

Provost Winningham Faculty Senate Report

April 9th 2019

1. If a course is needed for an academic program (e.g., if the course is a prerequisite for another course in the program), then it must be listed as a program requirement and it will be counted as credits toward the 90 credit maximum allowed for programs.

The catalog is where we explicitly describe program requirements (as opposed to giving recommendations and advice). Advice and recommendations for specific courses (e.g., general education courses) can be included in four-year plans, transfer plans, department websites, and brochures/handouts that support academic advising.

2. Chronicle of Higher Education had a recent article entitled “Which Colleges Grant the Most Bachelor Degrees in Foreign Languages.

THE CHRONICLE OF HIGHER EDUCATION

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DATA: WHICH COLLEGES GRANT THE MOST BACHELOR'S DEGREES IN FOREIGN LANGUAGES?

American Sign Language

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Rank	Institution	Number of majors	Percent female
1.	William Woods U.		59 91.5%
2.	Western Oregon U.		31 90.3%
3.	U. of North Florida		29 89.7%
4.	Siena Heights U.		26 92.3%
5.	Rochester Institute of Technology		25 76.0%
5.	Utah Valley U.		25 88.0%
7.	Gallaudet U.		24 50.0%
8.	Valdosta State U.		19 89.5%
9.	Bloomsburg U. of Pennsylvania		16 100.0%
9.	Indiana U.-Purdue U. at Indianapolis		16 87.5%

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3. Before the registration nudges, there were 19% of students who hadn't registered for spring quarter. After the last nudge, there were only 6% who hadn't registered.

Winter Term 2019 Registration Nudge Stats							
Date Enrollment Status Checked	Date Registration Nudge Sent	Students Not Registered Spring Term 2019	Applied for Graduation Winter Term	Students Attending OHSU (Not Registered)	Total Students Not Registered* (excluding graduating and OHSU students)	Percent	Total Students Enrolled Winter Term 2018
3/2/2019	3/2/2019	922	128	40	754	19.0%	4143
3/9/2019	n/a	502	1	n/a	501	12.6%	
3/21/2019	3/21/2019	334	4	n/a	330	8.3%	
				Suspended Students (Not Registered)	Total Students Not Registered (excluding graduating, OHSU, and suspended students)		
3/29/2019	n/a	259	8	15	236	6.0%	

**Totals include those not registered at initial date of enrollment check on 3/2/19. Additional students previously registered who later dropped classes were not included in these calculations since they did not receive registration nudges.*

4. Changes in the student absence notification process.

Syllabus Statement

In the case of an unplanned, extenuating circumstance (e.g. physical/mental health matters, death of a loved one, legal obligations/jury duty, inclement weather) that will keep you from attending class, you may submit an absence notification request form at: www.wou.edu/advising/absence. This form allows the Student Success and Advising office to relay the information regarding your absence to instructors in a timely manner. It will still be your responsibility to communicate with your instructors for any work missed during your absence. You are not required to share sensitive explanations or documentation, such as medical information, to verify your absence.

Student Absence Notification Information

Purpose:

In the case of an unplanned, extenuating circumstance (e.g. physical/mental health matters, death of a loved one, legal obligations/jury duty, inclement weather) that will keep a student from attending class, the absence notification request form allows the Student Success and Advising office to relay the information from the student to instructors in a timely manner.

Students:

If you are missing class for an extenuating circumstance, please fill out and submit the form below. Once submitted, all of your instructors will be notified of your absence. If you are unable to complete the form electronically, please call 503-838-8428 or email studentsuccess@wou.edu for assistance. Please note that you will still be responsible for communicating with your instructors for any work missed during your absence.

**If you will be missing class due to pregnancy or childbirth, please review this form (<http://www.wou.edu/graduate/files/2015/12/Title-IX-Pregnancy-Parenting-Absence-Request-form.pdf>) for instructions on that absence process.*

Absence Notification Form

Student First Name

Student Last Name

Student V-Number

Student Phone Number

Student Email

Dates of Absence:

Choose a reason for your absence:

- Medical Issue (Physical or Mental Health)
- Family Emergency
- Death in the Family
- Car Accident
- Legal Obligations/Jury Duty

- Inclement Weather
- Other

I verify that the information provided in this form is true and in accordance with the Student Code of Responsibility*

Email Notice to Instructors

Subject Line: Student Absence Notification

Hello,

This email is to notify you that, {Student Name, V-Number}, has submitted an absence notification for the following dates: {insert date(s)} where they were/are unable to attend classes due to {insert reason}.

We have notified the student that it is their responsibility to communicate with their instructors with any questions regarding materials missed during the absence.

Please note that after consultation with university counsel and the Provost, we have been advised that it is not legally appropriate to request sensitive explanations or documentation (e.g. medical documentation) from the student to verify their absence.

Sincerely,

Student Success and Advising

Email Notice to Students

Subject: Student Absence Notification Received

Dear (Student),

Thank you for submitting a student absence notification. Your instructors have been notified of your absence. You will need to communicate with your instructors regarding any work missed during your absence.

For any questions or concerns about how your absence may impact your academic success, Academic Success Advisors in Student Success and Advising are available to help. To schedule an appointment online, go to the university portal, click on the WCS icon, and select Get Advising. You may also schedule an appointment by calling 503-838-8428.

If you have extenuating circumstances that may result in a medical withdrawal from all your classes, you can find more information about that process at:

<http://www.wou.edu/deanofstudents/home/medical-withdrawal-from-wou/medical-withdrawal-request-form/>.

If your absence impacts your ability to meet university deadlines or requirements (such as a drop or withdraw deadline), you can submit an Academic Petition through the Registrar's Office. For more information about this process go to:

<http://www.wou.edu/registrar/academic-petition-guidelines/>.

Please let me know if you have any further questions or concerns.

Best,
Student Success and Advising