**Faculty Senate Meeting 11/23/10**

**I: Roll Call: Present**

Michael Freeman, Kevin Helppie, Tom Rand (for H. Hughes), Katherine Schmidt, Jason Waite, Mike LeMaster, Doug Smith (for T. Gingerich), David Doellinger, Bob Hautala, Cheryl Davis, Mark Girod, Maria Dantas Whitney, Janeanne Rockwell-Kincanon

**II. Call for Corrections to Minutes**

No corrections to minutes.

**Action:** Minutes approved.

**III. President’s Reports**

**Gavin Keulks, Faculty Senate –**

Executive committee took one independent action: based on recommendations from the Committee on Committees and the Curriculum Committee, a position has been created on the Curriculum Committee for the person serving as the administrative assistant to the provost (Julie Harding). Gavin also doubled the number of cookies that will be served at Senate meetings and eliminated the decaf coffee, making the move cost-neutral.

**Kent Neely, Provosts’ Council –**

The last provost council has been held. It approved the masters teaching interpreting major, which has received very positive comments.

As of now, a team of external evaluators is visiting campus, meaning that the audit process has already begun. The duration of the audit depends on how fast the visiting process can be concluded but the entire audit will take somewhere from 18 to 24 months. The provosts have already been interviewed and Gavin is next in line, as well as department heads, union leaders and department chairs.

The provost council met with community college administrators to look at the baccalaureate credit and enrollment management. They will report back to legislature to say that all that can be done is being done to minimize costs.

Bob Turner (formally of Western) has raised the idea of creating a Superboard, the purpose of which would be to combine many different boards into one. This may not come to life but is an idea to further stream line and save money.

The new economic forecast for Oregon is positive at the moment. WOU will not see any more cuts as of now. Cuts are less of an issue for WOU because we are a teaching focused institute, rather than research (or other) focused. But the future will remain fiscally challenging, quite significantly challenging.

Question raised about what the outcomes of the audit procedure will be.

Answer: This is a new type of audit from the Secretary of state so the outcomes are a bit unpredictable right now. Usually audits come up with a series of recommendations but an audit of this sort has never been conducted. There will be an opportunity to discuss the audit.

**John Minahan, Western Oregon University –**

Not present.

**Lisa Catto, Staff Senate –**

Not present.

**Yasmin Ibarra, ASWOU –**

Not present.

**IV. Old Business**

**Certificate in English as a Foreign Language:** This certificate program consists of 26 hours and is a stand-alone document that will be entered into Banner and attract potentially healthy numbers of students. It focuses on teaching English as a foreign language and is intended to be internationally orientated. It contrasts the ESOL program. Students could earn a linguistic minor along with this certificate. Numerous jobs are available overseas with this certification. The first course that was offered filled up in the first day. It will be very popular and a nice addition to the English department. (See article b.)

**Action:** Motion to approve proposal as is.

Motion seconded.

Motion carries and certificate will be approved in portal.

**Incomplete Grade Form and Policy:** The current policy was approved by the Faculty Senate in 1998 and is an official document that can be found in the handbook. It was originally intended to be used by all faculty because verbal agreements are not usually reliable. Its purpose is to provide protection for the faculty and the student. The faculty is responsible for changing the incomplete grade at 12 months because the registrar has no idea when the 12 month period would be up. If it is not changed, then the I grade would revert to an F. Oregon State University currently has this same system. The new recommendations are that I grades that are not changed within the time given are swapped for an F grade. Currently, all OUS institutions have the revert to F policy. This is to ensure that financial aid is not affected. The second half of the recommendations is reinforcements of the policies that are already in state. One, being that the I designation would remain on transcripts. An informal survey was sent to all faculty but only 22% responded. (See article c.)

Question raised that after the 12 months all the faculty has to do is to send a grade to take the place of the I grade to the registrar to and it won’t become an F.

Answer: Yes.

Question raised about if these Fs would affect KPI.

Answer: KPI is a Key Performance Indicator that measures objectives. Each department has them. Not sure how the Fs would affect them.

Question raised about the OSU policy that states that a student cannot graduate with an I on their transcript.

Answer: OSU’s policy states that student with an I grade cannot graduate until it is changed and that the I remains on the transcript even after completion.

Question raised about Westerns graduation with an I policy.

Answer: A student will graduate if they have fulfilled the credit requirement and the I grade is not in a course that they need for their major.

Question raised about if there is a technological solution.

Answer: The technology is not available at Western yet but most institutions revert to Fs as of right now.

Question raised about faculty scamming the system.

Answer: Plans like this were not improved to issue the grade the faculty thinks the student should be given. This was the next option.

Question raised about the point of filling out the form.

Answer: If faculty cannot be present, the registrar can look at the form filed in the office and make the necessary changes.

Question raised about why the committee decided to investigate this problem.

Answer: The large number of incompletes being issued (400 students a year) was alarming.

**Action:** Motion made to send proposal back to ARC due to feedback given from senators.

Motion is seconded.

Further discussion: Is Western the only one that does not have the technology to change the I grade over banner? The technology exists but problems arise when modifications are made to banner. It’s an ongoing problem to keep maintenance on banner going. It is not an easy or cheap fix.

Motion passed to send proposal back to ARC for revision.

**V. New Business**

None.

**VI. Interinstitutional faculty senate report**

None.

**VII. Committee Review**

Gay Timken will not be presenting today due to a car accident she was involved in. Please sign the “Get Well” card. Committee is asking faculty to look at her documentation on Senate website, titles Academic Infrastructure. (See article d.)

**VIII. Informational Presentation: AA Degree**

International Chinese students will potentially no longer be coming to Western in two years because of changes in the Chinese government education policies. If they do continue to attend Western, they may not be able to be employed by the Chinese government unless they obtained an AA of Arts degree and returned to China. A possible solution is for the students to complete an associate’s degree. This idea is not new and remains in the catalog from previous years. A potential opportunity for faculty could be to go to China and teach a two week intensive course to prepare students for their schooling at Western. Without making these type of adjustments, enrollment from China will greatly decrease. (See article e.)

Question raised about if an associate’s degree is as prestigious as a four year degree in China.

Answer: It is most likely not, but we can’t be sure. If a student decides to stay and earn a four year degree they can still work privately in china.

Discussion: Would allow for a much smoother advising process.

Question raised about if there is a possibility for Western students go to China for two years and then come back.

Answer: No, not within this curriculum. Students certainly have the right to do study abroad but this program is not meant for that kind of thing.

Question raised about if this would impact the language preparation needed.

Answer: Yes, students in this program would have much higher English reading and writing skills because the two years that they are being taught in China are all in English.

Discussion: Program will run similarly to dual enrollment program. It will have to fulfill Chinese requirements as well as Western requirements. The program would happen in the year 2013, allowing for the two years of teaching in China.

Question raised about if this program would replace the same numbers of international students.

Answer: The majority of international students do come from China. One Chinese university has already signed the paperwork. This alone will fulfill the current numbers. Any other joining universities would increase our numbers.

**Digital Production Services:** Digital Production Services now has high definition cameras, a tri castor and a studio. They can do graphics, sound, audio, online lectures and projects for students. This is something to think about when bringing lectures to campus. Presentations can be put on the website and even OPB. Currently working on videos for financial aid, homecoming, sports events and international education week. Could do a video tour of campus. Website will be edited so you can click on videos and watch them. Teaching students how to use this technology. Send interested students over to department. Cost is very effective. (See article f.)

Question raised about what the cost would be if a department said they needed help to make a video for their website.

Answer: The cost would depend on how much they wanted to spend. Many different things can be done with a variety of costs.

**VIII. Meeting Adjourned**