

3-6-2002

## CWU Faculty Senate Minutes - 03/06/2002

Nancy Bradshaw

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**MINUTES**  
**CENTRAL WASHINGTON UNIVERSITY**  
**FACULTY SENATE REGULAR MEETING MINUTES: March 6, 2002**  
<http://www.cwu.edu/~fsenate>

**Presiding Officer:** Lad Holden  
**Recording Secretary:** Nancy Bradshaw

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

**ROLL CALL:**

**Senators:** All senators or their alternates were present except Adamson, Chalmers, Englund, Gunn, Rehkopf, Wyatt.  
**Visitors:** Rebecca Bowers, Irene Cheyne, Amber Eagar, Barney Erickson, Jean Hawkins, Wayne Klemin, Corwin King, Richard Mack, David Soltz, Carolyn Wells.

**CHANGES TO AND APPROVAL OF AGENDA:** The agenda was approved as presented.

**APPROVAL OF MINUTES:** The minutes of the February 13, 2002, Faculty Senate meeting were approved as presented.

**COMMUNICATIONS: (Available for viewing in the Senate Office or distribution on request.)**

No communications.

**ANSWERS TO SENATE CONCERNS:** Answers to Senate Concerns attached as Exhibit A.

**REPORTS:**

**A. ACTION ITEMS:**

**Chair**

**Motion No. 02-05 (Passed):** Chair Holden proposed a motion that after delay and modification was approved: "Appointment of members to the Ad hoc Faculty Evaluation of Instruction Committee attached as Exhibit B."

**Motion No. 02-10 (Passed):** Chair Holden proposed a motion that after delay and amendment was approved: "That the Faculty Senate make an exception to section 15.30 of the Faculty Code as provided for in section 15.40 *Applicability of Code to Summer Session*, effective only for Summer Session 2002. Exception reading – A faculty member may request that his or her salary for a summer course be prorated if the course does not meet the university's defined minimum enrollment requirement for scheduled undergraduate or graduate courses. Minimum enrollments and the methods for determining prorated salary will be set by the provost/senior vice president for academic affairs in collaboration with the university deans and chairs prior to start of summer pre-registration."

**Motion No. 02-23 (Passed):** Chair Holden proposed a motion that after modification was approved: "Ratification of Faculty Senate standing committee member, James Huckabay, Geography and Land Studies, Public Affairs Committee and a member of the Council of Faculty Representatives."

**Faculty Senate Curriculum Committee**

**Motion No. 02-08 A (Passed):** Senator Lori Braunstein proposed a motion that was approved: "That motion number 02-08 be divided into two motions and amended as defined in each motion."

**Motion No. 02-08 (Passed):** Senator Čuljak, on behalf of the curriculum committee presented a motion that after division and amendment was approved: "Addition of new programs in the department of Information Technology and Administrative Management attached as Exhibit C."

**Motion No. 02-08 B (Tabled):** Senator Lori Braunstein proposed a motion that was tabled: "Addition of new programs in the department of Information Technology and Administrative Management attached as Exhibit D."

Rationale for Motion No. 02-08 and 02-08 B is attached as Exhibit E.

**Faculty Senate General Education Committee**

**Motion No. 02-24 (Passed):** "Addition of GEOG 273, *Geography of Rivers*, to Section III of the General Education Program; *Natural Sciences – Application of Natural Sciences* attached as Exhibit F."

**B. DISCUSSION ITEMS:**

1. **CHAIR:** Chair Holden informed senators that the university is currently conducting interviews with applicants for the dean of the College of the Sciences and urged everyone to participate in the interviews. 2. Chair Holden informed senators that the motor pool and telecom rates are increasing in the near future.
2. **CHAIR ELECT:** Not present.
3. **PRESIDENT:** 1. President McIntyre reported on current legislative issues. She stated that the senate budget released yesterday was not good for higher education. We hope that the House budget bill being released soon will be friendlier to higher education. President McIntyre commented on the memo she distributed to the campus regarding *Implications for CWU of the State's Hiring, Travel, and Equipment Purchase Freeze*. She stated that what really is at the heart of the state's hiring freeze appears to be concerns that the state's workforce has continued to grow even after budget reductions were announced. Because the state is in a hiring freeze, Central will carefully review each request for new hires. The university has explained to the Office of Financial Management that higher education institutions are different in that as student enrollments increase so must faculty ranks as well as student and academic services. 2. President McIntyre expressed concerns regarding overall campus security issues that may lead to the establishment of a university-wide taskforce. Incidences of vandalism and the ongoing safety issue regarding poor lighting on campus could be topics of discussion.
4. **SENATE CONCERNS:** No concerns.
5. **STUDENT REPORT:** No report.
6. **FACULTY SENATE STANDING COMMITTEE REPORTS:**

**ACADEMIC AFFAIRS COMMITTEE:** No report.

**BUDGET COMMITTEE:** No report.

**CODE COMMITTEE:** No report.

**CURRICULUM COMMITTEE:** The curriculum committee is in the process of creating an approval policy and curriculum transmittal form for the prefatory notes to academic programs in the university catalog. The intent is to eliminate things like hidden prerequisites and clarify major qualifications, etc.

**DEVELOPMENT AND APPROPRIATIONS COMMITTEE:** Senator Li reminded senators that the university-wide faculty development requests are due 5:00 p.m. Monday, April 1, 2002.

**GENERAL EDUCATION COMMITTEE:** The general education committee has completed their charge to create guidelines for adding courses to the general education program. As a result, guidelines to keep the program from growing out of control are being discussed. A proposal requesting a revision to the general education program to require writing courses within the breadth area has been received from Tom Wellock, History. In response to the request departments are being asked what general education courses in their breadth areas currently have writing requirements. Since this could potentially add to a faculty's workload the committee is also asking for faculty input regarding the request. Contact your department if you are interested in obtaining a copy of the proposal.

**PERSONNEL COMMITTEE:** No report.

**PUBLIC AFFAIRS COMMITTEE/COUNCIL OF FACULTY REPRESENTATIVES:** No report.

**OLD BUSINESS:** No old business.

**NEW BUSINESS:** No new business.

**ADJOURNMENT:** The meeting adjourned at 4:40 p.m.

**\*\*\*NEXT REGULAR FACULTY SENATE MEETING: April 3, 2002\*\*\*  
BARGE 412**

**Exhibit A**

**Answers to Senate Concerns:**

- At the December 5 senate meeting the academic affairs' committee asked why the senate recommendation to add the dates of approval to revisions in the CWU policies manual like is done in the faculty code. The recommendation left the Faculty Senate last spring, and does not appear to be implemented.

**Memo from President McIntyre:**

I believe you already have received a brief response from Kim Dawson to your February 8 memo concerning the procedures for including changes in the university policies manual. However, we wanted to respond formally to your concerns.

Kim has added dates of PAC approval to the sections you asked about in your memo. Those changes either already have been or shortly will be incorporated into the web version of the policies manual. In the future, dates will routinely be recorded each time a change is made, indicating either PAC approval or BOT approval. As Kim reported to you earlier, the web will be updated once a quarter at the end of the quarter.

The second concern you raised is the length of time between a senate recommendation to change the policies manual and the decision to adopt the recommendation, either by PAC or the BOT. The lag occurs primarily because of the steps between a senate recommendation and submission to PAC. Typically, the content of senate recommendations is most appropriate for review by the Academic Affairs' Council, but dependent on the content, the recommendation may also require review from the councils of other divisions of the university. Although each of these groups works as quickly as possible to address recommendations that come before it, delays sometimes result from packed agendas.

If we can be of further help or if additional issues arise, please let us know.

- At the January 30 senate meeting the senate passed Motion No. 02-06, Policy to Award Posthumous Degrees. Concerns were expressed that the graduation application fee would be assessed to individuals requesting the degree. To follow-up with this concern the policy was approved by the Academic Affairs' Council with the notation that, "No graduation application fee will be applied to such a request."
- Senator Schaeffer asked if administrators are getting a raise this year, how much, to whom, why, and how those raises are funded (where the money is coming from)?

**Shelly Johnson, Budget Director, submitted the following answer:**

The current statute distributes 2.6% to faculty and exempt in the same manner as last summer's 3.7%. The supplemental budget may uphold or veto the raise.

The exempt employees association has made recommendations on exempt salary distribution to the cabinet each year. The association typically requests a portion of the raise to be at the vice president's discretion and the remainder across the board, much like faculty.

At this point, the university has no idea what will be happening this summer yet. When the supplemental budget is approved there will be a better idea.

- Senator Schaeffer asked why after the commotion about the use of student social security numbers as identification, faculty social security numbers are still used?

**Gene Rau, Interim Director of Computing and Telecommunication Services, submitted the following answer:**

The social security number is "in the system," for federal reporting purposes (taxes, etc.). However, its accessibility is limited to a very few personnel in human resources and the numbers are not used on university reports. The Director of Human Resources must grant all new user access requests. A unique employee number was assigned to personnel when the new PeopleSoft Human Resources system went live. That ID appears on payroll advices and will eventually be used for all IDs Central issues.

The university is very concerned about safeguarding social security numbers for everyone. Every display of social security numbers has been eliminated where possible. Using the library as an example, their patron database is dependent on the ID card because of the large volume of walk-in traffic. Since the university hasn't yet been able to issue new cards, a cross reference has been set up so that while the scanners read the social security number from your card's barcode, the ID that is displayed to the library staff is actually your new employee ID number. Staff does not have access to the social security number.

- Chair Holden answered Senator CannCasciato's concern regarding HB 1268, an act of civil service reform act. He stated that the university has not taken a stand for or against that bill and at the present time, if it passed, the university does not intend to outsource jobs.

**Exhibit B**

**Ad Hoc Faculty Evaluation of Instruction Membership:**

**Chair,** Wendy Williams, Faculty Senate Executive Committee

Phil Diaz, COTS  
 Todd Schaefer, COTS  
 Martha Kurtz, COTS

Thomas Wellock, CAH  
 Keith Lewis, CAH  
 Terry Martin, CAH

Robert Holtfreter, COB  
 Ruth Lapsley, COB  
 Robert Carbaugh, COB

Craig Hughes, CEPS  
 Nancy Buergel, CEPS  
 David Majsterek, CEPS

Amber Cole, MS Organization Development graduate student, ex officio, nonvoting  
 Undergraduate student, ex officio, nonvoting

Phil Tolin, ex officio, nonvoting  
 Mark Lundgren, ex officio, nonvoting

**Exhibit C**

Addition of ITAM programs that were approved:

**Retail Management & Technology Minor**

ADMG 201	Intro to Business	3
ME 330	Principles of Retailing	4
ME 340	Principles of Selling	4
ME 467	Retail Management	4
ME 486	Retailing and E-Commerce	4
	Electives	11-13
	ADMG 371 Administrative Mgmt (4)	
	ADMG 385 Bus Comm & Report Writing (4)	
	ADMG 485 Managerial Communications (4)	
	IT 258 Spreadsheet Applications (3)	
	IT 268 Databse Applications (3)	
	IT 374 Project management (4)	
	ME 485 International Merchandising (4)	
	MGT 380 Organizational Management (5)	
	MKT 360 Principles of Marketing (5)	
<b>TOTAL</b>		<b>30-32</b>

**Administrative Management Certificate**

ACCT 301	Financial Accounting	5
ADMG 201	Intro to Business	3
ADMG 355	Workplace Administration	4
ADMG 371	Administrative Management	4
ADMG 385	Bus Communications and Report Writing	4
IT 204	Word Processing Applications	3
IT 258	Spreadsheet Applications	3
IT 268	Database Applications	3
	Electives	4
	ADMG 372 Leadership and Supervision (4)	
	ADMG 485 Managerial Communications (4)	
	IT 228 Intro to Information Technology (4)	
	IT 288 Business Presentation Applications (2)	
	IT 248 Web Fundamentals (2)	
	IT 389 Desktop Publishing (3)	
	IT 462 Systems Analysis and Design (4)	
<b>TOTAL</b>		<b>33</b>

**Personal Computer Applications Certificate**

IT 228	Intro to Information Technology	4
IT 204	Word Processing	3
IT 258	Spreadsheet Applications	3
IT 268	Database Applications	3
IT 288	Presentation Applications	2
IT 248	Web Fundamentals	2
IT 359	Advanced Spreadsheet Applications	3
IT 389	Desktop Publishing	3
	Electives	12
	ACCT 455 Accounting Information Systems (5)	
	CS 167 Visual Basic Beginning (4)	
	CS 367 Visual Basic Advanced (4)	
	CS 420 Database Systems (5)	
	CS or PSY 462 Computer Methods for Soc Sci (4)	
	IT 361 Hardware Management (4)	
	IT 422 Web Site Construction (4)	
	IT 426 Web Languages (4)	
	IT 458 Management of Computer Networks (4)	
	IT 468 Projects in Database Projects (4)	
	OMIS 386 Management Information Systems (5)	
	OMIS 420 Database Systems in Business (5)	
	SOC 464 Applied Data Analysis (3)	
<b>TOTAL</b>		<b>35</b>

**Retail Management and Technology Certificate**

ADMG 201	Intro to Business	3
ME 330	Principles of Retailing	4
ME 340	Principles of Selling	4
ME 467	Retail Management	4
ME 486	Retailing and E-Commerce	4
	Electives	11-13
	ADMG 371 Administrative Mgmt (4)	
	ADMG 385 Bus Comm & Report Writing (4)	
	ADMG 485 Managerial Communications (4)	
	IT 258 Spreadsheet Applications (3)	
	IT 268 Database Applications (3)	
	IT 374 Project management (4)	
	MGT 380 Organizational Management (5)	
	MKT 360 Principles of Marketing (5)	
<b>TOTAL</b>		<b>30-32</b>

**Exhibit D**

Addition of ITAM programs that were tabled:

**Networking Administration Specialization**

	Core Requirements	50-53
ADMG 495	Managerial Communications	4
ADMG/IT 374	Project Management	4
IT 228	Introduction to Information Technology	4
IT 361	Hardware Management	4
IT 452	Telecom and Microcomputer Networks	4
IT 457	Network Security	4
IT 458	Management of computer Networks	4
IT 459	Workstation Administration	4
IT 462	Administrative Systems Analysis & Design	4
	Electives	1-4
	IT 359 Advanced Spreadsheet Applications (3)	
	IT 422 Web Site Construction (4)	
	IT 468 Projects in Database (4)	
	IT 496 Individual Studies (1)	
	OMIS 386 Management Information Systems (5)	
	<b>TOTAL</b>	<b>87-93</b>

**Web Administration Specialization**

	Core Requirements	50-53
IT 374	Project Management	4
IT 228	Intro to Information Technology	4
IT 361	Hardware Management	4
IT 422	Web Site Construction	4
IT 424	Managing a Web Site Team	4
IT 426	Web Languages	4
IT 428	Web Applications	4
IT 452	Telecom & Microcomputer Networks	4
IT 470	Database and the Web	4
	Electives	1-4
	IT 462 Administrative Systems Analysis & Design (4)	
	IT 496 Individual Studies (1)	
	ADMG 485 Managerial Communications (4)	
	<b>TOTAL</b>	<b>87-93</b>

**Advertising Specialization**

	Core Requirements	50-53
COM 305	Advertising Copywriting and Placement	4
IT 389	Desktop Publishing	3
ME 340	Principles of Selling	4
ME 350	Principles of Advertising	4
ME 455	Research in Advertising and Retailing	4
ME 461	Advertising and Sales Promotion	4
	Electives	17-20
	ADMG 372 Leadership and Supervision (4)	
	ADMG 485 Managerial Communications (4)	
	COM 306 Intro to Online Media (4)	
	COM 406 Online Media Skills (3)	
	COM 309 Broadcast Copywriting (4)	
	COM 347 Copy Editing (3)	
	COM 348 Public Design (3)	
	COM 349 Media Management (3)	
	COM 370 Writing for Public Relations (3)	
	COM 470 Applied Public Relations (4)	
	COM 475 Public Rel & Advertising Agency Mgt (4)	
	IT 470 Database and the Web (4)	
	ME 355 Advertising Media Planning (4)	
	ME 467 Retail Management (4)	
	ME 486 Retailing and E-Commerce (4)	
	MKT 360 Principles of Marketing (5)	
	MKT 462 Marketing Promotion Management (5)	
	MKT 465 Direct Marketing (5)	
	<b>TOTAL</b>	<b>90-96</b>

**Database Administration Specialization**

	Core Requirements	50-53
IT 374	Project Management	4
IT 228	Intro to Information Technology	4
IT 452	Telecom and Microcomputer Networks	4
IT 462	Administrative Systems Analysis & Design	4
IT 468	Projects in Database	4
IT 470	Database and the Web	4
IT 485	Managerial Communications	4
	Electives	9-12
	CS 167 Beginning Visual Basic (4)	
	CS 367 Advanced Visual Basic (4)	
	CS 420 Database Management Systems (4)	
	IT 361 Hardware Management (4)	
	IT 359 Advanced Spreadsheet Applications (3)	
	OMIS 386 Management Information Systems (5)	
	OMIS 420 Database Systems (5)	
	<b>TOTAL</b>	<b>87-93</b>

**Network Administration Minor**

ADMG 371	Administrative Management	4
ADMG 385	Business Communications & Report Writing	4
IT 361	Hardware Management	4
IT 374	Project Management	4
IT 452	Telecom & Microcomputer Networks	4
IT 457	Network Security	4
IT 458	Management of Computer Networks (4) OR	4
IT 459	Workstation Administration (4)	4
	Electives	4
	IT 258 Spreadsheet Applications (3)	
	IT 268 Database Applications (3)	
	IT 458 Management of computer Networks (4)	
	IT 459 Workstation Administration (4)	
	OMIS 386 Management Information systems (5)	
	<b>TOTAL</b>	<b>32</b>

**Web Administration Minor**

ADMG 385	Business Communication & Report Writing	4
IT 204	Word Processing Applications	3
IT 248	Web Fundamentals	2
IT 374	Project Management	4
IT 422	Web Site construction	4
IT 424	Managing a Web Site Team	4
IT 426	Web Languages	4
IT 428	Web Applications	4
	Electives	7
	ADMG 371 Administrative Management (4)	
	IT 258 Spreadsheet Applications (3)	
	IT 268 Database Applications (3)	
	IT 288 Business Presentation Applications (2)	
	IT 389 Desktop Publishing (3)	
	IT 452 Telecom & Microcomputer Networks (4)	
	IT 470 Database and the Web (4)	
	<b>TOTAL</b>	<b>36</b>

**Database Administration Minor**

IT 204	Word Processing Applications	3
IT 228	Intro to Information Technology	4
IT 248	Web Fundamentals	2
IT 268	Database Applications	3
IT 374	Project Management	4
IT 468	Projects in Database	4
IT 470	Database and the Web	4
	Electives	10
	CS 167 Beginning Visual Basic (4)	
	CS 367 Advanced Visual Basic (4)	
	CS 420 Database Management Systems (4)	
	IT 258 Spreadsheet Applications (3)	



	IT 361 Hardware Management (4)	
	IT 452 Telecom & Microcomputer Networks (4)	
	OMIS 386 Management Information Systems (5)	
	OMIS 420 Database Systems in Business (5)	
<b>TOTAL</b>		<b>34</b>
<b>Network Administration Certificate</b>		
ADMG 371	Administrative Management	4
ADMG 385	Business Communications & Report Writing	4
IT 361	Hardware Management	4
IT 374	Project Management	4
IT 452	Telecom & Microcomputer Networks	4
IT 457	Network Security	4
IT 458	Management of Computer Networks (4) OR	4
IT 459	Workstation Administration (4)	4
	Electives	4
	IT 258 Spreadsheet Applications (3)	
	IT 268 Database Applications (3)	
	IT 458 Management of computer Networks (4)	
	IT 459 Workstation Administration (4)	
	OMIS 386 Management Information systems (5)	
<b>TOTAL</b>		<b>32</b>
<b>Web Administration Certificate</b>		
ADMG 385	Business Communication & Report Writing	4
IT 204	Word Processing Applications	3
IT 248	Web Fundamentals	2
IT 374	Project Management	4
IT 422	Web Site construction	4
IT 424	Managing a Web Site Team	4
IT 426	Web Languages	4
IT 428	Web Applications	4
	Electives	7
	ADMG 371 Administrative Management (4)	
	IT 258 Spreadsheet Applications (3)	
	IT 268 Database Applications (3)	
	IT 288 Business Presentation Applications (2)	
	IT 389 Desktop Publishing (3)	
	IT 452 Telecom & Microcomputer Networks (4)	
	IT 470 Database and the Web (4)	
<b>TOTAL</b>		<b>36</b>
<b>Advertising Certificate</b>		
COM 305	Advertising Copywriting and Placement	4
ME 340	Principles of Selling	4
ME 350	Principles of Advertising	4
ME 455	Research in Advertising and Retailing	4
	Electives	10
	ADMG 372 Leadership and Supervision (4)	
	ADMG 485 Managerial Communications (4)	
	COM 306 Intro to Online Media (4)	
	COM 406 Online Media Skills (3)	
	COM 309 Broadcast Copywriting (4)	
	COM 347 Copy Editing (3)	
	COM 348 Public Design (3)	
	COM 349 Media Management (3)	
	COM 370 Writing for Public Relations (3)	
	COM 470 Applied Public Relations (4)	
	COM 475 Public Rel & Advertising Agency Mgt (4)	
	IT 389 Desktop Publishing (3)	
	IT 422 Web Site Construction (4)	
	IT 470 Database and the Web (4)	
	ME 355 Advertising Media Planning (4)	
	ME 467 Retail Management (4)	
	ME 486 Retailing and E-Commerce (4)	
	MKT 360 Principles of Marketing (5)	
	MKT 462 Marketing Promotion Management (5)	
	MKT 465 Direct Marketing (5)	
<b>TOTAL</b>		<b>30</b>

**Database Administration Certificate**

IT 204	Word Processing Applications	3
IT 228	Intro to Information Technology	4
IT 248	Web Fundamentals	2
IT 268	Database Applications	3
IT 374	Project Management	4
IT 468	Projects in Database	4
IT 470	Database and the Web	4
	Electives	10
	CS 167 Beginning Visual Basic (4)	
	CS 367 Advanced Visual Basic (4)	
	CS 420 Database Management Systems (4)	
	IT 258 Spreadsheet Applications (3)	
	IT 361 Hardware Management (4)	
	IT 452 Telecom & Microcomputer Networks (4)	
	OMIS 386 Management Information Systems (5)	
	OMIS 420 Database Systems in Business (5)	
<b>TOTAL</b>		<b>34</b>

**Exhibit E****Rationale for Motion No. 02-08 and 02-08 B:**

In Spring 2000 our department name changed from *Administrative Management and Business Education* to *Information Technology and Administrative Management* (ITAM) so that we could better serve the needs of our students and their employers. The degree conferred from our department is now a BS in Information Technology and Administrative Management.

In Spring 2001 we began assessing and realigning our curriculum. This assessment and realignment is based on our Advisory Committee recommendations, a Next Step Forum meeting with community colleges that transfer students to our department, and surveys of our department graduates and internship students. Realignment of our curriculum was also based on a report released in December 2001 by the Northwest Policy Center of the University of Washington, titled *Re-inventing Information Technology Education*.

“Our major conclusion from this project is that employers need IT workers with a combination of skills that no higher education program currently offers:

- Very practical, hands-on skills of the sort taught in 1- and 2-year technical programs,
- A broad range of problem solving, communication, and organizational culture skills with a 4-year university degree, and
- Opportunities for work experience to supplement their classroom education.

Neither community/technical colleges nor universities in this state are providing this kind of education at present”

Our curriculum was developed using *Skills Standards for Information Technology*, developed by the Northwest Center for Emerging Technology (NWCET) sponsored in part by the National Science Foundation’s Advanced Technological Education Program. Curriculum for *Skills Standards for Information Technology* were developed through nationwide expert panels, in-depth interviews/focus groups/surveys – both regionally and nationally, compilation and analysis of the data/development of the skill standards, and validation of identified skills for all levels of information technology organizations, nationwide and regionally. Participating and contributing to the *Skills Standards for Information Technology* curriculum were such prestigious organizations as Adobe Systems, Cisco Systems, Inc., Los Alamos National Laboratory, Microsoft Corporation, The Boeing Company, Northwest AIDS Foundation, US West Communications, and Weyerhaeuser Company, among over 75 other organizations.

The core course requirements in our department are based on the NWCET IT core curriculum: Analytical Skills and Problem Solving; Business Organization and Environment; Coordination and Communication Skills; Core Computer Software and Hardware Skills; and Project and Process Flow Skills.

The specializations are based on three of eight identified NWCET career clusters: Network Design and Administration; Database Development and Administration; and Web Development and Administration. These three career clusters were deemed by our faculty as fitting most closely the focus of our department.

The only resources we required for our new curriculum were \$3000 to purchase software for our Web Administration Specialization (which would come from our department budget), and one additional classroom.

Our current faculty in ITAM can teach all the courses we proposed in our curriculum within current Faculty Contact Hours.

The ITAM faculty worked diligently to create an innovative, pedagogically sound, resource neutral curriculum for which there is a demonstrated need. While we as a faculty in ITAM are committed to going forward with our curriculum, we have received a directive from the Provost to develop a compromise.

Therefore I move to split Motion No. 02-08 as follows:

Place these specializations, minors, and certificates into one motion and table: Networking Administration Specialization, minor, and certificate; Web Administration Specialization, minor, and certificate; Advertising Specialization and certificate; Database Specialization, minor, and certificate.

Retain the Retail Management and Technology minor, PC Applications certificate, Administrative Management certificate, and Retail Management and Technology certificate in the original motion and approve.

This compromise appears to be necessary so that the Provost can form a university-wide Ad Hoc committee to discuss the curriculum developed by the ITAM department in relation to other curriculum across campus.

**Exhibit F**

New Course Addition to the General Education Program: GEOG 273 Geography of Rivers

**Breadth Requirements**

**III. THE NATURAL SCIENCES.** The natural sciences provide basic methods for rigorously describing and comprehending the natural world. Inquiry-driven laboratory and field observations are an essential mode of teaching, learning, and practicing natural science. Students must take at least one course from each of the three groups. No more than one class from a single department may be counted toward this requirement. It may be advantageous for students to take courses from groups in the order they appear below.

**Applications of Natural Science.** These courses explicitly treat social, economic, technological, ethical or other implications of natural phenomena, of human influence on natural systems, or of responsive scientific inquiry.

ANTH 314	Human Variation and Adaptation in Living Populations (4)
BIOL 302	Human Ecology (5)
CHEM 101	Contemporary Chemistry (5)
ENST 302	Ecosystems, Resources, Population and Culture (5)
FCSN 245	Basic Nutrition (5)
GEOL 180	Introduction to Environmental Geology (5)
IET 101	Modern Technology (5)
PHYS 103/103.1	Physics of Musical Sounds and Lab (4)
<b><u>GEOG 273</u></b>	<b><u>Geography of Rivers (5)</u></b>

FACULTY SENATE REGULAR MEETING

Wednesday, March 6, 2002, 3:10 p.m.

BARGE 412

AGENDA

ROLL CALL

II. MOTION NO. 02-22: CHANGES TO AND APPROVAL OF AGENDA *- passed*

III. APPROVAL OF MINUTES *- passed*

IV. COMMUNICATIONS

V. ANSWERS TO SENATE CONCERNS (5 Minutes)

VI. REPORTS/ACTION ITEMS (50 Minutes)

Chair

Delayed Motion No. 02-05: "Appointment of members to the Ad Hoc Faculty Evaluation of Instruction committee attached as Exhibit A." —

Delayed Motion No. 02-10A: "That the Faculty Senate amend Motion No. 02-10 attached as Exhibit B."

Delayed Motion No. 02-10: "That the Faculty Senate make an exception to section 15.30 of the Faculty Code as provided for in section 15.40 *Applicability of Code to Summer Session*. Exception reading – A faculty member may request that his or her salary for a summer course be prorated if the course does not meet a college's defined minimum enrollment requirement for scheduled undergraduate or graduate courses. College minimum enrollments and the methods for determining prorated salary will be set by the dean in collaboration with chairs, ~~and must be defined and approved by the Faculty Senate designated committee prior to summer pre-registration.~~" College prorating plans are attached as Exhibit C.

Motion No. 02-23: "Ratification of Faculty Senate standing committee member, James Huckabay, Geography and Land Studies, Public Affairs Committee."

Faculty Senate Curriculum Committee

Delayed Motion No. 02-08: "Addition of new programs in the department of Information Technology and Administrative Management attached as Exhibit D." *- Howard re send comments electronically*

Faculty Senate General Education Committee

Motion No. 02-24: "Addition of GEOG 273, *Geography of Rivers*, to section III of the general education program; *Natural Sciences – Application of Natural Sciences* attached as Exhibit E."

VII. REPORTS/DISCUSSION ITEMS

1. CHAIR: (10 Minutes)

2. CHAIR ELECT: (10 Minutes)

3. PRESIDENT: (10 Minutes)

4. SENATE CONCERNS: (10 Minutes)

5. STUDENT REPORT: (5 Minutes)

6. SENATE COMMITTEES (10 Minutes)

Academic Affairs Committee: Susan Donahoe

Budget Committee: Thomas Yeh

Code Committee: David Dauwalder

Curriculum Committee: Toni Čuljak

Development and Appropriations: Charles Li

General Education: Carey Gazis

Personnel Committee: Rob Perkins

Public Affairs Committee/Council of Faculty Representatives: Michael Braunstein

VIII. OLD BUSINESS

IX. NEW BUSINESS

X. ADJOURNMENT

\*\*\*NEXT REGULAR SENATE MEETING: April 3, 2002\*\*\*

BARGE 412

## Exhibit A

### Ad Hoc Faculty Evaluation of Instruction Membership:

Chair, Wendy Williams, Faculty Senate Executive Committee

Phil Diaz, COTS  
Todd Schaefer, COTS  
Martha Kurtz, COTS

Thomas Wellock, CAH  
Keith Lewis, CAH  
Terry Martin, CAH

Robert Holtfreter, COB  
Ruth Lapsley, COB  
Robert Carbaugh, COB

Craig Hughes, CEPS  
Nancy Buergel, CEPS  
David Majsterek, CEPS

Amber Cole, MS Organization Development graduate student, ex officio, nonvoting  
Undergraduate student, ex officio, nonvoting

Phil Tolin, ex officio, nonvoting  
Mark Lundgren, ex officio, nonvoting

## Exhibit B

### Delayed Motion No. 02-10A:

*effective only for Summer session 2002.*

"That the Faculty Senate make an exception for ~~summer session 2002~~ to section 15.30 of the Faculty Code as provided for in section 15.40 *Applicability of Code to Summer Session*. Exception reading – A faculty member may request that his or her salary for a summer course be prorated if the course does not meet the university's defined minimum enrollment requirement for scheduled undergraduate or graduate courses. College M minimum enrollments and the methods for determining prorated salary will be set by the provost/senior vice president for academic affairs Dean in collaboration with the university deans and chairs, ~~and must be defined and approved by the Faculty Senate designated committee~~ prior to start of summer pre-registration."

**Rationale:** 1. The collection of proposals in Exhibit C can most kindly be described as a "work in progress." The crystallization of this collection of proposals into rational, fair policy through a piecemeal process is suspect, and in its current state it does not deserve Faculty Senate sanction. 2. Equal treatment of all faculty is a highly desirable and fundamental principle embodied both in current practice, and in the orientation of the Faculty Code. 3. Different approaches to prorating practices in different colleges is unfair to faculty. 4. Different approaches to prorating practices in different colleges may likely result in a hodge-podge patchwork of policies and principles affecting availability of courses to students. Under such a system, a student looking for summer courses would not be able to count on the effects of one college's policies on course availability to be reflected in another college's practices. 5. The introduction of the notion that different rules apply to faculty depending on the college in which each faculty member teaches is a dangerous precedent for subsequent possible application outside of summer school situations. 6. Finally, the logical individual to make a university-wide policy affecting instruction and remuneration is the provost/senior vice president for academic affairs with appropriate consultation with deans and department chairs.

## Exhibit C

### College Plans for Summer Session Prorating

#### College of Education and Professional Studies

##### Plan 1:

Enrollment Minimums: Undergraduate 16; Graduate 10

Under-enrolled sections: Faculty salary paid by the ratio of enrollment compared to the minimum established. Faculty may accept or decline the pay ratio. If faculty member declines, section will be offered to another faculty member who has expertise in the area of the course. If no one accepts the ratio salary, the section will be canceled.

##### Plan 2:

Enrollment Minimums: Undergraduate 16; Graduate 10

Faculty member may choose to average his/her enrollments of all sections offered during the session. If average of the combined enrollments is the same as the total/average of the established minimum enrollments, faculty will be paid full salary.

Summer Session salary: regular pay from 1 to 10 credits; 11 to 15 credits, pay at the adjunct rate.

#### College of Business

The College of Business has not developed a summer prorating schedule as of yet. It is a College of Business (COB) policy that will be constructed by the COB Executive Committee (dean, associate dean, econ chair, accounting chair and 2 representatives for business administration chair).

Our fundamental guiding principle/methodology is predicated on COB breakeven.

As for a process WITH PRORATING: We will evaluate course enrollments that are deemed "relatively low" (in the 7-8 to 14-15 range) based on faculty salary consideration and, therefore, subject to prorating. The amount of prorating would be determined by the COB Executive Committee, taking into account whether or not the faculty member is teaching 2 courses (in which case we will likely take into account the "average" enrollment). We would then consider the "go-no-go" decision for LOW enrolled courses in the 3-4-5 range.

The attachments are FYI from summer 2001. By the way, I think we dropped 6 or 7 courses from our original schedule while we ultimately received \$61K net share of revenue.

A clarification regarding the letter to the COB faculty (06-07-01) below: We identified adjunct pay as an option, but Provost Dauwalder stated that we could NOT exercise this option (a violation to the Faculty Code). As it turned-out, we didn't consider using the option.

#### MEMORANDUM

June 7, 2001

TO: College of Business Faculty

FROM: Roy Savoian

SUBJ: 2001 Summer School

Yesterday afternoon, the College of Business Executive Committee met in special session to continue our discussion about 2001 Summer School. We are struggling with a number issues in our effort to provide the optimal number of courses to meet the perceived needs of our students for summer school courses and the expectations of our faculty for teaching in terms of the number and scheduling of courses as well as compensation. I want to provide you with information about our discussions and the break-even analysis that is central to these matters.

As you know, we incurred a \$35,000 deficit for 2000 Summer School. The deficit was covered by \$15,000 from 1999-2000 carry-forward and a "promissory note" to pay \$10,000 from 2001 Summer School and \$10,000 from 2002 Summer School. Everyone needs to understand that this financial circumstance is parametric to whatever decisions we make regarding summer school in 2001 and in 2002.

At yesterday's meeting, we were confronted with enrollment data (as of June 6) for the 2001 Summer School schedule of courses -- course offerings at the regular salary for faculty -- that project a current deficit of \$77,376. We can "wait and see" what might develop during the next week to 10 days regarding enrollments, or we can construct a set of possible options to consider and present to faculty. Simply stated, it is my judgment that we cannot afford the risk associated with the "wait and see" approach.

The deficit is falling with each daily recalculation of revenues and costs for 2001 Summer School. Yet, we face important decision points about whether or not to drop a course, or what reasonable option(s) might be available to enable us to offer certain courses when enrollments are low relative to the break-even analysis.

On a course-by-course basis and given current enrollments (as of June 6), there are 32 course sections where we face a deficit ranging from \$1,126 to \$8,105 when break-even is calculated at the regular salary for faculty. If we drop a course or consider a salary for full-time faculty at the adjunct rate, then the deficit improves -- in some cases, improves dramatically or is eliminated.

So, what does all of this mean? In the most significant situations (i.e., given current deficit on a course-by-course basis), we need to make some decisions. Since the revision to the *Faculty Code* last year, it must be noted that *pro rationing* is no longer an option. So, several faculty will be offered the option of teaching at the adjunct rate. In other cases, we will need to cancel a course because of low enrollment. If a course is cancelled, students who are enrolled in the course will be apprised this development. Alternative courses will be suggested and students will be encouraged to enroll.

We know that there are a variety of circumstances and considerations that pertain to each faculty member and their needs and expectations for teaching during the summer. In addition, regular pay is preferred to adjunct pay. We respect, appreciate and understand these circumstances and considerations for each faculty member and the challenge of each decision that needs to be made about teaching at the adjunct rate.

**Department chairs will be meeting with each faculty member who is scheduled to teach a course or courses where a deficit exists and the adjunct rate is under consideration.** This will not be a comfortable discussion for either person.

It is my responsibility to ensure that we do not incur another deficit. I will do whatever is appropriate for the College of Business and what is fair and consistent for students and faculty to see that a deficit does not occur. I ask for your understanding and patience.

The issue for 2001 Summer School is the most immediate and critical. However, we must address the future as well. The COB Executive Committee will consider developing summer school guidelines or policies about the development of a schedule of courses that meets the needs of students and ensures, at the least, break-even for the College of Business. Faculty expectations for teaching summer school will also be considered.

Thank you.

College of Business Executive Committee  
Summer School 2001 Discussion/Process

The College of Business Executive Committee discussed Summer School 2001 during May 16 and May 30 regularly scheduled meetings of the Committee. At each meeting, John Lasik distributed and explained a Financial Summary and a Course-by-Course Analysis for College of Business Summer School 2001. The College of Business needs to surpass 6,000 student credit hours to break-even for Summer School. Enrollments continue to accumulate daily, but at the current deficit level adjustments to the schedule may have to be made. John Lasik encouraged the COB Executive Committee to share this information with faculty and he will continue to provide enrollment updates on a weekly basis.

A special meeting of the Executive Committee was held on Wednesday, June 6 to review the status of all courses and to consider options for each course with a deficit. The list of summer course offerings was reviewed and discussed. On a course-by-course basis and given current enrollments (as of June 6), there were 32 course sections where the

COB faces a deficit ranging from \$1,126 to \$8,105 when break-even is calculated at the regular salary for faculty. The process for assessing options regarding these 32 courses includes the following.

1. Low enrollment courses with deficits were identified for possible cancellation.
2. If a "low enrollment" course has insufficient enrollment to cover the adjunct salary (\$3,455) as well as contribution to CWU overhead and COB overhead, then the course will be cancelled.
3. If a "low enrollment" course has sufficient enrollment to cover the adjunct salary (\$3,455) as well as full contribution to CWU overhead and COB overhead, then the course will be offered at the adjunct salary.
4. The faculty member assigned originally to teach the course offering will be given the "first right of refusal" to teach the course at the adjunct salary. Otherwise, an adjunct professor will be contacted about teaching the course.

We continue to monitor the Summer School 2001 course offerings, staffing and financial situation.

Roy Savoian  
June 13, 2001

### **College of the Sciences**

1. If an instructor teaches more than one class, then classes are averaged. If the average is good, then there is no prorating.
2. If #1 is not good the department is looked at and if the department average will cover, then again, no prorating.
3. If the above two considerations fail then the college will take the enrollment in the class and prorate according to the ratio of the number of students it takes to make the class go to the actual number enrolled. This year the college will probably make a cutoff of around 8 students for an undergraduate class as a number for prorating to be considered and 5 for graduate courses. Any enrollments below these will be canceled.

The last part of this plan will need further discussion with department chairs before putting in concrete. The rest of the plan has been pretty much agreed upon.

### **College of the Arts**

- A. For courses in which student enrollment is 75% or greater than the break-even figure, the faculty member will receive maximum salary for the course.
- B. For courses in which student enrollment is between 50% and 74% (inclusive) of the break-even figure, the faculty member's salary will be prorated to 75% of maximum salary.
- C. For courses in which student enrollment is below 50% of the break-even figure, but above the minimum enrollments of five for graduate courses and eight for undergraduate courses, the faculty member's salary will be prorated to 50% of maximum salary.

The faculty member would always have the option of accepting or rejecting such proration. In the event it were rejected the department would be given the opportunity to find another instructor willing to teach the course before it would be canceled.

### **Exhibit D**

#### **New programs in Information Technology and Administrative Management**

**Rationale:** Recent research data published by the U.S. Office of Technology and State of Washington, Advisory Committee recommendations, community college initiatives, and internship feedback indicate a need for competent information technology professionals. In response to that need, the Information Technology and Administrative Management (ITAM) department revised its program and curriculum.

To implement the proposed changes in our curriculum, the department revised its existing courses, deleted outdated courses, and added nineteen new courses.

**Costs:** The only additional costs for implementing these programs will be for additional software for Web Administration of approximately \$3,000.00, which will be funded by the department.



amendment - 02-08A - Table -> divide notes  
 02-08AS amended

**Networking Administration Specialization**

	Core Requirements	50-53
ADMG 495	Managerial Communications	4
ADMG/IT 374	Project Management	4
IT 228	Introduction to Information Technology	4
IT 361	Hardware Management	4
IT 452	Telecom and Microcomputer Networks	4
IT 457	Network Security	4
IT 458	Management of computer Networks	4
IT 459	Workstation Administration	4
IT 462	Administrative Systems Analysis & Design	4
	Electives	1-4
	IT 359 Advanced Spreadsheet Applications (3)	
	IT 422 Web Site Construction (4)	
	IT 468 Projects in Database (4)	
	IT 496 Individual Studies (1)	
	OMIS 386 Management Information Systems (5)	
	<b>TOTAL</b>	<b>87-93</b>

02-08A

Table

**Web Administration Specialization**

	Core Requirements	50-53
IT 374	Project Management	4
IT 228	Intro to Information Technology	4
IT 361	Hardware Management	4
IT 422	Web Site Construction	4
IT 424	Managing a Web Site Team	4
IT 426	Web Languages	4
IT 428	Web Applications	4
IT 452	Telecom & Microcomputer Networks	4
IT 470	Database and the Web	4
	Electives	1-4
	IT 462 Administrative Systems Analysis & Design (4)	
	IT 496 Individual Studies (1)	
	ADMG 485 Managerial Communications (4)	
	<b>TOTAL</b>	<b>87-93</b>

Table

**Advertising Specialization**

	Core Requirements	50-53
COM 305	Advertising Copywriting and Placement	4
IT 389	Desktop Publishing	3
ME 340	Principles of Selling	4
ME 350	Principles of Advertising	4
ME 455	Research in Advertising and Retailing	4
ME 461	Advertising and Sales Promotion	4
	Electives	17-20
	ADMG 372 Leadership and Supervision (4)	
	ADMG 485 Managerial Communications (4)	
	COM 306 Intro to Online Media (4)	
	COM 406 Online Media Skills (3)	
	COM 309 Broadcast Copywriting (4)	
	COM 347 Copy Editing (3)	
	COM 348 Public Design (3)	
	COM 349 Media Management (3)	
	COM 370 Writing for Public Relations (3)	
	COM 470 Applied Public Relations (4)	
	COM 475 Public Rel & Advertising Agency Mgt (4)	
	IT 470 Database and the Web (4)	
	ME 355 Advertising Media Planning (4)	
	ME 467 Retail Management (4)	
	ME 486 Retailing and E-Commerce (4)	
	MKT 360 Principles of Marketing (5)	
	MKT 462 Marketing Promotion Management (5)	
	MKT 465 Direct Marketing (5)	
	<b>TOTAL</b>	<b>90-96</b>

02-08A

Table

**Database Administration Specialization**

	Core Requirements	50-53
IT 374	Project Management	4
IT 228	Intro to Information Technology	4
IT 452	Telecom and Microcomputer Networks	4
IT 462	Administrative Systems Analysis & Design	4
IT 468	Projects in Database	4
IT 470	Database and the Web	4
IT 485	Managerial Communications	4
	Electives	9-12
	CS 167 Beginning Visual Basic (4)	
	CS 367 Advanced Visual Basic (4)	
	CS 420 Database Management Systems (4)	
	IT 361 Hardware Management (4)	
	IT 359 Advanced Spreadsheet Applications (3)	
	OMIS 386 Management Information Systems (5)	
	OMIS 420 Database Systems (5)	
<b>TOTAL</b>		<b>87-93</b>

*Table ✓*

*02-08a*

**Network Administration Minor**

ADMG 371	Administrative Management	4
ADMG 385	Business Communications & Report Writing	4
IT 361	Hardware Management	4
IT 374	Project Management	4
IT 452	Telecom & Microcomputer Networks	4
IT 457	Network Security	4
IT 458	Management of Computer Networks (4) OR	4
IT 459	Workstation Administration (4)	4
	Electives	4
	IT 258 Spreadsheet Applications (3)	
	IT 268 Database Applications (3)	
	IT 458 Management of computer Networks (4)	
	IT 459 Workstation Administration (4)	
	OMIS 386 Management Information systems (5)	
<b>TOTAL</b>		<b>32</b>

*Table ✓*

*02-08a*

**Web Administration Minor**

ADMG 385	Business Communication & Report Writing	4
IT 204	Word Processing Applications	3
IT 248	Web Fundamentals	2
IT 374	Project Management	4
IT 422	Web Site construction	4
IT 424	Managing a Web Site Team	4
IT 426	Web Languages	4
IT 428	Web Applications	4
	Electives	7
	ADMG 371 Administrative Management (4)	
	IT 258 Spreadsheet Applications (3)	
	IT 268 Database Applications (3)	
	IT 288 Business Presentation Applications (2)	
	IT 389 Desktop Publishing (3)	
	IT 452 Telecom & Microcomputer Networks (4)	
	IT 470 Database and the Web (4)	
<b>TOTAL</b>		<b>36</b>

*Table ✓*

*02-08a*

**Retail Management & Technology Minor**

ADMG 201	Intro to Business	3
ME 330	Principles of Retailing	4
ME 340	Principles of Selling	4
ME 467	Retail Management	4
ME 486	Retailing and E-Commerce	4
	Electives	11-13
	ADMG 371 Administrative Mgmt (4)	
	ADMG 385 Bus Comm & Report Writing (4)	
	ADMG 485 Managerial Communications (4)	
	IT 258 Spreadsheet Applications (3)	
	IT 268 Database Applications (3)	

*pass ✓*

- IT 374 Project management (4)
- ME 485 International Merchandising (4)
- MGT 380 Organizational Management (5)
- MKT 360 Principles of Marketing (5)

**TOTAL** 30-32

**Database Administration Minor**

- IT 204 Word Processing Applications 3
- IT 228 Intro to Information Technology 4
- IT 248 Web Fundamentals 2
- IT 268 Database Applications 3
- IT 374 Project Management 4
- IT 468 Projects in Database 4
- IT 470 Database and the Web 4
- Electives 10

*02-08A*

*Tabbed ✓*

- CS 167 Beginning Visual Basic (4)
- CS 367 Advanced Visual Basic (4)
- CS 420 Database Management Systems (4)
- IT 258 Spreadsheet Applications (3)
- IT 361 Hardware Management (4)
- IT 452 Telecom & Microcomputer Networks (4)
- OMIS 386 Management Information Systems (5)
- OMIS 420 Database Systems in Business (5)

**TOTAL** 34

**Network Administration Certificate**

- ADMG 371 Administrative Management 4
- ADMG 385 Business Communications & Report Writing 4
- IT 361 Hardware Management 4
- IT 374 Project Management 4
- IT 452 Telecom & Microcomputer Networks 4
- IT 457 Network Security 4
- IT 458 Management of Computer Networks (4) OR 4
- IT 459 Workstation Administration (4) 4
- Electives 4

*02-08A*

*Tabbed ✓*

- IT 258 Spreadsheet Applications (3)
- IT 268 Database Applications (3)
- IT 458 Management of computer Networks (4)
- IT 459 Workstation Administration (4)
- OMIS 386 Management Information systems (5)

**TOTAL** 32

**Web Administration Certificate**

- ADMG 385 Business Communication & Report Writing 4
- IT 204 Word Processing Applications 3
- IT 248 Web Fundamentals 2
- IT 374 Project Management 4
- IT 422 Web Site construction 4
- IT 424 Managing a Web Site Team 4
- IT 426 Web Languages 4
- IT 428 Web Applications 4
- Electives 7

*02-08A*

*Tabbed ✓*

- ADMG 371 Administrative Management (4)
- IT 258 Spreadsheet Applications (3)
- IT 268 Database Applications (3)
- IT 288 Business Presentation Applications (2)
- IT 389 Desktop Publishing (3)
- IT 452 Telecom & Microcomputer Networks (4)
- IT 470 Database and the Web (4)

**TOTAL** 36

**Advertising Certificate**

- COM 305 Advertising Copywriting and Placement 4
- ME 340 Principles of Selling 4
- ME 350 Principles of Advertising 4
- ME 455 Research in Advertising and Retailing 4
- Electives 10

*02-08A*

*Tabbed ✓*

ADMG 372 Leadership and Supervision (4)	
ADMG 485 Managerial Communications (4)	
COM 306 Intro to Online Media (4)	
COM 406 Online Media Skills (3)	
COM 309 Broadcast Copywriting (4)	
COM 347 Copy Editing (3)	
COM 348 Public Design (3)	
COM 349 Media Management (3)	
COM 370 Writing for Public Relations (3)	
COM 470 Applied Public Relations (4)	
COM 475 Public Rel & Advertising Agency Mgt (4)	
IT 389 Desktop Publishing (3)	
IT 422 Web Site Construction (4)	
IT 470 Database and the Web (4)	
ME 355 Advertising Media Planning (4)	
ME 467 Retail Management (4)	
ME 486 Retailing and E-Commerce (4)	
MKT 360 Principles of Marketing (5)	
MKT 462 Marketing Promotion Management (5)	
MKT 465 Direct Marketing (5)	
<b>TOTAL</b>	<b>30</b>

**Database Administration Certificate**

IT 204	Word Processing Applications	3
IT 228	Intro to Information Technology	4
IT 248	Web Fundamentals	2
IT 268	Database Applications	3
IT 374	Project Management	4
IT 468	Projects in Database	4
IT 470	Database and the Web	4
	Electives	10
	CS 167 Beginning Visual Basic (4)	
	CS 367 Advanced Visual Basic (4)	
	CS 420 Database Management Systems (4)	
	IT 258 Spreadsheet Applications (3)	
	IT 361 Hardware Management (4)	
	IT 452 Telecom & Microcomputer Networks (4)	
	OMIS 386 Management Information Systems (5)	
	OMIS 420 Database Systems in Business (5)	
<b>TOTAL</b>		<b>34</b>

*Table* ✓ *02-08A*

**Administrative Management Certificate**

ACCT 301	Financial Accounting	5
ADMG 201	Intro to Business	3
ADMG 355	Workplace Administration	4
ADMG 371	Administrative Management	4
ADMG 385	Bus Communications and Report Writing	4
IT 204	Word Processing Applications	3
IT 258	Spreadsheet Applications	3
IT 268	Database Applications	3
	Electives	4
	ADMG 372 Leadership and Supervision (4)	
	ADMG 485 Managerial Communications (4)	
	IT 228 Intro to Information Technology (4)	
	IT 288 Business Presentation Applications (2)	
	IT 248 Web Fundamentals (2)	
	IT 389 Desktop Publishing (3)	
	IT 462 Systems Analysis and Design (4)	
<b>TOTAL</b>		<b>33</b>

*pass* ✓

**Personal Computer Applications Certificate**

IT 228	Intro to Information Technology	4
IT 204	Word Processing	3
IT 258	Spreadsheet Applications	3
IT 268	Database Applications	3
IT 288	Presentation Applications	2
IT 248	Web Fundamentals	2
IT 359	Advanced Spreadsheet Applications	3

*pass* ✓

IT 389	Desktop Publishing	3
	Electives	12
	ACCT 455 Accounting Information Systems (5)	
	CS 167 Visual Basic Beginning (4)	
	CS 367 Visual Basic Advanced (4)	
	CS 420 Database Systems (5)	
	CS or PSY 462 Computer Methods for Soc Sci (4)	
	IT 361 Hardware Management (4)	
	IT 422 Web Site Construction (4)	
	IT 426 Web Languages (4)	
	IT 458 Management of Computer Networks (4)	
	IT 468 Projects in Database Projects (4)	
	OMIS 386 Management Information Systems (5)	
	OMIS 420 Database Systems in Business (5)	
	SOC 464 Applied Data Analysis (3)	
	<b>TOTAL</b>	<b>35</b>

#### Retail Management and Technology Certificate

ADMG 201	Intro to Business	3
ME 330	Principles of Retailing	4
ME 340	Principles of Selling	4
ME 467	Retail Management	4
ME 486	Retailing and E-Commerce	4
	Electives	11-13
	ADMG 371 Administrative Mgmt (4)	
	ADMG 385 Bus Comm & Report Writing (4)	
	ADMG 485 Managerial Communications (4)	
	IT 258 Spreadsheet Applications (3)	
	IT 268 Databse Applications (3)	
	IT 374 Project management (4)	
	MGT 380 Organizational Management (5)	
	MKT 360 Principles of Marketing (5)	
	<b>TOTAL</b>	<b>30-32</b>

#### Exhibit E

#### New Course Addition to the General Education Program: GEOG 273 Geography of Rivers

#### Breadth Requirements

III. **THE NATURAL SCIENCES.** The natural sciences provide basic methods for rigorously describing and comprehending the natural world. Inquiry-driven laboratory and field observations are an essential mode of teaching, learning, and practicing natural science. Students must take at least one course from each of the three groups. No more than one class from a single department may be counted toward this requirement. It may be advantageous for students to take courses from groups in the order they appear below.

**Applications of Natural Science.** These courses explicitly treat social, economic, technological, ethical or other implications of natural phenomena, of human influence on natural systems, or of responsive scientific inquiry.

ANTH 314	Human Variation and Adaptation in Living Populations (4)
BIOL 302	Human Ecology (5)
CHEM 101	Contemporary Chemistry (5)
ENST 302	Ecosystems, Resources, Population and Culture (5)
FCSN 245	Basic Nutrition (5)
GEOL 180	Introduction to Environmental Geology (5)
IET 101	Modern Technology (5)
PHYS 103/103.1	Physics of Musical Sounds and Lab (4)
<b><u>GEOG 273</u></b>	<b><u>Geography of Rivers (5)</u></b>

## Answers to Senate Concerns March 6, 2002

- At the December 5 senate meeting the academic affairs' committee asked why the senate recommendation to add the dates of approval to revisions in the CWU policies manual like is done in the faculty code. The recommendation left the Faculty Senate last spring, and does not appear to be implemented.

### **Libby Street, Special Assistant to the President submitted the following answer:**

Read the memo from president and provost.

- At the January 30 senate meeting the senate passed **Motion No. 02-06:** Policy to award posthumous degrees. Concerns were expressed that the graduation application fee would be assessed to individuals requesting the degree. To follow-up with this concern the policy was approved by the Academic Affairs' Council with the notation that, "No graduation application fee will be applied to such a request."
- Senator Schaeffer asked if administrators are getting a raise this year, how much (to whom), why, and how those raises are funded (where the money is coming from).

### **Shelly Johnson, Budget Director submitted the following answer:**

The current statute distributes 2.6% to faculty and exempt in the same manner as last summer's 3.7%. The supplemental budget may uphold or veto the raise.

The exempt employees association has made recommendations on exempt salary distribution to the cabinet each year. The association typically requests a portion of the raise to be at the vice president's discretion and the remainder across the board, much like faculty.

At this point, the university has no idea what will be happening this summer yet. When the supplemental budget is approved there will be a better idea.

- Senator Schaeffer asked why after the commotion about the use of student social security numbers as identification, faculty social security numbers are still used.

### **Gene Rau, Interim Director of Computing and Telecommunication Services submitted the following answer:**

The social security number is "in the system," for federal reporting purposes (taxes, etc.). However, its accessibility is limited to a very few personnel in human resources and the numbers are not used on university reports. The Director of Human Resources must grant all new user access requests. A unique employee number was assigned to personnel when the new PeopleSoft Human Resources system went live. That ID appears on payroll advices and will eventually be used for all IDs Central issues.

The university is very concerned about safeguarding social security numbers for everyone. Every display of social security numbers has been eliminated where possible. Using the library as an example, their patron database is dependent on the ID card because of the large volume of walk-in traffic. Since the university hasn't yet been able to issue new cards, a cross reference has been set up so that while the scanners read the social security number from your card's barcode, the ID that is displayed to the library staff is actually your new employee ID number. Staff does not have access to the social security number.

Todd had three questions. The third question regarding faculty raises and merit at other state institutions will be answered at the April 3 meeting.

PROPOSED AMENDMENT TO MOTION #02-10.

1. This exception to the Faculty Code, Sect. 15.30, shall be effective only for Summer Session, 2002.
2. The Faculty Senate calls upon the President, Provost, and Director/Dean of Summer Session, working in collaboration with the relevant committees of the Faculty Senate, to devise a university-wide budget, salary and proration policy for future Summer Sessions.
3. The Senate likewise calls upon the Administration to develop, and present to the Senate, a proposed long-term plan for solving the enrollment, funding, and salary problems of Summer Session.

## Information Technology and Administrative Management

In Spring 2000 our department name changed from Administrative Management and Business Education to Information Technology and Administrative Management so that we could better serve the needs of our students and their employers. The degree conferred from our department is now a BS in Information Technology and Administrative Management.

In Spring 2001 we began assessing and realigning our curriculum. This assessment and realignment is based on our Advisory Committee recommendations, a Next Step Forum meeting with community colleges that transfer students to our department, and surveys of our department graduates and internship students. Realignment of our curriculum was also based on a report released in December 2001 by the Northwest Policy Center of the University of Washington, titled *Re-inventing Information Technology Education*.

"Our major conclusion from this project is that employers need IT workers with a combination of skills that no higher education program currently offers:

- Very practical, hands-on skills of the sort taught in 1- and 2-year technical programs,
- A broad range of problem solving, communication, and organizational culture skills with a 4-year university degree, and
- Opportunities for work experience to supplement their classroom education.

Neither community/technical colleges nor universities in this state are providing this kind of education at present"

Our curriculum was developed using *Skills Standards for Information Technology*, developed by the Northwest Center for Emerging Technology (NWCET) sponsored in part by the National Science Foundation's Advanced Technological Education Program.

Curriculum for *Skills Standards for Information Technology* were developed through nationwide expert panels, in-depth interviews/focus groups/surveys – both regionally and nationally, compilation and analysis of the data/development of the skill standards, and validation of identified skills for all levels of information technology organizations, nationwide and regionally. Participating and contributing to the *Skills Standards for Information Technology* curriculum were such prestigious organizations as Adobe Systems, Cisco Systems, Inc., Los Alamos National Laboratory, Microsoft Corporation, The Boeing Company, Northwest AIDS Foundation, US West Communications, and Weyerhaeuser Company, among over 75 other organizations.

The core course requirements in our department are based on the NWCET IT core curriculum: Analytical Skills and Problem Solving; Business Organization and Environment; Coordination and Communication Skills; Core Computer Software and Hardware Skills; and Project and Process Flow Skills.

The specializations are based on three of eight identified NWCET career clusters: Network Design and Administration; Database Development and Administration; and Web Development and Administration. These three career clusters were deemed by our faculty as fitting most closely the focus of our department.

The only resources we required for our new curriculum were \$3000 to purchase software for our Web Administration Specialization (which would come from our department budget), and one additional classroom.

Our current faculty in ITAM can teach all the courses we proposed in our curriculum within current Faculty Contact Hours.



The ITAM faculty worked diligently to create an innovative, pedagogically sound, resource neutral curriculum for which there is a demonstrated need. While we as a faculty in ITAM are committed to going forward with our curriculum, we have received a directive from the Provost to develop a compromise.

Therefore I move to split Motion No. 02-08 as follows:

Place these specializations, minors, and certificates into one motion: Networking Administration Specialization, minor, and certificate; Web Administration Specialization, minor, and certificate; Advertising Specialization and certificate; Database Specialization, minor, and certificate, temporarily numbered Motion 02-08a.

Retain the Retail Management and Technology minor, PC Applications certificate, Administrative Management certificate, and Retail Management and Technology certificate in the original motion.

I move to Table motion 02-08a. I further move to pass the minor and certificates retained in Motion 02-08.

This compromise appears to be necessary so that the Provost can form a university-wide Ad Hoc committee to discuss the curriculum developed by the ITAM department in relation to other curriculum across campus.

Table:

- Networking Administration Specialization, minor, and certificate
- Web Administration Specialization, minor, and certificate
- Advertising Specialization and certificate
- Database Administration Specialization, minor, and certificate

Move to pass:

- Retail Management and Technology minor,
- PC Applications certificate,
- ADMG certificate,
- Retail Management and Technology certificate

**Roll Call 2001-02**  
**Faculty Senate Meeting: March 6, 2002**

<input type="radio"/>	ADAMSON	Karen		HOLTFRETER	Robert
<input checked="" type="checkbox"/>	ALSOSZATAI-PETHEO	John		FUENTES	Agustin
<input checked="" type="checkbox"/>	BEAGHAN	Jim		VACANT	
<input checked="" type="checkbox"/>	BOWMAN	Andrea		JONES	Kim
<input checked="" type="checkbox"/>	BRAUNSTEIN	<b>Lori</b>		LOCHRIE	Mary
<input checked="" type="checkbox"/>	BRAUNSTEIN	<b>Michael</b>	<input checked="" type="checkbox"/>	PALMQUIST	Bruce
<input checked="" type="checkbox"/>	BRYAN	Patrick		SUN	Lixing
<input checked="" type="checkbox"/>	BURNHAM	Tim		VACANT	
<input checked="" type="checkbox"/>	CANNCASCIATO	Daniel		JORGENSON	Jan
<input checked="" type="checkbox"/>	CAPLES	Minerva		BUTTERFIELD	Carol
<input checked="" type="checkbox"/>	CARBAUGH	Robert		GHOSH	Koushik
	CHALMERS	Stephen		BACH	Glen
<input checked="" type="checkbox"/>	COLEMAN	Bea		OGDEN	Michael
<input checked="" type="checkbox"/>	COOK	Jim		HECKART	Beverly
<input checked="" type="checkbox"/>	CULJAK	Toni		ABDALLA	Laila
<input checked="" type="checkbox"/>	DELGADO	Cyril			
<input checked="" type="checkbox"/>	DONAHOE	Susan		SALYER	Keith
	ENGLUND	Timothy		HARPER	Jim
<input checked="" type="checkbox"/>	EUBANKS	James		VACANT	
	GUNN	Gerald		FAIRBURN	Wayne
	HOLDEN	Lad		BENDER	William
<input checked="" type="checkbox"/>	HUBBARD	Brenda		SMITH	Michael
	HUCKABAY	James	<input checked="" type="checkbox"/>	ALWIN	John
<input checked="" type="checkbox"/>	JOHNSON	Kirk		DUGAN	Jack
<input checked="" type="checkbox"/>	KURTZ	Martha		DIAZ	Anthony
<input checked="" type="checkbox"/>	LI	<b>Charles X.</b>		DRAKE	George
<input checked="" type="checkbox"/>	LI	<b>Chen-yang</b>		DIPPMANN	Jefferey
<input checked="" type="checkbox"/>	MELBOURNE	Tim		GAZIS	Carey
<input checked="" type="checkbox"/>	NELSON	Joshua		BRANSDORFER	Rodney
<input checked="" type="checkbox"/>	NETHERY	Vince		D'ACQUISTO	Leo
	OLIVERO	Michael	<input checked="" type="checkbox"/>	REASONS	Charles
	REHKOPF	Carrie		BROOKS	Joe
<input checked="" type="checkbox"/>	RICHMOND	Lynn		BRADLEY	James
<input checked="" type="checkbox"/>	SCARTH	Alyssa			
<input checked="" type="checkbox"/>	SCHAEFER	Todd		WIRTH	Rex
<input checked="" type="checkbox"/>	SCHWING	James		GELLENBECK	Ed
	SINGH	Vijay	<input checked="" type="checkbox"/>	SNEDEKER	Jefferey
<input checked="" type="checkbox"/>	SUTTON	Jessica			
<input checked="" type="checkbox"/>	WILLIAMS	<b>Henry</b>		PLOURDE	Lee
<input checked="" type="checkbox"/>	WILLIAMS	<b>Wendy</b>		PENICK	Jeff
<input type="radio"/>	WYATT	Marla		BUERGEL	Nancy

**Quorum: 21**

## Answers to Senate Concerns March 6, 2002

- At the December 5 senate meeting the academic affairs' committee asked why the senate recommendation to add the dates of approval to revisions in the CWU policies manual like is done in the faculty code. The recommendation left the Faculty Senate last spring, and does not appear to be implemented.

~~Libby Street, Special Assistant to the President submitted the following answer:~~

Read the memo from president and provost.

- At the January 30 senate meeting the senate passed **Motion No. 02-06**: Policy to award posthumous degrees. Concerns were expressed that the graduation application fee would be assessed to individuals requesting the degree. To follow-up with this concern the policy was approved by the Academic Affairs' Council with the notation that, "No graduation application fee will be applied to such a request."
- Senator Schaeffer asked if administrators are getting a raise this year, how much (to whom), why, and how those raises are funded (where the money is coming from).

**Shelly Johnson, Budget Director submitted the following answer:**

The current statute distributes 2.6% to faculty and exempt in the same manner as last summer's 3.7%. The supplemental budget may uphold or veto the raise.

The exempt employees association has made recommendations on exempt salary distribution to the cabinet each year. The association typically requests a portion of the raise to be at the vice president's discretion and the remainder across the board, much like faculty.

At this point, the university has no idea what will be happening this summer yet. When the supplemental budget is approved there will be a better idea.

- Senator Schaeffer asked why after the commotion about the use of student social security numbers as identification, faculty social security numbers are still used.

**Gene Rau, Interim Director of Computing and Telecommunication Services submitted the following answer:**

The social security number is "in the system," for federal reporting purposes (taxes, etc.). However, its accessibility is limited to a very few personnel in human resources and the numbers are not used on university reports. The Director of Human Resources must grant all new user access requests. A unique employee number was assigned to personnel when the new PeopleSoft Human Resources system went live. That ID appears on payroll advices and will eventually be used for all IDs Central issues.

The university is very concerned about safeguarding social security numbers for everyone. Every display of social security numbers has been eliminated where possible. Using the library as an example, their patron database is dependent on the ID card because of the large volume of walk-in traffic. Since the university hasn't yet been able to issue new cards, a cross reference has been set up so that while the scanners read the social security number from your card's barcode, the ID that is displayed to the library staff is actually your new employee ID number. Staff does not have access to the social security number.

Todd had three questions. The third question regarding faculty raises and merit at other state institutions will be answered at the April 3 meeting.

