MEMO

To: Faculty Senate Senators
From: Faculty Senate Executive Committee
Date: February 14, 2017
RE: Bylaw addition and election of Faculty Senate Executive Committee Curriculum System Programmer.

The Faculty Senate Executive Committee proposes a new Faculty Senate Executive Committee position: Faculty Curriculum System Manger/Programmer. We propose this position as a formal role for the Faculty Curriculum System Manger/Programmer and give this faculty member an ex officio spot on the Faculty Senate Executive Committee to enhance communication. As course and program goals and learning outcomes are integrated into the faculty curriculum proposal system, we feel that Faculty Senate should retain oversight of this aspect of the curriculum proposal process. We are currently working with the current curriculum system programmer, Camila Gabaldon, to assure the archiving of course and program goals and learning outcomes integrates seamlessly into the faculty curriculum system with oversight for course and program goals and learning outcomes remaining within the relevant faculty departments and divisions.

The proposed bylaw changes are highlighted.

ARTICLE III
Executive Committee Members and Their Duties
Section 1. Membership
1.1 – 1.2 (no change)
1.3   Ex-officio nonvoting members
            Two WOU IFS representatives
            One Curriculum System Manager/Programmer

Section 2. Election Procedure
2.1 (no change)
2.2   During election years, or as needed, election of at-large senators and the Curriculum System Manager/Programmer takes place during the second Faculty Senate meeting in May. The Curriculum System Manager/Programmer is not subject to the usual Executive Committee term limits, and may retain the position year-to-year with the permission of the current Faculty Senate President.

Section 3. Duties of the Executive Committee and Its Officers
  3.6 Curriculum Duties
        3.6.1 – 3.6.3 (no change)
        3.6.4 Responsibilities of the Curriculum System Manager/Programmer
        • Working with faculty and WOU administration to ensure the smooth and responsive flow of curriculum requests in a way that meets the needs of the various constituencies that need to interact with them.
        • Recommend and implement adjustments/improvements to the system. If the incumbent has the skills and desire, they are responsible for making adjustments or changes directly to the curriculum system. In this case their title is "Executive Committee Curriculum System Manager/Programmer. If not, they will be responsible for working directly with the individual(s) making those changes to implement them with as little disruption as possible. In this case their title is "Executive Committee Curriculum System Manager"
        • Serve as a resource and primary contact for questions about or issues with the curriculum system.
        • Attend Faculty Senate Executive Committee meetings as needed.