

## Staff Senate Minutes

April 4, 2023 (10:00am–11:30am)

Online Via Zoom

**In-Attendance:** Jenna Otto, Noah Carillo, Ambre Plahn, Amanda Bales, Keats Chaves, Keegan Gormally, Michelle Gallagher, Jason Horne, Michael Reis

**Absent:** Kelly Rush, Adrian Trujillo, Michael Gonzalez

**Guests:** Provost – Rob Winningham, Michael Ellis, Wendi Mars, Ashley Schaumburg

### Approval of minutes

- Minutes for March 21, 2023 are approved.

### Guest Speaker

- Provost - Rob Winningham
  - HSI summit (2<sup>nd</sup> annual event) taking place on April 26. President Peters is asking faculty, staff and supervisors to allow for flexibility to allow all WOU employees and students to attend this event.
  - Common Course numbering – Senate Bill 233 codified in the ORS. The goal is to align the course numbering system and learning outcomes among all Oregon colleges and universities. Several courses have already been changed and a list has been provided on the Provost's report attached at the end of these minutes.
  - WOU was highlighted in the Chronicle of Higher Education for our significant increase in graduation rates during the pandemic.
  - Occupational Therapy Doctorate – this program will be housed in WOU Salem for at least the next 5 years. The goal is to look at other buildings on campus that could be a potential location for these programs but that will require a lot of funding that we just do not have right now.
    - We had to meet several key items outlined by the accreditation body of OTD: ACOTE which included hiring a Director of OTD before the end of 2022. We hired Sean Roush in December 2022 and are currently looking to fill two other required positions outlined by ACOTE.
  - Sponsored Projects Proposals/Grant activities – We have seen a significant up tick in grant funding over the last few years. We have received nearly in grant dollars, but even

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- more is the indirect funding we have received from these grants. The Indirect funds go directly into our general funds to help support these grants. Keep in mind that these numbers can increase as many proposals are still pending decisions by the funders.
- College Restructure Taskforce update: The taskforce has finalized their report and presented their findings to both the Provost and President Peters. For now, President Peters would like to create an implementation committee to map out what a college restructure would actually look like. Kristen Lathom-Scott will be heading the committee, along with all of the Deans and Provost. President Peters would like a report back by June.
- Questions/Answers:
  - In retention rates you mentioned we may have more challenges due to the quarter system. Has there been discussion to moving to a semester system to better compete?
    - There really hasn't been a lot of discussion regarding this. It would be a significant ask in funding from the state not to mention that all of the Oregon colleges/universities would need to be on board to make this change together.
- Cybersecurity - Michael Ellis
  - Threats: 85% of cyber attacks start with a human. We can have many various policies, technology in place but it takes just one person to open a bad link, or find one hole to attack our system. How to help? Keep your software up to date whether it be your personal devices/software or your WOU devices/software.
  - WOU's Response:
    - redWOLF3 this monitors and actively searches for "bad actors" trying to hack into our systems.
    - Hired 2 cybersecurity students that are actively looking for treats to our systems.
    - DUO: This is an expectation for all employees. We currently only have 85% of staff enrolled in DUO and we really need to get this up to 99-100%.
      - While DUO is AMAZING...you still need to be vigilant about approving the push's without looking at the location of the push, etc.
    - Information Security Trainings. Average completion rate is only around 35% which isn't great. They are updated regularly, so while you may have done that

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training the information is new and improved based on updated information.

- Questions/Answers:
  - What's the best way to reach out to UCS if questions arise? Depends on urgency of the situation. Calling is great as well as Gchat to get quick answers/
  - If we get a phishy email, what do we do? Right now, please mark it as SPAM as it goes directly to UCS. If you have something that you are not sure if it's SPAM or not, you can forward it to [spam@wou.edu](mailto:spam@wou.edu) and ask them to verify the authenticity for you.
  - Is there anything folks working from home need to be aware of? If you are using a WOU assigned device, then you should be connecting to the VPN which is giving you the same protection that is available on campus. Do not recommend using personal machines/devices but if you do, please connect to VDI while working.

### Reports

- Committee Reports
  - Shared Governance - N/A
  - Cabinet - N/A
  - University Council -N/A
  - Other - Administrative Equity, Staff Connections, Scholarship, etc.

### Unfinished Business

- Committee Needs
  - UBAC - 2 Classified Staff
  - WUC Advisory Committee
- Reminder of upcoming elections
  - Executive
  - "General" Senate seats
  - Remainder of Michelle Gallagher's term
    - Michelle will be resigning from her current position at the end of June of this year. That means we will need to fill the remainder one year with a new classified person. Do we want to open this with our full terms voting, or wait until the fall? Maybe ask those who are nominated whether they want to run for 1 or 2 years

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and go from there.

- Performance Evaluations & Training
  - On hold
  - HR would like to attend a meeting to talk about performance evaluations and find out what we are hoping to accomplish with topic. They will join us on May 2<sup>nd</sup> for this conversation.
- Use of Direct Appointments
  - On hold
- Search Committee processes
  - On hold
- Fundraiser Raffle
  - On Hold

### **New Business**

- Substitute Secretary/Recorder
  - Ambre will be going on maternity leave at the end of May and will need someone to step in to take minutes for the remainder of the term and reaching out to folks for nominations. Please reach out to Ambre if you have questions.
- Elections
  - We need to hold the executive elections by the first meeting in May to onboard the new executive members during the month of June.
  - Next, we will need to have general elections by the second meeting in May.

### **Announcements**

- Agenda item suggestions
- Kudos/Recognition
- Public Comments - Anything for the good of the order?

### **Adjourn**

### **Upcoming**

- April 18



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- Student Affairs
- May 2
  - President Peters
  - HR
- May 16
- June 6
- June 20

## Provost Winningham's Staff Senate Report April 4, 2023

### 1. HSI Summit – 4/26/23

Western Oregon University HSI Summit

**Making Conexiones**

8:15 a.m. to 3:30 p.m. • April 26, 2023 • Werner University Center  
Western Oregon University, Monmouth, Oregon

Join students, faculty, staff, community members, and guests from across the state as we learn, discuss, and network around becoming an HSI and what that means within our community, statewide, and regionally.

Time	Activity	Presenter(s)
8:15am	Check-in/Coffee/Networking	
9:00am*	Introduction	Dr. Jesse Peters, WOU President
9:10am*	Higher Education Coordinating Commission (HECC) Overview	Ben Cannon, Executive Director, HECC
9:40am*	Student Panel	WOU Students
10:50am*	Keynote Presentation	Jennifer Gomez-Chavez, Ed.D., Vice President for Institutional Engagement, Excelencia in Education
12:00pm	Lunch and Entertainment	Los Conquistadores de WOU
1:00pm	Concurrent Sessions <ul style="list-style-type: none"> <li>• Becoming an HSI</li> <li>• Columbia Gorge Community College's Trajectory as HSI: Scaling to Serve</li> <li>• Student Round Table (for students only)</li> </ul>	Concurrent Sessions Facilitated by: Western Oregon University, Columbia Gorge Community College, Chemeketa Community College
2:00pm	Student Presentation and Round Table Discussions	
3:00pm	Dessert/Networking	

\*Sessions will be available over Zoom Webinar, will have ASL Interpreters present and live captioning

Please RSVP by completing the [online registration](#) by April 18, 2023. The event is free for all attendees, but we do request attendees register in advance.

<https://wou.edu/dei/hsi-summit/>

We recognize April 26 is a Wednesday during the Spring 2023 term. The President and Senior Leadership encourage flexibility to allow employees to engage in the HSI Summit. The Provost is encouraging faculty to consider reassigning class time, if appropriate, so students can participate in the Summit.

### **Accommodations**

*If you would like to request disability related accommodation(s) to participate in a WOU activity or event, please notify Disability Services (ODS) at 503-838-8250 or [ods@wou.edu](mailto:ods@wou.edu) at least three (3) business days in advance. For ASL interpreting, Typewell transcribing, or captioning services please complete the [online request form](#).*

## **2. Common Course Numbering**

Common Course Numbering. The common course numbering project, per the requirements of Senate Bill 233 codified in Oregon Revised Statute (ORS) 350.423 to 350.429, has entered the implementation stage for the courses adopted effective the 2023/24 academic year. Through continued participation in the state Common Course Numbering Systems and Operations Subcommittee, observing Transfer Council meetings, and engagement with WOU faculty, Amy Clark and the Registrar's Office have been able to streamline and assist in this implementation. Curricular proposals for the courses, and where needed corresponding program proposals, have been submitted by the Registrar on behalf of departments and are being shepherded through the system to ensure that the following courses, and impacted programs, have been vetted, and adopted in a timely manner for the 2023/24 year.

Communication:

COMM 100Z

COMM 111Z

COMM 218Z

Math:

MATH 105Z

MATH 111Z

MATH 112Z

Statistics:

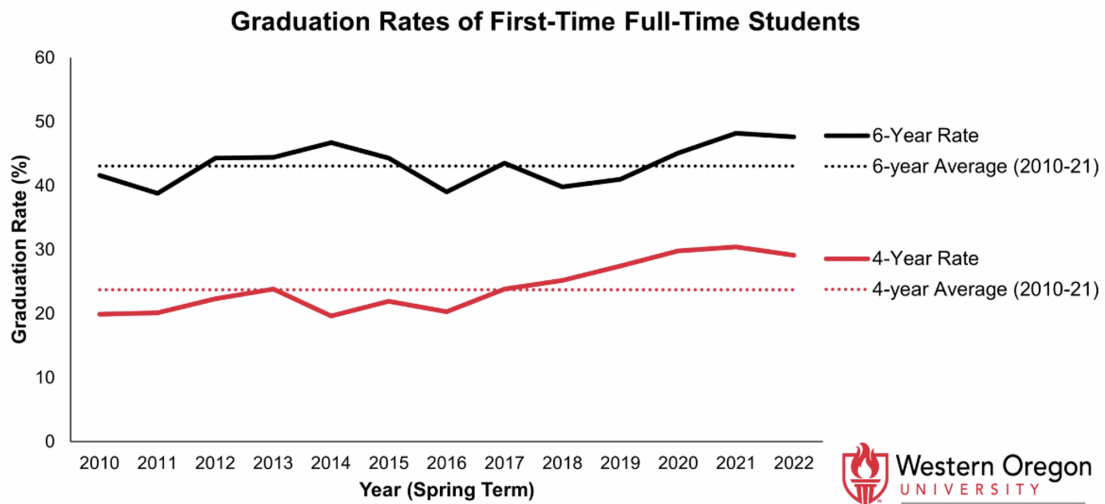
STAT 243Z

Writing:

WR 121Z  
WR 122Z  
WR 227

**3. WOU was highlighted by the *Chronicle of Higher Education* for our significant increase in graduation rates, during the pandemic:**

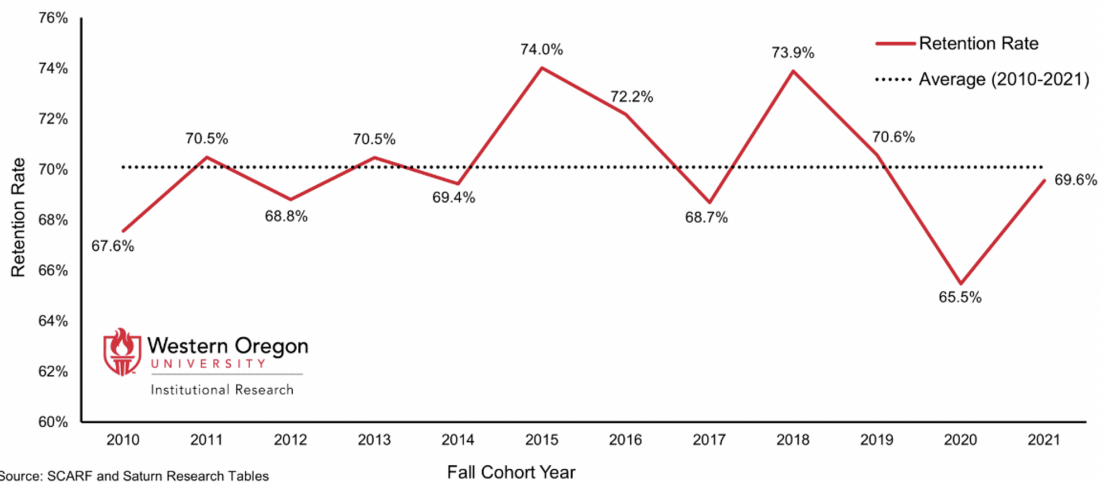
<https://www.chronicle.com/article/whose-pandemic-era-graduation-rates-beat-or-fell-below-the-average>



Source: SCARF and Saturn Research Tables



### Western Oregon University Retention Rates 2010-2020



Source: SCARF and Saturn Research Tables



#### 4. Update on Occupational Therapy Doctorate (OTD) Program

- The Occupational Therapy Doctorate (OTD) will be the first professional doctorate awarded by WOU.
- In order to stay on track with the Occupational Therapy accreditation body, known as Accreditation for Occupational Therapy Education (ACOTE), to begin our first OTD cohort Fall 2024, we had to hire a director by the end of 2022.
- Dr. Sean Roush was hired to be our founding OT Director. He started 12/30/22.
- To stay on track with ACOTE, we need to hire a Fieldwork Coordinator by June 30, 2023 and a Capstone Coordinator by July 31, 2023. Those positions are posted on HR's website.
- President Peters has made a decision that the OTD program will be on the second floor of WOU:Saalem. This decision reduces the cost and uncertainty about renovating an older building on our Monmouth campus.

#### 5. *Proposal and grant activity.*

The Sponsored Projects Office is continuing to see an upward trend in grant funding. We saw large increases in proposed grant funding and awarded grant funding in FY22 compared to FY21 (90% increase in awarded funding). Proposals for FY23 are tracking very closely to this time last year, which bodes well for continuing these positive patterns.

	Proposals Submitted	Funding Sought (total)	Indirect Proposed	Proposals Awarded	Funding Awarding (total)	Indirect funded
FY21	68	\$22,604,036	\$2,731,722	40	\$11,045,135	\$1,570,733
FY22	67	\$28,431,233	\$3,416,985	47*	\$21,070,002	\$2,606,308
FY23 (as of 3/13/23)	42	\$5,798,907	\$365,496	16*	\$2,973,284	\$390,632

*\*FY22 and FY23 proposals are still pending, thus awarded funding is expected to increase over the next few months.*