



## Board of Trustees Meeting – June 14, 2023

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**MEETING OF THE WOU BOARD OF TRUSTEES  
MEETING NO. 56 – APRIL 18-19, 2023**

**APRIL 18, 2023**

**3:00-5:00PM**

**WERNER UNIVERSITY CENTER | COLUMBIA ROOM**

**Meeting Minutes**

**I. CALL-TO-MEETING / ROLL CALL**

Chair Komp calls the meeting to order at 3:01 pm and asks Secretary Sorce to call the roll. The following trustees were Present

Trustee Danielle Campbell, Trustee Lupe Diaz, Trustee Gayle Evans, Trustee David Foster, Trustee Cristian Mendez-Garcia, Trustee Leah Mitchell, Trustee Doug Morse, Trustee Kari Nelsestuen, President Jesse Peters (ex-officio member of the Board), Trustee Michael Reis, Board Chair Betty Komp

The following trustees were not present:

Trustee Jerry Ambris, Trustee Susan Castillo, Trustee Angela Fasana

Quorum is present

Also in Attendance:

Dr. Sue Monahan, Dr. Judy Sylva, Dr. Steve Scheck, Jenna Otto, Hunter Hall, Jackson Stalley, Dr. Mark Henkels, Dr. Chelle Batchelor, Malissa Larson, Mike Elliott, Jason Krawczyk, Paige Jackson, Rian Gayle, Adry Clark

**II. CHAIR'S WELCOME**

Chair Komp welcomes the WOU community to the April Board of Trustees meeting. She praised the members of the Board for being so active and willing to serve Western Oregon University and the State. Chair Komp reminded the room the meeting is being lived streamed and then explained the public comment process. She then welcomed the new Board Secretary Evan Sorce to Western Oregon University.

**III. PRESIDENT'S WELCOME**

President Peters welcomes the Board to campus. Since the last time the Board met, the university has had a budget reduction process, and the university just completed a site visit for the university's accreditation review. He will go into more detail in his report tomorrow. He mentioned that today is Holocaust Remembrance Day, and the university has a powerful visual display on campus to memorialize those murdered in the Holocaust. The display included 12 different color flags, each representing a different group of people lost (i.e., Large



Yellow Flags represented Jewish Adults, and Blue represented Soviet Civilians). Each flag represented 500 people killed. President Peters encouraged Board members to take time after the meeting to look at this display. The Multicultural Student Union Powwow, the Grand Entrance, is at 1 pm and 7 pm.

#### **IV. STAKEHOLDER UPDATES**

##### **1) SHARED GOVERNANCE**

###### **a. ASWOU | Hunter Hall**

Hunter Hall, VP of ASWOU, gave the student government report. Mr. Hall mentioned that ASWOU members were part of the volunteer group that set up the Holocaust Remembrance Day display. It is a compelling display that is made even more impactful because many students on campus hold some of those identities. ASWOU is working with Rico from Government Affairs to put together the first lobby day at the State Capitol that ASWOU has participated in for a while. As an update from the February Board meeting, there have been three lights around Ackerman Hall, and replacing the blue lights. Another project ASWOU wants to work on is beautifying the community garden space on campus and potentially developing a campus-wide composting program. Mr. Hall reported hearing some issues between students and the Valsetz food hall. They have heard concerns ranging from potential food contamination for vegans and vegetarians to getting yelled at by staff when trying to get food. ASWOU is trying to figure out ways to mitigate the tensions.

###### **b. Faculty Senate | Dr. Steve Scheck**

- Dr. Stephen Scheck delivered the report on behalf of the Faculty Senate. Dr. Scheck mentioned that since the February Board meeting, the Senate Faculty Executive Committee had approved the following:
- 68 academic program changes that made minor adjustments to the management of programs.
- 86 additional course proposals. Some of these changes are new courses; some are dropping courses and modifications to course descriptions – keeping with the best practices within the academic program in which they are housed.
- Several new programs – the full Faculty Senate approved certificates and undergraduate and graduate degree program proposals- are moving through the process. Eventually, the Board of Trustees will see these programs as potential items.
- Dr. Scheck also reported that the General Education Committee of the Faculty Senate is collecting nominations for the faculty member to serve as the future director of general education. The successful candidate will shadow current Director Shaun



Huston for a year and then begin a 3-year term in July 2024. This critical program is heavily engaged with the transfer student conversation to help students minimize credit loss when transferring to WOU. There was a conversation about certificates, how they are developed, and why they are potentially beneficial to students.

- The Faculty Senate also added language to the Student Honor Code around Artificial Intelligence. [Staff Senate](#) | Jenna Otto

The Staff Senate will have upcoming elections and need new senators and executive committees, including President, Vice-President, and Recorder. It has been appreciated that leaders from campus, including Dr. Peters and HR, have come to Staff Senate to discuss what is happening across campus. Staff Senate is forming a workgroup to make recommendations to ensure that non-administration unclassified staff gets representation on committees across campus. This is much needed, even though getting folks to serve on committees has been a struggle because staff is so busy.

## 2) UNION

### a. SEIU | Jackson Stalley

Jackson Stalley gave the update for SEIU. He praised the hard work of the HR department for their hard work, professionalism, and dedication. They are facing their challenges not just with words but their actions. Jackson then shared another personal story of an employee at WOU. Jackson then discussed the importance of TRU Lobby Day on May 4th and challenged everyone to take two hours to communicate to lawmakers why supporting WOU is so crucial to our region and our state. He then wanted to remind the Board that any investment in buildings needs to be met with an investment in the people that work to maintain these buildings, which is often classified staff.

### b. WOUFT | Dr. Melanie Landon-Hayes

Dr. Mark Henkles came and gave the report for WOUFT on behalf of Dr. Melanie Landon-Hayes, who was in a search committee meeting. WOUFT is surveying their members about priorities and starting conversations with the Administration about preliminary discussions around next year's contract negotiations. WOUFT has had weekly meetings with the unions from SOU, EOU, OIT, and SEIU and representation from AAUP and AFT. This has created a place for conversations around areas where priorities align and collaborate on funding priorities for all seven universities and the four technical and regional universities. This work hopefully creates visibility and identity at the Capitol. It is important to note that Oregon is number 1 of the 17 Western States in tuition and fees, and Oregon ranks 45th in financial support for universities. They are trying to prepare their members for TRU Day on May 4th.



Chair Komp recessed the meeting at 4:12 for 5 minutes. Chair Komp gaveled back the committee at 4:17 pm.

## **V. TRUSTEE COMMENTS, OBSERVATIONS, AND QUESTIONS**

No questions or comments from the Board. Chair Komp encouraged Board members to ask questions during the presentation of the Student Success Center Update.

## **VI. BOARD CONVERSATION: Student Success Center Update | Chelle Batchelor, WOU Design Team co-chair & Brad Lest, Gensler**

Celle Batchelor, and Brad Lest, gave the presentation of the Student Success Center; the presentation can be reviewed in the docket for the April meeting. The Gensler team then walked the Board through a 3D Model rendering of the inside and outside of the building. Trustees asked questions about the security of this building in case of an active shooter. Also, questions were asked about accessibility in the building. The Gensler team emphasized that universal access was a priority to ensure everyone could access the building regardless of disabilities. It is important to note that this proposal is flexible and subject to change.

Coral Davis, a student involved in the Student Success Center committee, described the importance of all the programs and services that will be provided in one place on the campus. There were numerous workshops for students to discuss what the Center would be and the services that would be provided. They asked students what they would want to see in the building (i.e., cozy spaces/reading nooks).

## **VII. RECESS**

At 5:17pm Chair Komp moved the meeting into recess until 10am Wednesday, April 19<sup>th</sup> 2023.



**APRIL 19, 2023  
10:00AM-3:00PM**

**WERNER UNIVERSITY CENTER | COLUMBIA ROOM**

**DRAFT MEETING MINUTES**

**I. CALL-TO-MEETING / ROLL CALL**

- II.** Chair Komp gavels the meeting back into session at 10:02am and asks Secretary Sorce to call the roll. The following trustees were Present

Trustee Danielle Campbell  
Trustee Lupe Diaz  
Trustee Gayle Evans  
Trustee David Foster  
Trustee Cristian Mendez-Garcia  
Trustee Leah Mitchell  
Trustee Doug Morse  
Trustee Kari Nelsestuen  
President Jesse Peters (ex-officio member of the Board)  
Trustee Michael Reis  
Board Chair Betty Komp

The following trustees were not present:

Trustee Jerry Ambris  
Trustee Susan Castillo  
Trustee Angela Fasana  
Trustee Cec Koontz

Quorum is present

Also in Attendance:

Dr. Judy Sylva, Dr. Kathy Cassity, Camarie Moreno, Jason Krawczyk, Dr. Chelle Batchelor, Malissa Larson, Paige Jackson, Brittany Kima.

**III. CHAIR'S WELCOME**

Chair Komp thanks everyone for being here. Reminded the audience that the meeting is being lived stream. Chair Komp also reminded the audience the process to sign up for public comment.

**IV. CONSENT AGENDA ([Appendix A](#))**

- 1) Meeting Minutes for the February 14-15, 2023
- 2) FY23 Management Report (As of February 28, 2023)
- 3) Undergraduate Certificate: Healthcare Administration



Trustee Reis moves to approve the Consent Agenda as presented in the docket. Trustee Mitchell 2<sup>nd</sup> the motion. There was no discussion. The following Trustees voted in support of the motion.

Trustee Danielle Campbell  
Trustee Lupe Diaz  
Trustee Gayle Evans  
Trustee David Foster  
Trustee Cristian Mendez-Garcia  
Trustee Leah Mitchell  
Trustee Doug Morse  
Trustee Kari Nelsestuen  
Trustee Michael Reis  
Board Chair Betty Komp

The motion passed.

## **V. FIRST PUBLIC COMMENT**

There was no one signed up for public comment.

## **VI. STAKEHOLDER UPDATES**

### **1) WOU FOUNDATION REPORT | Katie Wojke, Vice President for Advancement**

Vice President for Advancement Katie Wojkie presented her report to the board. A written version of her report can be found in the docket. Kate thanked the board for 100% participation in this year's Giving Day. This year is up 16% over last year, and over \$250,000 has come in. Another highlight was 150 new donors donated this year.

The Overall Comprehensive Campaign total raised is roughly \$8.5 million since the 2019-2020 FY. This year \$2,770,213 has been raised.

Trustee Mendez-Garcia asked when the comprehensive campaign is scheduled to end. Katie stated that she believed the comprehensive campaign will end in 2026. Trustee Morse asked Katie what she had learned in her first 90 days and what ideas she wanted to implement. Katie stated that she has learned that the Alumni of this University truly love WOU and want to get involved in supporting the University and sharing their story. Katie wants to do more outreach to the local community and businesses and grow the team to expand the team's reach.

### **2) LEGISLATIVE REPORT | Ricardo "Rico" Lujan Valerio, Director of Government Relations**

Director of Government Relations Ricardo "Rico" Lujan Valerio presented his report to the Board of Trustees. His written report can be reviewed in the docket. The legislature just moved into a new phase where the policy discussions are starting to wind down, and the budget conversations are beginning to heat up. On March 23rd, the Ways and Means



Committee Co-Chairs released their budget framework, the first proposal that indicates the budget priorities for legislative leadership. Unfortunately, the framework requested a presumption of a 2.5% decrease in the current service level, which is very challenging. The Universities are preparing for a 3-day budget presentation before the Education Subcommittee. Western is working with all seven public universities and partners to communicate the public universities' benefit to our state and how critical their needs are. WOU is continuing the fight for the additional \$15 million for the Technical and Regional Universities for conversations on sustainability. May 4th is TruDay. Working with community partners to help transport students, faculty, and staff across the four regional schools to come to advocate at the capitol for our priorities.

## **VII. PRESIDENT'S REPORT | President Jesse Peters** (Senior Leadership Reports in [Appendix B](#))

Dr. Peters gave his report to the board. His written report can be found in the docket. Dr. Peters welcomes the new Secretary of the Board, Evan Sorce. We are excited to have him on the team. He will also be working on Policy for the university.

Since the last meeting, the campus community has gone through a budget reduction process that was difficult and lengthy but critical to help put the university on a more sustainable path. The cuts were made in a way that reduces the impacts on employees as much as possible, and there was a lot of communication with the campus community throughout the process.

President Peters also mentioned that the Northwest Commission on Colleges and Universities completed its visit last week. He said overall that the visit was very positive and that the committee had a lot of positive things to say about the campus community. He thanked Dr. Sue Monahan for her hard work leading the accreditation process and everyone who talked to the committee last week. The next step in the accreditation process will be President Peters going up to Washington during the summer to meet with the committee.

Associate Provost Judy Silva will be leading the Strategic Planning process. President Peters's goal is to have the new proposed Strategic plan to the board in the first half of the academic year next year.

The Presidents of the Regional Universities are united in the messaging on the power and importance of the Technical and Regional Universities. The Governor was on Campus last week as part of her tour of Polk County. She visited the Student Health Center and discussed the available resources to the students. It was a great conversation.

Since the meeting was so far ahead of schedule, Chair Komp decided to jump into the committee reports and started with the Academic and Student Affairs Committee (ASAC)

## **VIII. ACADEMIC & STUDENT AFFAIRS COMMITTEE (ASAC)**





## 1) Committee Chair Report | Trustee Leah Mitchell & Chair Betty Komp

Trustee Mitchell gave a brief update about the last ASAC meeting. VP for Academic Affairs/Provost Winningham and VP for Student Affairs Tina Fuchs presented their reports to the board. Their reports can be found in the docket for review. Provost Winningham talked about the stackability of certificates within programs. So as they are pushing to complete their undergraduate degree, they can complete certificates as well, which is an additional benefit to our students. Very few certificates are offered as standalone because there are financial aid implications to that. Significant progress has been made in the Occupational Therapy Program. NWCCU just approved the program.

Vice President for Student Affairs Tina Fuchs updated her report with more updated numbers. Admission applications for first-year students are up over 9%. Transfer numbers are down about 26%, but there is an increase of 4% in new students, not including Graduate students. FAFSA applications are up 8%, and in Oregon, statewide FASFA applications are up 3%. Housing applications which is a big indicator because it requires a deposit, are up 19%.

Wolfie, the chatbot, will start engaging with our students at 3 pm today. This chatbot is designed to help students get connected to the resources they need. Institutions nationwide are seeing a 4% to 14% increase in retention who use this chatbot. The team developed 400 questions and answers related to different resources available to students around financial health, student well-being, academic success, and student life. A couple of trustees asked about communication with students and what form is ideal for specific kinds of communication.

There were a couple of questions and a robust conversation about the challenges we face around transfer students.

(Trustee Nelsestuen stepped out of the meeting at 11:10 am)

## 2) Committee Recommendations for Board Discussion/Action

### a. Revision of ASAC Charter

Trustee Mitchell presented the charter revision and talked about the process they used to develop the revision. Chair Komp moves that the revised ASAC be approved as presented in the docket. Trustee Morse seconded the motion. There was no discussion.

The following members voted in support of the motion:

Trustee Danielle Campbell  
Trustee Lupe Diaz  
Trustee Gayle Evans  
Trustee David Foster  
Trustee Cristian Mendez-Garcia  
Trustee Leah Mitchell



Trustee Doug Morse  
Trustee Michael Reis  
Board Chair Betty Komp

Note: Trustee Kari Nelsestuen was still out of the room at the time of the vote.

Motion passes.

## **IX. BREAK**

Chair Komp recessed the meeting at 11:31am for 10 minutes.

Chair Komp gaveled the meeting back to order at 11:41am

## **X. LUNCH / SHOWCASE PRESENTATION: Athletics | Randi Lydum, Executive Director of Intercollegiate Athletics**

### **Participants:**

Octavious Gillespie, Head Cross Country and Track & Field Coach  
Zach Holloway, Assistant Cross Country and Track & Field Coach  
Damon Hickok, Football Student Athlete  
Genelle Hursley, Track & Field Student Athlete  
Maliyah Thompson, Track & Field Student Athlete

Chair Komp introduced Executive Director of Athletics Randi Lydum to start the presentation. Her presentation can be reviewed in the docket. After the presentation, Coach Octavious Gillespie introduced himself and talked a bit about the students that he works with. Then each student-athlete shared their stories and experience at WOU with the board. Trustees asked the student-athletes questions about their experiences as student-athletes and experience as students.

Chair Komp recessed the meeting from 12:45 until 1 pm. Chair Komp gaveled us back into session at 1 pm.

## **XI. FINANCE & ADMINISTRATION COMMITTEE (FAC)**

### **1) Committee Chair Report | Trustee Gayle Evans**

Trustee Evans started her presentation honoring Bill Kernan, who retired from Western this year after 35 years at WOU. Bill's accomplishments include:

- Bringing the internet to WOU.
- Sending the first email from WOU.
- Developing the first webpage.

Trustee Evans then spoke about the Doctoral of Occupational Therapy. Vice President for Finance Administration Ana Karaman's written report can be found for review in the docket.



## 2) Committee Recommendations for Board Discussion/Action

### a. Tuition & Fees for 2023-2024 Academic Year & Summer 2023

Vice President for Finance and Administration Dr. Ana Karaman led the presentation of the proposed Tuition and Fees for the 2023-2024 Academic Year and the Summer of 2023. The proposal can be found in the docket. In the presentation, Dr. Karaman stated that this proposal would make WOU the second most affordable tuition in the State. Trustee Morse asked about the decision to keep Graduate Tuition flat. Dr. Karaman answered the question by stating a number of factors come into this decision, but keeping the tuition flat will help us separate WOU from other universities WOU competes with. Trustee Morse and Trustee Mitchell both emphasized that in the future, it would be nice to see more in these documents about the strategy used to make these decisions. Both asked if the strategy led to an increase in enrollment.

There was a discussion about the price sensitivity of students to tuition increases. Mention that WOU students have higher eligibility for Pell Grants. If this proposal is approved, it is essential to communicate the board's decision for such a small increase. Especially compared to many of WOU's peers in the State of Oregon.

(Trustee Nelsestuen returned to the meeting around 1:30 pm)

Trustee Evans moves that the Western Oregon University Board of Trustees approves the 2023-2024 Academic year & 2023 Session Tuition and Fee Book as presented in the docket materials. Chair Komp seconds the motion. There was no additional discussion on the measure. The following Trustees voted in support of the motion:

Trustee Danielle Campbell  
Trustee Lupe Diaz  
Trustee Gayle Evans  
Trustee David Foster  
Trustee Cristian Mendez-Garcia  
Trustee Leah Mitchell  
Trustee Doug Morse  
Trustee Michael Reis  
Board Chair Betty Komp

Trustee Kari Nelsestuen voted to abstain.

Motion passes.

### b. Recommend for Approval Occupational Therapy Doctorate Tuition for 2024-25

Dr. Sean Rousch discussed the history and background of the Occupational Therapy Doctorate program proposal and implementation process. WOU will be the only program at a public school in the state. There is a ton of excitement around this program across the state. Dr. Karaman gave more information about the details of the tuition proposal, which is in the



docket for review.

Trustee Foster asked about the tuition price listed as an annual cost instead of a cost per credit model. Dr. Rousch answered that question by saying the national accreditation program for Occupational Therapy programs requires the program to show the price per year of the program.

There was a question from Trustee Morse about how conservative the proposed enrollment model is and the confidence level around hitting those numbers. Dr. Rousch stated he is confident that the program will hit these enrollment numbers.

There was a discussion about the many different opportunities for WOU with this program. It needs to be well known that Occupational Therapists can use Behavioral Health codes, which could be attractive to potential employees and employers.

Trustee Evans states that the Western Oregon University Board of Trustees approves the Occupational Therapy Doctorate annual tuition of \$34,900 for the 2024-2025 academic year (including summer) outlined in the docket. Trustee Nelsestuen seconds the motion.

Trustee Danielle Campbell  
Trustee Lupe Diaz  
Trustee Gayle Evans  
Trustee David Foster  
Trustee Cristian Mendez-Garcia  
Trustee Leah Mitchell  
Trustee Doug Morse  
Trustee Nelsestuen  
Trustee Michael Reis  
Board Chair Betty Komp

Motion Passes

c. Capital Budget: Renovation of Salem Building

Dr. Karaman and Director of Campus Planning and Construction Jason Krawczyk presented the proposal to the board. The proposal can be found in the docket. Trustee Evans moves the Western Oregon University Board approve the capitol budget in the amount of \$2,846,355 for the remodel of the WOU Salem building. There was no further discussion. Trustee Morse seconds the motion The following Trustees voted in favor of the measure:

Trustee Danielle Campbell  
Trustee Lupe Diaz  
Trustee Gayle Evans  
Trustee David Foster  
Trustee Cristian Mendez-Garcia  
Trustee Leah Mitchell  
Trustee Doug Morse



Trustee Michael Reis  
Board Chair Betty Komp

Motion Passes.

d. Revision of FAC Charter

Trustee Evans presented the revision of the FAC Charter, which is included in the docket for review. Trustee Evans moved that the Western Oregon University Board of Trustees approve the revised Finance and Administration Committee as presented in the docket. Trustee Morse seconded the motion. There was no discussion. The following Trustees voted to approve the motion:

Trustee Danielle Campbell  
Trustee Lupe Diaz  
Trustee Gayle Evans  
Trustee David Foster  
Trustee Cristian Mendez-Garcia  
Trustee Leah Mitchell  
Trustee Doug Morse  
Trustee Michael Reis  
Board Chair Betty Komp

The motion passes.

## **XII. DIVERSITY, EQUITY, INCLUSION & ACCESSIBILITY COMMITTEE (DEIAC)**

### **1) Committee Chair Report | Trustee Susan Castillo**

Chair Castillo couldn't make the meeting, so the Executive Director of Diversity, Equity, and Inclusion, Dominique Vargas, presented an update to the board. Her written report can be found in the docket.

Dominique spoke about the HSI summit that is happening next week on the WOU campus. WOU has invited folks from across the state to attend WOU's campus and discuss this critical work. All are welcome to participate, and there will be a virtual option for the vast majority of the summit if folks cannot make it in person.

Equity Assessment:

Phase 1 report will be presented to the Cabinet and the Campus on May 8. There is a short lead time. The Cabinet gets the report the same day as the campus community. Then the process moves into phase 2, which looks at student policies and procedures, and phase 3 is employee policies and procedures.

Committee Recommendations for Board Discussion/Action



a. Revision of DEIAC Charter

Chair Komp carried the Revision of the DEIAC Charter to the June 14<sup>th</sup> meeting of the Western Oregon University Board of Trustees Meeting.

**XIII. EXECUTIVE, GOVERNANCE & TRUSTEESHIP COMMITTEE (EGTC)**

1) Committee Chair Report | Chair Betty Komp

Chair Komp presented the committee report to the committee.

2) Committee Recommendations for Board Discussion/Action

a. Internal Audit Plan 2023-2024

The committee met with David Terry, a CPA working for the Internal Audit Office at Portland State University. WOU contracts with Portland State University to conduct a series of internal audits each FY for compliance. The proposed audit plan report can be found in the docket. The EGTC decided to approve the plan as detailed in the docket, with a potential for reevaluation of the proposal at the July 2023 meeting. There is no action needed to be made at this meeting to move forward.

**XIV. SECOND PUBLIC COMMENT**

There was no one signed up for public comment.

**XV. ANNOUNCEMENTS/COMMENTS**

Trustee Evans asked for more information about the timeline for the DEI assessment process and specific to the report being released in phase one. There was some concern about the need for the board to get a chance to read the report before it is presented to the campus community in case there is something in the report that the board needs to address questions, concerns, and media requests. Dr. Peters and Dominique committed to following up with the board with more information about the timeline and process.

**XVI. ADJOURNMENT**

Chair Komp adjourns the meeting at 2:45pm.

**Western Oregon University**  
**P10 YTD Actual to Actual Variance**

(Unaudited, non-GAAP, for management purposes only)  
(in thousands)

**As of April 30, 2023**  
**For the Fiscal Year Ended June 30, 2023**

	P10 FY22 Actuals	P10 FY22 Realization/ Burn Rate %	P10 FY23 Actuals	P10 FY23 % of Budget	Variance		Note
					Actuals	%	
<b>Education &amp; General Fund</b>							
<b>Revenues</b>							
Tuition	32,606		31,290		(1,316)		Decreased enrollment.
Online Course Fees	3,577		3,220		(357)		
Other Fees	1,028		1,115		88		
Less: Fee Remissions	(4,723)		(5,004)		(280)		
Net Student Fees & Tuition	32,488	98.45%	30,622	101.66%	(1,866)	3.21%	
Government Resources & Allocations	31,257	100.00%	32,394	101.34%	1,137	1.34%	
Gift Grants and Contracts	828	70.72%	1,995	169.09%	1,167	98.36%	
Other Revenue	2,313	83.24%	2,385	91.72%	71	8.48%	
<b>Total Revenues</b>	<b>66,885</b>	<b>98.06%</b>	<b>67,395</b>	<b>102.32%</b>	<b>510</b>	<b>4.25%</b>	
<b>Expenses</b>							
Personnel	45,603	81.79%	45,024	75.68%	579	-6.11%	
Service & Supplies	7,311	73.79%	7,161	65.67%	149	-8.11%	
Capital Expense	53	22.06%	61	32.36%	(9)	10.31%	
<b>Total Expenses</b>	<b>52,966</b>	<b>80.37%</b>	<b>52,246</b>	<b>74.02%</b>	<b>719</b>	<b>-6.35%</b>	
<b>Net Revenues less Expenses</b>	<b>13,920</b>		<b>15,149</b>		<b>1,229</b>		

**Western Oregon University**  
**P10 YTD Actual to Actual Variance**

(Unaudited, non-GAAP, for management purposes only)  
(in thousands)

**As of April 30, 2023**  
**For the Fiscal Year Ended June 30, 2023**

	P10 FY22		P10 FY23		Variance		Note
	P10 FY22 Actuals	P10 FY22 Realization/Burn Rate %	P10 FY23 Actuals	P10 FY23 % of Budget	Actuals	%	
<b>Auxiliary Enterprises Funds</b>							
<b>Revenues</b>							
Enrollment Fees	5,639	99.23%	5,048	90.00%	(592)	-9.23%	
Sales and Services	8,800	81.22%	9,279	84.63%	478	3.41%	
Other Revenue	1,632	70.66%	1,905	95.19%	273	24.53%	
<b>Total Revenues</b>	<b>16,071</b>	<b>85.36%</b>	<b>16,231</b>	<b>87.39%</b>	<b>160</b>	<b>2.03%</b>	
<b>Expenses</b>							
Personnel	7,988	82.74%	8,728	82.40%	(740)	-0.34%	
Service & Supplies	8,200	75.31%	9,706	92.63%	(1,506)	17.32%	
Capital Expense	-	100.00%	-	100.00%	-	0.00%	
<b>Total Expenses</b>	<b>16,188</b>	<b>78.80%</b>	<b>18,434</b>	<b>87.49%</b>	<b>(2,246)</b>	<b>8.69%</b>	
<b>Net Revenues less Expenses</b>	<b>(116)</b>		<b>(2,203)</b>		<b>(2,086)</b>		
<b>Designated Operations, Service Departments, Clearing Funds</b>							
<b>Revenues</b>							
Enrollment Fees	52	154.22%	188	390.76%	136	236.53%	
Sales and Services	105	74.83%	106	83.64%	1	8.80%	
Other Revenue	1,467	74.66%	1,717	82.60%	249	7.94%	
<b>Total Revenues</b>	<b>1,624</b>	<b>75.92%</b>	<b>2,011</b>	<b>89.24%</b>	<b>387</b>	<b>13.32%</b>	
<b>Expenses</b>							
Personnel	714	91.46%	679	66.61%	35	-24.84%	
Service & Supplies	1,162	81.13%	1,179	93.43%	(16)	12.30%	
Capital Expense	21	21498.59%	-	100.00%	21	-21398.59%	
<b>Total Expenses</b>	<b>1,897</b>	<b>85.73%</b>	<b>1,857</b>	<b>81.45%</b>	<b>40</b>	<b>-4.29%</b>	
<b>Net Revenues less Expenses</b>	<b>(274)</b>		<b>153</b>		<b>427</b>		



Western Oregon University  
 FY23 Projected Year-End  
 (Unaudited, non-GAAP, for management purposes only)  
 (in thousands)

As of April 30, 2023  
 For the Fiscal Year Ended June 30, 2023

	FY22 Year-End Actuals	FY23 Projected Year-End	FY23 Adjusted Budget	Variance FY23 Projected Year-End to Budget	Note
<b>Education &amp; General Fund</b>					
<b>Recurring Operating Activities</b>					
Student Fees & Tuition (net of remissions)	33,000	30,806	30,123	683	
Government Resources & Allocations	31,257	32,394	31,966	428	
Gift Grants and Contracts	1,171	2,421	1,180	1,241	
Other Revenue	2,779	2,865	2,600	265	
<b>Total Revenues</b>	<b>68,206</b>	<b>68,485</b>	<b>65,869</b>	<b>2,617</b>	
Personnel	55,759	55,474	59,493	4,019	Salvage savings (\$550K budgeted)
Service & Supplies	9,907	10,205	10,905	699	Budget includes \$1.141M one-time expense
Capital Expense	238	278	190	(89)	
<b>Total Expenses</b>	<b>65,904</b>	<b>65,958</b>	<b>70,587</b>	<b>4,629</b>	
Net Transfers	4,168	4,890	3,477	(1,413)	Projection is based on transfer schedule.
<b>Total Expenses and Transfers</b>	<b>70,072</b>	<b>70,848</b>	<b>74,064</b>	<b>3,216</b>	
<b>Operating Net Revenues less Expenses</b>	<b>(1,866)</b>	<b>(2,362)</b>	<b>(8,195)</b>	<b>5,833</b>	
<b>One-Time Activities</b>					
HEERF Reimbursement	5,168	299	299	-	
<b>Total One-Time Activities</b>	<b>5,168</b>	<b>299</b>	<b>299</b>	<b>-</b>	
<b>Total Net Revenues less Expenses</b>	<b>3,301</b>	<b>(2,063)</b>	<b>(7,896)</b>	<b>5,833</b>	
<b>Fund Balance at the Beginning of the Year</b>	10,870	15,090	15,090		
<b>Additions/Deductions to Fund Balance</b>	918	92	-		
<b>Fund Balance at the End of the Year</b>	<b>15,090</b>	<b>13,118</b>	<b>7,194</b>		
<b>Fund Balance as a Percentage of Revenues</b>	20.57%	19.16%	11.38%		

Western Oregon University  
**FY23 Projected Year-End**  
(Unaudited, non-GAAP, for management purposes only)  
(in thousands)

As of April 30, 2023  
For the Fiscal Year Ended June 30, 2023

	FY22 Year-End Actuals	FY23 Projected Year-End	FY23 Adjusted Budget	Variance FY23 Projected Year-End to Budget	Note
<b>Auxiliary Enterprises Funds</b>					
Enrollment Fees	5,683	5,087	5,608	(522)	
Sales and Services	10,836	11,425	10,964	461	
Other Revenue	2,309	2,695	2,001	694	
<b>Total Revenues</b>	<b>18,828</b>	<b>19,207</b>	<b>18,573</b>	<b>634</b>	
Personnel	9,654	10,549	10,592	43	
Service & Supplies	10,888	12,888	10,478	(2,409)	
Capital Expense	-	-	-	-	
<b>Total Expenses</b>	<b>20,542</b>	<b>23,436</b>	<b>21,070</b>	<b>(2,366)</b>	
Net Transfers	(2,827)	(2,230)	(1,461)	769	Projection is based on transfer schedule.
<b>Total Expenses and Transfers</b>	<b>17,716</b>	<b>21,206</b>	<b>19,609</b>	<b>(1,597)</b>	
<b>Net Revenues less Expenses</b>	<b>1,112</b>	<b>(1,999)</b>	<b>(1,036)</b>	<b>(964)</b>	
HEERF Funds	1,487	-	-	-	
<b>Additions/Deductions to Fund Balance</b>	<b>(1,921)</b>	<b>(1,829)</b>			
<b>Fund Balance at the Beginning of the Year</b>	<b>6,339</b>	<b>7,017</b>			
<b>Fund Balance at the End of the Year</b>	<b>7,017</b>	<b>3,189</b>			
<b>Fund Balance as a Percentage of Revenues</b>	<b>37.27%</b>	<b>16.60%</b>			
<b>Designated Operations, Service Departments, Clearing Funds</b>					
Enrollment Fees	34	-	48	(48)	
Sales and Services	140	142	127	15	
Other Revenue	1,965	2,299	2,078	221	
<b>Total Revenues</b>	<b>2,139</b>	<b>2,441</b>	<b>2,253</b>	<b>188</b>	
Personnel	781	742	1,019	277	
Service & Supplies	1,433	1,453	1,262	(191)	
Capital Expense	0	-	-	-	
<b>Total Expenses</b>	<b>2,213</b>	<b>2,195</b>	<b>2,281</b>	<b>86</b>	
Net Transfers	(46)	1	1	-	Projection is based on transfer schedule.
<b>Total Expenses and Transfers</b>	<b>2,168</b>	<b>2,196</b>	<b>2,281</b>	<b>86</b>	
<b>Net Revenues less Expenses</b>	<b>(29)</b>	<b>245</b>	<b>(28)</b>	<b>273</b>	
<b>Additions/Deductions to Fund Balance</b>	<b>(277)</b>	<b>(241)</b>			
<b>Fund Balance at the Beginning of the Year</b>	<b>3,047</b>	<b>2,741</b>			
<b>Fund Balance at the End of the Year</b>	<b>2,741</b>	<b>2,746</b>			
<b>Fund Balance as a Percentage of Revenues</b>	<b>128.17%</b>	<b>112.50%</b>			

**Western Oregon University**  
**Transfers Schedule - Projected FY23**  
(Unaudited, non-GAAP, for management purposes only)

	E&G		Auxiliary		Des Ops - Serv Dept.	Plant fund		Other		Total
<b>Transfers In E&amp;G</b>								(a)	(b)	
<b>Actual</b>								1,704	299,487	301,191
<b>Upcoming</b>								158,893	-	158,893
<b>Transfers Out E&amp;G</b>			(c)	(d)		(e)	(f)	(a)		
<b>Actual</b>			-	396,340		217,360	660,000	-		1,273,700
<b>Upcoming</b>			150,000	3,603,660		-	-	23,131		3,776,791
<b>Transfers In AUX</b>	(c)	(d)				(g)				
<b>Actual</b>	-	396,340				185,374				581,714
<b>Upcoming</b>	150,000	3,603,660				-				3,753,660
<b>Transfers Out AUX</b>						(g)		(h)		
<b>Actual</b>						-		1,704		1,704
<b>Upcoming</b>						128,372		1,975,371		2,103,743
<b>Transfers In DO, SD</b>										
<b>Actual</b>										-
<b>Upcoming</b>										-
<b>Transfers Out DO, SD</b>								(i)		
<b>Actual</b>								-		-
<b>Upcoming</b>								750		750

Type	Description
(a)	Miscellaneous (endowment matches, quasi transfer, etc.)
(b)	HEERF ARP SIP lost revenue reimbursement
(c)	Child Development Center support
(d)	Athletic operations support
(e)	Small-Scale Energy Loan Program debt service
(f)	Student Success Center XI-G match
(g)	Auxiliary transfers to/from building/equipment reserves
(h)	Misc. auxiliary transfers, including debt payments for Housing and Recreation Center Building Fee
(i)	Misc. designated operations and service departments transfers



## **Academic and Student Affairs Committee (ASAC), Proposal for a new undergraduate certificate in ASL Studies: Beginner**

The proposed undergraduate certificate in ASL Studies: Beginner is an 18-credit program that will enhance students' basic comprehensive and expressive ASL skills. The ASL Studies: Beginner certificate is designed to prepare students and community members to incorporate basic ASL comprehension and expressive skills in their fields of study and careers.

The ASL Studies program recognized the need to offer an ASL certificate option to better serve the community at large and our current students. We developed this certificate in response to the community's request for competencies in ASL for their professions in public safety services (e.g., law enforcement, fire services, emergency services) and communication with members of the community (e.g., parents, family members, neighbors, educators, etc).

The program will be delivered at Western Oregon University on both the Monmouth and Salem campuses. The courses will be offered in Face-to-face, Hybrid, Online asynchronous, and Online synchronous modalities.

The proposed undergraduate certificate in ASL Studies: Beginner received Faculty Senate Approval on April 25, 2023 and the proposal is supported by the dean and provost, and by the Academic and Student Affairs Committee at their May 31<sup>st</sup> meeting. Upon approval by the WOU Board of Trustees, the NWCCU will be notified of this change.

### **COMMITTEE RECOMMENDATION:**

It is recommended that the Western Oregon University Board of Trustees Academic and Student Affairs Committee approve the introduction of a new undergraduate certificate in ASL Studies: Beginner as included in the docket material under Consent Agenda.



P15289  
ASL Studies: Beginner

New

Requestor: Kara Gournaris  
Submitted: 2023-02-21 10:52:49  
Submitting as: Faculty Member or APA

**The queue for this request is:**

- Department Head/Program Coordinator
- Division Chair
- Division Curriculum/Graduate Chair
- Curriculum Committee
- Faculty Senate
- OE Dean
- Provost
- President
- Registrar

Division Deaf Studies and Professional Studies

Department/Program ASL Studies

Request for a: Program

Level Undergraduate

Type of Request: New (course, program, focus/concentration, or temporary course)

Will this be offered within an existing division or department? Yes

Type of program Certificate

Is this curricular change driven by assessment data you have collected? No

**Summary/Rationale for proposal**

ASL Studies program recognized the need to offer ASL certificate option(s) to better serve the community at large and our current students. Also, the General Education curriculum changed the language requirement affecting the student enrollment for our ASL courses and with this certificate option(s), it will help and improve our enrollment numbers. We will offer four (4) certificate options.

These certificate programs will show students' competencies in specific knowledge areas in the field of ASL Studies and Deaf Studies.

We developed these certificates in response to the community's request in need of competencies in skills and knowledge in ASL for their professions in public safety services (law enforcement, fire services, emergency services) and community members (parents, family members, neighbors, educators, etc).

Is this a stand-alone certificate? Yes

If the certificate is part of one or more minors, please indicate which ones

Anticipated start date Fall 2023

Where will the program be delivered? WOU Campus (in-person or online), WOU Salem

How will the courses be offered? Face-to-face, Hybrid, Online asynchronous, Online synchronous

Proposed Classification of Instructional Programs (CIP) number. 16.16

Title of new program, requirement, focus, or concentration ASL Studies: Beginner

**Faculty Listing**

**Assistant Professor:** Kara Gournaris,

**Non Track Tenure Instructor:** Brent Redpath

**Non Track Tenure Instructor:** Lyra Ehlers

**Non Track Tenure Instructor:** Kai Pfaff

**Mission, Learning Outcomes, Etc.**

The ASL Studies: Beginner certificate is designed to prepare students and community members to incorporate basic ASL comprehension and expressive skills in their field of study and careers.

1. Develop basic skills in comprehensive and expressive American Sign Language.
2. Demonstrate sensitivity and understanding of Deaf culture and Deaf history.

## Description

*If this section does not consist of catalog-ready content, you will be asked to revise your proposal. If you are uncertain of how to prepare catalog-ready content, please contact the staff in the Office of the Registrar.*

The beginner track certificate will enhance students' basic comprehensive and expressive ASL skills. Study will consist three ASL courses (ASL 101-103) and credits in American Deaf Culture and American Deaf History.

## Core Courses

- ASL 101 American Sign Language I Credits: 4
- ASL 102 American Sign Language II Credits: 4
- ASL 103 American Sign Language III Credits: 4
- ASL 315 American Deaf Culture Credits: 3
- ASL 429 American Deaf History Credits: 3

**Total Credits: 18**

## Catalog ID:

Will you allow "S" graded courses to meet program requirements? No

## Program Outcomes

### Learning Outcome

### Alignment to University Learning Outcomes

Develop basic skills in comprehensive and expressive American Sign Language.

Demonstrate sensitivity and understanding of Deaf culture and Deaf history.

## Learning Outcomes (formatted for catalog)

1. Develop basic skills in comprehensive and expressive American Sign Language.
2. Demonstrate sensitivity and understanding of Deaf culture and Deaf history.

## Targeted Professions

New parents, family members, neighbors, educators, Law Enforcement, Fire Services, Emergency Services and current students.

List closely related programs at WOU or other Oregon colleges and universities and the way in which this program complements other similar programs in other Oregon institutions and other related programs at WOU.

Portland State University, Portland Community College, Chemeketa Community College, University of Oregon

## Programs affected/consulted

ASL Studies

**Briefly describe how the proposed program aligns with WOU's strategic priorities**

Community Engagement Create meaningful opportunities for lasting partnerships with local communities and regional and global organizations.

**Briefly describe how the proposed program meets regional or statewide needs and enhances the state's capacity to improve educational attainment in the region and state**

For the Deaf people to communicate with parents, family members, neighbors, educators, Law Enforcement, Fire Services, Emergency Services and more.

**What is the plan to recruit students to this proposed new program? Have you established a marketing plan to promote this new program and informed MarCom? Please briefly describe the plan.**

In process

**What is the budget source for the plan to attract new students to this proposed new program?**

N/A

**Will new sections of courses or additional hires be needed to offer this program? What are the faculty salary budget impacts of this proposed new program? Will additional facilities be required?**

These courses are already offered- no resources needed.

**Supporting Documents**

Thumbnail	Name	Size	Actions
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**Related Courses:**

No related courses found

**Department Head/Program Coordinator decision:**



Yes by Kara Gournaris (2023-02-21 10:53:16)

*Comments:*

**Division Chair decision:**



Yes by Denise Thew (2023-02-21 20:46:41)

*Comments:*

**Division Curriculum/Graduate Chair decision:**



Yes by Elisa Maroney (2023-02-28 16:10:06)

*Comments:*

**Curriculum Committee decision:**



Yes by Thaddeus Shannon (2023-03-21 12:20:01)

*Comments:*

**Faculty Senate decision:**



Yes by Stephen Scheck (2023-04-11 18:04:56)

*Comments:*

**COE Dean decision:**



Yes by Mark Girod (2023-04-25 16:10:01)

*Comments:*

**Provost decision:** Pending: Rob Winningham (winninr@wou.edu)

Sent to Rob Winningham (winninr@wou.edu) on: 2023-04-25 16:10:01

**President decision:** Pending: Jesse Peters (djpeters@wou.edu)

**Registrar decision:** Pending: Amy Clark (clarkaj@wou.edu), Jason Horne (hornej@wou.edu), Breeze Potter (potterb@wou.edu), Susan Hays (hayss@wou.edu)

**Budget Outline Form: Year 1 Academic Year: 2023-24**

**Estimated Costs and Sources of Funds for Proposed Program: ASL Studies: Beginner Undergraduate Certificate**

Total new resources required to handle the increased workload, if any. If no new resources are required, the budgetary impact should be reported as zero

	<b>Column A</b>	<b>Column B</b>	<b>Column C</b>	<b>Column D</b>	<b>Column E</b>	<b>Column F</b>
	From current budgetary unit	Institutional reallocation from other budgetary unit	From special state appropriation request	From federal funds and other grants	From fees, sales, and other income	LINE ITEM TOTAL
<b>Personnel</b>						
Faculty (Include FTE)	0	0	0	0	0	0
Graduate Assistants (Include FTE)	0	0	0	0	0	0
Support Staff (Include FTE)	0	0	0	0	0	0
Fellowships/Scholarships	0	0	0	0	0	0
OPE	0	0	0	0	0	0
Nonrecurring	0	0	0	0	0	0
<b>Personnel Subtotal</b>	0	0	0	0	0	0
<b>Other Resources</b>						
Library/Printed	0	0	0	0	0	0
Library/Electronic	0	0	0	0	0	0
Supplies and Services	0	0	0	0	0	0
Equipment	0	0	0	0	0	0
Other Expenses	0	0	0	0	0	0
<b>Other Resources Subtotal</b>	0	0	0	0	0	0
<b>Physical Facilities</b>						
Construction	0	0	0	0	0	0
Major Renovation	0	0	0	0	0	0
Other Expenses	0	0	0	0	0	0
<b>Physical Facilities Subtotal</b>	0	0	0	0	0	0
<b>GRAND TOTAL</b>	0	0	0	0	0	0



**Budget Outline Form: Year 2 Academic Year 2024-25**

**Estimated Costs and Sources of Funds for Proposed Program: ASL Studies: Beginner Undergraduate Certificate**

Total new resources required to handle the increased workload, if any. If no new resources are required, the budgetary impact should be reported as zero

	<b>Column A</b>	<b>Column B</b>	<b>Column C</b>	<b>Column D</b>	<b>Column E</b>	<b>Column F</b>
	From current budgetary unit	Institutional reallocation from other budgetary unit	From special state appropriation request	From federal funds and other grants	From fees, sales, and other income	LINE ITEM TOTAL
<b>Personnel</b>						
Faculty (Include FTE)	0	0	0	0	0	0
Graduate Assistants (Include FTE)	0	0	0	0	0	0
Support Staff (Include FTE)	0	0	0	0	0	0
Fellowships/Scholarships	0	0	0	0	0	0
OPE	0	0	0	0	0	0
Nonrecurring	0	0	0	0	0	0
<b>Personnel Subtotal</b>	0	0	0	0	0	0
<b>Other Resources</b>						
Library/Printed	0	0	0	0	0	0
Library/Electronic	0	0	0	0	0	0
Supplies and Services	0	0	0	0	0	0
Equipment	0	0	0	0	0	0
Other Expenses	0	0	0	0	0	0
<b>Other Resources Subtotal</b>	0	0	0	0	0	0
<b>Physical Facilities</b>						
Construction	0	0	0	0	0	0
Major Renovation	0	0	0	0	0	0
Other Expenses	0	0	0	0	0	0
<b>Physical Facilities Subtotal</b>	0	0	0	0	0	0
<b>GRAND TOTAL</b>	0	0	0	0	0	0

**Budget Outline Form: Year 3 Academic Year 2025-26**

**Estimated Costs and Sources of Funds for Proposed Program: ASL Studies: Beginner Undergraduate Certificate**

Total new resources required to handle the increased workload, if any. If no new resources are required, the budgetary impact should be reported as zero

	<b>Column A</b>	<b>Column B</b>	<b>Column C</b>	<b>Column D</b>	<b>Column E</b>	<b>Column F</b>
	From current budgetary unit	Institutional reallocation from other budgetary unit	From special state appropriation request	From federal funds and other grants	From fees, sales, and other income	LINE ITEM TOTAL
<b>Personnel</b>						
Faculty (Include FTE)	0	0	0	0	0	0
Graduate Assistants (Include FTE)	0	0	0	0	0	0
Support Staff (Include FTE)	0	0	0	0	0	0
Fellowships/Scholarships	0	0	0	0	0	0
OPE	0	0	0	0	0	0
Nonrecurring	0	0	0	0	0	0
<b>Personnel Subtotal</b>	0	0	0	0	0	0
<b>Other Resources</b>						
Library/Printed	0	0	0	0	0	0
Library/Electronic	0	0	0	0	0	0
Supplies and Services	0	0	0	0	0	0
Equipment	0	0	0	0	0	0
Other Expenses	0	0	0	0	0	0
<b>Other Resources Subtotal</b>	0	0	0	0	0	0
<b>Physical Facilities</b>						
Construction	0	0	0	0	0	0
Major Renovation	0	0	0	0	0	0
Other Expenses	0	0	0	0	0	0
<b>Physical Facilities Subtotal</b>	0	0	0	0	0	0
<b>GRAND TOTAL</b>	0	0	0	0	0	0

**Budget Outline Form: Year 4** Academic Year: 2026-27

**Estimated Costs and Sources of Funds for Proposed Program: ASL Studies: Beginner Undergraduate Certificate**

Total new resources required to handle the increased workload, if any. If no new resources are required, the budgetary impact should be reported as zero

	<b>Column A</b>	<b>Column B</b>	<b>Column C</b>	<b>Column D</b>	<b>Column E</b>	<b>Column F</b>
	From current budgetary unit	Institutional reallocation from other budgetary unit	From special state appropriation request	From federal funds and other grants	From fees, sales, and other income	LINE ITEM TOTAL
<b>Personnel</b>						
Faculty (Include FTE)	0	0	0	0	0	0
Graduate Assistants (Include FTE)	0	0	0	0	0	0
Support Staff (Include FTE)	0	0	0	0	0	0
Fellowships/Scholarships	0	0	0	0	0	0
OPE	0	0	0	0	0	0
Nonrecurring	0	0	0	0	0	0
<b>Personnel Subtotal</b>	0	0	0	0	0	0
<b>Other Resources</b>						
Library/Printed	0	0	0	0	0	0
Library/Electronic	0	0	0	0	0	0
Supplies and Services	0	0	0	0	0	0
Equipment	0	0	0	0	0	0
Other Expenses	0	0	0	0	0	0
<b>Other Resources Subtotal</b>	0	0	0	0	0	0
<b>Physical Facilities</b>						
Construction	0	0	0	0	0	0
Major Renovation	0	0	0	0	0	0
Other Expenses	0	0	0	0	0	0
<b>Physical Facilities Subtotal</b>	0	0	0	0	0	0
<b>GRAND TOTAL</b>	0	0	0	0	0	0



## **Academic and Student Affairs Committee (ASAC), Proposal for a new undergraduate certificate in ASL Studies: Intermediate**

The proposed undergraduate certificate in ASL Studies: Intermediate is a 34-credit program that will enhance students' comprehensive and expressive ASL skills. Study will consist of six ASL courses as well as credits in visual gestural communication, fingerspelling, American Deaf Culture, and American Deaf History. The ASL Studies: Intermediate certificate is designed to prepare students and community members to incorporate comprehension and expressive skills and knowledge in history and culture of the Deaf community in their field of study and careers.

The ASL Studies program recognized the need to offer an ASL certificate option to better serve the community at large and our current students. We developed this certificate in response to the community's request for competencies in ASL for their professions in public safety services (e.g., law enforcement, fire services, emergency services) and communication with members of the community (e.g., parents, family members, neighbors, educators, etc).

The program will be delivered at Western Oregon University on both the Monmouth and Salem campuses. The courses will be offered in Face-to-face, Hybrid, Online asynchronous, and Online synchronous modalities.

The proposed undergraduate certificate in ASL Studies: Intermediate received Faculty Senate Approval on March 14, 2023 and the proposal is supported by the dean and provost. The Academic and Student Affairs Committee approved this program at their May 31<sup>st</sup> meeting. Upon approval by the WOU Board of Trustees, the NWCCU will be notified of this change.

### **COMMITTEE RECOMMENDATION:**

It is recommended that the Western Oregon University Board of Trustees Academic and Student Affairs Committee approve the introduction of a new undergraduate certificate in ASL Studies: Intermediate as included in the docket material under consent agenda.



P15307  
ASL Studies: Intermediate

New

Requestor: Kara Gournaris  
Submitted: 2023-01-29 16:46:13  
Submitting as: Faculty Member or APA

**The queue for this request is:**

- Department Head/Program Coordinator
- Division Chair
- Division Curriculum/Graduate Chair
- Curriculum Committee
- Faculty Senate
- OE Dean
- Provost
- President
- Registrar

Division Deaf Studies and Professional Studies

Department/Program ASL Studies

Request for a: Program

Level Undergraduate

Type of Request: New (course, program, focus/concentration, or temporary course)

Will this be offered within an existing division or department? Yes

Type of program Certificate

Is this curricular change driven by assessment data you have collected? No

**Summary/Rationale for proposal**

ASL Studies program recognized the need to offer ASL certificate option(s) to better serve the community at large and our current students. Also, the General Education curriculum changed the language requirement affecting the student enrollment for our ASL courses and with this certificate option(s), it will help and improve our enrollment numbers. We will offer four (4) certificate options.

These certificate programs will show students' competencies in specific knowledge areas in the field of ASL Studies and Deaf Studies.

We developed these certificates in response to the community's request in need of competencies in skills and knowledge in ASL for their professions in public safety services (law enforcement, fire services, emergency services) and community members (parents, family members, neighbors, educators, etc).

Is this a stand-alone certificate? Yes

If the certificate is part of one or more minors, please indicate which ones

Anticipated start date Fall 2023

Where will the program be delivered? WOU Campus (in-person or online), WOU Salem

How will the courses be offered? Face-to-face, Hybrid, Online asynchronous, Online synchronous

Proposed Classification of Instructional Programs (CIP) number. 16.16

Title of new program, requirement, focus, or concentration ASL Studies: Intermediate

**Faculty Listing**

**Assistant Professor:** Kara Gournaris

**Non Track Tenure Instructor:** Brent Redpath

**Non Track Tenure Instructor:** Lyra Ehlers

**Non Track Tenure Instructor:** Kai Pfaff

**Mission, Learning Outcomes, Etc.**

The ASL Studies: Intermediate certificate is designed to prepare students and community members to incorporate comprehension and expressive skills and knowledge in history and culture of the Deaf community in their field of study and careers.

1. Develop advanced skills in comprehensive and expressive American Sign Language.
2. Demonstrate sensitivity and understanding of Deaf culture and Deaf history.

**Description**

*If this section does not consist of catalog-ready content, you will be asked to revise your proposal. If you are uncertain of how to prepare catalog-ready content, please contact the staff in the Office of the Registrar.*

The intermed track certificate will enhance students' comprehensive and expressive ASL skills. Study will consist of six ASL courses (ASL 101-203) and credits in and credits in visual gestural communication, fingerspelling, American Deaf Culture, and American Deaf History.

### **Core Courses**

ASL 101 American Sign Language I Credits: 4

ASL 102 American Sign Language II Credits: 4

ASL 103 American Sign Language III Credits: 4

ASL 201 American Sign Language IV Credits: 4

ASL 202 American Sign Language V Credits: 4

ASL 203 American Sign Language VI Credits: 4

ASL 215 Visual Gestural Communication Credits: 2

ASL 310 ASL Fingerspelling Credits: 2

ASL 315 American Deaf Culture Credits: 3

ASL 429 American Deaf History Credits: 3

**Total Credits: 34**

### **Catalog ID:**

**Will you allow "S" graded courses to meet program requirements?** No

### **Program Outcomes**

#### **Learning Outcome**

#### **Alignment to University Learning Outcomes**

Develop advanced skills in comprehensive and expressive American Sign Language.

Demonstrate sensitivity and understanding of Deaf culture and Deaf history.

### **Learning Outcomes (formatted for catalog)**

1. Develop advanced skills in comprehensive and expressive American Sign Language.
2. Demonstrate sensitivity and understanding of Deaf culture and Deaf history.

### **Targeted Professions**

New parents, family members, neighbors, educators, Law Enforcement, Fire Services, Emergency Services and current students.

**List closely related programs at WOU or other Oregon colleges and universities and the way in which this program complements other similar programs in other Oregon institutions and other related programs at WOU.**

Portland State University, Portland Community College, Chemeketa Community College, University of Oregon

### **Programs affected/consulted**

ASL Studies

**Briefly describe how the proposed program aligns with WOU's strategic priorities**

Community Engagement Create meaningful opportunities for lasting partnerships with local communities and regional and global organizations.

**Briefly describe how the proposed program meets regional or statewide needs and enhances the state's capacity to improve educational attainment in the region and state**

For the Deaf people to communicate with parents, family members, neighbors, educators, Law Enforcement, Fire Services, Emergency Services and more.

**What is the plan to recruit students to this proposed new program? Have you established a marketing plan to promote this new program and informed MarCom? Please briefly describe the plan.**

In process

**What is the budget source for the plan to attract new students to this proposed new program?**

N/A

**Will new sections of courses or additional hires be needed to offer this program? What are the faculty salary budget impacts of this proposed new program? Will additional facilities be required?**

These courses are already offered- no resources needed.

**Supporting Documents**

Thumbnail	Name	Size	Actions
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**Related Courses:**

No related courses found

**Department Head/Program Coordinator decision:**

✓

Yes by Kara Gournaris (2023-01-29 16:46:35)

*Comments:*

**Division Chair decision:**

✓

Yes by Denise Thew (2023-01-29 20:11:10)

*Comments:*

**Division Curriculum/Graduate Chair decision:**

✓

Yes by Elisa Maroney (2023-01-31 18:25:53)

*Comments:*

**Curriculum Committee decision:**

✓

Yes by Thaddeus Shannon (2023-02-22 06:00:31)

*Comments:*

**Faculty Senate decision:**

✓

Yes by Stephen Scheck (2023-03-16 17:01:44)

*Comments:*

**COE Dean decision:**

✓

Yes by Mark Girod (2023-04-07 14:46:33)

*Comments:*

**Provost decision:** Pending: Rob Winningham (winninr@wou.edu)

Sent to Rob Winningham (winninr@wou.edu) on: 2023-04-07 14:46:33

**President decision:** Pending: Jesse Peters (djpeters@wou.edu)

**Registrar decision:** Pending: Amy Clark (clarkaj@wou.edu), Jason Horne (hornej@wou.edu), Breeze Potter (potterb@wou.edu), Susan Hays (hayss@wou.edu)

**Budget Outline Form: Year 1 Academic Year: 2023-24**

**Estimated Costs and Sources of Funds for Proposed Program: ASL Studies: Intermediate Undergraduate Certificate**

Total new resources required to handle the increased workload, if any. If no new resources are required, the budgetary impact should be reported as zero

	<b>Column A</b>	<b>Column B</b>	<b>Column C</b>	<b>Column D</b>	<b>Column E</b>	<b>Column F</b>
	From current budgetary unit	Institutional reallocation from other budgetary unit	From special state appropriation request	From federal funds and other grants	From fees, sales, and other income	LINE ITEM TOTAL
<b>Personnel</b>						
Faculty (Include FTE)	0	0	0	0	0	0
Graduate Assistants (Include FTE)	0	0	0	0	0	0
Support Staff (Include FTE)	0	0	0	0	0	0
Fellowships/Scholarships	0	0	0	0	0	0
OPE	0	0	0	0	0	0
Nonrecurring	0	0	0	0	0	0
<b>Personnel Subtotal</b>	0	0	0	0	0	0
<b>Other Resources</b>						
Library/Printed	0	0	0	0	0	0
Library/Electronic	0	0	0	0	0	0
Supplies and Services	0	0	0	0	0	0
Equipment	0	0	0	0	0	0
Other Expenses	0	0	0	0	0	0
<b>Other Resources Subtotal</b>	0	0	0	0	0	0
<b>Physical Facilities</b>						
Construction	0	0	0	0	0	0
Major Renovation	0	0	0	0	0	0
Other Expenses	0	0	0	0	0	0
<b>Physical Facilities Subtotal</b>	0	0	0	0	0	0
<b>GRAND TOTAL</b>	0	0	0	0	0	0



**Budget Outline Form: Year 2 Academic Year 2024-25**

**Estimated Costs and Sources of Funds for Proposed Program: ASL Studies: Intermediate Undergraduate Certificate**

Total new resources required to handle the increased workload, if any. If no new resources are required, the budgetary impact should be reported as zero

	<b>Column A</b>	<b>Column B</b>	<b>Column C</b>	<b>Column D</b>	<b>Column E</b>	<b>Column F</b>
	From current budgetary unit	Institutional reallocation from other budgetary unit	From special state appropriation request	From federal funds and other grants	From fees, sales, and other income	LINE ITEM TOTAL
<b>Personnel</b>						
Faculty (Include FTE)	0	0	0	0	0	0
Graduate Assistants (Include FTE)	0	0	0	0	0	0
Support Staff (Include FTE)	0	0	0	0	0	0
Fellowships/Scholarships	0	0	0	0	0	0
OPE	0	0	0	0	0	0
Nonrecurring	0	0	0	0	0	0
<b>Personnel Subtotal</b>	0	0	0	0	0	0
<b>Other Resources</b>						
Library/Printed	0	0	0	0	0	0
Library/Electronic	0	0	0	0	0	0
Supplies and Services	0	0	0	0	0	0
Equipment	0	0	0	0	0	0
Other Expenses	0	0	0	0	0	0
<b>Other Resources Subtotal</b>	0	0	0	0	0	0
<b>Physical Facilities</b>						
Construction	0	0	0	0	0	0
Major Renovation	0	0	0	0	0	0
Other Expenses	0	0	0	0	0	0
<b>Physical Facilities Subtotal</b>	0	0	0	0	0	0
<b>GRAND TOTAL</b>	0	0	0	0	0	0

**Budget Outline Form: Year 3 Academic Year 2025-26**

**Estimated Costs and Sources of Funds for Proposed Program: ASL Studies: Intermediate Undergraduate Certificate**

Total new resources required to handle the increased workload, if any. If no new resources are required, the budgetary impact should be reported as zero

	<b>Column A</b>	<b>Column B</b>	<b>Column C</b>	<b>Column D</b>	<b>Column E</b>	<b>Column F</b>
	From current budgetary unit	Institutional reallocation from other budgetary unit	From special state appropriation request	From federal funds and other grants	From fees, sales, and other income	LINE ITEM TOTAL
<b>Personnel</b>						
Faculty (Include FTE)	0	0	0	0	0	0
Graduate Assistants (Include FTE)	0	0	0	0	0	0
Support Staff (Include FTE)	0	0	0	0	0	0
Fellowships/Scholarships	0	0	0	0	0	0
OPE	0	0	0	0	0	0
Nonrecurring	0	0	0	0	0	0
<b>Personnel Subtotal</b>	0	0	0	0	0	0
<b>Other Resources</b>						
Library/Printed	0	0	0	0	0	0
Library/Electronic	0	0	0	0	0	0
Supplies and Services	0	0	0	0	0	0
Equipment	0	0	0	0	0	0
Other Expenses	0	0	0	0	0	0
<b>Other Resources Subtotal</b>	0	0	0	0	0	0
<b>Physical Facilities</b>						
Construction	0	0	0	0	0	0
Major Renovation	0	0	0	0	0	0
Other Expenses	0	0	0	0	0	0
<b>Physical Facilities Subtotal</b>	0	0	0	0	0	0
<b>GRAND TOTAL</b>	0	0	0	0	0	0

**Budget Outline Form: Year 4** Academic Year: 2026-27

**Estimated Costs and Sources of Funds for Proposed Program: ASL Studies: Intermediate Undergraduate Certificate**

Total new resources required to handle the increased workload, if any. If no new resources are required, the budgetary impact should be reported as zero

	<b>Column A</b>	<b>Column B</b>	<b>Column C</b>	<b>Column D</b>	<b>Column E</b>	<b>Column F</b>
	From current budgetary unit	Institutional reallocation from other budgetary unit	From special state appropriation request	From federal funds and other grants	From fees, sales, and other income	LINE ITEM TOTAL
<b>Personnel</b>						
Faculty (Include FTE)	0	0	0	0	0	0
Graduate Assistants (Include FTE)	0	0	0	0	0	0
Support Staff (Include FTE)	0	0	0	0	0	0
Fellowships/Scholarships	0	0	0	0	0	0
OPE	0	0	0	0	0	0
Nonrecurring	0	0	0	0	0	0
<b>Personnel Subtotal</b>	0	0	0	0	0	0
<b>Other Resources</b>						
Library/Printed	0	0	0	0	0	0
Library/Electronic	0	0	0	0	0	0
Supplies and Services	0	0	0	0	0	0
Equipment	0	0	0	0	0	0
Other Expenses	0	0	0	0	0	0
<b>Other Resources Subtotal</b>	0	0	0	0	0	0
<b>Physical Facilities</b>						
Construction	0	0	0	0	0	0
Major Renovation	0	0	0	0	0	0
Other Expenses	0	0	0	0	0	0
<b>Physical Facilities Subtotal</b>	0	0	0	0	0	0
<b>GRAND TOTAL</b>	0	0	0	0	0	0



### **Proposed Dates for the 2023-2024 Academic Year Board of Trustee Meetings**

- TBD (Late August or Early September) Annual Board Retreat at WOU Salem or RWECC
- November 14 and 15 2023 for the November Meeting in Columbia Room
  - 3-5pm on Tuesday, November 14, 2023 and 10am-3pm on Wednesday, November 15, 2023.
- February 13 and 14 2024 for February Meeting in Columbia Room
  - 3-5pm on Tuesday, February 13, 2024 and 10am-3pm on Wednesday, February 14, 2024.
- April 16 and April 17 2024 for April Meeting in Columbia Room
  - 3-5pm on Tuesday, April 16, 2024 and 10-3pm on Wednesday, April 17, 2024.
- June 11 and June 12 for June Meeting in Columbia Room
  - 3-5pm on Tuesday, June 11, 2024 and 10-3pm on Wednesday, June 12, 2024.

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#### **Board of Trustees**