

**FACULTY SENATE
ANNUAL
STANDING COMMITTEE REPORT**

2020-2021 ACADEMIC YEAR

Prepared for the Central Washington University Faculty Senate

Faculty Senate Committee: Curriculum

Committee Chair: **Maria Sanders** *Chair-Elect:* **Julie Bonner**

Committee Representation:

- **Members:** Maria Sanders (CAH), Julie Bonner (CEPS), Hongtao Dang (CEPS), Sayantani Mukherjee (CB), Clem Ehoff, (CB), Michael Goerger (CAH), Arne Leitert (COTS), Benjamin White (COTS), Sabrina Juhl (LIB), Lizzie Brown (LIB)
- **Ex Officio Members and Guests:** Bernadette Jungblut (Office of the Associate Provosts), Trista Drake-Jones (Office of the Associate Provosts), Mike Gimlin (Registrar Services), Coco Wu (Associate Dean, CB), Mike Harrod (Associate Dean, COTS), Kurt Kirstein (Associate Dean, CEPS), Sydney Thompson (Associate Dean, LIB), Arturo Torres (Registrar) and Mark Samples (Faculty Senate Executive Committee).
- **Student Representative:** Jessica Thomas

Committee Charges:

- As per the web

Report on the Activities of the Committee:

Meeting Dates and Times: In Fall and Spring quarters, the FSCC meets every first and third Thursday from 3:10-5pm. In Winter quarter, the committee meets every Thursday. This year, due to Covid, all meetings were held on Zoom. Meeting minutes are approved by the committee and posted on the Faculty Senate website.

Motions: The FSCC brought 18 motions recommending approval of new programs and three motions recommending approval of changes to over-credit programs.

Four motions pertained to policy and/or procedure:

Motion No. 20-12: Changed the number of years for courses to be inactive before going on reserve from three to four, and the number of years a course can be on reserve before deletion from three to four.

Motion No. 20-24: Created new course modality titles and definitions.

Motion No. 20-34: Deleted language from procedure that placed restrictions on x91 and x99 courses.

Motion No. 20-54: Added program discontinuation policy and procedure language, and addressed the creation of new prefixes.

Items of Interest: One memorandum was sent to the Executive Committee and added to the agenda under “Communications” for the May 5, 2021 Senate meeting. This memo was written in response to an incident in the previous Senate meeting in which a member objected to a new program proposal. The memo corrected an inaccuracy of fact and expressed concern that curriculum procedure was not followed.

Successes: In addition to reviewing hundreds of curriculum proposals, the committee successfully addressed several charges pertaining to: Covid-19 MOUs, course modalities, the hold process, program discontinuation, and creation of new prefixes. We also recently approved an update to procedure language to clarify that Curriculog approval steps have a limit of 15 calendar days, rather than 10 working days. In Fall quarter, we conducted a hold hearing under our new procedure, which proved to be efficient and maintained collegiality and decorum. We recommend the committee continue to use this procedure.

Concerns / Recommendations: In our final two meetings, the committee hopes to begin updating our internal procedures manual to help inform new members and maintain as much consistency as possible in curriculum and policy/procedure review. We recommend that starting in the Fall, the FSCC, EC, Provost’s Council, and representatives of the Registrar’s Office, Scheduling, and Catalog Integration discuss the effectiveness of the current curriculum process and whether deadlines should be adjusted to a more desirable structure. Whether that overall structure changes or not, deadlines for the following academic year should be established in the fall. We recommend that this discussion also include setting a goal to approve changes to Curriculog forms once a year, in the spring, to allow for implementation of the forms over the summer, and only one new set of forms (if needed) each year.

Lastly, as of this writing, we are without a chair-elect. Dr. Julie Bonner had to step down from the position as her circumstances have changed and she will be unable to serve as chair next year. We hope another committee member will volunteer in a timely manner.