

**REGULAR MEETING**  
**Wednesday, April 05, 2023, 3:10 p.m.**  
**Minutes**

Called to order at 3:10 p.m.

**All Senators were present except:** Vanessa Hunt, Nelson Pichardo, Stephen Robison,

**Guests:** Sathy Rajendran, Maura Valentino, Ediz Kaykayoglu, Charles Johnson, Kathryn Stahl, Joy Fuqua, Sydney Thompson, Sean Dahlin, Gail Mackin, Jason Knirk, Pam McMullin-Messier, Jeff Stinson, Ben White, Tony Long, Volha Isakava

**CHANGES TO AND APPROVAL OF AGENDA**

**MOTION NO. 22-28 (Approved): APPROVAL OF MINUTES** of March 1, 2023

**COMMUNICATIONS - None**

**SENATE CHAIR REPORT** – The Executive Committee (EC) has begun thinking about Senate projects for next year. The work on ADI will continue next year. The first faculty lunch was held last Friday. The next one will be Friday April 21<sup>st</sup> from 12-1:30 in the Grupe Center. Shared Governance Sense Making group met on Monday. University budget structure. Encourage faculty to participate in commencement. Should have received an email from Wildcat Shop about renting regalia.

**FACULTY ISSUES**

Senator Erdman reported at the last meeting that term “preferred name” can be offensive as opposed to the use of just name. The Office of Diversity, Equity, and Inclusivity is aware of this issue and will continue to work on this.

**New issues**

Senator Bowen reported a concern regarding the vacuuming in faculty offices or the lack there of. Service with custodial service does not include vacuuming faculty offices. Some are concerned about the health issues. Is that in fact the service level across all offices including administrative offices?

Senator Goerger indicated that the Drop Add period is too long. Students missed five class periods and missed a number of the materials. This is hard to explain individually for students either in person or over email. Could this be changed to 3 days? Tracked this personally of the six students that that added late three of the students failed the course.

Senator Jones reported there are critical shortages of faculty in some areas. Their department does not have any faculty in literacy right now. The one person that is still here is out on leave. These shortages impact the approximately 400 elementary students. The department cannot offer the graduate program because we don't have enough faculty. This has been a long-term shortage. We can't bring in faculty due to the salaries and they can make more money in the school districts.

Senator Bisgard expressed concern about an item in Central Today. One of the policies listed going through UPAC was the direct appointment authority. Curious if there was any consultation with faculty and if individuals are aware of this change.

**STUDENT REPORT** – Charles Johnson is the new ASCWU Senate speaker. ASCWU election process is starting. March 31<sup>st</sup> is the early candidate deadline, and the general candidate deadline is April 12<sup>th</sup>. Please encourage students to run for the ASCWU Student Senate or the ASCWU Board. The new SURC boilers will start being installed next week. Some student organizations are concerned with the involvement of campus police around the university. ASCWU has been facilitating conversations to see

how they can help and come to a compromise that satisfies both the students and still allow campus police to be involved. Students in CEPS have been worried about graduating on time. This is due to courses not being offered during the quarters that they are advised to take them. Students end up taking these delayed courses in other quarters, which causes the student to delay taking other advised courses that quarter. Students have brought forward concerns of wrongful accusations of plagiarism through AI (artificial intelligence). The ASCWU Senate is curious how this can be prevented and how the university plans to address AI. Students are asking to be included in all conversations regarding AI policies in the future. The Wildcat Shop is looking into solutions on how to solve their current financial crisis. There have been some concerns regarding the impact of the equitable access solution. Not sure what the financial impact would be to students. Upcoming events are: Chalk & Talk April 20<sup>th</sup> 11:00 – 2:00 p.m. on the west SURC patio; RSO Royal May 3<sup>rd</sup> 3:00 – 5:00 p.m.; Sweezy Day May 19<sup>th</sup> and Mariners Night April 21<sup>st</sup> at T-Mobile Stadium.

**OLD BUSINESS** - None

## **REPORTS/ACTION ITEMS**

### **SENATE COMMITTEES:**

#### **Executive Committee**

**Motion No. 22-29(Approved):** Recommends ratification of Faculty Senate committee appointments as outlined in Exhibit A.

**Motion No. 22-30(Approved):** Recommends amending CWUP 5-100 General Education as outlined in Exhibit B.

#### **Academic Affairs Committee – written report**

**Budget and Planning Committee –** Jim Johnson reported CWU is no longer utilizing RCM/ABB for the budget model. We are moving to a value-based budget however it is still not complete. Some of the subcommittees that were developed have been dissolved. BPC is recommending reconstituting the tuition waiver program subcommittee. With the uncertainty of the budget model the role of the BPC is not clear right now. A broad estimate of enrollment for fall and next academic year is around the same as this year. Data forecast of enrollment and demographic we may be at the bottom of what we should expect. The committee is planning meeting with Joel Klucking to talk about where we are and what to expect. Would like to have him give a presentation at Faculty Senate.

#### **Bylaws and Faculty Code Committee – written report**

**Motion No. 22-22 (Second reading of three):** Amend Section I.B.1. a., b., c Election and Removal of Department Chairs, as outlined in Exhibit C. Dormady several years ago the BOT asked that the Code not be set up to be changed when other documents change.

**Motion No. 22-23 (Second reading of three):** Amend Section: IV.B.1.a.i and iv. Faculty Senate, Membership, voting members as outlined in Exhibit D.

**Motion No. 22-31 (First reading of two):** Amend Faculty Senate Bylaws Section III.C.8 to add the Anti-racism, Diversity, and Inclusivity Committee as a standing committee as outlined in Exhibit E. Weber concern that Level 1 is limiting.

**Motion No. 22-32 (First reading of three):** Amend Faculty Code Section IV.D.1.g to add the Anti-racism, Diversity, and Inclusivity Committee as a standing committee as outlined in Exhibit F.

**Motion No. 22-33 (First reading of three):** Amend Faculty Code to update gendered language and other updates that are non-clerical as outlined in Exhibit G.

## Curriculum Committee

**Motion No. 22-34(Approved):** Recommends approving the new Aviation Management BS as outlined in Exhibit H.

**Motion No. 22-35(Approved):** Recommends approving the new Spanish Major BA, Spanish Teaching Specialization as outlined in Exhibit I.

**Motion No. 22-36(Approved):** Recommends approving the new Sport Management BS, Sport Event and Gameday Operations Specialization as outlined in Exhibit J.

**Motion No. 22-37(Approved):** Recommends approving the new Sport Management BS, Sport Law Specialization as outlined in Exhibit K.

**Motion No. 22-38(Approved):** Recommends approving the new Philosophy, Political Science, and Economics minor as outlined in Exhibit L.

**Motion No. 22-39(Postponed):** Recommends approving the Mathematics: Secondary Education BA to increase credits and continue to be over credit as outlined in Exhibit M.

**Motion No. 22-40(Approved):** Recommends approve the new Theatre Teaching Artist Certificate as outlined in Exhibit N.

**Motion No. 22-41(Approved, 3 nay, 2 abstentions):** Recommends amendments to CWUP 5-50 and CWUR 2-50 to add the Associate of Arts degree language as outlined in Exhibit O. Discussion about adding this degree type.

**Motion No. 22-42(Approved, 4 nay, 3 abstentions):** Recommends approving the new Associate of Arts General Studies as outlined in Exhibit P. Discussion.

**Faculty Legislative Representative –** House Bill 1030 – Concerning Applied Doctorate Degree-granting Authority. This bill is now in the House Rules Committee. Second Substitute House Bill 1522 Addressing Sexual Misconduct at Scholarly or Professional Associations, the Senate Higher Education and Workforce Development Committee unanimously passed this bill. Substitute House Bill 1559 Establishing the Student Basic Needs at Public Postsecondary Institutions Act, the Senate Higher Education and Workforce Development Committee unanimously passed this bill. Second Substitute Senate Bill 5048 Eliminating College in the High School Fees. The House Postsecondary Education and Workforce Committee will hold executive session (i.e., a vote) on this bill on Friday, 24 March. Senate Bill 5079 Concerning the Date by which Tuition Operating Fees are Established. The House Postsecondary Education and Workforce Committee passed this bill on Friday, 17 March. The House of Representatives unanimously passed this bill on Wednesday, 22 March. It now goes to the governor. Second Substitute Senate Bill 5593 Improving Equity in the Transfer of Student Data Between K-12 Schools and Institutions of Higher Education. The House Committee on Education passed this bill on Monday, 20 March. It was referred to the House Appropriations Committee. Senate Bill 5711 Extending the Terms of Eligibility for the Washington College Grant Program. The House Postsecondary Education and Workforce Committee passed this bill on Friday, 17 March. It was referred to the House Appropriations Committee. Second Substitute House Bill 1316 – Expanding Access to Dual Credit Programs. The Senate Committee on Early Learning & K-12 Education passed this bill on Wednesday, 22 March.

**PRESIDENT** – The Governor and Senate budgets have both funded the North Academic Complex at 103 million and the Multicultural Complex at 6 million. The House budget has funded the Psychology building over two biennium and the Multicultural Complex. Watching what happens with the fund split. This is the funds that cover the cost of salary increases. It was at 50% 2 years ago and last year covered 60% of the increase costs. Tuition increases do not cover the remaining amount, which means we have less money every year. In addition, Central does not get any inflationary increase for our Goods and Services budget, which is about 20% of total budget. Both chambers have funded Student Success initiatives, Teacher Preparation, and the Senate has funded College in the High School. The basic needs bill would help with covering the cost of staff; CWU received a \$120,000 pilot for housing insecurity this year and we were able to disburse most of these funds to students because we have trained staff in the Case Management office. Some of the funds were used for staffing costs. There will be two emails coming out shortly. One on Values and Strategic Planning and one on Faculty Athletic Representative.

**PROVOST** – The College of Business dean search is up and running. Faculty are the best recruiting tool, so please share this opportunity with colleagues. After some conversation with Library staff hope open a search for the Library dean. The Provost gave an update on Graduate Studies. Students feel that they are getting better information. The Graduate student association is up and running. They are working on getting the website updated so graduate coordinators and faculty have information. They are looking to expand tuition waivers for the WICHIE states for 10 more programs. Working with the Graduate Council. Started a conversation regarding DFW rates and have been gathering data. Have been working with Adrian on a better process for getting that data. Working with departments and colleges on how best to share this data. Dr. Lucinda Carnell has been appointed the interim Vice President for Diversity, Equity, and Inclusion.

**CHAIR-ELECT** – The next open Executive Committee meeting is April 12 from 3:00-4:00 p.m..

**NEW BUSINESS** - None

Meeting was adjourned at 5:01 p.m.

# Exhibit A

<b>Committee</b>	<b>Faculty Member</b>	<b>Department</b>	<b>Term</b>
<b>Budget and Planning Committee</b>			
1 CEPS faculty vacancy	Douglas Presta	Paramedicine	6/15/23 – 6/14/26
<b>Bylaws and Faculty Code</b>			
1 faculty senator vacancy			6/15/22 – 6/14/24
<b>General Education Committee</b>			
1 CAH faculty vacancy	John Neurohr	Music	6/15/23 – 6/14/26
1 CEPS faculty vacancy	Vacant		6/15/23 – 6/14/26
<b>Evaluation and Assessment Committee</b>			
1 CAH faculty vacancy	Vacant		6/15/23 – 6/14/26
1 LIB faculty vacancy	Vacant		6/15/23 – 6/14/26
<b>Antiracism, Diversity, and Inclusivity Ad Hoc Committee</b>			
1 faculty vacancy	Vacant		3/1/23 – 6/14/23

## **Exhibit B**

**Section: CWUP 5-100(10), (60)**

**Title of Section:** CWUP 5-100(10) General Education Committee and CWUP 5-100(60) General Education Program Assessment

**New**                      **Revision X**

**Summary of changes and/or additions:**

Changes to CWUP 5-100 to update the language on assessment of the General Education program.

**Rationale for changes and/or additions:** These changes are to try and allow for a sustainable way to assess the General Education program. The General Education Committee will be involved in the process of reviewing the data and suggesting changes to the program based on the data. This moves the process of data collection into the Undergraduate Studies office to help provide consistency.

## **CWUP 5-100-010 General Education Committee**

(1) As with all curriculum, Central Washington University's general education program is owned and maintained by its faculty. The faculty senate general education committee (GEC) oversees the general education program and reports to the faculty senate.

(2) In order to ensure the coherence, consistency, academic integrity, intellectual quality and transparency of the program the GEC assumes the following responsibilities:

(A) Decision making authority regarding:

1. Student petitions (CWUP 5-100-50);
2. Exceptions to the general education program requirements;
3. Strategic planning;
4. Pathway coordination;
5. Program improvement;
6. Oversight of the general education program's elements as described in 5-100-020.
7. Committee member position descriptions.

(B) Recommendations to the faculty senate concerning the following:

1. Policies regarding the general education requirements;
2. Criteria for the addition and deletion of courses and program changes to the general education program;
3. Section CWUP 5-100 of the CWU policies manual;
4. General education program revision; and

(C) Communication regarding the general education program philosophy and requirements to students and other stakeholders, including:

1. Public relations plan/materials coordination and approval;
2. Review of pertinent advising materials; and
3. Coordination with faculty and advising staff for general education requirements.

(D) Coordination with FSCC on relevant curriculum changes.

(E) Provide direction for workshops and other forms of faculty development related to general education.

## **CWUP 5-100-060 General Education Program Assessment**

(1) Responsibility for Assessment.

Responsibility for assessment of the general education program falls to the university and to the faculty teaching courses in the general education program. Multiple campus stakeholders have an interest in ensuring accurate and meaningful assessment data are available. the Undergraduate Studies Dean will share information regarding current and intended assessment practices, strategies, and tools with the academic community.

(2) Collection of Assessment Data.

Departments and programs who offer courses for the general education program are responsible for providing the data used to evaluate the courses and program.

The general education assessment report for each year will be delivered to the faculty senate as an information item as well as to administrative units responsible for assessment.

### (3) Levels of Assessment.

General education assessment ensures alignment with the general education guiding philosophy, goals, knowledge area outcomes, and pathway criteria. The general education program will be assessed at three levels: program, course and student.

(A) Program assessment takes into account course assessment and student assessment, but it also evaluates other areas such as class size, facilities, staffing, and ratios of full- to part-time faculty. Program assessment will follow the guidelines used for other academic programs (e.g., self-study guidelines and template from the associate provost's office).

(B) Course assessment evaluates the alignment of individual courses with general education program and knowledge area outcomes and pathway criteria (where applicable). Course assessment may include evaluation of course syllabi, course assignments, a sample of graded assignments, other artifacts as appropriate, and a summary of how the course continues to address outcomes/ criteria of its knowledge area and/or pathway(s). Course accepted to and offered in the general education program shall undergo continuous review to ensure they address learner outcomes.

1. Consequences of determination of a course's inadequate performance. If a course does not address approved outcomes, committee will notify the department of needed changes and work with the department faculty to ensure outcomes are being addressed. The course will be assessed again the next quarter it is offered. If the course fails to address approved outcomes in the subsequent review, the GEC may remove the course from the general education program (effective the next catalog year) or extend the assessment period.

2. Timeframe in cases of inadequate course performance. All decisions will be communicated to the offering department and dean within 15 days. If the assessment period is extended, the GEC will communicate with the department and/or faculty member to help ensure successful re-review.

(C) Student assessment will be based on course and program outcomes and student learning outcomes. Design of assessment will be determined by the University General Education Assessment Workgroup, led by the Dean of Undergraduate Studies in consultation with the GEC. Assessments will be designed to assess student attainment of General Education learning goals. Students will also be periodically surveyed regarding general education outcomes, specific relevant general education related issues, and the value of general education.

### (4) Assessment Cycle

Assessment for the general education program will operate on a seven-year cycle.

(A) The first six years of the assessment process will constitute two rotations of student- and course-level assessment by knowledge area:

1. Year 1: First-Year Experience (184) and three (3) knowledge areas
2. Year 2: Academic Writing I and three (3) knowledge areas
3. Year 3: Quantitative Reasoning, Culminating Experience, and two (2) knowledge areas

(B) Starting Year 4, the assessment cycle will repeat:

1. Year 4: First-Year Experience (184) and three (3) knowledge areas
2. Year 5: Academic Writing I and three (3) knowledge areas
3. Year 6: Quantitative Reasoning, Culminating Experience, and two (2) knowledge areas

(C) Year 7 will emphasize program-level assessment.

### (5) Assessment Criteria and Activities



## **Exhibit C**

**Bylaw and/or Code Section: Section I.B.1.a, b, c.**

**Title of Section:** Section I. Faculty, B. Other Appointments, 1. Election and Removal of Department Chairs, a. Election of Department Chairs, b. Removal or Replacement of Chairs, and c. Filling Temporary Chair Vacancies

**New**                      **Revision X**

**Summary of changes and/or additions:**

Change aligns Faculty Code with the CBA.

**Rationale for changes and/or additions:**

Aligning the Faculty Code with the CBA was required to ensure that Code reflects the most current version of the CBA. The EC felt that duplicating the CBA language rather than simply referencing the CBA strengthens the Faculty Code.

\*rather than identifying inconsistencies between Code and the CBA and in an effort to ensure an exact match, a complete substitution of the CBA language appears below.

## Section I. Faculty

### B. Other Faculty Appointments

The specific rights and responsibilities of faculty working in special roles shall be delineated in the agreement and/or contract with the appointing authority, subject to the terms of the CBA, e.g., interdisciplinary program director, academic program director within a department or graduate program director.

#### 1. Election and Removal of Department Chairs

##### a. Election of Department Chairs

- ~~i. Department chairs are appointed to a four-year term.~~
- ~~ii. Department chairs are appointed upon the joint recommendation of the appropriate dean and department based on the process described below.~~
- ~~iii. For internal searches, each department holds an election to select its chair at a meeting presided over by the appropriate dean. The election of a chair is subject to the approval of the dean, the Provost, the President, and the BOT.~~
- ~~iv. Only eligible faculty in a department shall vote. Eligible faculty include tenured and tenure-track faculty and nontenure-track faculty holding the title of assistant professor or senior lecturer as defined by the CBA. All eligible faculty shall be given a minimum of five (5) business days' notice of the meeting date. Reasonable effort should be made to include, by proxy vote or absentee ballot, eligible faculty who are in off-campus positions or on leave.~~
- ~~v. The election result shall be determined by simple majority vote of eligible faculty. Ballots must be cast in person, by certified proxy or by absentee ballot.~~
- ~~vi. In the case where three or more candidates are running, if no candidate receives a simple majority, there shall be a runoff vote for the candidates receiving the two highest votes.~~
- ~~vii. If two or fewer candidates are running and no candidate receives a simple majority, the election shall be considered a failed election and paragraph (viii) below shall govern.~~
- ~~viii. In cases where no candidate achieves a majority vote in an election, the dean, in consultation with the Provost, may appoint an acting chair or chairs for a period not to exceed two (2) years.~~
- ~~ix. In consultation with the department faculty (identified in paragraph iv. above) and the Provost, the appropriate dean may initiate an external search for a chair. An external search for a chair must follow university hiring policy and procedure.~~
- ~~x. Departments may elect an individual to serve as department chair or two individuals to serve as co-chairs. The latter may have varying responsibilities and terms within a calendar year (e.g., academic year chair and summer term chair). Department policies must specifically address and delineate which one has the responsibilities for department management decisions such as budget, personnel, and curricular matters.~~

Department chairs are appointed upon the joint recommendation of the appropriate Dean and department based on the process established in CBA (CBA section 12.2.1).  
Department chairs are appointed to a four-year term (CBA section 12.2.2).

- i. For internal searches, each department holds an election to select its chair using a process supervised by the appropriate Dean. The election of a chair is subject to the approval of the Dean and the Provost.
- ii. Unless approved in writing by the Provost, only tenured faculty are eligible to serve as department chair. iii. Only eligible faculty in a department shall vote. Eligible faculty include tenured faculty, tenure-track faculty, and senior lecturers with annual or multi-annual contracts teaching one-half time or more in that department. All eligible faculty shall be given a minimum of five (5) business days' notice of the ballot date. Reasonable effort should be made to include by proxy vote or absentee ballot, eligible faculty who are in off-campus positions or on leave.
- iv. The election result shall be determined by absolute majority of the votes cast by eligible voters. Ballots must be cast either in person, by certified proxy, or by absentee ballot.
- v. In the case where three or more candidates are running, if no candidate receives an absolute majority of the votes cast by eligible voters, there will be a runoff vote for the candidates receiving the two highest vote totals. If two or fewer candidates are running and no candidate receives an absolute majority of the votes cast by eligible voters, the election will be considered a failed election. In such failed elections the Dean, in consultation with the Provost, may appoint an acting chair or chairs for a period not to exceed two (2) years.
- vi. In consultation with the department faculty eligible to vote and the Provost, the Dean may initiate an external search for a chair. An external search for a chair must follow university hiring policy and procedure.
- vii. Departments may elect an individual to serve as department chair or two individuals to serve as co-chairs. The latter may have varying responsibilities and terms within a calendar year (i.e., academic year chair and summer term chair). Prior to the election, roles and responsibilities of each co-chair will be delineated in consultation with the Dean and must specifically address and delineate which one has the responsibility for department management decisions such as budget, personnel, and curricular matters.

(CBA 2021 –2023, Section 12.3.1.)

b. Removal or Replacement of Chairs

- i. ~~At any time, a simple majority of eligible faculty within a department may petition in writing to the appropriate dean for a review of the chair's effectiveness.~~
- ii. ~~If after the review, the appropriate dean, in consultation with the Provost, determines that a vote to recall and/or remove a department chair is warranted, the dean shall assure that a vote is conducted by secret ballot. The chair shall not participate in the balloting. All eligible faculty shall be given a minimum of five (5) business days' notice of the ballot date. Reasonable effort should be made to include, by proxy vote or absentee ballot, eligible faculty who are in off-campus positions or on leave.~~
- iii. ~~The appropriate dean may remove a chair at any time after consulting with an considering input from the Provost, the chair and the eligible~~

~~faculty of the department if, in the judgment of the dean, removal is in the best interest of the department or the university.~~

- i. At any time, an absolute majority of faculty eligible to vote for department chair may petition in writing to the Dean for a review of the chair's effectiveness.
- ii. If after the review, the Dean, in consultation with the Provost, determines that a vote to recall and/or remove a department chair is warranted, the Dean shall assure that a vote is conducted by secret ballot. The chair shall not participate in the balloting. All eligible faculty shall be given a minimum of five (5) business days' notice of the ballot date. Reasonable effort should be made to include by proxy vote or absentee ballot, eligible faculty who are in off campus positions or on leave.
- iii. The Dean may remove a chair at any time after consulting with and considering input from the Provost, the chair, and the faculty eligible to vote for department chair, if in the judgment of the Dean, removal is in the best interest of the department or the University.

(CBA 2021 – 2023, Section 12.3.2.)

c. Filling Temporary Chair Vacancies

- ~~i. When a chair is to be absent from the campus for a quarter or more, including summer, the department shall elect an acting chair from within its ranks, in accordance with I.B.1 above, if for any reason the department is unable to elect an acting chair, the appropriate dean can appoint an acting chair for no more than one quarter.~~
- ~~ii. An elected acting chair may serve for a period of up to two (2) years.~~
- ~~iv. When the chair is to be on leave for more than two (2) academic years, the chair must resign and a new chair is elected.~~
- i. When a chair is to be absent from the campus for a period of less than a full academic year, the appropriate Dean, in consultation with the department faculty eligible to vote for department chair can appoint an acting chair. When a chair is to be absent from campus for a period of a full academic year or longer, the department shall elect an acting chair, in accordance with Section I.B.1.a.
- ii. An elected acting chair may serve for a period of up to two (2) years.
- iii. When the chair is to be on leave for more than two (2) academic years, the chair must resign and a new chair be elected.

(CBA 2021 – 2023, Section 12.3.3.)

# Exhibit D

Bylaw and/or Code Section: IV.B.1.a.i and iv.

Title of Section: Faculty Senate, Membership, voting members

New            Revision X

## Summary of changes and/or additions:

In an effort to clarify who is eligible for department senator alternates, a new section has been added.

## Rationale for changes and/or additions:

Clarification was needed.

## Proposed change:

Faculty Code Section IV. Faculty Senate

B. Membership

1. The Senate shall include:

a. Voting members

The following voting members are selected from faculty who hold no concurrent exempt appointment.

- i. One senator ~~and an alternate~~ elected by and from the Tenure Track/Tenured Faculty (TT/T) faculty from each academic department and the library.
- ii. One alternate elected by Tenure Track/Tenured (TT/T) faculty from the Tenure Track, Tenured, and full-time Senior Lecturer faculty from each academic department and the library.
- ~~iii.~~ iii. Additional senators, elected as directed in paragraph I above, allocated to departments as specified in the Senate Bylaws (Bylaws).
- ~~iii.~~ iv. One senator-at-large and an alternate from each of the university centers that have at least five full-time faculty. Also one senator-at-large and an alternate for the remaining centers with fewer than five full-time faculty. Senators-at-large and alternates may be full-time Non-Tenure Track Faculty (NTT), and are elected by the faculty at the respective center(s).
- ~~iv.~~ v. Two NTT senators ~~faculty members~~ and two alternates senators are elected from the NTT faculty in the spring quarter for the following year by those NTT faculty under contract in the preceding winter quarter. The senators and alternates shall serve for one academic year contingent on continued employment as NTT faculty at CWU. The EC shall oversee the election.

# Exhibit E

**Bylaw and/or Code Section:**  
Faculty Bylaws, Section III.C.8.

**Title of Section:**  
Faculty Bylaws, Section III. Senate Standing Committees, C. Membership, 8.

**New X      Revision X**

**Summary of changes and/or additions:**  
Addition of section 8. ADI membership criteria.

**Rationale for changes and/or additions:**  
With the establishment of the ADI committee as a Senate standing committee, Bylaws must reflect committee membership criteria.

## Bylaws

Section III. Senate Standing Committees,  
C. Membership

8. The membership of the Anti-racism, Diversity, and Inclusivity (ADI) committee shall consist of:  
a. one (1) faculty member from each academic college and library,  
b. one (1) faculty member from an interdisciplinary program,  
Faculty must meet one (1) criterion from III.C.8.i., three (3) of the criteria from III.C.8.ii., or  
submit a narrative as outlined in III.C.8.iii.

i. Criteria 1:

- 1) PhD. or Masters in ADI-related degree(s)
- 2) Educational background in which oppression, discrimination, prejudice, misogyny, human rights, social justice, (in)equity, (in)equality, power, anti-racism, diversity, or inclusion were a focus of the graduate program.
- 3) At least a third of the graduate coursework taken was on issues of oppression, discrimination, prejudice, misogyny, human rights, social justice, (in)justice, (in)equity, (in)equality, power, anti-racism, diversity, or inclusion.

ii. Criteria 2:

- 1) Have taught for a year in the following topics: oppression, discrimination, prejudice, misogyny, human rights, social justice, (in)equity, (in)equality, power, anti-racism, diversity, or inclusion.
- 2) Have completed five or more ADI-related graduate courses.
- 3) Participated in ADI-themed research, creative works, or performances.
- 4) Have completed at least one ADI-related scholarly training or workshop in the last five years.
- 5) Have implemented ADI-related material in courses taught for academic credit-bearing courses or certificate programs using pedagogical practices that support ADI.
- 6) Are currently engaged in sustained ADI-related professional, campus, or community service.

iii. Criteria 3:

- 1) Provide a brief narrative describing how you would contribute to this committee, explaining why you want to serve on this committee, and stating how your qualifications would make you a good candidate for this committee.

c. one (1) student selected by ASCWU, non-voting,

d. Provost designee, ex officio, non-voting,

e. Registrar designee, ex officio, non-voting.

# Exhibit F

## Bylaw and/or Code Section:

Faculty Code, Section IV.D.1.g.

## Title of Section:

Faculty Code, Section IV. Faculty Senate, D. Committees, 1. Standing Committees, g.

New X      Revision X

## Summary of changes and/or additions:

### Faculty Code:

Revision of Section IV.D.1 revised section to reflect change to the number of standing committees and addition of ADI committee.

## Rationale for changes and/or additions:

With the establishment of the ADI committee as a Senate standing committee, the Code required an update.

## Faculty Code

Section IV. Faculty Senate

D. Committees

### 1. Standing Committees

The Senate shall maintain ~~six~~ seven standing committees. They are the General Education Committee (GEC), the Academic Affairs Committee (AAC), the Curriculum Committee (FSCC), the Bylaws and Faculty Code Committee (BFCC), the Evaluation and Assessment Committee (EAC), ~~and~~ the Budget and Planning Committee (BPC), and the Antiracism, Diversity, and Inclusivity Committee (ADI).

- a. The GEC shall be concerned with the study, development, and improvement of the General Education Program. The committee shall review and recommend courses, programs and policies of general education in close cooperation with appropriate academic administrators. It shall perform other duties as may be requested or approved by the Executive Committee.
- b. The AAC shall be concerned with the study and improvement of academic standards, academic policies and regulations, and academic organizational structures. The committee shall review and recommend changes to academic policy (section 5-90 of the CWU policies Manual, General Academic Policies). It shall perform other duties as may be requested or approved by the EC.
- c. The FSCC shall be concerned with the study, development, and improvement of the curriculum, educational programs, and academic policy at the university. It shall cooperate with other individuals, groups, or committees at the university in carrying out its duties. The committee shall review and recommend changes to academic policy (section 5-50 of the CWU Policies Manual, Curriculum Policies and Procedure). It shall perform other duties as may be requested or approved by the EC.

- d. The BFCC shall be concerned with the continuing study and improvement of the Bylaws and the Code. It shall receive, review, initiate, and make recommendations or proposals for amendments to both documents to the Senate via the EC, coordinating its efforts with other individuals, groups or committees as necessary or appropriate. It shall prepare drafts of such amendments and present such drafts to the Senate together with the rationale for such amendments, and do such other similar things as charged by the EC.
- e. The EAC shall be concerned with assessment tools affecting faculty or requiring faculty input. It shall receive, review, initiate, and make recommendations or proposals for assessment tools used for the biennial faculty assessment of academic administrators on a rotating basis (even years: President, Vice Provost, Library Dean, and Dean of Graduate Studies; odd years: Provost, College Deans, Dean of Undergraduate Studies) and the annual Senate and EC assessments, and do such other similar things as charged by the EC, coordinating its efforts with other individuals, groups or committees as necessary or appropriate.
- f. The BPC shall be concerned with the overall university budget, the implementation of and changes to the budgeting model, and the impact of the university budget on academics. The committee will facilitate a two-way flow of information between faculty at the department level and the President's Budget Advisory Council (PBAC). It shall make budgetary recommendations on behalf of faculty and as representatives of the faculty to the PBAC. Whenever possible, especially on matters of great importance, the BPC's recommendation must be voted upon by the Senate. Any senator may make a motion to reject or amend a proposed recommendation by the committee. If the motion passes, the original recommendation shall be considered rejected or amended, and shall not be proposed by the BPC to the PBAC. The BPC shall perform other duties as assigned by the EC.
- g. The ADI committee shall be concerned with the study, development, and improvement of the ADI graduation requirement. The committee shall review and recommend courses and policies for the ADI graduation requirement in close cooperation with appropriate academic administrators and other Senate committees. It shall perform other duties as may be requested or approved by the EC.

# Exhibit G

**Bylaw and/or Code Section: Faculty Code, entire document.**

**New                      Revision X**

**Summary of changes and/or additions:**

- Suggestions for replacement of gendered language throughout the Faculty Code.
- Suggestions for clarification/revision of minor issues (beyond clerical) in the Faculty Code

**Rationale for changes and/or additions:**

Many areas of the Faculty Code require updating binary gender labels with more neutral and inclusive terminology (e.g. replacement of the titles/terms 'Emerita/Emeritus' with 'E/emérit' and 'his/her' with 'they'). The Latin term emeritus was originally used to refer to soldiers who had completed their military duty. The term was later used for those retiring from professional positions and emerita to refer to female retirees. Freyd (*Professor Emerit: It is Time to Reject Gendered Titles for Retired Faculty*; 2021) points out a few issues with the use of the masculine 'Emeritus'; 1) "The common usage makes gender salient in situations where it need not be made salient." (para 2) and 2) "[the terms Emeritus/Emerita] force a binary distinction that may be particularly oppressive to some individuals." (para 3). The following universities have formally adopted the gender-neutral term Emerit; University of Wisconsin-Madison (2022), University of Oregon (2022).

Additionally, the BFCC identified errors, typos, and inconsistencies throughout the Code during the 2021 – 2022 AY that were identified at the time as being potentially more than just clerical changes.

## PREAMBLE

### DEFINITIONS

College: In the Code, a college refers to any one of the Central Washington University's academic, faculty-led institutions headed by a dean or executive director. These are: College of the Arts and Humanities (CAH); College of Business (CB); College of Education and Professional Studies (CEPS); College of the Sciences COTS); Central Washington University Libraries.

Consultations: Substantive discussion of mutual exchange between two or more parties. Consultation both informs, receives feedback, and carefully considers feedback. Ideally, decisions will reflect consensus between the administrative leadership, appropriate bodies of the faculty, or other pertinent parties at Central Washington University (CWU).

Department: See [CWUP 5-60-030](#).

Interdisciplinary Programs: see [CWUP 5-90-070](#).

President: The President is the Chief Executive Officer of the University, and is appointed by the Board of Trustees (BOT), which delegates broad administrative authority to the President. Office of the President: The staff within the Office of the President coordinate policy development, communications, special projects, budget and other matters for the President's Division, as well as for the university generally.

Secret Ballot: A ballot which lists all nominees and voters can indicate their choices without revealing how individual voters have voted (Robert's Rules 45:18).

Simple Majority: 50% of those casting votes plus 1.

Unit: Any academic entity that falls under the category of program, school, library, department, or college.

### ABBREVIATIONS

The following abbreviations shall be used in this document:

AAC&U: American Association of Colleges and Universities AAUP: American Association of the University Professors AAC: Academic Affairs Committee

ADCO: Academic Department Chairs' Organization

ADI: Antiracism, Diversity, and Inclusivity Committee

~~AA ASL: Office of the Provost/VP for Academic Affairs Academic and Student Life. The Provost serves as the Vice President for Academic and Student Life.~~

BOT: The Board of Trustees of CWU

BFCC: Bylaws and Faculty Code Committee

BPC: Budget and Planning Committee

Bylaws: The Bylaws of the CWU Faculty Senate

CAH: College of Arts and Humanities

CB: College of Business

CBA: The collective bargaining agreement between CWU and the United Faculty of Central Washington University

CEPS: College of Education and Professional Studies

Code: The Faculty Code of the CWU Faculty Senate

COTS: College of the Sciences

CWU: Central Washington University

CWUP: Central Washington University Policy

CWUR: Central Washington University Procedure

EAC: Evaluation and Assessment Committee

EC: Executive Committee, The Executive Committee of the CWU Faculty Senate

FLR: Faculty Legislative Representative

FSCC: Faculty Senate Curriculum Committee

GEC: General Education Committee

NTT: Non-tenure-track Faculty

PBAC: President's Budget Advisory Council

Provost: CWU's Provost and Vice-President for ~~AASL~~

Senate: The Faculty Senate of CWU

TT/T: Tenure-track/Tenured faculty

UFC: United Faculty of Central Washington University

WLU: Workload unit

**Disclaimer**

The title of this document is the *Faculty Code* (hereinafter referred to as the "Code"). The provisions of this document may not conflict with the actions of the Board of Trustees (BOT) or the Collective Bargaining Agreement (CBA). The collective bargaining process addresses

mandatory subjects of bargaining and other aspects of the terms and conditions of employment that the parties agree to bargain.

## Preface

### History

Central Washington University (CWU) faculty first created a “Faculty Code of Personnel and Policy” during the 1946-1947 academic year, which was subsequently approved by the faculty, President, and BOT. This Code approved an 11-member Faculty Council that in 1962 became the Faculty Senate (Senate). With the approval of a CBA in 2006, the BOT approved the administration to create a new Faculty Code reflecting the conditions of the post-Collective Bargaining Agreement (CBA) environment. What follows is the result of that collaboration.

### Shared Governance

Constituents: President, BOT, students, faculty, staff, alumni, and community members. Shared governance is both an iterative planning process and a collaborative culture in which relevant constituents of CWU commit themselves to being partners in aligning their priorities to accomplish the mission of CWU. Shared governance functions through an organizational structure that fosters active collaboration, transparency, accountability, understanding, and acceptance of compromise, mutual respect, and trust.

For effective shared governance, we, as a university, must strive to improve our commitment, culture, collaboration, accountability, and transparency.

Commitment in shared governance consists, not only of written statements of support for shared governance, but also the creation and maintenance of mechanisms to allow for the allocation of time and resources to effectively carry out shared governance.

Our informal, collective network of attitudes, behaviors, and assumptions comprise our culture. Improvements in culture come from a commitment from university constituents to jointly consider difficult issues and to jointly develop strategic directions. Faculty should be a critical part in discussions surrounding themes central to the university mission. These themes include student outcomes, university revenue models, and campus capacity.

Meaningful participation by all relevant constituents during the formative stages of planning encompasses the ideal of collaboration in shared governance.

Shared governance is bolstered by consensus and clarity about who makes each type of decision on campus, as well as what role they have in the decision-making process. This clarity results in greater accountability.

Clear and honest communication by decision-makers to relevant constituents regarding the rationale for proposals and decisions aids transparency in shared governance.

Shared governance calls for a commitment on the part of faculty, the BOT and the administration to work together to strengthen and enhance the university. Shared governance is based on the principle that the division of authority and decision-making responsibility between faculty and administration should be based primarily on distinctive expertise and competence, and the legal responsibilities of each group as articulated in Washington State Law, the CBA and the Faculty Code. While the CBA strengthens that mission through evaluations of faculty,

the Faculty Code and Senate helps guarantee administrative quality through meaningful evaluations of the university administration. Such evaluations include regular evaluation periods, publication of results (in the form of data) to pertinent stakeholders and clear statements on the use of evaluations of administrators by the BOT and its administrative agents.

University and College committees – be they ad hoc or standing and regardless of their originating body – serve as the most vital centers of such collective decision-making and consultation. As such, the BOT, its administrative agents, faculty, staff, and students must all be allowed the opportunity to choose their own representatives for committees. Additionally, the administration and faculty must mutually commit to the time and supportive resources necessary for shared governance.

The Senate serves as the broadest representation of faculty at which the administration is present, and consultation with a quorum of the Senate functions as the most basic level of meaningful consultation between the Faculty and the Administration.

Shared governance acknowledges the interdependence among the BOT, its administrative agenda, faculty, staff, and students as well as the diverse expertise, talents, and wisdom that resides in each party. As such, shared governance requires that meaningful consultation rely on broad distribution of information to all stakeholders prior to making decisions. It also recognizes that unilateral actions as well as attempts to circumvent consultation damages the letter and spirit of shared governance. Commitment to this system will create a culture of mutual trust and respect, transparency, collaboration, and accountability.

### **Authority**

Legal authority is lodged in the BOT and delegated, through the President, to the administration and the faculty. The university President discharges this responsibility through a system of academic colleges, departments and programs, non-academic divisions, and other units. The faculty discharges its responsibility through (a) a system of programs, departments and colleges designed to plan, develop, and implement programs and policies inherent to the unit; (b) the Senate; and (c) university, college, and department committees.

December 2006 BOT  
Approved 12/8/2006  
Amended 5/4/20  
Amended 6/1/22

## Faculty Code

### Section I. Faculty

#### A. Faculty-Defined

1. The word “faculty” as used in this Code shall mean only the following individuals employed by the university:
  - a. Those individuals who conduct scholarship; who teach, coach, or supervise students or who engage in similar academic endeavors in which students receive credit or academic benefit; and
    - i. who hold the academic rank of professor, associate professor, assistant professor, or **emeritus emerit** professor; or
    - ii. who hold the professional designation of clinical faculty, senior research associate, research associate, senior lecturer, lecturer, visiting professor or coach.
  - b. Those individuals who occupy an administrative post, and who hold one of the academic ranks or professional designations listed in 1.a. above, and who hold academic tenure.
  - c. Those individuals who serve as librarians or professional media specialists or as members of the counseling or testing service, and who hold one of the academic ranks or professional designations listed in 1.a above.
2. The word “faculty” as used in this Faculty Code shall not apply to any employees of the university other than those listed in A.1 above. Thus employees such as civil service employees, civil service exempt employees without academic rank, or student employees are not entitled to the rights and privileges of this Faculty Code unless specific Faculty Code provisions make such allowances.

#### B. Other Faculty Appointments

The specific rights and responsibilities of faculty working in special roles shall be delineated in the agreement and/or contract with the appointing authority, subject to the terms of the CBA, e.g., interdisciplinary program director, academic program director within a department or graduate program director.

1. Election and Removal of Department Chairs
  - a. Election of Department Chairs
    - i. Department chairs are appointed to a four-year term.
    - ii. Department chairs are appointed upon the joint recommendation of the appropriate dean and department based on the process described below.
    - iii. For internal searches, each department holds an election to select its chair at a meeting presided over by the appropriate dean. The election of a chair is subject to the approval of the dean, the Provost, the President, and the BOT.
    - iv. Only eligible faculty in a department shall vote. Eligible faculty include tenured and tenure-track faculty and non-tenure-track faculty holding the title of assistant professor or senior lecturer as defined by the CBA. All eligible faculty shall be given a minimum of five (5) business days’ notice of the meeting date. Reasonable effort should be made to include, by proxy vote or absentee ballot, eligible faculty who are in off-campus positions or on leave.
    - v. The election result shall be determined by simple majority vote of eligible faculty. Ballots must be cast in person, by certified proxy or by absentee ballot.
    - vi. In the case where three or more candidates are running, if no candidate

receives a simple majority, there shall be a runoff vote for the candidates receiving the two highest votes.

- vii. If two or fewer candidates are running and no candidate receives a simple majority, the election shall be considered a failed election and paragraph (viii) below shall govern.
  - viii. In cases where no candidate achieves a majority vote in an election, the dean, in consultation with the Provost, may appoint an acting chair or chairs for a period not to exceed two (2) years.
  - ix. In consultation with the department faculty (identified in paragraph iv. above) and the Provost, the appropriate dean may initiate an external search for a chair. An external search for a chair must follow university hiring policy and procedure.
  - x. Departments may elect an individual to serve as department chair or two individuals to serve as co-chairs. The latter may have varying responsibilities and terms within a calendar year (e.g., academic year chair and summer term chair). Department policies must specifically address and delineate which one has the responsibilities for department management decisions such as budget, personnel, and curricular matters.
- b. Removal or Replacement of Chairs
- i. At any time, a simple majority of eligible faculty within a department may petition in writing to the appropriate dean for a review of the chair's effectiveness.
  - ii. If after the review, the appropriate dean, in consultation with the Provost, determines that a vote to recall and/or remove a department chair is warranted, the dean shall assure that a vote is conducted by secret ballot. The chair shall not participate in the balloting. All eligible faculty shall be given a minimum of five (5) business days' notice of the ballot date. Reasonable effort should be made to include, by proxy vote or absentee ballot, eligible faculty who are in off-campus positions or on leave.
  - iii. The appropriate dean may remove a chair at any time after consulting with an considering input from the Provost, the chair and the eligible faculty of the department if, in the judgment of the dean, removal is in the best interest of the department or the university.
- c. Filling Temporary Chair Vacancies
- i. When a chair is to be absent from the campus for a quarter or more, including summer, the department shall elect an acting chair from within its ranks, in accordance with I.B.1 above, if for any reason the department is unable to elect an acting chair, the appropriate dean can appoint an acting chair for no more than one quarter.
  - ii. An elected acting chair may serve for a period of up to two (2) years.
  - iii. When the chair is to be on leave for more than two (2) academic years, the chair must resign and a new chair is elected.
2. **Emeritus Emerit** Faculty Appointments
- a. Faculty, who are retiring from the university, may be retired with the honorary title of "**emeritus**" "**emerit**" status ascribed to their highest attained rank or title.
  - b. i. Faculty with emerit status may refer to themselves as emerit, emeritus, emeriti, emeritum or emerita.

- ii. The **emeritus emerit** status is recommended for faculty members who have an excellent teaching, scholarly, and service record consistent with their appointments. A normal requirement for appointment to the emeritus faculty is ten (10) years of full-time service as a member of the teaching faculty.
  - iii. The **emeritus emerit** status is recommended for non-tenured faculty members who have an excellent teaching record. A normal requirement for eligibility to the emeritus faculty is for the faculty member to teach at least thirty (30) quarters over a minimum of ten (10) years and have an accumulated total of at least 200 WLUs as a member of the teaching faculty.
  - iv. Any eligible faculty member may be nominated, including self-nomination, for **emeritus emerit** status to the department chair. Nominations shall include a current vitae and may include letters of support.
  - v. A simple majority of the eligible faculty in a department as defined in I.B.1.a.iv must approve the recommendation of **emeritus emerit** status. Departments must adhere to the simple majority vote.
  - vi. The BOT may grant **emeritus emerit** status to any faculty member at their discretion.
- e b. Process:
  - i. The department chair will send the nomination to the college dean with a copy to the nominee. The dean will arrange for a department vote of all eligible faculty.
  - ii. The college dean will then forward the nomination to the Provost with a recommendation of action and the results of the faculty vote. The Provost will then submit the nomination to the Board of Trustees with a recommendation of action and the results of the faculty vote and a copy of the recommendation by the dean.
- d. c. **Emeritus Emerit** status is a privilege and is subject to state ethics laws and the Washington State Constitution. University-related activities that are not part of any part-time employment at the university as described in the CBA are considered “volunteer hours.” These volunteer hours must be reported to the university payroll office by any emeritus faculty member every quarter for insurance purposes and for Department of Labor and Industries reporting.
- e. d. The **emeritus emerit** status ascribed to the faculty member’s highest rank or title provides for the listing of their name in the university catalog, use of the library and other university facilities, and participation in academic, social and other faculty and university functions. In addition, emeritus faculty:
  - i. shall be issued staff cards and parking permits each year without charge, if budget permits;
  - ii. shall have the same library and computer services, including an email account, as regular faculty;
  - iii. shall receive university publications without charge;
  - iv. shall qualify for faculty rates at university events, if available;
  - v. may be assigned an office, if space permits; as regular faculty;
  - vi. may have clerical support, if budget permits
  - vii. may serve on any committee in ex officio, advisory, or consulting capacity according to expertise and experience.
- f. The BOT may grant the status of **emeritus emerit** faculty posthumously to faculty members deceased during their term of service to the university. See [CWUP 2-](#)

[30-240](#) regarding benefits extended to a surviving spouse.

## Section II. Faculty Rights and Responsibilities

### A. Faculty Rights

All faculty members have the right to:

1. participate in faculty and university shared governance by means of a system of elected faculty representatives on committees and councils at the departmental, college, university and Senate levels;
  - a. Among the rights valued by the Senate is the right of any faculty member to speak on issues pertaining to their responsibilities. The Faculty Senate provides a protected environment in which faculty may engage in speech and actions (including voting) without fear of reprisal or admonition by their supervisors or administration. Faculty members who feel their rights under this Code have been violated may file a complaint as outlined in Faculty Code Section III.G.d.
  - b. Be treated fairly and equitably and have protection against illegal and unconstitutional discrimination by the institution.
  - c. Academic freedom as set forth in the 1940 *Statement of Principles on Academic Freedom and Tenure*, American Association of University Professors (AAUP) and Association of American Colleges, now the Association of American Colleges and Universities (AAC&U), with 1970 *Interpretive Comments* (AAUP), and the CBA.
  - d. Access to their official files, in accordance with the CBA.
  - e. Access (according to appropriate work assignment) to accurate budgetary, enrollment, retention, and alumni data for reasons of recruitment, retention, fundraising, budgeting and unit governance.
2. College Budget Committees  
Faculty have a right to:
  - a. Participate in budget decisions at department, college, and university levels, through the Faculty Senate Budget and Planning Committee (BPC), representatives on university budget committees and sub-committees, and representatives on college or unit budget committees (see Appendix C).
  - b. The AAUP [Statement on Government of Colleges and Universities](#) (1966) ~~statement on~~ refers to shared governance and makes clear that the BOT, administration, and faculty should “have a voice in the determination of short- and long-range priorities, and each should receive appropriate analyses of past budgetary experience, reports on current budgets and expenditures, and short- and long-range budgetary projections.” All participants in the budget process have the right to sufficient information to be able to carry out their responsibilities.
  - c. All faculty involved in the budget process have the right to speak on issues pertaining to the faculty member’s responsibilities as a participant in that process. The protections in II.A.1(a) apply to faculty members involved in the budget process at all levels.

### B. Faculty Responsibilities

1. Principal Areas of Collective Faculty Responsibility  
Collectively, the faculty has principal responsibility for academic policies and academic standards for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status (as defined in the CBA), and those aspects of student life which relate to the educational process. Principal

responsibility means that faculty, through the Senate and its committees, make decisions in consultation with the Provost, deans, and other administrators, subject to the approval of the President and the BOT.

These areas include

- a. curriculum, including program revision, criteria for addition and deletion of courses, and standards for granting degrees;
- b. subject matter and methods of instruction, including education policies, assessment of student learning, and grading standards;
- c. governance of the General Education Program at the university;
- d. scholarship, including research and creative activity, freedom of scholarly inquiry and standards for evaluation of faculty scholarship;
- e. implementation of CBA processes, including development of substantive content regarding faculty status, including faculty ethics, peer review in hiring, tenure, promotion, post-tenure review, and merit;
- f. those aspects of student life that relate to the academic experience, including student academic ethics and academic co-curricular policies;
- g. criteria for admissions to undergraduate matters;
- h. criteria for admissions to graduate programs and selection of graduate students;
- i. participation in accreditation and assessment.

## 2. Areas of Individual Faculty Responsibility

In addition to the collective responsibilities listed above, each faculty member has the responsibility to:

- a. fulfill assigned teaching duties, student advising, and other instructional activities benefiting students' academic development;
- b. follow policies and guidelines served from those policies by the university, college, and department;
- c. perform professional activity for continual updating of course content to reflect current development in the faculty member's academic field;
- d. uphold standards of professional ethics outlined in the AAUP Statement on Professional Ethics (see Appendix A of this Code) and the CBA;
- e. participate, where appropriate in the operation and governance of the department, college, and university by such means as to:
  - i. assist in the planning, delivery, assessment, improvement, and development of the academic curriculum in the disciplines housed in the department;
  - ii. participate in accreditation and program reviews;
  - iii. assist in student recruitment and retention;
  - iv. participate in the academic appeals procedure in accordance with guidelines established in Academic Affairs policy;
  - v. participate in the recruitment and selection of faculty, staff and administrators;
  - vi. participate with administrators in matters of faculty status such as reappointment, tenure, and promotions, per the terms of the CBA;
  - vii. participate in the assessment and evaluation of students, faculty, staff and academic administrators;
  - viii. participate in university and Senate committees;
  - ix. work collaboratively and productively with colleges.

## C. Areas Meriting Significant Faculty Consultation

Because all aspects of the university are interconnected, consultation with faculty is essential in areas that significantly affect the academic character and quality of the

university. Consultation occurs through substantive discussions between administrators and appropriate faculty bodies as specified in this document and as required by the collective bargaining process.

The more directly decisions affect the academic character and quality of the university, the more extensive and consultation with faculty should be. Ideally, decisions will reflect consensus between the administrative leadership and the appropriate bodies of the faculty.

Areas for faculty consultation include, but are not limited to:

1. university and college mission;
2. undergraduate and graduate admissions, enrollment management, and scholarships;
3. budget;
4. hiring and evaluation of academic administrators;
5. recommendation of candidates for honorary degrees;
6. academic facilities, including instructional technologies;
7. aspects of student life that affect academic climate and quality;
8. policies related to academic calendars; creation, reorganization, or renaming of academic units.

#### D. Procedures for Faculty Consultation

1. When consultation with faculty is sought, the initiator (e.g. an administrator or representative of a decision-making unit) will submit a request to the Faculty Senate Executive Committee (EC). Depending on the scope, the request may be submitted in the form of electronic or paper communication. The initiator's request should include:
  - a. a succinct, written summary of the matter;
  - b. preliminary identification of faculty bodies that might be impacted or for whom this might be relevant;
  - c. an assessment of potential positive AND negative impacts on colleges, departments, faculty, or other entities as relevant;
  - d. ~~in cases of creation, reorganization, or renaming of academic units.~~
2. In cases of creation, reorganization, or renaming of academic units, ~~the~~ the EC will:
  - a. Verify the list of faculty bodies that might be impacted.
  - b. Propose a procedure for faculty consultation and input, usually consisting of the following mechanisms:
    - i. "Committee Review": Send the proposal to a Senate committee or task force for review. Senate committees are responsible for representing faculty and may also, as part of their deliberations, need to solicit broader faculty input, as outlined below.
    - ii. Solicit representative faculty input using one or more of the following procedures:

- a) "Faculty Input": Solicit input via the system of senator representatives. This may include an oral presentation of the issue in Senate that includes a written communication via the Senate to faculty senators. This communication will include open-ended questions that solicit a range of concerns or ideas that might pertain to the issue. The communication should provide an end date for feedback (no less than 2 weeks). The EC will help compile the ideas in preparation for the next step(s).
  - b) "Faculty Survey": Administer a survey to the faculty via the Senate office. If the initiators do not have expertise in survey design, they must consult with those with such expertise to ensure a valid survey (e.g., is not leading or pre-determined).
  - c) "Faculty Vote": Give faculty the opportunity to participate in a confidential vote (online or in paper) over a specified time period (no less than 2 weeks). The faculty vote can precede or follow solicitation of broader faculty input.
3. Gather data to gain an understanding of the issues pertaining to the topic or initiative in one or both of the following ways:
    - a. "Focus group": Invite a representative sample of potentially impacted parties to a focus group. If the initiators do not have expertise in focus group design or facilitation, they must secure help from those with such expertise.
    - b. "Faculty forum": Invite all faculty to a forum to convey information and solicit feedback.
  4. In most cases, no one mechanism, alone, can be considered an adequate opportunity for input. Also, the following in isolation do not constitute valid "consultation with faculty": consultation only with the EC, Senate Chair, or other individual members of a Senate committee; or representation by one or several faculty on a committee. Moreover, consultation with faculty through Senate does not preclude consultation with other units, with which consultation may be required or advised (e.g. UFC or the Academic Department Chairs' Organization (ADCO)).
  5. After consultation the initiator:
    - a. will submit documentation of the process to the EC and how the input was incorporated in the decision-making.

### 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 two (2) awards, 1 for ~~tenured - track~~/tenured-track (TT/T) and one (1) for ~~non-tenured-track~~ faculty (NTT)). 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 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 Faculty of 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.

**Section IV. Faculty Senate**

There shall be a Senate, which is a representative body of the university's faculty as defined in the CBA. The Senate is the primary instrument for shared governance and consultation at CWU. The Senate shall have the responsibility of acting for and on behalf of the faculty in matters that are not mandatory subjects of collective bargaining or that are not in conflict with state, and federal law. The Senate shall conduct business, craft bylaws, and adopt motions under *Robert's Rules of Order*.

A. Powers

The Senate shall have the following powers and duties to:

- 1. submit recommendations to the BOT through the President;
- 2. review and approve changes regarding educational policy, curricula, academic programs, and academic regulations and standards;
- 3. adopt bylaws pertaining to the internal mechanisms of this Senate;
- 4. initiate action recommending studies and changes relating to educational policy, curricula, academic programs, and academic regulations and standards;
- 5. make recommendations on matters relating to faculty welfare or morale, student affairs, business and budgetary affairs, and other matters of professional interest to faculty;
- 6. facilitate communication among and between the faculty and administration.

B. Membership

1. The Senate shall include:

a. Voting members

The following voting members are selected from faculty who hold no concurrent exempt appointment.

- i. One senator and an alternate elected by and from ~~tenure-Trac-track/tenured Faculty~~ (TT/T) faculty from each academic department and the library.
- ii. Additional senators, elected as directed in paragraph I.i. above, allocated to departments as specified in the Senate Bylaws (Bylaws).
- iii. One senator-at-large and an alternate from each of the university centers that have at least five full-time faculty. Also one senator-at-large and an alternate for the remaining centers with fewer than five full-time faculty. Senators-at-large and alternates may be full-time ~~faculty~~ (NTT), and are elected by the faculty at the respective center(s).
- iv. Two NTT faculty members and two alternates elected in the spring quarter for the following year by those NTT faculty under contract in the preceding winter quarter. The senators and alternates shall serve for one academic year contingent on continued employment as NTT faculty at CWU. The EC shall oversee the election.

b. Nonvoting members

There shall also be the following ex officio, nonvoting members:

- i. the President;
- ii. the Provost;
- iii. three student representatives selected by the Associated Students of CWU (ASCWU) – Board of Directors.

2. Terms of service for voting senators:

- a. Term appointments for TT/T senators and alternates shall run three (3) academic years. No TT/T senator shall serve more than three (3) consecutive terms. A partial term of two (2) academic years or more shall be treated as a full term, while a partial term of less than two (2) academic years shall not be counted.
- b. Term appointments for NTT senators and alternates shall run one (1) term. A partial term shall be treated as a full term.
- c. All terms begin June 16<sup>th</sup>.

3. Provisions for replacements are contained in the Bylaws.

C. Officers of the Senate

1. The faculty shall elect members of the EC, with such powers and duties as set forth in this document and transmitted by the Senate. The EC values a broad range of views and diverse knowledge of the university. To this end, membership from some colleges or the library may be limited to avoid over-representation.

2. Chair-Elect

- a. The Senate shall elect the chair-elect of the EC, with such powers and duties as set forth in this document and transmitted by the Senate. The chair-elect shall serve as a member of the Bylaws and Faculty Code Committee (BFCC) and liaison to all non-senate committees.
- b. The chair-elect performs such duties and provides such advice that may be requested, such as: attend meetings as a resource at the request of the chair, support the ongoing Senate work and support the chair as needed.

3. Chair
  - a. The chair shall be the presiding officer at all meetings of the Senate, at any faculty forum, and at general faculty meetings upon request of the President of the university.
  - b. The chair shall serve as official representative and spokesperson of the faculty and the Senate in communication with the faculty, the BOT, the administration, the student body, and other groups regarding matters that are not mandatory subjects of bargaining.
    - i. In this capacity, the chair or the chair's designee shall have the right to ex officio voting membership on any university committees and councils on which the EC deems that faculty ought to be represented.
4. Past Chair
  - a. The past-chair shall serve on the BPC and serve as liaison to the FLR.
  - b. Past-Chair shall participate in the leadership transition of the Senate, and serve as a resource as needed to fulfill Senate business. Additionally, the past-chair will serve as timekeeper during Senate meetings.

#### **D. Committees**

1. Standing Committees

The Senate shall maintain six standing committees. They are the General Education Committee (GEC), the Academic Affairs Committee (AAC), the Curriculum Committee (FSCC), the Bylaws and Faculty Code Committee (BFCC), the Evaluation and Assessment Committee (EAC), and the Budget and Planning Committee (BPC).

  - a. The GEC shall be concerned with the study, development, and improvement of the General Education Program. The committee shall review and recommend courses, programs and policies of general education in close cooperation with appropriate academic administrators. It shall perform other duties as may be requested or approved by the Executive Committee.
  - b. The AAC shall be concerned with the study and improvement of academic standards, academic policies and regulations, and academic organizational structures. The committee shall review and recommend changes to academic policy (section 5-90 of the CWU policies Manual, General Academic Policies). It shall perform other duties as may be requested or approved by the EC.
  - c. The FSCC shall be concerned with the study, development, and improvement of the curriculum, educational programs, and academic policy at the university. It shall cooperate with other individuals, groups, or committees at the university in carrying out its duties. The committee shall review and recommend changes to academic policy (section 5-50 of the CWU Policies Manual, Curriculum Policies and Procedure). It shall perform other duties as may be requested or approved by the EC.
  - d. The BFCC shall be concerned with the continuing study and improvement of the Bylaws and the Code. It shall receive, review, initiate, and make recommendations or proposals for amendments to both documents to the Senate via the EC, coordinating its efforts with other individuals, groups or committees as necessary or appropriate. It shall prepare drafts of such amendments and present such drafts to the Senate together with the rationale for such amendments, and do such other similar things as charged by the EC.

- e. The EAC shall be concerned with assessment tools affecting faculty or requiring faculty input. It shall receive, review, initiate, and make recommendations or proposals for assessment tools used for the biennial faculty assessment of academic administrators on a rotating basis (even years: President, Vice Provost, Library Dean, and Dean of Graduate Studies; odd years: Provost, College Deans, Dean of Undergraduate Studies) and the annual Senate and EC assessments, and do such other similar things as charged by the EC, coordinating its efforts with other individuals, groups or committees as necessary or appropriate.
  - f. The BPC shall be concerned with the overall university budget, the implementation of and changes to the budgeting model, and the impact of the university budget on academics. The committee will facilitate a two-way flow of information between faculty at the department level and the President's Budget Advisory ~~Council~~ Committee (PBAC). It shall make budgetary recommendations on behalf of faculty and as representatives of the faculty to the PBAC. Whenever possible, especially on matters of great importance, the BPC's recommendation must be voted upon by the Senate. Any senator may make a motion to reject or amend a proposed recommendation by the committee. ~~If the motion passes, the original recommendation shall be considered rejected or amended, and shall not be proposed by the BPC to the PBAC. The BPC shall perform other duties as assigned by the EC.~~
2. Creation of Committees
- The Senate shall have the right to authorize the creation of additional standing committees that are necessary to accomplish the work of the Senate.
- a. The EC may initiate and, with the approval of the Senate, authorize the creation of standing committees. Alternatively, any senator with a written petition signed by a total of ten (10) senators may recommend to the EC the creation of a standing committee. No later than forty-five days after receipt of the petition, the EC shall submit the proposal to the Senate for its consideration.
  - b. The chairperson of any standing committee shall have the authority, upon approval of the voting members of the standing committee and of the EC, to create subcommittees.
  - c. The EC shall have exclusive authority to create ad hoc committees.
3. Authorization of Committees
- The authorizing resolution or motion establishing any standing committee shall include, but is not limited to, language to establish the scope of the committee's charge, the length of time for which the committee will be in service, the number of members on the committee, and the length of term for which members will serve.
- a. The EC with the approval of the Senate, may, at any time, amend the authorizing language of a standing committee.
  - b. The maximum length of time a standing committee shall be authorized by the Senate is four years, excepting those committees identified in D.1 above. The Senate may reauthorize a standing committee at the end of its term.
  - c. There shall be no limit to the number of times the Senate may reauthorize a standing committee.
4. The EC shall have the right to appoint the members of all Senate standing, sub, and ad hoc committees with Senate approval.

5. Terms of service for committee chairs shall be limited to six (6) consecutive years. A partial year shall be treated as a full year.
6. All changes suggested by any committee must be approved by the Senate before being adopted.
7. The EC shall nominate a faculty legislative representative to the President. Upon approval by the President, this nominee shall then be confirmed by the full Senate.
8. The EC shall forward nominations for faculty positions on university standing committees to the Offices of the President and Provost. The Provost or President shall make the final selections and appointments.
  - a. A committee member shall report on at least a quarterly basis to the chair-elect using the form provided by the EC. If there are issues that affect the general faculty, additional contact is required (as outlined in section II.B.2).
  - b. The chair-elect will serve as liaison and report to the Senate.

#### **E. Assigned Time and WLU for Senate Offices and Activities**

1. WLU associated with Senate offices and activities are based on: thirty (30) hours of time spent in meetings and in preparation for meetings - one (1) WLU. It is acknowledged that units assigned reflect an annual average that faculty may reasonably expect over a three-year term.
2. Faculty Senate Chair
  - a. The Faculty Senate Chair shall be relieved of thirty-six (36) WLU of teaching for the academic year to perform their duties. The department in which the chair teaches shall receive compensatory funds from the Faculty Senate.
  - b. The chair assumes certain duties and responsibilities in the summer, for which 8-14 WLU (based on need and budget considerations) are negotiated with the President.
3. Faculty Senate Chair-Elect
  - a. The Faculty Senate chair-elect shall be relieved of eighteen (18) WLU of teaching for the academic year to perform their duties. The department in which the chair-elect teaches shall receive compensatory funds from the Faculty Senate.
  - b. The chair-elect assumes certain duties and responsibilities in the summer, for which the Faculty Senate Chair assigns 1 WLU.
4. Faculty Senate Past Chair
  - a. The Senate past chair shall be relieved of eighteen (18) WLU of teaching for the academic year to perform their duties. The department in which the past chair teaches shall receive compensatory funds from the Faculty Senate.
  - b. The past chair assumes certain duties and responsibilities in the summer, for which 4-7 WLU (based on need and budget considerations) will be negotiated with the President.
5. EC Member
  - a. EC members who are not the chair, chair-elect or past chair shall receive six (6) service WLU, three (3) of which shall be reimbursed by the Senate.

- b. Members of the EC assumes certain duties and responsibilities in the summer, for which the Faculty Senate Chair assigns 1 WLU.
6. FLR
    - a. The FLR shall receive release time from teaching as well as a travel allowance, negotiated each year with the President.
    - b. In the event that the FLR is also elected chair of the Council of Faculty Representatives (FLRs of Washington universities), more release time, a higher travel allowance, and a summer stipend shall also be negotiated.
    - c. Past allocations for these items shall be available from the Senate Office.
  7. Senator
    - a. WLUs for senators from academic departments, the library, and university centers (IV.B.1.a.i-iii) are estimated at one (1) per academic year.
    - b. WLUs for NTT senators (IV.B.1.a.iv) shall be allocated each year in consultation with the Provost. Information on past allocations for these positions shall be available from the Senate office.
  8. Senate Committee Chair
 

WLUs for the position of chair of a Senate committee are estimated at two to four (2-4) per academic year. When elected committee chairs configure their workload plans, they should contact the Faculty Senate Office to determine a specific estimate for the upcoming year.
  9. Senate Committee Member (Non-Chair)
 

WLUs for the positions of non-chair members of Senate committees are estimated at one to two (1-2) per academic year. When ratified committee members configure their workload plans, they should contact the Faculty Senate Office to determine a specific estimate for the upcoming year.

**F. Internal Senate Procedures for the Protection of Faculty Rights and Responsibilities**

1. Interpretation (Bylaws VII.A)
 

A request for formal interpretation of the Code must be submitted by a petitioner or petitioners to the BFCC. That committee shall review the request and make a written recommendation to the Senate, which shall take action on the recommendation. If the recommendation is forwarded to the BOT, the BOT shall take action on the recommendation within sixty (60) days of its receipt from the Senate.
2. Senate Forum (Bylaws VII.B)
 

The Senate forum is an open meeting, called by the Senate chair and/or EC, to which all members of the faculty shall be invited. Its usual purpose is for the Senate to convey information to the faculty and to solicit their feedback. All faculty are strongly encouraged to attend such a forum should a referendum be called.
3. Referendum (Bylaws VII.C)
 

The Senate may decide to refer any question or issue before it to the faculty-at-large for vote. All faculty are strongly encouraged to vote should it be called. Eligible faculty include TT/T faculty, full-time NTT faculty, and Senior Lecturers.

4. Senate Hearing (Bylaws VII.D)  
Any ten (10) eligible faculty (as defined in Section IV.F.3) members may, by written petition filed with the Senate Chair, secure any opportunity, as a body or by selected representatives, to address the Senate in order to convey information, request Senate action, or propose policy changes on any matter over which the Senate has the power to act. The petitioners do not, however, have the power to advance motions (which resides only with members of the Senate) or to compel the Senate to act on any matter that they raise. Anonymity cannot be guaranteed.
5. Review by Faculty (Bylaws VII.E.)  
All actions (motions passed) by the Senate shall be subject to review by the faculty if a written petition for review has been signed by at least ten (10) percent of faculty-at-large (as defined in Section IV.F.3 I.A.1.a.) and submitted to the Senate Chair. The petition must be filed no later than fourteen (14) days after the approval of the minutes of the Senate meeting during which the action to be reviewed was taken. If the Senate refused to change its position, a vote of the entire faculty on the Senate action under review shall be conducted by the EC. This vote shall determine whether or not the Senate action is reversed.
6. Amendment Process
  - a. Amendments to the Code may be proposed only by members of the Senate.
  - b. Copies of all amendments shall normally be sent to all members of the Senate, and must be formally read and incorporated in the minutes of two consecutive Senate meetings. But for an exception, see paragraph e. below.
  - c. An amendment may be voted on during the meeting following the meeting in which the proposal was read for a second time. Approval of an amendment requires a two-thirds majority of those present and voting.
  - d. Upon final approval of an amendment to the Code, the motion number and date shall be noted in the revised language.
  - e. Purely clerical amendments (i.e., to spelling, grammar, structure, or organization) that do not affect content can be an exception to paragraphs b-d above. If the BFCC votes unanimously that an amendment is purely clerical; and if the EC votes unanimously in agreement; then, and only then, the amendment may be presented to the BOT for approval with without being read and voted on by the Senate. If any member of either the BFCC or the EC does not agree that the amendment is purely clerical, the amendment process must proceed as specified in paragraphs b-d above.
  - f. All amendments are subject to final approval by the BOT.

## **G. External Senate Procedures for the Protection of Faculty Rights and Responsibilities**

1. Complaint Policy and Procedures
  - a. Obligations  
The university recognizes the right of faculty to express differences of opinion and to see 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 form 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

- i. **Complainant(s):** An individual or group representative making the complaint.
- ii. **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.
- iii. **Complaint:** An allegation made by the complaint(s) that the respondent(s) has violated the Code or policies under the Senate purview.

c. Scope

- i. **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 Senate purview. A complainant may file a complaint that asserts a violation of the following Code, policies and/or standards:
  - a) Code
  - b) 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) Professional Ethics (Faculty Code Appendix A)
  - i) Scholarly Misconduct
    1. Complaints alleging fabrication falsification or plagiarism in research/scholarship are subject to [CWUP 2-40-250](#). Both the Senate and CWUP processes will be conducted in parallel.
- ii. **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. Complaint Process

- i. 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, complaint(s) complainant(s) may file a formal written complaint with the Senate for review.

- ii. A complaint(s) complainant(s) filing a complaint should first consult Section IV.G.1 Complaint Policy and Procedures, and meet with the Senate Chair. The Chairperson will advise the complaint(s) complainant(s) about the Senate's jurisdiction and the complaint process.
- iii. To initiate a formal complaint, complainant(s) must complete, sign, and submit the Complaint Form located on the Senate website, which includes the following mandatory elements.
  - a) Concise statement identifying the complaint(s) complainant(s) with contact information.
  - b) Concise statement identifying the respondent(s) with contact information.
  - c) Basis for seeking a review by the 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 complaint(s) complainant(s).
  - i) Reasonable outcomes that would resolve this situation.
  - j) Summary of efforts to resolve this complaint.
- iv. 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 (EC).
- v. Complaints are not confidential. Elements of this complaint may be released as needed at the discretion of the EC.
- vi. 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.
- vii. 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.

- viii. 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 nature of the complaint.
- ix. The committee(s) 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 complaint(s) 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
- x. 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.
- xi. 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
- xii. 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.

## 2. Vote of No Confidence

Academic administrators may be subject to a Vote of No Confidence. Votes of No Confidence require two primary steps. The first step (Section a-c) is an *authorization vote* by the Senate to determine the specific parameters of the Vote of No Confidence (who, what, where, when and why) as well as to charge the Senate (EC) with the authority to conduct the Vote of No Confidence. The second step (Section d) is the *implementation* of the Vote of No Confidence by the EC.

- a. Motions to Authorize a Vote of No Confidence
  - i. There are two avenues that can be used to initiate the authorization of a Vote of No Confidence.

- a) Any Senator, when accompanied by a written second to the motion from another Senator, may bring a motion to hold a Vote of No Confidence.
    - b) Any ten (10) eligible faculty members (Section I.A. Faculty Defined) may bring a petition to hold a Vote of No Confidence.
  - ii. Authorization motions must be submitted to the Senate Chair at least ten (10) working days before the next regular meeting of the Senate when the motion is intended to be introduced. This motion charges the EC to conduct a Vote of No Confidence. The motion must include:
    - a) name and title of administrator;
    - b) instructions guiding how the vote is to be conducted (i.e. time/day, voting period, who may vote);
    - c) the specific ballot language; and
    - d) reason and justification for the Vote of No Confidence.
  - iii. Methods of conflict resolution reasonably available (e.g. informal talks, mediation, etc.) should have been exhausted before bringing a motion for a Vote of No Confidence to the Senate.
- b. Committee Review of the Motion for a Vote of No Confidence
- i. The EC – or an *ad hoc committee* appointed by the EC – will be charged with reviewing the motion for any procedural or factual content before it goes to the floor of the Senate. The reviewing committee may consult with individuals or groups (e.g. originator(s) or subject of the vote) as needed while assessing any claims made in support of the motion.
  - ii. If the EC or *ad hoc committee* determines that additional time is needed to review any claims or procedural issues, the committee may request an additional delay until the following meeting. However, the motion must be brought to the floor of the Senate at the following meeting (within 2 regularly scheduled Senate meetings since being submitted to the Senate Chair) unless withdrawn by the originator(s).
  - iii. The EC or *ad hoc committee* may, at its discretion, issue a report to the Senate with any factual or procedural findings for their review of the motion.
  - iv. The Senate Chair will notify the individual subject to the Vote of No Confidence motion at least five (5) working days after receipt of the motion and invite that person to the Senate meetings where the motion will be introduced.
- c. Floor Vote on Motion for a Vote of No Confidence
- i. Upon review by the EC or *ad hoc committee*, the authorization motion for the Vote of No Confidence will be introduced at the next Senate meeting. The text of the motion, as well as any reports or additional commentary by reviewing committees will be distributed to Senate.
- d. Conducting the Vote of No Confidence
- i. Upon being passed by a simple majority vote in the Senate, the EC will carry out the Vote of No Confidence as outlined in the motion. Votes will be conducted by

a confidential paper ballot. The EC will decide any details regarding the implementation of the vote that were not addressed in the motion.

- ii. The EC will notify the subject of the vote, in writing, of the results at least (1) day prior to the results being made public. Results of the vote will be made public in the Faculty Senate office and will also be sent to the original petitioner(s) (Section IV.G.2.a), Senators, the President of the University, and BOT.

## Appendix A: Statement on Professional Ethics

### From the AAUP Policy Documents and Reports (Red Book).

~~The following statement, a revision of a statement originally adopted in 1966, was approved by the Association's Committee on Professional Ethics, adopted by the Association's Council in June 1987, and endorsed by the Seventy-third Annual Meeting.~~

### **Statement on Professional Ethics**

The statement that follows was originally adopted in 1966. Revisions were made and approved by the Association's Council in 1987 and 2009.

#### *Introduction*

From its inception, the American Association of University Professors has recognized that membership in the academic profession carries with it special responsibilities. The Association has consistently affirmed these responsibilities in major policy statements, providing guidance to professors in such matters as their utterances as citizens, the exercise of their responsibilities to students and colleagues, and their conduct when resigning from an institution or when undertaking sponsored research. The Statement on Professional Ethics that follows sets forth those general standards that serve as a reminder of the variety of responsibilities assumed by all members of the profession.

In the enforcement of ethical standards, the academic profession differs from those of law and medicine, whose associations act to ensure the integrity of members engaged in private practice. In the academic profession the individual institution of higher learning provides this assurance and so should normally handle questions concerning propriety of conduct within its own framework by reference to a faculty group. The Association supports such local action and stands ready, through the general secretary and the Committee on Professional Ethics, to counsel with members of the academic community concerning questions of professional ethics and to inquire into complaints when local consideration is impossible or inappropriate. If the alleged offense is deemed sufficiently serious to raise the possibility of adverse action, the procedures should be in accordance with the 1940 Statement of Principles on Academic Freedom and Tenure, the 1958 Statement on Procedural Standards in Faculty Dismissal Proceedings, or the applicable provisions of the Association's Recommended Institutional Regulations on Academic Freedom and Tenure.

## The Statement

- 1) Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.
- 2) As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.
- 3) As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates, even when it leads to findings and conclusions that differ from their own. ~~In the exchange of criticism and ideas professors show due respect for the opinions of others.~~ Professors acknowledge academic debt and strive to be objective in their professional ~~judgement~~ judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.
- 4) As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.
- 5) As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

## Appendix B: Distinguished Faculty Awards

### Section I. FUNDING for DISTINGUISHED FACULTY

Stipends and release time is generously provided by the Office of the President and the CWU Foundation.

- A. The annual Distinguished Faculty Awards in teaching, scholarship, and service will receive a one-time \$2,500 stipend.
- B. 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 WLU specified in Appendix B: I.B. 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 the office of the Senate by December 1, or, if this date falls on a weekend, the first instructional day thereafter.
2. All materials supporting the nomination (i.e., nominees' notebooks) must be received by 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 (6) 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 fifteen (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, Emerit 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 investigate 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 re-nominated.
7. Material of award recipients shall be retained for three years in the office of the Senate.
8. Neither nominees nor nominators should attempt to contact the committee, the Senate office, or the President's Office about the process 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.

#### ~~Selection~~ Section IV. SELECTION COMMITTEE

##### A. Membership

1. Members of the selection committee are approved by the EC.
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 award category selected by the EC.
  - b. One must be an alumnus selected by CWU Alumni relations.
  - c. One must be an individual selected by the EC from three names forwarded by the CWU Retiree Association to balance out the composition of the committee.
4. ~~Emeritus~~ Emerit 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 BOT for approval at their spring meeting.

#### 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.
- C. The Board of Trustees Award will be awarded at the Board of Trustees spring meeting.

#### Section VI. REQUIRED APPLICATION MATERIALS

- 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 full-time member of the CWU faculty and has a minimum of six (6) 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 teaching. 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 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 for all courses, 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 (6) 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~~ their 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 benefits by the service.

C ~~5.~~ Materials for Distinguished Scholarship/Artistic Accomplishment Award

The Distinguished Scholarship/Artistic Accomplishment 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.
- ~~6.~~ 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 (6) 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 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 accomplishment (20 maximum);
  - b. for Artistic Accomplishment – reviews, newspaper clippings, programs, reports, awards, acknowledgements, 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. 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 fifteen (15) years of 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 teaching. This statement must not exceed 3000 words.
4. 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.
  - a. letters of recommendation, support or corroboration from colleagues, associates, students or relevant others emphasizing professional recognition, quality and credibility of teaching, service and scholarship/artistic accomplishment (30 maximum).
  - b. a portfolio reflecting the full range of the nominee's teaching assignment, containing summary sheets for student evaluations of instruction for all courses, arranged chronologically, taught during the last five (5) 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 fifteen (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;
- g. public acknowledgement, such as, newspaper clippings, testimonials, awards, etc.;
- h. chronological listing or concise summary of the nominee's service, indicating the recipient group and/or geographical area benefited by the service;
- i. for Artistic Accomplishment – reviews, newspaper clippings, programs, reports, awards, acknowledgements, grants funded, etc.;
- j. 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.

## **APPENDIX C: College Budget Committees**

### **Section I. DEFINITION**

For the purpose of this section, “college budget committee” will also include the library budget committee, and “college” refers to an academic college and the library.

### **Section II. COLLEGE POLICIES**

The principles below are broad guidelines relative to faculty rights and responsibilities on college budget committees. Colleges shall establish their own specific policies and guidelines for their budget committees, which at a minimum, should adhere to the principles and practices below. College budget committee policies shall be approved by a vote of a simple majority of all the faculty in the college.

### **Section III. COMPOSITION**

- A. College deans shall ensure that college budget committees:
  - 1. Are broadly representative of the departments in the college. All faculty are eligible to serve on the committees. All members of the committee must be members of the college. Faculty (including chairs) shall represent at least 2/3 of the voting members of the committee.
  - 2. Have clearly delineated terms that allow for continuity on the committee.

### **Section IV. COMMITTEE RESPONSIBILITIES**

- A. The committees are consultative groups for the deans, and are the minimum required consultation on college and unit budget questions. Larger questions may require broader consultation, as outlined in I.D., Faculty Consultation.
- B. The committees shall review and make recommendations about the entirety of the college budget.
- C. Committees shall report back on the faculty in their college on a regular basis.

### **Section V. COMMITTEE MEMBER RESPONSIBILITIES**

- A. Faculty members of the committee represent the greater good of the college and will make budgetary recommendations based on a broad range of faculty interests and ideas.
- B. On issues of broader import, committee members have an obligation to consult with the larger college prior to making a recommendation to the dean.

## Exhibit H

### Aviation Management BS, Executive Pilot Specialization

[Aviation Management BS, Executive Pilot Specialization - Fall - 2023 | Curriculum](#)

#### Aviation Management Core Requirements

- AVM 250 Air Transportation (4)
- AVM 270 Aviation Data Analysis (4)
- AVM 330 Aviation Law (3)
- AVM 332 Aviation Legislation (4)
- AVM 334 Airport Management (4)
- AVM 335 Aviation Management (4)
- AVM 338 Airport Administration and Finance (4)
- AVM 350 Aviation Career Planning and Professionalism (3)
- AVM 417 Aviation Safety Management (4)
- AVM 420 Aviation Labor Relations (4)
- AVM 422 Legal Ethics in Aviation (4)
- AVM 424 Aviation Security (4)
- AVM 426 International Aviation Management (4)
- AVM 430 Airport/Airline Marketing (4)

**Total Core Credits     54**

#### Executive Pilot Specialization

##### Executive Pilot Specialization Courses

FAA Pilot Certificates Credits: (36-45)

Thirty-six to forty-five credits (depending on type of certificates and ratings) will be accepted upon completion of all other degree requirements. See program advisor.

**Total Specialization Credits: 36-45**

**Total Credits: 90-99**

## Exhibit I

# Spanish Major BA, Spanish Teaching Specialization

[Spanish Major BA, Spanish Teaching Specialization - Fall - 2023 | Curriculog](#)

### Core Requirements

#### Second-year Spanish Credits: 15

SPAN 251 Second-year Spanish (5)

SPAN 252 Second-year Spanish (5)

SPAN 253 Second-year Spanish (5)

#### OR

#### Spanish for Heritage Speakers Credits: 15

SPAN 261 Spanish for Heritage Speakers I (5)

SPAN 262 Spanish for Heritage Speakers II (5)

SPAN 263 Spanish for Heritage Speakers III (5)

#### Literature and Cultures Credits: 10

SPAN 301 Introduction to Spanish and Latin American Literature (5)

SPAN 310 Hispanic Civilizations and Cultures (5)

#### Composition and Grammar I Credits: 5

SPAN 341 Spanish Composition and Grammar I (5)

OR

SPAN 345 Composition and Grammar for Heritage Speakers I (5)

#### Culminating Experience Credits: 2

WLC 487 Culminating Experience (2)

### Total Core Credits: 32

### Spanish Teaching Specialization

#### Required Courses Credits: 11

WLC 484 Second Language Learning and Teaching: Theory and Praxis (5)

WLC 485 The Sociolinguistics of Language Education (5)

WLC 486 Washington State World Languages Teaching Endorsement Test Preparation (1)

#### Department Approved Electives Credits: 9-10

SPAN 342 Spanish Composition and Grammar II (5)

SPAN 343 Spanish Conversation (5)

SPAN 346 Composition and Grammar for Heritage Speakers II (5)

SPAN 385 Spanish Phonetics (5)

SPAN 398 Special Topics (1-6)

SPAN 414 Language Variation and Corpus Linguistics (5)

SPAN 446 Hispanic Cinema (5)

SPAN 449 Spanish Golden Age Literature (5)

SPAN 442 Spanish Translation and Interpretation (5)

SPAN 443 Advanced Spanish Translation (5)

SPAN 454 Medical and Legal Spanish for Translators and Interpreters (5)

SPAN 456 The Spanish and Latin American Short Story (5)

SPAN 496 Individual Study (1-6)

WLC 243 Target Language Discussion Section (1)

WLC 250 Language and Power (5)

WLC 482 Second- and Foreign-language Acquisition (5)

WL 483 Sociolinguistics(4)

WL 490 Cooperative Education (1-12)

OR

EDBL 401 Principles and Practices for Educating Linguistically Diverse Students  
(3)

AND

EFC 320 Multicultural Education (3)

**Total Specialization Credits: 20-21**

**Total Spanish BA, Spanish Teaching Specialization Credits: 52-53**

## Exhibit J

# Sport Management BS, Sport Event and Gameday Operations Specialization

[Sport Management BS, Sport Event and Gameday Operations Specialization - Fall - 2023 | Curriculum](#)

### Required Core Courses

- SPM 101 Contemporary Sport Management (4)
- SPM 325 Governance and Policy in Sport Organizations (4)
- SPM 355 Sports and Athletic Communication (4)
- SPM 365 Sports Facilities and Events Management (4)
- SPM 465 Global Perspectives in Sport (4)
- SPM 475 Professional Development in Sport Management (4)
- SPM 490 Sport Management Internship (1-12)  
(Must be taken for 8 credits.)
- PE 448 Leadership and Ethics in Sport (3)
- PE 453 Diversity in Sport (3)
- REC 381 Recreational and Collegiate Sports Management (3)
- ACCT 301 Accounting Skills for Non-Accounting Majors (5)  
OR
- REC 430 Grant Writing and Fundraising in Recreation Management (5)

Total Core Credits:46

### Sport Event and Gameday Operations Specialization

#### Required Courses Credits: 14

- HTE 373D Convention and Meeting Management (5)
- HTE 374 Festivals and Event Planning (5)
- HTE 393N Destination Marketing (4)

#### Department-Approved Electives Credits: 10-14

- HTE 202 Food and Beverage Operations (3)
- HTE 310 Customer Service Operations (4)
- HTE 331 Sustainable Events: Best Practices (3)
- HTE 420 Program Promotion, Sales and Advertising (5)
- HTE 484 Hospitality Law, Negotiation, and Risk Management
- REC 322 Recreation Programming and Activities (3)

**Total Specialization Credits: 24-28**

**Total Credits: 70-74**

## Exhibit K

# Sport Management BS, Sport Law Specialization

[Sport Management BS, Sport Law Specialization - Fall - 2023 | Curriculum](#)

### Required Core Courses

- SPM 101 Contemporary Sport Management (4)
- SPM 325 Governance and Policy in Sport Organizations (4)
- SPM 355 Sports and Athletic Communication (4)
- SPM 365 Sports Facilities and Events Management (4)
- SPM 465 Global Perspectives in Sport (4)
- SPM 475 Professional Development in Sport Management (4)
- SPM 490 Sport Management Internship (1-12)  
(Must be taken for 8 credits.)
- PE 448 Leadership and Ethics in Sport (3)
- PE 453 Diversity in Sport (3)
- REC 381 Recreational and Collegiate Sports Management (3)
- ACCT 301 Accounting Skills for Non-Accounting Majors (5)  
OR
- REC 430 Grant Writing and Fundraising in Recreation Management (5)

**Total Core Credits: 46**

### Sport Law Specialization

#### Required Courses Credits: 22

- MGT 394 Legal Considerations in Sport Business (5)
- LAJ 102 Introduction to Law and Justice (5)
- LAJ 303 Legal Research (4)
- LAJ 317 Introduction to Civil Practice (4)
- LAJ 418 Contract Law (4)

#### Department-Approved Electives Credits: 8

- LAJ 215 Law in American History (4)
- LAJ 302 Criminal Procedure (4)
- LAJ 313 Introduction to Criminal Law (4)
- LAJ 410 Legal Writing (4)
- LAJ 420 Community and Social Justice (4)
- LAJ 440 Basic Mediation (4)

**Total Specialization Credits: 30**

**Total Credits: 76**

## Exhibit L

# Philosophy, Political Science, & Economics minor

[Philosophy, Political Science, & Economics minor - Fall - 2023 | Curriculog](#)

### Required Courses Credits: 15

Choose one course from each discipline: PHIL, POSC, ECON

POSC 280 Introduction to Western Political Thought (5)

ECON 201 Principles of Economics Micro (5)

### Select One Course From

PHIL 151 Arguments about Life and Death (5)

PHIL 152 Arguments about Healthcare (5)

PHIL 153 Arguments about Social Issues (5)

PHIL 251 Introduction to Formal Logic (5)

### Elective Courses Credit: 15

Select One Course from each discipline

#### Philosophy Core

PHIL 347 Philosophy of Law (5)

PHIL 348 Social and Political Philosophy (5)

PHIL 357 Philosophy of Race (5)

#### Political Science Core

POSC 378 International Political Economy (5)

POSC 482 Early Modern Political Thought (5)

POSC 483 Recent Political Thought (5)

#### Economics Core

ECON 310 International Economics (5)

**Total Credits: 30**

## Exhibit M

# Mathematics: Secondary Education, BA

[Mathematics: Secondary Education, BA - 2023 | Curriculum](#)

### Required Courses

MATH 172 Calculus I (5)  
MATH 173 Calculus II (5)  
MATH 260 Sets and Logic (5)  
MATH 265 Linear Algebra I (4)  
MATH 272 Multivariable Calculus I (5)  
MATH 273 Multivariable Calculus II (5)  
MATH 290 The Habits of Mind of Mathematical Thinkers (3)  
MATH 314 Probability and Statistics (5)  
MATH 321 Mathematics BA Capstone (3)  
MATH 332 Discrete Models (4)  
MATH 355 College Geometry I (4)  
MATH 360 Algebraic Structures I (4)  
~~MATH 361 Algebraic Structures II (3)~~  
MATH 376 Differential Equations I (3)  
**MATH 406 Algebra for Teachers (4)**  
MATH 430 Introduction to Theory of Numbers (3)  
MATH 455 College Geometry II (3)

**Total Credits:** ~~63~~ **65** (Mathematics: Secondary Education, BA only)

**STEM Teaching Program Credits: 48-50 (or Professional Education Program)**

STEM Teaching Program, BA  
OR  
Professional Education Program

**Total Credits:** ~~111-113~~ **113-115** (Mathematics: Secondary Education, BA and Teacher Certification Program)

## Exhibit N

# Theatre Teaching Artist Certificate Type A

[Theatre Teaching Artist Certificate - Fall - 2023 | Curriculum](#)

### Required Courses

The following classes are required to earn your Teaching Artist Certificate.

TH 107 Introduction to Theatre (5)  
TH 140 Introduction to Theatrical Design (3)  
TH 278 Creative Drama (3)  
TH 329 Directing I (3)  
TH 423 Theatre Pedagogy (3)

### Select one acting series

TH 144 Foundations of Acting (3)  
TH 145 Foundations II (3)  
OR  
TH 244 Acting I (3)  
TH 245 Acting II (3)

### Total Credits: 23

Type A. College Sponsored Undergraduate Certificate Programs: Programs that admit only matriculating students and offer a set of courses approved through the CWU academic governance procedures are classified as "College Sponsored Certificate Programs." These programs are developed, taught, and offered by academic departments housed in colleges at CWU.

# Exhibit O

## CWUP 5-50-020 Definition of Curriculum Terms

(1) Certificate programs are courses of study that normally require less than 25% of the credits required for a degree program at the same level. Certificate programs may not exceed 44 credits. Certificate programs are specialized career programs, often geared for admission to licensing or career entrance tests, and results in a certificate. Certificate programs may also be noncredit.

(2) A cross-listed course is a course that may be offered by two or more programs or within the same program. Cross-listed courses must bear the identical course outcomes, description, credit, title, and numbering; only the prefix will be different. The following statement must be added to the course description: “(BUS XXX) and (ENG XXX) are cross-listed courses; a student may not receive credit for both.” If one of a given cross-listed course is offered in a quarter, the other will also be offered.

(3) Curriculum refers to individual courses and academic degree programs offered by the university. An academic degree program is a combination of courses (major, minor) related to a common theme, all of which contribute to a common purpose and lead to a specific goal which results in receiving a degree.

(4) Degree means a title or rank awarded by a college or university to a student who has successfully completed a required course of study (e.g., [associate's or](#) bachelor's or master's or specialist).

(5) Degree program means a set of educational requirements, identified jointly by the department or other degree-granting unit and the college or university, which leads to a degree. [Associate of Arts program requirements involve a combination of general education courses and elective courses.](#) Baccalaureate program requirements involve a combination of general education courses, courses in the major field of study, and elective courses. Graduate program requirements involve intensive study in the major field, preparation in the use and conduct of research, and/or a field or internship experience; professional programs generally prepare individuals for professional fields (e.g., law, medicine).

(6) Degree title means a full designation of the degree including level (e.g., [associate](#), bachelor, master), type (e.g., arts, applied science, science, education, fine arts), and major (e.g., mathematics, music, history). These distinctions are illustrated below. For the activities outlined in these guidelines, these definitions of a degree title will be used.

...

(17) The FSCC and the CWUP manual recognize only the following types of programs:

Majors

Specializations

Minors

Certificates (Types A-D)

### [Associate of Arts](#)

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

(1) Exceptions to the credit limits for degree programs for all undergraduate degrees as defined in CWUP 5-50-010(5) may be granted by the faculty senate upon justification by the proposing department. Justification must include, but not be limited to, documentary evidence of the following:

(A) Standards established by a national accrediting organization for the program. The accreditation process must accredit the program, not the student.

(B) Programs of similar content and size offered at comparable institutions of higher education.

(C) Contemporary employment practices in the involved profession.

(2) General Education Requirements. The general education requirements must be completed by all bachelor's degree recipients. The general education requirements with the exception of the culminating experience must be completed by all associate of arts degree recipients.

(3) New degree types: The description, specifications, and requirements of a new degree type and level are to be determined by the FSCC.

(6) Associate of Arts Degree (A.A.).

(A) The Associate of Arts degree offers a foundation of general education supplemented with elective or introductory major courses.

1. Students are required to complete 90 credits of course work.

2. Credits from courses taken at the 400 level may not be applied towards completion of the AA degree.

(B) The degree is composed of a general education component (with the exception of the culminating experience credits), and free elective courses.

(C) No discipline- or interdisciplinary-specific associate of arts programs will be offered.

## Exhibit P

# Associate of Arts - General Studies

[Associate of Arts - General Studies - Fall - 2023 | Curriculog](#)

## Required General Education Components Credits: 45-54

### Engage: First Year Experience

#### **PADstone (Practice and Discovery) Credits: 4**

CWU 184 PADstone (Practice and Discovery) (4)

(This is a variable prefix and variable topic course. Students may select a section of this course from any prefix)

#### **Academic Writing, I: Critical Reading and Responding Credits: 5**

For courses joined by an "and," all courses in the series must be successfully completed to satisfy the requirement, and with approval the additional credits may be used as part of the elective credits section.

DHC 102 Articulating Honors: Research Writing in the Twenty-First Century (5)

ENG 101 Academic Writing I: Critical Reading and Responding (5)

ENG 101A Stretch Academic Writing A: Critical Reading and Responding (5)

AND

ENG 101B Stretch Academic Writing B: Critical Reading and Responding (5)

PHIL 110 Beyond Belief? Exploring the Fringe and the Paranormal (5)

PHIL 111 Writing and Power: Authority, Oppression, and Resistance (5)

#### **Quantitative Reasoning Credits: 4-5**

BUS 221 Introductory Business Statistics (5)

CS 109 Quantitative Reasoning Using Python (4)

ECON 130 Foundations for Business Analytics (5)

FIN 174 Personal Finance (5)

IT 165 Seeing Through the Data (4)

MATH 101 Mathematics in the Modern World (5)

MATH 102 Mathematical Decision Making (5)

MATH 103 Mathematics for Social Justice (5)

MATH 130 Finite Mathematics (5)

MATH 152 Functions and Reasoning (5)

MATH 153 Pre-Calculus Mathematics I (5)

MATH 154 Pre-Calculus Mathematics II (5)

MATH 155 Applied Precalculus (5)

MATH 164 Foundations of Arithmetic (5)

MATH 172 Calculus I (5)

MATH 211 Statistical Concepts and Methods (5)

PHYS 181 General Physics I with Laboratory (5)

PSY 362 Introductory Statistics (5)

SOC 326 Social Demography (5)

### Explore and Connect- Knowledge Areas

#### **K1: Academic Writing, II: Critical Reading and Responding Credits: 4-5**

ADMG 285 Sustainable Decision-Making (4)

DHC 270 Integrated Learning (4)

ENG 102 Academic Writing II: Reasoning and Research on Social Justice (5)

ENG 103 Academic Writing II: Reasoning and Research on Health and Current Issues (5)

ENG 104 Academic Writing II: Reasoning and Research on Sustainability and Civic Engagement (5)

ENG 111 Writing in the Sciences (5)

ENTP 200 Tactical Skills for Professionals (5)

HIST 302 Historical Methods (5)

MGT 200 Tactical Skills for Professionals (5)

PHIL 151 Arguments about Life and Death (5)

PHIL 152 Arguments about Healthcare (5)

PHIL 153 Arguments about Social Issues (5)

#### **K2: Community, Culture, and Citizenship Credits: 4-5**

ABS 210 Intro to the African American Odyssey: Socio-Economic and Political Forces Shaping Black Experience (5)  
 AIS 103 Contemporary American Indian Experience (5)  
 ANTH 137 Race, Power and the American Dream (5)  
 ART 333 Art, Design, and Popular Culture (4)  
 COM 202 The First Amendment: Rights and Responsibilities (5)  
 DHC 260 Cultural Studies I (4)  
 ECON 101 Economic Issues (5)  
 EDBL 250 Ethnic and Cultural Minorities in American Education: Past and Present (4)  
 EFC 250 Introduction to Education (4)  
 ENG 243 Talking Back: Power, Diversity, and Social Justice (5)  
 ENST 360 Environmental Justice (5)  
 FR 200 Introduction to French Culture (5)  
 GEOG 250 Resource Exploitation and Conservation (4)  
 HIST 143 United States History to 1865 (5)  
 HIST 144 United States History Since 1865 (5)  
 LAJ 102 Introduction to Law and Justice (5)  
 LAJ 210 Latinos, Law and Justice (4)  
 LIS 245 Research Methods in the Digital Age (4)  
 LLAS 102 An Introduction to Latino and Latin American Studies (5)  
 LLAS 302 Chicana/Latina Feminist Voices in the U.S. (5)  
 MKT 360 Principles of Marketing (5)  
 PHIL 107 Political Philosophy and Social Democracy (5)  
 POSC 210 American Politics (5)  
 PSY 310 Multicultural Psychology and Social Justice (4)  
 PUBH 311 Cross Cultural Practices for Health and Medicine (4)  
 PUBH 351 Community Building Strategies for Public Health (4)  
 RUSS 200 The Art of the Protest: Censorship and Resistance in Russian Culture (5)  
 SOC 109 Social Construction of Race (5)  
 SOC 305 American Society (5)  
 SUST 301 Introduction to Sustainability (4)  
 WGSS 201 Introduction to Women's, Gender, and Sexuality Studies (5)  
 WGSS 302 Chicana/Latina Feminist Voices in the U.S. (5)  
 YESS 102 YESS Social Science Perspectives and Research II (4)

### **K3: Creative Expression Credits 4-5**

ART 103 Art Appreciation (4)  
 AST 301 Chinese Literature in Translation (5)  
 CHIN 301 Chinese Literature in Translation (5)  
 DHC 150 Aesthetic Experience (5)  
 DNCE 161 Cultural History of Dance (4)  
 EDLT 219 Storytelling Across Disciplines (4)  
 ENG 264 Introduction to Creative Writing and the Environment (5)  
 ENG 265 Introduction to Creative Writing as "Mindfulness, Health and Well-Being" (5)  
 FILM 150 Film Appreciation (5)  
 FR 201 Appreciation of French Cuisine (5)  
 MUS 101 History of Jazz (5)  
 MUS 102 Introduction to Music (5)  
 MUS 103 History of Rock and Roll (5)  
 TH 101 Appreciation of Theatre and Film (5)  
 TH 107 Introduction to Theatre (5)

### **K4: Global Dynamics Credits: 4-5**

ACCT 284 Global Tax Environments (5)  
 ANTH 130 Cultural Worlds (5)  
 AST 102 Introduction to Asian Studies (5)  
 COM 302 Intercultural Communication (5)  
 DHC 261 Cultural Studies II (4)  
 ECON 102 World Economic Issues (5)  
 ECON 202 Principles of Economics Macro (5)  
 EDLT 217 Exploring Global Dynamics through Children's and Adolescent Literature (4)  
 ENG 347 Global Perspectives in Literature (5)  
 ENST 310 Energy and Society (5)  
 GEOG 101 World Regional Geography (5)  
 GEOL 303 Water Wars (5)  
 GERM 200 Introduction to German Culture (5)  
 HIST 101 World History to 1500 (5)

HIST 103 World History Since 1815 (5)  
 IDS 343 Origins and Results of Food Technology: The Gluttonous Human (5)  
 IEM 330 Geopolitics of Fossil Fuels (5)  
 KRN 311 Korean Cinema and Visual Culture (5)  
 MGT 384 Introduction to International Business (5)  
 MUS 105 Introduction to World Music (5)  
 PHIL 106 Asian Philosophy (5)  
 POSC 270 International Relations (5)  
 PUBH 317 Global Health Issues and Solutions (4)  
 RELS 103 World Mythologies (5)  
 WGSS 340 Gender and Sexuality in a Global Context (5)  
 WLC 311 Popular Cultures of the World (5)

### **K5: Humanities Credits: 4-5**

ABS 110 Expressive Black Culture: African American Literary Traditions from Folklore to Rap (5)  
 AIS 102 American Indians in the Contact Period (5)  
 DHC 140 Humanistic Understanding (5)  
 ENG 105 The Literary Imagination: An Introduction to Literature (5)  
 ENG 106 Literature and the Environment (5)  
 ENG 107 Literature, Health, and Well-Being (5)  
 ENG 108 Literature and Social Justice (5)  
 ENG 109 Science Fiction vs Science Fact: Literature, Science, and Technology (5)  
 HIST 102 World History: 1500-1815 (5)  
 HIST 301 Pacific Northwest History (5)  
 HUM 101 Expl Cult/Ancient Wrld (5)  
 HUM 102 Exploring Cultures From 16th through 19th Centuries (5)  
 HUM 103 Exploring Cultures in Modern and Contemporary Societies (5)  
 LAJ 215 Law in American History (4)  
 LLAS 388 Mexican Cultural Studies (5)  
 MGT 395 Leadership in Business Organizations (5)  
 PHIL 101 Philosophical Inquiry (5)  
 PHIL 103 What Is Enlightenment? (5)  
 PHIL 104 Moral Controversies (5)  
 PHIL 105 The Meaning of Life (5)  
 POSC 280 Introduction to Western Political Thought (5)  
 RELS 101 World Religions (5)  
 RELS 102 Food, Sex, and the Other: Everyday Religion and Morality (5)  
 TH 382 Diverse Experiences in American Drama (4)  
 WLC 250 Language and Power (5)  
 WLC 341 Spells of Enchantment: Re-interpreting the Fairy Tale (5)

### **K6: Individual & Society Credits: 4-5**

For courses joined by an "and," all courses in the series must be successfully completed to satisfy the requirement.

AIS 101 American Indian Culture before European Contact (5)  
 ANTH 107 Being Human: Past and Present (5)  
 ANTH 180 Language and Culture (5)  
 ASP 305 Accessibility and User Experience (4)  
 ATM 281 Socio-cultural Aspects of Apparel (4)  
 BUS 389 Sustainable Business (5)  
 CDFS 101 Skills for Marriage and Intimate Relationships (4)  
 CDFS 234 Contemporary Families (4)  
 CDFS 237 Human Sexuality (4)  
 CDFS 310 Family Issues in the 21st Century (4)  
 COM 222 Media Literacy in the Digital Age (5)  
 DHC 250 Social and Behavioral Dynamics (4)  
 ECON 201 Principles of Economics Micro (5)  
 GEOG 208 Our Human World (5)  
 GEOG 273 Geography of Rivers (5)  
 HED 101 Essentials for Healthy Living (4)  
 HRM 381 Management of Human Resources (5)  
 IDS 357 Race, Drugs and Prohibition in the U.S.: What Makes Drug Use Criminal? (5)  
 LAJ 202 Policing in a Contemporary Society (5)  
 LAJ 216 Race, Gender and Justice (4)  
 LLAS 301 Urban Society in Latin America (5)  
 MATH 120 Mathematics as a Mirror: Cultural and Historical Approaches (4)  
 MGT 380 Organizational Management (5)

MGT 386 Principles of Organizational Behavior (5)  
 MGT 389 Business and Society (5)  
 POSC 101 Introduction to Politics (5)  
 POSC 260 Comparative Politics (5)  
 PSY 101 General Psychology (5)  
 PSY 205 Psychology of Adjustment (5)  
 PSY 242 Psychology of Video Games (4)  
 PSY 333 Social Justice: The Psychology of Stereotyping, Prejudice, and Discrimination (4)  
 PUBH 209 Consumer Health (4)  
 SCED 305 The Story of Science (4)  
 SOC 101 Social Problems (5)  
 SOC 107 Principles of Sociology (5)  
 SOC 307 Individual and Society (5)  
 SOC 322 Sociology of Food (5)  
 SOC 327 Health and Society (5)  
 STP 201 Inquiry Approaches to Teaching (2)  
 AND  
 STP 202 Inquiry Based Lesson Design (2)  
 STP 300 Inquiry Approaches to Teaching and Lesson Design (4)  
 TH 377 Staging Gender (5)  
 WGSS 250 Introduction to Queer Studies (5)  
 YESS 101 YESS Social Science Perspectives and Research I (4)

### **K7: Physical & Natural World Credits: 4-5**

For courses joined by an "and," all courses in the series must be successfully completed to satisfy the requirement.

ANTH 110 Bones, Apes, and Genes: Exploring Biological Anthropology (5)  
 ANTH 314 Human Variation (5)  
 BIOL 101 Fundamentals of Biology (5)  
 BIOL 200 Plants in the Modern World (5)  
 CHEM 111 Introduction to Chemistry (4)  
 AND  
 CHEM 111LAB Introductory Chemistry Laboratory (1)  
 CHEM 113 Introduction to Biochemistry (4)  
 AND  
 CHEM 113LAB Introduction to Biochemistry Laboratory (1)  
 CHEM 181 General Chemistry I (4)  
 AND  
 CHEM 181LAB General Chemistry Laboratory I (1)  
 DHC 180 Physical and Biological Systems I (4)  
 ENST 201 Earth as an Ecosystem (5)  
 EXSC 154 Science of Healthy Living  
 GEOG 107 Our Dynamic Earth (5)  
 GEOL 101 Introduction to Geology (4)  
 GEOL 107 Earth's Changing Surface (4)  
 IEM 103 Introduction to Energy and Science Inquiry (5)  
 PHYS 101 Introductory Astronomy I (5)  
 PHYS 103 Physics of Musical Sound (5)  
 PHYS 106 Physics Inquiry (5)  
 PHYS 109 Physics of Dance (4)  
 SCED 101 Integrated Life Science (5)  
 SCED 102 Integrated Earth and Space Science (5)  
 STEP 101 Scientific Perspectives and Experimentation I (2)  
 AND  
 STEP 102 Scientific Perspectives and Experimentation II (2)  
 AND  
 STEP 103 Scientific Perspectives and Experimentation III (1)

### **K8: Science & Technology Credits: 4-5**

ACCT 301 Accounting Skills for Non-Accounting Majors (5)  
 ANTH 120 Archaeology: Science of the Past (5)  
 BIOL 201 Human Physiology (5)  
 BIOL 204 The Science and Practice of Growing Plants (5)  
 BIOL 205 Microbes and Mankind (5)  
 BIOL 300 Introduction to Evolution (5)  
 BIOL 302 Sustainability and Environmental Change (5)  
 CHEM 101 Chemistry and Planet Earth (5)

CS 102 Health and Technology (4)  
CS 105 The Logical Basis of Computing (4)  
CS 107 Make a Game with Computer Science (4)  
DHC 280 Physical and Biological Systems II (4)  
EET 101 Everyday Electronics (4)  
ENST 202 Environment and Society (5)  
ETSC 101 Modern Technology and Energy (5)  
FIN 101 Investment Fundamentals (5)  
GEOG 111 The Power of Maps (4)  
GEOL 108 Earth and Energy Resources (4)  
GEOL 302 Oceans and Atmosphere (4)  
IEM 302 Energy, Environment, and Climate Change (4)  
IT 105 Protecting Your Online Identity (4)  
IT 111 Your Digital Footprint and the Web (4)  
IT 202 Change Ready: Technology Skills for Civic and Community Leaders (4)  
MATH 210 Statistics, Society, and Decisions (5)  
NUTR 101 Introduction to Human Nutrition (5)  
PHYS 304 Astrobiology: Origins and Search for Life in the Universe (4)  
PUBH 320 Environmental Health (4)  
SCED 103 Integrated Physical Science (5)  
SHM 102 Occupational Health (5)

### **Elective Courses Credits: 36-45**

Credits from courses taken at the 400 level may not be used as electives nor their credits applied towards completion of the AA degree.

**Total Credits: 90**

# REPORTS

## Faculty Senate Academic Affairs Committee Report

March 28, 2022

Since our previous report for the 2/1/23 Faculty Senate meeting, the AAC has met three times: February 9 and 23 and March 9. Meetings are conducted via Zoom.

We have **no policy for Faculty Senate to vote on for the April 5 meeting**, but have continued work on multiple charges that require a significant amount of consultation, described below.

We received a new charge (#11) to review and provide feedback on draft policy that defines a new Associate of Arts degree. After much discussion over two meetings, with Ediz Kaykayoglu and Michael Goerger attending to answer questions, we submitted a written response to the Academic Affairs Committee on February 28. This is attached as Appendix A.

Representatives from AAC attended the 2/9 meeting of ADCO to answer questions about Departmental Honors (charge #1). This was part of our effort to reach out to stakeholders after our initial policy was sent back from Faculty Senate in the fall. We have revised the draft policy and will vote on at our next meeting.

We took up charge #6, which relates to students transferring General Education credits from institutions that have closed, consulting with Maura Valentino, chair of the Gen Ed Committee. The consensus among the committee is that **new policy is not needed**, since college closures are rare and existing procedures for transferring credits are sufficient to accommodate these students.

We took up charge #7, regarding academic forgiveness, at the 3/9 meeting. Concerns were raised about the overlap with emergency pass/fail policy, as well as various details of the draft policy. The committee will consult with Amber Darting before amending and voting on the policy.

We continued work on charge #4, dealing with disruptive behavior by students in academic settings. AAC Chair Andy Piacsek met with Gail Mackin and Lucha Ortega to discuss how the policy that was passed by Faculty Senate in 2021, but held up at Provost Council, could be improved. Joey Bryant and Gail Mackin attended the 3/9 AAC meeting to provide further feedback and answer questions from the committee. A road map for policy revisions was identified, including coordination with existing Student Conduct Code.

Respectfully submitted,

Andy Piacsek

Chair, Academic Affairs Committee

## Appendix A

### Comments on proposed curriculum policy concerning a new Associate of Arts degree

Submitted February 28, 2023

The Committee acknowledges its consultative role in the process of establishing a new Associate of Arts (AA) degree at CWU. Based on the draft policy language that we received, with subsequent revisions, as well as input from Ediz Kaykayoglu, Michael Goerger, and Katharine Martel, the Committee has prepared the following comments and recommendations for subsequent levels of review:

- It is essential that the academic unit(s) that will be granting the AA degree be clearly described in policy.
  - The current language describes the characteristics of “programs” that will offer the degree, which implies that there will be multiple versions of the degree as new programs are created or existing ones modified.
  - It has been proposed that the degree will be offered by the Office of Undergraduate Studies. Note that this is an administrative office, not an academic unit that offers degrees. If the intention is to have the AA degree offered through a university-wide “umbrella” unit, then such a unit will need to be created according to CWUP5-90-060 and CWUR2-90-060.
  - Alternatively, if the AA degree is to be offered by an interdisciplinary program, then it must be housed within a specific college. Would each college be expected to offer an AA degree? There is a potentially slippery slope to disciplinary-specific AA degrees that is contrary to (5)(C) of the draft policy, which clearly states that no discipline-specific AA degrees will be offered.
- Related to the above point, policy governing the AA degree need not mirror, or have language similar to, existing policy that describes other degrees. The AA degree is “not like the others.”
- How the AA degree is treated within academic advising has many ramifications, thus it should be addressed in policy.
  - Clearly, the AA degree should not be the goal for students who are matriculating at CWU, who are currently being advised to declare a major as they begin enrollment. However, the degree will be described in the catalog and visible to students – consider the possibility that awareness of the degree may worsen retention, rather than improve it.
  - At what point should a student be advised that the AA degree may be a suitable option for them, and who is expected to do that advising?
  - Consider that students who start off pursuing degrees that require a lot of early discipline specific preparation (e.g. Physics, Chemistry, Pre-professional degrees) postpone many Gen Ed credits until their 3<sup>rd</sup> and 4<sup>th</sup> years. These students might not satisfy the AA requirements until after they have already earned well over 90 credits.

## Bylaws and Faculty Code Committee (BFCC)

Faculty Senate Report

4/5/2023

The BFCC met 2/6, 3/6, 3/13, and 4/3. Below is a summary of the charges addressed at these meetings:

### **BFCC22–23.03 Review the Code and Bylaws for “gendered” language (his/her, etc.) and make recommendations for revisions as appropriate. Timeline: By the end of Winter Quarter.**

The BFCC has completed the review of the Faculty Code (Code) for gendered language and the review of Faculty Bylaws (Bylaws) is in progress. The BFCC received feedback from the Executive Committee (EC) on these changes to the Code on 3/10. The EC requested that BFCC further clarify the use of the term emerit. BFCC resubmitted this motion to EC for review on 3/13. Proposed alternative terms include ‘emerit’ to replace emeritus and ‘their/they’ to replace his/her. BFCC anticipates that this motion will be presented at the April 5<sup>th</sup> Senate meeting.

### **BFCC22-23.10 Antiracism, Diversity, and Inclusivity (ADI) Senate Standing committee. Addition of ADI committee description to Faculty Code and add committee membership requirement to Bylaws.**

With the official recognition of the ADI as a Senate Standing committee, the BFCC was charged with creating a new section under Faculty Code Section IV. D. Committees, 1. Standing Committees, g. ADI. Additionally, BFCC created language for Bylaws which outlines the membership criteria for the ADI committee. The new Code and Bylaws sections were submitted to EC for review on 3/13/23. The BFCC anticipates that the motion for Faculty Code will be presented to Senate at the April 5<sup>th</sup> meeting and the motion for Bylaws will be presented to Senate at the May 3<sup>rd</sup> meeting.

### **BFCC22-23.11 Senate past-chair section addition to Bylaws.**

While completing our annual review of the Bylaws, the BFCC noticed that the description of the Senate past-chair was missing under Bylaws Section II.C. The section in question contains chair-elect and chair descriptions and responsibilities, but not the past-chair description and responsibilities. BFCC is in the process of creating this language. It is anticipated that this new section will be presented to Senate at the May 3<sup>rd</sup> meeting.

The following charges were completed in January/February and are currently before Senate:

### **BFCC22–23.04 Compare CBA and Code language regarding department chair elections and make recommendations for bringing them into alignment. Timeline: By the end of Winter Quarter.**

Motion No. 22-22 first of three readings presented at the Senate meeting on March 1, 2023.

### **BFCC22–23.05 Review the process for departments to conduct elections for senators and make recommendations for updates as appropriate. Timeline: By the end of Winter Quarter.**

Motion No. 22-23 first of three readings presented at the Senate meeting on March 1, 2023.

### **BFCC22–23.07 Consider revising the Budget and Planning Committee description in Code to improve clarity. Timeline: Winter quarter.**

Motion No. 22-14 was passed by Senate on March 1, 2023.

The BFCC welcomes any questions you may have regarding the responsibilities and charges of the committee.

Sincerely,

Mary Radeke (report author)

Nathan White

Melissa Schiel

Andrea Eklund (EC liaison)