Faculty Senate Minutes

February 11, 2020

Willamette Room, WUC

Primarily paperless, wou.edu/facultysenate

3:15 - 3:30 p.m.

Better Know a Colleague (informal gathering, optional)

3:30 - 5:00 p.m.

Business Meeting

1. Call to order: 3:33 p.m.

2. Call of the roll (by circulation of sign-in sheet)

3. Corrections to and approval of minutes from previous meeting

3.1. January 28th Meeting
- Approved as posted

4. Institutional Reports

4.1. Faculty Senate President's Report (Kristin Latham-Scott)
- Report available on Faculty Senate website.
- Highlights: Pedagogy Series on best practices in grading; Board of Trustees applications open

4.2. University President's Report (Rex Fuller)

- President Fuller unable to attend; no report.

4.3. Office of Academic Affairs' Report (Rob Winningham)

- Report available on Faculty Senate Website.
- Highlights: Becoming a Hispanic-Serving Institution; Congress to Campus; Faculty handbook revised.

- **Question**: Can you talk a little bit about what is going on with Concordia? And what WOU's response is?
  - Concordia will be closing its doors at the end of spring term. Although decisions haven't been made, some other universities have created a website and we have received suggestions on how to best handle this alongside registrar's office/admissions/etc.We need to take a look at transfer credits - student suing Concordia due to inability to transfer credits.
  - Anyone with suggestions may email them to Rob or college deans.
- **Comment from Kristen**: Campus Climate Survey presentation is now available through the WOU portals. TRI will be doing more processing on this data. Faculty with suggestions for how it could be processed can send them to Faculty Senate Executive.

4.4. IFS Report (Thaddeus Shannon, Emily Plec)

- No report.

4.5. Gen Ed Report (Camila Gabaldon)

- Advising season is upon us.
- Gen Ed is currently working through first year seminar courses for summer/fall and we are running our first "trial" FYS courses this summer.
- Please bring questions for Gen Ed committee to your division reps and/or Camila, don't let them forget

5. Consideration of Old Business

5.1. Proposed new BS in Economics & Mathematics

- Files on faculty senate website.
- Motion to approve.
- Seconded
  - Yes: 21

- Motion passes

5.2. Proposed new certificate in Gerontology: Aging/Older Adulthood

- Files and presentation on faculty senate website.
- Motion to approve.
- Seconded
  - Yes: 21
- Motion passes

5.3. Proposed new course, BA 131, Introduction to Business Computing

- Files on faculty senate website.
- Motion to approve.
- Seconded
  - Yes: 20
  - No: 1
- Motion passes

6. Consideration of New Business

No New Business.

7. Discussion items

7.1 Gen Ed petition form and process for making determinations (Kristin Latham-Scott)

- https://wou.edu/gened/ has a link to the Gen Ed petition form.
- New form is a "one stop shop" for students and advisors to petition for changes to Gen Ed, LACC courses, and additional graduation requirements like math, writing, computer science.

- **Question**: Is Dr. Baumgartner the one who receives these forms?
  - **Response by Dr. Baumgartner:** It goes to me and I distribute them to the Gen Ed committee or subcommittees as applicable, and/or to other committees.
- **Clarifying question**: When is the decision made that form submissions go to other divisions or departments, and who makes the decision?

- - ○ I do not, I usually give that to the Division rep and if it's a specific LACC or like class I direct it to the Dept. Head. If it's not Gen Ed related it goes directly to the dept.
  - There was a general education task force around for a long time before we had a general education program as such.
  - Also, faculty senate approved the way the gen ed items are approved during the last academic year.
  - If anyone has questions or concerns about gen ed, they can be directed to Kristin at fspresident@wou.edu or to the gen ed committee directly.

8. Informational Presentations and Committee Reports

8.1 Registration improvements beginning Summer 2020 (Amy Clark, Sue Monahan)

- Presentation available on Faculty Senate website
- Starting this summer, registration will be fully paperless and online.
- The current process is not student-friendly for students who need an override or to be added to the waitlist for a course.
- Under the new system, instructors can issue overrides via Wolf Web.
- The waitlist time frame will also be shorter under the new system.
- Adding Link to tutorial video on Faculty Senate website
- Web page and education plan should be available soon
- One change is that students will have to go and enroll in the course after the override has been issued.
- There is a "no-show drop" form in the WOU Portal that can be used to drop students who do not show up for the first two sessions of a class (see policy on no-show drops).
- There will be information sessions in the Ochoco room.

- **Question:** Can you explain the "honor system" part of this about Banner users not placing capacity overrides on a course with a wait list?
  - ○ Those who have access to this will be able to do it in Banner and will have access to over rides when they normally do not. They will need to follow the ethics and rules of this process.
- **Question**: Only the instructor of record or APAs are the ones who can issue overrides?
  - ○ Correct
- **Question:** I used to sign for NTT or other faculty. Can I still do this on the new system?
  - ○ You could if you were a Banner user, or you can have the APA do it.

- **Question**: At SOAR we can override credits but not over disciplines?
  - Someone will be at each registration event to override. SOAR is the only place this will potentially happen.
- **Question:** We have had examples of non-math instructors issuing overrides on math requirements. Would that be able to happen in the new system?
  - No, it shouldn't be able to happen.
- **Question:** Can a faculty of record designate someone who can manage overrides? For instance, we have a faculty representative in Biology who handles these for the entire
  - No. If the faculty member can't be reached, the student could handle things through them over email, or the APA or division/department chair can do it.
- **Question**: When I click on the no show drop form it shows as "not accepting responses," and sometimes I have seen that during the first week of the term.
  - It is only accepting responses during the first week of term. If you see it again during that time, please reach out and let us know.
- **Question**: Is there something where there will be a warning if the room is unable to support more students than a capacity override allows for.
  - No, it won't give a warning.

Meeting adjourned: 4:23 pm

5 – 5:15 p.m.

Better Know a Colleague (informal gathering continued, optional)