



**Western Oregon University Board of Trustees:
Diversity, Equity, Inclusion & Accessibility Committee (DEIAC)
Meeting No. 15– October 17, 2024
1:00pm – 3:00pm
To Observe This Meeting [Click Here](#) | By Phone: 1-253-215-8782**

AGENDA

I. CALL-TO-MEETING AND ROLL CALL

II. COMMITTEE CHAIR'S WELCOME

III. CONSENT AGENDA

1) [Approval of the May 20, 2024 Meeting Minutes](#)

IV. REPORT & DISCUSSION ITEMS

1) [Office of Diversity, Equity, and Inclusion Update | Dominique Vargas](#)

2) [Equity Assessment Action Plan & Climate Survey | Dominique Vargas](#)

3) Interests of DEIAC Members for 2024-2025 Academic Year

V. ADJOURNMENT



**Western Oregon University Board of Trustees:
Diversity, Equity, Inclusion & Accessibility Committee (DEIAC)
Meeting No. 11– May 20, 2024
1:00pm – 2:00pm**

Draft Minutes

I. CALL-TO-MEETING AND ROLL CALL

Chair Castillo welcomed everyone, she called the meeting to order on Monday May 20th, 2024 at 1:05pm and asked Secretary Sorce to call the roll.

Committee Members Present: Chair Susan Castillo, Trustee Danielle Campbell, Trustee Cecilia Koontz

Committee Members Not Present: Trustee Jackson

Others Present: Board Secretary Evan Sorce, Executive Director of the Office of Diversity, Equity, and Inclusion Dominique Vargas

II. CONSENT AGENDA

1) Approval of the April 4, 2024 Meeting Minutes

Trustee Koontz moved to approve the April 4, 2024 meeting minutes as presented in the docket, Trustee Campbell seconded the motion. There was no additional discussion. The motion was approved unanimously.

III. REPORT & DISCUSSION ITEMS:

1) **Office of Diversity, Equity, and Inclusion Update | Dominique Vargas**

Executive Director Vargas presented her board update, which can be found on page 4 of the docket. Chair Castillo asked how the University is getting the word out to the campus community that it is taking action on feedback it is receiving at a number of outreach events. Director Vargas answered by emphasizing that this is an area that the university can improve on. With the new freedom of expression website and the climate survey, the university is trying to put together a community outreach strategy that feedback and participation in these initiatives will lead to action. This led to a robust conversation around different ways to community with the campus community.

Additionally, Director Vargas emphasized that at the June Board meeting there will be an updated Action Plan that includes a May 20th column with updates.

2) **HSI Summit Week Reflections and Data:**

Director Vargas presented data and reflection on the HIS Summit week. The information can be found on page 7 of the docket. After Director Vargas' presentation Chair Castillo emphasized that folks that were at the HSI Summit folks from other Community Colleges, Universities, and other institutions clearly see WOU as a leader in this conversation and our looking to WOU for information and guidance. This had led to numerous conversations about potentially expanding the reach and topic of the conference and has created potential new partnership across the universities on this topic.

IV. ANNOUNCEMENTS

Secretary Sorce noted that this is the last DEIAC meeting for Chair Castillo, Trustee Campbell, and Trustee Koontz and thanked them for the service to this committee and the Board. Director Vargas expressed her appreciation for the members that are transitioning off this committee and the board.

V. ADJOURNMENT

Trustee Castillo adjourns the meeting at 1:45 pm.

**Diversity, Equity and Inclusion Report
October 11, 2024**

Dominique Vargas, Executive Director of Diversity, Equity and Inclusion

Strategic Plan

This summer, office staff will begin work toward building a strategic plan for the office in alignment with the new university strategic plan. A draft of the mission and goals is attached.

Below are current and/or recent initiatives that align with the university strategic plan core values and institutional goals.

Strategic Plan Core Values

Centering Students

(activities/accomplishments listed)

- Continued work on the equity assessment action plan
- Continued work on the university climate survey
- Cultural competency professional development sessions themed around supporting first generation students
 - Liz Coronado Castillo and student panel, September 20
- LGBTQ2SIA+ Student Success Grant in partnership with Central School District
 - Rhodes Perry professional development, September 10
- In development on an equity lens guide with the University Diversity and Inclusion Advisory Committee
- Freedom of Expression work
 - Website developed and work is ongoing

Embracing Diversity

(activities/accomplishments listed)

- Continued work on the equity assessment action plan
- Continued work on the university climate survey
- Cultural competency professional development sessions themed around supporting first generation students
 - Liz Coronado Castillo and student panel, September 20
- LGBTQ2SIA+ Student Success Grant in partnership with Central School District
 - Rhodes Perry professional development, September 10
- In development on an equity lens guide with the University Diversity and Inclusion Advisory Committee
- Board of Trustees retreat and engagement in power, privilege, and positionality discussion

Fostering Accessibility

(activities/accomplishments listed)

- Continued work on the equity assessment action plan
- Continued work on the university climate survey
- Cultural competency professional development sessions themed around supporting first generation students
 - Liz Coronado Castillo and student panel, September 20

- In development on an equity lens guide with the University Diversity and Inclusion Advisory Committee
- Accessibility working group working on open access levels and accessibility policies

Valuing Community

(activities/accomplishments listed)

- Continued work on the equity assessment action plan
- Continued work on the university climate survey
- Cultural competency professional development sessions themed around supporting first generation students
 - Liz Coronado Castillo and student panel, September 20
- LGBTQ2SIA+ Student Success Grant in partnership with Central School District
 - Rhodes Perry professional development, September 10
- In development on an equity lens guide with the University Diversity and Inclusion Advisory Committee
- Freedom of Expression work
 - Website developed and work is ongoing

Strategic Plan Institutional Goals

Institutional Sustainability

(activities/accomplishments listed)

- Continued work on the equity assessment action plan
- Continued work on the university climate survey
- Cultural competency professional development sessions themed around supporting first generation students
- In development on an equity lens guide with the University Diversity and Inclusion Advisory Committee

Student Success

(activities/accomplishments listed)

- Continued work on the equity assessment action plan
- Continued work on the university climate survey
- Cultural competency professional development sessions themed around supporting first generation students
- Freedom of Expression work
 - Website developed and work is ongoing

Transformational Diversity

(activities/accomplishments listed)

- Continued work on the university climate survey
- Cultural competency professional development sessions themed around supporting first generation students
- Freedom of Expression work
 - Website developed and work is ongoing

Community Strength

(activities/accomplishments listed)

- Continued work on the university climate survey
- Cultural competency professional development sessions themed around supporting first generation students
- Freedom of Expression work
 - Website developed and work is ongoing

Equity Assessment

Western Oregon University continues to engage with Jordan Shelby West, PhD in our university-wide equity assessment. Dr. West completed development of Howl for Change, the university climate survey, which launches October 14 and will be open through November 1. The survey is for all current students and employees.

The updated Equity Assessment Action Plan is attached.

Cultural Competence Based Professional Development

In alignment with House Bill 2864, cultural competence compliance opportunities hosted by the office of Diversity, Equity, and Inclusion have wrapped for the year. This year's theme is supporting first generation students.

Date	Description	Day of Attendees
September 20, 2024	Supporting First Generation Student with Liz Coronado Castillo WOU Student Panel	225

Opportunities will be developed for Winter and Spring term.

Hispanic Serving Institution (HSI) Designation

According to the office of Institutional Research, as of Fall 2023, 24% of all Western Oregon University students identify as Hispanic/Latine, and 25.3% of full-time equivalent undergraduate students identify as Hispanic/Latine. To become a Hispanic Serving Institution 25% of Western's undergraduate students much identify as Hispanic/Latino/a/e and we must maintain that minimum percentage.

The current enrollment report shows WOU retaining or exceeding these numbers for Fall 2024.

The HSI Summit Working Group has begun meeting. The next HSI Summit Week is set for April 14 – April 18, 2025. [Doctora Gina Ann Garcia](#) will be the keynote presenter for the Summit on April 18.

In addition to our internal HSI Advisory Committee continuing to move forward our intentional HSI efforts, the Assistant Director of HSI Initiatives is forming a group of community members to help engage in broadening the scope and perspective of this work.

The Assistant Director of HSI Initiatives is leading the effort to bring back the full-scale Cesar E. Chavez Leadership Conference. This conference will take place May 2, 2025. [Alejandra Campoverdi](#) is tentatively scheduled to be our keynote.

In September the Assistant Director of HSI Initiatives developed HSI specific loteria, and engaged students during Pack Welcome Week. Additionally, the office of Diversity, Equity, and Inclusion (DEI) partnered with Marketing and Communication for a social media campaign for National HSI Week. In October, the Assistant Director of HSI Initiatives with Capaces to host a student advocacy training for students. The office of DEI hosted HSI Loteria in the Grove in celebration of Hispanic Heritage Month.

SafeZone and the LGBTQ2SIA+ Student Success Grant

On September 10, 2024, the final LGBTQ2SIA+ Student Success Grant activity took place. The office of Diversity, Equity, and Inclusion (DEI) hosted Rhodes Perry at Central High School.

The Executive Assistant/Coordinator for the office of DEI has begun leading the SafeZone advisory board, including planning for the next GSA Day scheduled for March 7, 2025.

Freedom Center

Freedom Center funded through sustainability funding for 2024-2025. The office of Diversity, Equity, and Inclusion (DEI) and Student Affairs is supporting the development of a student task force to reimagine the Freedom Center as well as discuss culturally relevant spaces more holistically.

University Diversity and Inclusion Advisory Committee

We will be revisioning the University, Diversity, and Inclusion Advisory Committee meeting moving forward. Following data collection from the university climate survey, a new iteration of this group will meet to review the data and make recommendations for updates to the equity assessment action plan.

Miscellaneous

Empowering Communities Working Group

New centralized [Freedom of Expression website](#) is available.

Equity Assessment Action Plan

Short-, mid-, and long-term initiatives working toward WOU’s Diversity Action Plan goals and in alignment with the new Strategic Plan

Short-term is defined as something that is reasonable to complete or have ready during the 2024-2025 academic year. Mid-term is defined as taking at least two to three years. Long-term is either an overarching goal, such as setting a university priority, or an initiative that would likely take more than three years to come to fruition.

Accessibility					
<ul style="list-style-type: none"> • Applicable Diversity Action Plan Goals: Climate, Recruitment & Retention of Employees, Recruitment & Retention of Students, Facilities & Physical Plant • Applicable Equity Assessment Themes: Diversity & Inclusion, Communication & Technology, Accountability, Physical Environment & Safety, Community, Leadership • Applicable Strategic Plan Values: Diversity & Respect, Community, Accessibility 					
Initiative	Timeline/Due Date	Responsible	Is Funding Needed	Outcomes/Deliverables	October 2024 Update
Short-Term					
Establish accessibility as the 2023-2024 cultural competence focus for the university	2023-2024	Accountability Leader(s): Executive Director of Diversity, Equity, and Inclusion Responsible Parties: Diversity, Equity and Inclusion office, University Diversity and Inclusion Advisory Committee, University partners	Funding through the allocation of current resources. The office of Diversity, Equity, and Inclusion partners with university departments and/or divisions to cover expenses associated with this initiative.	2023-2024 <ul style="list-style-type: none"> • At least one University professional development opportunity each term (fall, winter, spring) based on accessibility • Attendance tracked at each session - end of the year report including participation breakdown (e.g., classified, unclassified, faculty, etc.) • Feedback survey following each session - end of the year report of attendees’ self-assessments 	Complete <ul style="list-style-type: none"> • May 2024 - Best Practices for Disability Services at WOU with Office of Disability Services and Human Resources <i>142 employees engaged</i> • January 2024 - Dr. Denia Bradshaw and WOU Employee Panel <i>218 employees engaged</i> • September 2024 - Alex Locust and WOU Employee Panel <i>286 employees engaged</i>
Establish an open-ended contract for Spanish interpreting services	2023-2024	Accountability Leader(s): Executive Director of Diversity, Equity, and Inclusion Responsible Parties: Diversity Equity and Inclusion Office, Marketing and Communication, Human Resources, Student Affairs, Academic Affairs	If services are utilized funding may be requested if a department and/or division does not have resources to cover costs associated with effort. Senior Leadership will determine where the responsibility to cover the cost should come from as needed.	2023-2024 <ul style="list-style-type: none"> • Contract between Student Engagement and Professional Interpreters expanded to include all university departments • Implementation plan developed • Communicate service availability 	Complete <ul style="list-style-type: none"> • Contract and communication established. Messaging went out to the university community through Marketing and Communication. • As an informal “test” Title IX utilized translation services for required employee training, and interpreter services for in person night custodial staff training.
Promote communication with and utilization of the Office of Disability Services for students	2023-2024	Accountability Leader(s): Vice President for Student Affairs and Director of Marketing and Communications Responsible Parties:	No	2023-2024 <ul style="list-style-type: none"> • Western Oregon Web Accessibility Guidelines updated • Creating Accessible Content in Canvas updated • Best Practices list/guide developed • Distribution of materials through university communication • Accessibility workshop(s) facilitated to educate regarding resources and best practices 	In Progress <ul style="list-style-type: none"> • Updated web accessibility guidelines • Creating Accessible Content in Canvas needs updates • In May 2024 there were accessibility workshop(s) facilitated to educate regarding resources and best practices

<ul style="list-style-type: none"> • Office of Disability Services presentations to the WOU community • Update Western Oregon Web Accessibility Guidelines • Update Creating Accessible Content in Canvas • Develop list/guide of best practices and considerations for planning more accessible programs and events 		<p>Office of Disability Services, Academic Innovation, University Computing Solutions, Diversity, Equity and Inclusion Office, Student Affairs, Academic Affairs, Marketing and Communication</p>			<ul style="list-style-type: none"> • Fall 2024 – Office of Disability Services updated name to Disability Access Services • Considering updating timeline for this effort
<p>Require microphone usage at all major university meetings and programs; have programs and video communication set up for closed captioning and ASL interpretation</p>	<p>2023-2024</p>	<p>Accountability Leader(s): Vice President for Student Affairs and Director of University Computing Solutions</p> <p>Responsible Parties: WOU Reservations, University Computing Solutions, Facilities, Human Resources, Office of Disability Services, Marketing and Communication</p>	<p>Human Resources or the Office of Disability Services traditionally covers cost of closed captioning and ASL interpreters, if use exceeds budget could lead to a funding request</p>	<p>2023-2024</p> <ul style="list-style-type: none"> • Determine parameters for what is a major university meeting and/or program • Establish expectation • Communicate expectation and how to fulfill expectation to the university community 	<p><i>In Progress</i></p> <ul style="list-style-type: none"> • Considering updating timeline for this effort • University Computing Solutions has verified necessary equipment is available where needed, and the helpdesk is the go-to location for technical support and requests • Student Affairs is working on an event checklist and guidance for utilization in astra
Mid-Term					
<p>Equip all university event spaces with equipment for microphone usage and hybrid modality (could</p>	<p>2023-2025</p>	<p>Accountability Leader(s): Director of University Computing Solutions and Assistant Vice President for Safety and Operations</p> <p>Responsible Parties:</p>	<p>Additional funding request anticipated following the assessment of need</p>	<p>2023-2024</p> <ul style="list-style-type: none"> • Assessment of need <p>2024-2025</p> <ul style="list-style-type: none"> • Supplies ordered and installed <p>Fall 2025</p>	<p>Complete</p> <ul style="list-style-type: none"> • University Computing Solutions has verified necessary equipment is available where needed, and the helpdesk is the go-to location for technical support and requests

include portable equipment in centralized locations for checkout)		University Computing Solutions, Facility Services, WOU Reservations		<ul style="list-style-type: none"> • Spaces ready for utilization 	
Review and update policy and communication for all-person restrooms <ul style="list-style-type: none"> • Include the establishment of a standardized protocol for university restroom and locker room/ changing room usage 	2023-2025	<p>Accountability Leader(s): General Counsel and Secretary to the Board of Trustees Secretary & Special Assistant to the President</p> <p>Responsible Parties: Diversity, Equity and Inclusion, Board of Trustees Secretary, General Counsel, Human Resources</p>	No	<p>2023-2024</p> <ul style="list-style-type: none"> • Committee formed for review and revision • Policy updated • Implementation plan developed <p>2024-2025</p> <ul style="list-style-type: none"> • Policy communicated and implemented 	<p><i>In Progress</i></p> <ul style="list-style-type: none"> • Board of Trustees Secretary & Special Assistant to the President is researching policies for development • Office of Diversity, Equity, and Inclusion in partnership with Abby’s House in working on updating the all-person restroom map
Long-Term					
Accessibility is a funding priority for Western Oregon University	Ongoing	<p>Accountability Leader(s): General Counsel and Secretary to the Board of Trustees Secretary & Special Assistant to the President</p> <p>Responsible Parties: Facility Services, Capital Planning and Construction, Office of Disability Services, University Computing Solutions. Consider a joint initiative between University Technology Advisory Committee and University Diversity and Inclusion Advisory Committee.</p>	No funding required for the first step in this priority, however, long-term will need to make budgetary considerations to increase accessibility, to be determined and assessed annually.	<p>2023-2024</p> <ul style="list-style-type: none"> • Develop physical and digital accessibility policies <ul style="list-style-type: none"> ○ Committee(s) formed to develop policies ○ Policies drafted and reviewed ○ Public Comment ○ Approval ○ Implementation plan <p>2024-2025</p> <ul style="list-style-type: none"> • Physical and digital accessibility policies rolled out <p>2024-2025</p> <ul style="list-style-type: none"> • Committee established to review the 2014 accessibility audit • Review audit • Determine next steps to begin to improve university accessibility, with initial recommendations to Cabinet by the end of Spring 2025 	<p><i>In Progress</i></p> <ul style="list-style-type: none"> • Working group including Human Resources, Disability Access Services, Student Affairs, and Diversity, Equity, and Inclusion formed. A first draft of the WOU Policy of Nondiscrimination on the Basis of Disability has been shared with General Counsel and the Board of Trustees Secretary & Special Assistant to the President for initial review. • Working group is meeting with University Technology Advisory Committee in October to discuss the digital accessibility policy in October.

Technology <ul style="list-style-type: none"> • Applicable Diversity Action Plan Goals: Climate, Recruitment & Retention of Employees, Recruitment & Retention of Students, Curriculum & Pedagogy, Business Practices, Facilities & Physical Plant • Applicable Equity Assessment Themes: Diversity & Inclusion, Communication & Technology, Accountability, Physical Environment & Safety, Community, Leadership Applicable Strategic Plan Values: Diversity & Respect, Community, Accessibility					
Initiative	Timeline/Due Date	Responsible	Is Funding Needed	Outcomes/Deliverables	October 2024 Update
Short-Term					
Include the Director of University Computing Solutions on the President's Cabinet	2023-2024	Accountability Leader and Responsible Party: President	No	Fall 2023 Director of University Computing Solutions on the President's Cabinet	Complete <ul style="list-style-type: none"> • Director of University Computing Solutions included in Cabinet membership starting in Fall 2023
Assess utilization of the library's equipment borrowing system <ul style="list-style-type: none"> • Increase advertisement for the equipment borrowing system regarding laptops and technology • Analyze usage and needs 	2023-2024	Accountability Leader(s): Provost Responsible Parties: Academic Affairs, Library, University Computing Solutions, Student Affairs, University Technology Advisory Committee	No funding required for the initial step of this initiative, however, long-term may need to make budgetary considerations	2023-2024 <ul style="list-style-type: none"> • Report of usage and assessment of need • Update communication regarding borrowing system Fall 2024 <ul style="list-style-type: none"> • Recommendations regarding increased needs or modifications 	Complete <ul style="list-style-type: none"> • Doubled inventory
Mid-Term					
Set up guidelines for website architecture <ul style="list-style-type: none"> • Review and clean up the university website • Improve accessibility of website • Improve the responsiveness of website for mobile devices (e.g., phones and iPads) 	2023-2024	Accountability Leader(s): Director of Marketing and Communications and Director of University Computing Solutions Responsible Parties: University Computing Solutions, Marketing and Communication, University Partners, and individuals in university community who have website editing permissions	No	2023-2024 <ul style="list-style-type: none"> • Review and update of the university website begins • Establish guidelines for the university community regarding web accessibility, responsiveness, and language Fall 2024 <ul style="list-style-type: none"> • Guidelines established and shared with the university community to assist website editors in their updates • Additional training for website editors available 	In Progress <ul style="list-style-type: none"> • Conversion from data center to AWS cloud is complete, but still updating/fixes • Guidelines updating • Individual training ongoing as needed • Refresher training annually • Recruiting to hire new web developer • Considering updating timeline for this effort

<ul style="list-style-type: none"> Review usage of Spanish on website pages and make sure critical information (recruitment, admissions, financial aid, etc.) available in both English and Spanish 					
<p>Implement the institutional policy on names</p>	<p>2023-2025</p>	<p>Accountability Leader(s): Secretary to the Board of Trustees Secretary & Special Assistant to the President and Executive Director of Diversity, Equity, and Inclusion</p> <p>Responsible Parties: Registrar, University Computing Solutions, Business Services, Financial Aid, Admissions, Human Resources</p>	<p>Not anticipated at this time</p>	<p>2023-2024</p> <ul style="list-style-type: none"> Implementation plan drafted <p>2024-2025</p> <ul style="list-style-type: none"> Implementation plan begins <p>2025-2026</p> <ul style="list-style-type: none"> Fully implemented 	<p><i>In Progress</i></p> <ul style="list-style-type: none"> While we have collected several process maps, some of the units who have been charged with this process haven't provided theirs yet. This delays our progress on brainstorming compliance methods and identifying strengths and weaknesses of the available methods for implementation. Secretary to the Board of Trustees Secretary & Special Assistant to the President meeting with new University Computing Solutions and Integrations Manager to discuss initiative
<p>Centralize data analysis and reporting</p>	<p>2023-2025</p>	<p>Accountability Leader(s): Provost and Director of University Computing Solutions</p> <p>Responsible Parties: University Technology Advisory Committee, University Computing Solutions, Institutional Research</p>	<p>No funding required for the initial step of this initiative, however, long-term may need to make budgetary considerations</p>	<p>Winter/Spring 2024</p> <ul style="list-style-type: none"> University Technology Advisory Committee reviews initiative request Discussion and review of current data analysis and reporting processes <p>Fall 2024</p> <ul style="list-style-type: none"> Recommendations for next steps 	<p><i>In Progress</i></p> <ul style="list-style-type: none"> New Director of Institutional Research started this fall Will have a meeting and make a plan for centralization of data Will have a plan by the end of the academic year
<p>Ensure all university forms are electronic</p>	<p>2023-2026</p>	<p>Accountability Leader(s): Director of Marketing and Communications and Director of University Computing Solutions</p> <p>Responsible Parties: University Computing Solutions, Marketing and Communication, All</p>	<p>No funding required for the initial step of this initiative, however, long-term may need to make budgetary considerations</p>	<p>2023-2024</p> <ul style="list-style-type: none"> Determine course of action <p>2024-2025</p> <ul style="list-style-type: none"> Develop implementation plan for converting forms to electronic versions <p>2025-2026</p> <ul style="list-style-type: none"> Plan implemented 	<p><i>In Progress</i></p> <ul style="list-style-type: none"> The HECC Banner Optimization Sustainability Fund proposal approved More folks working on this - will work with offices like Registrar, finance, etc.

		University Offices/Departments/Units/etc.		Fall 2026 <ul style="list-style-type: none"> All university forms are electronically available for intended users 	
Establish credit/debit card access for all university services	2023-2026	Accountability Leader(s): Director of University Computing Solutions and Controller Responsible Parties: Vice President for Finance and Administration, University Computing Solutions, Business Services	No funding required for the initial step of this initiative, however, funding requests anticipated	2023-2024 <ul style="list-style-type: none"> Determine course of action 2024-2025 <ul style="list-style-type: none"> Research needs and requirements for all university services to be available to be paid for by credit card 2025-2026 <ul style="list-style-type: none"> Develop necessary policies; if applicable Develop plan for credit card access and implementation Fall 2026 <ul style="list-style-type: none"> All university services are able to be purchased utilizing a credit card 	<i>In Progress</i> <ul style="list-style-type: none"> Piloting handheld device that can scan credit card at the Health and Wellness Center - they have approval from state treasurer, being ordered and will be ready to use Writing APIs between device and WOU (Banner) Next plan would be a business office one before the end of 2024
Long-Term					
Technology Infrastructure is brought to industry standards and best practices	Ongoing	Accountability Leader(s): Director of University Computing Solutions	Additional funding request anticipated as work through needs assessment to bring the university to industry standards and best practices		<i>In Progress</i> <ul style="list-style-type: none"> Project progress The Higher Education Coordinating Commission Banner Optimization Sustainability Fund proposal was approved. The proposal includes work to move to baseline Banner, utilizing all of the tool's features without the need for modifications. The long-range plan is to then be ready to move to Banner SaaS within 5 years. The SaaS product includes the latest AI and Analytics features

Recruitment & Retention of Students					
<ul style="list-style-type: none"> • Applicable Diversity Action Plan Goals: Climate, Recruitment & Retention of Employees, Recruitment & Retention of Students, Curriculum & Pedagogy • Applicable Equity Assessment Themes: Diversity & Inclusion, Communication & Technology, Accountability, Physical Environment & Safety, Community, Leadership • Applicable Strategic Plan Values: Diversity & Respect, Community, Accessibility 					
Short-Term					
Initiative	Timeline/Due Date	Responsible	Is Funding Needed	Outcomes/Deliverables	October 2024 Update
Provide more opportunities for senior leadership to engage with students	2023-2024	Accountability Leader(s): Executive Assistant to the President Responsible Parties: Senior Leadership	President’s office to support light refreshments	2023-2024 <ul style="list-style-type: none"> • Host one informal fireside chat per term (Fall, Winter, Spring) 	Complete <ul style="list-style-type: none"> • Three fireside chats were held (Fall, Winter, Spring). • A few examples of direct responses to student feedback: <ul style="list-style-type: none"> ○ Student-centered professional development opportunities re: Disability Services in the Workplace and LGBTQ2SIA+ in the Workplace ○ Rearrangement and removal of chairs in Bellamy Hall classrooms ○ Installation of five wellness and meditation spaces for the university community
WOU will join the group of 1000+ colleges/ universities using the Common Application <i>"Common App is a non-profit membership organization representing more than 1,000 diverse institutions of higher education. We connect applicants and those who support them to a wide array of public and private colleges and universities across all 50 U.S. states, and 20 countries."</i> The investment will allow us to join all other	2023-2024	Accountability Leader(s): Vice President for Student Affairs Responsible Parties: Admissions, Student Affairs, University Computing Solutions	\$5,000 - \$10,000 (initial joining fee), \$2,500 (annual fee) – initial \$10,000 paid through sustainability funds Details on funding: Implementation fee – one-time cost based on platform (3 levels) <ul style="list-style-type: none"> • Essential Platform (\$5,000) • Standard Platform (\$7,000) • Custom Platform (\$10,000) Annual Membership Fee = \$2,500 Payment transaction fee, if applicable (only for members charging an application fee) - \$2.00 per online application fee payment processed Not charged when a fee waiver is used	December 2023 <ul style="list-style-type: none"> • Signed letter of intent Spring 2024 <ul style="list-style-type: none"> • Implementation begins; application available for use for Fall 2024 applications Fall 2024 <ul style="list-style-type: none"> • Common application online and ready for new students to apply 	Complete <ul style="list-style-type: none"> • Western Oregon University is using the Common Application for Fall 2025 recruitment as of September 1 • As of October 10, 2024 <ul style="list-style-type: none"> ○ 158 total applications submitted through the Common App. This is roughly half of submitted applications so far, which indicates students prefer submitting this way and/or it is more convenient/accessible. • Of those 158 applications: <ul style="list-style-type: none"> ○ 41% are first gen ○ 26% have household incomes below the national median

Oregon Public Universities using this application. Further, the platform introduces another tool to improve enrollment and operational efficiency.					
Update 2/3 tuition hold to a set dollar amount	2023-2024	<p>Accountability Leader(s): Vice President for Student Affairs and Provost</p> <p>Responsible Parties: Senior Leadership, Registrar, University Computing Solutions, Student Success and Advising, Additional University Partners</p>	No	<p>Winter/Spring 2024</p> <ul style="list-style-type: none"> Determine financial hold threshold for the balance students can carry and still register <p>Fall 2024</p> <ul style="list-style-type: none"> Updated threshold communicated Updated threshold implemented 	<p><i>In Progress</i></p> <ul style="list-style-type: none"> Goal to have this in place for registration for Winter 2025
Establish student resource modules (e.g., student orientation, online course tutorial, registration) for students on Canvas	2023-2024	<p>Accountability Leader(s): Vice President for Student Affairs and Provost</p> <p>Responsible Parties: Student Affairs, Academic Affairs, Academic Innovation, University Computing Solutions</p>	No	<p>2023-2024</p> <ul style="list-style-type: none"> Modules developed <p>Fall 2024</p> <ul style="list-style-type: none"> Modules ready for use 	<p><i>In Progress</i></p> <ul style="list-style-type: none"> Vice President of Student Affairs meeting with library to determine if WOU's Student Supports Network meets this initiative//objectives
Create a virtual option for student orientation for remote/online students, commuter students, and transfer students	2023-2024	<p>Accountability Leader(s): Vice President for Student Affairs and Provost</p> <p>Responsible Parties: Student Affairs, New Student & Family Programs, Academic Affairs, Academic Innovation, University Computing Solutions</p>	No	<p>2023-2024</p> <ul style="list-style-type: none"> Review what was facilitated during the pandemic Determine use and need for virtual options to be updated If need established: <ul style="list-style-type: none"> Update materials Develop implementation plan <p>Fall 2024</p> <ul style="list-style-type: none"> Ready for use 	<p><i>In Progress</i></p> <ul style="list-style-type: none"> First option for virtual orientation is expected to be winter quarter 2025
Mid-Term					

<p>Review, evaluate, and revise advising systems and structures</p> <ul style="list-style-type: none"> Review of advising model including assessment of LEAD Advising pilot so far Assess effectiveness and places we are creating inadvertent inequities 	<p>2023-2025</p>	<p>Accountability Leader(s): Provost</p> <p>Responsible Parties: Student Success and Advising, Academic Affairs Consulting with Student Affairs, Admissions, Financial Aid, Registrar</p>	<p>No funding required for the initial step of this initiative, however, funding requests anticipated</p>	<p>2023-2024</p> <ul style="list-style-type: none"> Review completed and report generated <p>Fall 2024</p> <ul style="list-style-type: none"> Recommendations brought forward to Academic Affairs Council for further consideration 	<p><i>In Progress</i></p>
<p>Review and revise the Code of Student Responsibility and disciplinary procedures to shift to a restorative justice framework</p>	<p>2023-2025</p>	<p>Accountability Leader(s): Vice President for Student Affairs</p> <p>Responsible Parties: Student Conduct, Student Affairs, Housing</p>	<p>2023-2024 – no funding requests anticipated 2024-2025 – additional funding request anticipated to build capacity and skills to utilize a restorative justice framework <i>Beyond 2025, unknown until plan developed</i></p>	<p>2023-2024</p> <ul style="list-style-type: none"> Finish current review and publication of the Code of Student Responsibility Update Student Conduct website Plan developed for capacity building and implementation of restorative justice framework <p>2024-2025</p> <ul style="list-style-type: none"> Capacity building and training for utilization of restorative justice framework <p>Fall 2025</p> <ul style="list-style-type: none"> Implementation/utilization 	<p><i>In Progress</i></p> <ul style="list-style-type: none"> New Code is launched in both English and Spanish.
<p>Establish clear support systems for first-generation students</p>	<p>2023-2026</p>	<p>Accountability Leader(s): Vice President for Student Affairs and Provost</p> <p>Responsible Parties: Student Success and Advising, Diversity, Equity and Inclusion, Student Affairs, Marketing and Communication, and University Partners</p>	<p>2023-2024 – no funding requests anticipated, funds reallocated from existing Student Success and Advising for position 2024-2026 – additional funding request may occur as further developed</p>	<p>Fall 2023</p> <ul style="list-style-type: none"> Reallocate resources to recruit and hire a First-Generation Advisor/Coordinator <p>Fall 2024</p> <ul style="list-style-type: none"> First-Generation Advisor/Coordinator begins working at WOU <p>2024-2025</p> <ul style="list-style-type: none"> Establish supporting first-generation college students as the 2024-2025 cultural competence focus for the university <p>November 2024</p> <ul style="list-style-type: none"> First-generation student day, celebration expanded beyond TRiO Programs <p>Winter 2025</p>	<p><i>In Progress</i></p> <ul style="list-style-type: none"> Student Success and Advising hired a First-Generation Advisor/Coordinator. Student Success and Advising, Student Affairs, and the Office of Diversity, Equity, and Inclusion are working together to plan First Generation Week, November 4-8. Supported in its inaugural year through sustainability funds to assess interest and resource need/reallocation. Supporting first-generation students in the cultural competence professional development theme, and the first event was held September 20, with more than 200 employees engaged.

				<ul style="list-style-type: none"> • First-generation student center opened 	
Long-Term					
<p>Evaluate the MyWOU app and recommend the best path forward for an app that supports students throughout their time at WOU, including Admissions through Graduation</p> <ul style="list-style-type: none"> • Themes of access and community throughout the student experience 	2023-2024/Update after Fall 2024	<p>Accountability Leader(s): Vice President for Student Affairs and Director of University Computing Solutions</p> <p>Responsible Parties: University Technology Advisory Committee, University Computing Solutions, Student Affairs, Strategic Enrollment Working Group, Academic Affairs, Associated Students of Western Oregon University</p>	No request during research phase, however, if continuation of app usage or expansion of app usage is recommendation, additional funding request anticipated	<p>Fall 2024</p> <ul style="list-style-type: none"> • Recommendation for pursuing a mobile application utilization for WOU <p><i>Recommendation based in data from university community, considering:</i></p> <ul style="list-style-type: none"> • <i>Peer institutions utilization of apps</i> • <i>What is the potential functionality of an app?</i> • <i>What do we need in an app?</i> • <i>What do we want in an app?</i> • <i>Is an app a vehicle to create community, support student needs, aid in access to and flow of information, etc.?</i> <p><i>Recommended ways to collect student perspective:</i></p> <ul style="list-style-type: none"> • <i>Tabling in the WUC</i> • <i>Quick survey</i> • <i>Listening type sessions for open discussion from students</i> 	<p><i>In Progress</i></p> <ul style="list-style-type: none"> • First step is Wolf Web for computer and responsive to phone for app; then develop it to meet needs students asked for

Recruitment & Retention of Employees					
<ul style="list-style-type: none"> • Applicable Diversity Action Plan Goals: Climate, Recruitment & Retention of Employees, Recruitment & Retention of Students • Applicable Equity Assessment Themes: Diversity & Inclusion, Communication & Technology, Accountability, Physical Environment & Safety, Community, Leadership • Applicable Strategic Plan Values: Diversity & Respect, Community, Accessibility 					
Initiative	Timeline/Due Date	Responsible	Is Funding Needed	Outcomes/Deliverables	October 2024 Update
Short-Term					
Reimagine onboarding as a six-month to one year process, to include <ul style="list-style-type: none"> • Development of best practices and guidelines to assist with onboarding • Updated checklists for supervisor and employee 	2023-2024	Accountability Leader(s): Executive Director of Human Resources Responsible Parties: Human Resources and University Partners	No	2023-2024 <ul style="list-style-type: none"> • Human Resources led working group formed to discussion and reimagine onboarding process for all WOU employees Fall 2024 <ul style="list-style-type: none"> • Best practices and guidelines available ahead of Fall 2024 • Checklists including compliance training links available 	In Progress <ul style="list-style-type: none"> • Update timeline • Some materials will be available in Fall 2024 • Begin testing templates and materials • “Roll out” - To Be Determined • Build to maintenance and roll off the action plan
Evaluate new employee orientation and restructure as needed	2023-2024	Accountability Leader(s): Executive Director of Human Resources Responsible Parties: Human Resources and University Partners	No	2023-2024 <ul style="list-style-type: none"> • Review and assessment of what is going well and where are areas for improvement Fall 2024 <ul style="list-style-type: none"> • Updated NEO training 	In Progress <ul style="list-style-type: none"> • Updating model going into NEO • Building in compliance training • Adding faculty in at least once per quarter • Transition happening this fall • Handbook for NEO • Build to maintenance and roll off the action plan
Streamline search committee process, to include <ul style="list-style-type: none"> • Consistent basic standards for search committees • Revise search committee training • Guiding documents (rubrics, question repository, schedules, etc.) 	2023-2024	Accountability Leader(s): Executive Director of Human Resources and Executive Director of Diversity, Equity, and Inclusion Responsible Parties: Human Resources, Diversity, Equity and Inclusion, Search Advocacy Learning Community	No	2023-2024 <ul style="list-style-type: none"> • Review and update search committee member training • Review search advocacy resources and develop WOU search advocacy training Fall 2024 <ul style="list-style-type: none"> • Updated search committee member training available • WOU search advocacy training available • Best practices/basic standards available • Shared templates of guiding documents available (rubrics, question repository, schedules, etc.) 	In Progress <ul style="list-style-type: none"> • Small committee reviewing guidelines and checklists • Website being updated with candidate focus • WOU search advocacy training ongoing • Build to maintenance and roll off the action plan
Improve professional development	2023-2024	Accountability Leader(s): Executive Director of Human Resources and	No funding required for the initial step of this initiative, however, funding requests anticipated	2023-2024 <ul style="list-style-type: none"> • Group of representative folks establishes expectations Fall 2024	In Progress <ul style="list-style-type: none"> • Tuesdays at 2 started in 2023-2024 will continue 2024-2025

<p>opportunities for all employees</p> <ul style="list-style-type: none"> • Clarify expectations around compliance training (e.g., Title IX, FERPA, HB 2864, etc.) • Roll out compliance trainings with clear communication about expectations and ramifications • Develop policy for hours used to participate in professional development (e.g., all staff have four hours of time they are expected to participate in professional development each academic year) • Review support of faculty professional development and consider how can model similar for staff 		<p>Executive Director of Diversity, Equity, and Inclusion</p> <p>Responsible Parties: Human Resources, Diversity, Equity and Inclusion, University Computing Solutions, General Counsel, Board of Trustees Secretary, Academic Affairs</p>		<ul style="list-style-type: none"> • Centralized home for asynchronous compliance training made consistently available at the start of the fall term each year and as new employees are hired • Policy regarding professional development established • Financial support and system developed to support staff professional development 	
<p>Update the university harassment and discrimination policy</p>	<p>2023-2024</p>	<p>Accountability Leader(s): General Counsel and Secretary to the Board of Trustees Secretary &</p>	<p>No</p>	<p>2023-2024</p> <ul style="list-style-type: none"> • Revise harassment and discrimination policy <ul style="list-style-type: none"> ○ Drafted and reviewed ○ Public Comment ○ Approval ○ Implementation plan 	<p>Complete</p> <ul style="list-style-type: none"> • Updated policy

		Special Assistant to the President Responsible Parties: Human Resources, General Counsel, Title IX, Board of Trustees Secretary		2024-2025 <ul style="list-style-type: none"> Policy available and ready to use 	
Mid-Term					
Transition the Center for Academic Innovation to the Center for Teaching and Learning, expand the existing initiatives and resources <ul style="list-style-type: none"> Objective 1: Quality rubrics are used to inform the design of high quality and inclusive online and hybrid courses Objective 2: Academic Affairs has an infrastructure to ensure courses are high quality and inclusive Objective 3: Faculty are equipped with learning opportunities and tools to engage in the work of diversifying and decolonizing curriculum 	2023-2025	Accountability Leader(s): Provost Responsible Parties: Academic Innovation, Academic Affairs, University Partners	Yes, \$194,500 to be paid through sustainability funds. Additional financial needs to be determined	2023-2024 <ul style="list-style-type: none"> Academic Innovation transitioned to the Center for Teaching and Learning 2024-2025 <ul style="list-style-type: none"> Objectives met 	<i>In Progress</i> <ul style="list-style-type: none"> New Director for the Center of Teaching and Learning Started in July 2024
Evaluate and update performance	2023-2025	Accountability Leader(s):	No	2023-2025 <ul style="list-style-type: none"> Tools updated 	<i>In Progress</i>

<p>management tools that include training, workshops, and resources</p> <ul style="list-style-type: none"> • Include DEI/Cultural competence in performance evaluations with a self-reflection component • Work with shared governance to determine tiers and self-reflection recommendations 		<p>Executive Director of Human Resources</p> <p>Responsible Parties: Human Resources, Diversity, Equity and Inclusion, Shared Governance</p>		<ul style="list-style-type: none"> • Implementation plan developed • Resources available <p>Fall 2025</p> <ul style="list-style-type: none"> • Implementation begins 	
<p>Develop and implement supervisor specific professional development program for supervisors, which is then followed up with a consistently available learning community</p>	<p>2024-2025</p>	<p>Accountability Leader(s): Executive Director of Human Resources</p> <p>Responsible Parties: Human Resources, University Diversity and Inclusion Advisory Committee, Feedback from Shared Governance on topic areas/themes</p>	<p>No</p>	<p>Spring 2025</p> <ul style="list-style-type: none"> • Professional development available to professional employees 	<p><i>In Progress</i></p>
<p>Develop/redevelop and pilot mentorship programs (with consistency in mind, with specific and measurable outcomes)</p>	<p>2023-2026</p>	<p>Accountability Leader(s): Provost and Executive Director of Human Resources</p> <p>Responsible Parties: Academic Affairs, Deans, Academic Innovation (New Faculty Orientation), University Diversity and Inclusion Advisory Committee (Jaelyn Caires-Hurley)</p>	<p>Not in first year, will evaluate financial need when determining scalability and building pilot</p>	<p>2023-2024</p> <ul style="list-style-type: none"> • Determine what programs currently exist • Determine what data is available to assess effectiveness and what/if any gaps exist in current programs <p>2024-2025</p> <ul style="list-style-type: none"> • Assess current programs and scalability • Determine pilot group(s) for additional programs (consider interdisciplinary mentor/mentee relationships) <p>2025-2026</p> <ul style="list-style-type: none"> • Continue current programs • Pilot new programs 	<p><i>In Progress</i></p>

		volunteered to help with effort)			
Long-Term					
Engage in a Classification and Compensation Project	2023-2025/Ongoing	Accountability Leader(s): Executive Director of Human Resources Responsible Parties: Human Resources and University Partners	Yes, consultant (\$123,000), to be paid through sustainability funds. Additional funding request anticipated; to be determined following studies and recommendations	2023-2025 <ul style="list-style-type: none"> Conduct a salary study Conduct a classification study Conduct a pay equity study Report findings and recommendations 	In Progress <ul style="list-style-type: none"> Evaluated 190 positions based on: knowledge (ed, exp., lic, cert.), skill, effort, responsibility, independence, planning, supervision, environment Next steps: <ul style="list-style-type: none"> Compensation philosophy Unclassified scale Any equity adjustment
Conduct assessment of promotion and tenure process with an equity lens	2023-2025/Update Fall 2025	Accountability Leader(s): Provost Responsible Parties: Academic Affairs and University Partners	No	2023-2025 <ul style="list-style-type: none"> Review of process Fall 2025 <ul style="list-style-type: none"> Provide specific recommendations for the Provost and Union based on the results of the assessment 	In Progress <ul style="list-style-type: none"> Collective Bargaining Agreement Negotiations
Development and promotion of junior faculty retention programs <ul style="list-style-type: none"> Consistency within divisions/ departments Further clarity of expectations that are easy to find Partnerships/mentorships with/for senior faculty support 	2023-2025/Update Fall 2025	Accountability Leader(s): Provost Responsible Parties: Academic Affairs and University Partners	No funding required for the initial step of this initiative, however, long-term may need to make budgetary considerations	2023-2025 <ul style="list-style-type: none"> Determine what is available and review current programs Unit reviews of historical tenure trends (e.g., successful tenured lines, time to apply and receive Full Professor rank) Fall 2025 <ul style="list-style-type: none"> Consistent procedural guidelines and expectations shared with all units Centralized and consistent training and mentoring system for PRC's and tenure track faculty 	In Progress <ul style="list-style-type: none"> Collective Bargaining Agreement Negotiations