

REGULAR MEETING
Wednesday, November 28, 2018, 3:10 p.m.
BARGE 412
Minutes

Meeting was called to order at 3:11 p.m.

ROLL CALL All senators, or their alternates were present except: Robert Carbaugh, Bobby Cummings, Gilberto Garcia, Mark Oursland, Keith Salyer, Teresa Sloan, Darci Snowden

Guests: Christopher Boone, Carolyn Thurston, Julia Stringfellow, Lindsey Brown, Janet Finke, Michael Goerger, Gail Mackin, Scott Robinson, Bernadette Jungblut, Becky Pearson, Sharon O'Hare, Bonnie MacEwan, Jeff Stinson

CHANGES TO AND APPROVAL OF AGENDA - Approved

MOTION NO. 18-19(Approved): APPROVAL OF MINUTES of November 14, 2018

Disability Support Services – Wendy Holden – Wendy gave an overview of what Disability Support Services (DSS) does. They provide accessibility services and ensure compliance. DSS ensure we are not discriminating against students with disabilities and compliance with ADA. DSS looks at the Civil Rights office for rulings and guidance on how to accommodate students. Wendy explained they are working to provide faculty with more concrete guidance on students who have modified attendance needs. They would like to give faculty information when accommodation is appropriate and not appropriate so faculty will be able to make an informed decision and discuss with students. It is the student's responsibility to get the notes for missed classes. Wendy indicated she is interested in faculty thoughts, a better way to phrase things or what would be most useful?

COMMUNICATIONS- Don't Cancel that Class communication from Student Success. The information may be viewed in the Faculty Senate office.

SENATE CHAIR REPORT – Chair Claridge thanked Senators for attending the special meeting on November 14 about General Education. Senate is quickly organizing to continue the implementation for Fall 19. Today we are voting on the final piece with changes to the Faculty Code. There will be regular updates from General Education throughout the year. The program change will be coming before Senate in winter quarter. Look out during winter quarter for a call for Pathway coordinators. There are two ongoing conversations on campus this year. First is Strategic Enrollment plan 2018-2024. There was an open forum on November 15th. Individuals can still go on website and review the plan and provide feedback. Second conversation is around advising. This is a top priority to improve retention. Academic advising is directly tied to this. The Baccalaureate task force discussions included academic advising. This group has put forward two reports on recommendations for academic advising. There will be town halls the beginning of winter quarter. The dates are to be determined yet. They will be using the workgroup reports and will be presenting a few advising models for discussion. They will be using a similar strategy as was used for the General Education redesign. This is an important conversation for faculty to be involved in.

FACULTY ISSUES – Chair Claridge reported on the final exam schedule that a Sense of the Senate vote conducted. It was felt it was best not to implement the change for winter quarter. The Executive Committee will bring the issue to Senate with a motion and a policy change winter quarter. We need to make sure there is flexibility in the policy for those who cannot work with the 10 minute passing schedule.

Amy reported that to ensure Senators have enough time to consult with their departments, the Executive Committee will be doing a pilot test to send out the agenda 7 business days prior to the Senate meeting for the rest of the year. It is anticipated there may be some unintended consequences to curriculum and committees.

At the last Senate meeting an issue in L&L was brought forward. Cody toured the building and has a meeting with facilities this week about some of these issues.

Bernadette Jungblut reported that there was a bug in the computer code that was developed for SEOIs and did not correctly match all of the courses to the correct SEOI form. In order to correct this the SEOIs were

closed and reopened with the correct forms. Unfortunately, some diligent students had already filled out their SEOI forms and will need to redo them.

Senator Sorey asked if testing services could administer exams at the same time as students who are taking them in the classroom or at least start at the same time even if the student needs additional time. The Chemistry department would like to protect the integrity of their exams and often need to create different exams if a student is taking them through testing services if it is scheduled for a different time than the class.

Wendy Holden indicated that this is hard to do an absolute rule, so would have to work on a case-by-case basis. They are currently looking at policy and trying to devise rules that are clearer.

PRESIDENT - At ROTC memorial service. E-mail from President Gaudino. Your work to re-conceptualize the General Education program was thoughtful and creative. I believe that it will soon be seen as a significant and distinctive element of the learning experience we offer at Central. All involved should feel proud of the accomplishment.

Your work also shows the maturation of the academic leadership by the Senate. In previous attempts, I have felt that obstacles were allowed to block progress. While many have had a hand in this accomplish, the work of the Senate chairs over the past three years has been outstanding. The breadth of the changes and the details of implementation could have overcome the forward momentum on a number of occasions. That did not happen, in part because of the outstanding leadership of Sathyanarayanan, Cody, and Amy.

The Gen Ed working team also did an exceptional job of honoring the conceptual design while attending to the needs and concerns of stakeholders. Again, while there are many who made significant gains and contributions, the leadership of Eric Cheney, Mike Harrod and Becky Pearson should receive our applause.

PROVOST - At ROTC memorial service.

STUDENT REPORT - No report

OLD BUSINESS - None

REPORTS/ACTION ITEMS

SENATE COMMITTEES:

Executive Committee

Academic Affairs Committee

Motion No. 18-20(Approved): Recommends amending CWUP 5-90-010 Academic Policy as outlined in Exhibit A. Align the changes to the General Education program.

Motion No. 18-21(Approved): Recommends amending CWUP 5-90-030 Acceptance of Transfer Credit as outlined in Exhibit B.

Motion No. 18-22(Approved, 2 abstentions): Recommends amending CWUP 5-90-050(6) and CWUR 2-90-050(6) Commencement Participation as outlined in Exhibit C.

Motion No. 18-23(Approved): Recommends amending CWUP 5-90-040(39) Required Student Participation in Assessment Activities, CWUP 5-90-040(41) Developmental and Foundational Course Requirements and CWUR 2-90-040(39) Required Student Participation in Assessment Activities as outlined in Exhibit D.

Budget & Planning Committee – See written report.

Bylaws & Faculty Code Committee

Motion No. 18-15 (Approved, 3 nay 1 abstention): Recommends amending the Faculty Code Section IV as outlined in Exhibit E.

Motion No. 18-16 (Second Reading of Three): Recommends amending Section III. Distinguished Faculty Awards and Appendix B as outlined in Exhibit F.

Curriculum Committee

Motion No. 18-24(Approved): Recommends amending Curriculum policy CWUR 2-50-060 (1), (12) and CWUP 5-50-060 (15) Curriculum Rules for Implementation as outlined in Exhibit G.

Motion No. 18-25(Approved): Recommends approval of a new Insurance Management Certificate as outlined in Exhibit H.

Motion No. 18-26(Approved): Recommends approval of a new Risk Management Certificate as outlined in Exhibit I.

Motion No. 18-27(Approved): Recommends approval of a new Risk, Insurance, and Safety Management, BAS as outlined in Exhibit J. AAS an entrance requirement. Those students taken some of these courses. Agreement for substitution for certain courses.

Motion No. 18-28(Approved): Recommends approval of a new Risk, Insurance, and Safety Management, BS as outlined in Exhibit K.

Faculty Legislative Representative - Written report

Sexual Misconduct Taskforce - Written report Emily Rollie – Emily Rollie reported that the task force has taken the summer and fall to constitute the committee and get the lay of the land and interact with other areas on campus. The task force has on boarded two students. We are still looking for a parent on the committee. If you know someone who is a parent of a CWU student who might be interested, please let them know. They will be doing focus groups with faculty, staff, students, and community parents as well. The task force will be crafting recommendations during winter quarter to bring back to Senate.

CHAIR-ELECT: Chair-Elect Szeliga reported that the distinguished faculty nominations are due December 3. Online comment regarding strategic enrollment are open until the end of this week. Next Wednesday is the open Executive Committee meeting in Faculty Center at 3:10 p.m.

NEW BUSINESS

Motion No. 18-29(Approved): Senator Stoddard moved to consider a modification amendment or new policy for CWUP-5-090-030(41 that would account for transfer non-DTA students. Seconded.

Meeting was adjourned at 4:39 p.m.

Exhibit A

Policy & Procedure Review



Policy & Procedure Number: CWUP 5-90-010

New **Revision**

Title: Academic Policy

Summary:

Currently, any change in policy goes into effect immediately following approval by the President. This revision adds language to specify types of academic policy changes (e.g., related to general education requirements, foreign language requirements, etc.) and how and when those changes will affect students' degree requirements.

*[xx/xx/2018: Responsibility: **Faculty Senate**; Authority: Katherine Frank, Provost/VP for Academic & Student Life; Reviewed/Endorsed by: Cabinet/UPAC; Review/Effective Date: xx/xx/2018; Approved by: James L. Gaudino, President]*

CWUP 5-90-010 Academic Policy

(1) Academic policy will be established and monitored by the Faculty Senate Academic Affairs Committee (AAC).

(2) The AAC shall be concerned with the study and improvement of academic standards, academic policies and regulations, and academic organizational structures. The committee shall review and recommend changes to academic policy (5-90 of the CWU Policies and Procedures manuals). It shall perform other duties as maybe requested by or approved by the Faculty Senate Executive Committee.

(3) All academic policies that change the requirements for degree conferral should follow the catalog deadlines for the next academic year and go in effect the fall quarter following publication of the official electronic catalog.

(4) Policy changes to degree requirement(s) are not retroactive; the student is bound to the catalog the student became matriculated into, and to the catalog the student was admitted to the major program(s).

(5) The AAC works closely with the Dean of Student Success, the Provost Council, Registrar, Director of Admissions, and others as appropriate.

[07/2009; Responsibility: Faculty Senate; Authority: Provost/VP for Academic & Student Life; Reviewed/Endorsed by Provost's Council 04-29-2014: Cabinet/UPAC; Review/Effective Date: 06/04/2014; Approved by: James L. Gaudino, President]

Exhibit B

Policy & Procedure Review



Policy & Procedure Number: CWUP 5-90-030

New **Revision**

Title: Acceptance of Transfer Credit

Summary:

This policy change is related to foreign language graduation requirement changes made last year. The new language clarifies requirements for post-baccalaureate and Associate of Science degree transfer students.

*[xx/xx/2018: Responsibility: **Faculty Senate**; Authority: Katherine Frank, Provost/VP for Academic & Student Life; Reviewed/Endorsed by: Cabinet/UPAC; Review/Effective Date: xx/xx/2018; Approved by: James L. Gaudino, President]*

CWUP 5-90-030 Acceptance of Transfer Credit

(1) Transfer Credit

(A) In general, it is the university's policy to accept credits earned through college and university-level courses at institutions fully accredited by their respective regional accrediting association.

(B) A student may transfer no more than 135 credits, including a maximum of 105 lower division credits to be applied to the 180 credit minimum toward graduation. Test credits (Advanced Placement, Cambridge, International Baccalaureate, College Level Examination Program), military credits, and non-traditional credit contributes to the 105 lower division credit limitation.

(C) Only official transcripts and official test score results will be used to evaluate credits for degree requirements.

(D) No more than 45 total quarter credits through Advanced Placement (AP), College Level Examination Program (CLEP), International Baccalaureate (IB), Cambridge, Military or other sources of non-traditional credit may apply toward graduation requirements.

(E) Students who would like to petition their transfer equivalency may request a substitution through their academic department for major/minor requirements or file a general education petition through registrar services.

(2) Transfer Credit from Four-Year Institutions

(A) A student may transfer no more than 135 credits, including a maximum of 105 lower division credits to be applied to the 180 credit minimum toward graduation.

(B) Students who transfer from a regionally-accredited four-year institution after completing the general education at their prior four-year institution, will not be required to complete the CWU general education or foreign language requirements. Students must submit evidence of prior general education completion to registrar services upon admission.

(3) Transfer Credit from Community Colleges

(A) The university will accept a maximum of 105 community college credits. Course work exceeding that amount may be used to satisfy specific requirements but no additional credits will be accepted.

(B) A student cannot earn an associate degree and bachelor degree in the same quarter.

(C) Associate of arts degrees from a college accredited by the Northwest Commission on Colleges and Universities in the state of Washington approved by the Intercollege Relations Commission (ICRC) as a direct transfer agreement (DTA) associate degree will have satisfied the general education and the foreign language requirements of a bachelor's degree.

(D) Associate of science transfer degrees (AS-T Track 1 or 2) which are part of direct transfer agreements between CWU and Washington community colleges must meet additional general education requirements for a CWU bachelor's degree, but will not be required to complete the foreign language requirement. (See CWUR 2-90-030(32)(D))

(E) Associate degrees that are not part of the direct transfer agreement, such as applied career and

technical degrees, will not automatically satisfy the general education requirements at CWU.

(F) Academic transfer associate degrees from an accredited college outside the state of Washington may meet the general education and foreign language requirements of a bachelor's degree. Review of the content/distribution of the associate degree is completed by a registrar services designee and recommended approval by the general education committee.

(G) Transfer students with an Associate of Applied Science degree who enter a Bachelor of Applied Science program will be considered to have met the foreign language requirements for graduation.

(4) Other Forms of Credit

The university accepts, in a manner consistent with herein-established transfer and equivalency policies, college credit earned while a student is enrolled in high school (AP, CLEP, IB, Cambridge, College in the eHigh School, Running Start).

(A) Advanced Placement Credit. The University will grant at a minimum elective credit for College Board Advanced Placement (AP) exams completed with a score of three (3) or higher. Students may receive credit for advanced placement with a grade of S, depending upon the scores achieved on the College ~~Entrance Examination~~ Board Advanced Placement Test (AP). Students must request that their official AP test scores be sent to registrar services at Central. Scores of 3 or better on Advanced Placement Examination will be awarded as free electives for departments without specific policy.

(B) College Level Examination Program (CLEP). Students will be awarded college-level quarter credits with a grade of S for each score at the 40th percentile on the College Level Examination Program (CLEP) humanities, social science/history and natural sciences examinations. These credits will meet the general education requirements in the appropriate areas. Students may also be awarded credit for subject examinations as determined by appropriate academic departments at the time of application for credit.

(C) International Baccalaureate. Central recognizes the International Baccalaureate (IB) program as a coherent, challenging course of study and responds individually to each participant's IB transcript for award of college credit. Central will grant at a minimum elective credit for International Baccalaureate (IB) higher level exams completed with a score of four (4) or higher, with exceptions. Standards for acceptance will be established by the appropriate academic departments and listed in the official catalog. CWU recognizes the International Baccalaureate Diploma and awards up to 45 quarter credits (30 semester credits). With the receipt of a Diploma, credit will be awarded for 3 courses (15 quarter credits) and distributed evenly among the three general education breadth or knowledge areas. These credits will not be applied to lab or writing courses. An additional 30 quarter credits (20 semester credits) may be awarded in the areas of the students' higher level subject exams with a score of 5 or higher.

(D) Cambridge International, Pearsons (Edexcel), Assessment and Qualifications Alliance and Oxford Cambridge and RSA (OCR). Once the student has submitted the original exam certificate directly from the exam agency, students will be awarded up to 15 quarter credits for each A-level exam with a passing grade. Up to 7.5 quarter credits will be granted for each AS-level exam with a passing grade. A satisfactory (S) grade will be posted for A-level or AS-level exams.

(E) Military Credit

(a) Matriculated students seeking to use Veterans Affairs Educational benefits must submit official

military transcripts (Joint Services Transcript or Community College of the Air Force) for evaluation.

(b) Students may receive up to 30 credits, for completion of military educational experiences as recommended by the American Council on Education. Basic training and Military Occupational Specialty courses are excluded.

(c) Military credit recommendations that are direct equivalents to CWU course offering may be articulated to that specific course with departmental approval. If direct course equivalents do not exist, elective credit will be awarded when possible.

(d) DANTES. Credit for DANTES Subject Standardized Tests (DSSTs) college-level academic subjects using the minimum score and credit amount as recommended by the American Council on Education and approved by the academic department.

(F) Credit will be accepted from non-U.S. institutions of higher education when:

(1) Linked to CWU either by a bilateral or consortial agreement or verified by registrar services as a legitimate, recognized institution of higher education (tertiary level) within a particular country, if the student has received a passing grade recognized by the institution, and

(2) When an official record or transcript has been received by the university.

(G) Credit will not be granted for:

1. College or universities not regionally accredited;

2. Non-credit courses and workshops;

3. Remedial or college preparatory courses;

4. Sectarian religious studies;

5. Vocational/technical courses.

Consideration for an exception to CWUP 5-90-030(4)(G) 1, 4, or 5 above may be made by written petition to the dean of the appropriate college after the student has earned a minimum of 45 credits at Central with a cumulative GPA of at least 2.5.

Exhibit C

Policy & Procedure Review



Policy & Procedure Number: CWUP 5-90-040 (2)

New **Revision**

Title: Commencement Participation

Summary:

This policy is being updated to allow students completing full-time internships or student teaching in Fall quarter to petition to participate in Spring commencement.

*[xx/xx/2018: Responsibility: **Faculty Senate**; Authority: Katherine Frank, Provost/VP for Academic & Student Life; Reviewed/Endorsed by: Cabinet/UPAC; Review/Effective Date: xx/xx/2018; Approved by: James L. Gaudino, President]*

CWUP 5-90-040(2) Commencement Participation

(A) Students who have met graduation requirements during the current academic year, summer through winter quarters, and those expecting to meet the requirements during the current spring may participate in the spring graduation ceremony.

(B) Students must submit to the registrar, a commencement participation form prior to the published commencement participation deadline.

(C) Students anticipating graduation the summer quarter following commencement exercises may participate in the graduation ceremony on a space available basis.

(D) Candidates for summer graduation who wish to participate in the spring commencement ceremony prior to issuance of a degree must submit an application for graduation prior to the spring quarter deadline. Published acknowledgment of the degree will not take place until the degree is conferred.

(E) Candidates who are completing student teaching or a full time internship or graduate thesis in the fall may petition the commencement committee with the approval of the major advisor and dean to participate in spring commencement. Petitions must be submitted to registrar services on or before the graduation application deadline for summer quarter.

(F) All honors recognition for summer quarter candidates will be published the following spring.

(G) Students participating in commencement exercises must wear commencement regalia approved by the commencement committee.

(H) Exceptions to commencement procedures are approved by the commencement committee.

Exhibit C

Policy & Procedure Review



Policy & Procedure Number: CWUP 5-90-040 (39) and (41) and CWUR 2-90-040 (39)

New **Revision**

Title: Placement Policy and Procedure

Summary:

Policy and Procedure are being updated to require that students complete placement testing at or before orientation and that they complete developmental coursework early on in their time at CWU. Completing placement testing during orientation may improve enrollment in developmental courses during a student's first quarter. Data from CWU advising shows substantially better student outcomes when developmental courses are completed as soon as possible. Better student outcomes should lead to improvements in retention.

Policy is also being updated to reflect the new General Education Program language ("Academic Writing I" and "Quantitative Reasoning").

*[xx/xx/2018: Responsibility: **Faculty Senate**; Authority: Katherine Frank, Provost/VP for Academic & Student Life; Reviewed/Endorsed by: Cabinet/UPAC; Review/Effective Date: xx/xx/2018; Approved by: James L. Gaudino, President]*

CWUP 5-90-040 (39) Required Student Participation in Assessment Activities

(A) Assessment of students - As part of the continual evaluation and pursuit of excellence in ongoing programs, students are required to participate in assessment activities at several points during their academic careers.

1. Students will be assessed for placement into Academic Writing I and Quantitative Reasoning upon entering as first year students. Students will be assessed for placement into English 101 and Math 101 and above upon entering as first year students. Through the placement exams, sStudents identified with deficiencies in English usage/reading or computation must correct them prior to enrolling in ENG 101 Academic Writing I or MATH 101 Quantitative Reasoning and above, respectively. Students will take a placement exam prior to or during orientation.

2. To promote success, students will be assessed for placement into courses that require a specific skill set or proficiency level (e.g. mathematics or foreign languages). These placement opportunities will be available prior to or during orientation for new first year students.

3. Students enrolling in programs that require auditions/evaluations must follow department requirements.

<http://www.cwu.edu/resources-reports/cwup-5-90-040-academic-and-general-regulations#Required%20Student%20Participation%20in%20Assessment%20Activities>

CWUP 5-90-040 (41) Developmental and Foundational Course Requirements

Students who do not place into Academic Writing I or Quantitative Reasoning or higher, must enroll and complete all necessary developmental course work within the first four (4) terms, including summer, for which they are enrolled at Central.

Students are required to enroll and complete foundational course work (Academic Writing I and Quantitative Reasoning or higher) within the first six (6) terms for which they are enrolled at Central.

Exceptions to these requirements may be made pending consultation with the student's advisor and approval by the college dean or the dean of Student Success for undeclared majors.

CWUR 2-90-040 (39) Required Student Participation in Assessment Activities

~~No procedures.~~

First year students will satisfy all required placement assessment before or during the required first-year orientation session or, for those students admitted after all orientation programs, prior to registering for courses the subsequent term.

<http://www.cwu.edu/resources-reports/cwur-2-90-040-academic-and-general-regulations>

Exhibit E

Policy & Procedure Review



Policy & Procedure Number: Faculty Code Section IV

New **Revision**

Title: Faculty Senate

Summary:

The changes to this section of the Faculty Code provide detail about workload release for the new general education program director, director-elect, and pathway coordinators.

Roles and responsibilities of each position are outlined in General Education committee procedures.

*[xx/xx/2018: Responsibility: **Faculty Senate**; Authority: Board of Trustees; Approved by: Board of Trustees]*

Faculty Code

Section IV. FACULTY SENATE

D. Committees

1. Standing Committees

The Senate shall maintain six standing committees. They are the General Education Committee, the Academic Affairs Committee, the Curriculum Committee, the Bylaws and Faculty Code Committee, the Evaluation and Assessment Committee, and the Budget and Planning Committee.

- a. The General Education Committee shall be concerned with the study, development, and improvement of the General Education Program. The committee shall review and recommend courses, programs, and policies of general education in close cooperation with appropriate academic administrators. It shall perform other duties as may be requested or approved by the Executive Committee.

E. Assigned Time and Workload Units for Senate Offices and Activities

8. Senate Committee Chair

Workload units (WLU) for the position of chair of a Senate committee are estimated at two to four (2-4) per academic year, [except for the General Education Program Director and Chair \(as detailed in sections IV.E.8.a, b, & c\)](#). When elected committee chairs configure their workload plans, they should contact the Senate Office to determine a specific estimate for the upcoming year.

- a. [The General Education Program Director and Program Director-Elect shall be relieved of a total of thirty-two \(32\) WLU of teaching for the academic year, to be divided between them. The General Education Program Director and Direct-Elect will determine the distribution of the 32 WLU based on their specific expertise and interests. Workload distribution decisions will be made as soon as possible following the ratification of the Director-elect, and will be forwarded to the Executive Committee no later than the first Friday in February.](#)
- b. [The General Education Program Director will serve as chair of the General Education Committee and Subcommittees. The department\(s\) in which the program director and program director-elect teach shall receive compensatory funds from the Provost's office.](#)
- c. [The program director, or GEC designee, assumes certain duties and responsibilities in the summer, for a total of four \(4\) WLU. Any additional units will be negotiated with the Provost.](#)

9. Senate Committee Member (Non-Chair)

Workload units for the positions of non-chair members of Senate committees are estimated at one to two (1-2) per academic year, [except for General Education Pathway Coordinators \(as detailed in section IV.E.9.a & b\)](#). When ratified committee members configure their workload plans, they should contact the Senate Office to determine a specific estimate for the upcoming year.

- a. [General Education Pathway Coordinators shall be relieved of three \(3\) WLU of teaching for the academic year to perform their duties.](#)
- b. [Pathway Coordinators will be compensated one \(1\) WLU during the summer from the Provost's office.](#)

Exhibit F

Policy & Procedure Review



Policy & Procedure Number: Faculty Code Section III

New **Revision**

Title: Distinguished Faculty Awards

Summary:

This revision adds a new distinguished faculty award to the Code. The proposed new award, the Board of Trustees Distinguished Faculty Award, will recognize faculty members with long-term records of excellence in teaching, scholarship, or artistic activities.

*[xx/xx/2018: Responsibility: **Faculty Senate**; Authority: Board of Trustees; Approved by: Board of Trustees]*

Section III. DISTINGUISHED FACULTY AWARDS

The Distinguished Faculty Awards are the highest awards attainable at the university and must represent the highest level of performance. The awards are overseen by the Senate (Appendix B is incorporated by reference). There are no honorable mention awards.

A. [Annual](#) Distinguished Faculty Awards

The Senate confers four unique awards annually to recognize outstanding distinguished faculty in the following areas:

1. Distinguished Teaching Award (there are 2 awards, 1 for tenured/ tenure-track and 1 for non-tenure-track faculty)

Teaching excellence shall be defined as:

- a. a demonstrated breadth and depth of knowledge;
- b. clarity in methodology and organization of materials, and effective methods of presentation;
- c. continued scholarship and its integration of scholarship into course work;
- d. assistance to students in understanding the value and relevance of the subject matter and course materials, both within the discipline and in a broader context.

2. Distinguished Service Award

Service shall be defined as endeavors contributing to the welfare of individuals, professional organizations, university groups, the community at large, or the university.

3. Distinguished Scholarship/ Artistic Accomplishment Award

- a. Scholarship shall be defined as scholarly or scientific investigation or inquiry, conducted to advance the state of knowledge of the discipline.
- b. Artistic accomplishment shall be defined as the composition, creation, production or other significant and/or innovative contribution to an artistic event. Artistic accomplishment may include, but is not limited to, innovation in music, drama, film, art, dance, poetry or fiction that is a significant contribution to our understanding of the range of human experience and capabilities.

[B. Board of Trustees Distinguished Faculty Award](#)

[The Board of Trustees Distinguished Faculty Award is bestowed on a faculty member who has demonstrated a long-term combined record of excellence in teaching, scholarship or artistic activities, and service \(as defined in ~~the previous section~~ \[Sections III.A.1, III.A.2, and III.A.3\]\(#\)\) at CWU. The Board of Trustees awards one recipient every other year.](#)

Appendix B: Distinguished Faculty Awards

Section I. FUNDING

A. Funding for the awards (~~\$2,500 for each category~~) and release time is generously provided by the Office of the President.

B. Recipients of the annual Distinguished Faculty Awards in teaching, scholarship, and service will receive a one-time \$2,500 stipend.

C. Recipients of the Board of Trustees Distinguished Faculty Award will receive a \$5,000 stipend and one quarter release from teaching (12 WLU for tenured faculty and 15 WLU for senior lecturer faculty) the academic year following their award.

Section II. OBLIGATION OF RECIPIENTS

All award recipients are expected to serve on future selection committees at some time during their careers.

Recipients of the Board of Trustees Distinguished Faculty Award will present two lectures/performances in the academic year following their award.

Section III. INITIAL REQUIREMENTS

A. Due Dates

1. Letters of nomination are due ~~to in~~ the office of the Senate by December 1 or, if this date falls on a weekend, the first instructional day thereafter. ~~All letters of nomination must be originals (fax and e-mail versions will not be considered).~~

2. All material supporting the nomination (i.e., nominees' notebooks) must be received ~~by in~~ the office of the Senate by February 1 or, if this date falls on a weekend, the first instructional day thereafter.

B. Eligibility

1. Distinguished Faculty Awards are limited to CWU faculty who have been at CWU a minimum of six years and have worked at least 135 WLU.

2. Board of Trustees Distinguished Faculty Awards are limited to active CWU faculty who have been at CWU a minimum of 15 years, and have performed the greater part of the activities for which they are nominated in connection with the nominee's employment at CWU. Active ~~e~~Emeritus, tenured, and senior lecture faculty are eligible.

C. Nominations and Supporting Materials

1. Nominations may be made by faculty, students, alumni or others in a position to evaluate the achievements of a faculty member in any of the award categories. Self-nominations will not be accepted. Nomination letters and supporting materials must be submitted to the Senate in accordance with Part A above.

2. Nominations are presented by a Nominator. The Nominator writes the letter of nomination, providing a full description of the nominee's work that is deserving of the respective award; a short statement of nomination will not be sufficient. The Nominator shall also help the nominee to compile and order a notebook for the selection committee to substantiate the nomination, incorporating materials required and/or suggested in the accompanying criteria. No materials may be added to the notebook after the due date.

3. The selection committee is not an investigative body. Therefore, it is imperative that supportive material be complete, orderly and self-explanatory.
4. Nominators may not nominate more than one faculty to share the same award.
5. An individual may receive an award in more than one category, although not in the same year. An individual may not receive an individual award more than once.
6. A nominee may be renominated.
7. Material of award recipients shall be retained for three years in the office of the Senate.
8. ~~Awards are announced by the President and approved by the BOT. Awards shall be officially presented at the Spring Honors Convocation.~~ Neither nominees nor nominators should attempt to contact the committee, the Senate office, or the President's Office about the progress or outcome of the committee's deliberations. No information will be given out.
9. After reviewing submitted materials, the committee, at its discretion, may elect not to recommend recipients of one or more awards in a given year.

Section IV. SELECTION COMMITTEE

A. Membership

1. Members of the selection committee are approved by the Executive Committee.
2. Committee membership is finalized by early February at the latest.
3. The committee will include six volunteer members:
 - a. Four must be past Distinguished Faculty Award winners representing each **annual** award category selected by the Executive Committee.
 - b. One must be an alumnus selected by CWU Alumni Relations.
 - c. One must be an individual selected by the Executive Committee from three names forwarded by the CWU Retiree Association to balance out the composition of the committee.
4. Emeritus Distinguished Professors/Faculty are eligible to serve.

B. Award Selection Process

1. Nominees shall be considered for Distinguished Faculty Awards based on excellence of work and activities conducted solely while at CWU. Nominees shall only be considered for the category of award they were nominated for. the award for which they were nominated.
2. The selection committee makes the award choices, and forwards those names and materials to the President with a brief summary statement describing each awardee.
3. The President forwards the awardee file for the Board of Trustees Distinguished Faculty Award to the Board of Trustees for approval at their spring meeting.
3. ~~After the award winners have been notified by the President, letters will go out to the other candidates informing them the status of their nomination. The committee will not give individual feedback on the merit of applications or the selection process.~~

Section V. NOTIFICATION OF AWARD

A. The president will notify the award winners.

B. After the award winners have been notified by the President, letters will go out to the other candidates informing them the status of their nomination. The committee will not give individual feedback on the merit of applications or the selection process.

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

D. All awards will be officially presented at the Spring Honors Convocation.

Section VI. ~~DISTINGUISHED FACULTY AWARDS REQUIRED APPLICATION MATERIALS~~

~~A. Eligibility~~

~~1. Distinguished Faculty Awards are limited to CWU faculty who have been at CWU a minimum of six years and have worked at least 135 WLU.~~

A. Materials for Distinguished Teaching Award

The Distinguished Teaching Award nominee's notebook should contain the following items, organized in the following order:

1. Letter of nomination bearing the date stamp of the Senate office verifying submission by December 1.
2. Vitae of nominee, verifying that the nominee is a member of the CWU faculty and has a minimum of six years' service at CWU. The vitae must bear the date stamp of the Senate office verifying submission of the notebook by February 1.
3. Personal statement by nominee of philosophy, goals and achievements in the area of research or artistic achievement and invention. This statement must not exceed 1000 words.
4. Evidence of teaching skills in the area of communication and methodology – exemplified in the clarity of organization and presentation of course materials, and of the challenge to and motivation of students – corroborated by:
 - a. letters of recommendation, support or corroboration from colleagues, associates, students or relevant others (20 maximum);
 - b. a portfolio reflecting the full range of the nominee's teaching assignment, containing summary sheets for student evaluations of instruction, arranged chronologically, taught during the last five years, including all available written comments;
 - c. representative class syllabi;
 - d. if a video recording is included in the file, please limit the length to 15 minutes.
 - e. Evidence of teaching that has been informed by scholarship, as demonstrated by activities such as:
 - i. participation in professional activities such as conferences, symposia, colloquia, exhibitions;
 - ii. membership in professional associations;
 - iii. peer reviewed scholarship or juried presentation;
 - iv. continuing education in one's field or related fields;
 - v. efforts in the development of new courses to broaden and update the university curriculum or other relevant evidence of continued scholarship.
 - f. Evidence of the extent of participation in student advisement.

EB. Materials for Distinguished Service Award

The Distinguished Service Award nominee's notebook should contain the following items organized in the following order:

1. Letter of nomination bearing the date stamp of the Senate office verifying submission by December 1.

2. Vitae of nominee, verifying that the nominee is a full-time member of the CWU faculty and has a minimum of six years full-time service at CWU. The vitae must bear the date stamp of the Senate office verifying submission of the notebook by February 1.
3. Personal statement by nominee of philosophy, goals and achievements in the area of service. This statement must not exceed 1000 words.
4. Evidence of service as exemplified by activities in which the nominee has applied his/her academic expertise to the welfare of individuals, professional organizations, university groups, the community at large, or the university, with evidence of the magnitude of effort and level of commitment to the community in the service provided, all corroborated by:
 - a. letters of recommendation, support or corroboration from colleagues, associates, students, members of the community, or relevant others (20 maximum);
 - b. public acknowledgement, such as, newspaper clippings, testimonials, awards, etc.;
 - c. chronological listing or concise summary of the nominee's service, indicating the recipient group and/or geographical area benefited by the service.

D.C. Materials for Distinguished Scholarship/ Artistic Accomplishment Award

The Distinguished Scholarship/ Artistic Accomplishment nominee's notebook should contain the following items organized in the following order:

1. Letter of nomination bearing the date stamp of the Senate office verifying submission by December 1.
2. Vitae of nominee. The vitae should verify that the nominee is a full-time member of the CWU faculty and has a minimum of six years full-time service at CWU. The vitae must bear the date stamp of the Senate office verifying submission of notebook by February 1.
3. Personal statement by nominee of philosophy, goals and achievements in the area of research or artistic achievement and invention. This statement must not exceed 1000 words.
4. Evidence of scholarship or artistic achievement, corroborated by:
 - a. letters of recommendation, support or corroboration from colleagues, associates, students or relevant others emphasizing professional recognition, quality and credibility of research or artistic achievement (20 maximum).
 - b. for Artistic Accomplishment – reviews, newspaper clippings, programs, reports, awards, acknowledgments, grants funded, etc.
 - c. for Scholarship – reprints of publications and a chronological list of research projects, publications, reports, performances, presentations, program participation, or other professional work; or a summary of a single research program for which nomination has been made.

E.D. Materials for Board of Trustees Distinguished Faculty Award

1. Vitae of nominee, verifying that the nominee is a member of the CWU faculty and has a minimum of 15 years service at CWU. The vitae must bear the date stamp of the Senate office verifying submission of the notebook by February 1.
2. The Board of Trustees Distinguished Faculty Award nominee's notebook should contain all materials outlined in the previous sections (~~B, C, and D~~ **A, B, and C**) to demonstrate excellence in teaching, service, and scholarship/ artistic accomplishment.

Exhibit G

Policy & Procedure Review



Policy & Procedure Number: CWUR 2-50-060(1), (12) and CWUP 5-50-060 (15)

New **Revision**

Title: Curriculum Rules for Implementation

Summary: Workshops, Seminars and Special topics by current policy are considered to be temporary courses and must be converted to a regular course number after three years. However, current practice has been that Special topics have been the only courses that have been enforced as temporary courses. Policy and procedure are being changed to reflect current practice and to honor the programs that are currently using workshop (X91) and seminar (X99) courses are part of their continuing curriculum.

*[xx/xx/2018: Responsibility: **Faculty Senate**; Authority: Katherine Frank, Provost/VP for Academic & Student Life ; Reviewed/Endorsed by: Cabinet/UPAC; Review/Effective Date: xx/xx/2018; Approved by: James L. Gaudino, President]*

CWUR 2-50-060 Curriculum Rules for Implementation

(1) Contact Type Definitions for PeopleSoft. Listed below is the approved designation by type.

ACT = Activity physical education activity courses.

PRA = Practicum. Learning by practical experience under direct supervision of faculty and student employer. The primary learning activity is by supervised "hands-on" experience. Including cooperative education (X90) and internships.

DIS = Discussion - two way interaction between student and faculty.

EPA = End-of-Program Assessment. Courses in which the primary activities involve reviewing and assessing student work on their major program. Includes portfolio assessment.

FLD = Field Experience.

IND = Independent Study. Student works independently with the limited faculty direction. Used for (X96) courses.

LAB = Laboratory. Instructing, preparing, and supervising student investigations and field studies. Used primarily for science based courses.

LEC = Lecture. Formal presentation, primarily one way communication. LEP = Lecture and Practice. Formal presentation of course content followed by practical application of material in a classroom or class lab setting.

PRL = Private Lesson. Students work one to one with instructor. Used primarily for private lessons in music.

SEM = Seminar. Students carry the major responsibility for course preparation, research and presentation of topics. Use for Seminar (X99) courses.

STU = Studio. Multi-level group instruction often used for music and art studio courses.

SUP = Supervision. Students engaged in supervised practical experience. Includes student teaching.

THE = Thesis. Preparation of the master's thesis (700) or undergraduate thesis.

WEB = Web. Courses designed to be taught strictly via the web.

(2) Cooperative Education

(A) Minimum Requirements (departments may have additional requirements):

1. The student is in good academic standing.
2. The contracted field experience is directly related to the student's major field of study and/or career goal.
3. The student has completed the appropriate prerequisite courses and possesses the required skills and knowledge.
4. The student must have a departmental faculty cooperative education (co-op) advisor.
5. The student must complete at least 45 credits prior to enrolling in a 290 including at least 15 credits at CWU.
6. The student must complete a minimum of 90 total credit hours with 10 or more credits in his/her major to enroll in 490.

(B) Program Enrollment

1. The student must complete and submit the learning agreement form for registration.
2. Students may register for cooperative education courses numbered 290, 490 and 590. Credits are variable: 1-5 for 290, 1-12 for 490, and 1-12 for 590 level courses; as approved by academic department.
3. The student may count 20 credits toward graduation of which 10 may be at the 290 level and/or transfer credits. No more than 12 credits may be applied to a graduate degree. MFA is an exception to this procedure allowing for up to 24 credit hours.
4. Courses may be repeated when objectives and activities are different.
5. Student must complete an internship release form including a sexual harassment training certificate.

(C) Awarding of Credits

1. A minimum of 40 hours of field experience is required for each credit.

2. A means of evaluation is established between the student, the employer, and the faculty co-op advisor. Grading is S/U.
3. If the field experience is terminated by the employer or academic department or student, credit will not be awarded.
4. Credit will not be given for field or work-study experience completed prior to registration.
5. The contracted field experience may or may not be a paid position.
6. The cooperative education program should provide affected departments with evaluations from employers, faculty, and students on a quarterly basis along with a review of field placement sites.

(D) Student Supervision and Coordination

1. The employer/supervisor is identified on the learning agreement form.
2. The faculty co-op advisor must contact the employer/supervisor and the student at least twice each quarter.

(3) Course numbering system:

- a. Course numbers are usually 3 digits. However, when necessary for logical ordering, a fourth digit may be added.
- b. Courses should be numbered according to common fields of interest -- (e.g., literature, evolution, tests and measurements, etc.). Advanced courses should have the same last two numbers as beginning courses. Sequence courses covering allied subject matter should be numbered sequentially.
- c. The initial digit should reflect the appropriate level of study.

<u>Year</u>	<u>Initial Digit</u>
First Year	1
Sophomore	2
Junior	3
Senior	4
Graduate	5, 6, 7

- d. The basic numbering system, both as it applies to the institution as a whole and to the grouping within subject fields, should be as follows:

Second and Third Digit Description

01 to 09	Introduction to Broad Areas
10 to 89	Regular Department Courses
90	Cooperative Education
91	Workshops. 1-6 credits. May be repeated if subject is different
92 to 95	Professional Laboratory Experiences, Practica, and Field Experience
96	Individual Study. 1-6 credits. May be repeated if subject is different.
97	Honors. 1-12 credits. Prerequisite, admission to department honors program.
98	Special Topics. 1-6 credits. May be repeated if subject is different
99	Seminar. 1-5 credits. May be repeated if subject is different.

Number Description

100	Courses for which credit will not be counted toward degree requirements.
187	First-Year Experience. General Education Program 4 credits. May be repeated if sub-title is different (only one topic will apply to the General Education Program).
500	Professional Development. 1-5 credits (or continuing education units), which will not be counted toward degree or certificate requirements.
689	Master's Capstone. 1-6 credits.
700	Thesis, Project, and/or Examination. 1-6 credits.

e. Hold on Course Numbers. An eight-year moratorium exists on course numbers. The moratorium will last:

1. Eight years at the time a course is deleted, or
2. Eight years at the time it is put on reserve by a department, or
3. Five years after placed on reserve by the Registrar's office designee. (Ref CWUR 2-50-060(10).

(4) Graduate Courses (initial digits 5XX, 6XX, 7XX)

(A) Graduate Enrollment - Students may be required to complete specific preparatory course work before acceptance into a graduate program, especially when the student's undergraduate degree was in a different field of study.

(5) Individual Study Courses

(A) Individual study courses are given only with the permission of the department chair. Students must secure a faculty member willing to supervise an individual study course. Faculty may agree to supervise individual study courses only in the subject area of their specialties. Faculty willing to supervise an individual study course and the student wishing to register for it should confer to determine the specific topic(s) to be studied, outline the study area, and develop specific student learning outcomes and an assessment plan. The student should complete the "Individual Study Permit" form and obtain the approval signatures of the faculty member supervising the study and the department chair. Faculty may either use letter grades or S/U depending on the nature of the study.

(B) Faculty should approve individual study courses only if the student has demonstrated adequate background in the subject to be explored, sufficient scholastic ability to succeed in the task, and independent study skills sufficient to conduct the study.

(C) The individual study course is intended for individual students, not for groups of students. If the learning experience is intended for a group of students, it must be offered as a special topic course (-98) or a regular course. Examples of inappropriate use of individual study include: internships, seminars, instructional or laboratory assistance, administrative assistance, tutoring, duplicating an existing course and groups of students doing identical individual studies.

(6) International Study Courses and Programs

The provost and the academic deans, is charged with coordinating and/or implementing all programs which involve either CWU students or CWU faculty. Cooperative, consortia or federated arrangements are encouraged among educational institutions with similar aims and goals.

(A) Recognizing the unique and diverse nature of international study, university-sponsored programs abroad will meet the same academic criteria as would be required of similar programs on the home campus.

1. When credit is granted, the student's admission status will conform to the specific requirements of the registrar's office.
2. The teaching staff will consist of academic professionals who meet the standards for similar programs on the campus.
3. The course offerings will meet equivalent standards and conditions as those offered on the campus.
4. Courses with INTL, FNST or MFST prefixes are not offered on campus and are available only in conjunction with international programs, foreign languages or music departments. Credit to be given depends upon the evaluation made by the office of international studies and programs.
5. Travel programs per se or commercially sponsored "Travel Study" programs will not be granted credit.

(B) Process - Approval of international studies courses.

1. A new course form will be submitted to the FSCC as a variable topic course with a specific subject title. The new course form is approved by the office of international studies and the registrar's office before submission to the FSCC.
2. Each sub-title falling into that specific subject may change quarterly and the office of international studies notifies the registrar's

office of the course name.

3. The INTL courses will transfer into CWU as a general elective with the INTL prefix. To receive equivalency credit for an existing course, a student must petition a department for a substitution in their major.

4. International studies and programs courses that are approved CWU faculty-led courses may offer credit through individual academic departments and follow the same approval process as a special topic, seminar, or workshop. These courses are pre-approved by the specific department. (See CWUP 5-50-020)

(7) Office of Continuing Education - Credit Offerings

Each request for a new degree program must be submitted on a new degree program form and includes all information on the new degree program instructions form. The new degree program proposal must be approved through the CWU curriculum approval process. All new programs or existing programs to be offered in new locations must be approved by NWCCU. Proposals for such programs must be submitted through the provost's office.

(A) Certificate Program (Type B). Each request for a new certificate program (Type B) must be submitted on a new minor/specialization/certificate form and must be approved through the CWU curriculum approval process.

(B) New Course. Each request for a new course must be submitted on a new course form. Express approval of all such requests by the appropriate department chair and college dean is required.

(C) Existing Course. Each request for an existing catalog course or previously approved special topics course, seminar, workshop or professional development course must be submitted using the existing course addition form.

(8) Office of Continuing Education - Noncredit Offerings

No procedures

(9) Professional Development Courses

Departmental addition of a 500 catalog entry will follow the normal curriculum process for course additions. Specific 500 courses will be approved through the graduate office and at the individual college level.

(10) Reserve Courses and Programs

(A) Courses can remain on reserve for three years. After three years, they will become inactive automatically by Registrar Services or designee.

Courses that have not been taught for three years will automatically be placed on reserve by the Registrar Services.

(B) Courses or programs to be placed on or taken off reserve should be submitted using the course or program reserve form for approval by the appropriate individuals as identified on the form and are sent to the FSCC for review.

(11) Course Accessibility

No procedures

(12) Special Topics

(A) Special Topics should be submitted using the New Course form for approval by the appropriate individuals as identified on the form and will follow the normal curriculum process for course additions.

(B) Time Restriction - Courses offered as (X98) are temporary offerings. These numbers are used to describe courses offered on an experimental basis, for topical issues, and for niche markets. Upon approval, the course may be offered for a period of three years. After three years courses will be deleted or must be converted to a regular course (numbered X10 to X89), submitted and approved through the established curriculum process. The provost's office or designee will notify all departments annually of expiring special topics.

[Responsibility: Faculty Senate; Authority: Provost/VP for Academic & Student Life; Reviewed/Endorsed by Provost's Council 07/14/2015; 02/07/2018; Cabinet/UPAC; Review/Effective Date: 10/07/2015; 04/18/2018; Approved by: James L. Gaudino, President]

CWUP 5-50-060 Curriculum Rules for Implementation

(1) Cooperative Education

Cooperative education (X90) is an individualized contracted field experience where the student is actively engaged in hands-on learning with business, industry, government, or social service agencies. This contractual arrangement involves a student learning plan, cooperating employer supervision, and faculty coordination.

(2) Credit Hour Allocation to Courses

Credit Hour Allocation to Courses - Academic credit provides the basis for measuring the amount of engaged learning time expected of a typical student enrolled not only in traditional classroom settings but also laboratories, studios, internships and other experiential learning, distance, correspondence, and competency-based education.

(A) Traditional, Seat-Time-Based Courses - A minimum of one class work hour (approximately 50-60 minutes of instruction) and an additional two hours of out-of-class student work each week for one credit hour during a 10-week quarter. If the learning experience is offered in a different time frame (e.g., six-week summer session), the student time required to complete the course should reasonably approximate 30 hours of combined direct instruction and student work per credit. If direct instruction is not the principal mode of learning for an academic experience (e.g., laboratory courses, studio work, some on-line courses), the student time required to complete the course should reasonably approximate 30 hours of student work per credit.

(B) Hybrid or Online Courses - The credit hours awarded for a given course or academic experience must be reasonably equivalent to the standard of 3 hours of combined classroom instruction and student work per credit hour for a 10 week quarter. These hours may consist of course activities including, but not limited to:

1. Face-to-face course meetings
2. Virtual course meetings or student-instructor and student-student interactions
3. Time to read/view assigned texts or other assigned materials
4. Experiential learning activities consistent with the learning objectives of the course
5. Synthesis/processing/reflection time and activities (may be used for writing or production of creative work which may take many forms including but not limited to journals, formal papers, projects, blogs, art, music, etc.)

(C) Alternative Outcome-Based Courses - Credit may be awarded for an amount of learning equivalent to learning in a seat-time-based course as documented by student attainment of learning outcomes as verified by assessment of student achievement by the appropriate academic department. Students completing competency-based courses would be awarded the same credit equivalent to learning in the same seat-time-based course.

(3) Graduate Courses (initial digits 5XX, 6XX, 7XX)

(A) Graduate Enrollment - Graduate courses numbered 501 and above are generally restricted to students who have a bachelor's degree and who have formally been admitted to a graduate program of the university. Competitive admission may be required for some programs.

(B) Undergraduate Enrollment - Seniors may enroll in graduate courses with the permission of the instructor and the department chair. Credit earned by seniors may meet either undergraduate or graduate program requirements, but not both. If the credit earned by a senior is to be applied to a graduate program, approval must be obtained from the dean of graduate studies and research.

(C) Curricular Criteria - Graduate curricula are usually more specialized than undergraduate curricula, focusing on a few academic or applied areas. Introductory courses and courses that can be approached by a student without extensive preparation are not appropriate to the graduate level.

(4) Individual Study Courses

Individual study courses (X96) are those that include study of specific topics that are not offered as existing courses. The individual study course may be repeated for credit.

(5) International Study Courses

University-sponsored international courses and programs must meet the same academic criteria as would be required of similar programs on the home campus.

(6) Lower and Upper-Division Courses (initial digit 1XX, 2XX, 3XX, 4XX)

(A) Lower-division courses (1XX and 2XX) are general introductions to a field of study. They are normally open to all students, not just those majoring in the field.

(B) Upper-division courses (3XX and 4XX) are more specific than lower-division courses and may require prerequisites.

(7) Final Culminating Experience

Final culminating experience credits (6XX or 7XX) will have the following catalog description:

DEPT 6XX or 7XX: Final culminating experience title has to be specified as one or more of the following: Master's Thesis, Project Study, Portfolio Review, Examination, Creative or Studio Project, or Internship.

Prerequisite: permission of chair of student's graduate faculty supervisory committee. Designed to credit and record supervised study for the master's thesis, non-thesis project, studio project, public recital, portfolio review, internship, and/or examination. Grade will be S/U. May be repeated for up to six credits for all Master's degrees and may be repeated for up to 12 credits for terminal Master's degrees.

(8) Office of Continuing Education - Credit Offerings

(A) At least one of the following conditions must be met in order for a credit course or program to be offered through the office of continuing education:

1. The course/program must be a test of new and emerging markets which may involve any or all of the following: A new academic course or program; A new location; A new audience of students; A new technology for delivery.

2. An offering which increases access and falls outside the limits of state supported university offerings for the main campus and university centers as determined each year by the provost/vice president for academic and student life.

3. A professional development (500) course as defined in CWUP 5-50-020.

a. The course/program must be taught by a member of the university faculty or a person approved by the appropriate department following the provisions of the faculty code for the appointment of faculty.

b. Students should have available the appropriate library materials, laboratories, special equipment and other facilities the course may require.

(B) The provost/vice president for academic and student life or designee has authority to approve credit courses, programs or certificates offered through the office of continuing education. New courses for credit, new degree programs and new credit bearing certificate programs need to follow established internal and external approval process.

(9) Office of Continuing Education - Noncredit Offerings

(A) As part of the continuing education of the general public, the university offers opportunities for learning which do not carry academic credit. Conferences, workshops, institutes, seminars, symposia, short courses and similar learning activities are offered to individuals for professional development, learning new skills or general information.

(B) The subject matter (content) of noncredit offerings must be consistent with the university mission and should reflect the general

nature of the institution. They must not duplicate or compete for enrollment with credit bearing courses. The office of continuing education will collaborate with appropriate colleges, departments and university staff units as needed where potential duplication or competition is identified. Non-credit courses and non-credit certificates offered through the office of continuing education may be provided in-state, out-of-state or out-of-country with approval of the provost or designee.

(C) Prior to scheduling a noncredit offering, an appropriate academic department or faculty member must be consulted for input on appropriateness of the offering, credentials of instructor (if not CWU faculty), suggestions on evaluation and other recommendations to insure overall quality.

(10) Prerequisites, co-requisites, other qualifications

(A) Prerequisites are courses or other requirements that are verifiable in PeopleSoft and required prior to enrollment in a course (such as major status, grade requirement).

(B) Co-requisite courses are those that must be taken at the same time.

(C) Other qualifications may include but are not limited to:

1. Permission of the instructor or department (using permission will override other pre/co-requisites).

2. Fingerprint clearance.

3. Specific age requirements.

(11) Equivalent courses typically carry the same credit load, but may differ in title, catalog number, and/or prefix. The following statement must be added to the course description: MKT 3XX and MKT 3xx are equivalent courses; a student may not receive credit for both. Equivalent courses do not have to be offered the same term.

(12) Professional Development Courses

(A) Professional Development courses will have the following catalog description:

DEPT 500: Professional Development (1-5). Development topics and issues for in-service and continuing education of professionals. Not applicable to degrees nor institutional requirements for endorsements or teaching certificates offered through the university. Usually graded S/U.

(B) The course may be offered for a period of five years. There is no limit on the number of times such a course may be offered during the five year period. After the five year period, the course must be resubmitted. The office of continuing education will notify the appropriate department annually of expiring professional development courses.

(13) Reserve Courses and Programs

(A) Courses are put on reserve when they are not regularly scheduled course offerings or have not been taught for three years. Reasons for placing courses on reserve could include temporary staffing changes, anticipated accreditation changes, etc.

(B) Programs are put on reserve when the curriculum becomes obsolete; student admission to the program has dropped, lack of teaching faculty/staff, or is no longer feasible to teach.

1. Programs will stay on reserve for three years before being permanently deleted.

2. A department may request that a program be taken off reserve within the first three years by submitting a program reactivate form reserve proposal. Changes to the reactivated program should be submitted using the program and/or narrative change proposal in Curriculum.

(14) Course Accessibility

To be in compliance with the Americans With Disabilities Act (ADA) Accommodative Policy, learning outcomes must be explicitly stated and must specify "essential elements" for ADA purposes and specific measures for assessment.

Such elements may be attendance, participation, quizzes, papers, presentations, and projects. The student learning outcomes specify a body of knowledge that the department wants taught each time a course is offered regardless of who the teacher may be. The educational processes that will be used in evaluating students, which may vary with different instructors, need to be separate from the essential elements.

(15) Workshops, Special Topics, Seminars

(A) Workshops (X91) are non-lecture courses which require students to research, develop, present, and discuss projects and ideas. No more than eight credits can be applied to a master's program. Usually graded S/U.

(B) Special Topics (X98) are courses offered on a trial basis and must meet standards applied to regular courses.

(C) Seminars (X99) are courses in which students carry the major responsibility for course preparation, research and presentation of topics..

[Responsibility: Faculty Senate; Authority: Provost/VP for Academic & Student Life; Reviewed/Endorsed by Provost's Council 08/09/2016; 06/05/2018; Cabinet/UPAC; Review/Effective Date: 10/21/2016; 06/13/2018; Approved by: James L. Gaudino, President]

Exhibit H

Insurance Management Certificate

Required Courses Credits: 15

SHM 353 Risk and Insurance

SHM 450 Commercial Property Risk Management and Insurance

SHM 451 Commercial Liability Risk Management and Insurance

SHM 452 Risk Management for Public Entities

OR

SHM 453 Construction Risk and Insurance Management

SHM 482 Evolving Issues in Risk Management

Exhibit I

Risk Management Certificate

Required Courses Credits: 13

SHM 454 Risk Management Principles and Practices
SHM 455 Risk Assessment and Treatment
SHM 456 Risk Financing for Safety and Health Management
SHM 482 Evolving Issues in Risk Management

Total Credits 13

Exhibit J

Risk, Insurance, and Safety Management, BAS

Foundational Courses Credits: 18-19

ECON 130 Foundations for Business Analytics
OR
MATH 130 Finite Mathematics
ENG 310 Technical Writing
OR
ADMG 385 Business Communications and Report Writing
COM 345 Business and Professional Speaking
BUS 221 Introductory Business Statistics

Safety Management Courses Credits: 17

SHM 301 Fundamentals of Safety and Health Management
SHM 325 Manufacturing Safety and Health
SHM 351 Incident Analysis
SHM 371 Emergency Planning and Preparedness
SHM 474 Safety and Health Management Systems

Risk and Insurance Courses Credits: 33

SHM 353 Risk and Insurance
SHM 450 Commercial Property Risk Management and Insurance
SHM 451 Commercial Liability Risk Management and Insurance
SHM 452 Risk Management for Public Entities
OR
SHM 453 Construction Risk and Insurance Management
OR
Department Approved Elective (4 credits)
SHM 454 Risk Management Principles and Practices
SHM 455 Risk Assessment and Treatment
SHM 456 Risk Financing for Safety and Health Management
SHM 482 Evolving Issues in Risk Management
SHM 490 Cooperative Education (must be taken for at least 6 credits)

Business Minor Credits: 30

**** A link will be added at the catalog level for the Business minor. ****

Total Credits: 98-99

Exhibit K

Risk, Insurance, and Safety Management, BS

Foundational Courses Credits: 18-19

ECON 130 Foundations for Business Analytics
OR
MATH 130 Finite Mathematics
ENG 310 Technical Writing
OR
ADMG 385 Business Communications and Report Writing
COM 345 Business and Professional Speaking
BUS 221 Introductory Business Statistics

Safety Management Courses Credits: 17

SHM 301 Fundamentals of Safety and Health Management
SHM 325 Manufacturing Safety and Health
SHM 351 Incident Analysis
SHM 371 Emergency Planning and Preparedness
SHM 474 Safety and Health Management Systems

Risk and Insurance Courses Credits: 33

SHM 353 Risk and Insurance
SHM 450 Commercial Property Risk Management and Insurance
SHM 451 Commercial Liability Risk Management and Insurance
SHM 452 Risk Management for Public Entities
OR
SHM 453 Construction Risk and Insurance Management
OR
Department Approved Elective (4 credits)
SHM 454 Risk Management Principles and Practices
SHM 455 Risk Assessment and Treatment
SHM 456 Risk Financing for Safety and Health Management
SHM 482 Evolving Issues in Risk Management
SHM 490 Cooperative Education (must be taken for at least 6 credits)

Business Minor Credits: 30

**** A link will be added at the catalog level for the Business minor.****

Total Credits: 98-99