



**Faculty Senate Meeting**  
 Monday, September 28, 2015  
 3:30p.m. – 5:30p.m. – Toepfer Room, Adelbert Hall,

3:30 p.m.	Approval of Minutes from the April 23, 2015, Faculty Senate Meeting, <i>attachment</i>	Roy Ritzmann
3:35 p.m.	President and Provost’s Announcements	Barbara Snyder Bud Baeslack
3:40 p.m.	Chair’s Announcements	Roy Ritzmann
3:45 p.m.	Report from the Executive Committee	Peter Harte
3:50 p.m.	Report from the Secretary of the Corporation	Arlishea Fulton
3:55 p.m.	Formation of Emeriti Academy	Sandra Russ
4:00 p.m.	FSCUE: Secondary Major Proposal, <i>attachment</i>	Cheryl Killion
4:15p.m.	FSCUE: Proposal for Course Scheduling Grid, <i>attachment</i>	Cheryl Killion
4:30 p.m.	Update on Course Evaluation Implementation	Robin Dubin
4:35 p.m.	5-Year Review: Proposed Revisions to Faculty Handbook, <i>attachment</i>	David Carney
4:50 p.m.	Campus Planning Presentation <i>*Report available upon request from the Faculty Senate Office.</i>	Irwin Lowenstein Steve Campbell
5: 25 p.m.	New Senator Welcome	Roy Ritzmann Peter Harte

**Faculty Senate Meeting**

Monday, September 28, 2015

3:30-5:30 p.m. – Adelbert Hall, Toepfer Room

**Members Present**

Alexis Abramson  
Bud Baeslack  
Cynthia Beall  
Joy Bostic  
Christine Cano  
David Carney  
Susan Case  
Gary Chottiner  
Heath Demaree  
Peg DiMarco  
Mitch Drumm  
Robin Dubin  
Kimberly Emmons  
T. Kenny Fountain

Carol Fox  
Peter Harte  
David Hussey  
Scott Fine  
Susan Hinze  
Jean Iannadrea  
Sudha Iyengar  
Cheryl Killion  
Lisa Lang  
Frank Merat  
Carol Musil  
Andres Pinto  
Vasu Ramanujam  
Andrew Rollins

Roy Ritzmann  
Robert Savinell  
Jessica Slentz  
Barbara Snyder  
Robert Strassfeld  
Fahreen Velji  
Horst von Recum  
Gillian Weiss  
Rebecca Weiss  
Jo Ann Wise  
Richard Zigmond  
Christian Zorman

**Members Absent**

Amy Backus  
Timothy Beal  
Cathy Carlin  
Juscelino Colares  
Colleen Croniger  
Lisa Damato  
Michael Harris  
Angelina Herin  
Jessie Hill

Lee Hoffer  
Megan Holmes  
Zina Kaleinikova  
Kurt Koenigsberger  
Kenneth Ledford  
Paul MacDonald  
Gerald Mahoney  
Meral Ozsoyoglu  
Leena Palomo

Martin Palomo  
Pushpa Pandiyan  
Mary Quinn Griffin  
Usha Stiefel  
Philip Taylor  
Nishant Uppal  
Stuart Youngner  
Amy Zhang

**Others Present**

Dan Anker  
Katie Brancato  
Jonathan Carlson  
Don Feke  
Arlisha Fulton

Arnold Hirshon  
Marilyn Mobley  
James Nauer  
Arnold Hirshon  
Dean Patterson

Suzanne Rivera  
John Sideras  
Lynn Singer  
Jeff Wolcowitz

**Call to Order**

Professor Roy Ritzmann, chair, Faculty Senate, called the meeting to order at 3:30 p.m.

**Approval of Minutes** Hearing no objections, the minutes from the April 23, 2015 Faculty Senate meeting were approved as submitted.

### **President's Announcements**

The President welcomed all faculty senators and made the following announcements:

- The incoming undergraduate class is a highly-talented group of students. The average SAT score is 1385 which is an increase from last year's average score of 1368.
- Fall Convocation was a success.
- The sexual misconduct climate survey results are available. Approximately 8% of CWRU students responded that sexual assault is a problem on campus. This figure is less than half the average reported among 150,000 students at 27 top universities that participated in the survey. 68% of CWRU students believe that the university takes reports of sexual assault seriously. Darnell Parker (new Title IX Coordinator) and Jean Gubbins in Institutional Research are analyzing the data and will report to the Senate at a later date.
- Fundraising efforts have reached \$166.9 million and broken 22 records to date.
- The Maltz Performing Arts Center opened yesterday with the Violins of Hope concert and is holding an open house today for the community.
- The President met with the Faculty Senate Finance Committee on September 24<sup>th</sup> to discuss the financing for the Health Education Campus.
- The Richey-Mixon building housing think[box]will be dedicated this week.
- The CWRU Board of Trustees are meeting on October 2-3.
- Homecoming is being held October 8-11<sup>th</sup>.
- The Innovation Summit is being held on October 26-28<sup>th</sup> at the Tinkham Veale University Center.
- The Center for International Affairs is sponsoring the Asian Mid-Autumn Festival today from 7-9pm in the Thwing Ballroom and Atrium.

### **Provost's Announcements**

The Provost welcomed all senators and said that he anticipates that this will be a busy year.

### **Chair's Announcements**

Prof. Ritzmann announced that an annual meeting of the university faculty will be held on Friday, October 30<sup>th</sup> from 1-2pm.

### **Report from the Executive Committee**

Professor Peter Harte, vice chair of the Senate, reported on the September 14<sup>th</sup> Executive Committee meeting. The Executive Committee approved a nomination to award an honorary degree. The nomination will be presented to the Board of Trustees.

The USG is proposing a change to the Faculty Senate By-Laws to provide that the USG VP of Academic Affairs shall serve as the undergraduate student senator to the Faculty Senate. This will codify the current practice. The Executive Committee referred this matter to the Senate By-Laws Committee.

The Committee on Faculty Personnel had recommended revisions to the endowed professorship provision of the Faculty Handbook. The revisions were discussed by the Senate last spring and returned to the Executive Committee for further consideration. The issue relates to whether endowed professorship can be awarded to non-tenure track faculty. The Executive Committee agreed that the provision should retain the requirement for tenure for senior endowed professorships, but that exceptions can be made for non-tenure track faculty when requested by the donor or permitted by the terms of the endowment agreement. The Committee voted to return this issue to the By-Laws Committee.

### **Report from Secretary of the Corporation**

Arlishea Fulton, senior counsel, gave the report from the Board of Trustees. The Trustees met 4 times since the April Faculty Senate meeting. Among other items, the Board approved the following Faculty Senate Resolutions:

- Master in Public Health and Master of Science in Nutrition Dual Degree Program
- Undergraduate major in Science of Origins
- Undergraduate major in Business Management
- Master of Arts in Research and Theory in Social Welfare

The Trustees also approved a Senate recommendation to amend the Faculty Handbook related to Human Research Protection. *Attachment*

### **Formation of Emeriti Academy**

Professor Terry Hokenstad reported on a proposal to create an Emeriti Academy. The idea originated at a meeting of Distinguished University Professors. Prof. Hokenstad, Professor Sandra Russ and Professor Alan Rocke invited a number of Emeriti from each one of the schools to attend a focus group to consider the idea. The discussion was positive and a survey was sent to all Emeriti to gauge the broader interest. 107 Emeriti responded and 90 expressed interest in the Academy. Profs. Hokenstad, Russ and Rocke researched Emeriti Academies at other universities and reported on their findings to the Provost. The response from the President, Provost and deans have been positive. Prof. Sandra Russ said that the purpose of the Academy is to connect Emeriti with the university and with each other. An executive committee of eight Emeriti plus 2 DUPs will be formed. Activities will include talks and seminars (including presentations from Emeriti) and possible research collaborations. The Academy might utilize video conferencing to include Emeriti who live out of the area.

### **FSCUE: Secondary Major Proposal**

Professor Cheryl Killion, chair of FSCUE, presented a Faculty Senate resolution to recognize a secondary major for undergraduate students. A secondary major would allow undergraduate students to complete a second major in a different degree program without having to complete the general education requirements for the secondary major (unless required for that major). This would allow most students to complete the secondary major within four years unlike a dual degree that typically requires an extra year. The secondary major will appear on the student's diploma. The proposal does not require a school or department to make changes to their curricula. Senators expressed concerns that the secondary major would discourage students from completing two majors in one degree program or from enrolling in dual degree

programs. Concerns were also expressed that within certain schools, the general education requirements are essentially prerequisites for the degree/major. Jeffrey Wolcowitz said that students are currently taking credit overloads or enrolling in dual degree programs which they are unable to complete. Neither one of these situations are optimal. The secondary major allows students to broaden their academic experiences by enrolling in a major within a different degree program. They would be required to take all prerequisites for the courses in the secondary major. If a department wishes to include one or more elements of the general education requirements as part of the major, it can do so by redefining major requirements for all students, regardless of degree program, to include those courses, following the usual process for changing major requirements. The Senate voted to approve the resolution with 2 opposed and 2 abstaining. *Attachment*

### **FSCUE: Proposal for Course Scheduling Grid**

Prof. Killion presented a proposal to revise the university's course scheduling grid. The revised grid provides for 15-minutes between each time period, removes overlap during the MWF 8-10 time slots, creates more options for 75-minute time blocks, moves the exam block from Thursdays at 11:30am-12:45pm to a less popular teaching time, and standardizes and posts available evening time slots, including the possibility of 150-minute slots. With a larger class of undergraduate students, more time slots are required for classes. All UPF schools were provided an opportunity to review the revised grid and the feedback overall was positive. The Senate also reviewed a statement from FSCUE that strongly encourages faculty to adhere to the new grid. The new grid would be implemented in the fall of 2016. Faculty expressed concerns about students obtaining access to locked buildings in the evenings, and about security issues when they are leaving late in the evening. Faculty were also concerned that students wouldn't register for a 150 minute class scheduled for 7-9:30pm in the evening. It was pointed out that a 150 minutes class can begin in an earlier time slot and extend it into an evening slot. The Faculty Senate voted to endorse the revised grid with 2 senators abstaining. *Attachment*

### **Update on Course Evaluation Implementation**

Professor Robin Dubin provided an update on the status of the course evaluation implementation process. The EvaluationKit course evaluation system was piloted last spring. The ad hoc committee charged with implementation oversight has recommended that the university not use the EvaluationKit system. They found that among other issues, adding questions to the EvaluationKit program was cumbersome and the vendor was not sufficiently responsive when contacted. The university will use a homegrown system which should be available at the end of the fall 2015 semester. The homegrown system will include platform mobility. Not all features of the course evaluation system will be ready to be implemented at the end of the semester. For instance, FSCUE had requested that students not be able to obtain their grades until they completed course evaluations. This will not be added to the system yet but can be added at a later date if needed to improve participation rates. Prof. Dubin said she believes that if course evaluations are rolled out with sufficient communication, and faculty understand that they can ask students to complete the evaluations in class, that the participation rate will increase without the need to withhold grades. Course evaluations will be open for two weeks prior to the final exam period. The Senate discussed whether to keep the

evaluations open during the final exam period. This would allow students to see their grades before they complete the course evaluations. Jeffrey Wolcowitz said that many courses do not have final exams and in those cases, the students would already know their final grade anyway. A straw poll was taken on this issue. There were 7 votes for leaving the course evaluations open during the final exam period, 6 opposed and the remaining senators abstained. Course evaluations will be open for two weeks prior to the final exam period.

### **5-Year Review: Proposed Revisions to Faculty Handbook**

Professor David Carney, chair of the Senate By-Laws Committee, presented a number of proposed revisions to the Faculty Handbook and Senate By-Laws. The proposed revisions are as follows:

- 1. Faculty Handbook, Chapter 2, Article VI, Sec. A. (Executive Committee)**- clarification of how Senate Executive Committee representatives are selected by their constituent faculties. *The Senate voted unanimously to approve this revision. Attachment*
- 2. Faculty Handbook, Chapter 2, Article V (The Faculty Senate), Sec. F, Proposed new par. 6-** process for replacing the Senate chair and chair-elect when there is a vacancy. *The Senate voted unanimously to approve this revision. Attachment*
- 3. Faculty Handbook, Chapter 3, Part One, Article 1, Sec. K (Non-Renewal of Term Appointment)**- revision to notice provision allowing for overnight delivery of faculty non-renewal letters. A friendly motion was made to change the word "overnight" to "express" to cover a situation where the letter is not actually delivered the next day. The motion was seconded and approved by the Senate. The main motion was then seconded and approved. *Attachment*
- 4. Senate By-Law V, Item a.** - references the language described in par. 2 above relating to a Senate chair vacancy. *The Senate voted unanimously to approve this revision. Attachment*
- 5. Senate By-Law VI (Procedure for Election of Chair-Elect), proposed new par. 3-** provides that the chair-elect takes office after Commencement. *The Senate voted unanimously to approve this revision. Attachment*
- 6. Senate By-Law VII, Item b. (Executive Committee), par. 2-** process for selection of standing committee chair when there is a vacancy. *The Senate voted unanimously to approve this revision. Attachment*

The Senate charged the Committee on By-Laws with considering whether a faculty administrator within a school can also serve as chair of a Senate standing committee.

### **Campus Planning Presentation**

Irwin Lowenstein, advising university architect, presented an update on the 2015 Campus Master Plan. The plan will be presented to the Board of Trustees at the October meeting. The last master plan was developed in 2005. That plan preceded the strategic plan of 2008. This time the plan has been developed as a result of the 2013 strategic plan. Undergraduate enrollment and quality have increased and this influences planning. Each one of the master plan principles directly relates to the one or more of the 2013 strategic plan goals. The plan principles are as follows:

1. Strengthen the unique sense of place in each campus district.
2. Embrace sustainable systems thinking for infrastructure and organizational processes.
3. Knit Campus Districts and City Neighborhoods into a clear, safe and vibrant environment.
4. Renew and replace deficient facilities with spaces and learning environments of high quality.
5. Locate facilities that catalyze collaboration and discovery at strategic crossroads.

The plan does not call for the acquisition of new land or additional space. The focus will be on increasing the quality of the current space and either maintaining or reducing the current building footprint. A senator asked whether the buildings that currently house the SODM and the SON would be demolished. Irwin Lowenstein responded by saying that this is an option, but that there aren't any definite plans yet. There may be alternate uses for these buildings. More of the current building space across campus may be allocated to classrooms given the increase in the undergraduate enrollment. A committee is being formed with representatives from all of the schools and with UCI to study the transportation needs for the Health Education Campus. The university and UCI are also collaborating on a study of the Euclid/Ford intersection where traffic is extremely congested. *Attachment*

Upon motion, duly seconded, the regular meeting was adjourned at 5:25 p.m.

The chair and vice chair of the Senate held a welcome for the new faculty senators.

Approved by the Faculty Senate

A handwritten signature in cursive script, appearing to read "Rebecca Weiss".

Rebecca Weiss  
Secretary of the University Faculty

**September 28, 2015**

**FACULTY SENATE RESOLUTION TO RECOGNIZE “SECONDARY MAJORS” FOR UNDERGRADUATES WHO COMPLETE THE REQUIREMENTS FOR A MAJOR THAT IS NOT PART OF THEIR DEGREE PROGRAMS**

WHEREAS, Article V, Section A, Par. 2. of the Constitution of the University Faculty states in relevant part that the Faculty Senate shall make recommendations to the president for consideration and transmittal to the Board of Trustees with respect to standards of curricula and content for all degree programs; and

WHEREAS, the University presents itself to prospective undergraduates as a place where it is easy to pursue multiple, disparate interests; and

WHEREAS, on May 5, 2015, the Faculty Senate Committee on Undergraduate Education, after consultation with the constituent faculties of the Undergraduate Program Faculty, voted to approve the proposal attached here as Exhibit A, to recognize a student’s completion of a major that is not part of his or her degree program; and

WHEREAS, on September 14, 2015, the Faculty Senate Executive Committee voted that said proposal, attached here as Exhibit A, be placed on the agenda for consideration by the Faculty Senate;

**NOW, THEREFORE, BE IT RESOLVED THAT:**

The Faculty Senate of Case Western Reserve University approves recognizing an undergraduate as having completed a “secondary major” when he or she has met all of the requirements for a major that is not part of the student’s degree program.



## EXHIBIT A

### PROPOSAL TO RECOGNIZE SECONDARY MAJORS

Case Western Reserve University presents itself to prospective undergraduates as a university where it is easy to pursue multiple, disparate interests. However, given the structure of our degree programs, students often find it difficult to earn recognition for completing a second (or subsequent) major not affiliated with their primary degree programs, as this would require that they become “dual degree” students. Some of the difficulties they encounter are differences in general education and other school-wide requirements<sup>1</sup> and the requirement of 30 additional credit-hours of coursework beyond those required for the first degree in order to earn a second degree.<sup>2</sup> Some students are dissuaded from completing substantial coursework in a second area of interest when it comes from a different degree program, while others, eager to earn credentials in the two fields while still graduating in eight semesters, are motivated to carry heavier semester course loads than would be wise. [A description of the structure of undergraduate degrees and majors at CWRU is included as an appendix.]

**PROPOSAL: That the University recognize an undergraduate as having completed a “secondary major” when he or she has completed all of the requirements for a major that is not part of the student’s degree program, as described in the questions and answers below.**

*What requirements will a student have to meet to complete a secondary major?*

A student will earn the designation of a secondary major for having completed the requirements of that major as Undergraduate Studies audits them for degree certification, but will not be expected to satisfy the general education and other requirements associated with the degree program that includes that major, except for those that serve as prerequisites for courses in the major.

A student will not have to complete credit-hours beyond those required for the primary degree program and any additional credit-hours needed to fulfill requirements for the secondary major.

Like minors, secondary majors will be optional. No student will be required to complete a secondary major.

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<sup>1</sup> For example, candidates for the Bachelor of Arts degree from the College of Arts and Sciences must complete 90 credit-hours of coursework in arts and sciences courses, reduced to 84 for students completing both the BA and BS degrees.

<sup>2</sup> “To qualify for two undergraduate degrees, i.e., a BA and a BS degree, or two BS degrees, a student must satisfy all requirements for each degree, and complete for the second degree thirty semester hours of study beyond the hours required for the first degree. A student may, however, complete two or more Arts and Sciences majors within the 120 hour minimum requirement for the BA degree, or two or more Engineering majors within the 128-133 hour minimum requirement for the BS in Engineering degree, or two or more Management majors within the 122 hour minimum requirement for the BS in Management degree.” [General Bulletin, 2014-2015]

*Will schools or departments need to do anything to create a secondary major?*

No. The requirements for each existing major will carry over and serve as the requirements for students from other degree programs who wish to complete a secondary major in the field.

If a department wishes to include one or more elements of the general education requirements as part of the major, it may do so by redefining major requirements for all students, regardless of degree program, to include those courses, following the usual process for changing major requirements.

*Some majors have different requirements for the BA and BS degrees. How will this be handled for students wishing to complete a secondary major in the field?*

In these cases, the BA requirements will serve as the requirements for a secondary major, just as they do now for a student completing two majors within the BA degree.

*Some majors in different degree programs are sufficiently similar that a student should not be eligible for recognition for having completed both. How will this be handled?*

This will be handled across degree programs in the same way that it is currently handled for majors and minors within degree programs. Departments with concerns about students earning multiple credentials for essentially the same coursework may set limits on the number of courses that may double-count for its major and another major or minor, following the usual process for changing major requirements. This is already common, but not universal, within the College of Arts and Sciences.

Just as we do not currently allow a student to earn both a major and a minor in the same field, we will not allow a student to earn both a BS degree and a secondary major in the same field.

*Will students still have the option to earn more than one degree?*

Yes, students will still be able to pursue multiple degrees under the current rules. They must meet all of the requirements of each degree programs, including the general education and other school-wide requirements, and must earn for the each additional degree at least 30 additional credit-hours of coursework beyond those required for the first degree. This proposal does not eliminate any of the options currently available to students and will still be attractive for certain combinations of interests.

*Will secondary majors be recorded on transcripts and diplomas?*

Yes. Just as majors and minors are currently recorded on transcripts, secondary majors will also be recorded on transcripts, but with clear indication that they were completed as secondary majors not as parts of the full degree programs that include those majors.

Like primary majors, secondary majors will be recorded on a student's diploma, but separate from the major field(s) associated with the degree program. A separate line with the designation "Secondary Major: \_\_\_\_\_" will list the secondary major(s) that a student completed. See the attached mock-up as an example.

*Will students be assigned advisors in their secondary majors?*

Yes. Advisors for secondary majors will have access to the same information in SIS as is currently available to major and minor advisors. However, as is currently the case for minors, advisors for secondary majors will not be able to lift advising holds for registration. Only advisors for majors affiliated with a student's degree program(s) will be able to lift advising holds.

*What is the anticipated timeline for introducing secondary majors?*

Candidates for undergraduate degrees awarded in May 2017 or later may begin declaring secondary majors during the Fall Term 2016.

*Why not simply eliminate the 30 credit-hour requirement for dual degrees?*

There are three reasons for not eliminating the requirement of 30 additional credit-hours for dual degrees.

This appears to be the industry norm. It is common for colleges and universities to require the equivalent of an additional year of work for students who wish to receive two undergraduate degrees. This alone is not a reason for CWRU not to give up this requirement, but merely a reason to be cautious before doing so.

We should seek to be neutral across the various fields that students wish to pursue and combine. Currently, it is easy to combine two fields within the same degree program (e.g. economics and political science or psychology), but difficult to combine two from different degree programs (e.g. economics and finance). Eliminating the 30-additional-credit-hour requirement would flip this non-neutrality and may distort students' choices about fields to combine by making combinations from different degree programs more attractive than combinations within a degree program in that students would earn two degrees and receive two diplomas.

The requirement of 30 additional credit-hours of coursework is not always the binding constraint on students wishing to pursue multiple fields of study.

*Have other universities taken similar steps to allow students to complete majors from different degree programs?*

One example is Stanford University, which created a degree called the Bachelor of Arts and Science in addition to its Bachelor of Arts and Bachelor of Science degrees (see <http://exploreddegrees.stanford.edu/undergraduatedegreesandprograms/#bachelorstext>). Under this

degree program, students may pursue multiple majors across traditional degree programs within the standard number of credit-hours required for a single degree. Students may also choose to pursue two degrees, the Bachelor of Arts and the Bachelor of Science, but are required to complete an extra year of credit-hours to do so.

The specifics of the Stanford solution would not work at CWRU because we do not offer a single Bachelor of Science degree, but rather many different Bachelor of Science degrees that include “in X” as part of the name of the degree.

**APPENDIX: Structures of Undergraduate Degrees and Majors at CWRU**

February 2014

The chart below lists the academic unit responsible for the requirements for undergraduate degrees/majors at CWRU.

	<b>Single Degree, Single Major</b>	<b>Single Degree, Multiple Majors (within the same degree program)</b>	<b>Multiple Degrees, Multiple Majors</b>
<b>General Education Requirements</b>	Set at the Degree Program level	Set at the Degree Program level	Set at the level of Degree Program #1
<b>General Education Requirements</b>	--	--	Set at the level of Degree Program #2
<b>Major Field Requirements</b>	Set at the level of the Major	Set at the level of Major 1	Set at the level of Major 1
<b>Major Field Requirements</b>	--	Set at the level of Major 2	Set at the level of Major 2
<b>Major Field Requirements</b>	--	Other major-level requirements (if applicable)	Other major-level requirements (if applicable)
<b>Other Requirements</b>	--	--	At least 30 credit hours beyond the first degree, for each additional degree
<b>Examples</b>	<ol style="list-style-type: none"> <li>1. Bachelors of Arts, Major Field: English</li> <li>2. Bachelors of Science in Chemistry</li> <li>3. Bachelor of Science in Engineering, Major Field: Mechanical Engineering</li> <li>4. Bachelors of Science in Nursing</li> </ol>	<ol style="list-style-type: none"> <li>1. Bachelors of Arts, Major Fields: English and Political Science</li> <li>2. Bachelor of Science in Engineering, Major Fields: Biomedical Engineering, Chemical Engineering</li> </ol>	<ol style="list-style-type: none"> <li>1. Bachelors of Science in Management, Major Field: Finance; and, Bachelors of Arts, Major Field: Economics</li> <li>2. Bachelors of Science in Chemistry; and, Bachelors of Science in Engineering, Major Field: Chemical Engineering</li> </ol>

**Proposed Additional Structure**

	<b>Single Degree with a Primary Major, and a Secondary Major from a Different Degree Program</b>
<b>General Education Requirements</b>	Set at the level of the Degree Program for the Primary Major
<b>General Education Requirements</b>	--
<b>Major Field Requirements</b>	Set at the level of the Primary Major
<b>Major Field Requirements</b>	Set at the level of the Secondary Major
<b>Other Requirements</b>	--
<b>Example</b>	Bachelors of Science in Management Major Field: Finance; Secondary Major: Economics



# CASE WESTERN RESERVE UNIVERSITY

On the recommendation of the Faculty of  
The Case School of Engineering  
The Trustees of the University have admitted

NAME

to the Degree of

Bachelor of Science in Engineering

Major Field: Mechanical Engineering

Secondary Major: History

Given at Cleveland Ohio August fifteenth Two Thousand Fourteen

*Barbara R. Snyder*  
President

*Jeffrey L. Dworkin*  
Dean

# Case Western Reserve University

## Fall and Spring Course Time Slots (starting with Fall 2014)

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30	8:30-9:20 9:00-10:15*	8:30-9:45	8:30-9:20 9:00-10:15*	8:30-9:45	8:30-9:20 9:00-10:15*
9:30	9:30-10:20	10:00-11:15	9:30-10:20	10:00-11:15	9:30-10:20
10:30	10:30-11:20	11:30-12:45	10:30-11:20	11:30-12:45	10:30-11:20
11:30	11:30-12:20		11:30-12:20	<b>11:30-1:00</b> <b>Provost's Exam Block</b>	11:30-12:20
12:30	12:30-1:45		12:30-1:45	Multi Section Common Testing	12:30-2:00 <b>University Community Hour</b>
1:30	2:00-2:50	1:15-2:30	2:00-2:50	1:15-2:30	No Required Academic Activity
2:30	3:00-3:50 3:00-4:15	2:45-4:00	3:00-3:50 3:00-4:15	2:45-4:00	2:00-2:50
3:30	4:00-4:50		4:00-4:50		3:00-3:50
4:30	4:30-5:45	4:30-5:45	4:30-5:45	4:30-5:45	4:00-4:50
5:30					

\*For 3 credit hour courses, 9:00 – 10:15 time slot may be used M/W, W/F, or M/F

### Summer Course Time Slots (eight week session)

Three credit hour courses to meet four times per week within the following time blocks:

1	9:00 - 10:20
2	10:30 - 11:50
3	1:00 - 2:20
4	2:30 - 3:50
5	4:00 - 5:20
6	6:00 - 7:20



	Monday	Tuesday	Wednesday	Thursday	Friday
8:00		8:00-9:15*		8:00-9:15*	8:00-9:15*
9:00	8:25-9:15 A1	B1/B2	8:30-9:45	8:25-9:15 A1	8:25-9:15 A1
10:00	9:30-10:20 A2	B4	9:30-10:20 A2	9:30-10:20 A2	9:30-10:20 A2
11:00	10:35-11:25 A3	B5	10:35-11:25 A3	10:35-11:25 A3	10:35-11:25 A3
12:00	11:40-12:30 A4	B6	11:40-12:30 A4	11:40-12:30 A4	11:40-12:30 A4
1:00	12:45-2:00 B7	1:00-2:15	12:45-2:00 B7	1:00-2:15	**Community Hour**
2:00		B8		B8	
3:00	2:15-3:05 A5	2:30-3:45	2:15-3:05 A5	2:30-3:45	2:15-3:05 A5
4:00	3:20-4:10 A6	B9	3:20-4:10 A6	3:20-4:35 B9	3:20-4:10 A6
5:00	4:25-5:15 A7	B10	4:25-5:15 A7	3:20-4:35 B10	**Exam** **Block**
6:00	5:30-6:45 B13	B11	5:30-6:45 B13	4:50-6:05 B11	4:25-5:15 A7
7:00	7:00-8:15 B15	B12	5:30-6:45 B14	5:30-6:45 B12	5:30-6:45 B14
8:00	7:00-8:15 B15	7:00-9:30 C1	7:00-8:15 B16	7:00-9:30 C2	7:00-8:15 B16
9:00				7:00-9:30 C3	7:00-9:30 C4

\* Time slot can be M/W, W/F, or M/F

50 minute blocks/three days a week

A1=M/W/F 8:25-9:15  
A2=M/W/F 9:30-10:20  
A3=M/W/F 10:35-11:25  
A4=M/W/F 11:40-12:30  
A5=M/W/F 2:15-3:05  
A6=M/W/F 3:20-4:10  
A7=M/W/F 4:25-5:15

150 minute blocks/one day a week

C1=M 7:00-9:30  
C2=T 7:00-9:30  
C3=W 7:00-9:30  
C4=R 7:00-9:30

75 minute blocks/two days a week

B1=M/W 8:00-9:15  
B2=M/F 8:00-9:15  
B3=W/F 8:00-9:15  
B4=T/R 8:30-9:45  
B5=T/R 10:00-11:15  
B6=T/R 11:30-12:45  
B7=M/W 12:45-2:00  
B8=T/R 1:00-2:15  
B9=T/R 2:30-3:45  
B10=M/W 3:20-4:35  
B11=T/R 4:00-5:15  
B12=M/W 4:50-6:05  
B13=M/W 5:30-6:45  
B14=T/R 5:30-6:45  
B15=M/W 7:00-8:15  
B16=T/R 7:00-8:15

## **Principles for Designing a New Course Teaching Grid**

- Provide 15 minutes between each time period to allow proper time for travel between classes
- Move exam block from Thursday 11:30-12:45 to a less popular teaching time
- Create more options for 75-minute time blocks
- Remove overlap during the MWF 8-10 time slots
- Standardize and post available evening time slots, including the possibility of 150-minute slots

Case Western Reserve University has an official time grid for courses. The purpose of this grid is to minimize conflicts between different course offerings, thereby maximizing the probability that students can schedule their desired courses. It also allows efficient use of our classroom resources.

Undergraduate courses offered at times that conflict with this grid can cause difficulty for students registering for courses, and contribute to difficulties scheduling classrooms. We recognize that there are valid pedagogical reasons, such as for labs and long-format seminars, that some courses may need to span multiple grid blocks. Academic units should, however, minimize the number of courses taught off-grid. The scheduling of any off-grid courses that do not minimize the number of grid blocks occupied must be justified to the University Registrar.

## **Proposed Revision to Constitution re Selection of Executive Committee Members**

### **Faculty Handbook, Chapter 2, Article VI (Committees of the Faculty Senate)**

#### **Sec. A. Executive Committee**

Par. 1. The Executive Committee shall consist of fourteen persons. The president of the University, or, in the absence of the president, a designee of the president; the provost; the chair of the Faculty Senate; the vice chair of the Faculty Senate; the immediate past chair of the Faculty Senate; the secretary of the University Faculty shall be members *ex officio*. In addition, there shall be eight faculty members of the Faculty Senate one representing each of the constituent faculties, **chosen by the faculty senators of the constituent faculty by a democratic process which process shall include newly-elected as well as continuing senators. The faculty members shall be** elected at large by the Faculty Senate for one-year terms. Each of the elected members of the Faculty Senate Executive Committee shall serve *ex officio* on the faculty executive committee of his or her constituent faculty. A member may be successively re-elected to membership of the Executive Committee for the duration of his or her term as a member of the Faculty Senate. The chair of the Faculty Senate or, in the absence of the chair, the vice chair shall serve as chair of the Executive Committee.

Par. 2. The Executive Committee shall consult with the president on such matters as the president may bring before it; it shall be empowered to act for the Faculty Senate between meetings on matters requiring emergency action; and it shall advise the president in the selection of officers of academic administration whose positions carry responsibilities extending beyond a single constituent faculty.

Par. 3. The Executive Committee shall set the agenda for meetings of the Faculty Senate, subject, however, to such exceptions as may be specified in the by-laws of the Faculty Senate.

Par. 4. The Executive Committee shall report all actions and recommendations to the Faculty Senate.

## **Proposed Revision to Chapter 3 of Faculty Handbook re Delivery of Non-Renewal Letter**

### **Chapter 3, Part One, Article 1 (Appointments, Reappointments, Resignations, Promotions, and Tenure)**

#### **K. Non-Renewal of Term Appointments**

(This provision shall not apply to special University Faculty appointments. Special appointments may be terminated in accordance with the terms of the appointment.)

1. A decision not to reappoint a faculty member beyond his or her current appointment term shall be communicated to him or her in writing by the chair of the department, with copy sent to the dean of the constituent faculty (or by the dean in the case of a school without department structure) in accordance with the following schedule:
  - a. If the faculty member will have continuously served the University for not more than one year at the end of the current appointment term, notice of the intention not to reappoint the faculty member beyond the current appointment term shall be given at least three months prior to the end of the current appointment term.
  - b. If the faculty member will have continuously served the University for more than one year but not more than two years at the end of the current appointment term, notice of the intention not to reappoint the faculty member beyond the current appointment term shall be given at least six months prior to the end of the current appointment term.
  - c. If the faculty member will have continuously served the University for more than two years at the end of the current appointment term, the faculty member shall be given a 12-month terminal appointment. The notice of the intention not to reappoint the faculty member beyond the 12-month terminal appointment shall be given prior to the start of the terminal appointment year. The terminal appointment may consist of the 12 months prior to the end date of the current appointment term.
  - d. The notice of the intention not to reappoint a faculty member shall inform the faculty member of his or her right under Section I, I, 5 to request promotion and/or tenure consideration within four weeks of receipt of such notice, if such a right exists under Section I, I, 5.
  - e. The notice of the intention not to reappoint a faculty member is adequate if delivered to the faculty member in person or if mailed **or sent by express delivery service** to the faculty member's latest address on file with the University, return receipt requested, within the time specified in the foregoing schedule.

## **Proposed Revision to Faculty Senate By-Law VII re Vacancy of Standing Committee Chair**

### **By-Law VII**

#### ***Item b. Executive Committee.***

The membership and functions of the Executive Committee shall be as provided in the Constitution, Article VI, Section A, excepting that, in addition to the functions therein specified, the Executive Committee shall also assume the following responsibilities:

- 1) Each year the Executive Committee, in consultation with the Secretary, shall determine the dates of regular meetings of the Faculty Senate as specified in By-law III, Item a.
- 2) The Executive Committee shall select the chair of each standing and ad hoc committee from among the faculty members of each respective committee. **In the event that the chair of a standing committee resigns during the academic year in which he/she is serving, the chair of the Faculty Senate shall, in consultation with the current members of that standing committee, appoint a new chair from the members of that committee. If none of the committee members are able or willing to serve, the chair of the Faculty Senate may appoint a chair from the members of the University Faculty.**
- 3) Upon request by the chair of any standing committee, the Executive Committee shall submit to that standing committee a written statement clarifying the responsibilities of the standing committee, subject to the provisions of the Constitution and of these By-laws; and the Executive Committee may submit such a statement to any standing committee on its own initiative.
- 4) The Executive Committee shall be responsible for identifying existing or emerging issues affecting the nature and scholarly effectiveness of the University, including all proposed changes in the organizational structure of the University falling within the scope of Article III, Section B, and Article V, Section A, Paragraph 2, of the Constitution of the University Faculty. The Executive Committee shall take suitable and timely action with respect to all such issues, including, as appropriate, their placement on the agenda of the Faculty Senate.
- 5) Since each elected faculty member on the Executive Committee serves *ex officio* on his or her constituent faculty executive committee, as provided in the Constitution Article VI, Sec. A, Par. 1, he or she should report to the Faculty Senate Executive Committee at least once during the year about issues affecting his or her constituent faculty.
- 6) The Executive Committee should hear reports from the standing committees at least once a year, preferably in the middle of the academic year.

The Executive Committee shall take the initiative in periodically exploring with the President plans and projects affecting the Faculty and the University and shall assume full responsibility for bringing to the attention of the Faculty Senate all issues which, in the Committee's judgment, affect the vital interests of the Faculty and involve the nature and direction of the University.

## **Proposed Revision to Faculty Constitution re Vacancy of Faculty Senate Chair**

### **Chapter 2, Article V (The Faculty Senate)**

#### **Sec. F. Apportionment, Election, Term of Office, and Vacancies**

Par. 1. APPORTIONMENT. Pursuant to Article V, Section C, each constituent faculty of fewer than seventy voting members of the University Faculty shall elect three voting members of the Faculty Senate, each constituent faculty of at least 70 but fewer than 150 shall elect five and each constituent faculty of 150 or greater shall elect ten. The Department of Physical Education and Athletics shall have one voting member of the Faculty Senate. For purposes of apportionment, the membership of any constituent faculty shall be deemed to consist of only those members who are voting members of the University Faculty as defined in Article I. Reapportionments shall be made prior to senatorial elections in any year as may be required by changes in the number of members of each constituent faculty or by changes in the number or identity of constituent faculties. For the purpose of such reapportionment, the secretary and the chair of the Faculty Senate shall have reference to the lists of faculty members furnished by the deans of the constituent faculties as provided in Article I of this constitution and shall inform each dean as to the resulting number of senators to be elected that year by that faculty.

Par. 2. ELECTION. Each elected faculty member of the Faculty Senate shall be elected by majority vote of the constituent faculty represented, but no one such member shall represent more than one electorate. The Department of Physical Education and Athletics shall elect its faculty senator by majority vote. Each member of the University Faculty holding appointments in more than one constituent faculty shall vote in senatorial elections and be eligible for election to the Faculty Senate as a member of that faculty in which the member holds the primary appointment. The senatorial elections shall be held in the spring semester. The newly elected senators shall take their seats at the first meeting subsequent to the spring commencement.

Par. 3. TERM OF OFFICE. The elected faculty senators representing constituent faculties shall serve overlapping three-year terms to end on commencement day of the terminal year. The faculty senator of the Department of Physical Education and Athletics shall serve a three-year term. Excepting as otherwise provided in this constitution, any elected faculty senator who shall have been a member of the Faculty Senate for three consecutive years shall not be eligible for election for a fourth consecutive year, whether representing the same or another constituency, but after the lapse of one year following three consecutive years of membership, he or she shall again be eligible for election.

Par. 4. VACANCIES OTHER THAN LEAVES OF ABSENCE. Faculty senatorial vacancies, other than those occasioned by leaves of absence from the University, shall be filled by the constituent faculty for only the unexpired portion of the term. The incumbent who completes the unexpired term shall, upon completion, be eligible for immediate election to serve for a maximum of three additional consecutive years.

Par. 5. LEAVES OF ABSENCE. Faculty senatorial vacancies occasioned by leaves of absence from the University shall be filled for only the duration of the absence. Should the period of absence terminate before the end of the senatorial term so vacated, the original incumbent, upon return to the University, shall resume membership and complete the term. Should the period of absence terminate at the same time as the senatorial term, both the original incumbent and the incumbent who shall have completed the vacated term shall be eligible for immediate election to serve for a maximum of three additional consecutive years.



Par. 6. VACANCY OF FACULTY SENATE CHAIR DURING TERM. If the Faculty Senate chair is unable to complete his or her term, the vice chair of the Faculty Senate shall assume the position of Faculty Senate chair. If this vacancy occurs during the fall semester, there shall be an election for a new vice chair. The new chair may choose to serve as chair again the following year, and shall notify the Secretary of the University Faculty of their decision by February 1.

If a vacancy in the position of the Faculty Senate chair occurs after the fall semester, then the current vice chair will assume the role of chair immediately and continue as chair during the following year. The Faculty Senate Executive Committee may choose to hold the election for a new chair-elect earlier than otherwise provided in the Faculty Handbook.

### **Proposed Revision to FS By-Law V to Reference Chair Vacancy Provision in Constitution**

#### **By-Law V**

##### ***Item a. Chair, Chair-elect/Vice Chair and Past-Chair***

1. The Faculty Senate shall elect annually from among the associate professors and professors of the University Faculty a Chair-elect, who shall serve as Vice Chair during his or her first year of office and shall become Chair of the Faculty Senate during his or her second year in office and Past Chair in the third year. If not already an elected member of the Faculty Senate, the Vice Chair, the Chair, and the Past Chair shall be voting members of the Faculty Senate by virtue of office.
2. In the event of a vacancy in the Chair prior to the expiration of an incumbent's one-year term, the Vice Chair shall become the Chair pursuant to Chapter 2, Art. V, Section F, Para. 6 of the Faculty Handbook for the remainder of the year.

### **Proposed Revision to FS By-Law VI re Chair-Elect to Begin Term**

#### **By-Law VI. Procedure for Election of the Chair-Elect**

1) Each year the Nominating Committee shall nominate two candidates for Chair-elect for the coming year and shall report these nominations to the Secretary not later than March 1. The Secretary shall thereupon notify all members of the Faculty Senate of these nominations by mail.

Within three weeks thereafter, an additional nominee, or nominees, for the office may be entered in candidacy by written petition signed by not less than ten percent of the members of the Faculty Senate with respect to each such nominee, and submitted to the Secretary, providing, however, that each such nominee by petition shall have stated in writing to the Secretary acceptance of the nomination.

2) Following the close of the period for nominations by petition, the Secretary shall submit by mail, to each voting member of the Faculty Senate, a ballot listing the names of the nominees, to be marked and returned within two weeks.

The nominee receiving the majority of votes cast shall be declared elected. In the event no one nominee receives a majority of the votes cast, a second ballot bearing the names of the two nominees who have received the largest numbers of votes shall be distributed for run-off election. In the event of a tie vote of

such character as to foreclose the second ballot procedure or of a tie vote on the second ballot, such tie shall be resolved by the Executive Committee.

3) The Chair-Elect shall begin his/her term on the day following Commencement day each year.