

REGULAR MEETING
Wednesday, November 06, 2024, 3:10 p.m.
Minutes

Meeting called to order at 3:10 p.m.

All Senators were present except: Hunt, Vanessa, Ma, Mengyu, Oppelt, Sarah, Samples, Mark, Schedler, Chris, Toto, Sara, Trumpy, Robert

Guests: Elvin Delgado, Joy Fuqua, Mike Harrod, Faiza Khoja, John Neurohr, Sathy Rajendran, Yoshiko Takahashi, Hondo, Sydney Thompson, Chris Denison, Cristina Bistricean

CHANGES TO AND APPROVAL OF AGENDA Approved

MOTION NO. 24-05(Approved): APPROVAL OF MINUTES of October 2, 2024

COMMUNICATIONS - None

PRESENTATIONS

SOURCE - Hideki Takei provided information on SOURCE. The Symposium of University Research and Creative Expression (SOURCE) is an annual CWU event showcasing all research disciplines, scholarship, and creative activities. The SOURCE webpage has been renewed with rich information www.cwu.edu/source. SOURCE 2025 is the 30th anniversary. The theme will be Empowerment. The oral and poster presentations will be held in the SURC on May 14 and 15, 2025. It will be the same conference design with special events and sessions. Will continue focusing on inclusion, equity, and belonging. Hideki asked faculty to help promote SOURCE, foster mentorship, engage in conversations and share ideas with the Office of University Student Research (OUR).

ASSESSMENT – Dean Yoshiko Takahashi talked about why CWU conducts assessment. It is to improve student learning by evaluating how well students achieve intended outcomes, so universities can identify areas where learning experiences can be enhanced, and lead to better educational results. To ensure accountability: Learning outcomes assessments provide evidence that institutions are meeting their educational goals, which is essential for accountability to stakeholders, including accrediting bodies, government agencies, and the public. To inform curriculum development: Assessment data helps faculty understand the effectiveness of their courses and programs, guiding curricular revisions and aligning course content with desired skills and knowledge. To support faculty and teaching effectiveness: Assessments give faculty insights into student comprehension and engagement, allowing them to adjust teaching methods to better meet learning needs. To guide institutional improvement: By analyzing assessment results, universities can make data-driven decisions to allocate resources effectively, prioritize initiatives, and enhance the overall quality of education offered. There are three types of assessment. 1. Student learning outcomes (SLOs) program assessment. To advance student learning using assessment results to adjust the curriculum and program. 2. Academic Program Review (APR). To conduct a longitudinal and in-depth evaluation of the program. 3. General Education Assessment. To measure the effectiveness of our General Education program through the systematic collection and evaluation of information about student learning. The Student Learner Outcomes Program Assessment Committee will review and make suggestions for the assessment tools. Host workshops/consultation meetings with department coordinators and review the reports and provide feedback. The Academic Program Review is to examine and assess the impact the department's programs have on students and the mission of the University with the goal to strengthen programs and improve student success. The Academic Program Review Report includes pre-populated institutional data for the academic programs within a department. The General Education

Assessment Workgroup designs the assessment in consultation with the General Education Committee. Dean Takahashi provided timelines for these assessments.

SENATE CHAIR REPORT – This Senate meeting is the first time we sent out the Senate agenda *two* Fridays before the meeting instead of one Friday. The purpose for this change was to have a one-week review period where Senators could review the agenda and notify the Executive Committee of any typos, punctuation issues, or ambiguous wording in any of the motions, so we could get those things corrected before a Senate meeting. Chair Klosterman reported that several Senators did reach out about typos and ambiguities in this Senate’s agenda, and we were able to get those corrected. Thank you to those of you who reached out. Going forward, please continue to proactively review Senate agendas and let us know if you spot any issues.

Feedback from the Academic Affairs Fall Forum is now available through the Office of the Provost website. This feedback includes the PowerPoint presentations as well as the written comments and suggestions from every table. During his provost’s report, Provost Pease will talk about the next steps for this initiative.

The Faculty Senate’s survey about the General Education program closed on October 25th. 150 faculty completed the survey. The Executive Committee also solicited the input of the Academic Advising Council. In the coming weeks, the General Education Committee will review the feedback and draft recommended changes for updating the General Education program. Thank you to everyone who completed the survey and gave feedback.

Additional data dashboards for non-instructional staff are now available on the Institutional Effectiveness, Research, and Planning (IERP) website. These new dashboards allow faculty to see the number of administrators at our university over time, broken down into different subgroups. While this data is valuable and essential to have, there are some inherent limitations to be aware of. The data comes from a snapshot of the university taken on November 1st of each year. Some interim positions may not be reflected because of how they are filled. Also, if a position is vacant on November 1st, but then filled on November 2nd, it is still counted as vacant. Finally, the reorganization of various units may cause certain data categories to abruptly drop or rise. Nevertheless, the implementation of these dashboards is an important step in institutional transparency and gives us all a common set of definitions and consistent, longitudinal data to rely on when discussing institutional matters. The Executive Committee would like to thank Jason Jones, the Executive Director of IERP, for all of his work in this area.

As a friendly reminder, course modality should not be changed after the quarter has begun. This can create financial aid problems for students, in particular, VA students and international students, who are required to have a certain percentage of in-person courses.

An additional friendly reminder: please encourage your students to complete the 2024 Washington Student Experience Survey, which they should have already received via email. The results of this survey are used by state legislators to understand the basic needs of CWU students, which in turn can impact the kind of funding we receive from the state. Currently, only 1.6% of CWU students have completed the Washington Student Experience Survey. The survey closes on November 22nd. If you have any questions about this survey, please reach out to the CWU’s Basic Needs Resource Coordinator, at: basicneeds@cwu.edu

Finally: earlier this fall, after 21 years of faithful senate service, our senate secretary, Janet Shields, submitted her resignation from her position, effective later this month. For over two decades, Janet has worked tirelessly to keep Faculty Senate running smoothly. She has provided invaluable logistical and clerical support for eight different Senate committees, monthly Senate meetings, the Distinguished Faculty Awards, the policy/procedure/and Code process, the Faculty Legislative Representative, the Senate website, the Senate budget, and all Senate surveys and communications. The list goes on but suffice it to say that Senate has been blessed to have Janet’s help and support for so long. On behalf of the Senate, thank you, Janet. We wish you the best in the next chapter of your career.

Janet's departure means that you may notice some bumps in the operations and communications of Senate for the remainder of this year. I would ask for your grace and your patience when that happens. It's going to be a big lift, but the Executive Committee will do their best to keep things running smoothly.

FACULTY ISSUES

Updates from last meeting

Senator Vajda raised a concern about faculty directory pages being difficult to update in a timely manner with new information and links for students to access. Chair Klosterman reached out to Jose Romero, Director of Web Services. Jose explained that faculty directory pages are intended to showcase a personal profile, publications, research, research interests, and similar information. They are not intended for sharing course-related information to students or other information that will only be relevant for a limited time. Canvas should be used to share course information, links, and other resources with students. To update information on directory pages, faculty will need to reach out to their website content contributors. The list of content contributors was linked in an email that Jose Romero sent out to all faculty on October 10th. The list of website content contributors will also soon be available on the Web Services page.

Senator Bisgard raised a concern about low-enrolled classes being converted to Arranged Courses and taught for a reduced workload. I talked with Provost Pease about this issue, and he explained that the Collective Bargaining Agreement, Appendix A, does permit low-enrolled classes to be converted to Arranged Courses. Whether an academic dean chooses to invoke this option will depend on their college's budget and enrollment situation.

Senator Bisgard's concern also included the fact that these conversions of low-enrolled classes to Arranged Courses are sometimes happening immediately before the quarter begins. When a dean wishes to convert low-enrolled classes to Arranged Courses, there will typically be back-and-forth communication between the dean, department chair, and instructor which may take anywhere from several days to a week or more. Because of this, the decision to convert the low-enrolled course to an Arranged Course may not be made until relatively close to the quarter's beginning. If departments have low-enrolled classes, the provost encourages them to proactively consider strategic program modifications that might alleviate the issue.

Senator Reynolds raised a concern about the Help Desk hours being insufficient for non-traditional students, who often do their academic work during the evenings or weekends. I reached out to Ginny Tomlinson, Associate Vice President of Information Services. She analyzed all the tickets that the Help Desk received over the past year and found that while the Help Desk received over 5,000 tickets, only about 5% of these tickets were submitted outside of the normal Help Desk hours. In light of this data, Ginny concluded that there currently isn't enough demand to justify the cost of expanding the Help Desk hours.

As a reminder, however, the Help Desk does not handle issues with Canvas. Canvas is supported by Multimodal Learning. The company that produces Canvas also offers 24/7 technical support for Canvas. Links to that technical support can be found on the Help Desk website.

Senator Reynolds also mentioned difficulty finding information on the CWU website, missing information on the CWU website, and Google linking to old or missing pages of the CWU website. Jose Romero, Director of Web Services, explained that it can take time for external search engines, like Google, to index new pages and that this is beyond the control of CWU Web Services. Web Services can, however, control how the search box on the CWU website indexes information. This search box uses an algorithm that learns over time which results are most useful for viewers. However, if the search box is not bringing up accurate information, faculty can submit a ticket to Web Services explaining the search terms used, the results given, and the expected results that were hoped for—including screenshots will greatly help Web Services.

As for continued website improvements and refinements, Web Services recently completed an overhaul of the directory system so that it now links to employee information in the database and automatically updates weekly. Future projects going forward are still being determined—Web Services recently moved from University Relations to Information Services, and the team is still adjusting to that organizational shift.

Senator Weber raised questions about the ADI Graduation Requirement being moved into the General Education Program—specifically, how it might impact transfer students. I spoke with both Rose Spodobalski-Brower, Associate Registrar, and with Nathan Kuwata, ADI Committee Chair about this question. Rose explained that UW, WSU, and Western already have a DEI requirement within their General Education Programs that is simultaneously a graduation requirement. Eastern has a DEI requirement that is a graduation requirement. Every community college in the state also has a DEI requirement. However, other institutions' DEI requirements may not satisfy the learner outcomes of CWU's ADI requirement. The ADI Committee will review petitions and establish course articulations, which they have already begun doing this fall.

Senator Castillo raised a concern about what to do if directory entries still have incorrect information after the directory update. I reached out to Jose Romero, Director of Web Services about this issue. If contact information, such as name or phone, is incorrect, faculty should update this information on MyCWU since the directory now automatically syncs with the information there. For other information on the directory page, faculty should reach out to their website content contributor who will be able to update information on directory pages. The list of website content contributors was linked in an email that Jose Romero sent out to all faculty on October 10th. The list of website content contributors will also soon be available on the Web Services page.

Senator Castillo also raised a concern about faculty advisors not being able to upload advising notes into the Civitas Advising System. I reached out to Yoshiko Takahashi, Dean of Undergraduate Studies, about this concern. In order to access Civitas and be able to upload advising notes, faculty must first reach out to their college advising director. For CB, this is Amber Darting. For CEPS, this is Patrick Delaford. For COTS, this is Rachel George. For CAH, this is Collen Angaiak. The college advising director will provide the appropriate information and steps that a faculty member must take in order to be able to access Civitas more fully.

New Issues

Senator Jastremski asked what the QR codes for events are being used for. Where is the data is going and why we are being tracked?

Senator Bisgard indicated if the directory profile is intended to showcase about employees, are faculty going to be able to have access to personal web pages to showcase research, etc. any time soon.

Senator Reynolds indicated that the answer and data about the Help Desk hours is an Illogical fallacy. If it is after hours there isn't going to be a ticket.

Senator Bisgard reported that the CBA specifies a floor and a ceiling on the workload units for low enrolled courses. Deans are choosing to use the floor and not the ceiling. Discretion would be to pick something between the two. What are our options?

STUDENT REPORT

Hondo reported that the Student Senate has been active this week. They are at full capacity in Senate. ASCWU has been engaged with UNIV 101 classes recently. ASCWU will be sending out a survey to students on campus on how students feel about the different types of class modalities. Hope to have data to present at the end of fall or beginning of winter to Faculty Senate. They are planning an event of meet your student senators so that students can be connected with their senator. At the end of winter quarter they are planning an event to provide students an opportunity to ask about student government.

OLD BUSINESS - None

REPORTS/ACTION ITEMS

SENATE COMMITTEES:

Executive Committee

Motion No. 24-06(Approved): Recommends ratification of 2024-2025 Faculty Senate committee appointments as outlined in Exhibit A.

Motion No. 24-07(Approved, 1 nay): Endorse 2026-2027 academic calendar as outlined in Exhibit B.

Bylaws and Faculty Code

Motion No. 24-08(Withdrawn): Recommend approved revisions to the Faculty Code IV Faculty Senate B. Membership, 1.a.iii & iv and 2.b. as outlined in Exhibit C.

Curriculum Committee – No report

Evaluation and Assessment Committee - No report

General Education Committee – See written report

Faculty Legislative Representative - No report

PRESIDENT – President Wohlpart indicated that the QR codes are being used to meet the 5277 law to eliminate structural racism. As part of this law, CWU has to do professional development for all staff, faculty and students. CWU needs to show they are meeting the appropriate thresholds, and the bill requires that CWU tracks attendance. The climate commitment act initiative did not pass. CWU had received funding for a second geothermal well so this project will move forward. Funding for K-12 and higher education did not get repealed as well. President Wohlpart has been meeting with chairs and ranking members of the Capital and Budget committees in both the House and Senate. Have been telling them CWU's story that over 90% of our undergraduates are from Washington and are the first to go to college in their family. CWU's student population is different than that of other institutions in the state. The Council of President's will be working on getting 100% funding for COLAs in the next biennium. If CWU does not receive this increase, we will have another \$2 million in deficits.

PROVOST – Provost Pease indicated the Academic Affairs forum feedback is now available. An email has been sent out with the link to access this information. He encouraged senators to look through the data and compare raw comments for the larger themes. Over the next couple of months the work will increase to put together information for the NWCCU accreditation process. The accreditation steering committee is working on this. The committee will be attending a conference in Seattle in to gain a clearer understanding of the current accreditation standards. Provost Pease has resumed his departmental visits. Will probably be spring before he gets through them all. Provost Pease introduced interim Associate Vice President of Faculty Relations and Equity to talk about the university evaluation standards.

Elvin Delgado indicated the priorities continue what the Equity and Criteria committee had started last year. Kris De Welde resulted in a report and recommendations. Elvin will be working to revise our decades old faculty evaluation criteria. Will be developing a SharePoint folder to be able to share some of the data, tentative timeline of what is going to happen next and pulling together the first draft. Will start working in winter quarter with consultation of shared governance groups.

CHAIR-ELECT – Chair-Elect Lindsey reported that the next open Executive Committee meeting will be Wednesday November 13 from 3:00 – 4:00 p.m. in the Grupe Center.

NEW BUSINESS - None

Meeting was adjourned at 4:22 p.m.

Exhibit A

Committee	Faculty Member	Department	Term
Academic Affairs Committee			
1 CAH vacancy	Keith Karns, Music		6/15/24 – 6/14/27
1 CB vacancy	Coco Wu	Management & Marketing	6/15/24 – 6/14/27
Antiracism, Diversity, and Inclusivity Ad Hoc Committee			
1 faculty vacancy	Kathryn Stahl	Theatre & Film	6/15/24-6/14/27
Bylaws and Faculty Code			
1 faculty senator vacancy	Vacant		6/15/24 – 6/14/27
Evaluation and Assessment Committee			
1 CB faculty vacancy	Thanh Dung Nguyen	Finance & SCM	6/15/24 – 6/14/27
1 LIB faculty vacancy	Vacant		6/15/24 – 6/14/27
General Education Committee			
1 CEPS faculty vacancy	Vacant		6/15/24 – 6/14/27
2 COTS faculty vacancies	Vacant		6/15/24 – 6/14/27

Exhibit B

FALL 2026 PROPOSED UNIVERSITY ACADEMIC CALENDAR

All deadlines are due by the close of business on that date. Information in this calendar may be subject to change.

If you have any questions, contact Office of the Registrar at 509-963-3001.

April 27	Registration Assignment Schedule Goes Live	View in MyCWU
May 11	Registration Begins	For continuing students (<i>During the assigned enrollment appointment</i>)
August 3	OPEN ENROLLMENT	Students may add/drop classes until change of schedule period ends.
September 9	Leave of Absence	Students not attending FALL quarter must submit request
September 23	CLASSES BEGIN	First day of classes for FALL
September 23	Internship Application Deadline	Completed application in Wildcat Career Network with insurance and training certificates uploaded.
September 29	Change of Schedule Period Ends and Audit Deadline	Add/Drop classes- <i>Drops completed prior to this date or by the close of business on this date will not appear on transcripts or have tuition assessed. Deadline to declare audit grading basis.</i>
September 30	TUITION AND FEES DUE	View your On-Demand statement for amount due. See dates below for when late fees are applied to any unpaid tuition. Student has 100 percent tuition liability if classes are not dropped by this date.
Sept 30- Oct 6	\$25 Late Registration Fee	Instructor signature required to enroll
October 6	\$75 Fee - Unpaid Tuition and Fees	A \$75 late fee will be assessed on unpaid tuition-and-course-fee balances.
Oct. 7 -Nov. 3	\$50 Late Registration Fee	Instructor and Department Chair signatures required to enroll
October 22	\$125 Fee-Unpaid Tuition and Fees	A \$125 late fee will be assessed on unpaid tuition-and-course-fee balances.
Nov. 4-Dec. 4	\$75 Late Registration Fee	Instructor and Department Chair signatures required to enroll
November 2	Registration for WINTER	See WINTER 2027 calendar
November 10	Credit/No Credit	Deadline to declare credit/no credit
November 11	Veterans Day Holiday	No classes/administrative offices closed
Nov. 25-27	Thanksgiving and Native American Heritage Day Holiday Recess	No classes/administrative offices open November 25 No classes/administrative offices closed November 26-27
December 4	Course Challenge Form Deadline	Deadline to submit course challenge forms to Office of the Registrar
December 4	Classes End	Last day of class instruction
December 7	Study Day	Study Day
December 8-11	FINAL EXAMS	See exam schedule
December 11	End of Quarter	End of Quarter (last day of finals)
December 15	Grades Due	10:00 p.m. deadline for instructors to submit grades via MyCWU
54	Instructional Days per Quarter	Includes final exams and study days

WITHDRAWAL DEADLINES

GRADUATION DEADLINES

Oct. 22	Deadline for 50 percent reduction with complete withdrawal	July 3	Deadline to apply for baccalaureate degree for FALL 2026
Nov. 10	Uncontested withdrawal period deadline	Sept. 23-29	Master's degree final folder check for FALL needs to be requested during first week of classes
Dec. 4	Hardship withdrawal petition deadline	Oct. 2	Deadline to apply for baccalaureate degree for WINTER 2027
Dec. 4	Complete university withdrawal	Dec. 4	Complete the final "Turnitin" check. All forms submitted and fees paid for FALL graduation for Thesis Option Students
		Dec. 11	Complete all master's degree requirements for FALL graduation

WINTER 2027 PROPOSED UNIVERSITY ACADEMIC CALENDAR

All deadlines are due by the close of business on that date. Information in this calendar may be subject to change.

If you have any questions, contact Office of the Registrar at 509-963-3001.

October 19	Registration Assignment Schedule Goes Live	View in MyCWU
November 2	Registration Begins	For continuing students (<i>During the assigned enrollment appointment</i>)
December 14	OPEN ENROLLMENT	Students may add/drop classes until change of schedule period ends.
December 22	Leave of Absence	Students not attending WINTER quarter must submit request
January 5	CLASSES BEGIN	First day of classes for WINTER
January 5	Internship Application Deadline	Completed application in Wildcat Career Network with insurance and training certificates uploaded.
January 11	Change of Schedule Period Ends and Audit Deadline	Add/Drop classes-Drops completed prior to this date or by the close of business on this date will not appear on transcripts or have tuition assessed. Deadline to declare audit grading basis.
January 12	TUITION AND FEES DUE	View your On-Demand statement for amount due. See dates below for when late fees are applied to any unpaid tuition. Student has 100 percent tuition liability if classes are not dropped by this date.
January 12-19	\$25 Late Registration Fee	Instructor signature required to enroll
January 18	Martin Luther King Jr. Holiday	No classes/administrative offices closed
January 19	\$75 Fee - Unpaid Tuition and Fees	A \$75 late fee will be assessed on unpaid tuition-and-course- fee balances.
Jan. 20-Feb. 17	\$50 Late Registration Fee	Instructor and Department Chair signatures required to enroll
February 3	\$125 Fee -Unpaid Tuition and Fees	A \$125 late fee will be assessed on unpaid tuition-and-course- fee balances.
February 15	Presidents Day Holiday	No classes/administrative offices closed
February 16	Registration for SPRING	See SPRING 2027 Calendar
Feb. 18-Mar. 12	\$75 Late Registration Fee	Instructor and Department Chair signatures required to enroll
February 19	Credit/No Credit	Deadline to declare credit/no credit
March 12	Course Challenge Form Deadline	Deadline to submit forms to Office of the Registrar
March 12	Classes End	Last day of class instruction
March 15	Study Day	Study Day
March 16-19	FINAL EXAMS	See exam schedule
March 19	End of Quarter	End of Quarter (last day of finals)
March 23	Grades Due	10:00 p.m. deadline for instructors to submit grades via MyCWU
52	Instructional Days per Quarter	Includes final exams and study days

WITHDRAWAL DEADLINES

GRADUATION DEADLINES

Feb. 3	Deadline for 50 percent reduction with complete withdrawal	Oct. 2	Deadline to apply for baccalaureate degree for WINTER 2027
Feb. 19	Uncontested withdrawal period deadline	Jan. 5-11	Master's degree final folder check for WINTER needs to be requested during first week of classes
March 12	Hardship withdrawal petition deadline	Jan. 15	Deadline to apply for baccalaureate degree for SPRING 2026
March 12	Complete university withdrawal	March 12	Complete the final "Turnitin" check. All forms submitted and fees paid for WINTER graduation for Thesis Option Students
		March 19	Complete all master's degree requirements for WINTER graduation

SPRING 2027 PROPOSED UNIVERSITY ACADEMIC CALENDAR

All deadlines are due by the close of business on that date. Information in this calendar may be subject to change.

If you have any questions, contact Office of the Registrar at 509-963-3001.

January 25	Registration Assignment Schedule Goes Live	View in MyCWU
February 8	Registration Begins	For continuing students (<i>During the assigned enrollment appointment</i>)
March 16	Leave of Absence	Students not attending SPRING quarter must submit request
March 22	OPEN ENROLLMENT	Students may add/drop classes until change of schedule period ends.
March 30	CLASSES BEGIN	First day of classes for SPRING
March 30	Internship Application Deadline	Completed application in Wildcat Career Network with insurance and training certificates uploaded.
April 5	Change of Schedule Period Ends and Audit Deadline	Add/Drop classes-Drops completed prior to this date or by the close of business on this date will not appear on transcripts or have tuition assessed. Deadline to declare audit grading basis.
April 6	TUITION AND FEES DUE	View your On-Demand statement for amount due. See dates below for when late fees are applied to any unpaid tuition. Student has 100 percent tuition liability if classes are not dropped by this date.
April 6-12	\$25 Late Registration Fee	Instructor signature required to enroll
April 12	\$75 Fee - Unpaid Tuition and Fees	A \$75 late fee will be assessed on unpaid tuition and course fee balances.
April 13-May 10	\$50 Late Registration Fee	Instructor and Department Chair signatures required to enroll
April 28	\$125 Fee -Unpaid Tuition and Fees	A \$125 late fee will be assessed on unpaid tuition and course fee balances.
May 3	Registration for SUMMER	See SUMMER 2027 Calendar (Schedule goes live April 19)
May 10	Registration for FALL	See FALL 2027 Calendar (Schedule goes live April 26)
May 11-Jun 4	\$75 Late Registration Fee	Instructor and Department Chair signatures required to enroll
May 14	Credit/No Credit	Deadline to declare credit/no credit
May 18-19	SOURCE Days	Instructional days - Research projects
May 31	Memorial Day Holiday	No classes/administrative offices closed
June 4	Course Challenge Form Deadline	Deadline to submit forms to Office of the Registrar
June 4	Classes End	Last day of class instruction
June 6	COMMENCEMENT	Commencement Ceremonies - Kent
June 7	Study Day	Study Day
June 8-11	FINAL EXAMS	See exam schedule
June 11	End of Quarter	End of Quarter (last day of finals)
June 11	Masters Hooding Ceremony and Commencement	Masters Commencement Ceremony - Ellensburg
June 12	COMMENCEMENT	Commencement Ceremonies - Ellensburg
June 15	Grades Due	10:00 p.m. deadline for instructors to submit grades via MyCWU
53	Instructional Days per Quarter	Includes final exams and study days

WITHDRAWAL DEADLINES

GRADUATION DEADLINES

April 28	Deadline for 50 percent reduction with complete withdrawal	Jan. 15	Deadline to apply for baccalaureate degree for SPRING 2026
May 14	Uncontested withdrawal period deadline	Mar. 30- Apr. 5	Master's degree final folder check for SPRING needs to be requested during first week of classes
June 4	Hardship withdrawal petition deadline	April 9	Deadline to apply for baccalaureate degree for SUMMER 2027
June 4	Complete university withdrawal	June 4	Complete the final "Turnitin" check. All forms submitted and fees paid for SPRING graduation for Thesis Option Students
		June 11	Complete all master's degree requirements for SPRING graduation

SUMMER SESSION 2027 PROPOSED UNIVERSITY ACADEMIC CALENDAR

All deadlines are due by the close of business on that date. Information in this calendar may be subject to change.

If you have any questions, contact Office of the Registrar at 509-963-3001.

April 19	Schedule Goes Live	View in MyCWU
May 3	Registration Begins/Open Enrollment	Summer Session
June 18	Juneteenth Day Holiday	No classes/administrative offices closed
June 21	CLASSES BEGIN	Classes begin for six-week and full session
June 21	Internship Application Deadline	Completed application in Wildcat Career Network with insurance and training certificates uploaded.
June 23	Change of Schedule Period Ends	Add/Drop classes- <i>Drops completed prior to this date or by the close of business on this date will not appear on transcripts or have tuition assessed.</i>
June 24	TUITION AND FEES DUE	View your On-Demand statement for amount due. See dates below for when late fees are applied to any unpaid tuition. Student has 100 percent tuition liability if classes are not dropped by this date.
June 24-Jun 30	\$25 Late Registration Fee Six-week Session and Full Session	Instructor signature required to enroll
July 1-16	\$50 Late Registration Fee Six-week Session	Instructor and Department Chair signatures required to enroll
July 1-29	\$50 Late Registration Fee Full Session	Instructor and Department Chair signatures required to enroll
July 5	Independence Day Holiday (Observed)	No classes/administrative offices closed
July 6	\$75 Fee - Unpaid Tuition and Fees	\$75 fee will be assessed on unpaid tuition and course fee balances.
July 19-30	\$75 Late Registration Fee Six-week Session	Instructor and Department Chair signatures required to enroll
July 20	\$125 Fee -Unpaid Tuition and Fees	\$125 fee assessed on unpaid tuition and course fee balances.
July 30-Aug. 20	\$75 Late Registration Fee Full Session	Instructor and Department Chair signatures required to enroll
July 30	Six-week Session Classes End	Last day of class instruction for six-week session
August 3	Grades Due Six-week Session	10:00 p.m. deadline for instructors to submit grades via MyCWU
August 20	Full Session Classes End	Last day of class instruction for full session
August 24	Grades Due Full Session	10:00 p.m. deadline for instructors to submit grades via MyCWU

WITHDRAWAL DEADLINES

GRADUATION DEADLINES

July 16	Uncontested withdrawal period deadline for six-week session	Aug. 13	Complete university withdrawal for full session
July 19	Deadline for 50 percent reduction with complete withdrawal six-week session	April 9	Deadline to apply for baccalaureate degree for SUMMER 2027
July 23	Hardship withdrawal petition deadline for six-week session	June 21-25	Master's degree final folder check for SUMMER needs to be requested during first week of classes
July 23	Complete university withdrawal for six-week session	July 2	Deadline to apply for baccalaureate degree for FALL 2027
July 30	Uncontested withdrawal period deadline for full session	Aug. 13	Complete the final "Turnitin" check. All forms submitted and fees paid for SUMMER graduation for Thesis Option Students
July 30	Deadline for 50 percent reduction with complete withdrawal full session	Aug. 20	Complete all master's degree requirements for SUMMER graduation
Aug. 13	Hardship withdrawal petition deadline for full session		

Exhibit C

(Motion has been withdrawn)

Faculty Code Section IV. FACULTY SENATE

Title of Section:

IV. Faculty Senate, B. Membership, 1. a. iii and iv
IV. Faculty Senate, B. Membership, 2. Terms of Service, b.

Revision

Summary of changes and/or additions:

Section removed: Section IV. Faculty Senate, B. Membership, 1. iii. concerns CWU center senators.

Sections revised: Section IV. Faculty Senate, B. Membership, 1. iv. concerns NTT senators. New language regarding the designation of NTT senators for CAH, CEPS, COTS, and one senator-at-large elected to represent all colleges and entities not from CAH, CEPS, or COTS (CB, Library, etc.).

Section revised: Section IV. Faculty Senate, B. Membership, 2. Terms of Service, b. concerns the NTT senator terms.

Rationale for changes and/or additions:

As of October 15th, 2024, CEPS has 141 NTT faculty (73.55 FTE), CAH has 71 NTT (55.95 FTE), COTS has 58 NTT faculty (42.84 FTE), and CB has 21 NTT faculty (14.42 FTE). Additionally, there are 20 NTT faculty in Library and other areas (23.96 FTE) - not CAH, CB, CEPS, and COTS.

Removal of iii. CWU centers no longer have senators representing the individual centers. Departments and programs at the centers are represented by their respective department senators. NTT faculty at the CWU centers will be represented by their respective CAH, CEPS, COTS senators and NTT senator-at-large. The NTT senator-at-large will be elected by those NTT faculty who are not in the CAH, CEPS, and COTS colleges.

Revision of iv. NTT senators will now be elected to represent CAH, CEPS, and COTS. An additional senator-at-large will be elected to represent divisions **outside** of CAH, CEPS, and COTS such as the Library and other areas. Senator representation is based on the NTT FTE for each area with CAH, CEPS, and COTS having the most NTT FTE, and other divisions have lower FTE.

Revision of terms of service. NTT senator terms of service will be for one year with maximum of three consecutive terms before being required to take at least one year off. Currently the Faculty Code does not identify a term limit for NTT senators. This term limit provides more opportunities for NTT faculty to serve as Faculty Senate.

Proposed Code revision:

Faculty Code Section IV. Faculty Senate

B. Membership

1. The Senate shall include:

a. Voting members

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

- i. One senator and an alternate are elected by and from TT/T faculty from each academic department and the library.
- ii. Additional senators, elected as directed in paragraph I above, allocated to departments as specified in the Senate Bylaws (Bylaws).
- ~~iii. One senator at large and an alternate from each of the CWU centers that have at least five full-time faculty. Also one senator at large and an alternate for the remaining centers with fewer than five full-time faculty. Senators at large and alternates may be full-time NTT, and are elected by the faculty at the respective center(s).~~
- iii. CAH, CEPS, AND COTS will each have ~~two (2)~~ one (1) NTT senator and ~~two (2)~~ one (1) NTT alternates, elected by and from the NTT faculty in those colleges. Additionally, one (1) NTT senator-at-large and one (1) NTT alternate will be elected by and from NTT faculty who are not in CAH, CEPS, or COTS. NTT senators and alternates will be elected during the spring quarter for the following year by those NTT faculty under contract in the preceding winter quarter. Eligible NTT faculty should be on contract for a minimum of twelve (12) WLUs (exclusive of Faculty Senate workload) for the year they serve. The senators and alternates shall serve for one academic year contingent on continued employment as NTT faculty at CWU. The EC shall oversee the election.

Faculty Code Section IV. Faculty Senate

B. Membership

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~~ academic year. ~~A partial term shall be treated as a full term. No NTT senator shall serve more than three (3) consecutive terms, i.e. three academic years. A partial term shall be treated as a full term of two (2) or more academic quarters shall be treated as a full term, while a partial term of less than two (2) quarters shall not be counted.~~
- c. All terms begin June 16th.

Committee Reports

GEC Committee Report 10.30.24

Charge #	Timeline	Charge/task	Progress	Action
EAC22– 23.01 If task and not charge put n/a here	Fall	<i>Copy and paste charge or write up task here</i>	Details of committee progress on charge/task	<i>Choose one:</i> Not started In progress Submitted Approved at FS Date
EAC24- 25.01	Fall	Review and approve proposals to add courses to or remove courses from the General Education program.		In Progress
EAC24- 25.02	Fall	Review faculty feedback obtained by EC and recommended General Education updates regarding 184s and ADI requirement and draft proposed General Education updates in collaboration with EC.	Awaiting Survey results, specific findings, as well as more detailed instruction from the EC.	Not started
EAC 24- 25.03	Fall	Monitor how General Education course changes affect students’ Academic Requirements reports and the issues that arise.	Ongoing	Ongoing
EAC 24- 25.04	Winter	Write and submit motions to Senate for removing the Pathway Requirement from General Education, renaming “Pathways” to “Themes”, and updating the General Education rules and policies as appropriate.	Mostly complete. Will Submit appropriately in Winter.	In Progress

EAC 24-25.05	Winter	Review all General Education courses and identify which courses need to be placed on reserve.	Ongoing	Not started
EAC 24-25.06	Winter	Collaborate as needed with the Dean of Undergraduate Studies on collecting data for the General Education assessment plan.	Ongoing	Not started
EAC 24-25.07	Spring	Analyze assessment reports provided by Undergraduate Studies office and make recommended updates to General Education Program as appropriate.	Ongoing	Not started
EAC 24-25.08	Ongoing	Review student petitions for General Education courses.	Ongoing	Ongoing

Additional Information