The Faculty Senate was called to order by Robert Greenberg, Chair, on Thursday, April 15, 1999, in FSHN, T101, at 3:30 p.m. Forty-six (46) members were present thirty-three (33) members were absent with three (3) vacancies. Five (5) non-voting members were present. (See attached)

Minutes of April 1, 1999 Meeting were approved as circulated.

Announcements (Information Items).

1. Faculty Senate officers met with the Provost on April 6, 1999.

2. The following have been elected to the Faculty Senate:
   - College of Business and Economics: Eric Spangenberg 2002
   - College of Education: Cynthia Cristie 2002, Tim Church 2002
   - College of Science: Nick Foit 2001
   - College of Veterinary Medicine: Gilbert Burns 2002, Kathleen Potter 2002 and Erik Stauber 2002
   - Student Affairs: Barbara Hammond 2002, Dan Maher 2002

Announcements (Reports).

1. Remarks by the Chair.—R. Greenberg

   Greenberg stated the MS in Agriculture on today’s agenda is being pulled. Greenberg encouraged senators to attend the last meeting that will be held April 29. Officers for the coming year will be elected as well as voting on two new degree proposals. The Senate must also approved the graduates for the upcoming graduation. Greenberg expressed appreciation to the senators for their hard work at the last meeting. Greenberg commended the committees for all the hard work they have done this past year and he thanked the committee chairs for their leadership.

2. Report from Legislative Representatives.—C. Clark, M. Carroll

   Carroll reported he and Clark have been busy visiting with members of the Higher Education Committees in both the House and Senate. Currently the way things stand for faculty salaries the House is proposing 3%-3% for each of the two years with a large retention and recruitment pool. The Senate has not released their budget figures yet. The Safe Food Initiative is going to be funded but not quite at the level WSU had hoped. The Advanced Technology Initiatives proposal is looking like only two out of the three initiatives will be funded. Carroll stated it has been a pleasure to serve with Carolyn Clark, she is widely recognized as the most effective faculty representative in the state.
Additions or Changes to the Agenda.

Discussion Item 5 was pulled from the agenda.
The amended agenda was approved.

Agenda Items (Action Items).

1. Nominations from Committee on Committees for election to Faculty Senate Committees. Exhibit B is as follows:

FROM THE COMMITTEE ON COMMITTEES

The Committee on Committees submits the following name to serve on the following Senate committees with terms beginning August 15, 1999 and ending on the year indicated. Senators are encouraged to study the Committee Manual along with the vitae of the nominee, prior to the meeting of April 15, 1999. Senators desiring to nominate additional persons from the floor MUST PROVIDE written information about the nominees for distribution before the meeting.

Academic Advising and Reinstatement
F - 2002 DURFEY, James E. Instructor, Biological Systems Engineering, Faculty. WSU 6 Years. Relevant Experience and Qualifications: Currently advising students for Biological Systems Engineering Department in the Agricultural Technology and Management Program. College of Agriculture & Home Economics Scholarship, Committee; Biological Systems Engineering Program Committee for AgTM program; Alumni Relations, Departmental Scholarship, Undergraduate recruitment committee.

Budget Committee
F – 2000 RECKEN, Sarah, Associate Professor, Architecture, Faculty. WSU 25 Years. Relevant Experience and Qualifications: Physical Facilities Committee; College of Engineering Assessment Committee; Academic Affairs Committee; Reinstatement Committee; Faculty Development Committee; Athletic Council.

Academic Affairs
F – 2001 REED, Richard, Professor, Management and Decision Sciences, Faculty, Graduate Faculty. WSU 14 Years. Relevant Experience and Qualifications: College Strategic Planning Committee; College Curriculum Committee; Department Chair Selection Committee; College of Business and Economics Planning Committee; Department Staff Selection Committee; Teaching Awards Subcommittee; College Advising Review Committee, Chair; All-University Writing Committee
F – 2000 JANKOWSKI, Theodora A., Assistant Professor, English, Faculty, Graduate Faculty, WSU 3 Years. Relevant Experience and Qualifications: Graduate Studies Committee; Awards and Scholarship Committee, English; English Major Task Force; English Major Assessment; Multicultural Initiative; Library; Ad Hoc Committee in Major, English.

F – 2002 WARNER, Dennis A., Professor, Educational Leadership & Counseling Psychology. Faculty, Graduate Faculty, WSU 31 Years. Relevant Experience and Qualifications: Member of Washington State University Faculty Senate; Graduate Studies Committee; Ad Hoc Committee on Graduate Education; Ad Hoc Committee on Assessment, Office of the Vice Provost for Instruction; Member, Washington State University Institutional Review Board.

Committee on Committees
F – 2002 NEVILLE, Michael, Associate Professor, Chair of Philosophy, Philosophy, Faculty. WSU 27 Years. Experience and Qualifications: Catalog Subcommittee; External Scholarship Committee; College of Liberal Arts Curriculum Committee; Academic Affairs Committee, Phi Beta Kappa Scholarship Committee.

Distinguished Faculty Address
F – 2001 BEERMAN, Kathy, Associate Professor, Food Science and Human Nutrition, Faculty. WSU 12 Years. Relevant Experience and Qualifications: Recipient of CAHE RM Wade Teaching Excellence Award; Burlington Northern Teaching Excellence Award; GER Science Subcommittee; Building Committee, Center for Teaching and Learning, IT Reconfiguration Committee.

Faculty Affairs
F - 2002 CLAIBORN, Candis., Associate Professor, Civil and Environmental Engineering, Faculty, Graduate Faculty Relevant Experience and Qualifications: Honors Council; Graduate Committees; Group Coordinators and Search committees.

Library Committee
F - 2002 CROWE, Karine, Assistant Professor, Transcultural Nurse Consultant, College of Nursing, Faculty, Graduate Faculty WSU 5 Years. Relevant Experience and Qualifications: Member, Native Advisory Board, ICNE; Safety Committee, Bylaws Committee, Tenure Track Committee; Scholarship Committee, ICNE.
Organization and Structure
F – 2002  HAMMOND, Barbara, Director, Counseling Services, Faculty, WSU 16 Years. Relevant Experience and Qualifications: Committees on Committees, Chair; Faculty Affairs Committee; Faculty Excellence Awards Committee; Admissions Committee; Academic Advising and Reinstatement Committee.

Planning Review Committee
F – 2002  CHURCH, Tim, Professor, Educational Leadership and Counseling Psychology, Faculty WSU 14 Years. Relevant Experience and Qualifications: Consulting Editor for Journal of Cross-Cultural Psychology and Journal of Personality and Social Psychology; Principal Investigator, NIH Grant; Research and Arts Committee; Academic Steering Committee for Computing and Telecommunications; College of Education Faculty Affairs Committee.

Research and Arts
F – 2000  OKITA, Richard T. Professor, Pharmaceutical Sciences, Faculty, Graduate Faculty, WSU 9 ears. Relevant Experience and Qualifications: Interim Chair of Pharmaceutical Sciences; Director Pharm/Tox Grad Program; NIH Pharmacology Study Section; Research and Arts Committee; Faculty Senate Steering Committee; Library Committee, Medical College of Wisconsin; Admissions Committee, Medical College of Wisconsin.

Student Affairs
F – 2002  WOLVERTON, Mimi, Assistant Professor, Graduate Faculty WSU 5 Years. Relevant Experience and Qualifications: Developed Student Affairs degree offering; Member and current chair of the Conduct Board; Time to Degree Task Force; Council on Undergraduate Excellence; Institutional Review Board Member; Diversity Task Force, Arizona State University.

* * * * *

2. Recommendation from Faculty Affairs Committee for A Resolution on the Retirement Plan Exhibit G from 4/1/99 Agenda is as follows:

MEMORANDUM
TO: Faculty Senate
FROM: Faculty Affairs Committee
DATE: March 25, 1999
SUBJECT: RESOLUTION Cashability of Retirement Account

We, the members of the Washington State University Faculty Senate, in order to provide WSU employees with greater flexibility in utilizing all of their funds upon separation or retirement, the WSU Faculty Senate recommends and supports a 100% cashability upon separation or retirement, subject to the rules of the Fund Sponsor and Funding Vehicles.

Therefore, the WSU Faculty Senate recommends and supports the following change in language to the WSU Retirement Plan Rules:

Subject to the rules of the Fund Sponsors and Funding Vehicles, a participant may elect to withdraw at retirement or termination of employment, a lump-sum payment of up to 100% of the accumulations.

Motion carried.

3. Recommendation from Organization and Structure Committee for Steering Committee Summer Authority Exhibit C is as follows:

MEMORANDUM
TO: Thomas Brigham, Executive Secretary, Faculty Senate
FROM: Ken Kendall, Chair, Organization and Structure Committee
DATE: April 9, 1999
SUBJECT: Senate Steering Committee Summer Authority

The Organization and Structure Committee recommends that the Faculty Senate adopt the following policy for the period beginning with 1999 Commencement (May 8, 1999) and ending with 2000 Commencement (May 7, 2000).

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.
Rationale:

The language recommended above was part of the Bylaws of the Faculty Senate until three years ago when it was removed along with other provisions of the Bylaws relating to specific responsibilities of standing committees. It was noted at that time that Article III, Section 3.E.1 includes a provision for delegation by the Senate to its Steering Committee (as a Summer Executive Committee) of such functions as it deems appropriate. In the absence of such a delegation, the Steering Committee would only be able to represent the Faculty with respect to a major policy issue after convening a special Senate meeting. It is probable that such a meeting would be powerless to act for lack of a quorum. Much important planning goes forward during the Summer and it is important that the Faculty voice be a part of that planning. Delegation of advisory powers to the Steering Committee provides an informed and effective channel for that voice.

* * * * *

Motion carried.

4. Recommendation from Academic Affairs Committee for Revision to Rule 109 Petitions. New Exhibit D is as follows:

MEMORANDUM
TO: Thomas Brigham, Executive Secretary, Faculty Senate
FROM: Becky Bitter, Academic Governance Coordinator
FOR: Academic Affairs Committee
DATE: 8 April 1999
SUBJECT: Proposed Revision to Rule 109, Petitions

At its meeting on 7 April 1999, AAC members approved a proposed revision to Rule 109, Petitions. The revision clarifies the rule, which is intended to describe the procedure that students may use to petition for changes to graduation requirements.

**Rule 109 Petitions for Graduation Requirements**

Students may petition for a change in graduation requirements or academic regulations by obtaining the signature of their department chairperson and dean on the appropriate form available in the undergraduate degree office of the Registrar's Office.

At this time, Faculty Senate review and approval of the revision to Rule 109 is recommended, to be effective fall 1999.

* * * * *

Motion carried
5. Recommendation from Academic Affairs for Revision to Rule 104 and New Rule 57

New Exhibit E is as follows:

MEMORANDUM

TO: Thomas Brigham, Executive Secretary, Faculty Senate
FROM: Academic Affairs Committee
DATE: 8 April 1999
SUBJECT: Proposed Revision to Academic Regulation 104, Academic Complaint Procedures Proposed New Academic Regulation 57, Student Petitions for Exceptions to Academic Calendar Deadlines

At its 7 April meeting, AAC approved the following revision of Academic Regulation 104, Academic Complaint Procedures, in order to clarify the complaint procedure and to add a timeframe for submission of and response to academic complaints. The AAC also approved the following proposal for new Academic Regulation 57, Student Petitions for Exceptions to Academic Calendar Deadlines, which describes when and how students may petition for exceptions to academic calendar deadlines.

Proposed Revision to Rule 104, Academic Complaint Procedures

A student who has complaints Students having complaints relative to about instruction or grading should refer them it first to the instructor, and, if not resolved, then to the chairperson of the department in which the course is offered. The chairperson, if not able to resolve the problem to the student’s satisfaction, will refer the complaint, presumably with the chairperson’s written impressions, to the dean of the college. The student is encouraged then to go directly to the dean of the college. The Ombudsman, the Vice Provost for Student Affairs Committee, or the Provost are always available for any complaint not resolved to the student’s satisfaction. If the complaint is not resolved to the student's satisfaction, then he or she may refer the complaint in writing to the chairperson of the department in which the course is offered by the end of the last day of the following semester (excluding summer term). The chair’s decision shall be rendered in writing within 20 business days. After the chair's decision, the student or the instructor may appeal to the Dean's Office. Such an appeal must be presented in writing to the dean within 20 business days of the chair’s decision. The written statement should describe the basis for the appeal, indicate how it affects the individual or unit, and include the remedy sought from the dean. A copy of the student's original request to the chair for reconsideration of the instructor's decision, as well as the chair's written decision shall be attached to the appeal. The decision of the dean is the final step and shall be made within 20 business days. The University Ombudsman is available at any stage for advice or assistance in resolving academic complaints. At the branch campuses, the procedure is identical except that the academic area coordinator may substitute for the department chair and the campus dean may substitute for the college dean.
Proposed new Rule 57, Student Petitions for Exceptions to Academic Calendar Deadlines

Students may, with the payment of a service fee, petition for exceptions to academic calendar deadlines (e.g., withdrawal after the deadline). Petitions are considered only in the case of extraordinary circumstances such as a medical emergency and require supporting documentation. Undergraduate and professional students may petition through the Registrar's Office. Graduate students may petition through the Graduate School. Requests for exceptions must be made within two years of the date of enrollment in the course.

At this time, Faculty Senate review and approval is recommended, to be effective fall 1999.

* * * * *

Motion carried

6. Recommendation from Parking and Traffic Committee for a New Parking Fee Structure. Exhibit L from 4/1/99 Agenda is as follows:

Memorandum
TO: Members of the WSU Faculty Senate
FROM: John Shaheen, Public Safety/Parking Service
DATE: March 25, 1999
SUBJECT: Proposed Increase in Parking Fees

This memo is to request your support for an increase in parking permit fees as described in the attached table. The WSU parking system is a self-supported auxiliary and is, by state policy, totally financed by user fees.

The purpose of this proposal is to keep pace with increases in operations and maintenance costs, and to provide additional parking and parking lot lighting where needed. We take a balanced approach to meeting parking and transportation needs; and approach that is (1) committed to support for transit and other alternatives, (2) committed to provided peripheral parking that preserves the character of the central campus, and (3) committed to provide limited central campus parking for the people and programs that depend on it.

Under the attached proposal annual permit fees would increase beginning in the Fall of 2000 - about 16 months from now -- and would increase every year for five years. Increases for most permits would be in the order of $1.00 to $7.00 per year depending on the Zone. Orange permits (garage permits) would increase by $30.00 per year, an equivalent increase of $2.50 per month per year. The last increase in annual permit fees was in Fall of 1994, the last year of a previous five-year increase. The proposal also includes increases in daily and hourly parking rates that will take effect this coming year.
This proposal has been reviewed by the Faculty Senate Parking and Traffic Committee and the Faculty Senate Budget committee. I plan to brief you in full on the proposal and the justifications for it, after which I will be happy to field any question you may have.

Thank you in advance for your consideration.

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**WSU Parking System Fee Proposal - FY2000-FY2005**

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It was moved to recommit to committee.
Motion failed.

It was moved to amend the Orange Pass portion of the increase, Senator Nofsinger handed out a table showing the increases for orange. The amendment passed.
The amended motion carried.

Agenda Items (Discussion Items).

1. Recommendation from Faculty Affairs Committee for Faculty Titles (Exhibit F).—W. Leid

A question was asked about whether or not someone with the title of emeritus faculty had to be voted on? The answer was no.
What title would be used on documents where a title is needed such as “Professor in Charge” or “Instructor in Charge.”
Under extension and library faculty add the same line about expectations for appointment and advancement that is under academic faculty.
There are faculty under fixed term renewable appointments that do not go through tenure proceedings the word clinical would not be appropriate for these people. Do we need a different definition for these people?
Under graduate faculty is it necessary to have how they are elected?
Faculty at the branches who have been adjunct faculty for years will not want their titles changed can they be grandfathered in.
A comment was made that faculty at Tri Cities are called adjunct lecturers and they don’t like the title.
It was suggested that if research faculty have titles of assistant, associate and full professor that the same be afforded to teaching faculty.

2. Recommendation from Academic Affairs Committee for Undergraduate and Professional Major Change Bulletin #1 (Exhibit G).—K. Struckmeyer

There was no discussion of this item.

3. Recommendation from Academic Affairs Committee for a BS in Computer Engineering at WSU Spokane (Exhibit H).—K. Struckmeyer

It was asked how ABET would look at the program. The faculty involved are working to have it fully accredited.
Was a market survey done for projected enrollment. There were assessments made and industry in the Spokane area has indicated a strong interest and demand for this program.
4. Recommendation from Academic Affairs Committee for the BS in Agriculture statewide (Exhibit I).—K. Struckmeyer

There was no discussion of this item.

THIS ITEM WAS PULLED FROM THE AGENDA.

5. Recommendation from Graduate Studies Committee for a MS in Agriculture statewide (Exhibit J).—R. Rosenman

Constituents' Concerns.

Pate asked about parking fees being paid with before tax dollars. Greenberg will check into this.

Adjournment.

The meeting adjourned at 4:55 p.m.

Thomas Brigham
Executive Secretary