

**Faculty Senate Minutes**  
**October 10, 2017**

*Primarily paperless, [wou.edu/facultysenate](http://wou.edu/facultysenate)*

**3:15 – 3:30 p.m.**

*Better Know a Colleague (informal gathering, optional)*

**3:30 – 5 p.m.**

*Business Meeting*

1. Call to order: 15:30
2. Call of the roll (by circulation of sign-in sheet)
3. Corrections to and approval of minutes from previous meeting
  - No corrections to the minutes sent in
  - Approved as posted
4. Institutional Reports
  - 4.1. Adele Schepige, Faculty Senate President
    - See attached report
    - Announcement to all faculty for recruiting Faculty Athletic Representative
      - Within the next week
    - General education program rollout
      - Looking to hear from everybody
        - Feedback in person as well as via online comments
      - Three division meeting this fall
        - Can talk about Gen Ed program during division meetings
    - Curriculum Committee
      - No chairperson
        - No chair means that no proposals can go forward
        - Co-chairing could be considered
      - Ask division representatives to have someone step up
    - Faculty Senate Executive Committee
      - Met with Academic Affairs
      - Will meet once at beginning of each term to get through initiatives and activities
    - Social Science met several times to work out Gen Ed
      - Concern that January 9<sup>th</sup> deadline is optimistic
      - Think it should be flexible based upon progress
    - Bylaws: language about salary rate about student recorder?
      - Are Senate and Curriculum Committee in compliance?

- Located under president's section (3.2.10)
  - Can check and see what it is and find out

#### 4.2. Rex Fuller, University President (report only)

- Currently off campus
- If comments, concerns or questions, send to President Schepige and will send to President Fuller

#### 4.3. Stephen Scheck, University Provost

- Academic Advising
  - Karen Sullivan-Vance moving to a new job
  - Jesse Poole stepping in to serve as interim director
  - Will conduct national search later in spring or summer
  - Academic Advising and Learning Center underwent name change; it is now Student Success and Academic Advising office
    - More descriptive of what they do
- Over holiday break, intent is for SSAA and student enrichment office to move to former student health center; offers more confidentiality for students
- University is now recognized as an American Institute of Research with Homeland Security
  - Helps international faculty avoid problems if away on sabbatical as well as possible immigration issues
- Simplifying, Clarifying Policies on campus:
  - Check out A to Z index: University Policy Council
    - During free time, peruse through Policy Library
  - Adding new policies, but want to retire and edit old policies
    - If you see something out of date, flag Provost with it
    - If belief that there should be a policy, forward as well
- HECC committee
  - Draft policy on house bill 2998 (Transfer Bill of Rights)
  - Will be various hypertext links in notes to sign up for notifications on updates for this house bill
    - Tad is helping out with this
- Lots of activity occurring with General Education
  - Curriculum at town hall meetings and on Faculty Senate site is process that went through many iterations
  - Want tremendous amounts of input from divisions
    - How could divisions partner in this?
    - Is there something task force missed that could be of substantial circumstance?
  - Goal: adopt during this academic year
    - Can plan promotion and implementation parts for “why come to WOU?”

- Strongly urge faculty to review Provost's memo and have colleagues in division review memo
  - Deals with implementation aspects
  - Is multi-year project
- Reasonable roll-out date is Fall of 2019
  - Tremendous amount of existing curriculum could be cross-walked over
- Task force's charge will end this fall by developing a proposal
- Town halls are for getting final feedback from community & identifying potential oversights
- Will undergo continual refinement
- 180 credit unit degree
  - Would like to ask to provide mechanism for guidance for question about 62 upper division credits
    - Is not northwest commission number
    - Would be good for faculty senate to address it
  - Request for clarification about degrees
    - Define within what faculty currently see as what differentiates and makes for a BA vs. a BS
- Monthly Provost Chats at Center for Academic Innovation
  - Schedule monthly chats with the provost
    - Issues or questions
    - Not enough time to handle fully during Senate meetings, so this fosters additional conversation
  - Would like to hear those from Faculty Senate
  - Want to hear from other faculty as well
- Question re: Provost's Gen Ed Memo & taking back to divisions
  - There's another Faculty Senate meeting before next division meeting, so do we bring comments to next Faculty Senate meeting, or ...?
    - Feedback on **memo** would go directly to Provost
    - Won't know how to deal with 90 credit degree until know what Gen Ed looks like
      - Anything not specific about Gen Ed send to provost, comments about Gen Ed send through online survey
- Question/comment: Currently see three big changes to curriculum
  - When minor goes away, some will have to change major
  - When BA/BS distinctions come through, have to change major
    - Minors are gone next fall
    - The year after implementation, do majors with BS/BA change?
  - Provost's replay: Will be all of those

- So many nuances that there will not be a one answer fits all
- Do not see all of this change occurring simultaneously
  - Will be program by program
  - See as multi-year process
- Does not mean wait to talk about process
  - Need to start discussing soon
- One core goal: maintain academic quality
- Also want to put unique trademark to what it means to pursue degree at WOU
- Comment/Question: Since there are so many changes to be made at different times, we may need to revisit issue of Degreeworks and of one catalog for everything.
- Provost: in memo, it states clearly that requirement of minor would be eliminated next fall (Fall 2018)
  - One should plan for, beginning of 2018 catalog, minors are optional
  - If department wants to require minor, work towards developing major

#### 4.4. Tad Shannon, Interinstitutional Faculty Senate

- House Bill 2998
- IFS trying to make some plans this year to allow various IFS senators to attend Senate meetings to cross-pollinate with each other
- May attempt to host some IFS senators this year (i.e. they visit WOU)

## 5. Consideration of Old Business

*No old business*

## 6. Consideration of New Business

### 6.1. Public History minor, Patricia Goldsworthy-Bishop, Social Science (P4296)

- New minor for history department
- Interdisciplinary
- Involves preserving, collecting, and presenting history to non-specialist and non-academic audience
- Part of requirement for minor is that students complete internship at places such as the Oregon Historical Society, Oregon Archives
- Question: Do you have plans on advertising this to students, considering minor will be optional?
  - Will provide with some type of tangible work experience
  - Help to create a network of contacts
- Question: What type of positions do you envision students holding or going after, after graduation?

- Could work in archives, museums, any institution requiring establishment of historical record or interpretation and display to broader communities

## 7. Informational Presentations and Committee Reports

### 7.1. Enrollment Management System, David McDonald, Associate Vice President for Public Affairs and Strategic Partnerships

- Designed after strategic plan approved
- Is draft
  - Any thoughts, please let know to make stronger document
- Four strategic priorities
- Intentionally aligned to strategic plan
  - Identified six areas of alignment
- By 2023, will award 240 graduate degrees
- Increasing international students 1-5% annually
- Broken retention down
  - Freshman to sophomore continues to be most important group in terms of loss
- One of challenges all strategic plans face is measuring how we're doing
  - Created Google document in order to continue updating
  - Will have as ongoing document which is available to monitor what's going on
- Who is responsible for enrollment management plan?
  - It is a shared responsibility
- Is also a living document
  - Written over summer
  - If new markets open up, document will have to be updated to reflect new realities
- In terms of Graduate student growth, 20% was the number President Fuller identified
  - In terms of strong and healthy institution, 15-25% is normal range for non-doctoral
  - Our goal is at end of 6-year window WOU graduate students would comprise 20% of enrollment at WOU (currently at 10%)
- Current document will be on faculty senate webpage
  - Question: Where to find when updated?
    - Will find some way to get to people when is updated
- 240 graduate degrees and certificates awarded per year
  - What is current amount of graduate degrees currently awarded?
    - Currently 207 is the six year average
- Do we track number of transfer credits students bring in?
  - Seems that one issue about retention is if students bring in

credits that aren't transferrable . . .

- Is multi-party challenge
- Question: How can that be tracked?
- Not every transfer student is a 2 year transfer student
  - Is more complex and multi-dynamic

## 7.2. Institutional Review Board Changes, Ethan McMahan, Psychological Sciences

- Human subjects research—the Final Rule
  - Much of what is said is on document
  - Posted on faculty senate website
- First update to these regulations since 1991
  - Changes intended to facilitate conduct of minimal-risk research
  - Vast majority of research conducted at WOU is classified as minimal-risk research
- New terms introduced
- Major changes to form consent documents
  - In situations with complex consent procedures, Feds require summary at beginning of documents
  - Now guidelines for obtaining broad consent
    - Now provide guidance on how to do that
  - New exempt categories
    - Includes vast majority of survey research
    - Includes benign behavioral interventions
      - Do not put participant at anything beyond minimal risk
    - If qualifies for exemption, does not mean you don't have to submit IRB form
      - Still has to come to IRB
  - Elimination of continuing review
    - Research that lasts more than a year
    - No longer have to do for certain types of studies
  - Cooperative research
    - Identify single IRB, coordinate with any other IRB that may be involved
- Need to be in compliance with majority of these changes by January 19<sup>th</sup>, 2018
  - Cooperative research: Do not need to be in compliance until January 20<sup>th</sup>, 2020
- When exempt, still have to apply for IRB, and is it part of campus rules or federal rules?
  - Federal
- Do these new policies affect student work in classes

- Does this ruling trump the mock IRB?
- The mock IRB seemed like gray area
  - If research is only for class purposes, and will not be presented outside of class, does not have to go through IRB
- Cooperative research between two institutions in the US: Have to have one designated IRB for one institution
  - Would have single, primary IRB conducted by single IRB
    - Other institutions involved would have coordinate & determine which is the primary IRB
- CITI training will be updated
  - Question: Will new CITI training/certification be needed?
  - Can't confirm—that's an IRB committee decision. Suspect that when there are updates, IRB would honor certification until it expires.
- A student can present in-class research in academic showcase without IRB
  - Can't publish it or present outside of university
  - Research is not put on Digital Commons unless they have a copy of IRB

### 7.3. Geography Department Name Change, Mark Van Steeter, Geography

- Changed to Geography and Sustainability
  - If have any questions or concerns about name change, direct to Mark

### 7.4. Faculty Development Changes, Elizabeth Brookbank, Hamersly Library

- Piloting two new funding options for category one and two grants
  - Presenting at a conference or attending conference
    - These are substantial changes
    - Updates explained on faculty development website
  - For category one, can still apply for up to 2 grants
  - If attending a series of workshops or conferences (Category 2), you can apply for funding for all of them up to a total of \$900
  - This is a pilot approach; they will re-examine at end of year
- Decided on these two options because are two with most feedback and requests on
- Both application rounds will have those options this year
- For category two, what if someone doesn't know what will be going to at time of application?
  - Application deadlines are sometimes before know where want to go
  - Would apply for ones that are known
- Question: Innovative Technology/Use for Classes—what is happening

with that category?

- Found out about it at beginning of year (Fall 17)
- They are forming a sub-committee
- Challenging; different from other approach project
  - Currently they make sure paperwork is proper and criteria are addressed; for the Innovative Technology, they would be evaluating the merit of the proposals and make recommendations
    - Need to do a lot of work to come up with criteria for evaluating applications
- Will be updating folks on this as it just went into effect
- Links go to Google documents/FAWs that go into detail about awards

#### 7.5.AFSC - PLCs and Assessment, Erin Baumgartner, Biology

- Assisting with professional learning community process this year
- Two university learning outcomes being assessed this year
- Office of academic effectiveness has put together document for faculty members on ULO
  - Deadline for when call for submissions come out
  - Will ask for course assignment (if not Gen Ed)
    - Ask for typical student work
  - If program taking part, ways to gather information there
- Information on academic assessment website
- Hoping to host campus conversations
  - How we can effectively use reports on PLCs
- Can connect to AFSC through Academic Effectiveness website

Meeting Adjourned: 16:58

**5 – 5:15 p.m.**

*Better Know a Colleague* (informal gathering continued, optional)