

11-3-1999

## CWU Faculty Senate Minutes - 11/03/1999

Nancy Bradshaw

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**MINUTES**

**CENTRAL WASHINGTON UNIVERSITY**

**FACULTY SENATE REGULAR MEETING MINUTES: November 3, 1999**

<http://www.cwu.edu/~fsenate>

**Presiding Officer: Linda S. Beath**

**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 Benson, Schwing, Tu, and Uebelacker

**Visitors:** Jan Bowers, Sandy Colson, David Dauwalder, Shelly Johnson, Abdul Nasser, Barbara Radke, Ken Stege, Carolyn Wells

**CHANGES TO AND APPROVAL OF AGENDA: MOTION NO. 3261 (Passed)** Chair Beath moved approval of the agenda as distributed.

**APPROVAL OF MINUTES:** The minutes of the October 20, 1999, Faculty Senate meeting were approved as distributed.

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

Thank you to Faculty Senate: Libby Street, Director of NASC Self-study

Effects of the New Summer Pay Policy: Peter Gries, Chair, Department of Music

**OLD BUSINESS: Motion No. 3260A (Passed)** Lynn Richmond proposed a motion that was approved: "To take from the table Motion No. 3260: Addition of Vocational-Technical Education Competency Certificate Program."

**Motion No. 3260 (Passed) Addition of Vocational-Technical Education Competency Certificate Program:** After discussion and amendment tabled Motion No. 3260 was approved: "Addition of Vocational-Technical Education Competency Certificate Program." The Senate amended by striking the sentence from Exhibit E on October 20, 1999 Faculty Senate Agenda, "will be issued in June 2000, and." It reads "Final grades ~~will be issued in June 2000, and~~ will be based on class participation, oral and written communications, and portfolio presentation."

**Abdul Nasser, VP Business for Financial Affairs: Critical Aspects of Budgetary Processes:** Abdul Nasser presented a report regarding the critical aspects of budgetary processes that can be viewed at <http://www.cwu.edu/nasser/finaff1.html>. He began by explaining the implications of the enrollment decline and the budget shortfall of approximately \$209,000 it will create. He further explained that this year Central had its second highest freshman class in a decade, but had a decline in transfer students. A plan is currently being created to address retention and recruitment of students. Vice President Nasser suggested inviting the new director of admissions to meet with Senators to discuss this plan. He also stressed the importance of university-wide involvement in addressing this issue.

In conclusion, the Faculty Senate will identify other budgetary issues and invite Vice President Nasser to return for future presentations. Senators were asked to contact Vice President Nasser at [nassera@cwu.edu](mailto:nassera@cwu.edu) with questions or concerns regarding the budget process.

**REPORTS:**

**A. ACTION ITEMS:**

**Chair:**

**Motion No. 3262 (Passed)** Chair Beath proposed a motion that after discussion was approved: "Renewal of the Ad Hoc Committee for Faculty Development Funding."

**Motion No. 3263 (Passed)** Chair Beath proposed a motion that after discussion was approved: "Appointment of members to the Ad Hoc Committee for Faculty Development Funding: Osman Alawiye, Curriculum and Supervision, Katherine Black, Accounting, Toni Čuljak, English, Gerard Hogan, Library, and Lixing Sun, Biological Sciences."

**Curriculum Committee:**

**Motion No. 3264 (Passed)** Luetta Monson, on behalf of the Faculty Senate Curriculum Committee, proposed a motion that after discussion was approved: "Addition of a New Minor: Flight Technology."

**B. DISCUSSION ITEMS:**

**1. CHAIR**

Chair Beath announced that a meeting with Jim Beaghan, Linda Beath, Fuji Collins, Barney Erickson, Richard Mack and Mark Lundgren was convened to begin discussing how the Faculty Senate should conduct the upcoming biennium faculty salary study. The group discussed some of the issues that were related to the initial equity study completed last year. Members agreed that the initial study was a first step of many and that issues and concerns arose from the first salary study that need to be addressed. Chair Beath invited all Senators to send any concerns or suggestions regarding this issue to <beathl@cwu.edu>.

Chair Beath shared with Senators discussions regarding Central's recruitment and retention concerns that are currently taking place in the President's Cabinet and the Academic Affairs' Council. She stated that Mike Reilly, new director of admissions, will be inviting interested faculty to assist in this process.

Chair Beath extended a personal invitation to Senators to celebrate Central Washington University's CASE Professor of the Year, James Nimnicht, Business Administration, on November 12 from 4:00 p.m. - 6:00 p.m. in Grupe Conference Center.

**2. CHAIR ELECT**

Chair Elect Nelson discussed issues relating to his role as chair of the Public Affairs Committee. He stated that he is continuing to learn from Richard Alumbaugh, Central's Faculty Legislative Representative. He reported that at the last Public Affairs meeting two issues were addressed: 1. This year's legislative supplemental budget session when the legislature reviews the budget for evidence of efficient use of money, and 2. Faculty salaries in terms of Central's faculty salary base. Legislators have advised Central's Faculty to look into a process to protect the salary base.

He further explained that capital budget project proposals are due for submission to Olympia. Richard Alumbaugh also informed committee members that huge dollars are allocated to each institution and very rarely are faculty voices heard in the distribution of those funds. He urged faculty to get involved in this process by presenting a united front.

Chair Beath explained that the Faculty Senate Code was revised so that the Provost must submit to the Faculty Senate an annual report on the faculty salary base. The first report has been received and will be on the December 1 Faculty Senate agenda. She added that Senator's should communicate their concerns through the Public Affairs Committee.

3. **PRESIDENT** - President Norton commented on the Chair Elect's report by stating that it is extremely important that institutions approach the legislature with great care with the same voice. He further commented on the reexamination of Central's capital plan to reach a consensus on the university's space needs in order to receive adequate funding.
4. **SENATE CONCERNS** - Senator Spencer began discussing the communication from Peter Gries, chair of the music department, regarding the effects of the new summer pay policy. He explained that he has taken the position that because faculty instruction will be more expensive than adjunct instruction and the demographic pool of summer students in the music department are smaller than most other areas, the department will have to fund their summer programs, which are primarily graduate students, almost entirely by adjuncts and T.A.s. Senator Spencer added that there are demographically not enough music teachers in the state to fund programs by self-support using the recent Faculty Code changes. The main concern is that if the department does not make enough summer profit, eventually it may be forced to eliminate the graduate programs. He referred Senators to the last paragraph in the memo that states "I urge the Senate to explore means of sharing what wealth we have for the betterment of the whole. There is not much time left for programs such as ours."

Senator Lewis stated his concern that the historical tendency at this institution is that faculty direct their attention to teaching during the summer instead of working on research. He believes that this situation has not served this institution well.

Senator Hawkins proposed encouraging senior professors to do research during the winter session when students ordinarily taught by faculty could be served equally by adjuncts.

Senator Gamon suggested referring this issue to the strategic planning committee for a broader review. He also stated that he would not like to see the changes to the Faculty Code regarding summer session salaries overturned because there are some problems, but at the same time recognizes that there are some problems that need to be addressed.

Chair Beath will refer Dr. Gries' request to Lad Holden, Faculty Senate representative on the Summer Session Committee.

Senator DeVietti stated that he would also like to see the Faculty Senate pursue this issue because he believes the issue is large and he also does not like the way the summer school focus has changed in the last few years.

A suggestion was made to refer this issue to the center of teaching and learning as well since students being served during the summer are primarily music education students. Senator Spencer stated that while some students are pursuing the master's of music education degree, many are also pursuing the master in conducting and performance instrument as well, which is housed within music and would be hard to move into the education department.

Senator Shaeffer reported that Corwin King, professor of communication, had an excellent article in the *Daily Record* regarding student evaluations of faculty. He made a request to have the Faculty Senate widely circulate the article to faculty. He also asked why administrators are not equally evaluated as closely as faculty and results of their evaluation taken more seriously. He made a request to have it looked at in the future. Chair Beath stated that there will be a survey of administrators conducted this year.

Senator Braunstein brought up the issue of program review referring to an E-mail to faculty from Mark Young. He stated that he sees serious implications to all departments on campus regarding program review and would like to invite Mark Young to the December 1 meeting to address faculty concerns. Chair Beath asked Senators to E-mail any concerns regarding Program Review to the Executive Committee.

5. **STUDENT REPORT** - Senator Kilen reported that the student board of directors has taken a stance on the dismissal of Deacon Meier, Associate Vice President for Student Affairs, Jerry Findley, Associate Director of Facilities & Operations, and Rob Harden, Director of Disability Support Services and are in the process of circulating a petition asking the Board of Trustees to rescind the decision to terminate them. He explained that he has been charged by the student board to request assistance from the Faculty Senate in this matter by asking Senators to sign the petition. There will be a petition placed in the Faculty Senate Office and in the Associated Student of Central Washington University office in SUB 116.

Senator Kilen also reported that the student board of directors passed its legislative agenda. A copy may be picked up in SUB 116. Senator Kilen also reported that there is a committee being formed to look into creating a bill of student rights. Since this issue could affect faculty a faculty member will be appointed to the committee.

Senator Kilen invited Senators, President Norton and Provost Dauwalder to attend the Board of Directors meetings on Tuesday evenings at 6:00 p.m.

Senator Hawkins asked if the student government could come up with some clear guidelines that describe why students are leaving Central to help address student retention concerns. Senator Kilen stated that the issue of recruitment and retention has been discussed by the board three or four times this year. He agreed to bring it up again with the ASCWU as a faculty concern.

6. **Executive Committee Report:** Ken Gamon reported on the HECB Stakeholder's meeting he and Lynn Richmond attended Friday, October 22. He stated that the primary reason for the meeting was to review the final draft of the HECB Master Plan. Consensus of faculty representatives from Central and other institutions was that there should be some language in the plan to direct some resources toward the area of faculty service and research. The HECB members agreed to revise the plan to address this issue. The HECB members made it clear that in terms of employees, they see faculty as the center of the institution. Lynn Richmond agreed with Ken Gamon's comments and added that the faculty from each university's thoughts were virtually identical. The final master plan will be distributed at the December HECB meeting. The plan is on the web at <<http://www.hecb.wa.gov/policy/masterplan/mpindex.htm>>. A copy may also be obtained from the Faculty Senate Office.

7. **FACULTY SENATE STANDING COMMITTEE REPORTS:**

**ACADEMIC AFFAIRS COMMITTEE** - Susan Donahoe presented a report for the academic affairs committee. She explained that three charges have been brought to the committee, two that deal with academic forgiveness and one that deals with recommendations from the ad hoc committee from last year dealing with grade inflation.

In terms of academic forgiveness, last spring the Faculty Senate passed the revisions to the undergraduate policy manual regarding academic forgiveness. The Academic Affairs Committee has reworded the academic forgiveness portion

to make it more clear. Also, the committee is working on moving academic appeals into an academic area so that faculty will be able to participate in this process. Academic appeals currently are reviewed by the Registrar and the Vice President for Enrollment Management.

Susan Donahoe reported that the final report on grade inflation has been distributed to the campus community. The committee also recommended placing a mean on each student grade report. It was discovered that Central currently does not have the software capabilities to do this at this time.

**BUDGET COMMITTEE** - No report.

**CODE COMMITTEE** - No report.

**CURRICULUM COMMITTEE** - No further report.

**PERSONNEL COMMITTEE** - No report.

**PUBLIC AFFAIRS COMMITTEE** - Chair Elect Nelson yielded his time to Robert Fordan who revisited the issue of faculty members becoming community television producers by presenting their work on Channel 2, Ellensburg Community Television. He reported that a faculty-wide E-mail was sent asking if there were any faculty interested in providing some programming for the Ellensburg Community Television.

**NEW BUSINESS:** No new business.

**ADJOURNMENT:** The meeting adjourned at 4:55 p.m.

**\*\*\*NEXT REGULAR FACULTY SENATE MEETING: December 1, 1999\*\*\***

**BARGE 412**

**FACULTY SENATE REGULAR MEETING**

**3:10 p.m., Wednesday, November 3**

**BARGE 412**

**AGENDA**

*Change  
Kurtz attended Meeting  
Change on 10:00 99 minutes.*

**ROLL CALL**

**II. MOTION NO. 3261: CHANGES TO AND APPROVAL OF AGENDA**

**III. APPROVAL OF MINUTES**

**IV. COMMUNICATIONS**

**V. OLD BUSINESS (5 min.)**

**Tabled Motion No. 3260: Addition of Vocational-Technical Education Competency Certificate Program**

**VI. ABDUL NASSER, VP Business & Financial Affairs: Critical Aspects of Budgetary Processes. (15 min.)**

**VII. REPORTS/ACTION ITEMS (10 min.)**

**Chair**

**Motion No. 3262: Renewal of Ad Hoc Committee for Faculty Development Funding (Exhibit A)**

**Motion No. 3263: Appointment of Members to Ad Hoc Committee (Exhibit B)**

**Curriculum Committee**

**Motion No. 3264: Addition of New Minor in Flight Technology (Exhibit C)**

**VIII. REPORTS/DISCUSSION ITEMS**

**1. CHAIR (10 min.)**

**2. CHAIR ELECT (10 min.)**

**3. PRESIDENT (10 min.)**

**4. SENATE CONCERNS (15 min.)**

**5. STUDENT REPORT (10 min.)**

**6. EXECUTIVE COMMITTEE REPORT (5 min.)**

**HECB Stakeholders Meeting, Ken Gamon and Lynn Richmond**

**7. SENATE COMMITTEES (20 min.)**

**Academic Affairs Committee: Susan Donahoe**

**Budget Committee: Barney Erickson**

**Code Committee: Beverly Heckart**

**Curriculum Committee: Toni Čuljak**

**Personnel Committee: Fuji Collins**

**Public Affairs Committee: Joshua Nelson**

**IX. NEW BUSINESS**

**X. ADJOURNMENT**

**\*\*\*NEXT REGULAR SENATE MEETING: December 1, 1999\*\*\***

**BARGE 412**

ROLL CALL 1999-00 (Print 3)  
FACULTY SENATE MEETING: 11/3/99

ADAMSON, Karen  
 ALSOSZATAI-PETHEO, John  
 BEAGHAN, Jim  
 BEATH, Linda  
 BENSON, William  
 BRAUNSTEIN, Michael  
 KURTZ, Martha  
 CAPLES, Minerva  
 COCHEBA, Don  
 DeVIETTI, Terry  
 ELY, Lisa (Gone Fall Quarter)  
 FORDAN, Robert  
 GAMON, Ken  
 GRAY, Loretta  
 GUNN, Gerald  
 HAWKINS, Jim  
 LI, Cheyang  
 KAMINSKI, Walter  
 KILEN, Josh  
 LEWIS, Keith  
 PHILLIPS, Richard  
 POLISHOOK, Mark  
 MONSON, Luetta  
 MUSTAIN, Wendy resigned  
 NETHERY, Vince  
 NELSON, Joshua  
 NGALAMULUME, Kalala  
 OWENS, Patrick  
 RICHMOND, Lynn  
 RAUBESON, Linda  
 ROBERTS, Connie  
 SCHAEFER, Todd  
 SCHWING, James  
 SOLIZ, Jean resigned  
 SPENCER, Andrew  
 STACY, Gerald  
 THYFAULT, Alberta  
 TU, Charlie  
 UBELACKER, Morris  
 WILLIAMS, Wendy  
 WYATT, Marla

HOLTFRETER, Robert  
 FUENTES, Agustin  
 Vacant  
 BOWMAN, Andrea  
 DUGAN, Jack  
 PALMQUIST, Bruce  
 ARRINGTON, Jane  
 DONAHOE, Susan  
 GHOSH, Koushik  
 COLLINS, James "Fuji"  
 GAZIS, Carey  
 GARRETT, Roger  
 HARPER, James  
 POWELL, Joe  
 FAIRBURN, Wayne  
 VASEK, Cheri  
 HOOD, Webster  
 HOLDEN, Lad  
  
 BACH, Glen  
  
 GAUSE, Tom  
 WOODCOCK, Don  
 D'ACQUISTO, Leo  
 Vacant  
 LEFKOWITZ, Natalie  
 HECKART, Beverly  
 CANNASCATO, Daniel  
 BRADLEY, James  
 BAXTER, Louise  
 LOCHRIE, Mary  
 WIRTH, Rex  
 DONAHUE, Barry  
 OLIVERO, Michael  
 SNEDEKER, Jeff  
 ABDALLA, Laila  
 BUTTERFIELD, Carol  
  
 ALWIN, John  
 PENICK, Jeff  
 SCHACTLER, Carolyn



Date: November 3, 1999

VISITOR SIGN-IN SHEET

Sandy Carlson  
Kelly Johnson  
David DeWalt  
Susan Donahoe

Please sign your name and return sheet to Faculty Senate secretary directly after the meeting.  
Thank you.

## **Exhibit A**

### **Ad Hoc Faculty Development Funding Committee**

This committee is charged by the Executive Committee of the Faculty Senate to determine an appropriate mechanism for disbursement of \$100,000 directed toward faculty development. Included in the committee's deliberations may be the holding aside of some funds for special projects conducted on a university-wide basis. The remaining funds should be distributed according to the parameters of the motion of May 29, 1996. Consideration should be made to how the committee might accommodate ROTC/Military Science instructors who do not hold a Senate seat, but who do teach.

The recommendations as to how the monies will be disbursed should be submitted to the Executive Committee by January 6, 2000.

#### ***Faculty Senate Motion No. 3082, May 29, 1996:***

"The Faculty Senate recommends that the funds made available for faculty development be distributed on a prorated basis based on the number of continuing, more than half-time faculty position per department (not to include adjuncts hired on a course-by-course basis). All CWU faculty should have access to these funds to enhance their instructional capabilities, not just those faculty of departments which profit from large class enrollments during the summer quarter. However, each department/program receiving their prorated share for instructional development should decide for what instructional development purpose and to whom the funds are to be allocated."

## **Exhibit B**

### ***Proposed Members for the Ad Hoc Faculty Development Funding Committee***

CAH: Toni Čuljak, English  
COTS: Lixing Sun, Biological Sciences  
CEPS: Osman Alawiye, Curriculum and Supervision  
SBE: Katherine Black, Accounting  
LIB: Gerard Hogan, Library

## Exhibit C

### Flight Technology Minor Proposal Narrative

In the past, students who wished to earn only a Private Pilot Certificate and complete some additional course work in Flight Technology have been allowed to earn an Industrial Technology Minor (4200) with a Flight Technology Specialization. Our proposal is to establish a Flight Technology minor which consists of basically the same Flight Technology course work totaling 25 credits. This would benefit both the student and the Flight Technology Program by recognizing the Flight Technology course work as an independent minor instead of an Industrial Technology Minor.

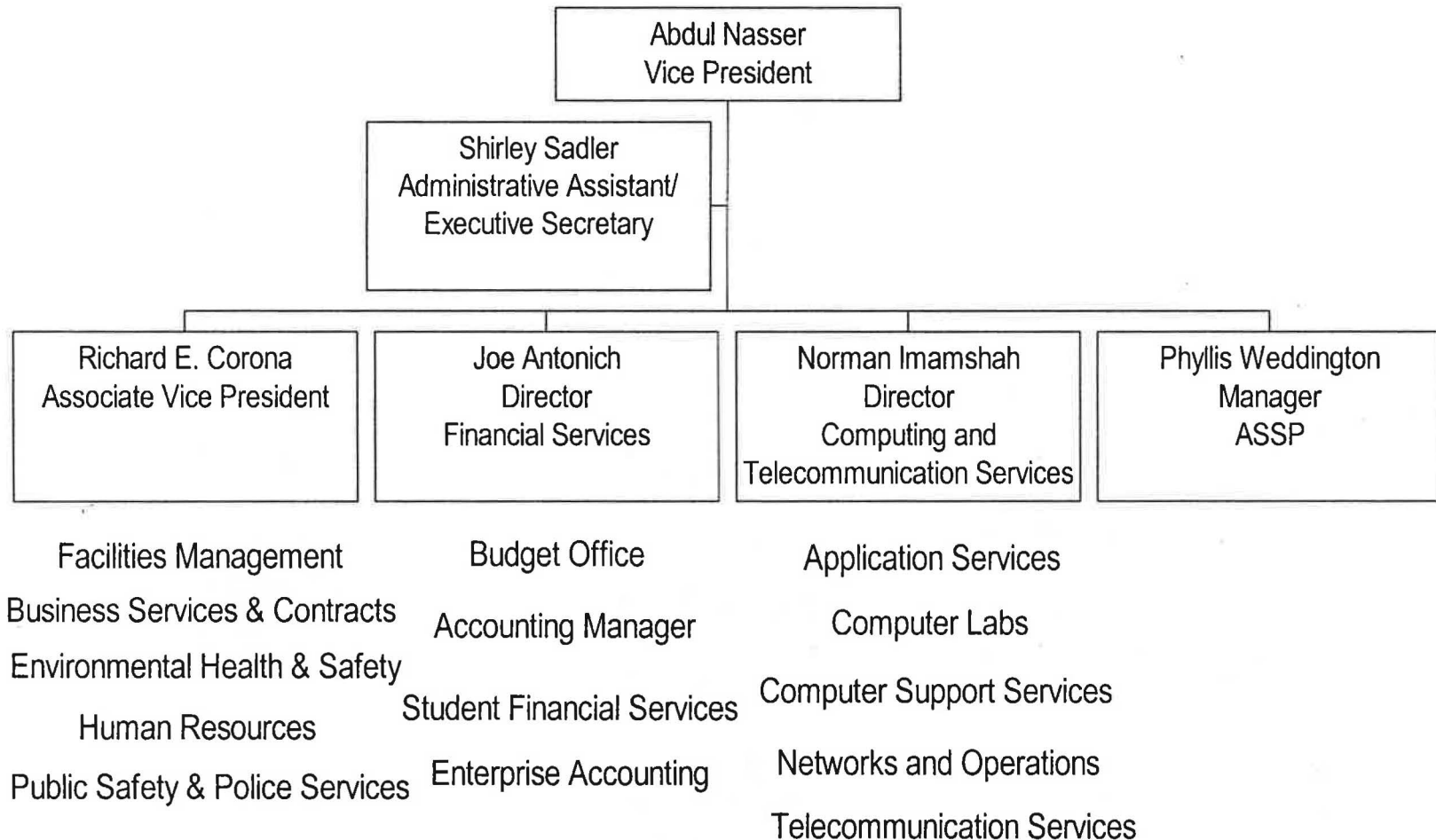
### Proposed On-line Catalog Text

#### Flight Technology Minor

A program designed for students who wish to earn a pilot's license (Private Pilot Certificate). Private pilot flight training is taken through CWU's contracted flight training program at Midstate Aviation.

<u>Required Courses</u>	<u>Credits</u>
FLT 101, Private Pilot Flight Lab I	1
FLT 102, Private Pilot Flight Lab II	1
FLT 103, Private Pilot Flight Lab III	1
FLT 141, Principles of Flight I	4
FLT 142, Principles of Flight II	4
FLT 211, Meteorology for Pilots	3
FLT 221, Aircraft Systems I	<u>3</u>
	17
Department approved FLT electives	8
<b>Total</b>	<b>25</b>

# Business & Financial Affairs



	A	B	C	D	E	F	G	H
1								
2								<b>DRAFT</b>
3								
4								<b>Operating &amp; Capital Biennial Budget (2001-2003)</b>
5								Time line
6								
7	Fall 99							Departments/Units in conjunction with Deans/Directors prepare request
8	Jan 2000							Operating budget requests due VPs
9	Winter 99							Capital request due to Budget Office
10	Feb 2000							Pres & VPs go over budget requests
11	Apr 2000							Public hearings
12	May 2000							Budget presentation to BOT
13	Jun 2000							Budget approval by BOT
14	Sep 2000							Budget due OFM
15	Nov 2000							HECB budget proposal
16	Dec 2000							Governor budget Proposal
17	Spring 2001							House/Senate & Conference budget proposal
18	Jul 2001							Budget recorded in our books
19								
20								
21								<b>Annual Operating Budget (2000-2001)</b>
22								Timeline
23								
24	Jan 2000							VPs prepare annual budget priorities in consultation with Deans/Directors
25	Feb 2000							Pres & VPs go over budget requests
26	Mar/Apr 2000							VPs present priorities to Budget Advisory Committee
27	Apr/May 2000							Funding decisions for BOT Presentation
28	May 2000							BOT budget presentation
29	Jun 2000							BOT budget approval
30	Summer 2000							Budget office records budget



**ABDUL NASSER**  
 Vice President  
 Business & Financial Affairs

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**MINUTES**

**CENTRAL WASHINGTON UNIVERSITY**

**FACULTY SENATE REGULAR MEETING MINUTES: October 20, 1999**

<http://www.cwu.edu/~fsenate>

**Presiding Officer: Linda S. Beath**

**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 Benson, Cocheba, DeVietti, Lewis, Mustain, Olivero, Owens, Stacy, and Thyfault.

**Visitors:** Toni Čuljak, David Dauwalder, Lad Holden, Robert McGowan, Barbara Radke, and Roy Savoian.

**CHANGES TO AND APPROVAL OF AGENDA: MOTION NO. 3254 (Passed)** Chair Beath moved approval of the agenda that after amendment was approved: "Move Agenda Item No. VI. 4. Roger Fouts: Update on Presidential Search to Agenda Item No. V."

**APPROVAL OF MINUTES:** The minutes of the October 6, 1999, Faculty Senate meeting were approved with the following change "add to motion no. 3248, No. 6, and include other schools/colleges in this review."

**COMMUNICATIONS: (Available for viewing in the Senate Office or distribution on request)**  
No communications.

**UPDATE ON PRESIDENTIAL SEARCH - Roger Fouts:** Roger Fouts, Chair of the Presidential Search Committee, presented an update on the presidential search. He reported that the search committee has received 68 applications and that their next step will be to select candidates to participate in telephone interviews, reevaluate and scale the number of candidates to five or six for interviews with the search committee. After this process, the committee send final recommendations to the Board of Trustees.

Dr. Fouts encouraged Senators to review selection criteria on the web page at <http://www.cwu.edu/psc.html>. He also stressed the importance of faculty participation in the campus community interview process. There will be evaluation forms for personnel to complete after interviewing each candidate and that the Board of Trustees is actively seeking feedback from the various groups university-wide. A suggestion was made to have some committee members visit the campuses of the finalists. Dr. Fouts will take this issue back to the committee for discussion.

In conclusion, Dr. Fouts stated that this search committee has been outstanding and has put Central, in its broadest sense of the meaning, first.

**REPORTS:**

**A. ACTION ITEMS:**

**Chair: Motion No. 3255: (Passed) Faculty Senate Standing Committee Appointments:**  
Chair Beath proposed a motion that was adopted: "Replace James Eubanks with Todd Schaefer on the Faculty Senate Code Committee. Replace Minerva Caples with Timothy Dittmer on the Faculty Senate Personnel Committee."

**Code Committee: Motion No. 3256 (Passed):** Beverly Heckart, on behalf of the Faculty Senate Code Committee, proposed the following motion and after substitution and debate was adopted:

"12.15 Faculty Grievance

The faculty grievance committee shall consist of, three (3) faculty members who shall elect their own chair. At least three (3) and not more than six (6) alternate members shall also be elected, at the same time and in the same manner as the regular members, and be possessed of the same powers and subject to the same restrictions as regular members. Alternate members shall serve in the place of regular members in, the event that a regular member, prior to any hearing or consideration of an issue, disqualifies himself or herself for any reason, resigns or is otherwise unable to serve as a functioning member of the faculty grievance committee. The order of service of alternate members shall be determined by the chair of the committee."

**Rationale:** The Faculty Grievance Committee asked for this alteration of the Faculty Code in order to increase the availability of faculty able to hear grievances. Under the procedures outlined in the Code, the processing of grievances is under a very tight time-line. In order to facilitate meeting due dates and avoiding possible conflict of interest issues (for example, faculty on the grievance committee do not participate in grievances originating from their own departments), the grievance committee would like the flexibility of having more faculty available to process grievances

**Curriculum Committee: Motion No. 3257 (Passed) Addition of MS PEHLS, Emphasis in Addictionology:** Toni Čuljak, on behalf of the Curriculum Committee, proposed a motion that was adopted: "Change the word emphasis back to specialization in motion no. 3252 of the October 6, 1999 Faculty Senate meeting, to be consistent with the terminology in the Curriculum Policies and Procedures Manual making the title MS PEHLS, Specialization in Addictionology."

**Motion No. 3258 (Tabled) Addition of BS Leisure Services, Specialization in Tourism Management:** Toni Čuljak, on behalf of the Curriculum Committee, proposed a motion that after debate was tabled: "The addition of BS Leisure Services, Specialization in Tourism Management."

**Discussion:** The School of Business and Economics expressed concerns regarding the AACSB accreditation standards and asked for extra time to review the proposal.

**Motion No. 3259 (Tabled) Addition of BS Leisure Services, Specialization in Recreation Management:** Toni Čuljak, on behalf of the Curriculum Committee, proposed a motion that after debate was tabled: "The addition of BS Leisure Services, Specialization in Recreation Management."

**Discussion:** The School of Business and Economics expressed concerns regarding the AACSB accreditation standards and asked for extra time to review the proposal. Also, a request was made to have answers for the following when the motion is taken from the table: designate which courses in the proposal are new and which are existing, include credit load for each course and why this program is proposed as a Bachelor of Science instead of a Bachelor of Arts.

**Motion No. 3260 (Tabled) Addition of Vocational-Technical Education Competency Certificate Program:** Toni Čuljak, on behalf of the Curriculum Committee, proposed a motion that after debate was tabled: "The addition of Vocational-Technical Education Competency Certificate Program."

**B. DISCUSSION ITEMS:**

**1. CHAIR**

Chair Beath thanked the twenty-seven faculty, members of the Executive Committee, and Chairs of the Senate Standing Committees who met with the Board of Trustee members on Thursday, October 14. She reported that she met with Trustees the following day as they reflected over what they learned from these

meetings. Two things that they discussed were the concern over our academic nature and focus of Central's mission that needs to be reaffirmed and the obvious need for resources for faculty development and research.

Chair Beath reminded Senators that the university is beginning to work on developing the supplemental budget and that one of the requests is for monies to assist in faculty recruitment and retention. She believes that this is an attempt to continue focusing on addressing issues of faculty salaries at Central.

Chair Beath reported that there are concerns regarding Central's efforts at student recruitment and retention and enrollment figures that Central's budget was based upon. She further reported that the number of freshman fall quarter was high, but there is a reduction in the number of returning students, specifically students at the sophomore and junior levels. She also informed Senators that they will be asked for assistance in helping to retain and recruit students because this issue is perceived to be the key in helping to maintain Central's balanced budget.

2. **CHAIR ELECT** - The Chair Elect reported that the Public Affairs Committee is developing a faculty legislative agenda and asked Senators for their input. A Senator suggested that the committee read the NASC self-study, particularly standard four, which addresses a variety of faculty issues.
3. **PRESIDENT** - President Norton reminded Senators that the NASC evaluation team was currently on campus and asked them to assist them in this process anyway that they could. He also noted that Central's self-study represents a tremendous amount of work on the part of many people and is deeply indebted to everyone. He particularly thanked Libby Street for providing leadership and coordination of this project.
4. **SENATE CONCERNS** - A Senator noted that there were no members of the NASC evaluation team present at the Faculty Senate meeting. The Chair explained that when the team was being introduced upon their arrival at Central, Central personnel were asked to be flexible because evaluators had the option of changing their schedule as needed. It was also noted that the Faculty Senate Executive Committee met with two evaluators earlier in the day.

A concern was expressed of the possible effects that the passage of I-695 may have on Central Washington University. The President announced that there has been a great deal of concern at all the universities in the state regarding this issue, but most of the institutions are waiting for the outcome of the election before commenting. It was suggested to create an informational panel to discuss issues and outcomes on both sides.

Morris Uebelacker stated that at the last Faculty Senate meeting he asked what steps were being taken to address faculty salaries, specifically merit and compression. Chair Beath answered by stating that due to the Faculty Code changes last spring, the Faculty Senate is charged to conduct a faculty salary equity study every biennium which goes into the report for the biennial budget. The Chair further stated that there is a meeting scheduled to begin addressing this issue scheduled for Monday, November 1, with members of last year's Budget Committee, a member of the Ad Hoc Salary Equity Committee, a member of the Personnel Committee and Mark Lundgren, Director of Institutional Research, to begin discussing how to complete this first study. She also stated that she believed the Senate should broaden equity issues and not just study faculty salaries because salary compression and inversion are still issues that do not fall into equity issues. Morris Uebelacker was invited to attend this meeting.



Chair Beath reported that the Faculty Senate Executive Committee has discussed formulating another Senate standing committee that would address two studies. One year the committee would conduct the faculty salary equity study and the other year the committee would conduct the faculty evaluation of administrators.

On another issue, Morris Uebelacker expressed concerns regarding the Code changes that mandate reimbursing faculty for supervising cooperative education students. He reported that Geography and Land Studies may need to close programs because of this change. He would like to explore other alternatives to address this issue.

Beverly Heckart used this time to present the Code Committee report. In reference to the questions regarding section 7.20 of the Faculty Code, she explained that when the Code Committee negotiated this issue with the Provost, the committee agreed with the Provost that this would be a year of transition and that departments would encounter some problems. The Code Committee has begun to draw some interpretations that might ease departments through this transition. The Code Committee has also met with the summer school coordinator to address some of the problems that are rising with respect to compensating faculty for thesis credits supervised in the summer. The committee is scheduled to meet with the dean that the Provost has appointed to assist in this transition. The committee has also solicited data from Mark Lundgren that describes the dimensions of the problem.

Dr. Heckart went on to say that the second thing with respect to salaries is that the Budget Committee recommends what the level of the pay scale should be and whether or not the Senate should begin to address the minimum and maximum salary steps for each rank. The Code Committee will work this year on the overall salary policy and develop a way to make it possible for all faculty to move up the salary scale rather than getting stuck at one step. Several members of the committee will be meeting with individuals who are well informed in this area and present different models to the Code committee.

Todd Schaeffer said that one reason he joined the Code Committee was because of the issues Beverly Heckart was outlining. He stated that the reality is that faculty are very badly paid at Central and the big problem is faculty cannot move up the pay scale.

5. **STUDENT REPORT** - Josh Kilen reported that the Department of Foreign Languages will be offering a course in American Sign Language by spring quarter.

Josh Kilen also reported that he is currently reviewing the University 100 course for possible changes to help it run more efficiently. He explained that he did not want to step on faculty toes regarding teaching, but that he is overall trying to give it some credit.

6. **FACULTY SENATE STANDING COMMITTEE REPORTS:**

**Council of Faculty Representatives** - Lad Holden presented a report on the Council of Faculty Representatives meeting he attended at Washington State University on October 15. He stated that the group discussed accountability measures and came to consensus that most universities would like to see the measures become more qualitative instead of quantitative.

The representatives also met with Senator Larry Sheahan, State Senator for the 9<sup>th</sup> Legislative District. Senator Sheahan shared with the representatives that he was against I-695 not because of higher education issues but because the transportation bill passed in the last referendum may

be eliminated as a result of the passage of I-695. He also advised representatives that higher education institutions could work most effectively with legislators through their alumni from legislator's districts and explained that the legislature talks about issues in business terms, so when people representing higher education have issues with the legislature, it would be more effective for these groups to use business terms in lobbying for extra funding.

The group also met with Larry Ganders, Governmental Relations representative from Washington State University. He stated that Washington State University's legislative agenda is first emergent capital needs and then recruitment and retention funds. Lad Holden reported that after talking to Martha Lindley, Central Washington University's governmental relations representative, Central's agenda is the same, first emergent capital needs and then recruitment and retention. He also explained that Central miscalculated self-insurance costs in last year's budget that must be addressed in this year's budget. Larry Ganders also agreed with Senator Sheahan regarding the importance of how to discuss issues with the legislature.

**ACADEMIC AFFAIRS COMMITTEE** - no report

**BUDGET COMMITTEE** - no report

**CODE COMMITTEE** - no further report

**CURRICULUM COMMITTEE** - no further report

**PERSONNEL COMMITTEE** - no report

**PUBLIC AFFAIRS COMMITTEE** - Josh Nelson revisited the faculty salary issue and stated that when he met with members of the NASC accreditation team they stated that Central's self-study indicates that faculty salaries at Central Washington University, compared to peer institutions, is at the 14<sup>th</sup> percentile and that administrative salaries at Central Washington University are at the 30<sup>th</sup> percentile. The members believe that this creates a very volatile situation.

Vice Chair Nelson yielded the remainder of his time to Robert Fordan who discussed the possibility of faculty members becoming community television producers by presenting their work on Channel 2, Ellensburg Community Television. It was decided that a faculty-wide E-mail will be sent asking if there are faculty interested in providing some programming for the Ellensburg Community Television.

**OLD BUSINESS:**

**Motion No. 3253A (Passed)** Toni Čuljak, on behalf of the Faculty Senate Curriculum Committee, proposed a motion that was approved: "Take from the table Motion No. 3253, Deletion of BS Military Science."

**Motion No. 3253 (Passed)** After discussion, tabled Motion No. 3253 was approved.

**NEW BUSINESS:** No new business.

**ADJOURNMENT:** The meeting adjourned at 4:45 p.m.

\*\*\*NEXT REGULAR FACULTY SENATE MEETING: November 3, 1999\*\*\*

**BARGE 412**



RECEIVED  
NOV 1 1999  
CWU FACULTY SENATE

CENTRAL WASHINGTON UNIVERSITY

Office of the Chair  
Department of Music  
October 26, 1999

Faculty Senate  
CWU campus

Dear colleagues,

Attached please find a memo that I distributed to the music department faculty recently. This memo outlines the effects that the new summer pay policy and elimination of pro-rata pay will have on our summer graduate program.

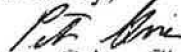
My purpose in writing to you is not to reiterate this message per se, but to argue that the chief reason for the potential demise of our graduate program is the larger picture of university summer funding as a whole. Simply put, the decision-making process that determines which classes and programs are offered has been so skewed by the intrusion of the profit motive that the mission of the university is being compromised to the point of becoming meaningless. The very first statement of this mission "...to provide students with a comprehensive education" should be changed to read "...to provide students with an education in only those subjects in which the demographic base will support enrollment sufficient to pay for the classes."

Almost all of our summer graduate students are public school teachers. Taking the Ellensburg schools as a representative model, in the elementary schools there is one music teacher for every 20 classroom teachers. There is no way for the music department to be as "profitable" as the education department. We are at a demographic disadvantage in the secondary schools also, though not quite as bad: there are two music teachers serving the middle and high school for every 22 English, 16 Social Studies/ History and 12 Math teachers. Given these demographic bases and the discrete funding policies of the summer program, there is no way for us to be self-supporting.

There is no question that the summer program at the university can continue as a whole to be self-supporting, though the "profits" that are now funding so many academic-year necessities will become smaller with the new pay policy. However, to keep the present system of allowing each college to keep the rewards of their demographically-derived funding base, a system that has so far only penalized the faculty of those programs unwise enough to service a smaller population, will inevitably result in the demise of programs such as ours. This cannot be in the interests of the university as a "comprehensive" institution of higher learning, and makes hypocrites of those who mouth platitudes about our stated mission, yet adhere to policies that render it meaningless.

I urge the Senate to explore means of sharing what wealth we have for the betterment of the whole. There is not much time left for programs such as ours.


Sincerely,

  
Peter Gries, Chair, Department of Music

p.c. Liahna Babner, Dean, CAH; David Dauwalder, Provost  
Hertz 101 • 400 E. 8th Avenue • Ellensburg, WA 98926-7458 • 509-963-1216 • FAX 509-963-1239

MEMO

10/22/99

FROM: Peter   
TO: Music Faculty  
RE: Summer Session

As many of you may be aware, a new funding procedure has been instituted for Summer Session courses. Salaries for full-time faculty will be now based 10 credits being counted as a full load, instead of the previous 12 credits being counted as a full load. An illustration: previously the pay for a 3 credit class would be 25% of a full-timer's salary, based on salary step, now the pay will be at 30%, a pay increase of 20%. In addition there is an intent (still in discussion) to remunerate faculty for x96 classes (Individual Studies), thesis credits and graduate committee work.

To give an illustration: for a 3 credit class (our most common academic class credit) the number of students needed for the class to make at the different instructional ranks next summer will be:

	Undergraduate class	Graduate class
Adjunct:	11 students	7
TA:	12 students	*
Assist Prof:	16 Students	11
Professor	18 students	14

These numbers are taken from an exercise completed recently by Phil Backlund . Phil ran the numbers for last summer's course offerings with the new salary computations. Although the department still netted \$18,2084 from a gross tuition income of \$61,280, this net does not include remuneration for 496/596 classes, thesis credits, graduate committee work or "donated" teaching (classes taught by a faculty member beyond the "full load" of 6 credits for a 1/2 a summers teaching). These factors have been excluded because the parameters of their implementation have not yet been determined. Any implementation will decrease the net. To summarize the results of this exercise:

1. No graduate class (except the 1 credit summer band chorus ensembles) taught by a full-time faculty member comes close to paying for itself. This was true for last summer too, but the deficits under the new system are sometimes twice as large. For example, the deficit of \$597 for a class last summer would be \$1268 this summer.
2. All classes taught by adjuncts and TAs paid for themselves.
3. The only academic class taught by a full-time faculty member that can be counted on to make is the Mus.326 class (Music in the classroom for the Elementary Education major) a class that exists totally outside of the music major or music graduate program.

The conclusion is that unless we can increase our summer graduate enrollment drastically, (a dubious possibility, given the demographics of our clientele) our graduate classes can only be taught by adjuncts and TAs. The odds not good are that full-time faculty members will draw sufficient enrollment to pay for their salaries. Can we offer a graduate program that excludes participation by full-time faculty? This does not seem to be a viable situation. Equally insupportable is the prospect of attracting graduate students by advertising a summer graduate program while knowing that the likelihood of professor-taught classes making are slim.

Suggestions?

# Vocational-Technical Education Teacher Preparation

*Enrollment Information  
and Registration Form*

## Competency Block Program 1999 - 2000 Academic Year

*Designed for individuals seeking initial vocational  
certification based on occupational experience.*

### **PROGRAM BENEFITS**

- ✓ Competency-based instruction which meets State vocational teaching standards
- ✓ CWU Adjunct Faculty who are Vocational-Technical Education Professionals
- ✓ Off-campus locations supporting monthly statewide regional cohorts



**Central Washington University  
Center for Lifelong Learning**

Persons of disability may make arrangements for reasonable accommodations by calling Sandy Colson at (509) 963-1504 or TDD (509) 963-3323. Central Washington University is an AA/EEO/Title IX Institution.

Effective implementation of quality vocational-technical programs in Washington state is dependent upon the assurance that vocational-technical educators achieve the general and specific knowledge and skills standards for initial certification.

Students completing Central Washington University's Competency Block Program will be able to demonstrate competence in the general standards for all vocational-technical teacher certificate candidates pursuant to WAC 180-77-041.

## PROGRAM CONTACT

CWU Center for Lifelong Learning  
Sandy Colson,  
Credit Programs Specialist

800-720-4503  
Fax: 509-963-1690  
colsons@cwu.edu

<http://www.cwu.edu/~contedhp>

## PROGRAM DESCRIPTION

The Competency Block Program is designed for individuals with business or industry experience who are seeking an initial vocational teacher certificate under Plan 2 guidelines. Participants meet approximately once a month between September and June at a regional center. The instruction each session will center on one or more of the competencies identified within each course. The methods and activities for instruction will include:

- Traditional activities such as lecture, discussion, demonstration and guest speakers.
- Practical activities such as simulations, small group/cooperative learning and role playing.
- Field-based activities such as exhibits, displays, and practicums.
- Computer technology activities such as multimedia, presentation software, and the use of the Internet.

Students will develop a portfolio to document their progress as they master the course competencies. Final grades will be issued in June 2000, and will be based on class participation, oral and written communications, and portfolio presentation.

## COURSE DESCRIPTIONS

OCED 310 Competency Block 1 4 - 12 credits

An introduction to teaching pedagogy and application of occupational skills, knowledge and practice to a vocational setting. This course incorporates the competencies of the individual units previously listed as Vocational Teaching Methods, Occupational Analysis, Course Organization and Curriculum Design and General and Specific Safety. See Entrance Requirements for prerequisite.

OCED 311 Competency Block 2 4 - 12 credits

Advanced teaching pedagogy, history/philosophy of vocational education, leadership development, work-based learning, school law and issues related to abuse. This course incorporates the competencies of the individual methods previously listed as Principles and Philosophy of Vocational Education, Student and Personal Leadership Development, Coordination Techniques for Cooperative Education, School Law and Issues Related to Abuse. See Entrance Requirements for prerequisite.

*Individuals seeking acceptance of these credits to Central Washington University's Teacher Education Program should note that this program may not meet the requirements for EDCS 300 (Pre-Autumn Experience), EDF 301 (Teaching: An Orientation), and EDCS 444 (Educational Issues and the Law). Evaluation of acceptance will be handled on a case-by-case basis. This program will not satisfy the PSY 314 (Human Development and the Learner) or PSY 315 (Educational Psychology) components of the Teacher Education Program and other course requirements of the CWU Teacher Education Program.*

**This program is offered on a preregistration, prepayment basis. Students should enroll for either OCED 310 or OCED 311, and indicate the competencies they require for their individual certification needs. Tuition is based on the credit equivalencies listed for each competency within the course. Credit equivalencies are listed on the registration form.**

## INITIAL VOCATIONAL CERTIFICATION REQUIREMENTS

The vocational teacher certificate authorizes service as a vocational teacher in the school district(s) or skills center(s).

### **Requirements for vocational certification of instructors who complete approved college/university programs (WAC 180-77-031).**

Candidates for certification through the completion of approved programs shall complete the following requirements in addition to those set forth in WAC 180-79A-122 and WAC 180-79A-150(1) and (2):

1. Hold a baccalaureate degree from a regionally accredited college or university which includes a minimum of 45 quarter hours of study in the specific vocational subject area for which certification is sought.
2. Complete a state-approved vocational teacher training program through a regionally accredited college or university which shall include completion of student teaching in the relevant vocational subject area.
3. Demonstrate competence in the general standards for all vocational-technical teacher certificate candidates pursuant to WAC 180-77A-165, which include but are not limited to knowledge and skills in the following areas:
  - a. General and specific safety
  - b. Vocational teaching methods
  - c. Occupational analysis
  - d. Course organization and curriculum design
  - e. Philosophy of vocational education
  - f. Personal student development and leadership techniques
4. In addition, candidates for initial certification in diversified occupations or coordinator of work-based learning shall demonstrate competency in knowledge and skills described in WAC 180-77A-180.
5. Provide documentation of one year of paid occupational experience (2,000 hours) in the specific vocational subject area for which certification is sought. If all or part of the 2,000 hours is more than six years old, candidates must complete an additional 300 hours of recent (occurring in the last two years) occupational experience.

### **Requirements for vocational certification of instructors with business and industry work experience (WAC 180-77-041).**

Candidates for certification who have not completed approved programs set forth in WAC 180-77A-028 shall complete the following requirements in addition to those set forth in WAC 180-79A-122 and WAC 180-79A-150 (1) and (2):

1. Provide documentation of three years (6,000 hours) of paid occupational experience in the specific vocational subcategory for which certification is sought. One year (2,000 hours) must be within the past six years. If all or part of the 2,000 hours is more than six years old, candidates must complete an additional 300 hours of recent (occurring in the last two years) occupational experience.
2. Demonstrate competence in the general standards for all vocational-technical teacher certificate candidates pursuant to WAC 180-77A-165, which include but are not limited to knowledge and skills in the following areas:
  - a. General and specific safety
  - b. Vocational teaching methods
  - c. Occupational analysis
  - d. Course organization and curriculum design
  - e. Philosophy of vocational education
  - f. Personal student development and leadership techniques

*Provided:*

- Until such time as two or more programs are approved by the State Board of Education under WAC 180-77A-029, candidates shall complete a minimum of 25 quarter hours or 250 clock hours of vocational educator training and/or technical education/upgrading of which a minimum of 10 quarter hours or 100 clock hours of competency-based course work must be in the above areas.
- g. School law
  - h. Issues related to abuse as specified in WAC 180-78A-165(1)(t)
3. In addition, candidates for initial certification in diversified occupations or coordinator of work-based learning shall demonstrate competency in knowledge and skills described in WAC 180-77A-180.

Rev. 3/98



## COORDINATOR OF WORK-BASED LEARNING CERTIFICATE

To obtain a coordinator of work-based learning certificate, a candidate must:

1. Possess a valid initial or continuing vocational teaching certificate.
2. Have completed 500 hours of occupational experience within the past six years.
3. Have completed a course in coordination techniques.

\*\*\*\*\*

Candidates not meeting the requirements for an initial vocational teacher certificate under WAC 180-77-031 or 180-77-041 may apply for a probationary vocational certificate. **Probationary applications must include a completed District Request for Vocational Probationary Certificate (Form SPI/VCERT 4075P).**

### PROBATIONARY VOCATIONAL CERTIFICATE

The probationary vocational certificate is valid for two years and is renewable one time for two additional years upon recommendation of the employing district if the individual (1) has completed the procedures outlined for the first year in the professional growth plan and (2) has made additional progress in meeting the requirements for the initial vocational certificate.

The vocational instructor candidate for a probationary vocational certificate must have substantially completed the requirements for the initial vocational certificate as set forth in WAC 180-77-031 or 180-77-041.

- The probationary vocational certificate may be issued upon recommendation by the employing school district.
- The vocational instructor candidate shall have developed a professional growth plan in cooperation with the vocational administrator. The plan must be approved by the local school district vocational program advisory committee to which the candidate is assigned. The plan shall provide for orientation in the following prior to the commencement of the teaching assignment:
  - a. Issues related to legal liability.
  - b. The responsibilities of professional vocational educators.
  - c. The lines of authority in the employing school district and/or building.
- Within the first 60 working days procedures must be established in the plan for the vocational instructor candidate to develop competencies in the following:
  - d. Vocational methods.
  - e. General and specific safety.
- If the vocational instructor candidate does not have access to the required course work within the first 90 working days, the local school district vocational program advisory committee may authorize the completion of the course work at a later date. The required course work shall be completed prior to the second year of employment.
- f. Procedures and timelines must be developed in the plan for the vocational instructor candidates to meet the requirements for the initial vocational certificate.

### PROBATIONARY CERTIFICATE AS A COORDINATOR OF WORK-BASED LEARNING

The candidate for a probationary certificate as a coordinator of work-based learning **must have completed** a course in coordination techniques **and** have either:

1. A valid initial or continuing vocational teacher certificate.

OR

2. Completed 500 hours of occupational experience within the past six years and hold a probationary certificate in another vocational teaching area.



## AREAS OF VOCATIONAL TEACHER CERTIFICATION

The vocational teacher certificate authorizes service as a teacher in the school district(s) and skills center(s) and shall be issued in one of the following categories and/or in a specific subcategory of the major category as approved by the State Board of Education and/or its designee:

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. Agriculture education</li> <li>2. Business education</li> <li>3. Marketing education</li> <li>4. Family and consumer sciences education</li> </ol> | <ol style="list-style-type: none"> <li>5. Technology education</li> <li>6. Trade and industrial</li> <li>7. Health occupations</li> <li>8. Diversified occupations</li> </ol> |
|--|---|

☆☆

### Subcategory (Specialty Areas)

**Agriculture Education      V010000**

- V010101 Agribusiness
- V010201 Agricultural Mechanics
- V010300 Agricultural Production
- V010302 Animal Science
- V010303 Aquaculture
- V010601 Horticulture
- V010603 Floriculture
- V030101 Natural Resources
- V030401 Forestry

- V080907 Sports and Recreation Marketing
- V081001 Insurance Marketing Operations
- V081104 Tourism Promotion Operations
- V090201 Advertising Services
- V521401 Marketing Management
- V521501 Real Estate

**Family and Consumer Sciences Education**

**V200002**

- V200201 Care and Guidance of Children
- V200212 Careers in Education
- V200301 Clothing Management, Production, and Service
- V200401 Food Management, Production, and Service

**Business Education      V070000**

- V520300 Accounting and Related Programs
- V520703 Business Law
- V521206 Computer Applications and Related Programs

**Technology Education      V210100**

**Marketing Education      V080000**

- V080102 Fashion Merchandising
- V080301 Entrepreneurship
- V080705 General Retail Operations
- V080901 Hospitality/Recreation Marketing



(Rev. 3/98)

## Trade and Industrial

V090401 Journalism (Vocational)  
V090701 Radio and Television Production  
V090702 Television Production  
V100101 Audio Visual Media Production  
V110201 Computer Programming  
V110301 Data Processing  
V120403 Cosmetology  
V141001 Electrical/Electronics and Communication Engineer  
V141801 Material Engineering  
V150301 Computer Engineering Technology  
V150604 CAD/CAM Manufacturing Technology  
V150801 Aeronautical and Aerospace Engineering  
V150805 Mechanical Engineering/Mechanical Tech  
V200493 Culinary Arts  
V200604 Custodial Services  
V220105 Legal Occupations  
V310302 Aquatics Safety and Management  
V410301 Chemical Technology  
V430104 Criminal Justice Studies  
V430109 Security Technician  
V430203 Fire Service  
V460200 Construction Trades  
V460201 Carpenter  
V460202 Boat Building  
V460398 Telephone Equipment Technician  
V460401 Building Maintenance Technician  
V460408 Painting/Decorating  
V470101 Electrical and Electronic Equipment Repair  
V470104 Computer Maintenance  
V470602 Aircraft Mechanic, A & P  
V470603 Auto Body Repair  
V470604 Automotive Mechanics  
V470605 Diesel Mechanics  
V470606 Small Engine Repair and Maintenance  
V470607 Aircraft Mechanic/Technician Airframe

V470613 Automotive Maintenance  
V470699 Service Station/Automotive Maintenance  
V480101 Drafting  
V480201 Graphic Communications  
V480203 Commercial Art  
V480204 Commercial Photography  
V480212 Desktop Publishing  
V480503 Metal Machining  
V480508 Welder/Welding Technician  
V480602 Jewelry Manufacturing  
V480703 Millwork and Cabinet Making  
V490100 Aviation Occupations  
V490102 Aircraft Pilot and Navigator  
V490107 Aircraft Pilot (Private)  
V490303 Commercial Fishing  
V490306 Marine Maintenance and Ship Repair  
V500502 Stage Design Technician

## Health Occupations

V510205 Sign Language Interpreter  
V510601 Dental Assisting  
V510709 Sports Medicine  
V510801 Medical Assisting  
V510904 Emergency Medical Technician  
V511614 Nursing Assisting  
V519999 Health Occupations Basic Core

## Diversified Occupations

V600091 Diversified Occupations (must also be certificated for work-based learning)  
V600096 Work-Based Learning

**Title 180 WAC EDUCATION, BOARD OF**  
**Chapter 180-77 WAC STANDARDS FOR VOCATIONAL CERTIFICATION**

**Chapter 180-77**  
**STANDARDS FOR VOCATIONAL CERTIFICATION**

Last Update: 12/23/98

- 180-77-001 Authority.
- 180-77-002 Purpose.
- 180-77-003 Definitions.
- 180-77-004 Review of program approval standards.
- 180-77-005 Types of vocational certificates.
- 180-77-012 Levels of vocational instructional certificates.
- 180-77-014 Requirements for limited certification.
- 180-77-015 Certificate validity and renewal.
- 180-77-020 Certificate required.
- 180-77-025 Personnel assignment.
- 180-77-031 Requirements for candidates seeking vocational certification through completion of approved college/university programs.  
Requirements for candidates seeking vocational certification on the basis of business and industry work experience.
- 180-77-068 Requirements for coordinator of work-based learning initial or continuing certificates.
- 180-77-070 Specific standards for certification of local vocational administrative personnel.
- 180-77-075 Levels, validity and standards for certification of local vocational counselors.
- 180-77-080 Levels, validity and standards for certification of occupational information specialist.
- 180-77-106 Transition policies.
- 180-77-110 Vocational instructor certification reciprocity.
- 180-77-120 Out-of-state candidates.
- 180-77-122 Appeal procedures.

**DISPOSITION OF SECTIONS FORMERLY  
 CODIFIED IN THIS CHAPTER**

- 180-77-010 Levels of vocational certificates. [Statutory Authority: RCW 28A.70.005. 78-10-003 (Order 11-78), RCW 180-77-010, filed 9/7/78.] Repealed by 95-12-056, filed 6/2/95, effective 7/3/95. Statutory Authority: RCW 28A.410.010.
- 180-77-030 General requirements for vocational certification of instructors with bachelor's degrees. [Statutory Authority: RCW 28A.70.005. 78-10-003 (Order 11-78), RCW 180-77-030, filed 9/7/78.] Repealed by 95-12-056, filed 6/2/95, effective 7/3/95. Statutory Authority: RCW 28A.410.010.
- 180-77-035 Specific requirements for vocational certification of instructors with bachelor's degrees. [Statutory Authority: RCW 28A.70.005. 78-10-003 (Order 11-78), RCW 180-77-035, filed 9/7/78.] Repealed by 95-12-056, filed 6/2/95, effective 7/3/95. Statutory Authority: RCW 28A.410.010.
- 180-77-040 General requirements for vocational certification of instructors from business and industry. [Statutory Authority: RCW 28A.410.050(2). 92-05-039, RCW 180-77-040, filed 2/12/92, effective 3/14/92. Statutory Authority: RCW 28A.70.005. 78-10-003 (Order 11-78), RCW 180-77-040, filed 9/7/78.] Repealed by 95-12-056, filed 6/2/95, effective 7/3/95. Statutory Authority: RCW 28A.410.010.
- 180-77-045 Specific requirements for vocational certification of instructors from business and industry. [Statutory Authority: RCW 28A.410.050(2). 92-05-039, RCW 180-77-045, filed 2/12/92, effective 3/14/92. Statutory Authority: RCW 28A.70.005. 78-10-003 (Order 11-78), RCW 180-77-045, filed 9/7/78.] Repealed by 95-12-056, filed 6/2/95, effective 7/3/95. Statutory Authority: RCW 28A.410.010.
- 180-77-050 Renewal of vocational certification for instructors. [Statutory Authority: RCW 28A.410.050(2). 92-05-039, RCW 180-77-050, filed 2/12/92, effective 3/14/92. Statutory Authority: RCW 28A.70.005. 78-10-003 (Order 11-78), RCW 180-77-050, filed 9/7/78.] Repealed by 95-12-056, filed 6/2/95, effective 7/3/95. Statutory Authority: RCW 28A.410.010.
- 180-77-055 Specific requirements for certification of instructors teaching programs designed to prepare students to enter advanced training. [Statutory Authority: RCW 28A.70.005. 78-10-003 (Order 11-78), RCW 180-77-055, filed 9/7/78.] Repealed by 95-12-056, filed 6/2/95, effective 7/3/95. Statutory Authority: RCW 28A.410.010.
- 180-77-060 Renewal of certificates of instructors teaching programs designed to prepare students to enter advanced training. [Statutory Authority: RCW 28A.70.005. 78-10-003 (Order 11-78), RCW 180-77-060, filed 9/7/78.] Repealed by 95-12-056, filed 6/2/95, effective 7/3/95. Statutory Authority: RCW 28A.410.010.
- 180-77-065 Vocational certification reinstatement requirements for extended absence from subject area of vocational education for six years or more. [Statutory Authority: RCW 28A.410.050(2). 92-05-039, RCW 180-77-065, filed 2/12/92, effective 4/14/92. Statutory Authority: RCW 28A.70.005. 78-10-003 (Order 11-78), RCW 180-77-065, filed 9/7/78.] Repealed by 95-12-056, filed 6/2/95, effective 7/3/95. Statutory Authority: RCW 28A.410.010.
- 180-77-085 Specific standards for certification of local vocational teacher trainers. [Statutory Authority: RCW 28A.70.005. 78-10-003 (Order 11-78), RCW 180-77-085, filed 9/7/78.] Repealed by 95-12-056, filed 6/2/95, effective 7/3/95. Statutory Authority: RCW 28A.410.010.
- 180-77-090 General standards for certification of vocational instructors, counselors, occupational information specialists, teacher trainers and administrative and supervisory personnel with a probationary certificate. [Statutory Authority: RCW 28A.70.005. 78-10-003 (Order 11-78), RCW 180-77-090, filed 9/7/78.] Repealed by 95-12-056, filed 6/2/95, effective 7/3/95. Statutory Authority: RCW 28A.410.010.
- 180-77-095 General requirements for certification of vocational instructors of supplementary classes. [Statutory Authority: RCW 28A.70.005. 78-10-003 (Order 11-78), RCW 180-77-095, filed 9/7/78.] Repealed by 95-12-056, filed 6/2/95, effective 7/3/95. Statutory Authority: RCW 28A.410.010.

180-77-100 Part-time vocational certificate for instructors from business and industry. [Statutory Authority: RCW 28A.410.050(2). 92-05-039, 180-77-100, filed 2/12/92, effective 3/14/92.] Repealed by 95-12-056, filed 6/2/95, effective 7/3/95. Statutory Authority: RCW 28A.410.010.

180-77-105 Grandfather clause for current vocational certified teachers from business and industry. [Statutory Authority: RCW 28A.410.050(2). 92-05-039, 180-77-105, filed 2/12/92, effective 3/14/92.] Repealed by 95-12-056, filed 6/2/95, effective 7/3/95. Statutory Authority: RCW 28A.410.010.

#### **WAC 180-77-001 Authority.**

The authority for this chapter is RCW 28A.410.010 which authorizes the state board of education to establish, publish, and enforce rules and regulations determining eligibility for and certification of personnel employed in the common schools of this state.

[Statutory Authority: RCW 28A.410.010. 95-12-056, 180-77-001, filed 6/2/95, effective 7/3/95.]

#### **WAC 180-77-002 Purpose.**

The purposes of this chapter are to establish the various vocational certificates which must be held as a condition to employment in the Washington school system and establish the conditions and procedures governing issuance and retention of those and other vocational certificates.

[Statutory Authority: RCW 28A.410.010. 95-12-056, 180-77-002, filed 6/2/95, effective 7/3/95.]

#### **WAC 180-77-003 Definitions.**

The following definitions shall apply to terms used in this chapter:

(1) "Approved program for training vocational teachers and vocational counselors" shall be defined as any program approved by the state board of education which complies with chapter 180-77A WAC.

(2) "Vocational educator training" shall mean those vocational programs, courses, seminars and workshops offered for the purpose of vocational certification in compliance with chapter 180-85 WAC.

(3) "General safety" shall mean course work approved by the state board of education and/or its designee that is designed to provide skill and knowledge common to all vocational instructors in safety.

(4) "Specific safety requirements" shall mean completion of course work approved by the state board of education and/or its designee which is designed to provide the vocational instructor with the specific skill and knowledge of safety for the occupation he or she is to teach.

(5) "Learning period" shall mean the amount of time required prior to becoming gainfully employed at the journeyman or equivalent level in the occupation being taught. In any case, this shall be no less than one year.

(6) "Management experience" shall mean work as a supervisor, foreman or manager in the occupational area in which the person will instruct.

(7) "Occupational experience" shall mean paid or unpaid work experience in the career field to be taught.

(8) "One year of occupational experience" shall equal two thousand hours of employment.

(9) "Professional education" shall mean those programs, courses, seminars and workshops that are designed to improve teaching ability.

(10) "Professional experience" shall mean employment in vocational education in the discipline and/or specialty for which the application has been submitted.

(11) "Quarter hours or the equivalent" shall mean one quarter credit, two-thirds semester credit, ten clock hours or one hundred hours of occupational experience.

(12) "Technical education/upgrading" shall mean those vocational programs, courses, seminars and workshops which are designed to improve the skills and/or knowledge in the discipline in which the application is being made.

[Statutory Authority: RCW 28A.410.010. 98-01-026, 180-77-003, filed 12/8/97, effective 1/8/98; 97-04-085, 180-77-003, filed 2/5/97, effective 3/8/97; 95-12-056, 180-77-003, filed 6/2/95, effective 7/3/95. Statutory Authority: RCW 28A.70.005. 78-10-003 (Order 11-78), 180-77-003, filed 9/7/78.]

#### **WAC 180-77-004 Review of program approval standards.**

The following requirements for obtaining vocational certificates are being adopted with the recognition that a review of the requirements in chapter 180-78 WAC university program approval standards and program approval standards for other vocational educator preparation programs will also be needed. Consideration will be given to:

(1) A requirement that a vocational advisory committee shall be established for each college or university with an approved vocational program that shall have the responsibility for recommending guidelines for the evaluation of the two thousand hours of occupational experiences (including internships) required of all vocational candidates who complete approved programs.

(2) The knowledge and skills required for the respective vocational certificates will need to be developed and adopted by the state board of education.

[Statutory Authority: RCW 28A.410.010. 95-12-056, 180-77-004, filed 6/2/95, effective 7/3/95.]

#### **WAC 180-77-005 Types of vocational certificates.**

The following types of certificates shall be issued:

(1) Teacher. The teacher certificate authorizes service as a teacher in the school district(s) or skills center(s) and shall be issued in one of the following categories and/or in a specific subcategory of the major category as approved by the state board of education and/or its designee:

- (a) Agriculture education;
- (b) Business education;
- (c) Marketing education;
- (d) Family and consumer sciences education;
- (e) Technology education;
- (f) Trade and industrial;
- (g) Health occupations;
- (h) Diversified occupations;
- (i) Coordinator for work-based learning; or
- (j) New and emerging fields;

(2) Director. The director certificate authorizes service as a vocational director, as an assistant director, or as a vocational supervisor in the school district(s) or skills center(s);

(3) Counselor. The vocational counselor certificate authorizes service in the role of vocational guidance and counseling;

(4) Occupational information specialist. The occupational information specialist certificate authorizes service in the role as an occupational information specialist.

[Statutory Authority: RCW 28A.410.010. 95-12-056, § 180-77-005, filed 6/2/95, effective 7/3/95. Statutory Authority: RCW 28A.70.005. 78-10-003 (Order 11-78), § 180-77-005, filed 9/7/78.]

#### **WAC 180-77-012 Levels of vocational instructional certificates.**

The following levels of vocational certificates may be issued:

- (1) Initial. The initial certificate allows the holder to assume independent responsibility for working with students in vocational programs;
- (2) Initial renewal. The initial renewal certificate allows the holder to assume independent responsibility for working with students in vocational programs;
- (3) Continuing. The continuing certificate allows the holder to assume independent responsibility for working with students in vocational programs;
- (4) Continuing renewal. The continuing renewal certificate allows the holder to assume independent responsibility for working with students in vocational programs.

[Statutory Authority: RCW 28A.410.010. 95-12-056, § 180-77-012, filed 6/2/95, effective 7/3/95.]

#### **180-77-014 Requirements for limited certification.**

(1) Probationary certificate. The probationary certificate is valid for two years and is renewable one time for two additional years upon recommendation of the employing district if the individual has completed the procedures outlined for the first year in the professional growth plan and has made additional progress in meeting the requirements for the initial vocational certificate.

The candidate for a probationary certificate must have substantially completed requirements for the initial vocational certificate as set forth in 180-77-031 or -041.

(a) Such a certificate may be issued upon recommendation by the employing school district.

(b) The candidate shall have developed a professional growth plan in cooperation with the vocational administrator. The plan must be approved by the local school district vocational program advisory committee, to which the candidate is assigned. The plan shall provide for orientation, prior to the commencement of the teaching assignment, in the following:

- (i) Issues related to legal liability;
- (ii) The responsibilities of professional vocational educators; and
- (iii) The lines of authority in the employing school district and/or building.

Within the first sixty working days, the plan shall establish procedures for the vocational instructor to develop competencies in the following:

- (iv) Vocational methods; and
- (v) General and specific safety.

If the candidate does not have access to the required course work within the first ninety working days, the local school district vocational advisory committee responsible may authorize the completion of the course work at a later date. The required course work shall be completed prior to the second year of employment.

(vi) The plan shall develop procedures and timelines for the vocational instructor to meet the requirements for the initial vocational certificate.

(vii) *Provided*, That candidates for probationary certificates as a coordinator of work-based learning shall have completed a course in coordination techniques and either:

- (A) Possess a valid initial or continuing vocational teacher certificate; or
- (B) Have completed five hundred hours of occupational experience within the past six years.

(2) Conditional vocational certificate. Notwithstanding other requirements prescribed in this chapter for eligibility for vocational certification in the state of Washington, the one-year conditional vocational certificate may be issued under specific circumstances set forth below for limited service:

(a) The issuance of the conditional vocational certificate may be issued only under unique and special circumstances where no regularly certificated vocational instructor is available and is limited to:

- (i) Persons highly qualified and experienced in the knowledge and occupational skills of the vocational program to be certified; or
  - (ii) Persons who meet the occupational experience requirements for vocational certification; or
  - (iii) Persons who will be employed in new and emerging occupations as identified by the state board of education and/or its designee.
- (b) The certificate is issued to individuals who are screened by the local vocational administrator and school district superintendent or designee.

The local vocational administrator or superintendent will verify that the following criteria have been met when requesting the conditional vocational certificate:

- (i) No person with vocational certification in the field is available as verified by the local vocational administrator or superintendent;
- (ii) The individual is being certified for a limited assignment and responsibility in a specified vocational program area;
- (iii) Personnel so certificated will be oriented and prepared for the specific assignment and will be apprised of any legal liability, the lines of authority and the duration of the assignment;
- (iv) The vocational administrator and local program advisory committee will indicate the basis on which he/she has determined that the individual is competent for the assignment;
- (v) A written work and/or educational experience training plan as specified in 180-77-014 (1)(b) is on file with the employing district.
- (c) The certificate is valid for one year and only for the teaching area specified on the certificate. The certificate may be reissued on application and evidence that requirements continue to be met.

(3) Substitute vocational certificates. Substitute vocational certificates may be issued to candidates who meet the requirements in 180-79A-230(2).

[Statutory Authority: RCW 28A.410.010, 98-01-026,  $\epsilon$  180-77-014, filed 12/8/97, effective 1/8/98; 95-12-056,  $\epsilon$  180-77-014, filed 6/2/95, effective 7/3/95.]

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#### **180-77-015 Certificate validity and renewal.**

- (1) The initial certificate is valid for four years and may be renewed two times in accordance with 180-77-031 or -041.
- (2) The initial renewal certificate is valid for three years and may be renewed one time in accordance with 180-77-031 (2)(a) or -041 (2)(a).
- (3) The continuing certificate is valid for five years and may be renewed every five years in accordance with 180-77-031 (4) or -041(4).

[Statutory Authority: RCW 28A.410.010, 95-12-056,  $\epsilon$  180-77-015, filed 6/2/95, effective 7/3/95. Statutory Authority: RCW 28A.70.005, 78-10-003 (Order 11-78),  $\epsilon$  180-77-015, filed 9/7/78.]

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#### **WAC 180-77-020 Certificate required.**

Persons serving as vocational instructors, vocational directors and assistant directors, vocational supervisors, vocational counselors, and occupational information specialists shall hold certificates authorized by the state board of education for service in the respective roles.

[Statutory Authority: RCW 28A.410.010, 95-12-056,  $\epsilon$  180-77-020, filed 6/2/95, effective 7/3/95. Statutory Authority: RCW 28A.70.005, 78-10-003 (Order 11-78),  $\epsilon$  180-77-020, filed 9/7/78.]

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#### **WAC 180-77-025 Personnel assignment.**

Vocational teachers teaching other secondary school subjects and vocational counselors serving in addition as general counselors need to hold a valid certificate as provided for in chapter 180-79A WAC, Standards for teacher, administrator, and educational staff associate certification.

[Statutory Authority: RCW 28A.410.010, 98-01-026, 180-77-025, filed 12/8/97, effective 1/8/98. Statutory Authority: RCW 28A.70.005, 78-10-003 (Order 11-78), 180-77-025, filed 9/7/78.]

**WAC 180-77-031 Requirements for candidates seeking vocational certification through completion of approved college/university programs.**

Candidates for certification through the completion of approved programs shall complete the following requirements in addition to those set forth in WAC 180-79A-122, 180-79A-150 (1) and (2), and chapter 180-78A WAC.

(1) Initial.

(a) Candidates for the initial certificate shall hold a baccalaureate degree from a regionally accredited college or university which includes a minimum of forty-five quarter hours of study in the specific vocational subject area for which certification is sought.

(b) Candidates for the initial certificate shall demonstrate competency in one or more of the major categories of WAC 180-77A-170, Program area standards.

(c) Candidates for the initial certificate shall complete a state approved vocational teacher training program through a regionally accredited college or university which shall include completion of student teaching in the relevant vocational subject area.

(d) Candidates for the initial certificate shall demonstrate competence in the general standards for all vocational-technical teacher certificate candidates pursuant to WAC 180-77A-165, which include but are not limited to knowledge and skills in the following areas:

- (i) General and specific safety;
- (ii) Vocational teaching methods;
- (iii) Occupational analysis;
- (iv) Course organization and curriculum design;
- (v) Philosophy of vocational education;
- (vi) Personal student development and leadership techniques.

(e) In addition, candidates for initial certification in diversified occupations or coordinator of work based learning shall demonstrate competency in knowledge and skills described in WAC 180-77A-180.

(f) Candidates for the initial certificate shall provide documentation of one year of paid occupational experience (two thousand hours) in the specific vocational field for which certification is sought. If all or part of the two thousand hours is more than six years old, candidates must complete an additional three hundred hours of recent (occurring in the last two years) occupational experience.

(2) Initial renewal. Candidates for renewal of the initial certificate must complete three quarter hours of credit or thirty clock hours of vocational educator training in the subject area certified to teach since the initial certificate was issued or renewed.

(3) Continuing.

(a) Candidates for the continuing certificate shall have in addition to the requirements for the initial certificate at least nine quarter hours or ninety clock hours of vocational educator training in the vocational subject area to be certified completed subsequent to the conferral of the baccalaureate degree.

(b) Candidates for the continuing certificate shall provide as a condition for the issuance of a continuing certificate documentation of two years of teaching/coordination in the vocational subject area certified to teach with an authorized employer--i.e., school district(s) or skills center(s).

(4) Continuing certificate renewal.

(a) Candidates for renewal of the continuing certificate shall complete since the previous continuing certificate was issued one of the following:

- (i) Six quarter hours or sixty clock hours of vocational educator training;
- (ii) Three quarter hours or thirty clock hours of vocational educator training and three quarter hours or thirty clock hours of technical education/upgrading;

(iii) Three quarter hours or thirty clock hours of vocational educator training and three hundred hours of occupational experience.

[Statutory Authority: RCW 28A.410.010, 98-01-026, 180-77-031, filed 12/8/97, effective 1/8/98; 97-04-085, 180-77-031, filed 2/5/97, effective 3/8/97; 95-12-056, 180-77-031, filed 6/2/95, effective 7/3/95.]

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**Requirements for candidates seeking vocational certification on the basis of business and industry work experience.**

Candidates for certification who have not completed approved programs set forth in 180-77A-028 shall complete the following requirements in addition to those set forth in 180-79A-122 and 180-79A-150 (1) and (2).

(1) Initial.

(a) Candidates for the initial certificate shall provide documentation of three years (six thousand hours) of paid occupational experience in the specific vocational subcategory for which certification is sought. One year (two thousand hours) must be within the past six years. If all or part of the two thousand hours is more than six years old, candidates must complete an additional three hundred hours of recent (occurring in the last two years) occupational experience.

(b) Candidates for the initial certificate shall demonstrate competence in the general standards for all vocational-technical teacher certificate candidates pursuant to 180-77A-165, which include but are not limited to knowledge and skills in the following areas:

- (i) General and specific safety;
- (ii) Vocational teaching methods;
- (iii) Occupational analysis;
- (iv) Course organization and curriculum design;
- (v) Philosophy of vocational education;
- (vi) Personal student development and leadership techniques.

(c) Provided, until such time as two or more programs are approved by the SBE under 180-77A-029, candidates shall complete a minimum of twenty-five quarter hours or two hundred fifty hours of vocational educator training and/or technical education/upgrading of which a minimum of ten quarter hours or one hundred clock hours of competency-based course work must be in the above areas.

(d) Candidates for the initial certificate shall also demonstrate knowledge and skills in the following areas:

- (i) School law;
- (ii) Issues related to abuse as specified in 180-78A-165 (1)(t).

(e) In addition, candidates for initial certification in diversified occupations or coordinator of work based learning shall demonstrate competency in knowledge and skills described in 180-77A-180.

(2) Initial renewal. Candidates for renewal of the initial certificate must complete three quarter hours of credit or thirty clock hours of vocational educator training in the subject matter certified to teach since the initial certificate was issued or renewed.

(3) Continuing.

(a) Candidates for the continuing certificate shall have in addition to the requirements for the initial certificate at least nine quarter hours or ninety clock hours of vocational educator training in the vocational subject matter to be certified completed subsequent to the issuance of the initial certificate.

(b) Candidates for the continuing certificate shall provide as a condition for the issuance of a continuing certificate documentation of two years of teaching/coordination in the vocational subject matter certified to teach with an authorized employer--i.e., school district(s) or skills center(s).

(4) Continuing certificate renewal.

(a) Candidates for renewal of the continuing certificate shall complete since the previous continuing certificate was issued one of the following:

- (i) Six quarter hours or sixty clock hours of vocational educator training;
- (ii) Three quarter hours or thirty clock hours of vocational educator training and three quarter hours or thirty clock hours of technical education/upgrading;
- (iii) Three quarter hours or thirty clock hours of vocational educator training and three hundred hours of occupational experience.

[Statutory Authority: RCW 28A.410.010, 98-01-026, effective 12/8/97, effective 1/8/98; 97-04-085, filed 2/5/97, effective 3/8/97; 95-12-056, effective 6/2/95, effective 7/3/95.]

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**WAC 180-77-068 Requirements for coordinator of work-based learning initial or continuing certificates.**

To obtain a coordinator of work-based learning certificate, a candidate must:

- (1) Possess a valid initial or continuing vocational teaching certificate; and
- (2) Have completed five hundred hours of occupational experience within the past six years; and
- (3) Have completed an approved course in coordination techniques.

[Statutory Authority: RCW 28A.410.010, 95-12-056, effective 180-77-068, filed 6/2/95, effective 7/3/95.]





# ENTRANCE REQUIREMENTS

To ensure that students who enroll in the Competency Block Program will achieve academic success and be able to demonstrate the desired competencies, course prerequisites have been established. *Please note: registration forms received without entrance requirement documentation cannot be processed.*

## OCED 310 COMPETENCY BLOCK 1:

Students must have at least 6,000 hours of paid occupational experience in the specific vocational field for which certification is sought, or a probationary vocational certificate, and must provide evidence<sup>1</sup> of **ONE** of the following:

- ASSET or COMPUS writing placement score of 43, reading placement score of 39 and elementary algebra placement score of 48. (Scores imply readiness for participation in postsecondary classes.) **OR**
- ACT composite score of 23. (Score cannot be older than five years.) **OR**
- SAT 1 Reasoning minimum score of 931. (Score cannot be older than five years.) **OR**
- Passing score on all sections of the CWU Teacher Education Test. (Score cannot be older than five years.) **OR**
- Completion of 90 or more quarter credits and have earned a minimum of "C" in the following courses (or direct course equivalencies): ENG 101 & 102, COM 110, and MATH 101 or 130. **OR**
- Completion of two-year or four-year degree from an accredited institution.

## OCED 311 COMPETENCY BLOCK 2:

Students must provide evidence of having completed OCED 310 or equivalent<sup>3</sup>, and meet the entrance requirements outlined for OCED 310.

## PROGRAM SCHEDULE AND DELIVERY SITES

*REGISTRATION FORMS SHOULD BE SUBMITTED BY AUG. 27, 1999.*

The proposed program sites are Lynnwood, Tumwater, Tri-Cities and Spokane. The final delivery sites for the program will be based on the location and total number of registrants statewide. The delivery dates for each site have not been determined at this time.

Students will receive a confirmation letter and schedule by Sept. 1, 1999. Individuals who are hired by a school district after Sept. 30, 1999 will be accepted into the program on a case-by-case basis, however, no registrations will be accepted after the second session.

## FINANCIAL AID

The Competency Block Program does not, at this time, meet CWU guidelines for the Federal Student Aid Program, nor is it accepted by the Veterans Administration. Students may be eligible for certain income tax credits. For more information on these tax credits and the U.S. Department of Education's student aid programs, call 800-4FED-AID, visit their web site at <http://www.ed.gov/offices/OPE>, or call the CWU Office of Financial Aid at 509-963-1611.

<sup>1</sup> Evidence includes documentation such as transcript or copy of appropriate test score(s).

<sup>2</sup>The ASSET test or computerized COMPUS test is available at most community colleges for approximately \$10 - \$15. Students who have not met the minimum requirements for enrollment, as determined by ASSET or COMPUS, are encouraged to work with community college advisors to identify and enroll in courses that will enhance basic skills. Individuals may retake the ASSET or COMPUS after completion of preparatory classes or when they feel ready.

<sup>3</sup>Student must provide a copy of their transcript which shows completion of all components included in Competency Block 1, i.e., Elements of Teaching, Occupational Analysis, Course Organization and Curriculum Design, and General and Specific Safety.

**CANCELLATION POLICY:**  
**THERE ARE NO AUTOMATIC DROPS.** Students should be aware that missing scheduled course dates does not constitute an automatic drop nor does it relieve the student of financial obligation.

We must receive written notice to change or cancel your registration by Sept. 24, 1999. No refunds will be available after Dec. 10, 1999. All refunds are subject to a \$10 processing fee per component. Refunds will take four to six weeks.



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Center for Lifelong Learning  
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Ellensburg, WA 98926-7433

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## WHERE TO SEND YOUR REGISTRATION MATERIALS



Mail your forms to: CWU Center for Lifelong Learning  
Attn: Sandy Colson  
400 E. 8th Avenue  
Ellensburg, WA 98926-7433



Preregister by emailing your registration information to [colsons@cwu.edu](mailto:colsons@cwu.edu). You must follow-up by mailing your Entrance Requirement documentation to the address listed above.



Fax your registration form, with Entrance Requirement documentation, to 509-963-1690.



Questions? Call the CWU Center for Lifelong Learning at 800-720-4503.