

REGULAR MEETING
Wednesday, May 29, 2024, 3:10 p.m.
Draft Minutes

Called to order at 3:10 p.m.

All Senators were present except: Fabio Ambrosio, Eric Cheney, Koushik Ghosh, Aviation senator, Kate Reynolds

Guests: Chris Denison, Joy Fuqua, Charles Johnson, Faiza Khoja, John Neurohr, Sathy Rajendran, Yoshiko Takahashi, Sydney Thompson, Benjamin White, Brian McGladrey, Ian Loverro, Tim Sorey, Eun Young Lee, Chelsea Riddle, Cristina Bistricean, Kurt Kirstein, Sharryn Walker

CHANGES TO AND APPROVAL OF AGENDA - Approved

MOTION NO. 23-42(Approved): APPROVAL OF MINUTES of May 1, 2024

COMMUNICATIONS - None

SENATE CHAIR REPORT

Welcome to our final Senate meeting of the year. It's hard to believe how quickly this year has flown by. It's been a year of challenges and triumphs, and now we find ourselves at another graduation season. As you celebrate your students and their achievements, I hope you take a moment to reflect on the journey that brought them to this stage. Your dedication, mentorship, and unwavering support have been instrumental in their success. Each student walking across that stage carries with them the knowledge, skills, and confidence that you helped to nurture and develop. Thank you for all that you do. Your hard work and commitment to excellence are deeply appreciated, not only by your students but by the entire university community.

Earlier today, the Executive Committee met with the ASCWU Student Senate to initiate discussions on faculty and student responsibilities at CWU and to discuss the recent ASCWU Resolution. We hope this marks the beginning of conversations that will foster a better understanding of faculty dynamics and establish an open line of communication between faculty and students.

I have an update on commencement times. I met with President Wohlpart and Provost Pease to express faculty concerns regarding the assigned college commencement ceremonies. Their current plan is to implement the fixed assignments for a few years, assess the impact, and reevaluate if needed.

On May 15th and 16th, CWU hosted the 29th annual SOURCE symposium, an exciting two-day event showcasing student work. I want to take a moment to recognize the SOURCE committee. With 18 people on the planning committee, I can't name them all individually, but I want to acknowledge their hard work in making the presentations successful. Hideki Takei, Dean Takahashi, and Ash Perron spearheaded the planning and did an outstanding job. Their communication and attention to detail were impeccable, ensuring a smooth event. This year marks another step in further embedding SOURCE into the CWU culture after our pandemic hiatus, each year it gets stronger. Thank you again to the planning members.

One of the Executive Committee's key focuses this year has been the representation of Non-Tenure Track (NTT) faculty across campus. Currently, there are two NTT senator positions to represent all NTT faculty. Working with President Wohlpart, we have increased this to fourx NTT senator positions, one from each

college, starting in the Fall of 2025. This initiative aims to encourage more NTT faculty to participate in senate, ensuring that a wider range of voices are heard.

Some updates about senate leadership for next year. Peter Klosterman will be taking over as Chair of the Senate on June 16, and you will be seeing a motion to approve a chair-elect for next year: Executive Committee member Natasha Lindsey. Thank you, Senator Lindsey, for being willing to serve in this role.

We've reached the end of the year, and this is my final faculty senate meeting as chair. It has been a whirlwind year—undoubtedly one of the most challenging and rewarding of my 16 years at CWU. During my first Senate meeting, I was incredibly nervous. While I can comfortably speak in front of hundreds, addressing my highly valued peers felt entirely different.

Through our Senate and committee meetings, I have learned so much from each of you and deeply appreciate your engagement, commitment, and knowledge. From understanding the university's structure to amending amendments with commas, which are indeed crucial, I have grown both personally and professionally. I now have a better grasp of the university system and how various entities—from faculty and administration to student success—interact and collaborate.

Working with three different provosts, serving on committees across campus, working with support staff, and navigating the intricacies of academic affairs including policy and procedure has been eye-opening. Thank you all for this incredible experience.

I would like to take a moment to recognize the Executive Committee. Each one brings their own perspective and I have learned from each of them.

Janet, you are the steadfast historian of the Faculty Senate. Your knowledge of the university, its policies and procedures, and your remarkable ability to recall the last time we did something is astounding. We could not function without you.

David, your skill in bringing us back to the main question when discussions go off track is invaluable. I appreciate your willingness to offer different perspectives, which has helped us see things from various angles.

Hope, your passion for voicing concerns on behalf of others is truly a gift. You recognize those who are not at the table and bring their perspectives into our conversations, advocating for them and striving to ensure they have a seat.

Julia, thank you for bringing your perspective to the table and the work you have done, its appreciated.

Kathryn you are a caring and assertive woman who fearlessly addresses tough questions, many times the elephant in the room, that need attention, calling out anyone when necessary.

Nathalie, even though we only had you for a year, you have been an amazing addition, jumping in with both feet which has been appreciated. Your positive attitude and willingness to help is unwavering.

Natasha, your contagious passion for others and your gentle approach are always appreciated. You stand up for others strongly yet in a way that truly makes people listen and think. Your impact is profound, and I'm looking forward to seeing this impact as you take on the role of senate chair.

Peter, it's been wonderful observing your growth this year as chair-elect. Your inquisitive questions during meetings and your well-organized approach have been impressive. I want to express my gratitude for your support this quarter. Balancing teaching two classes, including the upcoming fashion show this Saturday, and being Senate chair has stretched me thin, but you've consistently checked in on what I needed,

followed up on emails and tasks, and dived in wholeheartedly. I am excited to see you take over as chair in 17 days, not that I am counting.

And lastly, Mark. Words fail to express how incredible you've been as past chair this year. When I joined CWU, I started as an adjunct and then transitioned to the sole faculty member for my program for 9 years until we added another line. During those 9 years, I was mostly figuring things out on my own, occasionally seeking help here and there. Over the past 2 years, I can honestly say you've been the first true mentor I've had in my professional career, and I couldn't have asked for a better one. Your thoughtfulness, perspective, and diplomatic approach consistently impresses me. I've grown into a better chair and professional thanks to you, so thank you.

As always if you have faculty questions, concerns or comments please reach out to your Executive Committee representative, me, or come to Open Executive Committee meeting, which is the Wednesday following the Faculty Senate meeting.

FACULTY ISSUES

Chong Eun Ahn, History – Senator Ahn brought forward a recent issue that was reported in the Observer regarding honor cords for academic students. This year the university is not awarding honor cords but honors tassels to attach to cap. Most students keep their chords and it brings pride to their profession. Would like to hear detailed information for this situation and why it seems necessary to change how honors is being recognized.

James Bisgard, Math – Senator Bisgard indicated that the ASCWU resolution talked about faculty should not change their syllabi once the quarter has started. However, when most faculty put their syllabi together the finals schedule is temporary. The final schedule in the syllabi sometimes needs to be adjusted based on what the finalized schedule indicates. How should faculty handle these types of situations.

Bernadette Jungblut, Political Science – Senator Jungblut indicated when you submit a student concern you get a note back that it is complete. If you say the student needs to drop the class, the student can still stay on the roster, but getting a message that the issue has been resolved doesn't really help. Don't know we are resolving all the issues we are being told we are resolving. I know advisors are doing this to the best of their ability. Need to have an enhanced way to follow up with students.

Todd Weber, Management – Senator Weber reported on a situation where they couldn't get a student to respond and sent in a request. It was marked resolved several days later, but Senator Weber still had not heard from the student. This new process is not as clear as it should be.

STUDENT REPORT – Charles Johnson – ASCWU is looking at remodeling part of Black Hall for the Multiculture Center. Vice speaker Worrell May 23rd sent out a survey to students. 250 students responded regarding if students were supported in classes, advising, transportation, etc. Student clubs are not feeling supported and wanted to see how we bring clubs back into student government.

Student Resolution – Senator Trumpy indicated that the ASCWU Resolution seemed like a vote of no

OLD BUSINESS - None

REPORTS/ACTION ITEMS (55 Minutes)

SENATE COMMITTEES:

Executive Committee

Motion No 23-43(Approved): Recommends ratification of 2024-2025 Faculty Senate committee appointments as outlined in Exhibit A.

Motion No. 23-44(Elected Lila Harper): Election of 2024-2025 Faculty Senate Member-At-Large.
Nominees: Lila Harper, Graduate Studies/English and James Seth, English

Motion No. 23-45(Elected Natasha Lindsey): Election of 2024-2025 Faculty Senate Chair-Elect –
Nominee: Natasha Lindsey, Theatre & Film.

Motion No. 23-46(Elected Natasha Lindsey): Election of 2024-2025 Faculty Senate Parliamentarian:
Nominee: Natasha Lindsey, Theatre & Film

Academic Affairs Committee – Annual Report

Motion No. 23-47(Approved): Recommend approving the changes to the Academic Affairs Committee procedure manual as outlined in Exhibit B.

Motion No. 23-47a(Failed): Senator Lewis moved to amend Motion 23-47 voting members will be made of two faculty each of CEPS....

Motion No. 23-48(Approved): Recommend amending CWUP 5-90-040(2) and CWUR 2-90-040(2) Academic Appeals as outlined in Exhibit C.

Motion No. 23-49(Approved as amended): Recommend amending CWUP 5-90-040(42) Syllabi as outlined in Exhibit D,

Motion No. 23-49a(Approved): Senator Bartlett moved to amend Motion No. 23-49 add the word “verbatim”.

Motion No. 23-49b(Approved): Senator Weber moved to amend Motion No. 23-49 to add CWU before Office for Civil Compliance.

Motion No. 23-49c(Approved, 1 nay): Senator Radeke moved to amend Motion No. 23-49 to add CWU before Title IX Coordinator.

Antiracism, Diversity, and Inclusivity Committee – Annual report

Budget and Planning Committee – Annual report included data.

Bylaw and Faculty Code Committee – Annual report

Curriculum Committee – Annual report

Motion No. 23-50(Approved): Recommend approving the new Public Relations Minor as outlined in Exhibit E.

Motion No. 23-51(Approved): Recommend approving the new Secondary Education, BAEd as outlined in Exhibit F.

Motion No. 23-52(Approved): Recommend approve the new Literacy Coaching Certificate as outlined in Exhibit G. (Pending Curriculum Committee approval.)

Motion No. 23-53(Approved): Recommend approve the new Sport Coaching, MS as outlined in Exhibit H. (Pending Curriculum Committee approval.)

Motion No. 23-54(Approved, 1 abstention): Recommend approving the Curriculum Committee procedure manual as outlined in Exhibit I

General Education Committee - Annual Report

General Education Program Learner Outcomes feedback (See Exhibit J)

Senator Bartlett - #5 not sure of the intention of #5. Would like to see this language clarified.

Senator Lewis – There is nothing here about humanism, art, literature, social growth, very problem solving oriented. Are there existing program goals that exist about that?

Evaluation and Assessment Committee - Annual Report

Motion No. 23-55(Approved): Recommend amending CWUP 5-90-040(48) Student Evaluation of Instruction (SEOI) as outlined in Exhibit K.

Faculty Legislative Representative – June 15 convening from around state K-12, post-secondary education and basically bringing in researchers around country about how WA compares on degree readiness and enhancements of goals and targets.

PRESIDENT – No report.

PROVOST – The Office of the Provost is looking at university standards on evaluation with an eye towards equity and transparency in the evaluation process. Kurt Kirstein is working on university guidelines. Colleges are adding in statements on SEOIs with the potential of bias and using that as a guideline for personnel committees. Making changes to certificates in tracking them in the SIS system. Goal is to have certificates tracked like majors. Goal is to have these ready for students finishing in spring 2025 and tracked and logged on transcript. All of the ARs have to be input into the system and verified. There are a number of certificates and work will start over the summer. There will be some outreach to departments to help verify the ARs. In fall there will be a rollout of a new scheduling system. Will be utilizing Course Leaf that will allow departments to input into this program. Will allow for a later date since there won't have to be hand entered by the Office of the Registrar. October 4th will be the deadline for spring schedule. We are getting close to the end of the quarter and commencement.

CHAIR-ELECT – Chair-Elect Kosterman reported that there will be an Open Executive Committee meeting next Wednesday, June 5 3:00-4:00 p.m. in Grupe. No Faculty lunch this Friday.

Motion No. 23-56(Approved): **Whereas** Andrea Eklund led the Faculty Senate in a fair, balanced, and prudent manner during a year with unforeseen challenging issues, navigating difficult conversations with a spirit and of impartiality, level-headedness, and understanding;

Whereas Andrea Eklund effectively fielded faculty concerns, investigating issues with painstaking thoroughness and attention to detail in order to provide comprehensive and thoughtful responses;

Whereas Andrea Eklund faithfully advocated for faculty interests during administrative searches, in discussion of key issues with administration, and in securing greater Senate representation for non-tenure track faculty;

Whereas Andrea Eklund demonstrated exceptional dedication to CWU through teaching classes, advising students, organizing a student conference trip, and running the Annual CWU Fashion Show, all while simultaneously leading Faculty Senate and regularly boosting Executive Committee morale with tasty, homemade baked goods;

Be it resolved that the Central Washington University Faculty Senate wishes to publicly acknowledge and thank Andrea Eklund for her exemplary service as Chair of the Faculty Senate during the 2023 – 2024 academic year.

NEW BUSINESS – None

Meeting adjourned at 4:56 p.m.

Exhibit A

| Committee | Faculty Member | Department | Term |
|--|----------------|---------------|-------------------|
| Academic Affairs Committee | | | |
| 1 CB vacancy | Wendy Cook | Management | 6/15/24 – 6/14/27 |
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| Antiracism, Diversity, and Inclusivity Ad Hoc Committee | | | |
| 1 IDP faculty vacancy | Eun Young Lee | Communication | 6/15/24-6/14/25 |
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| | | | |
| Bylaws and Faculty Code | | | |
| 1 faculty senator vacancy | Vacant | | 6/15/24 – 6/14/27 |
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| | | | |
| Curriculum Committee | | | |
| | | | |
| 1 CEPS faculty vacancy | Dia Gary | EDTL | 6/15/24 – 6/14/27 |
| | | | |
| | | | |
| General Education Committee | | | |
| 1 CEPS faculty vacancy | Vacant | | 6/15/24 – 6/14/27 |
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| 1 COTS faculty vacancy | Vacant | | 6/15/24 – 6/14/27 |
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Exhibit B

Bylaw/Code/Policy or Procedure Section

Title of Section: Academic Affairs Committee Procedures Manual

New **Revision**

Rationale for changes and/or additions:

AAC was charged with reviewing our committee procedures manual through an equity lens and update the manual to reflect current practices.

Since the pandemic AAC has moved from a hybrid meeting model, to meeting electronically. This has been a more equitable solution for our members located at CWU centers and those members with auditory limitations.

AAC no longer has an administrative assistant to take notes. Our meeting minute takers rotate alphabetically through the nine voting members (including the chair).

Summary of changes and/or additions:

Academic Affairs Committee Procedures Manual

1. The Academic Affairs Committee 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 five of the CWU Policies manual, Academic Policies). It shall perform other duties as may be requested by or approved by the Senate Executive Committee. The membership of the Academic Affairs Committee shall consist of nine (9) voting members and four (4) non-voting members.

Voting members will be made up of two (2) faculty from **each of** CEPS, CAH, COTS, and CB and one from the Library.

Non-voting members will be drawn from the following campus stakeholders:

- One (1) student selected by ASCWU
- One (1) representative of the Provost
- One (1) representative of the Registrar
- One (1) representative of the Academic Department Chairs Organization (ADCO)

2. Responsibilities of the committee

- 2.1 The AAC will consider charges and requests for additions, deletions, and/or changes to University academic policy from the following sources:
 - 2.1.1 The Faculty Senate Executive Committee
 - 2.1.2 Academic and non-academic deans and departments
 - 2.1.3 Other faculty committees operating in academic areas of concern
 - 2.1.4 AAC members as representatives of their respective constituents
 - 2.1.5 Any faculty member

- 2.2 Reports from the AAC will take the form of:
 - 2.2.1 Recommendations and motions to the Faculty Senate Executive Committee for additions, deletions, and/or changes to University academic policy.
 - 2.2.2 Responses to the source of a request regarding final decisions and recommendations for additions, deletions, and/or changes to University academic policy.
3. Process for election of the committee Chair
 - 3.1 Nomination process: The AAC Chair for the following year will be elected before workload plans are due.
 - 3.2 Election process: If there is only one nominee, the election can be held by voice vote. If there is more than one nominee, voting will be held by secret written ballot. The newly elected Chair will take office at the first meeting of the following Fall quarter.
4. Responsibilities of the AAC Chair
 - 4.1 Ensure that the AAC's responsibilities, outlined in Section 2, are met
 - 4.2 In collaboration with AAC members, determine meeting days, times, and location (typically meets 2nd and 4th Thursday 3-5 p.m.)
 - 4.3 Manage the AAC meetings
 - 4.3.1 Call meetings and make all meeting materials available online.
 - 4.3.2 Set agenda for meetings
 - 4.3.3 Preside over meetings
 - 4.4 Manage the AAC workload.
 - 4.5 Ensure that meeting minutes are taken and handled appropriately.
 - 4.5.1 Minutes will be taken by an AAC member on a rotating basis agreed upon at the beginning of the year..
 - 4.5.2 Review draft minutes and suggest revisions as necessary
 - 4.5.3 Forward the revised draft minutes to the AAC members for review and approval
 - 4.5.4 Ensure that AAC approved minutes are sent to the Faculty Senate Office
 - 4.6 Liaise between the AAC and the Faculty Senate
 - 4.6.1 Report to the Faculty Senate on the work of the AAC as requested.
 - 4.6.2 Report to the AAC on any Faculty Senate work relevant to the AAC.
 - 4.7 Liaise between the AAC and the Faculty Senate Executive Committee
 - 4.7.1 Provide the Faculty Senate Executive Committee with timely written and oral communications as needed regarding the committee's work and concerns.
 - 4.7.2 Prepare and present motions to the Faculty Senate Executive Committee for consideration
 - 4.7.3. Prepare and present the AAC's annual report to the Faculty Senate Executive Committee.
 - 4.8 Collaborate with other Senate and University committee chairs (as needed)
 - 4.9 Prepare and send evaluative letters of committee members regarding participation
5. Responsibilities of the meeting minutes taker.
 - 5.1 Prepare meeting minutes, to include meeting date and time, names of attending and absent members, and motions as approved by the AAC, start and end times
 - 5.2 Forward draft minutes to the AAC Chair for review and make revisions as necessary.
6. Responsibilities of the AAC members
 - 6.1 Attend AAC meetings

6.2 Participate actively in carrying out the AAC's responsibilities as listed in Section 2

Exhibit C

Bylaw/Code/Policy or Procedure Section

Title of Section: CWUP 5-90-040(2) and CWUR 2-90-040(2) Academic Appeal

New **Revision**

Rationale for changes and/or additions:

The position of Dean of Student Success no longer exists. The Provost's Office selects a designee to serve as the administrator for the Board of Academic Appeals.

To update administrative titles and responsibilities, for example, removing Dean of Student Success (position no longer exists) to Provost's designee.

To clarify difference between the two types of academic appeals (academic petitions and final course grade).

To clarify the steps prior to an appeal before it potentially makes it the Board of Academic Appeals. This process has also been shortened by 10 working days.

To clarify language of the procedural process of Academic Appeal Board Hearing.

(2) Academic Appeal ([See CWUR 2-90-040\(2\)](#))

(A) The academic appeals policy is established by the Faculty Senate and is administered by the Provost's designee. The structure and procedures of the Board of Academic Appeals (Board) may be amended by the Faculty Senate at any time with the approval of the University Policy Advisory Council.

(B) Definition of Academic Appeals

1. The purpose of an academic appeal is to provide students with a safeguard against an arbitrary or capricious academic decision, while respecting the academic responsibility of faculty.

2. Arbitrary or capricious practices are those in which:

a. A determination is made on some basis other than academic performance, or

b. A determination is made on the basis of program/course of study standards different from those which were applied to other students, or

c. A determination is made by a substantial, unreasonable, and unannounced departure from the articulated standards for the program/course of study.

3. Faculty are responsible for establishing clear grading standards, policies, rules, and requirements and maintaining those throughout the term.

4. Students are responsible for:

a. achieving and maintaining the standards of academic performance and excellence as defined by their instructors.

b. complying with all relevant policies, standards, rules, and requirements that are formulated by the University and University's academic units.

(C) There are three (3) categories for academic appeals.

1. Academic Petition

An academic petition is designed to address arbitrary or capricious practices in academic decisions other than a course grade. These decisions may relate to admission to a program/course of study or dismissal from a program/course of study when the decision is not made on the basis of student conduct.

a. Colleges, departments, and programs are responsible for establishing, maintaining, and communicating academic and professional standards.

b. Students are responsible for achieving and maintaining the academic and professional standards set by colleagues, departments, and programs.

2. Determination of Academic Dishonesty Appeal

a. Students who feel that an instructor's determination of academic dishonesty was arbitrary or capricious may appeal the determination. Such appeals will follow the procedure outlined in CWUP 2-90-040(2) Appeals.

3. Course Grade Appeal

a. A course grade appeal shall be confined to charges of capricious or arbitrary action toward an individual student and may not involve a challenge of an instructor's grading standard. It is incumbent on the student to substantiate the claim that his or her final grade represents arbitrary or capricious practice based on one of the following:

i. the assignment of a final course grade to a student on some basis other than performance in the course, or

ii. the assignment of a final course grade to a student by resorting to standards different from those which were applied to other students in that course, or

iii. the assignment of a final course grade by a substantial, unreasonable and unannounced departure from the instructor's previously articulated standards.

(D) The Board of Academic Appeals

1. The purpose of the Board is to provide for fair and impartial hearing of academic appeals involving students, faculty, staff, and administrators. The Board serves as the final hearing body for the University in the matter of academic appeals. The Board may direct the university to change an academic decision affecting the student and specify the content of that change. The decision of the Board of Academic Appeals is final.

2. The academic appeals policy is established by the Faculty Senate and is administered by the Provost's designee. The structure and procedures of the Board of Academic Appeals may be amended by the Faculty Senate at any time with the approval of the University Policy Advisory Council.

3. Appeals must comply with the time limits specified in [CWUP 2-90-040\(2\)](#) or the right to appeal is forfeited. Reasonable exceptions to the deadlines may be made by the chair of the Board or Provost's designee.

4. No individual shall be penalized or retaliated against in any way by the university community for his or her participation in an appeal procedure.

CWUR 2-90-040 Academic and General Regulations

(2) Academic Appeals ([See CWUP 5-90-040](#))

(A) Academic Petition Categories

1. Denials of academic forgiveness,
2. Denials of admission to programs,
3. Removal of academic programs, or
4. Potential other academic decisions not related to grade appeals.

(B) Procedure for Petitioning

1. For the purposes of CWUR 2-90-040, petitions reaching the dean's level involving the Douglas Honors College will be reviewed by the Provost. For structured interdisciplinary program, the program director serves as the department chair reviewer.

2. Definition of Working Day

a. A weekday that occurs during the fall, winter, or spring quarters, excluding state or federal holidays when the university is closed.

b. For grade appeals submitted for spring quarter, the 10-day appeal window starts the first day of the following fall quarter.

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3. A student who wishes to appeal a decision affecting their status in a program must contact the department chair within twenty (20) working days of that decision.

4. Within ten (10) working days of the contact by the student, the department chair shall communicate with both the student and faculty or faculty designee separately to clarify the petition and attempt to resolve it. If a resolution is not achieved at the department chair level, and the student wishes to continue the petition process, the student must present the petition to the dean of the college or administrative supervisor within five (5) working days of the department chair's decision.

5. Within ten (10) working days of the contact by the student, the dean or administrative supervisor shall investigate the petition and attempt to reach a mutually agreeable solution. If such a solution cannot be reached, the dean shall have five (5) working days to weigh the facts and any evidence or testimony and send their decision to the relevant parties including the Provost's designee for the Board of Academic Appeals. Within five (5) working days of receipt of the dean's decision, both department chair, and student must notify the dean of the college or administrative supervisor in writing of their acceptance or rejection of the recommendation. Failure to provide this notification shall be construed as acceptance of the dean's decision.

6. The students must submit the appropriate paperwork to the Provost's designee within ten (10) working days of the dean's decision to request a hearing with the Board of Appeals. The Board may suspend this rule in exceptional circumstances, such as, but not limited to, extended illness, sabbatical leave, etc., of one or both parties to the petition.

7. When any party to the petition chooses not to attend the scheduled hearing, the board will conduct the hearing with the resources available to it and render a decision resolving the petition.

(C) Course Grade Appeals

Only final course grades can be appealed through the Course Grade Appeal process. For structured interdisciplinary programs, the program director serves as the department chair reviewer.¹ The student has ten (10) days after the instructor has posted their final grade for the first attempt to resolve the issue with the instructor. Within ten (10) working days of the contact by the student, the instructor and the student shall make a good faith effort to resolve the grade appeal. Should the instructor be on extended leave, off contract, or no longer employed by the university, the department chair (or structured interdisciplinary program director when not overseen by an academic department chair) shall act for the instructor. The Board may suspend this rule in the case of exceptional circumstances; e.g., extended illness, sabbatical leaves, etc., of one or both parties to the grade appeal.

2. If resolution is not achieved between the student and instructor and the student wishes to continue the appeal, the student must then ask the department chair to resolve the grade appeal. Within ten (10) working days of the contact by the student, the department chair shall communicate with both parties to clarify the grade appeal and attempt to resolve it. If the decision necessitates a grade change, then the chair or designee shall submit a change of grade form and inform both the faculty and student.

3. If a resolution is still not achieved or if the student wishes to continue to appeal beyond the department chair level, the student must present the grade appeal to the dean of the college or administrative supervisor within five (5) working days of the department chair's decision.

4. Within ten (10) working days of contact by the student, the dean, or administrative supervisor shall investigate the grade appeal and attempt to reach a mutually agreeable solution. If such a solution cannot be reached, the dean shall have five (5) working days to weigh the facts and any evidence or testimony and send their decision to the relevant parties. Within five (5) working days of receipt of the dean's decision, both department chair, and student must notify the dean of the college or administrative supervisor in writing of their acceptance or rejection of the recommendation. Failure to provide this notification shall be construed as acceptance of the dean's decision. If the decision necessitates a grade change, then the dean or designee shall submit a change of grade form and inform both the faculty and the student.

5. If a resolution is still not achieved or if the student wishes to continue to appeal beyond the dean level, then the student must ask the Provost's designee for a hearing before the Board of Academic Appeals within ten (10) working days after determination of the dean's decision. The Board may suspend this rule in exceptional circumstances, such as, but not limited to, extend illness, sabbatical leave, etc., of one or both parties to the appeal.

a. A student may withdraw the appeal for a hearing at any time by notifying the Board in writing through the Provost's designee.

b. The parties to the appeal will be provided with the rules governing the Board of Academic Appeals by the Provost's designee as administrator of the academic appeals process who will assign a hearing advisor to each party. The role of the hearing advisor is defined in CWUR 2-90-040 (J).

c. The following steps ensure that the student and the faculty member both have the opportunity to view and respond to each other's materials before the Board of Academic Appeals hearing takes place:

i. The student has ten (10) working days to complete the forms and return them to the Provost's designee.

ii. Within five (5) working days of the receiving the student's forms and materials, the Provost's designee, will provide the involved parties with copies of all those forms and materials submitted by the student.

iii. Within five (5) working days of their receiving the appeal, the faculty member against whom the complaint has been lodged must file a written response with the Provost's designee.

iv. When steps i--iii above have been completed, the Chair of the Board of Academic Appeals shall select the members of the hearing panel. The Provost's designee will arrange and notify the parties involved of the time and place for the hearing within ten (10) working days.

iv. Other interested persons may, upon request of one of the parties to the appeal or upon the request of the hearing panel, submit in writing any observations or relevant information to the instructor, the student, and the hearing panel.

6. If, without prior notice, either party to the appeal does not appear at the scheduled hearing and does not present evidence that uncontrollable circumstances have prevented an appearance, it will be assumed that the party has nothing to add to the evidence already made available to the Board.

(D) Board Proceedings

1. The hearing shall be closed to all but the members of the hearing panel, the involved parties and hearing advisors, witnesses, and the Provost's designee.

The record will be retained for a period of six years. The material will be regarded as confidential. Copies of the record or any part thereof will be made available to the parties to the appeal by the records request process through the business services and contracts office. The cost will be borne by the party making the request.

2. Both parties to the appeal have the right to question the other party as well as any witness involved in the hearing.

3. Members of the hearing panel may question both parties and witnesses. Questions must be germane to the issues of the appeal. The Board Chair will rule on such matters.

4. The hearing can be held in a physical space that is isolated acoustically from its surroundings and large enough to comfortably accommodate all participants to the hearing the student and instructor shall be seated across from the hearing panel and separated by the advisors and the Provost's designee. The student and the instructor shall face the Board chair and follow the Board chair's instructions. Meetings can be held virtually if the circumstances require it.

5. The Chair of the Board of Academic Appeals, shall facilitate the hearing.

6. The Provost's designee shall oversee the various stipulations contained in policy and/or procedures.

(E) Decision of the Board

1. Decisions of the Board are based on a majority vote of the hearing panel appointed for the hearing, and shall be based exclusively on the evidence and on matters officially noted.

2. The decision and reasons for the decision will be reported in writing to both parties involved in the matter, to the officials who reviewed the appeal, and to appropriate authorities mentioned in the disposition of the decision..

3. Parties to the appeal will be notified in writing of the decision of the Board no later than five (5) working days after conclusion of the hearing

(F) Power of the Board of Academic Appeals

1. The Board may accept or reject the grade appeal after due consideration.

2. In cases or aspects of cases determined by the Board to involve procedural problems, the Board may make recommendations for adjustments to any of the parties to the appeal and/or to the appropriate authority.

(G) Procedures for Implementing Board Decisions

1. If the decision of the Board necessitates a grade change, then the Provost's designee shall submit a change of grade form and notify all relevant parties, including the faculty, the chair, the college dean, and the dean of undergraduate or graduate studies, depending on the student's program.

2. If the grade in question has resulted in the suspension of the student the Provost's designee, will notify the Office of the Registrar to withhold suspension pending outcome of the hearing. If the Board finds in favor of the student such that suspension is no longer a consideration, the suspension will be withdrawn. If the Board finds against the student, the Provost's designee, will notify the Office of the Registrar accordingly in writing, and the student will be withdrawn from the university or be subject to such action as the Board deems appropriate, and the student's fee will be returned according to the university fee return policy.

3. In cases where the Board determines that a conduct violation was committed by any party to the appeal, the matter will be referred to the appropriate authority.

(H) Membership of the Board of Academic Appeals

1. The Board shall be made up of fifteen (15) members: seven (7) faculty and eight (8) students.

2. Faculty members of the Board will be chosen by the Faculty Senate from among faculty who are not members of the university's administration. The definition of "faculty member" will be that which is used in the Central Washington University and United Faculty of Central Collective Bargaining Agreement.

3. Student members of the Board will be chosen by the Associated Students of Central Washington University Student Government (ASCWU SG) from students who are not members of the ASCWU SG. The definition of "student" will be that used in determining membership in the Associated Students of Central Washington University as indicated by the constitution.

4. The term of office for faculty members will be three (3) years with staggered terms. Faculty members may be appointed to serve subsequent three (3)-year terms. Students may serve up to three (3) years at the discretion of the ASCWU SG.

5. The Board chair shall be appointed yearly by the Faculty Senate Executive Committee. The Board chair shall preside over all meetings and hearings before the Board.

6. Hearings before the Board and judgments by the Board will be conducted and rendered by the hearing panel made up of the Board chair or his/her designee, two faculty and two student members of the Board. The Board can elect a pro tem chair from among the Board members to act as a hearing panel chair. The student and instructor shall be notified about the content of the hearing panel five (5) working days before the hearing and may request a change in the panel within one (1) working day after that notification. The Board chair shall decide if changes to the hearing panel are warranted and, if so, shall make those changes.

(I) Administrative Affairs of the Board of Academic Appeals

The Provost's designee will be responsible for the administrative affairs of the Board of Academic Appeals. Current records are maintained digitally under Undergraduate Studies-Academic Success and Advising. All requests for a formal hearing of academic appeals will be filed with the Provost's designee. Upon receipt of a request for a hearing, the Provost's designee is responsible for advising the student on the functioning of the Board; to verify and insure that required procedures preliminary to, during, incidental to, and following formal hearings are adhered to; and to call the Board into session. After a complaint has been filed and verified, the Provost's designee, shall notify all parties to the complaint; to call for evidence and ensure safekeeping of said evidence; to keep and maintain the records of Board correspondence, transactions, hearings, decisions, etc., and to implement the decisions and directives for the Board.

(J) Hearing Advisors for the Parties

1. Hearing Advisors will be drawn from existing members of the Board of Academic Appeals. The Provost's designee will select hearing advisors that do not have a conflict of interest regarding the particulars of the

case. If a hearing advisor determines that they have a conflict of interest, they should inform the Provost's designee and request to be removed from their role as hearing advisor.

2. The responsibilities of the hearing advisors are exclusively as follows:

a. To assist the parties in properly completing or replying to the complaint form; and

b. To make recommendations concerning presentation of necessary information to the Board of Academic Appeals (i.e., complaint form, letters of correspondence between parties, documents, witnesses, etc.).

Exhibit D

Bylaw/Code/Policy or Procedure Section

Title of Section: CWUP 5-90-040(42) Syllabi

New

Revision

Rationale for changes and/or additions:

Updates of office names, contacts, and websites;

Alignment of verbiage with current policies and best practices in various areas:

- Replacement of mandatory reporter with Responsible Employee as required by federal Title IX regulations;
- Use of sexual misconduct and discrimination rather than sexual misconduct and assault;

Inclusion of the broader concept of confidential support.

Conforms with section III.6.b of [recommendations](#) made by the CWU SAFE Work Group on July 12, 2023.

To maintain compliance with syllabus policy requirement, (B) has been added to the end of the syllabus policy to ensure that the Office of the Provost sends an official communication to faculty at the beginning of each quarter regarding current syllabus policy.

(42) Syllabi

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

1. Title, time, and location of the course;
2. Name, contact information, and office hours of instructor;
3. Objectives of course, expected student learning outcomes and method of assessment;
4. Any special conditions or requirements associated with the course (e.g. hybrid instruction, field trips);
5. Required books and materials;
6. Criteria for determinance of final grade;
7. Instructor's policy on students' attendance and absence;
8. Tentative dates for major assignments and examinations;
9. Instructor's policy on late work, make-up, extra credit, and other issues unique to the class.
10. Instructor's policy on academic dishonesty. It is recommended that reference be made to [CWUP 5-90-040\(25\)](#) and [CWUR 2-90-040\(24\)](#).
11. Instructor's policy on student conduct. It is recommended that reference be made to the policy on expectations of student conduct in the Washington Administrative Code (see [WAC 106-125-020](#)). Any expectations that go beyond what is stated in [WAC 106-125-020](#) should be included in the syllabus.
12. A statement consistent with the university's commitment to diversity, such as:
"CWU expects every member of the university community to contribute to an inclusive and respectful culture for all in its classrooms, work environments, and at campus events."
13. A disability statement, such as:
Central Washington University is committed to creating a learning environment that meets the needs of its diverse student body. If you anticipate or experience any obstacles to learning, contact Disability Services to discuss a range of available options. Student Disability Services is located in Hogue 126. Call (509) 963-2214 or email ds@cwu.edu for more information.
14. [RCW 28B.137.010](#) requires course syllabi to include a link to CWUP 5-90-040(34) regarding reasonable accommodation for religious holidays and a statement explaining the policy, such as:

“University Policy, CWUP 5-90-040(39), provides for reasonable accommodation of student absences for religious holidays in accordance with [RCW 28B.137.010](#). Students seeking reasonable accommodations under this policy must provide written notice to their instructors within the first two weeks of class specifying the dates for which religious accommodations are requested. Contact the Dean of Student Success at (509) 963-1515 for further information.”

15. This statement provides information consistent with the university’s position on sexual misconduct, clarifies the instructor’s role as a Responsible Employee, and gives information about confidential resources. The following must be included:

“Central Washington University is committed to providing all community members with a learning and work environment that is free from sexual misconduct and discrimination.

Students have rights and options for getting help if they have experienced sexual misconduct or discrimination.. Information can be found at the Office for Civil Rights Compliance website or by contacting the Title IX Coordinator.

. As Responsible Employees, all faculty and staff are required to report information regarding sexual misconduct or related incidents and disclosures regarding sexual misconduct and discrimination to the Title IX Coordinator, unless they are designated as a confidential resource.”

“Students may receive confidential support by contacting CWU PATH, 509-963-3213 or PATH@CWU.edu, or CWU Student Counseling Services, 509-963-1391.”

(B) Prior to the start of each quarter, the Office of the Provost will send an official communication to all faculty regarding the current syllabus policy and requirements. This is to maintain compliance with any required syllabus language.

Exhibit E

Public Relations Minor

Required Courses

COM 201 Introduction to Mass Communication
COM 208 Introduction to Public Relations Writing
COM 270 Introduction to Public Relations
COM 370 Advanced Public Relations Writing
COM 470 Public Relations Strategies
COM 481 Central Communication Agency

Electives

Choose one course (4 credits)

COM 371 Event Planning and Management
COM 472 Global Public Relations
COM 473 Crisis Communication Management
COM 487 Advanced Public Relations Seminar

Total Credits: 27

Exhibit F

Secondary Education, BAEd

Required Courses

- EDBL 401 Principles and Practices for Educating Linguistically Diverse Students
OR
- EDBL 430 Sheltering Instruction for Linguistically Diverse Students
(for bilingual education/TESL minors only)
- EDSE 302 Inclusive Practices in the Classroom
OR
- EDSE 310 Foundations of Special Education
(for special education majors/minors only)
- EFC 250 Introduction to Education
- EFC 315 Educational Assessment
OR
- EDEC 412 Responsible Childhood Assessment
(for early childhood education majors/minors only)
- EFC 340 Methods of Instruction
- EFC 350 Classroom Management
OR
- EDEC 422 Classroom Management in an ECE Classroom
(for early childhood education majors/minors only)
- EFC 416 Educational Technology
- EFC 440 Education Law
- EFC 480 Student Teaching
- ELEM 470 Since Time Immemorial Curriculum Seminar
OR
- HIST 421 Methods and Materials in the Social Studies, Secondary

Select one of the following:

- EDBL 318 Family, Community, and Culture in Education
(for bilingual education/TESL minors only)
- EDEC 307 Equity, Culture, and Anti-bias in ECE
(for early childhood education majors/minors only)
- EFC 320 Multicultural Education

Select one of the following:

- EDEC 493 Professional Educators Field Experience
(for early childhood education majors only, who will take this course for a total of 12 credits, 2 of which will be applied to this program)
- EFC 330 Field Experience
- PESH 438 Practicum and Seminar 3
(for physical education and school health majors only, 2 of the 3 credits will be applied to this program)

Total Credits: 51-55

Exhibit G

Literacy Coaching Type D Certificate

Required Courses

EDBL 550 Advanced Literacy Development with Linguistically Diverse Students
EDLT 520 Literacy Curriculum: Design and Delivery
EDLT 521 Program Organization: Literacy Coaching and Leadership
EDLT 522 Literacy Coaching and Data-Oriented Change
EDLT 523 Issues and Trends in Literacy Research

Total Credits: 15

Exhibit H

Sport Coaching MS

Required Courses

- SAA 505 Foundations of Sport Coaching
- SAA 535 Sport Pedagogy
- SAA 540 Sport in Society
- SAA 555 Advanced Strength and Conditioning
- SAA 560 Sport Psychology for Coaches
- SAA 570 Legal Liability and Risk Management
- SAA 575 Organizational Leadership and Ethics in Sport
- SAA 589 Capstone Project
(must be taken for a total of 4 credits)
- SAA 599 Seminar I
(must be taken for a total of 10 credits)

Total Credits: 45

Exhibit I

Faculty Senate Curriculum Committee

Procedures Manual

1. The Curriculum Committee shall be concerned with the study, development, and improvement of the curriculum, educational programs, and academic policy at the university and shall cooperate with other individuals, groups, or committees at the university in carrying out its duties.

The FSCC shall be guided by current CWU policy and procedure. The following policies are of particular importance.

The FSCC shall make recommendations to the faculty senate regarding all “curriculum policies, including revisions to, CWUP 5-50, and policy recommendations from university committees and offices concerned with the curriculum (e.g., general education committee, teacher education executive council, graduate council, career services, office of the registrar, deans’, associate provost’s and provost’s offices).) CWUP 5-50-020(3)(A).

“The FSCC has supervisory authority to review and make recommendations on all curricular and program proposals presented to it for academic integrity and intellectual quality, the clarity of course and program descriptions, inclusion of student learning outcomes and assessment plan.” CWUP 5-50-020(4)(A)

“All course and program changes, additions, and deletions are considered in terms of their relation to the academic mission of the university, college, department, program and their adherence to the CWUP policies as outlined in this document. All curriculum changes are evaluated for needless duplication and potentially deleterious effects on other programs. Curriculog proposals are the official process for all curriculum additions, deletions, and changes.” CWUP 5-50-030(3)

The committee shall perform other duties as may be requested by or approved by the Senate Executive Committee

2. Responsibilities of the FSCC
 - 2.1 Establish the curriculum policy for the university in accord with state rules and regulations.
 - 2.2 Maintain and disseminate the curriculum procedures found in section 5-50 of the Central Washington University Policy Manual and 2-50 CWU Procedure Manual.
 - 2.3 Evaluate proposed new curriculum and curriculum changes in accordance with the policies outlined in section 5-50 of the CWU Policy Manual and 2-50 CWU Procedure Manual.
 - 2.4 Consider the charges presented by the Faculty Senate Executive Committee and recommend actions or propose policies under the jurisdiction of the committee.
 - 2.5 Initiate additional charges as determined by the committee members.
 - 2.6 In consultation with the Provost’s Council, Academic Scheduling, and the Office of the Registrar, develop catalog and course deadline schedule for the next academic year by the end of fall quarter each year.

- 2.7 Conduct curriculum proposal hold petition hearings according to an agreed-upon procedure (see Section 9), adhering to the committee's responsibilities as outlined in policy.
3. Election of Chair-Elect
 - 3.1 Nomination process: During spring quarter or at the first regular meeting of the FSCC, the committee chair or designee will accept nominations for committee chair-elect from members.
 - 3.2 Election process: If there is more than one nominee, voting will be held by secret written ballot; otherwise by voice vote.
 - 3.3 Chair-Elect will serve as committee chair in absence of the committee chair. If the chair-elect is unable to serve as committee chair, the Faculty Senate Executive Committee will appoint an interim committee chair for the remainder of the academic year.
 - 3.4 The Chair-Elect will discuss and negotiate a division of responsibilities for the year with committee chair at the beginning of their term). Some examples of negotiated support may include the following examples:
 - plan the orientation session for Fall quarter
 - set agenda items or discussion topics in preparation for a meeting
 - Determine methods for splitting review preparation work in advance of a meeting
 - Assist in preparing committee reports to Faculty Senate
4. Responsibilities of the Chair (swap 3 and 4) 3 becomes Responsibilities of the Chair and 4 becomes Election of chair-elect.
 - 4.1 Determining meeting days and times: (The FSCC traditionally meets on the first and third Thursdays of each month at 3:10 to 5:00 p.m. During winter quarter, the committee should expect to meet every week.)
 - 4.2 Leading an orientation session in Fall quarter to train new members and refresh existing members on best practices for curriculum review and meeting procedure.
 - 4.3 Setting meeting agendas and presiding over meetings.
 - 4.4 Managing committee workload.
 - 4.5 Ensuring that committee-meeting minutes are forwarded to the Faculty Senate office when secretary is not present.
 - 4.6 Reporting on the work of the committee to the senate and reporting the Faculty Senate work to the FSCC.
 - 4.7 Presenting motions to the Faculty Senate Executive Committee for senate consideration.
 - 4.8 Working in collaboration with other senate and University committee chairs (as needed).
 - 4.9 Preparing and presenting the committee's annual report to the Faculty Senate Executive Committee.
 - 4.10 Fulfilling the committee responsibilities as outlined in Section 2.
 - 4.11 Corresponding and supporting faculty about curriculum development and submissions for committee evaluation of submitted curriculum.
- 5.0 Responsibilities of the Office of the Provost or designee
 - .1 Prepare meeting minutes which should include: date and time of meeting; names of attending and absent committee members; and motions to be presented to the faculty senate (precisely worded).
 - 5.2 Forward approved motions to the faculty senate concerning policy and/or curriculum.
 - 5.3 Forward approved minutes to the faculty senate office.

- 5.4 Arrange location of meetings and equipment needed for telephone connections or presentations.
- 5.6 Update section 5-50 of the CWU policy manual and curriculum forms as needed and forward to the appropriate department for posting on the web.
- 5.7 Distribute catalog and course deadline schedule in winter quarter of each year for the next academic year. Distribute reminder memo in spring.
- 6. Responsibilities of Provost or designee office
 - 6.1 Construct, maintain, and disseminate the curriculum summary log for comment by the CWU faculty, staff, and administration.
 - 6.2 Following each meeting, contact originator of proposal for corrections or additions to proposals as noted by a FSCC member on the curriculum review form.
 - 6.3 Track curriculum approval process and forward proposals to appropriate agency.
 - 6.4 Maintain master curriculum files.
 - 6.5 Ensure received proposals are reviewed for completion of signatures, information, and attachments.
- 7. Responsibilities of Committee Members
 - 7.1 Attend committee meetings.
 - 7.2 Actively participate in fulfilling the duties of the committee as outlined in Section 2.
 - 7.3 Review proposed curriculum according to Section 5-50 of the CWU Policies Manual.
- 8. Roles and responsibilities of Non-Voting Committee Members
 - 8.1 Attend committee meetings.
 - 8.2 Provide consultation and contribute to discussions about curriculum proposals, policy, and implementation related to their academic area, committee, or student services office.
 - 8.3 Advise the committee on college and university wide policies, procedures, and practices affecting curriculum and related processes.
 - 8.4 Provide the committee with discipline and/or industry specific accreditation standards as they relate to curriculum when appropriate.
 - 8.5 When needed, assist in conveying curriculum-related issues and concerns raised by the committee to originators or affected parties within their academic area, committee, or student services office.
- 9. Procedures for Hold Hearings
 - 9.1 Prior to any hold hearing the committee chair will distribute a handout to committee members outlining all policies and procedures relating to the committee's jurisdiction, responsibilities, and purview. In addition, information will be provided to the committee and related parties that explains the process. If the parties would like to provide additional information to the committee, it must be received by the Faculty Senate office by noon Tuesday of the week prior to the hearing.
 - 9.2 Discussion and questioning will be limited to voting members of the committee and no more than two respondents from each related party. The names of respondents must be received by the Faculty Senate office by noon Tuesday of this week prior to the hearing.
 - 9.3 The party petitioning to hold a course or program proposal will be given five (5) minutes to present an argument to the committee. The responding department or program will be given five (5) minutes to present a response. No questioning or communication between parties will be allowed. Following the presentations, the voting committee members will be allowed ten (10) minutes to ask questions of both parties.
 - 9.4 The parties will be excused after the completion of questions. The committee voting and non-voting members will hold a 5–10-minute debriefing session.

- 9.5 At the conclusion of the debriefing sessions, the chair will call the committee into an executive session of voting members and the committee administrative assistant to deliberate.
- 9.6 The committee will vote by ballot on a motion to uphold the petition. The motion requires a simple majority to pass. If a committee member is also a party to the hold petition, they will be recused from voting. A committee member who is a faculty member from one of the departments involved in the hold petition is not automatically recused from voting.
- 9.7 The committee chair will inform all parties of the results via email. If the petition is upheld, the proposal will be rejected back to the originator. If the petition is denied, the committee will approve the proposal.

Exhibit J

When the current GE Program was created, it was created with Program Goals rather than Program Outcomes. Although Program Goals make the GE Program more difficult to assess, the Program Goals were created via a committee process and accepted by the Faculty Senate at that time. However, our current accreditation process requires a program assessment, which has led to what we have presented here.

The rationale for selecting these specific Program Outcomes is because:

- They provide both a limited and manageable set of outcomes.
- They align reasonably well with the GE Program Goals, as well as the Component Areas.
- Assessment Artifacts associated with these outcomes would be relatively straightforward to produce.

Proposed General Education Program Learner Outcomes

1. Apply quantitative and qualitative methods to describe, analyze, and solve problems
2. Recognize when information is needed and be able to locate, evaluate, and effectively use it situationally, effectively, responsibly, and ethically
3. Assess the relevance and strength of claims in written texts, visual media and/or other forms of discourse
4. Communicate well-reasoned ideas effectively using a variety of methods and genres appropriate to purpose, audience, and context
5. Extend knowledge and skills in a practical context and/or environment

Exhibit K

Exhibit D

Bylaw/Code/Policy or Procedure Section

Title of Section: CWUP 5-90-040(48)

New

Revision

Rationale for changes and/or additions:

Charge EAC23-24.06: Identify who should have access to faculty SEOI's, create policy, and update CWUP 5-90-040(48).

Currently SEOI administrator has no guidance on who has access to evaluations. Need to create policy to assure department chairs and those using SEOIs for specific faculty development can request SEOI's.

The committee conducted research on policies at other institutions and identified best practices to inform the development of the SEOI access policy.

The Evaluation and Assessment Committee is proposing to add section (C) to the current policy CWUP 5-90-040(48).

(48) Student Evaluation of Instruction (SEOI)

(A) Role of SEOIs in Evaluation of Teaching

SEOIs are one factor in the evaluation and assessment of faculty teaching effectiveness. Conclusions (formative or summative) based on SEOIs must be made with extreme care. Faculty should be encouraged to experiment with new teaching methods and should not be punished for methods that are in development. These guidelines are intended to ensure that SEOIs are used appropriately and consistently.

1. It is inappropriate for any department or unit to specify an absolute numerical threshold that determines effective or excellent teaching.
2. SEOI data are primarily intended for formative assessment. Formative assessment can inform and support instruction to improve learning and teaching.
3. Limited summative conclusions can be based on SEOI data. Any such conclusions should be based on long-term patterns and/or trends and not rely on isolated examples. Summative assessment of teaching based on SEOI written comments to open-ended questions should reflect recurring ideas or themes present throughout the review period. SEOIs with low response rates do not show long-term patterns or trends, either positive or negative. Those evaluating should recognize that research shows gender and racial biases impact patterns in SEOIs.
4. Faculty are encouraged to include in their personal statement examples of actions taken based on their SEOIs.
5. Grade incentives (e.g., extra credit or grade drops) for SEOI completion are prohibited. Grade incentives may include, but are not limited to, extra credit and grade drops.
6. SEOIs will be made available to faculty one (1) week after grades are due.

(B) Administration of SEOIs

It is the department's responsibility to pick an appropriate form for each course with five (5) or more students enrolled).

1. If no form is chosen, the default for non-online courses will be Form A. Online courses will default to Form W.
2. If a class has four (4) or fewer students, no SEOI is assigned, with the exception of classes combined for SEOI purposes. SEOIs can only be combined for sections within a course with the same instructor.
3. If a class has five (5) or more students enrolled and the class is numbered X9X, the department must choose a form type. Choosing no form is an option. If no response is received, the default is Form A.
4. If a class has five (5) or more students enrolled, and the class is not X9X, the department must choose a form type. The default is Form A.

(C) Access to SEOIs

1. Instructors will receive for each of their courses the summarized results of closed-ended questions, the complete verbatim responses to open-ended questions, and an aggregate summary of the closed-ended responses in the department in the current quarter, after the end of the quarter and all final grades have been submitted by the instructor.
2. Access to individual instructor results and aggregate summaries at the department and college level shall be made available to authorized personnel through the Evaluation and Assessment Committee (EAC). The following list provides pre-approved levels of access:
 - a. Individual instructor results and aggregate summaries within a department/program:
 - i. Chairs/Directors
 - ii. Department administrative secretaries
 - b. Individual instructor results and aggregate summaries within and between departments/programs within a College
 - i. Provost
 - ii. Dean
3. Requests for access to data by individuals/committees at CWU, not specified above, must be submitted in writing via email to the Faculty Senate Executive Committee (EC).
4. The EC, in consultation with EAC, will review the request. The review period will be 10 working days from date of request.
5. Each approved request for data will be logged into the University SEOI management system by Information Services.
6. The list of approved individuals with access will be reviewed by the EAC on a yearly basis to include additional individuals who are granted access and remove access for individuals who no longer need access.

Academic Affairs Committee Report
Date 13 May 2024

| Charge # | Timeline | Charge/task | Progress | Action |
|-----------------|-----------------|---|--|--|
| AAC23– 24.01 | Fall | Clarify CWUP 5-90-040 (38). Can courses with a grade of D be used towards the 180-credit graduation requirement if those courses have been denoted as forgiven thorough the academic forgiveness process? | Edited, voted, and approved by AAC 26 October 2023. AAC sought clarification for the rejection and substantive changes requested from at UPAC. AAC provided some edits and sent back to FSEC. | Approved at FS Date 1 Nov 2023. Rejected at UPAC Feb 2024 Approved at FS Date 1 May 2024 |
| AAC23– 24.02 | Fall | Update CWUP 5-90-040 (2) Refers to dean of student success, a position that does not exist. This may need to be deans of undergraduate studies and graduate studies, depending on the student. | Edited, voted, and approved by AAC 12 October 2023 | Approved at FS Date 10 Jan 2024 |
| AAC23- 24.03 | Fall | Revise proposed policy regarding student conduct in academic settings. Proposed policy CWUP 5-90-080/CWUR 2-90-080 | Edited, voted, and approved by AAC 25 January 2024 Feedback from the Office of Student Rights & Responsibilities has been gathered. AAC will resume working on the document. AAC will continue working on this is the 2024-25 AY | Approved at FS Date 7 Feb 2024 Rejected at Provost Council |
| AAC23- 24.04 | Winter | Work with the ADI committee on approving policy regarding ADI graduation requirements. Update academic policy for changes resulting in new ADI requirement. | ADI co-chairs and AAC have gone through three rounds of revision on draft policy language. | Sent to FSEC 25 April 2024 Approved at FS Date 1 May 2024 |

| | | | | |
|-------------|--------|---|---|--|
| AAC23-24.05 | Winter | Review updated academic appeals policy for clerical changes | Edited, voted, and approved by AAC 9 May 2024. | Sent to FSEC 9 May 2024 |
| AAC23-24.06 | Winter | Consider revising CWUP 5-90-040 (35) Academic Standing to clarify the status of students who have GPA >2.0 but have two consecutive quarters below 2.0. | The existing policy is clear and AAC does not recommend any changes. | Completed |
| AAC23-24.07 | Winter | Request presentation on WICHE “no holds back” study results. Make recommendations for policy changes on academic holds if needed. | Amber Darting met with AAC. | Sent to FSEC 25 April 2024 Approved at FS Date 1 May 2024 |
| AAC23-24.08 | Spring | Review CWU enrollment data during the add/drop period to determine whether a change in length is needed | After discussing the Registrar and as a committee, AAC does not recommend any changes. | Completed |
| AAC23-24.09 | Spring | Review committee procedures manual through an equity lens, including committee functions, processes, and membership. | Since the pandemic, AAC has moved from a hybrid meeting model to meeting electronically. This has been a more equitable solution for our members located at CWU centers and those members with auditory limitations. Edited, voted, and approved by AAC 25 April 2024. | Sent to FSEC 29 April 2024 |
| AAC23-24.10 | Spring | Review committee procedures manual and update as required. | AAC no longer has an administrative assistant to take notes. Our meeting minute takers rotate alphabetically through the nine voting members (including the chair). Edited, voted, and approved by AAC 25 April 2024. | Sent to FSEC 29 April 2024 |

Additional Information

**FACULTY SENATE
ANNUAL
STANDING COMMITTEE REPORT**

2023–2024 ACADEMIC YEAR

Prepared for Central Washington University Faculty Senate

Faculty Senate Committee: Budget and Planning Committee

Committee Representation

- **Members:**
 - Chair – James Johnson – Biological Sciences, College of the Sciences
 - Gary Bartlett – Philosophy & Religious Studies, College of Arts and Humanities
 - Duane Dowd – Family & Consumer Sciences, College of Education and Professional Studies
 - Roxanne Easley – Department of History, College of Arts and Humanities
 - Levente Fabry-Asztalos – Chemistry, College of the Sciences
 - Lila Harper – English, Non-Tenure Track Faculty Representative
 - Maureen Rust – CWU Libraries
 - Chad Wassell – Economics, College of Business
 - Ke Zhong – Accounting, College of Business

- **Ex Officio Members**
 - Andrea Eklund, Faculty Senate Chair
 - Mark Samples, Faculty Senate Past Chair
 - Chris Schedler, ADCO Representative

- **Student Representative**
 - None

- **Guests**
 - Joel Klucking, Senior VP Finance & Administration
 - Walter Szeliga, Budget Development Taskforce
 - Patrick Pease, Provost/Executive Vice President for Academic Affairs
 - Kurt Kirstein, Associate Vice President, Provost Office

Committee Charges

| Charge # | Charge Description | If applicable, FS Motion No. | Status |
|-------------|--|---------------------------------|-----------|
| BPC23-24.01 | Review the Budget Development Task Force Tuition Waiver Group Recommendation for Changes to Tuition Waiver Policy and Use waiver report and make policy recommendations. | | Completed |

| Charge # | Charge Description | If applicable, FS Motion No. | Status |
|-----------------|---|-------------------------------------|---|
| BPC23-24.02 | Invite Joel Klucking or another representative from Finance & Administration on results of feedback from town hall meetings and the next steps of the Values Based Budgeting Model at CWU. | | Completed |
| BPC23-24.03 | Maintain regular communication processes with college budget committees. | | Completed |
| BPC23-24.04 | Consult with and consider coordination with Shared Governance Joint Sensemaking Group | | In progress |
| BPC23-24.05 | Continue to take an active role in the budget governance process and push for greater clarity in the various roles in the process. | | In progress |
| BPC23-24.06 | Review Policy and Procedures on the role of President's Budget Advisory Council and the other budget-related committees across campus and make recommendations for updates. | | In progress. These policies continue to be discussed at PBAC/BDT and are still being revised/redistributed. |
| BPC23-24.07 | Review budget calendar as proposed by financial services (or that office) and make recommendations of concerns. | | Completed. |
| BPC23-24.08 | Continue monitoring the budgetary implications for faculty of the University mission and vision, as well as the development of the University strategic plan. Provide recommendations as appropriate. | | Completed/In progress as this process continues. |

| Charge # | Charge Description | If applicable, FS Motion No. | Status |
|-------------|--|------------------------------|-----------|
| BPC23-24.09 | Explore budgetary implications of CWU organizational changes and make recommendations as appropriate. | | Completed |
| BPC23-24.10 | Review committee procedures manual through an equity lens, including committee functions, processes, and membership. | | Completed |
| BPC23-24.11 | Review committee procedures manual and update as required. | | Completed |

Report on the Activities of the Committee

Meeting Dates (Day, Time.)

Fall Quarter:

- Thursday, October 5, 2023, 2:00 PM.
- Thursday, October 19, 2023, 2:00 PM.
- Thursday, November 2, 2023, 2:00 PM.
- Thursday, November 16, 2023, 2:00 PM.
- Thursday, December 7, 2023, 2:00 PM.

Winter Quarter

- Monday, February 5, 2024, 2:00 PM.
- Monday, February 26, 2024, 2:00 PM.
- Monday, March 4, 2024, 2:00 PM.

Spring Quarter

- Thursday, April 4, 2024, 2:00 PM.
- Thursday, April 18, 2024, 2:00 PM.
- Thursday, May 2, 2024, 2:00 PM.
- Monday, May 13, 2024, 12:00 PM
- Thursday, May 16, 2024, 2:00 PM.

Minutes

<https://www.cwu.edu/about/university-leadership/faculty-senate/meetings-minutes/committee-minutes.php#accordion-24feeadf-00b0-4e4c-8a53-517213bb9c7c-0>

Items of Interest

Enrollment Trends

Most of the current budgetary issues relate to the loss of enrollment at CWU starting during the pandemic. Current enrollment is the lowest in more than a decade.

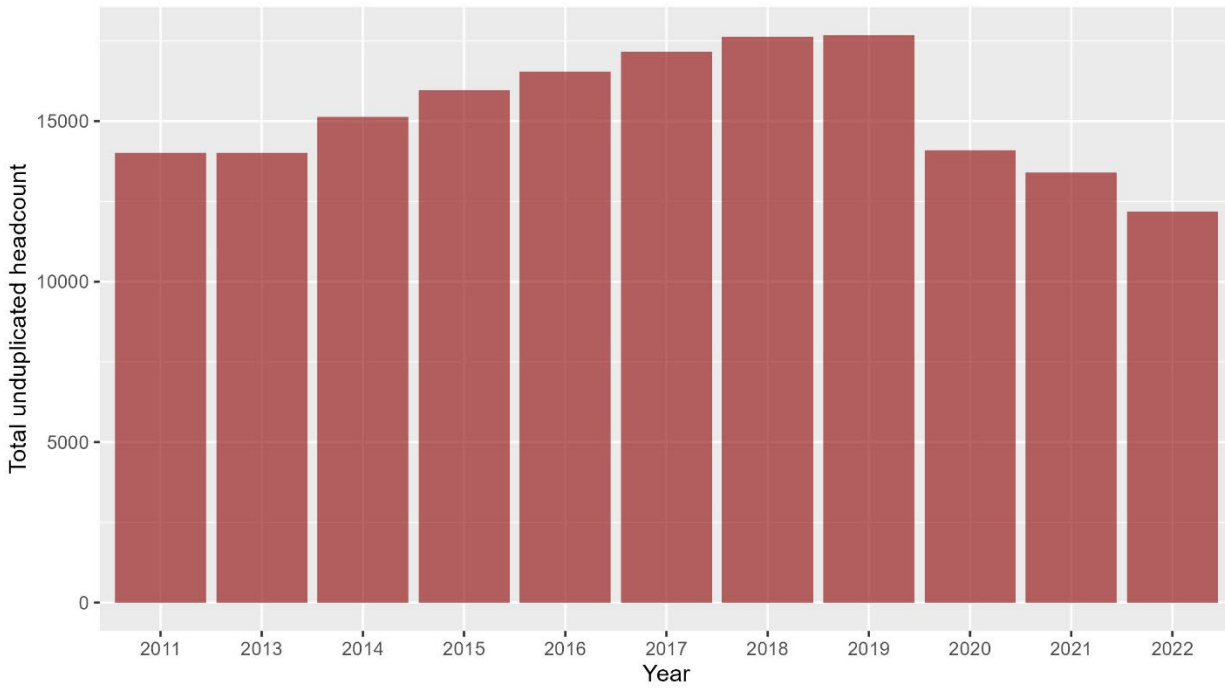


Figure 1 Fall enrollment since 2011, data source IPEDS.

Note: the last year for which data was available through IPEDS was 2022.

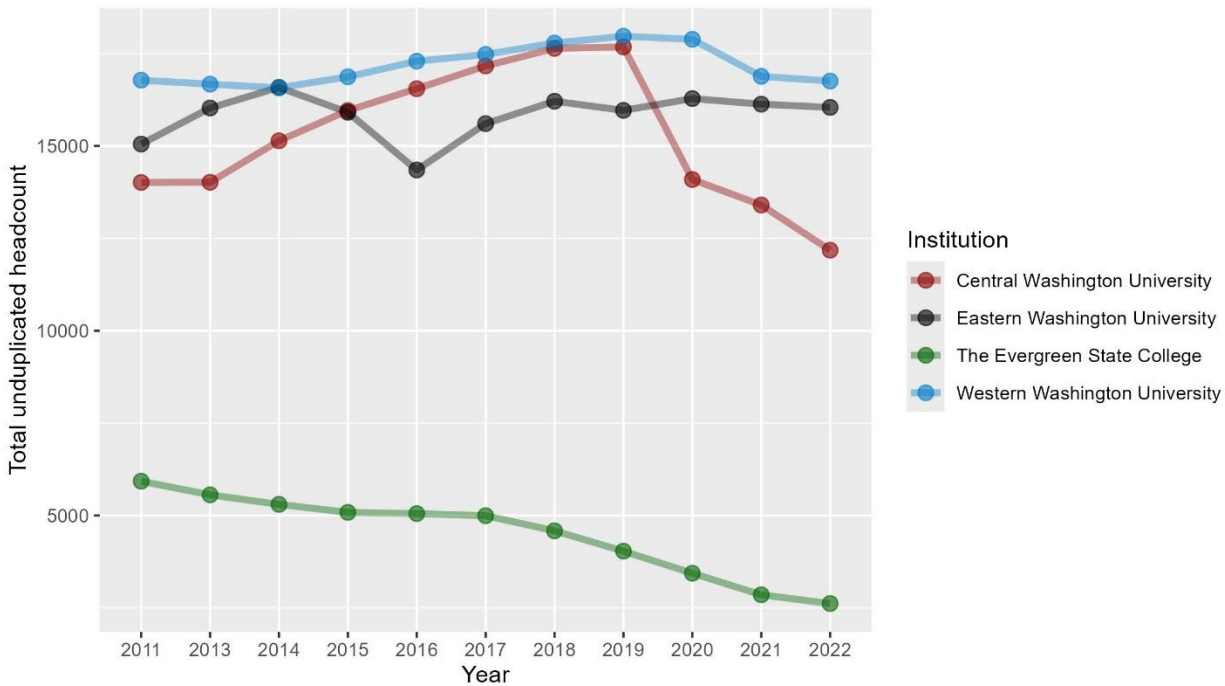


Figure 2 Enrollment at comparable Washington Universities. Data source IPEDS.

The decline in enrollment at CWU has been more abrupt than at other institutions in Washington State. The enrollment decline has continued into the current academic year. This is probably due to a combination of graduate enrollment and changes in Running Start/College in the high school. We have a slightly different picture if we consider only undergraduate FTE (see Figure 3).

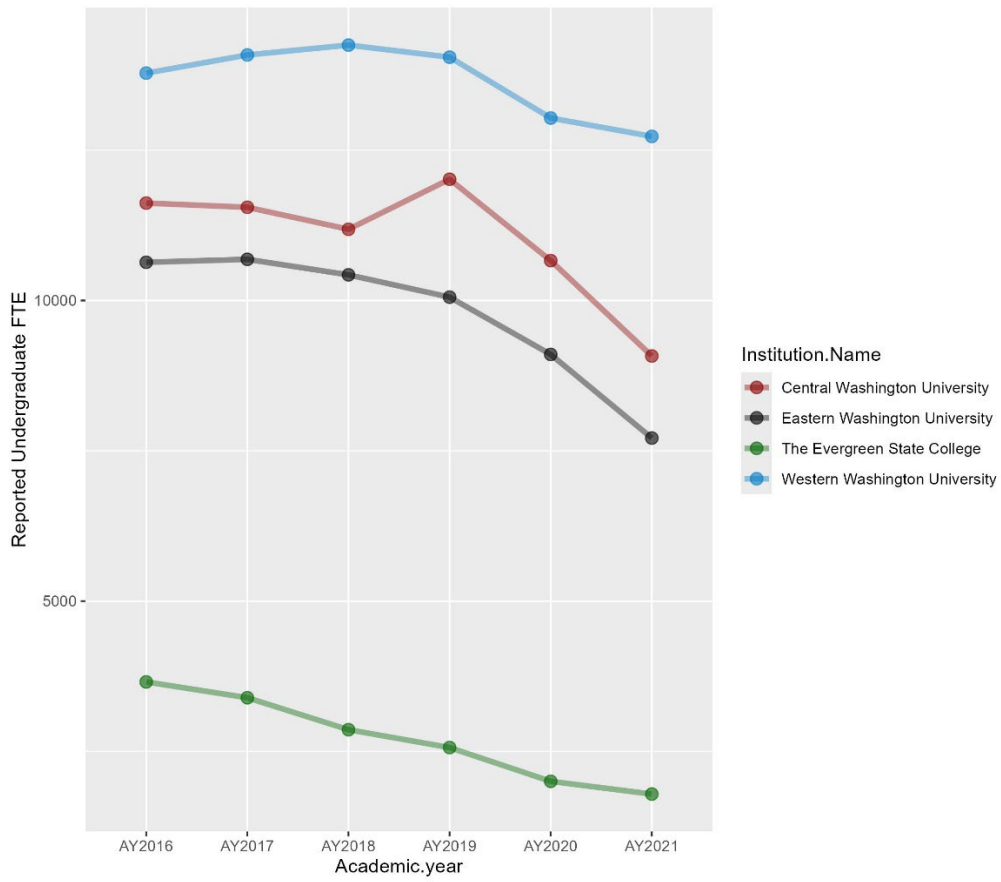


Figure 3 Reported undergraduate FTE (2016-2022). Data source IPEDS.

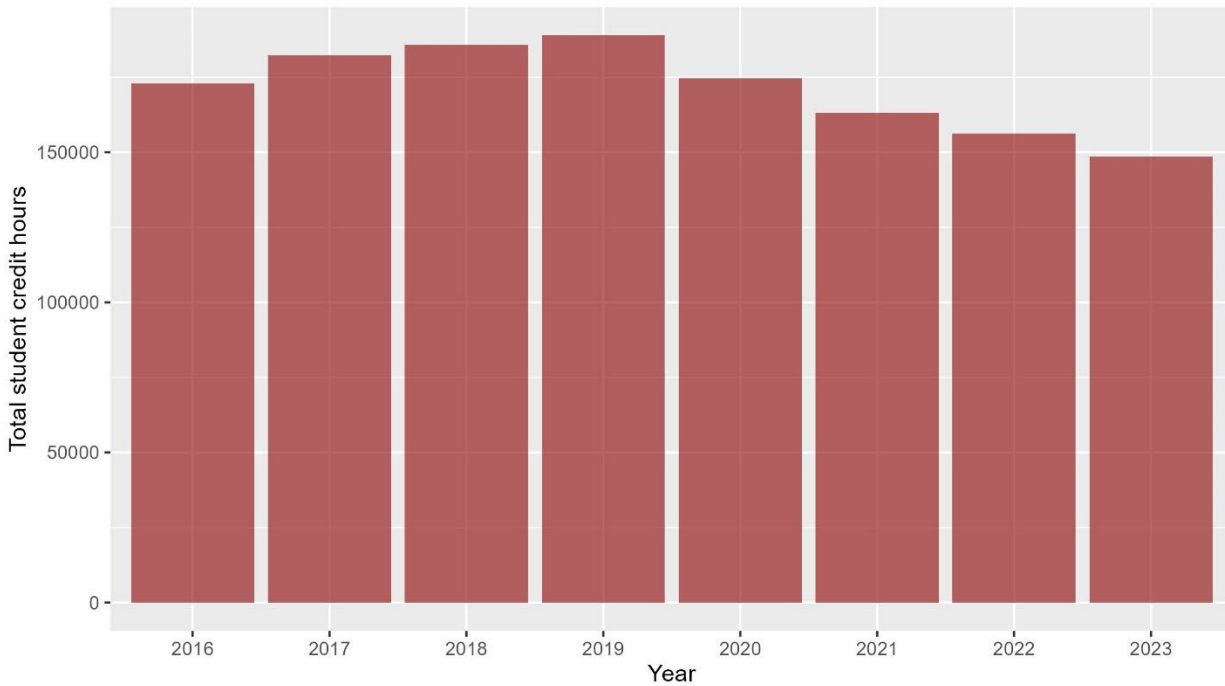


Figure 4 Student credit hours in fall quarter. Data source enrollment report.

The loss in student credit hours has resulted in a loss in student tuition dollars contributing to our current budget situation.

Current forecasts by the administration suggest enrollment in the next few years will be relatively consistent with the current enrollments.

Budget Data from Package B Reports

Data presented in this section of the report are from a data set provided by Patrick Stanton, Executive Director, Finance, Finance and Business Auxiliaries. Package B covers the State General Fund and reflects the operating budget of Academic Affairs (and other divisions) based on State appropriations and student tuition. It does not include the capital or enterprise budgets which are separate.

NOTE: These budget numbers reflect the current university organization. When organizational changes are made it reassigns subdivisions and departments to the current division structure. Therefore, the SES budget is shown at times when that division did not exist. Since the subdivisions and departments in SES existed before the reorganization, this allows us to see the change in SES budget over time.

Table 1 Division budget 2016-2024 based on current organization. Data source Package B Reports.

| Division | FY16 | FY17 | FY18 | FY19 | FY20 | FY21 | FY22 | FY23 | FY24 |
|--------------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Academic Affairs | 67,141,014 | 68,755,706 | 71,018,418 | 74,383,742 | 77,310,742 | 76,224,992 | 77,202,343 | 81,728,205 | 83,737,047 |
| Finance and Administration | 16,835,415 | 17,744,108 | 18,116,034 | 16,777,690 | 17,040,915 | 15,250,734 | 17,046,048 | 20,255,690 | 18,979,544 |
| President's Division | 19,474,711 | 20,371,249 | 20,333,746 | 19,433,283 | 20,694,924 | 18,600,682 | 19,591,825 | 23,146,304 | 24,266,420 |
| Student Engagement and Success | 5,459,888 | 5,841,220 | 6,523,826 | 6,557,448 | 6,890,202 | 6,209,265 | 6,898,127 | 7,547,196 | 8,062,773 |
| University Wide | 4,065,819 | 3,463,630 | 3,340,208 | 7,727,049 | 7,657,145 | 9,491,955 | 9,629,805 | 3,812,233 | 11,645,047 |

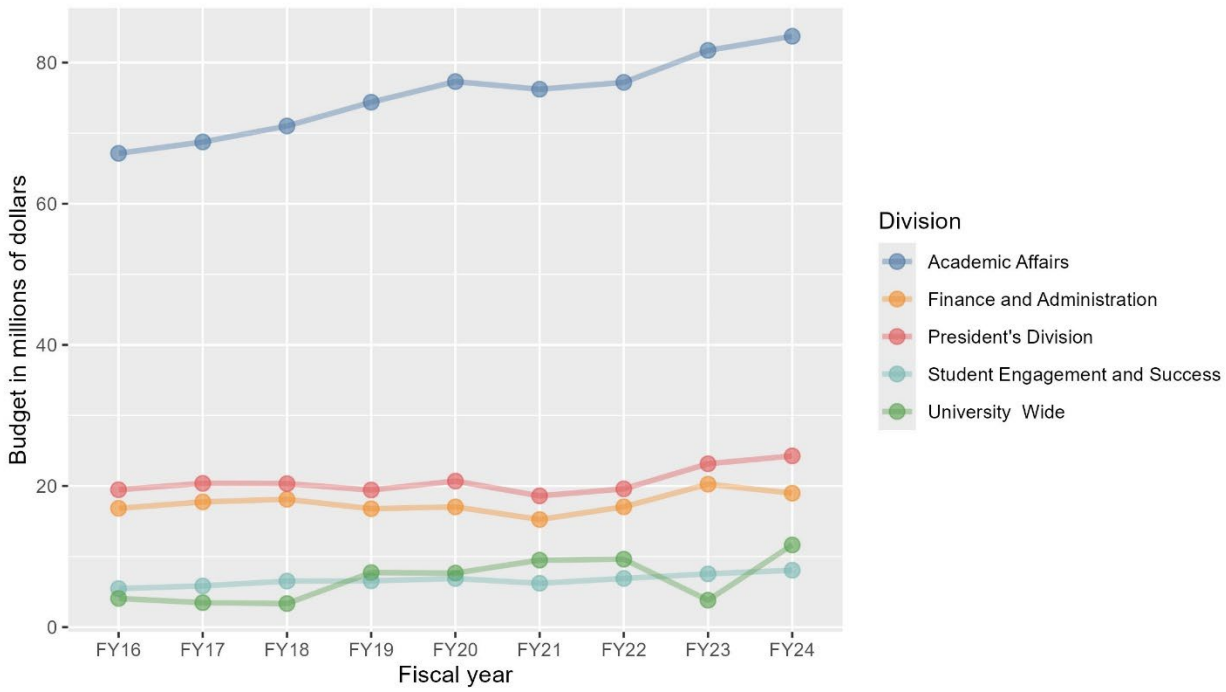


Figure 5 Budgets by division FY16-FY24. Data source Package B Reports.

Increases in the budgets over time largely reflect increases in salary and benefits and inflation.

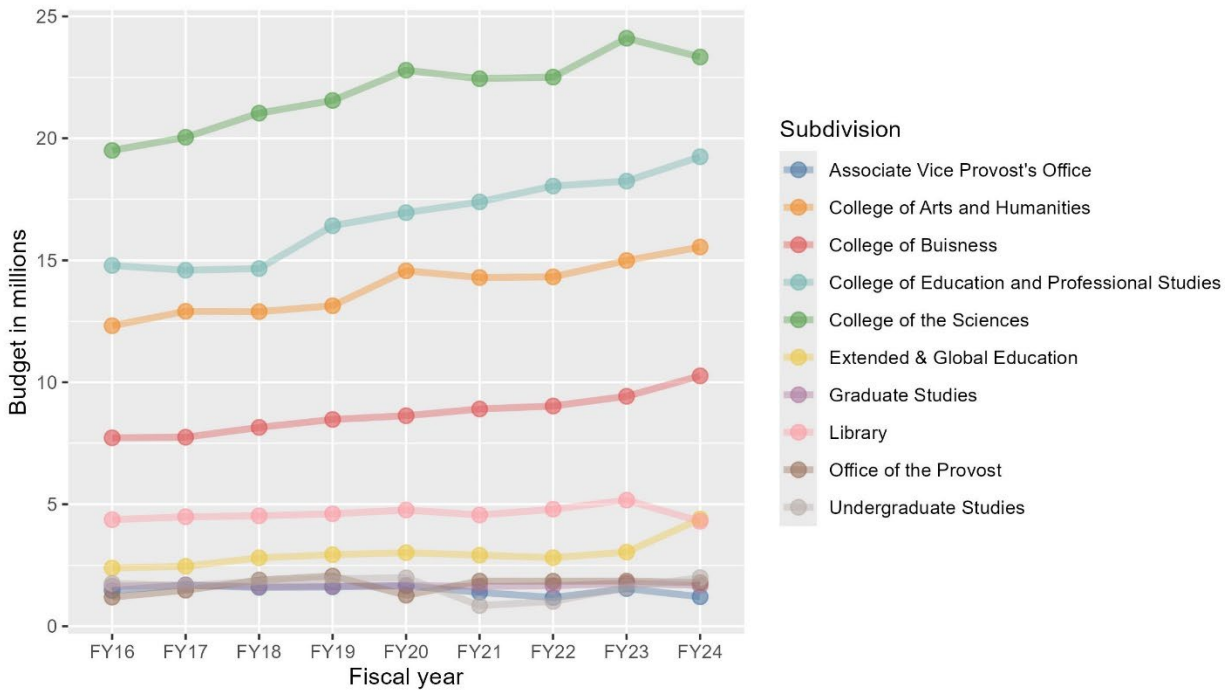


Figure 6 Academic affairs budget by subdivision. Data source Package B Reports.

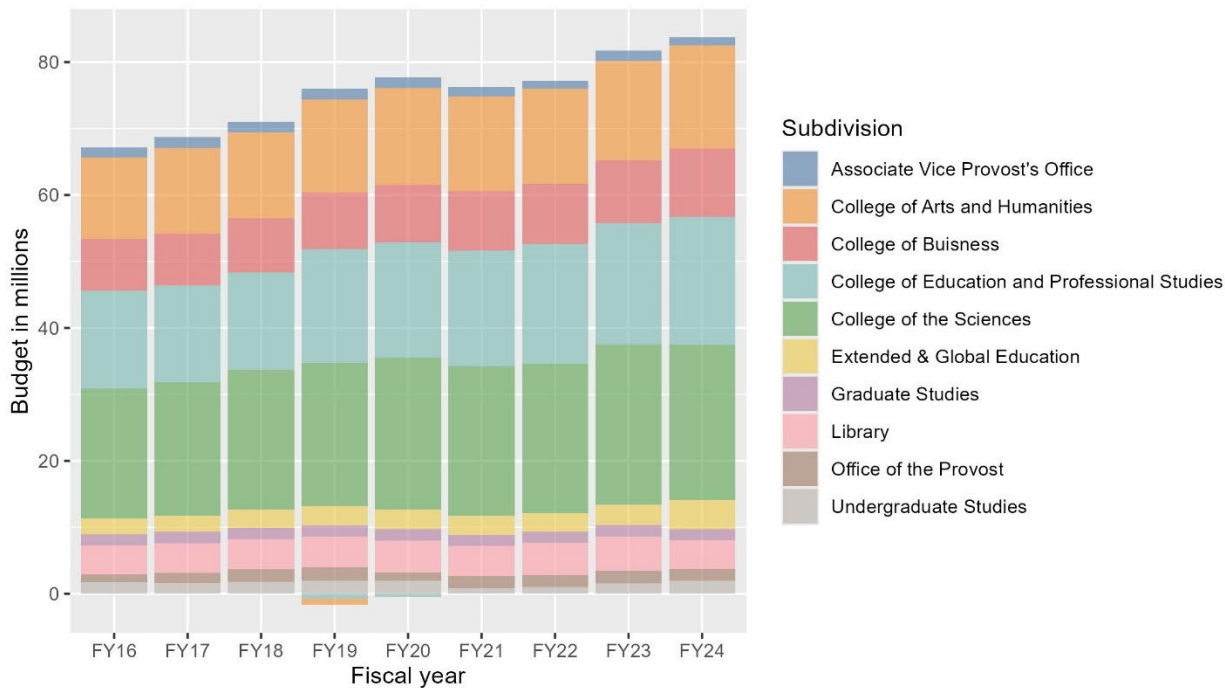


Figure 7. Academic affairs budget by subdivision. Data source Package B Reports.

Changes to staffing as of Fall 2023

- Faculty positions have been reduced from 654 to 548 (-105 or -16.1%).
- Student to faculty ratio in Fall 2023 was 20.8:1 which is very close to historical averages (20.7:1).
- Total staff (and administration) have been reduced from 1,037 to 930 (107 or -10.3%).
- Student to staff ratio in Fall 2023 was 9.9:1 which is below historical averages (in this case a low ratio indicates more staff) of 12.2:1.
- These changes are less than the reduction in students (-21.1%).

Current Budget Model/Values Based Budgeting

- Budget is developed by the Budget Development Team/Taskforce (BDT) which consists of a number of individuals selected from across campus. The taskforce is not representative.
- The President's Budget Advisory Committee (PBAC) is representative, but non-voting is mostly a forum for budget information and discussion. The exact function of PBAC in the overall budget development structure is somewhat unclear.
- The current budget lacks a Values Based fund that can be used to fund initiatives based on the strategic plan. There simply have not been funds available to set aside in this fund.
- Overall, governance and formal feedback points for shared governance of the current budget model are less clear than they were under RCM/ABB.

Current Budget Forecast for FY25

- Changes in application and enrollment have made forecasting based on historical trends difficult. The change in application and confirmation pattern has led to difficulty estimating student enrollment for fall.

- Set SCH targets for both FTT and NTT faculty to cover the number of SCH needed based on forecast enrollment.
- Positive enrollment forecasts earlier during the year reflect the change in application/admissions procedure and have since been revised down.
- The Budget Development Taskforce is currently forecasting **8,700** students which is lower than the initial forecast (**8,900**) for most budget discussions held earlier during the year and is also lower than current enrollment.
- The budget includes a 200-student contingency if enrollments are lower than the expected 8,700.
- The current budget has a **deficit of around \$3.2 M** but does not include salary/benefits savings or changes to goods and services budgets. It does include some vacant but approved to be filled positions.

Concerns

- During this academic year a process was used to evaluate all non-instructional vacancies, and approving only those that were critical to the function of the University and reevaluating each position to explore alternatives for the required work. This was intended to reduce the budget for non-instructional staff positions, but most vacant positions were approved for re-hire. This process, to date, has not resulted in the required savings to the institution.
- We have concerns that the SCH targets set for the FY25 budget may be too high for pedagogy and safety concerns and may be operationalized in ways that negatively impact student learning (and student satisfaction with the university) and program viability.
- In the current budget process, NTT faculty members bear the brunt of the adjustments required to the instructional budget. We have concerns that NTT faculty members be provided with ample notice and appropriate options when changes are made.
- Faculty have not been informed of the college-level budget for most colleges and changes/policies that will be instituted because of the current budget difficulties.
- Funds for faculty lines lost through retirement/departure should be held at the Provost level rather than returning to the ELT.

Recommendations for future charges

- Continue evaluating shared governance at CWU as it relates to budget development and implementation and advocating for greater clarity in the various roles/points for feedback in the process.
- Advocate for a clearer, more developed budget process with clearer roles for PBAC and opportunities for faculty feedback.
- Advocate for better data availability, clearer reports, and standardized language/term definitions.

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**FACULTY SENATE
ANNUAL
STANDING COMMITTEE REPORT**

2023–2024 ACADEMIC YEAR

Prepared for Central Washington University Faculty Senate

[Faculty Senate Committee: Bylaws and Faculty Code \(BFCC\)](#)

Committee Representation

- Members:
 - Chair – Mary Radeke – College of The Sciences
 - Kyung Hee Im – College of Arts and Humanities
 - Melissa Schiel – College of Arts and Humanities
 - Nathan White – College of The Sciences
 - Peter Klosterman –College of The Sciences, EC Liaison,

- Ex Officio Members – none.
- Student Representative – none.
- Guests – none.

Committee Charges

| Charge # | Charge Description | If applicable, FS Motion No. | Status |
|-----------------|---|-------------------------------------|---|
| BFCC23-24.01 | Review of Bylaws for all committee titles and abbreviations. | N/A | Completed. |
| BFCC23-24.02 | Clarify Bylaws, Section VII D. Senate Hearing, 1. and Code Senate Hearing section. | Motion No. 23-13. | Completed. Bylaws motion associated with this charge passed on 1/10/2024. Code motion passed on 2/7/2024. |
| BFCC23-24.03 | Consult with Evaluation and Assessment Committee regarding whether or not Associate Deans should be added to faculty assessment of deans. | N/A | Postponed until AY24-25. EAC is currently clarifying variables for assessing Associate Deans. This will be added to the AY 2024-2025 BFCC list of charges. |
| BFCC23-24.04 | Research and identify potential conflicts of interest related to department chairs being senators and consider updating bylaws. | N/A | Completed Document sent to EC for review on 2/13/2024. |

| | | | |
|--------------|---|------------------|---|
| BFCC23-24.05 | Rework Code, Section II. 2. College Budget Committees. | N/A | Postponed until AY24-25 Clarification of current university budget model is in progress. This will be added to the AY 2024-2025 BFCC list of charges. |
| BFCC23-24.06 | Review CBA and update Faculty Code for alignment. Consider updating faculty code to directly reference the CBA when appropriate for reduced BFCC code updates and clarifying the governing body (i.e. Faculty Senate or UFC) for clearer faculty direction. | Motion No. 23-26 | Completed. Passed 5/1/2024 |
| BFCC23-24.07 | Consider the benefits and drawbacks of adding Non-Tenure Track (NTT) faculty as permanent members of Faculty Senate standing committees. Make recommendations as appropriate. | N/A | Completed. Document sent to EC for review on 2/27/2024. |
| BFCC23-24.08 | Clarify scope of Faculty Code Section I. B. 2. d. ii. Emeriti use of computer services to assure within state requirement and update code as needed. | Motion No. 23-25 | Completed. Passed 5/1/2024 |
| BFCC23-24.09 | Review committee procedures manual through an equity lens , including committee functions, processes, and membership. | Motion No. 23-36 | Completed. Passed 5/1/2024 |
| BFCC23-24.10 | Review committee procedures manual and update as required. | Motion No. 23-36 | Completed. Passed 5/1/2024 |
| BFCC23-24.11 | Recommend revisions to Code and Bylaws to improve clarity and fix typos and errors. | N/A | Ongoing. |

Report on the Activities of the Committee
Meeting Dates (Day, Time.)

Fall Quarter:

- October, 9

Meeting Dates (Day, Time.), continued.

- October, 16
- October, 23
- October, 30
- November, 6
- November, 13
- November, 20
- November, 27

Winter Quarter

- Month, Day
- January, 8
- January, 22
- January, 29
- February, 5
- February, 26
- March, 4

Spring Quarter

- April, 2
- April, 23
- Various email communications to discuss final charges.

Minutes

BFCC minutes are posted to the following CWU webpage:

<https://www.cwu.edu/about/university-leadership/faculty-senate/meetings-minutes/committee-minutes.php#accordion-25169c92-92a8-4f61-a3f4-242a0cde22bb-0>

Items of Interest

Successes

- The BFCC completed all charges with the exception of two charges that were postponed. The BFCC successfully constructed language that passed in Senate. This included clarifying the purpose of Senate hearings in the Code and Bylaws, simplified and aligned the election and removal of department chairs with the CBA, and clarified Emeriti use of computer services.
- The BFCC provided a detailed report of NTT faculty percentages, FTE percentages, and pros and cons of the inclusion of NTT faculty on Senate Standing Committees. Additionally, the BFCC provided a detailed report of the potential conflicts of interest related to department chairs being senators.

Concerns/challenges

- Regarding the charge to review the BFCC committee procedures manual through and equity lens, including committee functions, processes, and membership (BFCC23-24.09); the BFCC assessed the procedures manual for areas in which we could incorporate equity and diversity. This charge presented significant challenges for the BFCC for four reasons:

Concerns/Challenges, continued

- 1) **Committee eligibility.** Members of the BFCC must be a current senator or have served as a senator within the past ten years or current alternate. This means that

the diversity of the BFCC membership relies on the diversity of faculty senators and alternates.

- 2) **Duties and responsibilities of the BFCC members.** All committee members, including committee chair and EC liaison, regardless of their personal, religious, and cultural beliefs, and varied backgrounds are expected to participate in committee work stated in the procedures manual. While CWU has provisions in place for observance of religious and cultural holidays, it is the responsibility of the individual members to communicate any absence from committee meetings.
- 3) **Charges.** Committee charges are assigned by the EC. While the BFCC, as well as faculty senators, do have the ability to suggest charges, it is the decision of the EC as to whether to have the BFCC address the charge. For example, during the 2022-2023 academic year a charge was suggested by a faculty senator to alter the language in the code to reflect gender-neutral terms (they/them replaced his/her and emerit replaced emeritus). While the BFCC believes that all charges assigned to the committee should strive to reflect diversity, equity, and inclusion, the nature of the charges is not the purview of the BFCC procedures manual; rather, the procedure for handling these charges is. Additionally, because any changes to the Faculty Code and Bylaws undergoes three readings prior to the vote in Senate, all senators have to opportunity to express concerns, alternate language, and/or issues surrounding the language changes. As such, the language is ultimately crafted and agreed upon by individuals who represent diverse viewpoints.
- 4) **Equity in representation.** The BFCC consists of five members with one (voting) member representing the EC (EC liaison). NTT senators, past senators, and alternates may serve on the BFCC if funding is provided by the Provost. As a result of this funding restriction, only one NTT faculty member has served on the BFCC within the past ten years (Lila Harper; 2016). As of February 2024, NTT faculty make up 52% of all faculty teaching at CWU. The opportunity to serve on the BFCC should be open to NTT and TT/T faculty, however, this would require an increase in NTT senate representation in the form of more NTT senator positions.

Recommendations for future charges

1. Address postponed charges:

- BFCC23-24.03 Consult with Evaluation and Assessment Committee regarding whether or not Associate Deans should be added to faculty assessment of deans.

Recommendations for future charges, continued

- BFCC23-24.05 Rework Code, Section II. 2. College Budget Committees. Review for consistency with the new budget model. Specifically, what is the role of the BPC with the new model? (Section IV. D. 1. f. – BPC duties).

2. Code - Emeritus Faculty

The BFCC recognizes that there were many issues that are not addressed in the Code with regard to emerit faculty. Many of these issues were mentioned/questioned by Senators during the reading of **Motion No. 23-25**: Recommend approving amendments to Faculty Code Section 1 Faculty, 2. Emerit Faculty Appointments as shown in Exhibit E on April 3rd, 2024. Based on the discussion in Senate, the following charges are recommended:

- Identify timeline for recommendation of emerit award/status. Can retiring faculty be nominated at any time for emerit status or is there a statute of limitation?
- Identify whether or not resigning faculty can be nominated for emerit status. While the CBA and Code specifically state “retiring faculty” is it possible to nominate a resigning faculty member? Moreover, what is the definition of “retired” and “resigned”? Needs to be identified for the State of WA.
- With regard to the statement “normal” in the following Code passage, “ii. The 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 emerit-faculty is ten (10) years of full-time service as a member of the teaching faculty”, it was recommended that this section be clarified – can it be less than 10 years? Under what condition would the 10 years be less?

3. Code – IV. Faculty Senate, B. Membership, 2. Terms of service for voting senators.

Consider adding term limits for NTT senators, consistent with TT/T senators.

The Code specifies that TT/T senators shall not “serve more than three consecutive terms”.

However, no term limits for NTT senators are stated in the Code or Bylaws.

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 16th.

4. Code – IV. Faculty Senate, B. Membership, 1.iv

Consider increasing the number of NTT senators to represent CWU NTT faculty. Current number of NTT representatives is two. As of February 2024,

Recommendations for future charges, continued

52% of CWU faculty are categorized as NTT and yet are only represented by two senators.

5. Consider including permanent NTT positions on all Senate Standing Committees.
6. Consider including permanent position on Senate Executive Committee for NTT representative. Currently, NTT senators are eligible for the EC At Large position.
7. Identify and possibly amend requirements for membership on standing committees. For example, consider expanding eligibility on the BFCC to individuals who are not current or past senators? Historically, the BFCC has struggled to fill positions on the committee. This may be due to the requirement that committee members be current or past senators. Opening the positions to non-senators may have positive impacts on committee membership.

8. Consider adding the requirement that EC members should recuse themselves when issues or grievances are brought forward from their own departments. It is a potential conflict of interest for EC members to be involved in discussion of faculty issues/grievances from their own departments. For example, if the Senate Chair (or other) is also representing a department and a grievance is raised about that individual or other faculty from their department, does this represent a COI?

**Faculty Senate Curriculum Committee Report
May 29, 2024**

| Charge # | Timeline | Charge/task | Progress | Action |
|-----------------|-----------------|--|--|--|
| CC23-24.01 | Fall | Identify an approval timeline for curriculum policy and procedure changes that ensures policy is prioritized for timely senate review and approval | A timeline was presented and agreed upon at the 10/5/23 FSCC meeting. This timeline is stored in the FSCC Teams folder for use by all committee members. | Completed during Fall Quarter |
| CC23-24.02 | Fall | Meet with Graduate Council Curriculum Committee (GCCC) to acquaint new members and identify how GCCC interacts/communicates with FSCC. | The FSCC chair met with Graduate Council Curriculum Committee Co-Chairs, Roger Schaefer and Roxanne Easley, on 10/20/23 from 12:00-1:30 pm. We coordinated meeting dates so proposals approved by GCCC one week will be able to move to the FSCC review step during the next week. The GCCC will also add notes to proposals within Curriculog so that FSCC reviewers will know what issues the GCCC may have addressed or discussed regarding proposals reviewed at their step. | Completed during Fall Quarter |
| CC23-24.03 | Continuous | Review and approve curriculum proposals | The curriculum committee has completed reviews of 616 Curriculog proposals since the start of the academic year (15 on 10/5/23, 16 on 10/19/23, 18 on 11/2/23, 52 on 11/16/23, 51 on 12/7/23, 52 on 1/4/24, 44 on 1/18/24, 53 on 2/1/24, 51 on 2/15/24, 116 on 3/7/24, 103 on 4/4/24, 32 on 4/18/24, 5 on 5/2/24, and 8 on 5/16/24). | Completed |
| CC23-24.04 | Fall | Consider revising CWUP 5-50-010 language in response to feedback from Provost's Council. | The curriculum committee discussed revisions to CWUP 5-50-010 during its 10/5/23 and 10/12/23 meetings. Revisions were made and approved, after receiving feedback from the executive committee, during the 11/9/23 FSCC meeting. The FSCC filed a motion to Faculty Senate to approve these changes, but the motion was postponed to allow for additional revisions. The policy was | Completed – Motion 23-27 was approved during the 3/6/24 Faculty Senate Meeting |

| | | | | |
|------------|------|--|---|-------------------------------|
| | | | resubmitted as a motion for the 1/10/24 senate meeting. After substantial discussion about some of the language in CWUP 5-50-010, Senate referred this policy back to committee. The curriculum committee made revisions to 5-50-010 during its 1/11/24 meeting (including re-organizing CWUP 5-50 so that the curriculum jurisdiction section will become CWUP 5-50-020 instead of 5-50-010). Additional revisions were made during meetings on 2/8/24 and 2/22/24. The FSCC approved the revisions in a vote on 2/22/24. Faculty Senate approved the revisions in a vote during its 3/6/24 meeting. | |
| CC23-24.05 | Fall | Review policy on processing internships with regard to standardization of placements and contracts. Make policy or procedure recommendations as appropriate. | Toni Burvee (Director of Business Services), Katrina Whitney (Director of Career Services), and Dale Larson were guests at the FSCC meeting on 11/2/23. They met with the curriculum committee for about 40 minutes. This included a brief presentation concerning how contracts for off-campus internships and field experiences are currently handled. There was also time for committee questions and discussion. The curriculum committee has gathered information on all current policy that governs this process and will be reviewing it to see if any policy and/or procedure recommendations can be developed to standardize it. | In progress |
| CC23-24.06 | Fall | Approve the calendar for curricular deadlines for the 2025-2026 academic year. | The curriculum committee discussed the curriculum proposal deadlines for the 2025-2026 catalog during its meeting on 11/9/23. In addition to agreeing upon deadlines, the committee made some revisions to the document to make it easier to read/interpret. The calendar and curricular deadlines were approved by the FSCC during its 11/9/23 meeting. | Completed during Fall Quarter |

| | | | | |
|------------|--------|---|---|--|
| | | | | |
| CC23-24.07 | Fall | Complete work on defining “program” in policy and standardize implementation across campus. | The committee began conversations about how to tackle this challenge during its 10/12/23 meeting. The committee continued this discussion of defining “program” during its 1/25/24 meeting. The committee started addressing this charge while making revisions to the Definition of Curriculum Terms section of CWUP 5-50 (this is currently CWUP 5-50-020 in policy but the committee placed it first in policy so that it will become CWUP 5-50-010 per Motion 23-27). These revisions took place during the committee’s 2/8/24 and 2/22/24 meetings. The committee approved the revisions to the definitions section of policy on 2/22/24 and will be applying the definitions as revisions to other sections of policy are considered. | Completed |
| CC23-24.08 | Fall | Revise policy and procedure regarding the creation of new degree types. | The curriculum committee discussed revisions and additions to CWUR 2-50-070, pertaining to the procedure for approving new undergraduate and graduate degree types, during its 11/9/23 and 1/11/24 meetings. The new language was approved by a vote during the 1/25/24 committee meeting. During its meeting on 2/8/24, the committee included some final revisions so that the approval process covers other degree types (such as associates). This language was approved by the committee during its 2/8/24 meeting. Faculty Senate approved the revisions in a vote during its 3/6/24 meeting. | Completed – Motion 23-28 was approved during the 3/6/24 Faculty Senate Meeting |
| CC23-23.09 | Winter | Rearrange CWUP 5-50 and CWUR 2-50 from alphabetical to progressive order of importance and hierarchy. | Each time the curriculum committee has worked on revisions to any segment of CWUP 5-50 or CWUR 2-50, we have included rearranging the order of that segment’s content as part of our work. | In progress |

| | | | | |
|------------|--------|--|---|-------------|
| CC23-23.10 | Winter | Identify modality options in CurricuLog to include hybrid options. | <p>Mark Oursland and Peter Klosterman were visitors during the curriculum committee's meeting on 2/22/24. They informed the committee about an issue that is affecting students enrolled in the STEM Master's Program. The issue is essentially that these students are almost entirely online students, but they are being charged fees that are intended for students who attend classes on campus. Mark and Peter asked the committee to learn more about how student fees are assigned and whether creating a hybrid modality option for graduate programs is appropriate. Mike Gimlin met with Dawn Varnum on 2/23/24 and learned that fees are currently assigned based on the student's service campus. Students taking online courses can petition to change their service campus to online/web campus. The curriculum committee is still considering whether a new modality should be defined/created. This topic was briefly discussed during a meeting on 5/16/24 and will be discussed again on 6/6/24.</p> | In progress |
| CC23-23.11 | Winter | Consider the inclusion of certificates on transcripts. | <p>The curriculum committee discussed this issue during its 3/14/24 meeting. We learned that the Office of the Registrar is currently working on making milestones more robust and more prominent on transcripts. Most certificates have associated milestones, and these are currently the primary mechanism by which certificates are reported on transcripts. The curriculum committee will look into ways it can assist this effort by the Office of the Registrar. The curriculum committee is reviewing policy/procedures pertaining to certificates to see whether revisions are appropriate. This topic will be discussed during the committee's 6/6/24 meeting.</p> | In progress |

| | | | | |
|------------|------------|--|--|-------------|
| CC23-23.12 | Spring | Review procedures to ensure curriculum review process is consistent from year to year and update as needed (CWUR 2-50-40 Curriculum change procedure). | The committee plans to have this discussion during its 6/6/24 meeting. | Not started |
| CC23-23.13 | Spring | Clarify what is/isn't in the curriculum approval process and make necessary changes. | The committee plans to have this discussion during its 6/6/24 meeting. | Not started |
| CC23-24.14 | Continuous | Continue working with the Registrar's Office to address any Curriculog issues that impact faculty and the curriculum submission process. | The committee worked with the Registrar's office to revise Curriculog forms and identify hyperlinks embedded within Curriculog forms that were broken due to the CWU website migration. Changes to Curriculog forms will be approved during the committee's 6/6/24 meeting. | Completed |
| CC23-23.15 | Spring | Review committee procedures manual through an equity lens, including committee functions, processes, and membership. | The curriculum committee reviewed its procedure manual during a meeting on 4/18/24. The primary focus of the review was on expanding the role of the chair-elect. An equity best practice is to structure committee leadership to include shared power. Drafted revisions to the role of chair-elect within the manual were considered during committee meetings on 5/2/24 and 5/16/24. These revisions were approved in a vote on 5/16/24 and included in a motion to Faculty Senate on its 5/29/24 meeting agenda. | Completed |
| CC23-23.16 | Spring | Review committee procedures manual and update as required. | The curriculum committee reviewed its procedure manual during its meetings on 4/18/24 and 5/2/24. References to policy were updated and the responsibilities of the chair-elect were more clearly defined and expanded. These revisions were approved in a vote on 5/16/24 and included in a motion to Faculty Senate on its 5/29/24 meeting agenda. | Completed |

Additional Information

During the Fall quarter, the FSCC revised its proposal review form. The proposal review form is used to provide meaningful feedback from the committee to proposal originators when changes to a proposal are requested. The updated version of the form includes text fields that allow the originator to respond directly to committee feedback within the form. This means that the conversation between committee reviewers and originators can be archived in one place (as opposed to within a collection of e-mails as had previously been the case). Furthermore, this review form can be attached to the proposal within Curriculog. These revisions to the review form should lead to increased transparency in the curriculum review process.

The FSCC reviewed 616 Curriculog proposals during the 2023-2024 academic year. Prior to the final Faculty Senate meeting, the FSCC has moved that Faculty Senate approve five new programs and one new degree type (listed below); these motions were approved in votes by Faculty Senate. The FSCC will introduce motions to approve four additional new programs during the 5/29/24 Faculty Senate meeting (these are also listed below).

- Physics BS, Engineering Specialization: Motion 23-04 on 10/4/23
- Master of Applied Science (MAS) degree type: Motion 23-15 on 11/29/23
- Cultural and Environmental Resource Management, MAS: Motion 23-19 on 1/10/24
- Food and Agribusiness Innovation Management, Bachelor of Science (B.S.): Motion 23-38 on 5/1/24
- Information Technology Management BS, Information Technology Specialization: Motion 23-39 on 5/1/24
- Integrated Energy Management: Motion 23-40 on 5/1/24
- Public Relations Minor: Motion on 5/29/24
- Secondary Education, BAEd: Motion on 5/29/24
- Literacy Coaching Certificate: Motion on 5/29/24
- Sport Coaching, MS: Motion on 5/29/24

The FSCC reviewed the proposal for the General Education program change during its meeting on 1/18/24 and voted to approve it during its meeting on 2/1/24. The program change was approved by Faculty Senate during its meeting on 2/7/24. The FSCC also reviewed the set of courses that will meet the new ADI requirement during its meeting on 5/16/24. The committee will vote on final approval of these courses during its meeting on 6/6/24.

The FSCC also reviewed 28 proposals this academic year for academic programs to be deleted or placed on reserve. Academic program deletion proposals include:

- Literacy, MEd
- Individual Studies, MA, MEd, MFA, MS
- Elementary Education MAT, Alternative Route to Teacher Certification
- Elementary Education MEd, Alternative Route to Teacher Certification
- Ethics Minor
- Alternative Route to Teacher Certification: Elementary Education Certificate
- Professional Sommelier Certificate
- Integrated Energy Management BS, Integrated Energy Business Specialization
- Integrated Energy Management BS, Integrated Energy Policy Specialization
- Integrated Energy Management BS, Integrated Power Systems Specialization
- Middle-level Humanities Teaching Major, BA - 2024
- Middle-level English Minor (Non-Endorsement) - 2024
- Middle-level Social Studies Minor (Non-Endorsement) – 2024
- Comparative Religion Major, BA (50 or 60 credits)

Proposals for academic programs to be placed on reserve include:

- Mathematics Major, BS (Large Plan)
- Mathematics Major, BS (Small Plan)
- Special Education, MEd – Endorsable
- Career and Technical Education, MS – 2024
- Sport and Athletic Administration MS, Sport Administration Specialization
- Information Technology and Administrative Management BS, Network Administration and Management Specialization
- Information Technology and Administrative Management BS, Retail Technology Management Specialization
- Information Technology and Administrative Management BS, Human Centered Digital Systems Specialization - 2024
- Physical Activity and Recreation Programming Minor
- Teaching English to Speakers of Other Languages (TESOL) Certificate
- Human Centered Digital Systems Minor or Certificate
- Retail Technology Management Minor or Certificate
- Educating Highly Capable Learners Minor
- Physical Education - Dance Minor

**FACULTY SENATE
ANNUAL
STANDING COMMITTEE REPORT**

2023–2024 ACADEMIC YEAR

Prepared for Central Washington University Faculty Senate

[Faculty Senate Committee: Curriculum Committee](#)

Committee Representation

**When more than one individual is listed on a particular line, it indicates that multiple individuals filled that role on the committee at different times during the 2023-2024 academic year.

- **Members:**
 - Fabio Ambrosio/Mengyu Ma – COB
 - Paul Ballard – CEPS
 - Elizabeth Brown – LIB
 - Lacy Ferrell – CAH
 - Sayantani Mukherjee – COB
 - Erika Pazian – CAH
 - Chair-Elect - Tim Sorey - COTS
 - Hideki Takei - CEPS
 - Chair – Benjamin White - COTS

- **Ex Officio Members**
 - Mike Gimlin – Office of the Registrar
 - Susan Merrill – Undergraduate Studies
 - Janet Shields – Faculty Senate
 - Kathryn Martell – Faculty Senate Executive Committee Liaison
 - Mike Harrod/Elvin Delgado – Associate Dean COTS
 - Jennifer Dechaine-Berkas/Selena Castro – Associate Dean CEPS
 - Rachel Kirk – Associate Dean CAH
 - Sydney Thompson – Dean LIB
 - Yoshiko Takahashi – Office of the Provost
 - Kurt Kirstein/Tim Englund – Provost’s designee

- **Student Representative**
 - Evelyn Aguiar

- **Guests**
 - Arturo Torres - Registrar
 - Andrea Eklund – Chair of Faculty Senate
 - Toni Burvee – Director Business Services
 - Katrina Whitney – Director Career Services
 - Dale Larson – Career Services
 - Kurt Kirstein – Interim Provost
 - Naomi Petersen - Curriculum, Supervision & Educational Leadership
 - Joey Thornton – Office of the Registrar/Academic Scheduling
 - Mark Oursland – Program Director of STEM Master’s Program
 - Peter Klosterman – Department of Mathematics
 - Xavier Cavazos – Program Director of Liberal Studies

- Eun Young Lee – Department of Communication
- Mark Meister – Department of Communication
- Elizabeth Fountain - Information Technology and Administrative Management
- Faiza Khoja – Dean of COB
- Sathyanarayanan Rajendran – Dean of CEPS

Committee Charges

| Charge # | Charge Description | If applicable, FS Motion No. | Status |
|-----------------|--|-------------------------------------|---|
| CC23-24.01 | Identify an approval timeline for curriculum policy and procedure changes that ensures policy is prioritized for timely senate review and approval | N/A | Completed during Fall Quarter |
| CC23-24.02 | Meet with Graduate Council Curriculum Committee (GCCC) to acquaint new members and identify how GCCC interacts/communicates with FSCC. | N/A | Met with co-chairs of the GCCC on 10/20/23 |
| CC23-24.03 | Review and approve curriculum proposals | N/A | Completed review of 616 Curriculog proposals during the academic year |
| CC23-24.04 | Consider revising CWUP 5-50-010 language in response to feedback from Provost's Council. | 23-27 | Completed and approved during the 3/6/24 Faculty Senate Meeting |
| CC23-24.05 | Review policy on processing internships with regard to standardization of placements and contracts. Make policy or procedure recommendations as appropriate. | N/A | In progress. Met with Director of Business Services and Director of Career Services on 11/2/23. |
| CC23-24.06 | Approve the calendar for curricular deadlines for the 2025-2026 academic year. | N/A | Completed during Fall Quarter |
| CC23-24.07 | Complete work on defining "program" in policy and standardize implementation across campus. | 23-27 | Completed and approved during the 3/6/24 Faculty Senate Meeting |
| CC23-24.08 | Revise policy and procedure regarding the creation of new degree types. | 23-28 | Completed and approved during the 3/6/24 Faculty Senate Meeting |

| Charge # | Charge Description | If applicable, FS Motion No. | Status |
|-----------------|--|-------------------------------------|--|
| CC23-23.09 | Rearrange CWUP 5-50 and CWUR 2-50 from alphabetical to progressive order of importance and hierarchy. | 23-27, 23-28 | In progress. The committee makes such revisions any time changes to CWUP 5-50 and CWUR 2-50 are considered. |
| CC23-23.10 | Identify modality options in CurricuLog to include hybrid options. | N/A | In progress. Mark Oursland and Peter Klosterman attended the 2/22/24 meeting to discuss an issue in which fees related to on-campus services are being charged to online students enrolled in the STEM Master's Program. Mike Gimlin met with Dawn Varnum on 2/23/24 and learned that fees are currently assigned based on the student's service campus. Students taking online courses can petition to change their service campus to online/web campus. The curriculum committee is also considering whether a new hybrid modality type should be defined. |
| CC23-23.11 | Consider the inclusion of certificates on transcripts. | N/A | In progress. The curriculum committee discussed this issue on 3/14/24. During that meeting, CWU Registrar, Arturo Torres, explained what steps are currently being taken by the Office of the Registrar on this issue. The curriculum committee is reviewing policy and procedures pertaining to certificates to determine whether revisions are appropriate. |
| CC23-23.12 | Review procedures to ensure curriculum review process is consistent from year to year and update as needed (CWUR 2-50-40 Curriculum change procedure). | N/A | Not started. The committee plans to have this discussion during its 6/6/24 meeting. |
| CC23-23.13 | Clarify what is/isn't in the curriculum approval process and make necessary changes. | N/A | Not started. The committee plans to have this discussion during its 6/6/24 meeting. |

| Charge # | Charge Description | If applicable, FS Motion No. | Status |
|------------|--|------------------------------|--|
| CC23-24.14 | Continue working with the Registrar's Office to address any Curriculog issues that impact faculty and the curriculum submission process. | N/A | Completed. The committee worked with the Registrar's office to revise Curriculog forms and identify hyperlinks embedded within Curriculog forms that were broken due to the CWU website migration. |
| CC23-23.15 | Review committee procedures manual through an equity lens, including committee functions, processes, and membership. | Motion on 5/29/24 | Completed. Revisions will be considered by Faculty Senate during its 5/29/24 meeting. |
| CC23-23.16 | Review committee procedures manual and update as required. | Motion on 5/29/24 | Completed. Revisions will be considered by Faculty Senate during its 5/29/24 meeting. |

Report on the Activities of the Committee

Meeting Dates (Day, Time.) Thursdays, 3:10-5:00 pm

Fall Quarter:

- September 28 – Curriculum committee orientation workshop
- October 5
- October 12
- October 19
- November 2
- November 9
- November 16
- December 7

Winter Quarter

- January 4
- January 11
- January 18
- January 25
- February 1
- February 8
- February 15
- February 22
- March 7
- March 14
- March 28 – E-mail vote

Spring Quarter

- April 4
- April 18
- May 2
- May 16
- June 6 *

*This meeting is scheduled, but has not yet taken place as of the submission of this final report to Faculty Senate on May 17, 2024.

Minutes

Link to website where minutes posted. <https://www.cwu.edu/about/university-leadership/faculty-senate/meetings-minutes/committee-minutes.php#accordion-c0c118c4-c53c-4698-882e-6335018c4bc9-0>

Items of Interest

Successes

- The committee made 11 motions to Faculty Senate (as of Senate's 5/1/24 meeting) recommending approval of the new MAS degree type, five new academic programs, and revisions to CWUP 5-50 and CWUR 2-50. The committee expects to make five additional motions during the 5/29/24 Faculty Senate meeting recommending approval of four new academic programs and revisions to the committee's procedure manual.
- The committee reviewed 616 Curriculog proposals as of 5/16/24. Among these were proposals for nine new academic programs and 28 proposals for existing academic programs to be placed on reserve or deleted.
- The committee reviewed and approved the program change proposal for the General Education Program as well as the set of courses that will meet the new ADI requirement.
- The committee updated its proposal review form and revised the procedure for communicating with proposal originators. These changes have facilitated responsive and transparent engagement with originators and have better enabled the committee to 'mentor' faculty through the process of revisions.
- New committee members were on-boarded throughout the year and made active, substantive contributions to committee work.
- The committee prioritized work on policy and procedure, and was able to complete substantial revisions to CWUP 5-50 and CWUR 2-50 (details are included in the report on committee charges above).

Concerns

- The committee was unable to think of any concerns to include in this report.

Recommendations for future charges

- The program, "Curriculog", will soon be changing its name to "Curriculum". In response, the FSCC should update all instances of the name "Curriculog" in policy, procedure, and committee documents.
- The curriculum committee should develop a standard procedure for conducting its orientation workshop and for on-boarding new members who join the committee mid-year.
- The committee should continue to review policy on processing internships with regard to standardization of placements and contracts, and make policy or procedure recommendations as appropriate.
- The committee should continue to rearrange CWUP 5-50 and CWUR 2-50 from alphabetical to progressive order of importance and hierarchy as it works on revisions to policy and procedure.
- The committee should support efforts by the Office of the Registrar to make milestones for certificates more prominent on transcripts. The committee should consider policy revisions that could enable certificates to be listed on transcripts.
- The committee should consider policy language to define microcredentials.

Evaluation and Assessment Committee Report
May 3, 2024
End of Year Report

| Charge # | Timeline | Charge/task | Progress | Action |
|-----------------|-----------------|---|---|---------------|
| EAC23-24.01 | Fall | <p>Propose revisions to the dean survey so that it better aligns with the current job description of a dean at CWU.</p> <ul style="list-style-type: none"> • Consult with deans on survey questions for faculty pertaining to their position description, duties, and interaction with departments/faculty. • Obtain deans job description from HR. | <p>Acquired all position descriptions and reviewing them in comparison with the job descriptions. Once this is complete the members of the committee will consult with various deans on the questions.</p> <p>Committee agreed to set up meetings with their respective deans to identify survey questions they feel would be meaningful to evaluate with respect to their position as dean.</p> <p>A list of diversity terms was generated to present to the EC to ask Administration to help define, these are needed to continue with charge.</p> <p>A Qualtrics survey has been generated and has been reviewed by the committee and submitted to EC for review, need approval from EC.</p> <p>Survey has been approved and will be out for distribution this year.</p> | Completed |
| EAC23-24.02 | Fall | <p>Consider the addition of adding associate dean review to code.</p> <ul style="list-style-type: none"> • Research purpose and demand for associate dean review. • Consult with associate deans on applicable survey questions for faculty pertaining to their position description, | <p>As the committee reviews the Dean reviews, they will consult with associate deans to develop an applicable survey that fits their job duties.</p> <p>Committee agreed to set up meetings with their respective associate deans to identify survey questions they feel would be meaningful to evaluate with respect to their position as dean. Prior to this meeting the committee would develop questions based off of deans questions and then review with associate dean</p> | Continued |

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| | | <p>duties, and interaction with faculty.</p> <ul style="list-style-type: none"> • If the addition of an associate dean review is recommended, propose draft survey language for review. | <p>Charge is continued and will need to clarify the types of questions that will be used for this survey since the Associate Dean role varies within each of the colleges.</p> | |
| EAC23-24.03 | Fall | <p>Identify barriers to student completion of SEOI and create SEOI fact sheet for faculty use in classes to increase SEOI completion rates.</p> | <p>Committee identified challenges in addressing definitions of diversity terms to be placed on fact sheet. Requested administration for further clarification.</p> <p>Will move forward with crafting a tip sheet with information that is known and incorporate DEI language at later date.</p> <p>Need further language to use when talking with students and why they are important to students.</p> <p>Invited Lucinda Carnell to 4/26 meeting and will review documentation provided on bias by DU.</p> <p>Barriers to the completion of SEOIs were discussed. While incorporating DEI language is challenging due to lack of understanding what language should be incorporated related to DEI. This issue remains open.</p> <p>Charge is complete, two fact sheets were completed and approved by EC for faculty to use. One tip sheet will be for faculty to use to encourage students and the other will be used to market to students to complete SEOIs.</p> | Completed |

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|-------------|---------------|--|---|-----------|
| EAC23-24.04 | Fall & Winter | <p>Identify current process and documentation of peer review of in-person teaching across colleges and departments. Make recommendations for a university wide standard process based on best practices and in response to current practice.</p> <ul style="list-style-type: none"> Review EAC research completed in 2010 and 2014. | <p>Committee is gathering information to address the charge and will discuss in the coming meetings.</p> <p>Committee is continuing work on this charge, further discussion is needed.</p> | Continued |
| EAC23-24.05 | Winter | <p>Update RCM/ABB question in Faculty Senate survey.</p> <ul style="list-style-type: none"> Update question to new Value Based Budgeting Model. | <p>Committee discussed the change or update to the budget question, this will be addressed. This was pushed back to EAC for review due to the fact that there was no language regarding RCM/ABB, EAC needed further clarification and determined this was already updated. The committee needs all other surveys that address this charge to update and verify the right information is within the question.</p> <p>Question was updated to the current budget model.</p> | Completed |
| EAC23-24.06 | Winter | <p>Identify who should have access to faculty SEOI's, create policy, and update CWUP 5-90-040(48).</p> <ul style="list-style-type: none"> Currently SEOI administrator has no guidance on who has access to evaluations. Need to create policy to | <p>A request for a list was made, this charge continues.</p> <p>Policy has been created on this and will go into the Bylaws and Faculty Code Committee.</p> | Completed |

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|-------------|--------|---|--|-----------|
| | | assure department chairs and those using SEOI's for specific faculty development can request SEOI's. | | |
| EAC23-24.07 | Winter | Identify best practices to avoid bias in student evaluations and make recommendations. <ul style="list-style-type: none"> • Work with DEI committees to understand the issues on bias associated with instruction. | As reported in charge 03 Lucinda Carnell provided additional information related to bias and we discussed this at the 4/26 meeting. The committee will review the information provided and provide recommendations. This charge is continued due to the additional work that is needed to further define DEI and the issues that surround bias associated with instruction. | Continued |
| EAC23-24.08 | Spring | Update president's evaluation survey to better align with current job description. <ul style="list-style-type: none"> • Consult with president's office on current job description and current presidential evaluations for consistency. | Survey questions have been reviewed and revised. The EAC also met with the President on 4/26 to present the list of suggested questions and discuss the process in the development of the questions. EAC is in review of the questions will vote to approve within the committee and provide suggestions to the EC for their approval. A brand-new survey was created, reviewed, and accepted by the EC which is now in use this year. | Completed |
| EAC23-24.09 | Spring | Conduct annual assessment of Faculty Senate and Faculty Senate Executive Committee. | Surveys have been issued and will be reviewed later in the Spring quarter and summaries will be provided to the FS and FSEC. | Started |
| EAC23-24.10 | Spring | Conduct biennial assessment of administrators as described in Faculty Code. | Assessments of the President and College Deans have been sent out. EAC will review and provide summaries later in the Spring quarter to the EC for review and | Started |

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|-------------|--------|---|--|-------------|
| | | <ul style="list-style-type: none"> • Odd year of administrative assessment. | then they will go to the President and respective Deans. | |
| EAC23-24.11 | Spring | <p>Review committee procedures manual through an equity lens, including committee functions, processes, and membership.</p> <ul style="list-style-type: none"> • Identify existing procedures that incorporate equity and update procedures to align with CWU's mission of equity and belonging. | This will be started at the next upcoming meeting in conjunction with the last EAC charge EAC23-24.12. | Started |
| EAC23-24.12 | Spring | Review committee procedures manual and update as required. | Procedures will be reviewed at the last EAC meeting. Recommendations, if any will be provided to the EC for updates. | Not started |

| Date | Meeting Summary |
|------------|---|
| 10/13/2023 | Discussion of charges. |
| 10/20/2023 | Position Descriptions for Deans and other Administrators and SEOI Fact Sheet |
| 11/03/2023 | Reviewed Position Descriptions and Survey to Propose Changes |
| 11/16/2023 | Ranked Dean Survey Questions and Discussed. Reviewed EAC Report |
| 12/1/2023 | Reviewed and discussed Dean Survey Questions strategy for meetings with the Deans |
| 1/5/2024 | Further Reviewed and Refined Dean Survey for Presentation to EC |
| 1/19/2024 | Discussed and reviewed DEI issues around completion of SEOIs by students |
| 2/2/2024 | Presented Qualtrics Dean Survey, reviewed barriers to completion of SEOIs, explored current practices in peer review |
| 2/16/2024 | Discussed tip sheet and reviewed admin access rights to SEOIs |
| 3/01/2024 | Discussed SEOI access, continued work on library dean survey, initiated SEOI handout ideas. |
| 4/12/2024 | No quorum- committee present discussed Dean & Assoc. Dean Survey, Invitation of Lucinda Carnell, President & Library Dean surveys. No decisions made. |
| 4/26/2024 | SEOI Formats, Lucinda Carnell visited and discussed DEI, Review of Charges, EC approval of charges 01 and 02, President Assessment |
| 5/3/2024 | SEOI Tip Sheets, Approval of Dean and Library Dean Surveys, Budget Question on EC survey, SEOI Access, Approval of President Surveys. |

**FACULTY SENATE
ANNUAL
STANDING COMMITTEE REPORT**

2023–2024 ACADEMIC YEAR

Prepared for Central Washington University Faculty Senate

Faculty Senate Committee: General Education Committee

Committee Representation

- Members:
 - Chair – John S. Neurohr- CAH
 - A.I. Ross – CAH
 - Janie Zaneck – CB
 - David Zuckerman – CB
 - Teresa Walker – CEPS
 - Brita Williams – CEPS
 - Michael Braunstein – COTS
 - Elaine Glenn – COTS
 - Maurice Blackson – LIB

- Ex Officio Members
 - Mike Gimlin – Registrar Process Analyst
 - Nathalie Kasselis – CAH
 - Megan McConnell – Advising
 - Yoshiko Takahashi – Dean, Undergraduate Studies

- Student Representative
 - None

- Guests
 - Andrea Eklund – Chair, Faculty Senate
 - Arturo Torres – Registrar

Committee Charges

| Charge # | Charge Description | If applicable, FS Motion No. | Status |
|--------------|--|---------------------------------|--|
| GEC 23-24.01 | Review and approve proposals to add courses to or remove courses from the General Education program. | FS 11.29.24 | Completed. |
| GEC23-24.02 | Create component-based General Education program level outcomes. | | Nearly Complete. Program Outcomes have been developed and sent to EC. Awaiting final approval/revision. |

| Charge # | Charge Description | If applicable, FS Motion No. | Status |
|-----------------|--|---|--|
| GEC23-24.03 | Draft guidelines for the review of new General Education courses to avoid ableist and other biased language in course documentation, including learner outcomes. | | Completed. GEC Meeting 4.29.24. Sent forward to EC. |
| GEC23-24.04 | Review Gen Ed program documents (program policies and rules) for ableist and biased language and make recommendations for revisions. | | Completed. GEC Meeting 4.29.24. Sent forward to EC. |
| GEC 23-24.05 | Review student petitions to courses from the General Education Program. | | Ongoing. (until final meeting of the year) |
| GEC23-24.06 | Collaborate as needed with the Dean of Undergraduate Studies on collecting data for the General Education assessment plan. | | GEC Work Completed. Next round of GE Assessment will take place: 06.12.24 |
| GEC23-24.07 | Analyze assessment reports provided by Undergraduate Studies office and make recommended updates to General Education Program as appropriate. | FS 02.07.24 Motion No. 23-23 (Approved) | Completed. Pathways Faculty and Staff Survey has been created, edited, submitted to the FS EC, and distributed to faculty. Results were tabulated 04.01.24. Data suggests that faculty overwhelmingly approve of the two primary changes. Program Outcomes have been developed and sent to EC. Awaiting final approval/revision. |

| Charge # | Charge Description | If applicable, FS Motion No. | Status |
|-------------|---|--|---|
| GEC23-24.08 | Review, seek broad input, and make decisions about any proposed General Education Program framework and rules changes. | FS 02.07.24 Motion No. 23-23 (Approved) | <p>Completed.</p> <p>Pathways Faculty and Staff Survey has been created, edited, submitted to the FS EC, and distributed to faculty. Results were tabulated 04.01.24. Data suggests that faculty overwhelmingly approve of the two primary changes.</p> <p>Program Outcomes have been developed and sent to EC. Awaiting final approval/revision.</p> |
| GEC23-24.09 | Review committee procedures manual and update as required. | FS 05.01.24 Motion No. 23-41 (Approved w/amendments) | Completed. |
| GEC23-24.10 | Monitor the mapping of paths within the existing General Education Program framework for online-only students to be able to complete Gen Ed requirements. | FS 02.07.24 Motion No. 23-23 (Approved) | <p>Completed.</p> <p>Pathways Faculty and Staff Survey has been created, edited, submitted to the FS EC, and distributed to faculty. Results were tabulated 04.01.24. Data suggests that faculty overwhelmingly approve of the two primary changes.</p> <p>Program Outcomes have been developed and sent to EC. Awaiting final approval/revision.</p> |

| Charge # | Charge Description | If applicable, FS Motion No. | Status |
|-------------|--|--|--|
| GEC23-24.11 | Monitor how General Education course changes affect students' Academic Requirements reports and the issues that arise. | FS 02.07.24 Motion No. 23-23 (Approved) | Completed. Pathways Faculty and Staff Survey has been created, edited, submitted to the FS EC, and distributed to faculty. Results were tabulated 04.01.24. Data suggests that faculty overwhelmingly approve of the two primary changes. Program Outcomes have been developed and sent to EC. Awaiting final approval/revision. |
| GEC23-24.12 | Review committee procedures manual through an equity lens, including committee functions, processes, and membership. | FS 05.01.24 Motion No. 23-41 (Approved w/amendments) | Completed. |
| | | | |

Report on the Activities of the Committee

Meeting Dates (Mondays, 3:10pm - 5:00pm.)

Fall Quarter:

- October 2
- October 9
- October 16
- October 23
- October 30
- November 6
- November 13
- November 20
- November 27
- December 4

Winter Quarter

- January 8
- January 22
- January 29

- February 5
- February 12
- February 26
- March 4
- March 11

Spring Quarter

- April 1
- April 8
- April 15
- April 22
- April 29
- May 6
- May 13
- May 20
- June 3

Minutes

<https://www.cwu.edu/about/university-leadership/faculty-senate/meetings-minutes/committee-minutes.php#accordion-24feeadf-00b0-4e4c-8a53-517213bb9c7c-0>

Items of Interest

Successes

- N/A

Concerns

- N/A

Recommendations for future charges

- N/A