

**FACULTY SENATE  
ANNUAL  
STANDING COMMITTEE REPORT**

*2019-2020 ACADEMIC YEAR*

*Prepared for the Central Washington University Faculty Senate*

**Faculty Senate Committee: Curriculum Committee**

---

*Committee Chair:* Michael Goerger (Chair), Maria Sanders (Chair-elect)

*Committee Representation:*

- Members: Michael Goerger (CAH), Maria Sanders (CAH), Julie Bonner (CEPS), Hongtao Dang (CEPS), Sayantani Mukherjee (COB), Clem Ehoff (COB), Arne Leitert (COTS), Benjamin White (COTS), Sabrina Juhl (LIB),
- Ex Officio Members: Bernadette Jungblut (Office of the Associate Provosts), Trist Drake-Jones (Office of the Associate Provosts), Mike Gimlin (Registrar Services), Jeff Dippmann (Associate Dean, CAH), Coco Wu (Associate Dean, COB), Mike Harrod (Associate Dean, COTS), Heidi Henschel Pellett (Associate Dean, CEPS), and Mark Samples (Faculty Senate Executive Committee).
- Student Representatives: Alexis Daggett

*Committee Charges:*

- As per the Web

*Report on the Activities of the Committee:*

During Fall and Spring quarters, the Curriculum Committee holds meetings on the first and third Thursday of each month from 3:10-5:00. During Winter Quarter, the committee meets every Thursday from 3:10-5:00. Meeting minutes are approved by the committee and posted on the Faculty Senate website.

The Curriculum Committee put forward 23 motions recommending approval of new courses. Another three motions recommended the approval of changes to programs that exceed defined credit limits. Motion No 19-69, approved May 6<sup>th</sup>, 2020, and clarifies the use of “certificate” and “certification” in policy. At the June meeting we intend to introduce three policy changes (a) clarifying the use of layered courses (b) updating policy surrounding CWU 184, and (c) updating policy surrounding the committee’s Emergency Approval Process.

As usual, most of the committee’s time was spent reviewing curriculum proposals. The committee added several new members this year, and the review

process during our early meetings was perhaps slower than in the past. Despite some hiccups in the review process, the AY2020-21 catalog was published on time and all curriculum proposals are on track to be approved by year-end. We had several productive conversations about how to update our materials, especially instructions surrounding learner outcomes, and will finalize those changes in the future.

Several concerns arose this year connected with the hold process. The committee has discussed changes that will better inform departments of the hold process and better inform the originators of petitions to hold curriculum of the information required by the committee. Changes to the committee's operating procedures will also help to mitigate some of these concerns. A related issue came up regarding an impacted department's ability to hold curriculum at their step in Curriculog. In both cases, we need to clarify and perhaps change our vocabulary. The term 'hold' is being used in several different ways depending on whether the committee is holding a piece of curriculum for clarification, a department is petitioning the committee, or as an action taken in Curriculog.

*Action, Decision and/or Recommendations committee took or has regarding the COVID-19 emergency:*

Since the beginning of the pandemic the committee has been open to working with departments and programs as they adjust their curriculum and course offerings to suit an all online environment. Thus far, these adjustments have not required any official curriculum changes. For Fall 2020, we believe that existing processes will continue to be sufficient to meet these challenges. Should the pandemic continue or worsen, we may need to consider new ways to accommodate changes or update course offerings quickly.

In light of the need to move quickly, the committee has recommended a policy change to our Emergency Approval Process. The current process is very limited and does not allow for any impactful change (e.g. changes to programs). The new process allows the committee to make changes to the curriculum in the summer, outside of our normal meeting schedule. It also ensures that any changes will be temporary unless resubmitted through the normal curriculum process. This will prevent the Emergency Approval Process from being abused in the future.

One concern raised by the Covid-19 response in Spring 2020 was that the entire schedule was wiped and class meeting times were replaced by "VIRTUAL". This created confusion among faculty and students, as many faculty had planned to offer online courses with synchronous components. Once the schedule was wiped, students were not aware of when their courses would meet. Additionally, faculty moved course meeting times away from the originally scheduled times.

Last, the committee has drafted a memorandum of understanding that better defines course modalities being used during the pandemic. Part of this MOU acknowledges that course modalities, contact types, and course types need to be better delineated in policy. In particular, policy needs to better

distinguish and define online and hybrid courses. Those changes will be considered next year.