



**Western Oregon University Board of Trustees:  
Academic & Student Affairs Committee  
Meeting No. 16 – February 5, 2020  
Public Site: Hamersly Library, Room 301-A  
1:30pm – 3:00pm**

**MINUTES**

Committee members present: Zellee Allen, Linda Herrera, Malissa Larson, Dr. Jenny Mladenovic (participated telephonically), Lane Shetterly

Others in attendance: Mike Baltzley, Chelle Batchelor, Erin Baumgardner, Gary Dukes, Mark Girod, Hilary Holman-Kidd, LouAnn Vickers, Niki Weight, Beverly West, Rob Winningham

The meeting was called to order at 1:31p.m.by Chair Lane Shetterly.

**Consent Agenda**

Trustee Allen moved to accept the minutes from the October 30, 2019 meeting without any changes. The motion was seconded by Trustee Larson. Vote of acceptance was unanimous.

**Action Items**

Provost Winningham presented the proposal for a new undergraduate minor in sustainability. Because minors are no longer a requirement at WOU, Trustee Larson wondered how a minor would be showcased. Dr. Winningham clarified that minors are listed on transcripts and would show the specialized coursework had been completed for a minor.

With no other discussion, Chair Shetterly called for a motion. Trustee Larson moved to accept the proposal. The motion was seconded by Trustee Allen. Vote of acceptance was unanimous.

Chair Shetterly noted that this proposal will move forward as an item on the consent agenda for the February 19 board meeting.

**Reports & Discussion Items**

1. **ASAC Charter:** Chair Shetterly called on Board Secretary and Vice President and General Counsel Ryan Hagemann to provide an overview of the ASAC charter.

Ryan noted the board's statements and committee charters were established by the board at its inception in 2015. He reflected that at the Board's September 11 retreat, when the trustees broke into committees for discussion and planning, the Executive, Governance, and Trusteeship Committee (EGTC) discussed that the board as a whole should plan to review the statements and charters since it had been a few years since they were created.

Ryan noted that the charter states it should be reviewed annually, and if the committee would like to do a deeper dive into the charter, he would be happy to meet with them to answer questions and provide guidance.

Chair Shetterly asked the committee members and the vice presidents if they felt any need to make changes or if they felt the current content of the ASAC charter created a hindrance to what might be brought before the board. There were no concerns. It was agreed that the charter would be on the agenda once a year to provide the opportunity to make changes.

Trustee Larson suggested that when they are reviewed, it might be helpful to focus on two or three documents at a time instead of trying to review them all at once. Hagemann agreed with this idea and will take it into consideration as a process is implemented.

## **2. University Policies related to Free Speech**

Chair Shetterly asked Vice President and General Counsel Ryan Hagemann to continue by leading the discussion on the policy(ies) the university has in place regarding free speech.

VP Hagemann noted that the university's Policy Council, which was executed by President Fuller (as charged in the [Board of Trustee Statement on Delegation of Authority](#)), continues to process and adopt university policies. At this time, the University defers to the [facilities reservation policy](#) and the policy on [Time, Place, and Manner](#) with regards to free speech.

The topic of free speech is prominent and percolating on campus after a guest presenter created controversy, so this is at the top of the list for review and updating. Ryan mentioned that our state constitution is very protected on free speech. While we can set our guidelines, we still have to contend with the Oregon constitution which supersedes.

Trustee Larson shared her appreciation that we are working on this to find ways to set up safe places for students to share content that might be uncomfortable.

Ryan noted that guest speakers have to sign an agreement which provides strict rules regarding use of our logs and institutional property but we are not able to preview the content of their speeches.

Chair Shetterly asked that a draft of the free speech policy be brought back to this committee for discussion.

Ryan said that it's possible that the board of trustees might want to create a board statement on this topic, as they are doing with diversity. It would be important for the university policy to be consistent with the board statement.

### **3. Student Affairs Update**

Vice President of Student Affairs Gary Dukes presented the most recent enrollment report, noting that the number of applications we're receiving is up from last year, but the number of admitted students is about the same. He believes this is due to the fact that students are applying to multiple universities. Housing applications are ahead about 35% which can sometimes be an indicator of who's coming which is a positive sign.

Dr. Dukes reported that enrollment has increased for our Hispanic population which aligns with our journey to become a Hispanic Serving Institution (HSI). Currently, Latinx enrollment is at 81.9% and Asian at 89%. It's important to note that these populations are also our highest graduation rates.

Admissions staff is working diligently with students who have been admitted but have not applied for Financial Aid, noting this population is most likely to attend. Extensive outreach is being done with this group and financial aid is being awarded at the time they complete the process. Through this outreach, 39 students have successfully completed the process.

The division of Student Affairs participated in an advocate training workshop focused on conducting recruitment searches for vacant positions. Dr. Dukes noted that student affairs typically requires a master's degree for their positions, but they were asked to consider if this critical to the position or if years of experience is more critical. They have implemented this reasoning in a current search.

Trustee Herrera asked if this training will be required of all search committees. Dr. Dukes commented that this is being implemented in his division but he isn't sure it can be required campus-wide.

The Incidental Fee Committee (IFC) has been meeting to establish IFC fees to next year. Dr. Dukes noted that these fees are completely established by students and our fees are lower than any other university in the state of Oregon. If they elect to raise them by more than 5%, the president and/or the board can veto it. This year's committee is staying within the 5%. These fees will all go before the board in April.

#### **4. Academic Affairs Update**

Strong efforts are continuing to be made to send email “nudges” to encourage students who have not registered for classes to do so and also to remove advising holds at the end of finals week. Overall by the end of December, the percent of students not registered (excluding students graduating, attending OHSU, or placed on academic suspension) dropped from 19% to 8% as a result of these email nudges. This resulted in an increase of 445 students registering for winter term.

WOU will host “Congress to Campus” on February 11-13<sup>th</sup>. The 3-day workshop, presented by the Department of Politics, and Administration, will provide the opportunity for campus to facilitate civil discourse and encourage our students to become more involved in politics. Throughout the event, classes are being offered and a campus forum will be held. Former U.S. House Representatives Nick Lampson (D-TX) and Rod Chandler (R-WA) will share how the U.S. Congress functions, promote bipartisanship, and discuss the value of public service.

Western will host an HSI Summit on April 3. The Summit will provide an opportunity for the campus community to learn more about what it means to be a Hispanic Serving Institution (HSI). President Fuller will offer opening remarks and the event will include plenary speakers, a lightning round panel and a moderated panel. Western’s Board of Trustees Linda Herrera and Jaime Arredondo will be participating. A QR code will be available to encourage input from campus community during the panel discussion.

Four Dean of Graduate Studies and Research candidates were invited to campus in January. Two director positions (Director of Graduate Studies and Director of The Research Institute) were combined to create this position. The search committee will make their recommendation soon.

Our Child Development Center (CDC) was awarded the Preschool Promise Grant which pays for a ¾ time enrollment for 16 students. Dr. Dukes noted that IFC currently provides funding for 30 students to utilize the service of the CDC.

The student complaint process has been refined. We’re trying educate people so they know what to do when these complaints come in and streamlining the process. Web information available for faculty and students. We’re responding more aggressively to complaints.

Chelle Batchelor was invited to provide an update on the restructure of Academic Innovation, a unit that reports to Dean Batchelor. This is important work as it builds our capacity to deliver, online, hybrid and technology-enhanced courses. Academic Innovation also plays a key role in creating professional development opportunities for faculty.

Two new positions (Director of Academic Innovation and Instructional Designer) were created in the Academic Innovation unit by repurposing funds from two position vacancies. An offer was extended to the candidate for the Director of Academic Innovation that was favored overall by campus. Details on the appointment are being finalized. A recruitment continues in search of the instructional designer.

One of the critical needs to expand online programming is purchasing a new learning management system (LMS). The University Technology Committee has identified Canvas as a replacement of Moodle, our self-hosted environment. A proposal was made through the University Budget Advisory Committee process to make this purchase.

Increased efforts are being made to identify and reach out to students who were close to graduating but have not completed their degree. The Student Success and Advising office has joined efforts with the Registrar's Office and 37 students were contacted with a plan to help them graduate. Of those 37, 11 students graduated in Fall 2019, two are on track to graduate Winter 2020, three have finished their requirements and just need to update their graduation status, and two additional students have a plan for completing their requirements. That's a total of 18 students who have now graduated or are on track to do so.

## **5. Other Announcements**

Chair Shetterly noted that SB 1521, granting WOU and the other Technical and Regional Universities the opportunity to offer professional doctorate degrees, is active in the legislatures short session and voting is anticipated soon.

The Vick building should be ready to host WOU:Salem in the fall. We're continuing to build partnerships in the Salem area and are pleased to have a full cohort in the Organizational Leadership program.

The meeting was adjourned at 2:53pm.