

**FACULTY SENATE  
ANNUAL  
STANDING COMMITTEE REPORT**

*2019-2020 ACADEMIC YEAR*

**Prepared for the Central Washington University Faculty Senate**

*Faculty Senate Committee: \_\_\_Academic Affairs Committee\_\_\_\_\_*

*Committee Chair: Josh Welsh*

**Committee Representation:**

*Members*

Wendy Cook, Eric Foch, Jackie Krause, Dan Lipori, Megan Metheson, Andy Piascek, Ke Zhong

*Ex Officio Members*

David Douglas (EC Rep), Gail Mackin (Provost Rep), Julia Stringfellow (ADCO Rep), Rose Spodobalski-Brower (Registrar Rep)

*Student Representatives (Vacant)*

*Guests*

Kevin Archer, Don Wattum, Dawn Varnum (via speaker phone), Ethan Bergman, Brian McGladrey, Dennis, Francoi, Walter Szeliga

**Committee Charges:**

*Numbered Charges*

- AAC19–20.01 Revise the syllabus (5-90-040(37)) and attendance (5-90-040(34)) policies to conform to Washington State Bill 5166 regarding religious observances.
- AAC19–20.02 Revise the Acceptance of Transfer Credit policy (5-90-030(4)) to conform to Washington State Bill 5410 regarding AP/IB/Cambridge Credit.
- AAC19–20.03 Consider including a statement summarizing the CWU position on sexual misconduct, Title IX information, a link to the CWU sexual misconduct/gender discrimination policy website, a statement clarifying mandatory reporting role, and contact information for confidential reporting resources in course syllabi
- AAC19–20.04 Consider clarifying the definitions of the Incomplete and In-Progress grades with reference to their bearing on financial aid.

- AAC19–20.05 Remove obsolete procedures related to the foreign language requirement.
- AAC19–20.06 Consider the addition of policy sections 5-130 and procedures 2-130 along with associated policy and procedure changes surrounding Graduate Studies.
- AAC19–20.07 Consider revising CWUP 5-90-050 and CWUR 2-90-050 regarding commencement participation to better define the role of the commencement committee.
- AAC19–20.08 Consider adding a new policy section, 5-90-080, on Student Behaviors in Academic Settings.
- AAC19–20.09 Develop language outlining the role of the Academic Affairs Committee in interpreting academic policy.
- AAC19–20.10 Develop a set of procedures (CWUR 2-90-060) to mirror CWUP 5-90-060 outlining the process of creating, reorganizing, and renaming academic units.
- AAC19–20.11 Work with the Registrar’s office to develop policy and/or procedure to clarify how a student’s service campus affects summer quarter online courses and study abroad.
- AAC19–20.12 Consider revisions to the academic appeals policy and/or procedure (CWUR 2-90-40 (2)) to ensure the process is neither arbitrary nor capricious.
- AAC19–20.13 Investigate and decide if policy/procedure about mandatory midterm feedback from faculty during the quarter is required. If so, develop the policy/procedure language and justifications.
- AAC19–20.14 Make modifications to Class Attendance and Participation Policy (CWUP 5-90-040) or develop justifications for no modifications.
- AAC19–20.15 Consider revisions to warning/probation/suspension policy/procedure and craft modifications of policy/procedure to reflect these revisions.
- AAC19–20.16 Consider revisions to the academic dishonesty policy (CWUP 5-90-040(22)) and procedure to clarify the process overall and for appeals.
- AAC19–20.17 Consider developing university policy or procedure to ensure departmental policies on plagiarism and other behaviors are consistent with the student conduct code, WAC, and FERPA.
- AAC19–20.18 Consider developing a policy and/or procedure for placing, communicating, and managing holds on student accounts.
- AAC19–20.19 Review committee procedures manual and update as required.

*Added Charges*

- COVID-19-related Emergency Charge: Consider approving changes to admissions process to make ACT and SAT test scores optional for all applicants.

- COVID-19-related Emergency Charge: Interpret Academic Policy regarding the TOEFL and IELTS exam alternatives.
- COVID-19-related Emergency Charge: Emergency Pass-Fall Grade Option.
- Added Charge: Revise Acceptance of Transfer Credit Policies and Procedures.
- Added Charge: SEOI Policy Approval

**Report on the Activities of the Committee:**

*Meeting Dates and Times*

- Met online (via email) September 15-18 to prepare policy for Oct 2 Senate Meeting
- Sept 26, 2019, 3-5pm
- Oct 10, 2019, 3-5 pm
- Oct 24, 2019, 3-5 pm
- Nov 7, 2019, 3-5 pm
- Nov 21, 2019, 3-5 pm
- Jan 9, 2020, 3-5 pm
- Jan 23, 2020, 3-5 pm
- Feb 13, 2020, 3-5 pm
- Feb 27, 2020, 3-5 pm
- March 12, 2020, 3-5 pm (All participants met via Zoom)
- March 26, 2020, 3-5 pm (All participants met via Zoom)
- April 2, 2020, 3-5 pm (All participants met via Zoom)
- April 9, 2020, 3-5 pm (All participants met via Zoom)
- April 23, 2020, 3-5 pm (All participants met via Zoom)
- May 7, 2020, 3-5 pm (All participants met via Zoom)
- May 21, 2020, 3-5 pm (All participants met via Zoom)

*Minutes*

Posted to the Web

*Motions (Motion No. and Current Status)*

Senate Motion Number	AAC Charge and Summary	Status
Motion No. 19-04: Recommends amending CWUP 5-90-030(4) Acceptance of Transfer Credits.	AAC19–20.02 Revise the Acceptance of Transfer Credit policy	Approved Oct 2, 2019
Motion No. 19-05(Approved as amended): Recommends amending CWUP 5-90- 040 (34) & (37) Academic and General Regulations.	AAC19-20.01 Revise the syllabus and attendance policies to conform to Washington State Bill 5166 regarding religious observances.	Approved Oct 2, 2019

Motion No. 19-09 Recommends amending CWUP 5- 90-040(37) Syllabi.	AAC19–20.03 Consider including Title IX information on syllabi policy	Referred back to Committee Dec 4, 2019
Motion No. 19-11: Recommends amending CWUP 5-90- 040(25) & (26) and CWUR 2-90-040(25) & (26)	AAC19–20.04. Clarifying the definitions of the Incomplete and In-Progress grades with reference to their bearing on financial aid.	Approved as amended. Dec 4, 2019
Motion No. 19-24: Recommends amending CWUP 5-90-050(6) and CWUR 2-90-050(6) Commencement Participation as outlined in Exhibit B. .	AAC19–20.07. Clarify the role of the commencement committee.	Approved Feb 5, 2020
Motion No. 19-25: (Recommends amending CWUP 5-90-040(27) Incompletes & (28) InProgress (IP) and CWUR 2-90-040 (27) Incompletes & (28) InProgress (IP)	AAC19–20.04. Clarifying the definitions of the Incomplete and In-Progress grades with reference to their bearing on financial aid.	Approved Feb 5, 2020. Note: EC sent back previously approved policy for further changes and re-approval.
Motion No. 19-26: Recommends amending CWUP 5-90-040(40)15 Syllabi	AAC19–20.03 Consider including Title IX information on syllabus policy	Approved Feb 5, 2020
Motion No. 19-27: Recommends amending CWUP 5-90-040(6), (7), (9), (19), (34) graduate studies related policy	AAC19–20.06 Consider the addition of policies and procedures surrounding Graduate Studies.	Approved Feb 5, 2020
Motion No. 19-28: Recommends adding CWUP 5-90-070(4) Individual Studies Graduate Programs	AAC19–20.06 Consider the addition of policies and procedures surrounding Graduate Studies.	Approved Feb 5, 2020
Motion No. 19-29: Recommends adding School of Graduate Studies and Research Policy CWUP 5-130-010, CWUP 5-130-020, CWUP 5-130-030, CWUP 5-130-040, CWUP 5-130-050, CWUP 5-130-060, CWUR 2-130-020, and renumbering CWUP 5-130-070	AAC19–20.06 Consider the addition of policies and procedures surrounding Graduate Studies.	Approved as amended Feb 5, 2020
Motion No. 19-38: Recommends amending CWUP 5-90-010 Academic Policy	AAC19–20.09. Develop language outlining the role of the Academic Affairs Committee in interpreting academic policy.	Approved March 4, 2020

Motion No. 19-46: Recommends amending CWUP 5-90-040(34) and CWUR 2-90-040(34)	AAC19–20.14 Make modifications to Class Attendance and Participation Policy	Approved April 15, 2020
Motion No. 19-47: Recommends amending CWUP 5-90- 040 (42) and CWUR 2-90-040 (42) Student Service Campus	AAC19–20.11 Student Service Campus	Approved, April 15, 2020
Motion No. ??-?? Recommends amending CWUP 5-90-030 and CWUR 2-90-030	Added Charge: Update acceptance of Transfer Policy	On June 3, 2020 Agenda
Motion No. ??-?? Recommends amending CWUP 5-90-40 (23) Grade Reports	AAC19–20.13 Midterm Feedback	On June 3, 2020 Agenda
Motion No. ??-?? Recommends amending the the academic appeals policy and/or procedure (CWUR 5-90-50 (2) and 2-90-40 (2))	AAC19–20.12 Consider revisions to the academic appeals policy and/or procedure	Sent to Executive Committee for review

## Items of Interest

### *Successes*

- The committee moved a substantial number of charges to the Senate floor.
- We also successfully transitioned to fully online meetings, using Zoom and OneDrive folders to collaborate on policy changes.
- The members of this committee are hard-working and thoughtful. Everyone contributed productively.

### *Concerns*

- AAC was without a dedicated administrative support person for half of the year. We hope that replacement personal can be found for the coming academic year.

### *Recommendations*

- Create charges for the AAC that ask us to consider permanently adopting the temporary policy changes made in response to COVID-19 crisis permanent (SAT/ACT optional, Emergency P/F Grading option).
- Create charges for the AAC that direct us to continue developing policy regarding student behavior in academic settings.

*Action, Decision and/or Recommendations committee took or has regarding the COVID-19 emergency: (This is for a historical record. Are there things that faculty and/or administrators should know about this time in 5-20 years?)*

- COVID-19-related Emergency Charge: ACT and SAT test scores were made optional for all applicants. Adapted provisionally for 2020 AY.
- COVID-19-related Emergency Charge: Interpret Academic Policy regarding the TOEFL and IELTS exam alternatives.
- COVID-19-related Emergency Charge: Emergency Pass-Fall Grade Option. Adapted provisionally for Spring and Summer 2020.