

REGULAR MEETING
Wednesday, January 9, 2019, 3:10 p.m.
BARGE 412
Draft Minutes

Called to order at 3:10 p.m.

ROLL CALL All senators, or their alternates were present except: Greg Lyman, Mark Oursland

Guests: Matt Escamilla, Christopher Boone, Julia Stringfellow, Scott Robinson, Lindsey Brown, Ediz Kaykayoglu, Gail Mackin, Bernadette Jungblut, Claire-Anne Grepco, Michael Goerger, Becky Pearson, Coco Wu, Ken Smith

CHANGES TO AND APPROVAL OF AGENDA – Agenda was approved as presented.

MOTION NO. 18-30(Approved): APPROVAL OF MINUTES of November 28, 2018

COMMUNICATIONS – There were no communications.

Campus Climate Survey – Kandee Cleary gave a brief overview on the results of the Campus Climate survey that was done last year. There was a 46% response rate from faculty and staff. In general, faculty were less likely to agree with the statements than staff. Staff indicated they feel like they belong more than the responses from faculty. Approximately ½ of the faculty responses disagree with statements surrounding transparency and feelings of being heard. Faculty also disagreed with the statement that there is a spirit of community and cooperation. Approximately 62% of faculty disagreed with the statement that there is a focus on wellbeing of faculty and staff. Some of the same patterns are found with traditionally underrepresented groups that were found with faculty. A detailed report will be put out. Dr. Cleary indicated she is available to come talk with departments or colleges. There will be forums during spring quarter.

SENATE CHAIR REPORT – The General Education implementation is moving forward. Becky Pearson is officially the General Education program director for the rest of the academic year. GEC is in the middle of the election process to nominate someone for the three year position and that will come forward to senate next month. An Advising Council is being established. Representation will have all academic four colleges, a Library faculty representatives as well as a Senate representative. Similar model to Gen Ed this group will facilitate the conversation. Will hear about more specifics about meetings in February.

Central administration and Senate chair met with NWCCU on Friday to review the accreditation report and answer additional questions from the commission. Hopefully Central will receive the final report soon.

Last spring the Faculty Senate passed several changes to the Faculty Code. There were some concerns brought forward to the BOT by the Provost Council and the BOT decided not to approve the changes at their October meeting so there could be additional conversation between Faculty Senate and the Provost Council. Things are moving forward with negotiating a compromise. The changes will go back to the Bylaws and Faculty Code Committee and then back to Senate.

The State of the University address is next Tuesday, January 15 at 11:00 a.m. in McConnell. The guest speaker is Ron Erickson, BOT chair. There will be a faculty reception at 2:00 p.m. in the Grupe Faculty Center with both President Gaudino and Trustee Erickson.

FACULTY ISSUES - Amy gave brief updates on outstanding faculty issues. Issues with scheduling exams for accommodation through DSS. Amy met with Wendy Holden and Anthony Diaz. They talked through the issues and have come up with solutions for this particular case. Wendy emphasized that faculty have the say in when students schedule the exam. It is just not okay to ask them to miss another class. It is okay to have them come in early. If you are not sure, please contact DSS. Wendy indicated she would like to consult if there are recurring issues. The survey after Wendy Holden's presentation in November received a handful of responses. The survey will be open for another week to allow others that would like to participate the opportunity.

The Executive Committee asked the Bylaws and Faculty Code to consider the request that Faculty Senate be allowed to provide feedback on committee procedures, specifically the General Education Committee procedures. It was determined that the Faculty Code does require that committee procedure manuals be endorsed by Faculty Senate. The General Education Committee procedure will be on the February

agenda. The Executive Committee will be working with the other committees to bring their committee procedures in the near future.

Several of the Executive Committee met with facilities regarding the issues with L&L. Facilities was aware of a lot of the issues. They recently did a survey of the university to identify all of the trip hazards. Currently they are working hard to correct those areas in the high traffic areas. There is a rat problem in Ellensburg and are trying to be proactive with the rat traps. Facilities encourages faculty and/or departments to submit work orders for issues when they see them.

Senator Altman expressed concern that the past 2 to 3 quarters the book store has run out of textbooks the first day of quarter. The bookstore is not ordering the number of books needed for the sections of the courses. It takes approximately 1-2 weeks to get backorders. This is a concern for students who do not have a required text the first couple of weeks of class.

Senator Weber expressed concern about remote faculty member's ability to participate in Senate conversations and voting.

PRESIDENT –President Gaudino remarked that institutions usually don't see an entire culture of a campus being commended by an accreditor. Had the accreditation team been able to see SOURCE or research in the classroom, the President indicated he believes Central would have received a commendation of research as well. There are also a few things to work on as well. The state has been increasing the allocation to higher education, but also passing costs to the university that in some cases are a net loss to the university. This is a non-sustainable model. Student Success is going to be another request to the state, so we are not having to carve support issues out of other funds. During the legislative session they will be working on educating Olympia about the wellness issues that are exploding on campus. CWU does not get any funding from the state for student counseling and is currently student funded. Central's number one priority for the capital budget is the funding for phase two of the Health Science building. One of the utility issues that CWU needs to address are boilers and coolers. One of them shut down. Limited amount of time we can do that. Expansion of aviation and county is not in the position to do that. Central is requesting \$10 million in small projects, fixes and improvements. One of the issues during the legislative session will be career connected learning, such as training programs and apprenticeships. These programs are typically run by K-12 and community colleges. There is a concern that funds will be diverted from the four year institutions to community colleges. Academic freedom bills will likely be introduced again this year. President Gaudino encouraged everyone to attend the university address. The President reported that the student retention rate, for the first time, is down to 69%.

PROVOST - Provost Frank asked Senators to please read her quarterly report that was sent by email this week. Much of what she will talk about today is outlined in this report. Student readiness is also another big issue. Fall to winter retention rate went down. Central needs to retain at least 20 students a quarter. Central needs to change the culture with how students are served both inside and outside the classroom. Senate has helped with policy and procedure changes. Deans were notified today that \$600,000 has been allocated toward strategic investment projects. Programs like Math bridge program and the English bridge program was funded to start this year. Psychology has a community center for helping master students to gain experience and help the community. Library is digitizing course materials relevant to General Education. The General Education redesign is geared toward student success and retention. Several new hires are Jeff Stinson, Dean of College of Business; Shawnté Elbert, Associate Dean of Health and Wellness; Gregg Heinselmann, Dean of Student Success and Rebecca Lubas as the new Dean of Library Services.

STUDENT REPORT – Claire-Anne Grepo reported that the Students Activities office has moved to SURC 250. ASCWU election packets are open and available and asked that faculty encourage students to apply and run. Student commencement speaker applications are open now and will close on the 22nd. Clubs and Coco event will be on the 15th from 11-1. CWU lobby days is coming up on February 19. Claire-Ann reported that SAS had to deny a student funding because they didn't have a SAS representative.

OLD BUSINESS - None

REPORTS/ACTION ITEMS

SENATE COMMITTEES:

Executive Committee

Motion No. 18-31(Approved): Ratify 2018-19 committee vacancies as presented in Exhibit A.

Bylaws & Faculty Code Committee

Motion No. 18-16 (Approved): Recommends amending Section III. Distinguished Faculty Awards and Appendix B as outlined in Exhibit B.

Curriculum Committee

Motion No. 18-32(Approved): Recommends approval of the Construction Management Major, BS (additional 1 credit) to increase credits and continue to be over credit as outlined in Exhibit C.

Motion No. 18-33(Approved): Recommends amending CWUP 5-50-050 Catalog Copy as outlined in Exhibit E.

Motion No. 18-34(Approved, 6 nay, 1 abstention): Recommends amending CWUP 5-50-070(5) Rules for Undergraduate and Graduate Degrees: Listing Program Requirements as outlined in Exhibit D.

Evaluation & Assessment Committee - Jim Bisgard reported the committee is working on the SEOI policy and hope to have it done in the spring. The committee is working on putting together a survey regarding SEOIs and asked faculty to look for that at the beginning of February. Beginning of spring quarter the committee will be doing the assessment of academic administrators for the President, Provost, Associate Provosts and Deans.

General Education Committee – Becky Pearson reported that everyone is working towards the fall rollout of the GE program. GEC is receiving support of the project management office. Team made up of individuals that work in the areas that are needed to complete the implementation. A call for pathway coordinators has been sent out. GEC will be reviewing the first-year seminar subtopics next Monday. Becky is working on professional development opportunities and is starting this with advising and degree checkout. She is putting together a tentative list of future events that will be offered for everyone. Work is being done on a new General Education website. There will be an ADCO meeting tomorrow morning to talk about first-year seminars. There will be scheduling summits for department on January 25 from 3:00-5:00 and February 13 from 11:00-2:00.

Faculty Legislative Representative - Bret Smith provided handouts from Linda Schactler regarding the legislative session. The legislative session starts on Monday. Bret will go over on Wednesday and the Council Faculty Representatives will be meeting to put together plans. The Governor's budget has come out. Dual credit running start, IB, AP, military credit keeps coming back. One area is solved and then a new issue comes up. Open Education resources is another issue with student affordability as the main reason. The Library received a grant to develop open education resources. Digital subscriptions costs are rising creating issues of providing the academic resources to fulfill research and teaching missions.

CHAIR-ELECT: Chair-Elect Szeliga reported that the next BOT meeting will be February 21-22 in Sammamish. He encouraged faculty, if they have the ability, to go attend that meeting. The University has brought in a consultant to develop a creation for a transfer center. Please contact Gayla Stoner's office if you or your department has information the consultant would need to know about how students can be better served. This consultant will be on campus for 5 weeks.

NEW BUSINESS - None

Meeting was adjourned at 4:51 p.m.

Exhibit A

Committee	Name	Department	Term
Academic Affairs			
1 COTS vacancy	Andrew Piacsek	Physics	1/9/19 – 6/14/22
Budget & Planning			
1 CAH vacancy	Roxanne Easley	History	1/9/19 – 6/14/21

Exhibit B

Policy & Procedure Review



Policy & Procedure Number: Faculty Code Section III

New **Revision**

Title: Distinguished Faculty Awards

Summary:

This revision adds a new distinguished faculty award to the Code. The proposed new award, the Board of Trustees Distinguished Faculty Award, will recognize faculty members with long-term records of excellence in teaching, scholarship, or artistic activities.

*[xx/xx/2018: Responsibility: **Faculty Senate**; Authority: Board of Trustees; Approved by: Board of Trustees]*

Section III. DISTINGUISHED FACULTY AWARDS

The Distinguished Faculty Awards are the highest awards attainable at the university and must represent the highest level of performance. The awards are overseen by the Senate (Appendix B is incorporated by reference). There are no honorable mention awards.

A. [Annual](#) Distinguished Faculty Awards

The Senate confers four unique awards annually to recognize outstanding distinguished faculty in the following areas:

1. Distinguished Teaching Award (there are 2 awards, 1 for tenured/ tenure-track and 1 for non-tenure-track faculty)

Teaching excellence shall be defined as:

- a. a demonstrated breadth and depth of knowledge;
- b. clarity in methodology and organization of materials, and effective methods of presentation;
- c. continued scholarship and its integration of scholarship into course work;
- d. assistance to students in understanding the value and relevance of the subject matter and course materials, both within the discipline and in a broader context.

2. Distinguished Service Award

Service shall be defined as endeavors contributing to the welfare of individuals, professional organizations, university groups, the community at large, or the university.

3. Distinguished Scholarship/ Artistic Accomplishment Award

- a. Scholarship shall be defined as scholarly or scientific investigation or inquiry, conducted to advance the state of knowledge of the discipline.
- b. Artistic accomplishment shall be defined as the composition, creation, production or other significant and/or innovative contribution to an artistic event. Artistic accomplishment may include, but is not limited to, innovation in music, drama, film, art, dance, poetry or fiction that is a significant contribution to our understanding of the range of human experience and capabilities.

[B. Board of Trustees Distinguished Faculty Award](#)

[The Board of Trustees Distinguished Faculty Award is bestowed on a faculty member who has demonstrated a long-term combined record of excellence in teaching, scholarship or artistic activities, and service \(as defined in Sections III.A.1, III.A.2, and III.A.3\) at CWU. The Board of Trustees awards one recipient every other year.](#)

Appendix B: Distinguished Faculty Awards

Section I. FUNDING

- A. Funding for the awards (~~(\$2,500 for each category)~~) and release time is generously provided by the Office of the President.
- B. Recipients of the annual Distinguished Faculty Awards in teaching, scholarship, and service will receive a one-time \$2,500 stipend.
- C. Recipients of the Board of Trustees Distinguished Faculty Award will receive a \$5,000 stipend and one quarter release from teaching (12 WLU for tenured faculty and 15 WLU for senior lecturer faculty) the academic year following their award.

Section II. OBLIGATION OF RECIPIENTS

All award recipients are expected to serve on future selection committees at some time during their careers. Recipients of the Board of Trustees Distinguished Faculty Award will use 4 of the released teaching WLU specified in Appendix B: I.C for the benefit of the University through research or service. These 4 WLU will be utilized in a manner determined through negotiation between the awardee and the office of the president.

Section III. INITIAL REQUIREMENTS

A. Due Dates

1. Letters of nomination are due ~~to in~~ the office of the Senate by December 1 or, if this date falls on a weekend, the first instructional day thereafter. ~~All letters of nomination must be originals (fax and e-mail versions will not be considered).~~
2. All material supporting the nomination (i.e., nominees' notebooks) must be received ~~by in~~ the office of the Senate by February 1 or, if this date falls on a weekend, the first instructional day thereafter.

B. Eligibility

1. Distinguished Faculty Awards are limited to CWU faculty who have been at CWU a minimum of six years and have worked at least 135 WLU.
2. Board of Trustees Distinguished Faculty Awards are limited to active CWU faculty who have been at CWU a minimum of 15 years, and have performed the greater part of the activities for which they are nominated in connection with the nominee's employment at CWU. Emeritus, tenured, and senior lecturer faculty are eligible.

C. Nominations and Supporting Materials

1. Nominations may be made by faculty, students, alumni or others in a position to evaluate the achievements of a faculty member in any of the award categories. Self-nominations will not be accepted. Nomination letters and supporting materials must be submitted to the Senate in accordance with Part A above.
2. Nominations are presented by a Nominator. The Nominator writes the letter of nomination, providing a full description of the nominee's work that is deserving of the respective award; a short statement of nomination will not be sufficient. The Nominator shall also help the nominee to compile and order a notebook for the selection committee to substantiate the nomination, incorporating materials required and/or suggested in the accompanying criteria. No materials may be added to the notebook after the due date.

3. The selection committee is not an investigative body. Therefore, it is imperative that supportive material be complete, orderly and self-explanatory.
4. Nominators may not nominate more than one faculty to share the same award.
5. An individual may receive an award in more than one category, although not in the same year. An individual may not receive an individual award more than once.
6. A nominee may be renominated.
7. Material of award recipients shall be retained for three years in the office of the Senate.
8. ~~Awards are announced by the President and approved by the BOT. Awards shall be officially presented at the Spring Honors Convocation.~~ Neither nominees nor nominators should attempt to contact the committee, the Senate office, or the President's Office about the progress or outcome of the committee's deliberations. No information will be given out.
9. After reviewing submitted materials, the committee, at its discretion, may elect not to recommend recipients of one or more awards in a given year.

Section IV. SELECTION COMMITTEE

A. Membership

1. Members of the selection committee are approved by the Executive Committee.
2. Committee membership is finalized by early February at the latest.
3. The committee will include six volunteer members:
 - a. Four must be past Distinguished Faculty Award winners representing each **annual** award category selected by the Executive Committee.
 - b. One must be an alumnus selected by CWU Alumni Relations.
 - c. One must be an individual selected by the Executive Committee from three names forwarded by the CWU Retiree Association to balance out the composition of the committee.
4. Emeritus Distinguished Professors/Faculty are eligible to serve.

B. Award Selection Process

1. Nominees shall be considered for Distinguished Faculty Awards based on excellence of work and activities conducted solely while at CWU. Nominees shall only be considered for the category of the award for which they were nominated.
2. The selection committee makes the award choices, and forwards those names and materials to the President with a brief summary statement describing each awardee.
3. The President forwards the awardee file for the Board of Trustees Distinguished Faculty Award to the Board of Trustees for approval at their spring meeting.
- ~~3. After the award winners have been notified by the President, letters will go out to the other candidates informing them the status of their nomination. The committee will not give individual feedback on the merit of applications or the selection process.~~

Section V. NOTIFICATION OF AWARD

A. The president will notify the award winners.

B. After the award winners have been notified by the President, letters will go out to the other candidates informing them the status of their nomination. The committee will not give individual feedback on the merit of applications or the selection process.

Section VI. ~~DISTINGUISHED FACULTY AWARDS-REQUIRED APPLICATION MATERIALS~~

A. Eligibility

~~1. Distinguished Faculty Awards are limited to CWU faculty who have been at CWU a minimum of six years and have worked at least 135 WLU.~~

A. Materials for Distinguished Teaching Award

The Distinguished Teaching Award nominee's notebook should contain the following items, organized in the following order:

1. Letter of nomination bearing the date stamp of the Senate office verifying submission by December 1.
2. Vitae of nominee, verifying that the nominee is a member of the CWU faculty and has a minimum of six years' service at CWU. The vitae must bear the date stamp of the Senate office verifying submission of the notebook by February 1.
3. Personal statement by nominee of philosophy, goals and achievements in the area of research or artistic achievement and invention. This statement must not exceed 1000 words.
4. Evidence of teaching skills in the area of communication and methodology – exemplified in the clarity of organization and presentation of course materials, and of the challenge to and motivation of students – corroborated by:
 - a. letters of recommendation, support or corroboration from colleagues, associates, students or relevant others (20 maximum);
 - b. a portfolio reflecting the full range of the nominee's teaching assignment, containing summary sheets for student evaluations of instruction, arranged chronologically, taught during the last five years, including all available written comments;
 - c. representative class syllabi;
 - d. if a video recording is included in the file, please limit the length to 15 minutes.
 - e. Evidence of teaching that has been informed by scholarship, as demonstrated by activities such as:
 - i. participation in professional activities such as conferences, symposia, colloquia, exhibitions;
 - ii. membership in professional associations;
 - iii. peer reviewed scholarship or juried presentation;
 - iv. continuing education in one's field or related fields;
 - v. efforts in the development of new courses to broaden and update the university curriculum or other relevant evidence of continued scholarship.
 - f. Evidence of the extent of participation in student advisement.

€B. Materials for Distinguished Service Award

The Distinguished Service Award nominee's notebook should contain the following items organized in the following order:

1. Letter of nomination bearing the date stamp of the Senate office verifying submission by December 1.
2. Vitae of nominee, verifying that the nominee is a full-time member of the CWU faculty and has a minimum of six years full-time service at CWU. The vitae must bear the date stamp of the Senate

office verifying submission of the notebook by February 1.

3. Personal statement by nominee of philosophy, goals and achievements in the area of service. This statement must not exceed 1000 words.

4. Evidence of service as exemplified by activities in which the nominee has applied his/her academic expertise to the welfare of individuals, professional organizations, university groups, the community at large, or the university, with evidence of the magnitude of effort and level of commitment to the community in the service provided, all corroborated by:

- a. letters of recommendation, support or corroboration from colleagues, associates, students, members of the community, or relevant others (20 maximum);
- b. public acknowledgement, such as, newspaper clippings, testimonials, awards, etc.;
- c. chronological listing or concise summary of the nominee's service, indicating the recipient group and/or geographical area benefited by the service.

⊘C. Materials for Distinguished Scholarship/ Artistic Accomplishment Award

The Distinguished Scholarship/ Artistic Accomplishment nominee's notebook should contain the following items organized in the following order:

1. Letter of nomination bearing the date stamp of the Senate office verifying submission by December 1.
2. Vitae of nominee. The vitae should verify that the nominee is a full-time member of the CWU faculty and has a minimum of six years full-time service at CWU. The vitae must bear the date stamp of the Senate office verifying submission of notebook by February 1.
3. Personal statement by nominee of philosophy, goals and achievements in the area of research or artistic achievement and invention. This statement must not exceed 1000 words.
4. Evidence of scholarship or artistic achievement, corroborated by:
 - a. letters of recommendation, support or corroboration from colleagues, associates, students or relevant others emphasizing professional recognition, quality and credibility of research or artistic achievement (20 maximum).
 - b. for Artistic Accomplishment – reviews, newspaper clippings, programs, reports, awards, acknowledgments, grants funded, etc.
 - c. for Scholarship – reprints of publications and a chronological list of research projects, publications, reports, performances, presentations, program participation, or other professional work; or a summary of a single research program for which nomination has been made.

⊘D. Materials for Board of Trustees Distinguished Faculty Award

1. Vitae of nominee, verifying that the nominee is a member of the CWU faculty and has a minimum of 15 years service at CWU. The vitae must bear the date stamp of the Senate office verifying submission of the notebook by February 1.

2. The Board of Trustees Distinguished Faculty Award nominee's notebook should contain all materials outlined in the previous sections (A, B, and C) to demonstrate excellence in teaching, service, and scholarship/ artistic accomplishment.

Exhibit C

Construction Management Major, BS

Required Courses Credits: ~~126~~ 127

ACCT 301 Accounting Skills for Non-Business Majors
BUS 241 Legal Environment of Business
CMGT 101 Construction and the Built Environment
CMGT 201 Computer Applications in Construction
CMGT 265 Construction Documents
CMGT 267 Plane Surveying

AND

CMGT 267LAB Plane Surveying Field Session

OR

CMGT 267LABHC Heavy Civil Highway Field Session

CMGT 320 Electrical Systems

CMGT 343 Construction Estimating I

CMGT 344 Construction Estimating II

OR

CMGT 345 Heavy Civil Estimating II

CMGT 346 Construction Methods and Materials

OR

CMGT 347 Heavy Civil Methods and Materials

CMGT 440 Temporary Structures

OR

CMGT 441 Wood and Steel Construction

CMGT 442 Building Mechanical Systems

OR

CMGT 443 Heavy Civil Utilities

CMGT 444 Codes, Contracts, and Specifications

OR

CMGT 445 Heavy Civil Contract Law

CMGT 447 Construction Planning, Scheduling, and Control

CMGT 450 Soils and Foundations

CMGT 455 Principles of Construction Management

OR

CMGT 456 Principles of Heavy Civil Construction Management

CMGT 460 Concrete Construction

OR

CMGT 461 Pavement Design and Construction

CMGT 481 Construction Management Capstone

OR

CMGT 495A Construction Management Competition Preparation - Fall
(Fall)

AND

CMGT 495B Construction Management Competition Preparation - Winter
(Winter)

CMGT 485 Construction Accounting, Finance, and Contemporary Topics

CMGT 488 Professional Certification

COM 345 Business and Professional Speaking

ECON 201 Principles of Economics Micro

ETSC 161 Architectural Computer Aided Design

ETSC 301 Engineering Project Cost Analysis

ETSC 311 Statics

ETSC 312 Strength of Materials

GEOL 101 Introduction to Geology

GEOL 101LAB Introductory Geology Laboratory

MATH 172 Calculus I

MATH 173 Calculus II

MGT 380 Organizational Management

PHYS 181 General Physics I with Laboratory

SHM 323 Construction Safety and Health

Select one from the following: Credits: 4

CMGT 452 LEED in Sustainable Construction

OR

ETSC 490 Cooperative Education

[Must be taken for 4 credits]

OR Department-Approved Elective Course **Credits: (4)**

Total Credits: ~~130~~ 131

Exhibit D

Policy & Procedure Review



Policy & Procedure Number: 5-50-070(5)

New **Revision**

Title: Rules for Undergraduate and Graduate Degrees: Listing Program Requirements

Summary: This change is to remove the exception of English 101 and 102 for program requirements. In the current General Education program English 101 and 102 are part of the basic skills and most students must take both of these course. An exception was made for programs that wanted to include English 101 and 102 as requirements for their program that they did not need to include them in their credit total. With the change to the new General Education program students will choose various courses within the First-Year Experience as well as the Knowledge Areas. No one course will be mandatory for most students, so the exception is being removed.

*[xx/xx/2018: Responsibility: **Faculty Senate**; Authority: Katherine Frank, Provost/VP for Academic & Student Life ; Reviewed/Endorsed by: Cabinet/UPAC; Review/Effective Date: xx/xx/2018; Approved by: James L. Gaudino, President]*

CWUP 5-50-070 Rules for Undergraduate and Graduate Degrees

(5) Listing Program Requirements

(A) All courses (~~except English 101 and 102~~) required for a degree, including prerequisites, must be listed as requirements in the course of study and included in the credit total for a major.

(B) All pre-admission course requirements (~~except English 101 and 102~~) are to be listed as requirements in the course of study and the credits must be included in the degree program total.

(C) All majors that require a specific minor or certificate are required to list the number of credits for that minor or certificate in their course of study for the major degree program and include them in the credit total.

(D) Majors that require minors or additional credits that are not specified must include catalog information that informs students of the additional requirements and the possible credit impact on their degrees.

(E) All teaching majors are required to list the Professional Education Program credits in the course of study for the major degree program and include them in the credit total.

Exhibit E

Policy & Procedure Review



Policy & Procedure Number: 5-50-050

New **Revision**

Title: Catalog Copy

Summary: The changes to this policy are more of a housekeeping nature to make the paragraph read better as well as update form to proposal to be consistent with other policy and procedure when referring to Curriculum.

*[xx/xx/2018: Responsibility: **Faculty Senate**; Authority: Katherine Frank, Provost/VP for Academic & Student Life ; Reviewed/Endorsed by: Cabinet/UPAC; Review/Effective Date: xx/xx/2018; Approved by: James L. Gaudino, President]*

CWUP 5-50-050 Catalog Copy

Catalog copy for departments and programs is approved by the FSCC. Changes to catalog narratives, including ~~terms of~~ admission requirements, special requirements, descriptions of program fees or financial obligations, require a ~~catalog narrative form program~~ change proposal and FSCC approval. All changes will be effective in the fall term following publication in the official electronic catalog (OEC). All curriculum will be imported to the OEC from Curriculog.

Narrative changes consisting of faculty/staff names, location and general department information can be changed in the current OEC upon request of the department chair.

[Responsibility: Faculty Senate; Authority: Provost/VP for Academic & Student Life; Reviewed/Endorsed by Provost's Council 08/09/2016; Cabinet/UPAC; Review/Effective Date: 10/21/2016; Approved by: James L. Gaudino, President]