmi Habib
Clayton Denman
Owen Pratz
Wallace Webster
Kent Martin
A. James Hawkins
Christos Papadopoulos
Mike Madison
Glen Clark
Keith Rinehart
Robert Yee
William Craig
Robert Carlton
VISITORS

PLEASE SIGN THIS SHEET

Faculty Senate Meeting

[Signatures]

Last person signing please return to the Recording Secretary.
AGENDA
FACULTY SENATE MEETING
3:10 p.m., Wednesday, May 7, 1975
Room 471, Psychology Building

I. ROLL CALL

II. CHANGES OR ADDITIONS TO THE AGENDA

III. APPROVAL OF MINUTES OF April 9 meeting

IV. COMMUNICATIONS

V. CURRICULUM PROPOSALS
   A. Undergraduate Proposals, page 411

VI. REPORTS
   A. Chairperson
   B. Executive Committee
   C. CFR
   D. Standing Committees:
      1. Budget
      2. Personnel
      3. Code
      4. Student Affairs
      5. Curriculum

VII. OLD BUSINESS
   A. Curriculum Policy Handbook
   B. Salary Proposal
   C. Withdrawal Policy

VIII. NEW BUSINESS

IX. ADJOURNMENT
Charge:

"To review the procedure for the evaluation of faculty and administrators. Particularly to recommend specific policies and procedures by which evaluation of faculty and administrators might serve a variety of uses, e.g., considerations of promotion, merit, and professional development."

The work of the Senate Personnel Committee in regard to the above charge is before you. However, the committee recognizes that a project of this size and scope needs feedback and refinement.

Therefore, the Personnel Committee recommends that:

The Executive Committee of the Senate appoint an ad-hoc committee whose members are available to work during the summer terms. This committee should solicit Senate and faculty feedback to the Personnel Committee's report, and present a document for Senate action at the first meeting, Fall 1975.
A. **Statement of Position**

The present movement toward evaluation of all persons employed on the college campus was born in a time of disillusionment with higher education, decline in enrollments, and legislative resistance to adequate support of the state colleges and universities. It represents both promise and threat. The promise is that of clear-eyed, honest, humane appraisal, of vigorous reinforcement of the best in us, individually and collectively, and of change and renewal from within. The threats include the possibilities of personal and institutional damage being done should vendettas surface, and of a staged overreaction for legislative eyes in an effort to show that we can indeed be fair, firm, perhaps even harsh or brutal in shaping up our colleagues and/or pruning our ranks. There is also the tendency to quantify the unquantifiable, to attempt to describe an individual's performance, for example, in an average score; to mistakenly replace accountability with accounting.

The Faculty Senate Committee believes that performance evaluation should be the norm, rather than the exception, with the goal being the enabling of individuals to accurately appraise their performance and identify what can be done to improve it where necessary. Always, the thrust should be "What can we tell these individuals that will really help them in their performances and assist them in forming accurate self-images?"

B. The Committee recommends that:

a) **before evaluations are carried out, plans for dissemination and use of the results be clearly stated.**

b) dissemination and use of evaluation results rigorously follow the plans described in a)

c) the attached schedule, with its suggestions for composition of evaluating committees, be recommended to the college administration, and considered for implementation to begin 1975-76.

d) the evaluating committees utilize instruments designed in consultation with the Testing and Evaluative Services, for example, the newly developed Performance Review and Evaluation System for Administrators and Civil Service Exempt Personnel.

e) during 1975-77, the results of evaluations be communicated in a constructive manner to the person being evaluated, with no file copies being sent to other offices or retained by the evaluating committee.

f) following a complete 2-year cycle, with the attendant refining of instruments and procedure, filing of results with designated offices begin, with uses of the results strictly following the plan referred to in a).
C. Evaluation of Administrators/Faculty

<table>
<thead>
<tr>
<th>Who</th>
<th>When</th>
<th>Evaluating Committee</th>
</tr>
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<tbody>
<tr>
<td>President</td>
<td>Fall Quarter</td>
<td>(1) Board of Trustees</td>
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<td></td>
<td>Even numbered years</td>
<td>(1) Deans Council</td>
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<tr>
<td></td>
<td></td>
<td>(4-5) Department Chairmen - one from each school</td>
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<td></td>
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<td>(1) Member Senate Executive Committee</td>
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<td></td>
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<td>(1) V.P. Business/Financial Affairs (or) Executive Assistant to President</td>
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<tr>
<td>Vice President: Academic Affairs</td>
<td>Fall Quarter</td>
<td>(2) Deans Council</td>
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<tr>
<td></td>
<td>Odd numbered years</td>
<td>(4-5) Department Chairmen - one from each school</td>
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<tr>
<td></td>
<td></td>
<td>(1) Member Senate Executive Committee</td>
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<td></td>
<td></td>
<td>(1) Chairman of Search Committee (when possible)</td>
</tr>
<tr>
<td>Vice President: Business and Financial</td>
<td>Fall Quarter</td>
<td>(3) Business Affairs Council</td>
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<tr>
<td>Affairs</td>
<td>Odd numbered years</td>
<td>(2) Deans Council</td>
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<td></td>
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<td>(1) Executive Assistant to President</td>
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<td></td>
<td></td>
<td>(1) Chairman of Search Committee (when possible)</td>
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<tr>
<td>Deans:</td>
<td>Fall Quarter</td>
<td>(3) Department Chairmen</td>
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<tr>
<td>Arts/Humanities</td>
<td>Even numbered years</td>
<td>(2-4) Representatives from departments other than chairman</td>
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<tr>
<td>Natural Sciences/Math</td>
<td></td>
<td>(1) Dean</td>
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<tr>
<td>Professional Studies</td>
<td></td>
<td>(1) Chairman Search Committee (when possible)</td>
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<tr>
<td>Social/Behavioral Sciences</td>
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<tr>
<td>Business/Economics</td>
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<tr>
<td>Dean:</td>
<td>Fall Quarter</td>
<td>(2) Graduate Council Members</td>
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<tr>
<td>Graduate School and Research</td>
<td>Odd numbered years</td>
<td>(1) Director of Research</td>
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<td>(2) Chairman or members of Associated Departments</td>
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<td></td>
<td></td>
<td>(1) Dean</td>
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<tr>
<td>Dean:</td>
<td>Fall Quarter</td>
<td>(2) Undergraduate Council Members</td>
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<td>Undergraduate Studies</td>
<td>Odd numbered years</td>
<td>(1) Director Coop. Education</td>
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<td>(1) International Program</td>
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<td>(1) Dean</td>
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<tr>
<td>Role</td>
<td>Spring Quarter</td>
<td>Members/Constituency</td>
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| Dean: Library Services        | Odd numbered years | (3) Members of Library Committee  
(2) Members of Library Faculty  
(2) Members of Library Staff  
(1) Dean |
| Dean: Student Development     |                  | (3) Immediate Constituency  
(1) Dean |
| Director: Continuing Education/Summer Session | Yearly | (3) Professional Staff  
(1) Undergraduate Dean  
(2) Chairman or Members of closely Associated Departments |
| Director: Educational Opportunities Program | Yearly | E.O.P. Policy Council (already evaluates) |
| Director: Admissions Office   | Yearly | (3) From following: Assistant Director of Admissions; Dean of Students; Office of Information; Office of Institutional Research; Registrar; Alumni Director |
| Registrar                    | Yearly | (1) Deans Council  
(1) Faculty Member  
(1) Executive Assistant to President  
(1) L.G.A. (Living Group Assts.) Member  
(1) A.S.C. - BOC Member |
| Department Chairmen           | Yearly | Committee selected by Department (Personnel)  
-School Dean |
| Faculty Members               | Yearly | Students (conducted by testing services) |
April 30, 1975

Duncan McQuarrie, Chairman
Faculty Senate
Campus

Dear Professor McQuarrie,

The Faculty Research Committee at its meeting of April 29, 1975, decided to place professors Franz (Business and Economics), Irving (Physical Education), and Sheldon (Education) in the categories of three-year terms of which they are currently serving their first term; professors Cunha (Music) and Appleton (Sociology) in two year terms; and professors Short (Anthropology) and Smith (Biological Sciences) in one year terms. As I understand your scheme, then, there should be two appointments made for next year for the positions occupied by Short and Smith.

One of the appointees for these two positions should be from the School of Natural Sciences and Mathematics. Whether the other position should also come from that area is perhaps up to the Executive Committee of the Senate. It is important that all schools be represented but whether they have to be equally represented is not so important. We have had an imbalance of representation among the schools that has rotated around over the years. The important thing is that capable persons are recommended for the committee that are actively interested in participating in research. It is also desirable on occasion to have very specialized areas like Art represented.

If there is additional information you need on this matter, please let me or Dr. Jones know.

Sincerely,

Dale R. Comstock
Dean

DRC:ya

cc: FRC Committee Members