

Revised September 4, 2008

**2008-2009
COMMITTEE ASSIGNMENTS AND CHARGES
OF THE
WSU FACULTY ASSOCIATION**

Notes:

1. The person whose name has an asterisk after it is asked to call the first meeting in the fall.
2. Encourage attempts to schedule when all members can attend or, of that is not possible, alternating meetings so that all members can attend at least some of the time.
3. Review with members the nature and charge of the committee and recommend whether it is necessary for this committee to exist.
4. Each committee should meet at least once a semester, unless totally inappropriate because of the committee task.
5. The Faculty Senate appoints faculty members to Faculty Association Committees, All University Committees, Task Forces, and Teams.
6. Please send copies of all minutes to IFO President (Bruce Svingen and Committee on Committees Chairperson (H. Vernon Leighton)).

FACULTY ASSOCIATION COMMITTEES

1. ACADEMIC AFFAIRS AND CURRICULUM COMMITTEE (A2C2). One member and one or more alternates as needed nominated by and from each department.

Academic Affairs and Curriculum Committee (A2C2)

Chairperson Term, Duties, and Election Policy

(Proposal sent to Faculty Senate for consideration October 11, 2004)

The duties of A2C2 chairperson and chair-elect and the election process of chair-elect are described below.

A2C2 Chairperson Ann Rethlefsen

The position of A2C2 chairperson requires a three-year (six-semester) commitment. Year one of the appointment is spent as chair-elect and years two and three are spent as chairperson. There is no chair-elect during the first year as chairperson, but during the second year of the chairperson will be guiding the new chair-elect and the cycle repeats itself. The A2C2 chairperson will receive 1/3 reassigned time (4 SH) for each semester of service as chairperson for a total of four semesters.

The responsibilities of the A2C2 chairperson are as follows:

1. see that the A2C2 charge is carried out
2. receive all curricular proposals
3. prepare agenda for A2C2 meetings
4. distribute the agenda according to WSU Regulation 3-4
5. chair the A2C2 meetings
6. prepare agenda for CPPS meetings
7. distribute the CPPS agenda according to WSU Regulation 3-4
8. prepare and present reports of the A2C2 meetings to the Faculty Association Senate
9. forward proposals with recommendation to the Faculty Association Senate

10. serve on the all-university Calendar Committee
11. serve on the IFO Catalog Review Committee
12. process paperwork associated with curricular proposals
13. maintain the A2C2 web site
14. serve as a source of information regarding curricular issues
15. communicate with the Course and Program Proposal Subcommittee chair and the University Studies Director and attend meetings, as necessary
16. prepare chair-elect for duties and responsibilities of chairperson during the final year of term

A2C2 Chair-elect

Year one of the three year commitment is spent as chair-elect. The chair-elect will learn the details of the chairperson position under the guidance of the current chairperson and will assist the current A2C2 chairperson as assigned. The chair-elect will be awarded no reassigned time.

The responsibilities of the chair-elect are as follows:

1. assist the A2C2 chairperson during meetings
2. record A2C2 meeting minutes
3. act as chair in the event of chairperson's absence
4. assume the duty of A2C2 chairperson if the A2C2 chairperson is unable to complete the term

Election

The election of chair-elect will be held on or before October 31 of the fall semester prior to assuming the duties of chair. Prior to October 15, a call for nominees will be placed on the A2C2 agenda. The election will be placed on the A2C2 agenda and held during a regularly-scheduled A2C2 meeting. In accordance with other A2C2 business, a majority of those voting is necessary for the election of the chair-elect. It is expected that the chair-elect will come from the current A2C2 membership, that is be a department representative or alternate, but this is not a prerequisite for nomination and election.

The current A2C2 chairperson may extend his or her service for another term. Notification must be made during the last year of service and prior to the October 15 deadline for nominees. The current A2C2 chairperson is subject to the election procedures described above.

A) Committee Charge:

- 1) to recommend to the Faculty Association Senate on:
 - a) degree requirements and new degree and non-degree program requirements;
 - b) curricular additions and changes forwarded by departments;
 - c) the academic calendar;
 - d) portions of the WSU General Catalog that pertains to academic matters;
 - e) proposals and policies of the State University System and the WSU Administration that pertain to academic matters.
 - 2) to review periodically majors, minors, and the General Education University Studies program (via the University Studies Subcommittee of A2C2), and make recommendations to the Faculty Association Senate;
 - 3) to receive from and to discuss with members of the WSU Administration information pertaining to matters listed in a) 1) and b) 2) above.
 - 4) to inform and to work with the University Budget Review, Functions and Planning Committee Faculty Association Budget Committee in cases of budget change or proposed retrenchment significantly affecting academic programs, and to make recommendations to the Faculty Association Senate.
- Chair: Ann Rethlefsen 457-5652

2007-2008

Department	Representative	Alternate
Accounting	Larry Bergin	Jim Hurley
Art	Don Schmidlapp	Mary Coughlan
Biology	Ed Thompson	Judy Loewen
Business Administration	Hamid Yeganeh	Dan Sauers
Business Education		Jan Karjala
Chemistry	Sara Hein	Myoung Lee
Communication Studies	Amy Hermodson	Rita Rahoi-Gilchrest Amy Wolf
Computer Science	Paul Schumacher	Bhaskar Iyengar Tim Gegg-Harrison
Counselor Education	Mary Fawcett	
Economics/Finance	Dan Kauffman	
Education	Melanie Reap	Ann Rethlefsen
Educational Foundations, Research & Technology	Rhea Walker	
Education Rochester	Nancy Eckerson	
Engineering	Maryam Eslmo-Grami	Saeed Ziaee
English	April Herndon	Paul Johnson/ Chuck Ripley
Foreign Languages	Juan C. Fernandez-Iglesias	Vanessa Fernandez-Greene
Geoscience	Stephen Allard	Candace Kairies/Toby Dogwiler
HERS (Health Exercise & Rehabilitative Sciences)	Nancy Jensen	Brian Zeller/Sang-Min Kim
History		Matt Lindaman
Library	Joe Mount	Joe Jackson
Marketing	Bob Newberry	Mark Young/Russ Smith
Mass Communication	Robin O'Callaghan	
Mathematics/Statistics	Steve Leonhardi	Chris Malone/Tisha Hooks
Mgmt. Info Systems & Operations (MISO)	Pat Paulson	Sohail Subhani
Music	Eric Brisson	Cathy Schmidt
Nursing	Martha Scheckel	Linda Smith/Linda Seppanen Cathy Nosek/Susan Ballard
OCED		
Philosophy	Don Scheid	Kevin Possin
Physical Education & Recreation (PER)	Stephen Juaire	Don Wistrcill

Physics	Nathan Moore	Richard Shields
Political Science & Public Administration	Kara Lindaman	Matthew Bosworth
Psychology	Carrie Fried	Charles Schreiber
Residential College	Ronald Elcombe	
Recreation, Tourism, & Therapeutic Recreation	James Reidy	Roger Riley
Social Work	Carole Madland	Ruth Charles
Sociology/Criminal Justice/Geography	Jennifer Chernega	
Special Education	Jeanne Danneker	Carol Long
Theatre/Dance	Jim Williams	Peggy Sannerud

COURSE AND PROGRAM PROPOSAL SUBCOMMITTEE (CPPS)
SUBCOMMITTEE OF A2C2: Two members from each college chosen from A2C2 members and alternates.

COMMITTEE CHARGE:

- 1) Receives from A2C2 written proposals for new courses, revised courses, new programs, or revised programs; and
- 2) Evaluates each proposal according to the criteria established in WSU Regulation 3-4 and described on the proposal forms; and
- 3) Recommends to A2C2 either approval or disapproval of the course or program.

Representatives by College:

Business: Eve Caudill
 Education: Frank Rocco
 Liberal Arts:
 Science & Engineering: Ed Thompson, Chris Malone
 Nursing and Health Science: Linda Smith, Sang Min Kim

UNIVERSITY STUDIES SUBCOMMITTEE (USS)

A. Committee Charge

The University Studies Subcommittee (USS) is a standing subcommittee reporting to the Academic Affairs and Curriculum Committee (A2C2). The USS will consist of representation from each College and from the English, Communication Studies, and Mathematics/Statistics Departments. The members will be drawn from among the members and alternate members of A2C2. A2C2 will elect the members. Members will serve staggered three-year terms. The Director of the University Studies Program will be a non-voting ex-officio member of the USS and will chair the committee.

University Studies Subcommittee

Director: J. Paul Johnson (2006-2009)
English: Chris Buttram (2005-2007)
Communication Studies: Rita Rahoi-Gilchrest (2006-09)
Math/Stats: Terry Price (2005-2008)
Liberal Arts: Ron Elcombe (2005-2008)
Science & Engineering: Sara Hein (2005-2008)
Business: Dan Kauffman (2005-2007)
Education: Melanie Reap (2006-09)
Nursing and Health Science: Linda Seppanen (2006-09)

USPAP Fine and Performing Arts Assessment (2005-07)

Gary Eddy (chair), Peggy Sannerud, Anne Plummer, Dan Eastman

USPAP Humanities Assessment (2005-07)

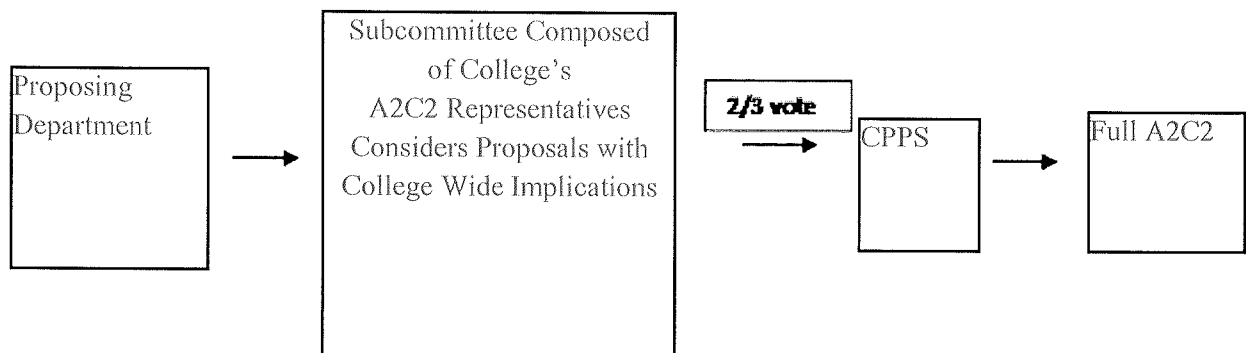
Kurt Hohenstein (chair), Lilian Ramos, J Paul Johnson

USPAP Natural Sciences Assessment (2005-07)

Robin Richardson (chair), Bruno Borsari

COLLEGE-WIDE SUBCOMMITTEE OF A2C2

Any department from a college may bring forth curricular/program proposals of a college wide nature. When such a proposal is brought forward, a short-lived subcommittee populated by all the A2C2 representatives from that college would be formed – each department has one representative filled either by the regularly elected A2C2 member or alternate. That subcommittee would consider the proposal. It would take a 2/3 vote of the entire membership of that committee to send the proposal on to CPPS and then to the full A2C2 via the normal channels and procedures.



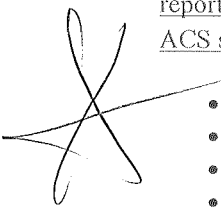
A2C2 ACADEMIC CALENDAR SUBCOMMITTEE

Committee Charge

The Academic Calendar Subcommittee (ACS) is a standing subcommittee reporting to the Academic Affairs and Curriculum Committee (A2C2). The ACS will consist of at least three representatives. The members will be drawn

from among the members and alternate members of A2C2. A2C2 will elect the members. Subcommittee members will serve a two-year term.

The academic calendar is typically a two-year calendar starting in even-numbered years. Each spring the ACS will report on observations related to the current two-year calendar and propose future calendars. Some of the items the ACS should consider in making a report and constructing future calendars are:

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- ~~168~~ duty days for faculty.
 - Mandated holidays.
 - Beginning and ending dates of each semester.
 - Number and placement of non-class duty days, grading days, and final exam days in a semester.
 - Placement of commencement days.
 - Placement of faculty development days.
 - Balance of class time between M, W, F and T, H classes within a semester.
 - Balance of class time among fall semester, spring semester, and summer session.