

MINUTES FOR EXECUTIVE BOARD
10 January 2005
Black Hall

MEMBERS PRESENT: Rebecca Bowers, Meghan Miller, Jim DePaepe, and Ginni Erion
Guest Connie Lambert

1. **CONVENED MEETING:** 9:30
2. **CHANGES TO AGENDA:** approved
3. **APPROVAL OF MINUTES:** 8 November minutes were approved as written
4. **REPORTS:** No reports
5. **NEW BUSINESS:**
 - Connie discussed “Adding an Endorsement to a Washington State Certificate via Testing or Testing and Pedagogy Assessment.” (attachment 1 and 2) There are three ways to add an endorsement and this new process will start in March 2005 and will this information will be posted on the Certification’s web site. It is important that teachers are cautioned that if they add endorsements by only taking the Praxis II they may not be able to use their added endorsements in another state. Jim stated that a data base will be needed to track the Praxis II scores for NCATE.
 - Jim presented the revised CTL Committee Appointment process statement and the Board approved with a few changes. (see below)
 - 1.5.2 Committee Appointments
~~Member of each committee are appointed by the CTL director unless otherwise specified in CTL Governance Committee and membership manual.~~
Membership to one of the CTL governance committees is made official by a letter sent from the CTL Director. In instances where membership is not defined by title, e.g., Dean of CEPS, Associate Dean of CAH, or Department Chair of Education than it is the responsibility of the director to seek nominations and recommendations for a vacancy from the CTL faculty at large. After a nominee has been identified and contacted ~~relative to acceptance~~, lists of nominees are brought before the Executive Council. Once a nominee has been approved by the Executive Council, a letter is sent by the director officially assigning the member to a committee with the directions of the committee’s charge. Since 63% of the CTL faculty are members of the governance system, terms ~~tend~~ to last as long as a member wishes to serve. Each spring quarter the CTL director checks with members and committee chairs to see if replacements need to be made and the process begins. **By September 30th of each year all membership will be submitted to the Provost office.** (added statement)
 - There was a discussion on the CTL Policy Manual section 4.2 regarding New Positions, Search Committee and the Recommendations of Search Committee. The Board requested an amendment to the policy for a half hours visit with the CTL Executive Board for all Dean Searches. They also requested for the next meeting a copy of the Human Resources template for Tenure Track Faculty hire and will further review section 4.2 of the policy manual. The policy manual will also be updated replacing affirmative action guideline to equal opportunity guidelines

Current CTL Policy Statement:

[4.2 New Positions, Search Committees and Treatment of the Recommendations of Search Committees](#)

Policy Statement:

It shall be the policy of the Center for Teaching and Learning that job descriptions for all positions for new faculty who will be full members of the CTL shall be reviewed by the CTL director prior to advertisement of the position. Further, committees established to search for positions related to professional preparation should include: 1) at least one full member of the CTL faculty who is not a member of the academic department in which the position will be housed, and: 2) a diverse membership as prescribed and approved under CWU affirmative action guidelines.

Purpose:

The purpose of this policy is to ensure collaborative efforts, multiple outlooks, and diverse perspectives in the hiring of new personnel. This policy will also ensure the active and effective participation of faculty in the decision making process.

References:

WAC 180-78A-150, 180-78A-155

6. **OLD BUSINESS: NONE**
7. **ADJOURNMENT: 10:00**