

**FACULTY SENATE
ANNUAL
STANDING COMMITTEE REPORT**

2012-13 ACADEMIC YEAR

Prepared for the Central Washington University Faculty Senate

**ACADEMIC AFFAIRS COMMITTEE
May 17, 2013**

Committee Chair: **Michael L. Whelan**

Committee Representation:

- Members: **Joe Brooks** Music (CAH), **Sacheen Mobley-Welsh** Communication (CoTS), **Krystal Noga** Law & Justice (CoTS), **Penglin Wang** Anthropology (CoTS), **Thomas Tenerelli** Economics (COB), **Michael L. Whelan** ETSC (CEPS), **Marla Wyatt** FCS (CEPS), (-Vacant-) (COB)
- Administrative Assistant to the Committee: **Janet Shields**
- Ex Officio Members: **Mike Jackson** ADCO (ex officio), (-Vacant-) Provost (ex officio)
- Student Representatives: (-Vacant-) (Student)
- Guests: **Eric Cheney**, Chair-elect, Faculty Senate (27SEP12 meeting), **Sandy Colson**, President's Office (11OCT12 meeting), **Scott Carlton**, Interim Registrar (28FEB13 & 11APR13 meetings), **Melody Madlem**, Chair, Faculty Senate (28MAR13 meeting)

Committee Charges:

- **AAC 12-13.01** Provide a year-end report to the Executive Committee by May 17, 2013.
- **AAC 12-13.02** Utilize the attached committee policy and procedures template to delineate policy and procedures of the Faculty Senate Academic Affairs Committee.
- **AAC 12-13.03** Assure appropriate segregation of policy from procedure in Academic Life Policy 5-90 and translation of these policies and procedures are forwarded to the UPAC for consideration.
- **AAC 12-13.04** Inform Senate of policy regarding student misconduct toward a faculty member, focus on the role and responsibility of the faculty member throughout the process.

- **AAC 12-13.05** Review changes suggested in Admission Policy 5-90-60 as submitted by the Admission's Office. Disaggregate policy and procedures, and recommend action to be taken.
- **AAC 12-13.06** Contribute to the discussion surrounding the study of a transition from Quarters to Semesters (Q2S).

Report on the Activities of the Committee:

- Meeting Dates and Times:

Academic Affairs Committee meetings during the 2012-13 academic year were generally scheduled for **4:00 pm** in **Barge 410** on the **2nd and 4th Thursdays** of most months. A total of 16 meetings were scheduled. Of these, 10 meetings (27SEP12, 11OCT12, 8NOV12, 29NOV12, 24JAN13, 14FEB13, 28FEB13, 28MAR13, 11APR13, and 9MAY13) were convened with a quorum, 3 work sessions (25OCT12, 14MAR13, and 25APR13) were conducted when the required quorum was not available, and 3 meetings (10JAN13, 16MAY13, and 23MAY13) were canceled.

- Minutes:

Minutes for each meeting have been posted to the Web. Posted minutes include a record of all motions and actions taken by the committee. Committee motions and actions dealt almost exclusively with approval of previous meeting minutes and completion of the tasks associated with the charges given to the committee.

- Items of Interest:

No items of significant and enduring interest were raised by the Committee.

- Successes:

The Academic Affairs Committee (AAC) was able to complete the majority of its charges provided by the Faculty Senate. In particular, a policy and procedures document for the Faculty Senate Academic Affairs Committee was reviewed and passed, thus completing charge **AAC 12-13.02**. In addition, charges **AAC 12-13.03** and **AAC 12-13.05** mandating the disaggregation of policies and procedures contained in the Academic Life Policy/Procedure sections 5-90-10, 5-90-20, 5-90-30, 5-90-40, 5-90-50, and 5-90-60 sections were completed, and the revised documents have been forwarded the appropriate bodies for further review and approval. Finally, submission of this annual report is intended to accomplish charge **AAC 12-13.01**.

Two charges were not completed by the AAC. The first, **AAC 12-13.04**, was to consider a policy regarding student misconduct toward faculty members. If the Faculty Senate chooses to restate this charge for next year's committee, then it should be possible to quickly complete this discussion and propose a policy for Faculty Senate consideration. The second uncompleted charge was **AAC 12-13.06** which deals with the AAC contributing to the discussion surrounding the possible adoption of a semester system at Central Washington University. No opportunities

for meaningful discussions arose during AAC meetings this year. We look forward to addressing this issue should it gain momentum during the next academic year.

- Concerns:

The Academic Affairs Committee is facing a significant turnover for next year that will complicate the carryover of the experience base necessary to the best operation of the committee. Further, several vacancies have not been filled on the committee, making effective operation of the committee harder to achieve.

- Recommendations:

Appropriate student members need to be found to fill the vacancies that exist in the membership ranks.