

**REGULAR MEETING**  
**Wednesday, March 7, 2018, 3:10 p.m.**  
**BARGE 412**  
**Draft Minutes**

Called to order at 3:12 p.m.

**ROLL CALL All senators, or their alternates were present except:** Lori Braunstein, Bobby Cummings, Vanessa Hunt, Deepak Iyengar, Cynthia Mitchell, Keith Salyer

**Guests:** Christopher Boone, Rose Spodobalski-Brower, Lindsey Brown, Julia Stringfellow, Kevin Archer, Carolyn Thurston, Katharine Whitcomb, Bernadette Jungblut, Tim Englund, Mike Harrod, Heidi Henschel Pellett, Duane Dowd, Rob Perkins, Gail Mackin, Tim Englund, Todd Shiver, Scott Robinson, Toni Sipic, Sharron O'Hare, Ron Jacobson, Barbara Masberg

**CHANGES TO AND APPROVAL OF AGENDA** – Change to remove Motion No 17-36 and 17-37 at the request of the department. Agenda was approved as amended.

**MOTION NO. 17-34(Approved): APPROVAL OF MINUTES** of February 7, 2018

**COMMUNICATIONS** – Commencement memo from Registrar. Memo may be reviewed in the Faculty Senate Office.

**Recreation program move** – Heidi Henschel Pellett & Duane Dowd indicated that they are wanting to move the recreation faculty (Rob Perkins and David Rolfe) and program to Physical Education, School Health & Movement Studies. They have consulted with the faculty that are involved and the move is supported by the dean. Duane Dowd indicated that Family and Consumer Sciences is not unique but has 5 distinct different program areas within the department. The program has been Recreation, Tourism and Events for the past 10 years. A request was brought forward to align with a department that is more ideologically the same as their program. RTE are three distinct programs within the same area. Not all the faculty were on the same page that they should split, but the decision was made to move the two recreation faculty to PESHM. Barb Masberg indicated that the RTE faculty were not in agreement on the move, but the faculty were told in June that the recreation faculty were going to move. She and Carla Jellum are letting this pass, but this process was not as well conducted as it should have been.

**Work Center for Faculty in MyCWU - Jill Hernandez** - Jill went through the proposed Faculty Work Center tab in MyCWU. Faculty won't have to go through the breadcrumbs with the most commonly used areas and the most used information will be easily available. The most common queries will be available. There could be targeted faculty announcements on this site. Jill explained they will be solidifying the design requirements, doing QA testing, change management, and the go live date will be in May 2018. Design sessions will be March 19 10:00 a.m. or March 29 at 11:00 a.m. in Bouillon 211. Please email Jill with feedback.

**SENATE CHAIR REPORT** – Chair Stoddard reported that this year budgets are important. We are walking through a process for the first time and going through the full process of the new budget of RCM philosophy. New committees are being used to create this process and the draft budget that will be sent to Cabinet and BOT. Budgets are a value statement and we put precious resources behind what we value. The outcome of the budget is important for everyone. This year is unique as we evaluate what works and what doesn't with the process. Faculty are represented at various levels on committees, but everyone needs to watch, be aware and participate in the process. The Budget and Planning Committee (BPC) is an excellent place to provide ideas and feedback on the process. ADCO would also be a place to provide feedback. Chair Stoddard reported that March 14 is the National School Walkout which is a national event at 10:00 a.m. to last for 17 minutes. While there hasn't been any specific talk about it at CWU, faculty do need to be aware as it is final week. Faculty should think about how they want to address this if students walk into a final 17-20 minutes late. Chair Stoddard talked about the email that was sent out regarding a potential security risk. The situation has been investigated and found not to be a credible threat. Cody has

spoken with Chief Berthon-Koch about the preparedness at CWU and he is happy to attend in April to provide that information to the Senate. Chair Stoddard indicated that Senate still has a lot to do this year. There are Faculty Code changes, Curriculum, Academic Affairs and General Education policies and procedures as well as curriculum the next three meetings. It is possible that some of the meetings may run over 5:00 p.m., so please plan to stay late so we can maintain quorum. The call for committees will be out by the end of the quarter. The Senate and University committees are where faculty voice gets inserted into the process.

**FACULTY ISSUES** – Chair Stoddard reported on the status of previous faculty issues. The allocation of space in the Library was discussed with Associate Dean Ginny Blackson. The Library liaisons are a good source of information to both send and receive information. Departments should reach out to the liaison if they would like more information. Departments may also reach out to Ginny Blackson as well. The feedback on the computer replacement and refresh policy has been sent to Andreas Bohman and incorporated into the policy. The servers have been exchanged and the slow down issues should have been addressed. Chair Stoddard has reached out to Carolyn Thurston about the Early Academic Alert. He reminded senators to use the Behaviors of Concern if it is a non-academic concern. The General Education committee and the General Education Implementation Task Force are looking into the concerns regarding the pre-requisites for the Science and Technology Knowledge area and a student being able to go through the new general education program within a single college.

Senator Erdman indicated that faculty she has spoken to don't feel prepared if we had an active shooter on campus. There are concerns over classrooms that do no lock or lock from the outside.

Senator Pinkart brought an issue that faculty were caught unaware of the assessment of the General Education program. This came right before finals and put a fair amount of work on faculty. The way it was implemented will not have a great outcome as there is not enough time. Senator Pinkart also brought up the issue of scheduling of finals for different types of course. When the department has tried to work with Scheduling to accommodate their finals, they have been told they cannot do it.

Bernadette Jungblutt asked to address the General Education assessment. Dr. Jungblutt indicated she realizes the timing of this assessment is not ideal. There was an announcement at the beginning of Winter quarter regarding this assessment and she spoke with ADCO in February. This is a pilot right now and we will see how this will work. Bernadette indicated that she and Bret Smith worked to try and make this as least burdensome as possible. Bernadette asked faculty to provide feedback on what works and what doesn't. There will be coffee discussion during spring term and hope to have a good system in place for next year.

Senator Harper expressed a concern that when faculty leave Central their email disappears very rapidly. There are times when there are things that still need to be taken care of with courses and the campus email is the only way to reach them. Senator Harper asked if there could be a forwarding address, so they can still be contacted. This is also happening on NTT who are on quarterly contracts and are not scheduled to teach the following quarter, but they will still be teaching in the future. Would it be possible to give a buffer of a year or two before deleting their email?

**PRESIDENT** – President Gaudino reported that Ray Conner, retired CEO of Boeing has been appointed as the newest trustee. Central was successful with bond issuance for the new residence hall that will be built north of the Library. Central maintained the Moody A1 rating and received a 3.72% interest rate. The legislature is scheduled to pass the capital and operational budget today. The new health science building is a top priority, which will go on the footprint of Hertz Hall. President Gaudino indicated that the ABB/RCM model that was rolled out was a simplistic model. The model may not be doing what we want, so maybe we need to adapt the model to the specific situations of CWU. Academics is actually first in the current model. Currently this is version 1 of the model and next year will be version 2. It is working better than it feels currently. There is still a lot of work to do around budgeting and the President encouraged faculty to get involved in the process. President Gaudino indicated that Central does notify campus if there is a credible threat, but typically does not alert campus about potential threats that are proven to be hoaxes.

**PROVOST** – Provost Frank indicated there is a correction to the commencement memo. It should read Graduate degree hooding and commencement ceremony. This change has caused a challenge and with the current exam schedule, we cannot fit Honors Convocation on Friday. This year each college will be doing their own Honors Convocation. The Provost indicated that in the future she would like to see finals

end by noon on Friday. This year a new system will be in place for graduation of pre-recording of student names. Each student will slide a card and it will announce the name and show up on the screen along with any honors information. There will only be one point of entry and exit. The Westside graduation ceremony will be in Kent. Provost Frank thanked those that have been involved in exploring what it would take to become a Hispanic Serving Institution (HSI). The comprehensive report and recommendation will be done at the end of the year.

**STUDENT REPORT** – No report.

**OLD BUSINESS** - None

## **REPORTS/ACTION ITEMS**

### **SENATE COMMITTEES:**

#### **Executive Committee**

**Motion No. 17-35(Approved):** The Executive Committee moves to create a task force to address sexual violence, sexual harassment, and gender discrimination and to allow the Faculty Senate Executive Committee to appoint members to the Task Force.

#### **Academic Affairs Committee**

**Motion No. 17-36(Approved):** Recommend amending CWUP 5-90-040(37) Syllabi as outlined in Exhibit A.

#### **Bylaws & Faculty Code Committee**

**Motion No. 17-37(First reading of three):** Recommend amending Faculty Code Section V Complaint Policy and Procedures as outlined in Exhibit B. This was not intended to be exclusions. This needs to be reviewed by committee to clarify the placement of the language.

**Curriculum Committee** – Written report that is in the packet. Three forums are scheduled before the end of March. [FSCurriculumCommittee@cwu.edu](mailto:FSCurriculumCommittee@cwu.edu) is the new email that will be used by the committee to communicate with curriculum proposal originators. The committee is working on policies and procedure that will be coming to Faculty Senate spring quarter.

**Motion No. 17-38(Withdrawn by department):** Recommend approval of a new BAS in Structures of Data and Analytics for IT Managers as outlined in Exhibit C.

**Motion No. 17-39(Withdrawn by department):** Recommend approval of a new BS Specialization in Structures of Data and Analytics for IT Managers as outlined in Exhibit D.

Evaluation & Assessment Committee – Jim Bisgard reported a summary of comments of SEOI survey that was done last fall is included in the packet. The committee is working on information to address some of these issues. During spring quarter, the committee will be doing the yearly evaluation of Executive Committee and the evaluation of the Faculty Senate that is done by the faculty. Now that Information Services is administering SEOIs, there have been questions from IS about things Tom just did. Senator Sloan reported that the blast on Canvas makes students feel bombarded and they don't do them. Jim indicated that this was changed in the fall and IS may not be aware of these changes. Jim indicated they will work this on for the spring quarter. Senator Harper indicated that she has been seeing some things saying student evaluation of instructor's vs student evaluation of instruction.

General Education Committee - See written report.

General Education Implementation Task Force – Senator Cheney reported that the task force has been working on a draft timeline. The draft has been included with the packet. The task force is working on these tasks to have a successful general education implementation. This is a draft and Eric asked that Senators share with faculty between now and April 4th. This is the timeline not the implementation plan.

Faculty Legislative Representative - See written report.

**CHAIR-ELECT:** Chair-Elect Claridge reported that the Bylaws and Faculty Code Committee is working on adding language in the Faculty Code specific to reorganization to help clarify the process for consultation. This language should be coming to Senate in April. Chair-Elect Claridge thanked the Senate for endorsing the new task force and the Executive Committee will be moving to populate the committee in spring quarter. President Gaudino has agreed to help support the task force with possible workload. There will be two more Faculty Friday's during spring quarter on April 13 and June 1<sup>st</sup>. There will be an open Executive Committee meeting next Wednesday March 14 in the Faculty Center at 3:10 p.m.

**NEW BUSINESS** - None

Meeting was adjourned at 4:34 p.m.

# Exhibit A

## CWUP 5-90-040

### (37) Syllabi

(A) By choosing to enroll in a course, students are obliged to accept and follow the stipulations and standards of performance and conduct formulated in the syllabus. Syllabi function to ensure that instructors maintain their courses in good order and take actions against those who disrupt the learning environment. Instructors will provide each student with a written or electronic syllabus at the beginning of a course. The syllabus must contain the following information:

1. Title, time, and location of the course;
2. Name, contact information, and office hours of instructor;
3. Objectives of course, expected student learning outcomes and method of assessment;
4. Any special conditions or requirements associated with the the course (e.g. hybrid instruction, field trips);
5. Required books and materials;
6. Criteria for determinance of final grade;
7. Instructor's policy on students' attendance and absence;
8. Tentative dates for major assignments and examinations;
9. Instructor's policy on late work, make-up, extra credit, and other issues unique to the class.
10. Instructor's policy on academic dishonesty. It is recommended that reference be made to CWUP 5-90-040(22) and CWUR 2-90-040(22).
11. Instructor's policy on student conduct. It is recommended that reference be made to the policy on academic dishonesty and expectations of student conduct in the Washington Administrative Code (see WAC 106-120-027 and 106-120-028; <http://apps.leg.wa.gov/WAC/default.aspx?cite=106-120-027> and <http://apps.leg.wa.gov/WAC/default.aspx?cite=106-120-028> WAC 106-125-020). Any expectations that go beyond what is stated in WAC 106-125-020 should be included in the syllabus.
11. 12. A diversity statement, A statement consistent with the university's commitment to diversity, such as: "CWU expects every member of the university community to contribute to an inclusive and respectful culture for all in its classrooms, work environments, and at campus events."
12. 13. A disability statement, such as:  
Central Washington University is committed to creating a learning environment that meets the needs of its diverse student body. If you anticipate or experience any obstacles to learning, contact Disability Services to discuss a range of available options. Student Disability Services is located in Hogue 126. Call (509) 963-2214 or email ds@cwu.edu for more information.

**Rationale:** Update links to policies/codes and encourage faculty to make reference to these in their syllabi.

# Exhibit B

## Section V. COMPLAINT POLICY AND PROCEDURES

### A. Obligations

The university recognizes the right of faculty to express differences of opinion and to seek fair and timely resolutions of complaints. It is the policy of the university that such complaints shall first be attempted to be settled informally and that all persons have the obligation to participate in good faith in the informal complaint process before resorting to formal procedures. The university encourages open communication and resolution of such matters through the informal processes described herein. The university will not tolerate reprisals, retribution, harassment or discrimination against any person because of participation in this process. This section establishes an internal process to provide university faculty a prompt and efficient review and resolution of complaints.

All university administrators shall be attentive to and counsel with faculty concerning disputes arising in areas over which the administrators have supervisory or other responsibilities, and shall to the best of their ability contribute to timely resolution of any dispute brought to them.

### B. Definitions

1. Complainant(s): An individual or group representative making the complaint.
2. Respondent(s): An individual or entity against whom the complaint is being made. A respondent could be an academic department, a member of the faculty, staff, an administrative unit, or a member of the administration.
3. Complaint: An allegation made by a complainant(s) that the respondent(s) has violated the faculty code or policies under the Faculty Senate purview.

### C. Scope

1. Jurisdiction: The purpose of the complaint policy and procedure is to provide a means by which (a) complainant(s) may pursue a complaint against a respondent(s) for alleged violations of the code and policies that fall under the Faculty Senate purview. A complainant may file a complaint that asserts a violation of the following code, policies, and/or standards:

- a. Faculty Code
- b. Faculty Senate Bylaws
- c. Curriculum Policy and Procedures (CWUP 5-50 and CWUR 2-50)
- d. Academic Policies, Standards, and Organizational Structures (CWUP 5-90 and CWUR 2-90)
- e. Evaluation and Assessment
- f. General Education (CWUP 5-100)
- g. Budget and Planning
- h. Professionalism
- i. Professional Ethics (Faculty Code Appendix A)
- j. Scholarly Misconduct

2. Exclusions: Should the Senate receive a complaint involving the following exclusions, the complaint will be returned to the complainant(s).

- a. Civil rights complaints properly addressed under the process provided in CWUP 2-35.
- b. Matters subject to the grievance process contained in the CBA, including allegations of violations of the terms of the CBA.
- c. Matters subject to the complaint process contained in the CBA including substantive academic judgments in matters of workload, reappointment, promotion, tenure, and post-tenure review.
- d. Complaints alleging fabrication, falsification, and plagiarism in research/scholarship are subject to CWUP 2-40-250.**

### D. Complaint Process

1. Prior to submitting a formal complaint to the Senate, complainant(s) are strongly encouraged to make a good faith effort to discuss the complaint with the dean or member of the university administration having direct responsibility for the area of concern. It is acknowledged that the nature of some complaints precludes such a step. If no mutually acceptable resolution of the complaint can be reached, complainant(s) may file a formal written complaint with the Senate for review.

2. A complainant(s) filing a complaint should first consult Section V Complaint Policy and Procedures, and meet with the Faculty Senate Chair. The Chairperson will advise the complaint(s) about the Senate's jurisdiction and the complaint process.

3. To initiate a formal complaint, complainant(s) must complete, sign, and submit the Complaint Form located on the Faculty Senate website, which includes the following mandatory elements.

- a. Concise statement identifying the complaint(s) with contact information.
- b. Concise statement identifying the respondent(s) with contact information.
- c. Basis for seeking a review by the Faculty Senate.

- d. Each and every specific section of the code, policies, and/or standards that was allegedly violated.
  - e. Supporting documentation pertinent or referred to in the complaint to substantiate the alleged code, policies, and/or standards violations.
  - f. Summary of the complaint with a description of the issue giving rise to the complaint.
  - g. Concise statement on how the alleged conduct of the respondent(s) violated the code, policies, and/or standards.
  - h. Concise statement of the negative effect that the alleged violation has had on complainant(s).
  - i. Reasonable outcomes that would resolve this situation.
  - j. Summary of efforts to resolve this complaint.
4. The complainant(s) shall submit the completed Complaint Form and supporting documents in both electronic and hard copy forms to the Senate Office addressed to the Faculty Senate Executive Committee (EC).
5. Complaints are not confidential. Elements of this complaint may be released as needed at the discretion of the Faculty Senate Executive Committee.
6. The complaint will be delivered to all members of the EC at the next scheduled EC meeting. The EC has the primary responsibility to ensure and to arrange an appropriate review by applicable committees. The EC will conduct an initial review of the complaint within 10 business days during the academic year to determine:
- a. Whether the complaint falls within the Senate's purview. If not, the EC will return the complaint to the complainant(s) with recommendations as to the appropriate avenue for resolution to the complaint.
  - b. Whether the complaint package is complete. If incomplete, the EC may request the complainant(s) to revise and resubmit the complaint.
7. Depending on the basis for complaint, the EC will charge the appropriate Senate standing committee(s) or at its discretion may decide to form an ad hoc committee to review the complaint. The assigned committee shall write an opinion specifically addressing the alleged policy and code violations. The committee(s) will be given specific parameters to work with and shall be required to consider all application of the code and policies.
8. The EC will determine the membership of the ad hoc committee, and will not include members who may have a real or perceived conflict of interest. The ad hoc committee shall consist of at least three tenured faculty members. The EC may invite other representatives, depending on the basis nature of the complaint.
9. The committees charged with the complaint review shall receive a copy of the complaint and start their review at the next regularly scheduled meeting. The committee shall have the right to call and question complainant(s) and respondent(s). The respondent(s) will be given an opportunity to present their written response to the complaint along with evidence. The Committee(s) shall make every effort to complete its review, make a determination, and report its findings and recommendations, in writing, to the EC for its consideration and action, within 20 business days. This period may be extended at the discretion of the EC. As a result of their review, the committee(s) shall determine one of the following findings:
- a. No violation
  - b. Clear violation
  - c. Possible violation
10. The committee's report based on the assigned charges should be specific, and shall include the substantiating basis for each finding and the evidence supporting their recommendation.
11. The EC will review the committee's opinions along with its findings and recommendations. The EC will prepare a summary statement. If evidence was found there were violations of code and policies, the EC will determine the consequences, which could be in the form of:
- a. A Motion of Censure
  - b. A Motion of Resolution
  - c. A Motion to officially enter the action in the Senate records
12. The EC shall forward the final summary and actions to the member of the university administration having direct responsibility for the area of complaint, along with the Provost, President, and other parties as relevant.

**Rationale:** A new line was added directing faculty to CWUP 2-40-250: Scholarly Misconduct Policy. This change was made to better align the Faculty Code with the Scholarly Misconduct Policy

## **Exhibit C**

ITAM BAS, Structures of Data & Analytics for IT Managers

<https://cwu.curriculog.com/proposal:4121/form>

## **Exhibit D**

ITAM BS, Structures of Data & Analytics for IT Managers Specialization

<https://cwu.curriculog.com/proposal:4082/form>