The Faculty Senate was called to order by Val Limburg, Chair, on Thursday, September 19, 1996, in FSHN, T101, at 3:40 p.m. Forty-six (46) members were present, thirty (30) members were absent with six (6) vacancies. There were seven (7) non-voting members present. (See the attached attendance sheet).

The minutes of May 2, 1996, meeting were approved as circulated.

Announcements (Information Items).

1. The Faculty Senate will be hosting a reception after the October 10, 1996 meeting in celebration of the 25th Anniversary of the Faculty Senate.

2. Faculty Senate officers and administrators met in joint meetings on May 7 and 21, June 11, and August 13, 1996.

3. Faculty Senate officers met with President Smith on June 7 and August 13, 1996.

4. Responses from Provost George on Senate Actions of April 18 and May 2, 1996 are in Exhibit B is as follows:

May 14, 1996
TO: Faculty Senate
FROM: Tom George
RE: Faculty Senate Actions, May 2, 1996

The actions taken by the Faculty Senate at its meeting of May 2, 1996 are noted as follows:

1. The recommendation from Extended University Affairs committee approved by the Faculty Senate on Multi-campus System Policies is approved as follows:

Washington State University is a multicampus system university with campuses located Pullman, Spokane, Tri-Cities and Vancouver.

1. The basic principles on which the system originated remain:
   a. One university, geographically dispersed
   b. One set of academic programs
   c. One faculty, system-wide, and
   d. One student body

2. Academic standards, including admission standards, for both undergraduate and graduate studies are uniform across the system and are set by existing WSU procedures, as described in the WSU Educational Policies and Procedures Manual.

b. Many programs on the branch campuses are extensions of programs on the Pullman campus. Local resources and needs result in the establishment of new degree programs or new degree-granting units at the branch campuses. Procedures outlined in Chapter III of the Educational Policies and Procedures Manual are required to be followed for establishing new programs or extending existing programs to additional sites. These must be approved by the Faculty Senate, Board of Regents and the Higher Education Coordinating Board.
3. The Faculty Manual applies system-wide.
4. Faculty, Staff and Student organizations have representation from across the system and have constitutions which apply system-wide.

2. The recommendation from Research and Arts Committee approved by the Faculty Senate to establish WSU Learning Centers is approved.
3. The recommendation from Graduate Studies Committee approved by the Faculty Senate for **Graduate Major Change Bulletin 104** is approved with the following changes noted: Under Prereq for VPH 557 should be VPH 555 not Zool 555.
4. The recommendation from the Academic Affairs Committee approved by the Faculty Senate for **Undergraduate Major Change Bulletin #11** is approved with the following changes noted: Crim Jus 302 and Pot Sci 302 were pulled from the agenda.
5. The recommendation from Academic Affairs Committee approved by the Faculty Senate for **revisions to Academic Rules 4, 61 29 74, 75 83, 88 114, 20, 34, 47, 49 50, 51, 52 66 67 68 69** were approved as follows (additions are underlined and deletions are crossed through):

Rule 4. Transfer Requirements
   a. Applicants with at least 27 semester hours of transferable credit from an regionally accredited post-secondary institution must present a grade point average of at least 2.00.
   b. Applicants with less than 27 semester hours of transferable credit will be considered for admission if they meet the freshman requirements and the 2.00 grade point average transfer requirement.

Rule 6. Transfer Credit
   a. Colleges and universities must be regionally accredited for transfer credit to be awarded.
   b. Ninety semester hours shall be the maximum allowed by transfer toward a four-year degree, and 120 semester hours shall be the maximum amount allowed by transfer toward a five-year degree.
   c. The maximum transfer credit allowed from regionally accredited two-year junior or community colleges shall be 60 semester hours toward a baccalaureate degree irrespective of when those hours were earned proved that the courses are essentially equivalent to those in the nonprofessional lower division curriculum (those numbered at the 100 or 200 level) at WSU
   d. Students who initiated postsecondary enrollment prior to September 1, 1996 may be allowed additional credit from a regionally accredited two year or community college under the following criteria
   Conditions (1) through (6) unchanged.
   (7) The additional credit will not be posted on the WSU transcript until an official transcript from the regionally accredited two-year or community college(s) has been received by the Admission Office at WSU Pullman.
Rule 29. High School and Business College. Work from high schools, business colleges, or colleges, and universities without regional accreditation.

No university credit shall be given for high school or business college work, from high schools, business colleges, or colleges and universities without regional accreditation.

Rule 74. Final Examination Week

The final examination week will span five days, from the Monday through the Friday immediately following the fifteenth week of the semester. Special examinations will be scheduled for the Saturday following the Friday of final examination week.

Rule 75. Final Examination Schedule

The final examination schedule will be determined before the start of the semester and published in the semester time schedule by the Registrar based on previous enrollment for that semester. After publication, the schedule cannot be altered except as provided.

Rule 83. Accommodation of Disabilities in the Administration of Examinations

Washington State University is committed to providing access to education for all of its students. In addition, federal law states that academic requirements must be modified on an case-by-case basis to afford qualified handicapped students with handicaps an equal educational opportunity. The nature of certain disabilities may necessitate accommodation of these disabilities in the administration of exams. It is the policy of the university to provide reasonable accommodation consistent with the fair and secure administration of its programs.

A disabled student with a disability who may require special accommodation should contact the Student Advising and Learning Center (SALC) Disability Resource Center (DRC) when he or she arrives on campus. A file documenting the disability will be established and an accommodation form initiated. The instructor may ask for verification of a disability when a student requests an accommodation for an examination. The SALC DRC provides the disabled student with a disability with an accommodation form verifying a disability and specifying the appropriate testing accommodation designed to fit the individual needs of that student. If the instructor disagrees with the arrangements presented in the form, the instructor and/or student should seek the assistance of the SALC DRC department chair, dean of Vice Provost for Academic Affairs, in that order. The student and instructor may also contact the University Ombudsman or Center for Human Rights.

Rule 88. Penalty for Academic Dishonesty

Cases of academic dishonesty and cheating beyond the ability of the instructor to handle satisfactorily, and referred to the University Conduct Committee and when flagrant dishonesty is proven, the student may be expelled from the institution. (See Student Handbook). shall be processed in accordance with the Academic Integrity Policy, as printed in the Student handbook and the Faculty manual and as available from the Office of Student Affairs.
Rule 114. Requirements for Undergraduate Degrees

(a) The Four-year degree (BA, BS, BFA, B Lib A, B Mus)
1. Meet the General Education Requirements for Graduations
2. Earn twice as many grade points as the number of hours enrolled in graded course work, in this or any institution for which a grade has been received
3. Earn twice as many grade points in the major subject as the number of hours enrolled in graded course work in that major subject at Washington State University.
4. Complete any of the four-year programs.
5. Complete the senior year under the direction of the college in which the degree is to be granted. If any portion of the final year’s work is to be completed at another institution, advance approval must be obtained, in writing, from both the department chairperson and the dean of the college.
6. Earn a minimum of 120 semester hours of credit no more than 8 of which may be from PEARC (Physical Education Activity) courses
   (At least 30 must be WSU hours, see Rule 6.)
7. Earn a minimum of 40 semester hours of credit in upper-division courses (300- and 400-level) exclusive of credit earned at two-year or community colleges: 500-level courses will count toward the upper-division requirement, but an undergraduate may not be required to enroll in or complete a 500-level course as a requirement for the baccalaureate degree.

(b) The five-year degree (B, Arch, BS Cst M, B Phar)
1. Meet requirements 1, 2, 3, and 7 listed under (a) above.
2. Complete any of the five-year programs.
3. Complete the fifth year under the direction of the college in which the degree is to be granted If any portion of the final year’s work is to be completed at another institution advance approval must be obtained in writing, from both the dean of the college.
4. Earn a minimum of 150 semester hours of credit, no more than 10 of which may be from PEARC (Physical Education Activity) courses.
   (See Rule 6.)

Rule 20. Permission to Audit
An auditor is a class visitor permitted on a space available basis, to observe class discussion but not take examinations or consume the instructor’s time. Attendance in class beyond three visitations requires official approval on the Request for Permit to Audit card. Students may seek permission, after the start of classes, to audit a lecture course by securing the approval and signature of the class instructor and for regularly enrolled students their academic advisor. Those wishing to audit or change from credit to audit must pay the appropriate fee and submit the signed audit card to the Office of the Registrar before the end of the fourth week of instruction in the semester. An enrollment change from audit to credit is limited to the first two weeks of instruction. A maximum of two audits are allowed for any semester or term. A registration fee of $44.00 per audit hour is charged for any semester or term for other than regularly enrolled full-fee-paying students. Senior citizens are exempt from this fee under the provisions of RCW 28B.15.540, provided the prescribed eligibility requirements are
met. Personnel who have received authorization for the faculty/staff fee waiver are exempt from the audit fee up to 6 hours (including audits) in any one semester or 4 hours (including audits) in the summer session. Said limitation includes any combination of credit and audit hours. Audit fee is non-refundable.

Rule 34. Repeat Courses
Students who wish to repeat a course in which they have received a grade of C- or below or an incomplete (I) or a withdrawal (W) will be eligible to enroll within the next two semesters ONLY if there is space available in the course. NOTE: If a student repeats a course in which an incomplete grade was received, the incomplete grade will be changed to F. (See Rule 90h)

(a) Repeating courses graded below C. A grade of C- or below may be disregarded if the student repeats the courses and earns another grade. The last grade received shall stand as the course grade, and the last grade only shall count on the cumulative grade point average and contribute to the total number of hours required for graduation. In determining scholarship for graduation honors, the first grade only shall be used. For some purposes the first grade only shall be used. For purpose of record the series of repeats and grades will be retained on the student’s official record. Grades C and above and W (withdrawal) may not be repeated for credit or grade points. It is the student’s responsibility to indicate on the registration form all resident repeats at the time of registration. Repeats by correspondence, extension or in residence at other institutions must be reported orally or in writing to the Office of the Registrar.

Rule 47. Placement Tests
All new freshman students will be required to the regulation tests as a prerequisite to registration enrollment in appropriate courses.

Elimination of Rule 49. Limit of Number of Hours per Semester
The average semester credit load for undergraduate students is 15 credit hours. Students are not normally advised to enroll for more than 18 credit hours. When warranted, superior students may enroll for credits in excess of this limit. Students will not be allowed to enroll for 20 or more hours (10 hours for summer session) without written overload approval on the enrollment advisory form from their major department chairperson or Student Advising and Learning Center advisor. NOTE: There is an additional credit hour charge for each credit over 18.

Rule 50. Pass Fail Grading Options
Pass, fail options are available for undergraduate and graduate students. Specific characteristics of the two opinions and procedures are listed in the catalog. The advisor’s approval and signature are is required for undergraduates. No courses designated as meeting General Education Requirements for Graduation may be taken pass, fail by any undergraduate. No more than two courses may be taken on a pass fail basis during any given semester. Two courses is One course is the limit for summer session.
A total of six courses may be taken on a pass, fail basis by students initiating and completing work for a baccalaureate degree at Washington State University. Students in the College of Veterinary Medicine with advisor approval may enroll for a total of six courses in the professional curriculum on a pass, fail basis, subject to the regulations listed above. University Honors Program courses may be taken on a pass, fail basis only with the permission of the Honors Program Director.

Class 5 (except those working on a second baccalaureate degree) and Call 6 (graduate) students are eligible to take courses on a pass, fail basis, but such work cannot be in the student’s official degree program or used for removal of a specific undergraduate deficiency. Credit hours earned under pass, fail are counted toward assistantship minimum hour requirements. There is no limit on the number of hours a graduate student may take on a pass, fail basis.

Allowances for transfer students are as follows:

<table>
<thead>
<tr>
<th>Transfer status upon entering WSU</th>
<th>Pass, fail allotment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 44 credits</td>
<td>six courses</td>
</tr>
<tr>
<td>45 - 59 credits</td>
<td>five courses</td>
</tr>
<tr>
<td>60 - 74 credits</td>
<td>four courses</td>
</tr>
<tr>
<td>75 - 89 credits</td>
<td>three courses</td>
</tr>
<tr>
<td>90 and above credits</td>
<td>two courses</td>
</tr>
</tbody>
</table>

A student may change a pass, fail enrollment to a regular letter-graded enrollment, or vice versa, during the first three weeks of classes. After the third week and through the last day of instruction in a semester (end of the fifteenth week), a pass, fail enrollment can be changed to a letter-graded enrollment.

The P (pass) grades earned by pass, fail enrollees will not be included in computing the g.p.a.; however, F grades earned by pass, fail enrollees will be included in g.p.a. computations.

Departments and programs may deny their majors permission to take, on a pass, fail basis, courses in their major field or courses needed to meet departmental requirements. Departments have the prerogative of requesting, from the Office of the Registrar, the letter grade for courses a prospective major has taken on a pass, fail basis. Departments and programs may refuse to accept courses needed to meet the above requirements if the courses were completed on a pass, fail basis before the student was accepted into the department or program.

Elimination of Rule 51, Modular Self-paced (MSP) Course

The student will enroll initially for the maximum approved credit. A student may decrease the credit (variable from maximum down to 1 credit) with the instructor’s approval and signature up to the end of the thirteenth week of instruction. (The student/instructor must decide by the end of the thirteenth week the final amount of credit to be granted for that semester. If partial credit is to be awarded it must be based on whole numbers.) After the thirteenth week the instructor may not submit a change of credit. The student may re-enroll in the same course during a subsequent semester only to complete any remaining modules up to the maximum credit approved for that course.
Rule 52  Prerequisite Courses
All prerequisites shall be satisfactorily completed before the student may register in a
course. The instructor may waive the prerequisite in the case of student who has
demonstrated competence or who has had academic experience equivalent to that
represented by the prerequisite. (For further information see the catalog)

Rule 66  Adding a Course
Students may add course enrollments hours to their program only during the first two
weeks of classes. The approval and signature of the chairperson of the department
offering the course is required for all course add. (NOTE: If the course is being added
pass, fail the approval signature of the student’s faculty advisor is also required.) A
student wishing to petition for exception to the two-week deadline listed above must
obtain the approval of the instructor—present evidence of extenuating circumstances to
the department chairperson and the instructor of the added course and pay a $5.00
service penalty fee to add a course late if the petition for a late add is granted.

Rule 67. Dropping a Course
A student may, with the signature of the chairperson of the department offering the
course, drop a course without record up to the 30th day of the semester in which the
course is offered or according to a prorated schedule for shorter academic terms after
instruction starts in that course.

Rule 68. Withdrawing from a Course between the Fifth Week and the End of the
Ninth Week
A student may, with the payment of a service fee signature of the chairperson of the
department offering the course, withdraw from a course between the fifth week and the
end of the ninth week with a grade of W.

Rule 69 Withdrawal from a Course after the Ninth Week of a Semester
The procedure for withdrawal from a course after the ninth week is the same as listed in
rule 68. However, after the ninth week only an F will be recorded. Exceptions to this
rule are:
Withdrawal from a course after the ninth week of a semester is available under the
following conditions:

a. Withdrawal may be granted for any course for which a passing grade is being
earned if withdrawal is if recommended by the Director of Health and
Wellness Services as a result or illness, or if withdrawal is recommended by
the academic dean of the unit in which the course is taught because of other
documented extenuating circumstances, by the academic dean of the unit in
which the course is taught. If so approved the student’s grade shall be marked W unless the class standing at the time of withdrawal is below
passing which case F grades shall be recorded

b. From the end of the ninth week through the last day of instruction, an
undergraduate student working toward a first WSU degree is allowed a total
of two Uncontested Course Withdrawals may be eligible to use an
uncontested course withdrawal.

c. Two uncontested course withdrawals are allowed in the course of earning a bachelors degree.
4. The grade shall be marked W, and $5.00 withdrawal service fee shall be mandatory. (Eligible students should report to the Registrars Office to request an Uncontested Course Withdrawal.)

6. The recommendation from the Organization and Structure committee approved by the Faculty Senate to change the composition of the Admissions Subcommittee from four faculty to six faculty is noted.

7. The recommendation from Organization and Structure Committee approved by the faculty Senate to change the composition and tenure of the Academic Advising and Reinstatement Subcommittee is noted as follows (deletions are crossed through).
   1. Six faculty, three of whom are Student Advising and Learning Center advisors and three of whom are from the Reinstatement Council, including a minimum of three who are actively involved in teaching courses (F)

8. The recommendation from Organization and Structure committee approved by the Faculty Senate for Guidelines for Informational Items in Lieu of Action Items to appear on page 15 of the Committee Manual under Senate Approved Polices is noted as follows

   New Article 4 renumber 4 and 5 to 5 and 6.

4. Information Items in Lieu of Action. The following items which have been reviewed and approved by a Faculty Senate standing committee may be submitted to the Faculty Senate as agenda information times in lieu of submission for action.

   a. Minor revisions or editorial changes of previous approved or existing policies, programs, documents, etc.

   b. Items for which Faculty Senate notification is required (i.e. externally funded centers, institutes, laboratories).

   c. Items submitted by the central administration for information without a request for Faculty Senate action.

   d. Guidelines for use by standing committees in reviewing courses, programs, proposals, etc.

9. The recommendations from Organization and Structure committee approved by the Faculty Senate for Senate Steering Committee Summer Authority is noted as follows:

   In addition to the duties described in the Senate Constitution, Article III Section 3, E, 1, the Steering Committee will carry out all advisory functions of the Senate during the summer or any interval of three weeks or more when classes are not held during the academic year. Any such action by the Steering Committee requires that a meeting of the Steering Committee have at least six members and that at least 75 percent of the members present vote for the action. Any exercise of this general authority shall be reported by the Executive Secretary to the Faculty Senate at its next meeting.

cc: Samuel H. Smith  Sallie A. Giffen  Thomas L. “Les” Purce
     Sally P. Savage  Geoffrey L. Gamble  KJ “Gus” Kravas
     Robert V. Smith  Ernestine Madison  Richard L. Hutchinson
     Monty Nielsen

* * * * *
5. Memo from Provost George Exhibit C is as follows:

May 29, 1996
TO: Faculty Senate
FROM: Tom George

This is a short note to let you know that I am being recommended to the Board of Regents of the University of Wisconsin System to become the 12th Chancellor of the University of Wisconsin-Stevens Point. I have thoroughly enjoyed working with the Senate over the past five years. This is an excellent body of faculty dealing with a host of critical issues for the University, and I have found my interactions with you to be invaluable. I know that on countless issues we have been able to arrive at the best possible outcome due to our collaborative interactions. I am also greatly appreciative of the strong input and influence you had on key initiatives such as the Strategic Plan, Teaching Portfolio, Enrollment Management Plan and Virtual WSU, and I will very much miss working with you.

* * * * *

6. Annual Reports from Senate Committees Exhibit D is as follows:

MEMORANDUM
TO: Val Limburg, Chair Faculty Senate
FROM: Julia Pomerenk Assistant Registrar
FOR: Academic Affairs Committee
DATE: 15 August 1996
SUBJECT: Academic Affairs Committee Annual Report, 1995-96

As in past years, the Academic Affairs Committee (AAC) was involved continually with reviewing university-wide academic issues and making recommendations to the Faculty Senate. The matters reviewed by the AAC and forwarded to the Faculty Senate for action this year fit into three general categories: Revisions to Academic Rules, Policy Issues, and Curricular Changes. Following is a listing of the items forwarded to the Faculty Senate for approval, under those general headings.

Other matters reviewed by the AAC though not forwarded to the Senate are listed, as well. At the end of the report, please note a listing of those pending and new items to be placed on the initial agenda for the committee's consideration this fall.

Further information about any item discussed by the AAC this past academic year is available through consulting the AAC minutes, available in the Registrar's Office and in the Senate Office.

In addition to the work of the full committee, individual members represented the AAC on the following Senate committees and AAC subcommittees: Academic Advising and Reinstatement, Admissions, Budget, Catalog, Extended University Affairs, Planning Review, and Senate Steering. These groups generated many of the matters brought before the AAC for action this year.

CC. Richard Crain Glen Hower Monty Nielsen Joanne Washburn AAC members
REVISIONS TO ACADEMIC RULES
Revision to Rule 4, Transfer Requirements
Revision to Rule 6, Transfer Credit
Revision to Rule 20, Permission to Audit
Revision to Rule 27, Credit Definition
Revision to Rule 29, High School and Business College Work
Elimination of Rule 30, Correspondence or Extension Transfer Credit
Establishment of Rule 31, Credit to High School Students for Courses Completed Prior to High School Graduation

Revision to Rule 34, Repeat Courses
Revision to Rule 47, Placement Tests
Revision to Rule 49, Limit on Number of Hours per Semester
Revision to Rule 50, Pass, Fail Grading Options
Revision to Rule 51, Modular Self-Paced (MSP) Course
Revision to Rule 52, Prerequisite Courses
Revision to Rule 66, Adding a Course
Revision to Rule 67, Dropping a Course

Revision to Rule 68, Withdrawal from a Course between the 5th Week and the End of the 9th Week
Revision to Rule 69, Withdrawal from a Course after the Ninth Week of a Semester
Revision to Rule 74, Final Examinations Week
Revision to Rule 75, Final Examination Schedule
Revision to Rule 78, Three or More in One Day
Revision to Rule 79, Closed Week
Revision to Rule 83, Accommodation of Disabilities in the Administration of Examinations
Revision to Rules 90(a) - 90(e), Grades
Revision to Rule 114, Requirements for Undergraduate Degrees
Revision to Rule 137, Recognition for Selected Baccalaureate Degree Candidates

POLICY ISSUES
Correspondence Task Force Recommendations
Four-Year Degree Agreement
WSU Learning Centers
Educational Policies and Procedures Manual Revisions
Multi-campus System Policies

CURRICULAR CHANGES
Relocation of Hotel and Restaurant Administration Program from Krems, Austria to Brig, Switzerland
Establishment of Bachelor of Science in Biology at WSU Vancouver
Establishment of Bachelor of Arts in English at WSU Vancouver
Establishment of Bachelor of Science in Environmental Science at WSU Vancouver
Undergraduate Major Curricular Changes as compiled on:

- Undergraduate Major Change Bulletin No. 2
- Undergraduate Major Change Bulletin No. 3
- Undergraduate Major Change Bulletin No. 4
- Undergraduate Major Change Bulletin No. 5
- Undergraduate Major Change Bulletin No. 6
- Undergraduate Major Change Bulletin No. 7
- Undergraduate Major Change Bulletin No. 8
- Undergraduate Major Change Bulletin No. 9
- Undergraduate Major Change Bulletin No. 10
- Undergraduate Major Change Bulletin No. 11

OTHER MATTERS REVIEWED BY THE AAC

Waiver Policy for Minimum Credit Hours
Advisement on Advising Changes in Relation to Implementation of Touchtone Registration
Summary of Recommendations for Improving the Classroom Environment
External Degree Validation
AS 101 for High School Students
Problems with Academic Regulations and Departmental Requirements
Assessment and WSU Writing Placement Exam and University Writing Portfolio
Math Placement Exam
Foreign Languages Placement Exam
Transfer Students and General Education Requirements
Revision to Rule 80, No Early Examinations
Revision to Rule 88, Penalty for Academic Dishonesty
Revision to Rule 90(l), Grades and Grade Points
Revision to Rule 100, The Grade Point System

AAC PENDING BUSINESS

Possible New Rule 140, Student Petition for Exceptions
Periodic Review of all Undergraduate Programs
Academic Integrity in the Virtual University
Cross listed Courses and Student Credit Hours
Bachelor of Arts in Human Development at WSU Vancouver
Correspondence Courses

AAC NEW BUSINESS

Possible Rule regarding Grade Books
Academic Calendar
Effective Date for Curricular Requirement Revisions

July 23, 1996
TO: Joanne Washburn, Outgoing Chair, Academic Affairs Committee  
       Glen Hower, Incoming Chair, Academic Affairs Committee  
FROM: John P. McNamara, Chair, Outgoing Chair,  
       Academic Advising and Reinstatement Subcommittee  

The AARS met on a regular basis and there were four major items of activity this past year 1) implementation of and continued solicitation of support for the Training Program for First-Year Advisors at WSU; 2) finalization of plans and purchase of new Student Information Systems/TouchTone Registration as applied to advising; 3) discussion of effects 4-year to degree program on advising activities and 4.) discussion of potential changes in procedures and/or policies concerning reinstatements.

First-Year Advisor Training Program

That activity was in response to a request from the AAC (in a previous year) that the AARS prepare such a program. The primary purpose is to ensure adequate training of faculty members whose primary advising responsibilities deal with first-year, undecided major students. This group of students makes up over 25 % of each entering class. Their needs are different than those with clearer goals in mind. They need help learning the ways of the university, as well as where to and how to gather information and make decisions concerning potential majors. A bulk of these students have been advised by the Peer Advising System, which started in large part because faculty did not want to do this job. The background and description of the program are available in last year's paperwork and annual report.

The proposal was passed by the Faculty Senate on a two-year temporary basis in October, 1994. The temporary basis was forced primarily by criticisms from two senators who were only concerned with administrators potentially putting too much pressure on certain faculty to participate, and a general cynicism toward students, advising, the SALC and the university in general. The Senate approved the program for 2 years, with the SALC and AARS to present data on effectiveness and/or impact at that time. The Senate offered no suggestions on what data they wanted.

The program has now offered three separate training sessions beginning in spring 1995. Over 70 faculty have been trained thus far in all Colleges. The SALC will prepare a report on the program, and how it has affected 'undecided' majors and the quality of advising at WSU.

I want to STRONGLY CAUTION the AAC to be realistic and work with the AARS and SALC in the future on what to present to the Senate for continuation of this program. Since it has only been in place 2 years, I do not think a request for lifetime improvement of student happiness is realistic, for example. However, data on the number of volunteer advisors trained and numbers of new, undecided students given better advice, and general retention or certification rates would be in order. I would give the SALC until the data from the end of Fall 1996 are available to prepare the report, then ask the Senate to continue this activity in the Spring.
In effect, because such activities fall under the 'job description' of the SALC, they could continue such efforts without Senate approval. But I think it better if the faculty willingly agree to support such self-education in advising matters. The program also included a request for support from the Administration for approximately $40,000 per year for time slip help and computers in SALC to log information, keep track of new advisors and advisees, and improve updating and disseminating information on GER, Writing and other University requirements to all advisors at WSU. After several requests of the administration to approve the funding, some funds were finally made available to SALC, but only under the auspices of the 4-year degree program.

**Touchtone Registration and Advising**

As chair of this subcommittee, I was a member of the Task Force on Touchtone Registration appointed by the Provost. The task force dealt with all issues surrounding this new system, and one was advising. Suggestions ranged from having no advising before registration, to tightening advising requirements. The AARS recommended to the task force, and it agreed, that the requirement for advising (a 'signed advising slip') for new students & returning undergraduate students be continued. A mechanism for doing this through the computer system will be determined prior to implementation. As you know, the University purchased a system to be developed this past spring.

I again STRONGLY URGE the new chair of the AARS and the AAC to watch this implantation strongly to ensure the best needs of the university and the students relating to the spirit and letter of good advising are protected. Sometimes in the rush to devise a new system, some of the best aspects of the old one are lost, not always on purpose. Please keep in touch with Monty Nielson to make sure our recommendations are being met.

**4 Year to degree Program**

This item took much time in the spring as approval and implementation was rushed through. The subcommittee and the AAC did manage to tighten up the language and make sure that both the interests of 'traditional' and 'non-traditional' students and the university were balanced. This program will increase the load on SALC and advisors, and the AARS may need to keep track of this and make sure it has a positive, measurable impact on improving advising and student performance. As I understand it the SALC was given some additional support to implement and keep track of this program, if in fact the money actually is given, this will help the SALC, the AARS and the AAC evaluate the effectiveness of advising and the performance of students at WSU.

**Reinstatement Procedures**

As you are aware, the debate over the 4-Year to Degree Program sparked another debate on reinstatement procedures. The SALC and OAP have done an outstanding job pulling together data on who is academically deficient and who is reinstated. Very few students, less than 2 dozen university wide at any one time are deficient and reinstated for more than 3 or 4 semesters (Rule 39). This number is well within reason for 15,000 or so undergraduates and has been improving all the time. Often these students are reinstated by a softhearted departmental faculty member conducting the interview and NOT the SALC. I think the AAC needs to continually remind critical faculty that it IS the faculty who reinstate students, not the SALC or OAP.
The real problem in reinstatements is that 500 to 700 or so new freshman and transfer students or second-semester freshman become deficient, and these students have to be dealt with. This is a tremendous burden on faculty and student time as current practice is to interview many of the deficient students, and the follow-up data show that a similar percentage of reinstated students succeed whether they were interviewed or not. The SALC under the guidance of the AARS has streamlined the reinstatement procedures, reduced the number of interviews and required workshops on time management, study skills, tutorial help, of all reinstated students under these categories. This has allowed the faculty to concentrate on the 'worst cases', however the load is still heavy.

The AARS and the SALC will continue to come up with ways to streamline this procedure. Most of the necessary changes will NOT be changes in Academic policy requiring faculty approval, but changes in procedures to carry out existing policy. Suggestions being worked on include a first-time, one-time reinstatement for one year, with automatic termination if the student is still deficient after 1 more year. This would help cut the mid-year load tremendously (as almost all I -semester deficient students are reinstated) and would then drastically cut the repeat reinstatements.

Old members leaving the subcommittee were John McNamara, Joe Cvancara and Ellen Krieger. Ellen agreed to be elected for one more year to serve as chair. New members are William Mincks. Jane Parker was elected but declined. The Senate approved an additional faculty member for this committee. Thus two will need to be elected ASAP to reach our full complement of 7 voting members.

Two undergraduate students are supposed to be elected, but last year we were never informed of any, and none came to meetings. The AAC may want to remind the Senate Office or the WSU Student Senate of this important need. The AAC also needs to appoint a liaison from that committee to this subcommittee for 1996-1997.

Thank you for your support the last 3 years. I have learned a tremendous amount and hope I have made a positive difference.

cc: John Bums, Christopher Brown, Susan Swan, Ellen Krieger, Jane Parker, William Mincks, James Everman, Joe Hindman, Al Jamison, Dorene Branson, Dixie Brannon, Ron Kincaid, Larry James.

May 9, 1996
To: Richard Crain, Secretary, Faculty Senate
From: Charles L. Madison, Chair, Budget Committee
Subject: Year-End Report 1995 - 1996

Action Items

1. Request for more information regarding course availability related to the BS in Biology and BS in Environmental Science at Vancouver (9/22/95)

2. Approved by mail ballot 10/4/95
   BS in Biology at WSU Vancouver
   BS in Environmental Science at WSU Vancouver
3. Approved 11/17/95

BA in English at WSU Vancouver
Program in Hotel and Restaurant Administration in Switzerland

4. Approved 3/29/96

BA in Human Development at WSU Vancouver
WSU Learning Centers Proposal

Discussion Items

1. Budget Briefing 10/20/95
2. Extended Degree Program
3. WHETS
4. WSU 1996 Supplemental Operating Budget and Discussion Draft
5. 1997-99 Operating Budget Report - Potential Request Items

Pending Items

None

New Officers

1. Chair - Tom Brigham
2. Liaison to Legislative Affairs - Jim Bonner

New members for 1996-97

1. Eileen Brady - Owens Library
2. Jane Cote - WSU Vancouver

Attachments

Budget Committee Roster
Attendance Record

Memorandum

TO: Richard W. Crain, Jr., Executive Secretary, Faculty Senate
FROM: R. Wes Leid, Chair, Committee on Committees
DATE: 31 July, 1996
SUBJECT: Annual Report

COMMITTEE ON COMMITTEES FINAL REPORT - 1995-1996

Although this committee was busy throughout the year, as per usual, the heaviest load was during the Spring Semester of 1996. The committee proposed names to the faculty senate, the President of the university and other administrators to fill committee vacancies on faculty senate, presidential and university committees. This total included 43 faculty on 19 different faculty senate committees, 16 faculty on 7 different presidential committees and 16 faculty for 7 different university committees. In addition, we proposed members to serve on the faculty excellence awards selection committees and we replaced faculty who resigned or left the university and left committee spots open throughout the year.
The other members of the committee are to be congratulated for their diligence and work ethic, as I asked much of them in a short span of time in Spring, 1996. These members include: Ahmed Ahmedullah, Diane Albright, Fritz Blackwell, Larry Filler, Tom Ruff, Terry Umbreit, Gary Webster and David Yonge. Diane Albright, Fritz Blackwell and Gary Webster are finishing their terms on the committee and they are to be given a special thanks for a 'job well done. These three always spoke their minds on the candidates proposed and all were willing to do whatever it took to get the job done. We will miss them. The new members starting in Fall, 1996 are: John Crane, Barbara Hammond and Nancy Magnuson. The chair for 1996-1997 is Wes Lcid.

Our goal continues to be the involvement of more highly qualified faculty, of diverse backgrounds, in the committee structure of the university. We have sought a mixture of those faculty with extensive committee experience and those who heretofore have not be involved in university and faculty senate committee work. I believe we have made a good start in this direction over the past year and we will continue these efforts in 1996-1997.

Finally I would like to extend my deepest personal thanks to Dorene Branson and Margaret Gottschalk for their outstanding service to the committee. They certainly made my job easier and I am grateful for their excellent assistance.

MEMORANDUM

TO: Richard W. Crain, Executive Secretary, Faculty Senate
FROM: Faculty Affairs Committee
SUBJECT: Annual Report for 1995-96

The 1995-96 Faculty Affairs Committee (FAC) membership included Erica Austin, Janet Chisman, Kenneth Duft, Gail Furman, David Moseley, Gus Plumb, Dorothy Price, Don Stem and Tony Wright. Erica Austin served as the Committee's liaison to the Legislative Affairs Committee and Tony Wright served at the liaison to the Budget Committee. During the academic year the Committee met 14 times for two hour sessions. The Committee's actions and activities for 1995-96 are summarized below.

1. Virtual WSU. The Committee followed the development of Virtual WSU during the course of the year. Many concerns were raised about the impact on faculty workloads, evaluation, etc. However, no action was taken by the Committee largely because Virtual WSU remained in a state of evolution throughout the year and the potential impacts on faculty were not clear.

2. Sick Leave/Emergency Leave. During the course of the year the Committee spent considerable time discussing sick leave, emergency leave, and the relationship between these types of leave and the Family Medical Leave Act of 1993 (FMLA). The intent was to insure that what is said in the Faculty Manual is consistent with the FMLA. The only portion of this effort to be completed was the passage of a revision to the statement on Emergency Leave (Section IV, page 52). This is a revision to a version passed previously by the Senate which was not approved by the Regents. This revision was submitted to the Senate as an information item on April 25.
3. Policy on Promotional Adjustment. A policy on promotional adjustment which was approved in the Spring of 1995 was reviewed and modified to eliminate internally inconsistent wording. The revision was passed by the Faculty Senate on November 2, 1995.

4. Procedures for Evaluation of Deans. The Committee reviewed the new procedures developed by the Provost and made input to the Provost. The Committee felt that it was important that the Deans receive feedback (perhaps more informal) on a basis more regular than required by the 5th year evaluation.

5. Follow-up on Faculty Salary Increases. Since the July 1 of 1995 salary increase was the first to be distributed according to the 30%-40%-30% formula results for the University were reviewed by the Committee. Statistics were provided by the University Budget Office for this purpose.

6. Status of Temporary and Professional Faculty. A statement on the rights and responsibilities of Professional Faculty (those who are non tenure track but considered to be permanent) was approved by the Committee and forwarded to the Provost for consideration. The Administration/Attorney General had problems with wording and agreed to provide feedback with regard to where the language needed improvement. No feedback has been received to this point.

7. Code of Professional Ethics. The Committee worked on a revision to the section of the Faculty Manual covering the Code of Professional Ethics throughout the year. A revision was approved by the Committee on April 25. This revision will be taken to the Faculty Senate early in the Fall of 1996.

8. Policy on Academic Integrity. At the request of the Ombudsman a statement on "Faculty Responsibilities Related to Academic Integrity" was developed and approved by the Committee. This statement was approved by the Faculty Senate on February 29.

9. Termination of Faculty for Health Reasons. A constituent raised concerns about the potential conflict between the Faculty Manual and the American's with Disabilities Act. After considerable discussion the committee turned to the Attorney General's Office for suggestions with regard to insuring that the Faculty Manual is consistent with the federal legislation. This issue is under review by the Attorney General's office and remains unresolved.

10. Feedback on Salary Increases. The Committee passed a policy on feedback on salary increases similar to that which was put in place for the results of annual review. It reads as follows: "Faculty shall be provided with comparative information to help them assess their performance. Whenever salary increases are completed and the results conveyed to individual faculty members, the mean and standard deviation of the percentage increase in salary for all faculty in the department or equivalent unit shall be provided. However, no comparative information shall be reported back in departments or units having fewer than four faculty members on permanent appointment." This policy is still on hold for lack of support from the Deans' Council despite the fact that the information in question is available to the public. Interim Provost Gamble has agreed to ask the Council of Deans to reconsider.
11. Policies Related to Compensation for Professional Activities. The Committee found the Faculty Manual and the Business Policies and Procedures Manual inconsistent with regard to the reporting of remuneration. The Business Policies and Procedures Manual implies that the amount of remuneration is to be reported while the Faculty Manual does not. G. Gamble agreed to have the Business Policies and Procedures Manual revised but later came back to the Committee indicating that the Business Policies and Procedures Manual was consistent with state law. V. Provost R. Smith agreed to look into this matter and help the Committee to develop a revision to the Faculty Manual if necessary.

12. Policy on Faculty Contact with State Officials. The Committee developed a resolution and an alternative policy in response to a Policy on Faculty Contact with State Officials developed by the Provost's Office. The resolution was withdrawn as an action item in the Faculty Senate when the Provost rescinded the policy and agreed to form a committee to develop an acceptable policy. Duft and Plumb were appointed to represent Faculty Affairs on the committee. The committee will presumably develop a policy during the summer.

13. Policy on Access to Student Evaluations. In response to a constituents concern the Committee initiated a review of the way that Student Evaluations (of classes/faculty) are handled in various units on campus. The Committee has yet to complete deliberations as to whether or not a policy should be developed for inclusion in the Faculty Manual that clarifies who should have access to these evaluations and when they should have access.

14. Faculty Personnel Policies in a Multicampus System. Policies developed by the Extended University Affairs Committee were approved by the Committee and will be placed on the Senate agenda in the Fall.

Ken Duft was elected Chair of the Faculty Affairs Committee for 1996-97. Don Stem was elected to serve as the liaison to the Budget Committee and Dorothy Price as liaison to the Legislative Affairs Committee. New committee members for 1996-97 include Nicolas Kiessling, Malcom Campbell and John Crane who replace Erica Austin, Tony Wright, and Gus Plumb.

GRADUATE STUDIES COMMITTEE ANNUAL REPORT 1995-96

Actions taken and items considered by the Graduate Studies Committee during the 1995-.96 academic year included the following:

- Initiated a review of the following graduate degree programs: --Architecture Follow-up Review (Master of Science) --Botany (Master of Science/Doctor of Philosophy) --Fine Arts (Master of Fine Arts)--Foreign Languages and Literatures (Master of Arts) --Individual Interdisciplinary Doctoral Degree --Plant Pathology (Master of Science/Doctor of Philosophy) --Plant Physiology (Master of Science/Doctor of Philosophy) --Speech and Hearing Sciences (Master of Arts) --Veterinary Science Follow-up Review--Department of Veterinary Clinical Sciences Only (Master of Science/Doctor of Philosophy)
Appointed the following subcommittees:
--Subcommittee on Rights/Responsibilities, Conduct and Grievance Procedures --Subcommittee to Review Professional Courses --Subcommittee to Review 400g-level to 500-level Graduate Courses --Subcommittee to Review Graduate Program in Speech and Hearing Sciences --Subcommittee to Review Graduate Program in Fine Arts

Completed reviews and recommended continuation of the following graduate degree programs:
--Zoology (Master of Science/Doctor of Philosophy) - November 7, 1995
--Genetics and Cell Biology (Master of Science/Doctor of Philosophy) - January 2-3, 1996
--Natural Resource Sciences (Master of Science in Natural Resources/Master of Science in Natural Resource Sciences) - January 23, 1996
--Sociology (Master of Arts/Doctor of Philosophy) - March 5, 1996
--Chemistry (Master of Science/Master of Arts/Doctor of Philosophy) - March 5, 1996
--Environmental Science and Regional Planning (Master of Science in Environmental Science/Master of Regional Planning) - March 5, 1996
--Music and Theatre Arts (Master of Arts in Music/Master of Arts in Theatre Arts/Master of Arts in the Teaching of Theatre Arts and Drama) - April 9, 1996
--Electrical Engineering and Computer Science (Master of Science in Electrical Engineering/Master of Science in Computer Science/Doctor of Philosophy) - April 23, 1996

Recommended elimination/termination of the following programs/degrees:
--Master of Science degree in Geological Engineering

Approved by Senate -
--Thesis option under Master of Arts in Foreign Languages and Literature

Continued review of the following graduate degree programs:
--Apparel, Merchandising, and Interior Design (Master of Arts in Apparel, Merchandising and Textiles/Master of Arts in Interior Design)
--Chemical Engineering (Master of Science/Doctor of Philosophy)
--Civil and Environmental Engineering (Master of Science/Doctor of Philosophy)
--Communication (Master of Arts)
--Mechanical and Materials Engineering (Master of Science/Doctor of Philosophy)

Recommended approval of the request to reinstate the Doctor of Philosophy in Education sub- specialization in educational psychology (December 12, 1995)

Approved by Senate - January 15, 1996

Recommended approval of the following curricula change requests:
--American Studies: update degree requirements; expand areas of specialization; add thesis option for MA degree
--Pharmacology/Toxicology: Change curriculum for the Master of Science degree program
- Recommended approval of conditions of program residency for doctoral degrees offered at WSU (October 24, 1995)

Senate motion to approve failed - February 15, 1996

- Recommended approval of the request to revise Rule 27, Definition, to Rule 27, Credit Definition (October 24, 1995)

Approved by Senate - November 2, 1995

Recommended approval of the proposal to eliminate the distinction between 400-level courses, to limit the number of non-graduate credit for use on the program of study, and to allow conjoint courses (December 12, 1995)

- Recommended approval of proposal to establish a Graduate Student Recruitment and Enrollment Task Force (April 9, 1996)

- Established a separate designation for professional courses (October 10, 1995)

Approved by Senate - November 16, 1995

- Adopted a change in the way course requests are considered by the Graduate Studies Committee (February 20, 1996)

- Authorized the Graduate Studies Committee representative to the Catalog Subcommittee to review 500-level courses submitted for approval and recommend action to the GSC (April 9, 1996)

- Discussed and reached a consensus on practice of conducting examinations over WHETS.

- Reviewed proposed revisions to multicampus system policies which are to be included in the revised Education Policies and Procedures Manual; forwarded with no objection.

- Reviewed request to establish WSU Extended Learning Centers; forwarded with no objection.

- Discussed a proposal to include on the Graduate School Application form questions concerning conviction and arrest record, disciplinary action, and unethical conduct of a graduate student applicant; no action taken.

- Discussed the merits of graduate program reviews and involvement by external reviewers and graduate students; no action taken.

- Discussed procedure for reviewing professional courses; no action taken.
• Approved five (5) proposals for interdisciplinary doctoral degrees.

• Approved seven (7) requests from faculty/staff wishing to pursue graduate degrees.

• Approved two (2) third extension of doctoral degree requests.

• Approved one (1) exception to policy to grant admission to a student who graduated from a non-accredited institution.

• Approved courses for graduate credit.

REPORT OF THE LEGISLATIVE AFFAIRS SUBCOMMITTEE OF THE STEERING COMMITTEE, 1995-96

Members of the committee for 1995-96 were Mary Gallwey, Chair; Rodman Elfin; Malcolm Campbell; Mary Gilles, representing the Budget Committee and Secretary to LAS; Erica Austin, representing the Faculty Affairs Committee; Peggy Chevalier, Legislative Representative and Council of Faculty Representatives; Carolyn Clark, Legislative Representative and CFR; Val Limburg, Vice Chair of the Senate and CFR; Gregory Hooks, Chair of the Senate; Richard Crain, Executive Secretary of the Senate; Douglas Baker, Past Chair of the Senate; and Larry Ganders, University Government Relations Officer, who was represented very ably by Karen Fischer.

The committee met weekly during the 1996 legislative session and less often before and after. Meetings during the fall semester were devoted to planning lobbying priorities and considering matters related to the Council of Faculty Representatives. Several members met with Senator Nita Rinehart and with Representative Larry Sheahan during the fall.

Questions were developed for inclusion in the constituent survey mailed by Representatives Sheahan and Schoessler to residents of the Ninth District. Responses indicated great support for state support of quality higher education at both undergraduate and graduate levels.

The committee interacted with the Council of Faculty Representatives by providing input on issues of funding the CFR Chair position, selection of the chair, and legislative priorities. Several members attended part of the CFR meeting which was held in Pullman early in the fall semester.

The committee has developed recommendations for continuing the Legislative Network activities which were begun this year under the leadership of Douglas Baker.

At its final meeting the committee agreed that a subgroup will work over the summer to develop new questions for legislative newsletters and to try to frame issues for the fall campaigns.

Mary Gallwey was elected to chair the committee for 1996-97.

Mary Gallwey
TO: Richard Crain, Executive Secretary, Faculty Senate
FROM: Marshall McClung, Chair, Parking and Traffic Committee of the Faculty Senate
SUBJECT: 1995-96 Parking and Traffic Control Committee Report
DATE: May 10, 1996

Accomplishments

1. The PATC received a petition from the IBC regarding restricted employee parking on football game days. The committee received input from the IBC, IT, and the Athletics Department and drafted a document containing six potential solutions to the issue. The solutions were designed in such a way as to make employee parking more available and also to accommodate the special needs of the Athletics Department on such days. The document was presented to the Executive Secretary of the Faculty Senate for further review and action. A copy of the document has been attached to this report.

2. The PATC addressed the issue of pedestrian safety on the WSU campus. Captain Mike Kenny spoke to the committee on safety issues and on the Police Department's plan to increase awareness of safety issues. The committee discussed a variety of options to increase pedestrian safety including flashing lights, better crosswalk markings and an all-stop all-walk policy. The committee presented a request to John Shaheen, Assistant Director of Public Safety, to investigate a variety of possible solutions to enhance crosswalk safety. The request was forwarded to Joe Spoonemore, Director of the Physical Plant, who is currently investigating a highly effective crosswalk marking material. Please see the attached memorandum to Gregory Hooks, Faculty Senate President, for a summary of our discussion and resulting action items on this subject.

3. Reviewed and discussed a report on current issues related to parking facilities, programs and fees as presented by John Shaheen, Assistant Director of Public Safety.

4. Discussed and supported limited permit fee increases as proposed by Parking Services.

5. Reviewed plans for several parking lot developments and enhancements to be accomplished this biennium.

6. Reviewed and supported plans for a truck route through campus as proposed by Dan Green of Facilities Development.

7. Discussed the possibility of offering 1/2 day colored permits (most usable to students and 1/2 time employees).

8. Distributed copies of the Staff Senate Parking Survey results and comments for the committee to review.
MEMORANDUM
TO: Tom George
FROM: Dick Crain
DATE: January 12, 1996
SUBJECT: Parking on Football Days

If you will remember, last fall we received a memo protesting parking policies on football Saturdays. The issue was referred to the Parking and Traffic Committee and their report of proposed solutions is attached. The recommendations are primarily administrative in nature and thus, probably don't need Faculty Senate action. Perhaps we could discuss this issue at our next meeting with you on January 16.

Attachment

cc: G. Gamble G. Hooks

TO: Richard Crain, Executive Secretary, Faculty Senate
FROM: The Parking and Traffic Committee of the Faculty Senate
SUBJECT: Parking on football game days
DATE: 1/10/96

The Parking and Traffic Committee has reviewed the 11 September 1995 memorandum from members of the Institute of Biological Chemistry suggesting that present parking policy on football game days does not expedite university business of instruction, research and extension.

We certainly agree that instruction, research and extension reflect the primary mission of the university. But just as scarce resources require us to make do with less than 24-hour, 365-day-a-year access to university libraries (which are clearly critical to instruction, research and extension), so the limited number of parking spaces compared to demand forces some difficult choices on football game days.

Scope
The main areas affected by parking on football game days due to the controlling of parking lots by the Athletics Department are: 1) College of Agriculture, 2) Information Technology, 3) CUB, 4) Parking Services, 5) Holland Library, and 6) College of Vet Med.

The problem of parking on football game days for employees of the College of Veterinary Medicine can hopefully be resolved by the additional loading dock parking gained by the new teaching hospital. It would be desirable if the college would allow those employees needing to work on game days to park in its own large loading dock area on the south side of this new facility.

Proposed Solutions
Although we do not see any one perfect solution, the Parking and Traffic Committee offers the following recommendations as a partial solution:
1. That administrators at all levels be asked to schedule meetings and work-times for
days other than football days, whenever possible and practical.

Rationale: Reducing the number of people required to be on campus may reduce the
need for parking spaces.

2. That football game days, times and possibilities for alternate parking be sufficiently
publicized during the week preceding a football game so that those having non-football
university business can plan accordingly.

Rationale: Most people handle potential problems better with advance warning than
without.

3. That those with safety concerns about parking in out of the way areas be encouraged
to contact the Women's Transit service for assistance.

Rationale: Women's Transit service is available to provide rides for employees leaving
work during the night hours on game days.

4. That shuttle service and/or special bus service be investigated for football game days.
This would involve talking with Pullman Transit about a modified route being run on
football game days. The primary objective would be to get people to and from the
stadium while avoiding highly congested areas.

It would also involve talking with the Wheatland Express. A large parking lot such as
the Wheatland Mall could potentially be used by football fans and the Wheatland
Express could shuttle them to and from the game.

Rationale: Reducing the need for cars on campus would decrease the need for parking
spaces.

5. That reserved emergency access parking be negotiated between Information
Technology and the Athletics Department.

Rationale: The addition of the new telephone switch to Information Technology's
existing data network increases the need for emergency access so that emergency
services can be restored in a timely manner should the need arise.

6. That those with special parking needs affecting their ability to transact university
business communicate their needs to the Athletic Department through their dean or vice-
provost and that the Athletic Department issue special permits in these cases as is
reasonable and feasible. The request must be made by the dean or vice-provost in order
to have a senior official be aware of and monitor how many spaces his or her area
requests over time. The Athletics Department has a serious and legitimate concern that
the granting of a limited number of special permits not balloon and become
unreasonable and unmanageable. These special permits could be issued either on a
game-by-game basis or on a season-by-season basis and would be valid on a space-
available basis only. If employees arrive after all spaces are taken, they are out of luck.
Rationale: There needs to be some effort involved in getting special permits as a
deterrent to abuse. By requiring that requests be made through a specified senior
official, it would be easier to control the number of requests being made and to maintain
a sense of the increased demand for spaces being put on the Athletics Department.

TO: Gregory Hooks, Chair, Faculty Senate
FROM: Marshall McClung, Chair, Parking and Traffic Committee of the
Faculty Senate
SUBJECT: Pedestrian Safety
DATE: March 11, 1996

The Parking and Traffic Committee has been looking into this area of concern for the
past couple of months. We have discussed the issue and various options to improve
pedestrian safety. We also gathered some data from the Staff Senate/Parking Services
Parking Survey that was done about a year ago.

Below are the courses of action that resulted from our discussions:

- We sent a memo to John Shaheen, Department of Public Safety, requesting that he
  research various solutions and their costs to increase pedestrian safety. That
  request has now been forwarded to Joe Spoonemore, Director of the Physical Plant,
  for research and cost proposals.
- Mike Kenny of the WSU Police Department spoke to our committee about
  pedestrian safety issues. He is in the process of developing a public education
  program that will use campus radio and newspapers to communicate pedestrian and
  driver safety issues to the WSU community.
- The annual Walk In The Dark program, which is conducted by the Department of
  Public Safety, will be expanded to include evaluation of crosswalks for visibility
  limitations caused by shrubbery, parked vehicles, insufficient lighting, etc. It was
  also suggested that Pullman Transit be included since bus drivers are likely highly
  aware of problem areas.
- Parking Services is experimenting with a new material with which to mark
  crosswalks. The material enhances visibility of the crosswalk and lasts longer than
  paint.
- Our committee will participate in the planning process currently going on to
  reconstruct Stadium Way. Perhaps center islands, crosswalk lights, or other options
to improve pedestrian safety can be included in this project. Participate also in the
  current planning effort to reconstruct part of Spokane Street. Spokane Street,
  Stadium Way, and Colorado Street are three of the most dangerous streets for
  pedestrian crossing.

We plan to evaluate the various options to improve pedestrian safety as soon as the
research to be done by the Physical Plant has been completed and presented to the
committee. At that point, we will likely investigate options for funding to support one
or more of these options at least on a trial basis. If Stadium Way is going to be
reconstructed in the next few years, it may be of benefit to try some options to improve
pedestrian safety now in order to find out what works and what doesn't. Those options
that prove to be the most effective could then be included in the Stadium Way and other
street modification projects.
I thought I would include a summary of the results from the Parking Survey on this issue. They are listed below:

Q37.) Are there any crosswalks on campus that you think are especially unsafe?
Response: YES 51%
NO 40%
No Response 9%

Q38.) Where are these unsafe crosswalks located?
Response: 368 comments

Q39.) What makes these crosswalks unsafe?
Response: 348 comments

Q40.) How can crosswalks safety be improved?
Response: 319 comments

Summary of solutions that were suggested by respondents to Q40:

More obvious markings for crosswalks (signs or warning flags on sidewalk)
Better lighting of crosswalk areas
Install poles on the sidewalk with flashing lights - possibly button activated
Install flashing yellow or white (strobe) lights overhead
Improve crosswalk/pedestrian visibility
- Remove bus stops by crosswalks
- No parking zones next to crosswalks
- Remove shrubs that limit visibility by crosswalks
- Reflectors or markings on crosswalks
Lower speed limit
Stricter enforcement
Educate drivers to be aware of pedestrians and pedestrians to use common sense
All-stop / All-walk policy at intersections
More frequent painting of crosswalks
Better snow removal of crosswalk areas in the winter time
Fewer crosswalks

I hope this information is helpful to you. This should give you a good picture of the course our committee has taken with this issue and the direction we intend to go. This issue is a serious one and it is my strong desire that our committee can help provide solutions that will increase pedestrian safety on the WSU campus. I am very open to feedback and would appreciate any input you or others may have on this issue.

MEMORANDUM
TO: Tom George
FROM: Dick Crain
DATE: January 12, 1996
SUBJECT: Parking on Football Days
If you will remember, last fall we received a memo protesting parking policies on football Saturdays. The issue was referred to the Parking and Traffic Committee and their report of proposed solutions is attached. The recommendations are primarily administrative in nature and thus, probably don't need Faculty Senate action. Perhaps we could discuss this issue at our next meeting with you on January 16.

Attachment

cc: G. Gamble  G. Hooks

MEMORANDUM
TO: Dr. Richard Crain, Executive Secretary, Faculty Senate
FROM: Len Porter, Chairman, Planning Review Committee
DATE: May 29, 1996
SUBJECT: Report on Activities and Achievements of the Planning Review Committee for AY 1995-96

The Planning Review Committee met on numerous occasions (copies of Minutes and Agenda for each meeting were sent to you) for discussion of four extant planning documents of vital importance. Action was eventually taken on each of these matters.

1. The Strategic Plan was forwarded to the Faculty Senate for information purposes, after several modifications suggested by the Committee were implemented by the Provost. The document was discussed at the 25 Jan 96 Faculty Senate meeting. This evolving document has recently been labeled "final version" and published for distribution. The committee can be proud of its numerous contributions to this document.

2. The Academic and University Cores document had been approved for forwarding to the Faculty Senate in the Spring of 1995. This document was placed on the agenda of a Faculty Senate meeting on 14 Mar 96. Considerable discussion of the basic concepts and resulting document subsequently took place. (The Chair of the Faculty Senate later urged that the document be referred back to the Committee in Fall Semester 1996.)

3. The Enrollment Management Plan was discussed extensively this year. Several modifications suggested by the Committee were made in the document that was forwarded to the Faculty Senate for information purposes in Spring Semester 1996, at the 18 Apr 96 meeting.

4. The Virtual WSU Plan was discussed at the final three or four meetings of this academic year. The current version of the plan, modified to an appreciable extent by the Committee, was forwarded to the Faculty Senate for information purposes at the final meeting (2 May 96) of that body in Spring Semester 1996. Spirited discussion by the Senate provided feedback for the Committee in finalizing its own recommendations for the academic year. The document will be on the agenda again, early in Fall Semester 1996.
The Planning Review Committee should take considerable pride in its provision of faculty input to planning documents presented by the Administration. In my opinion, faculty advice was generally heeded, with an overall result of much improved "final" planning documents. The frequent active participation in Committee deliberations by the Chair of the Faculty Senate was very keenly appreciated.

From my personal viewpoint, it was a great pleasure to chair the meetings of a group of conscientious, articulate faculty members. However, I found it difficult indeed to serve all year as both Chairman and Recording Secretary. The permanent Secretary of the Committee is the Provost, of course, but the Provost surely has no time to serve as a Recording Secretary. It would be most helpful if the Committee were structured so as to include a Recording Secretary as well. The Chairman could then focus his or her attention on his or her proper duties.

If there are any questions or needs for elaboration, please do not hesitate to contact me.

To: Richard W. Crain, Jr., Executive Secretary, Faculty Senate
From: KNona Liddell, 1995-96 Chair, Research and Arts Committee
Date: May 9, 1996
Subject: 1995-96 Annual Report from the Research and Arts Committee

The following items were acted on or discussed by the Research and Arts Committee during the 1994-95 academic year:

1. **Internal Programs:** Bill Rayburn, Associate Vice Provost for Research, reported that Graduate Summer Research Assistantships were awarded to 21 graduate students. This program is the only remaining internal grant or assistantship program at WSU. Committee members noted that there is widespread concern about the lack of an internal grant program for new junior faculty. Without such a program, WSU is not offering a competitive package to prospective new hires.

2. **WSU Learning Centers:** Research and Arts served as the lead committee for review of the Learning Centers proposal, and the Senate approved the concept at its final meeting of the year. Six pilot centers are currently under development around the state. The Faculty Senate will be notified of any decisions to start additional Learning Centers.

3. **Psychology Clinic Name Change:** Research and Arts was the lead committee for consideration of a request to change the name of the Human Relations Center to the Psychology Clinic to better reflect its functions and prevent confusion with other similarly named units. The change was approved by the Senate.

4. **Procedures for Changes in the Name, Scope, Funding or Organization of an Existing Center, Institute or Laboratory:** In conjunction with the Psychology Clinic name change, Dick Crain, the Executive Secretary, and the committee developed a general procedure to be followed in the event an existing center, institute or laboratory wishes to change its name. Reasons for requesting a name change may include a shift in the scope of the activities of the unit, a reorganization, or a shift in the amount of university budgetary support. The new procedure was approved by the Senate.
5. **WSU Tri-Cities University Center for Professional Education**: A proposal for this center was received, but with inadequate information to initiate formal consideration.

6. **Review Procedures for Existing Centers, Institutes and Laboratories**: With the committee's concurrence, Bob Smith, Vice Provost for Research and Dean of the Graduate School, developed a procedure for reviewing existing organized research units (those centers, institutes and laboratories which have research as a major function) on an ongoing basis. The procedure envisions two approaches to conducting these reviews: The more formal of these is similar to the graduate program reviews which the Graduate School has conducted for some years, but an alternative, focus-group approach could also be used. In either case, a report of findings will be prepared for the Graduate School and for Research and Arts. The Council of Deans approved this procedure late in the spring. A schedule for regular reviews is to be set up with input from Research and Arts, with the first reviews initiated in Fall, 1996. It is anticipated that each research unit will be reviewed every 5-7 years. The total number of ORUs at WSU is approximately 75. Many of these ORUs were initially supported "primarily" by external funds, and under the policies of the Guidelines for Centers, Institutes and Laboratories, were established without Senate review. Many of them have never been reviewed.

7. **Science and Engineering Research Infrastructure Advisory Group (SERIAG)**: SERIAG discussed the recent freeze on commitment of university matching funds for large equipment or infrastructure proposals, recommending that matching monies be available at all times even though this may mean that a smaller percentage of requests for matching funds can be met. Consistency would remove the uncertainty PIs have recently felt and allow them to plan ahead. A second recommendation was that better coordination is needed among the various groups and committees that provide input on large proposals. SERIAG members for 1995-96 included: KNona Liddell (chair, Research and Arts), Sandra Ristow (Research and Arts), Sayed Daoud (Research and Arts), Jeremy Evans, Michael Miller, and Gus Plumb. SERIAG provides advice on university-wide priorities for large equipment or infrastructure proposals.

8. **Planning Review Liaison**: Sandra Ristow served as liaison to the Planning Review Committee and reported periodically on the WSU strategic plan, enrollment management plan, and Virtual WSU. B. Ramaprian will be the liaison in 1996-97.

9. **Chair for 1996-97**: Fran McSweeney, vice-chair in 1995-96, was elected to chair Research and Arts in 1996-97.

cc: Nancy Shroup

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7. Editorial change to the *Faculty Manual* regarding Professional Leave, page 49 is in Exhibit E as follows:
The following editorial correction has been made to the Faculty Manual page 49, paragraph 3, second sentence. Please note the correction in your manual. Deletion is crossed out and addition is underlined.

Within three months following return to the University unless special provisions are made, the faculty member must submit a written report to the President, Provost and Academic Vice President, summarizing the work completed during the professional leave and including a statement on how the leave experiences will be utilized in continuing institutional responsibilities.

* * * * *

8. Procedures for Review of Organized Research Units is in Exhibit F as follows:

Memorandum
TO: KNona Liddell, Chair, Research and Arts committee
FROM: Bob Smith
DATE: April 30, 1995

I am pleased to report that the Guidelines for the Review of Organized Research Units (attached) were adopted by the Council of Deans during their meeting on April 29, 1996. Bill Rayburn and I look forward to working with the Deans’ offices and the Research and Arts Committee during 1996-97, as we plan a set of reviews for the next few years.

Thank you.

Attachment
pc: Tom George, Council of Deans, Fran McSweeney, (Chair-Designate, Research and Arts Committee), members and members-designate of Research and Arts Committee, and Bill Rayburn

Review of Organized Research Units (ORUs)

I. Background

Under the rubric of “organized research, service and teaching units” are Institutes, Centers, and Laboratories devoted to research. The latter unites - referred to as organized research units (ORUs) -- number 76 at WSU.

Guidelines have been approved by the Faculty Senate for the development of ORUs, which are intended to provide some or all of the following:

- Visibility and focus for a group of faculty from diverse disciplines who are concerned about the same subject.
- A critical mass of expertise in a subject area to demonstrate command of related knowledge
- Centralized responsibility for costly equipment required for effective research in a particular subject area.
• A coherent management system for faculty from different departments and colleges engaged in interdisciplinary or multidisciplinary research
• Greater opportunities for students to become aware of methods of studying complex problems.

ORUs are developed and approved according to the guidelines noted above, and require approval by cognizant College administrators, the Faculty Senate, and the Provost. Exceptions to this approval process include ORUs funded wholly or primarily by means of extramural awards or gifts. The latter ORUs may be established for the period of initial funding up to five years, following notification of cognizant administrative officers and the Faculty Senate.

Under the guidelines established through the Faculty Senate, ORUs should be evaluated periodically at the discretion of and in a manner decided upon by the Provost. It is intended that such reviews address the following:

1. Primary Issues:
   a. Congruence of unit goals and University goals
   b. Congruence of unit operations and unit goals
   c. Contribution to the University and external clients.
2. Secondary Issues:
   a. Effectiveness in meeting goals
   b. Efficiency of operation.

For some organized units, reviews have occurred during the past 10 years. The majority of WSU’s ORUs, however, have not been reviewed since their founding.

During the 1994-95, the Office of the Vice Provost for Research and The Research and Arts Committee prepared two documents: Survey of Organized Research, Service and Teaching Units at WSU and Survey of Organized Research Units (ORUs) at WSU, which have helped direct discussions of guidelines for the review of ORUs. The draft Guidelines for the Review of ORUs were crafted following discussions during Research and Arts Committee meetings (October 27, and December 1, 1995) and are now offered to the WSU community for comments and suggestions.

II. Proposed Guidelines for the Review of ORUs

A. Possible Issues Considered During Reviews of ORUs
   • Congruence of unit goals and University goals
   • Quality of associated personnel and operations
   • Congruence of unit operations and unit goals
   • Effectiveness in meeting goals
   • Impact on graduate program
   • Extramural research support record
   • Contributions to the University and external clients
   • Cost effectiveness (i.e., institutional versus extramural support)
   • Efficiency of operation

B. Possible Processes for ORU Reviews
   1) The locus of control is based on reporting responsibilities of ORU directors, but with accountability to the Office of the Vice Provost for Research and the Research and Arts Committee.
2) An abbreviated Self Study of no more than 10 pages is produced by the ORU director, addressing the issues noted above.
3) A representative of the Office of the Vice Provost for Research meets with representatives of the College, Department and ORU, as appropriate to reflect the reporting structure of the ORU, to determine the course of the review.
   a) Focus Group Review:
      • A framework is developed for gathering input from focus group participants, e.g., questions relating to proficiency of management satisfaction with service and cost of operation.
      • Focus group participants are selected from among WSU faculty and staff with advice from the Vice Provost for Research to reflect a breadth of expertise and experience relating to the specific ORU.
      • Input from the focus group is recorded by the Group Coordinator.
      • Transcribed statements are shared with focus group participants to confirm accuracy and completeness.
      • Comments are transformed by the Group Coordinator into a narrative report, including recommendations and submitted to focus group representatives for concurrence.
      • Report is transmitted to the Vice Provost for Research who reviews it with cognizant Dean(s) and ORU Director.
      • Report is reviewed by Research and Arts Committee.
      • Report and finalized recommendations are submitted to Provost
   b) Internal Review
      • A framework is developed for gathering input from the internal review committee, e.g., the scope of review and measures of achievement
      • Internal review committee members are selected from among WSU faculty and staff with advice from the Vice Provost for Research (occasionally an external review may be advantageous).
      • Internal review committee examines documents and holds meetings as appropriate, with ORU associates, students, chairs and deans and prepares a report including recommendations.
      • Report is transmitted to the Vice Provost for Research who reviews it with cognizant Dean(s) and ORU Director.
      • Report is reviewed by Research and Arts Committee.
      • Report and finalized recommendations are submitted to Provost.

C. Possible Periodicity of Reviews
   • Five to seven years with provisions for shortened periods between reviews depending on review outcomes.
   • Five-year reviews for ORUs supported wholly or primarily by means of extramural awards or gifts.

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Announcements Reports.

1. Remarks by the Chair.—V. Limburg

Limburg reminded everyone about the 25th anniversary celebration that will follow the Senate meeting of October 10. Limburg presented a plaque of appreciation to Greg Hooks, Past Chair of the Faculty Senate for all the hard work he did the past year on
behalf of the Senate. Limburg reminded senators that the new *Educational Policies and Procedures Manual* has been distributed to all departments and colleges for their use. He stated that extra copies were available in the Senate office for those who may need one for work they are doing in their department or for committee work. Limburg also pointed out that the Provost Search Committee has been appointed and the job description had been published in the *Chronicle of Higher Education*. Limburg encouraged senators to talk to their constituents about matters coming before the Senate and to be sure to include colleagues at the branches in their discussions.

2. Report from Legislative Representatives.--C. Clark, E. Austin

E. Austin reported that the faculty pay raise issue will be top priority with all the four year institutions in the state in lobbying efforts this year. The CRF will be meeting on the Pullman campus October 4. Speakers for the meeting will be Senator Eugene Prince, President Sam Smith and Greg Royer. There will be a higher education day on October 7. The purpose of the day, which is sponsored by the Council of Presidents, is to keep public education strongly visible on the legislative agenda for 1997 statewide; to provide opportunities for dialog among legislators, communities and people in higher education; and also to provide voters an opportunity to hear the view of candidates concerning higher education. WSU is hoping to keep higher education at the forefront for the upcoming elections and into the legislative session. The events on campus in Pullman are the ninth legislative district candidates meeting with President Smith, Les Purce, and a visit to a class, and they will participate in a forum in Todd Hall room 130 at 4:00. The legislative candidates will be questioned by a five member panel which will include representatives for the media, local businesses, WSU faculty and students. There will be a reception following the forum in the Todd Atrium and faculty are invited to attend.


Kenny reported that the campus has 18 officers plus a staff of over 100 students involved in crime, safety and parking. In the past several years, the area of student safety has been the main emphasis. Kenny stated that they are starting to receive issues and complaints within the workplace as well as from faculty who are having problems with students. The statistics show that WSU is not a violent campus since most crime on campus involves students preying on other students property. The types of thefts over the past few years have included computers, digital equipment, digital scales, and cellular phones. The police department is working to make areas more aware of the need to keep things locked up when no one is around. Burglaries are occurring in areas when doors are left unlocked. WSU is installing more alarm systems and key pads so that areas will have more security. People are being more selective in what they take. Someone may come on campus and actually take the computer apart and take the boards. Kenny stated that recently someone went onto the University of Washington campus and removed all the chips out of the computers. WSU needs to start locking things up and create an awareness at the faculty/staff level about these types of crimes. With the use of the telephone and email people need to be careful about not giving too much personal information because it could be shared with others. Kenny also stated that people should not give out information about the whereabouts of people they work with especially if someone is out of town. When there is conflict in the workplace the police department can step in and do some interviewing and redirecting. Problems range from anger
management, drugs, or alcohol and people can be referred to the right sources for help. Situations should not be allowed to fester until there is a criminal situation to deal with and the police department has to make an arrest. Someone questioned the extremely low statistics on reported rapes. Kenny stated that he felt most rapes are not reported because of the way the victim is traumatized by the criminal justice system.

Additions or Changes to the Agenda.

There were no additions or changes to the agenda.

Agenda Items (Action Items).

1. Recommendation from the Steering Committee for the Senate Calendar as follows: September 19, October 10 and 31, November 14, December 12, January 30, February 13, March 6, April 3 and 17 and May 1.

   Motion carried.

Agenda Items (Discussion Items).

1. Recommendation from Organization and Structure for functions of Academic Affairs Committee concerning Professional Courses (Exhibit G).—J. Pomerenk

   This statement is an addition to the duties of the Academic Affairs Committee. The Graduate Studies Committee is not the appropriate committee to handle these courses since they are not graduate courses. It is more a matter of jurisdiction and supervision.

Constituents' Concerns.

Chevalier asked for the status on the policy of faculty contact with state legislators, has it been rescinded, what is the progress? Limburg stated that nothing is being done but that he would bring it up at the next meeting with the Provost. Chevalier stated that one dean on campus will not allow his faculty to write to legislators.

Kardong asked what is being done about the Monday holidays and the detrimental affect on lab courses? Crain stated that Academic Affairs Committee is looking into the issue and suggested that anyone with concerns write memos to Glen Hower, Chair of AAC. The issue needs to be look at thoroughly and it is important that people let the committee know their concerns.

DePuit from Natural Resource Sciences stated that as part of the CIR projects phones were installed in the hallways for safety and security purposes. Departments were then charged for the phones and when departments didn’t have money in their budgets the phones were disconnected. In light of the instructions on safety and security is anyone looking into getting these hallway phones connected so that if there is an emergency faculty and students can make a local call?

Wright asked who from the Faculty Senate was the representative on the Information Technology Implementation Committee? Crain stated that the Steering Committee would resolve the matter at their next meeting.
Berryman brought up the dangerous situation at the crosswalk at Wilson and Stadium Way. There is concern that someone will be killed if something isn’t done.

Chevalier stated concern about the administration’s approach to violations to the Faculty Code of Professional Ethics by faculty. Chevalier is past chair of Faculty Status Committee and she stated that there were several instances of violations of the code where procedures for investigating and recommending sanctions were not followed. There are also violations of academic freedom. Chevalier stated that faculty should be involved in investigations of faculty and it should not be teams of administrators involved. Limburg stated that he would bring this up at the next meeting with the Provost.

Adjournment.

The meeting was adjourned at 4:45 p.m.

Richard W. Crain, Jr.
Executive Secretary