**Faculty Senate Meeting**

**9 November 2010**

**I: Roll Call: Present**

Zenon Zygmont, Michael Freeman, Tad Shannon, Scott Grim, Kevin Helppie, Susan Daniel, Jason Waite, Cheryl Beaver, Kristen Latham (for P. Poston), David Foster, Doug Smith (for T. Gingerich), David Doellinger, Bob Hautala, Cheryl Davis, Mark Girod, Maria Dantas Whitney, Janeanne Rockwell-Kincanon

**II. Call for Corrections to Minutes**

No corrections to minutes.

Action: Minutes approved.

**III. President’s Reports**

**Gavin Keulks, Faculty Senate –**

No new activity reported.

**Kent Neely, Provosts’ Council –**

No new activity reported. However, the upcoming meeting with the Provost’s council will discuss the ASL major. The Secretary of State is still initiating an audit of system that has been restarted. Meetings have been had with auditors that established that the purpose for the audit is to determine the efficiency of faculty performance and that it is not interested in financial matters. The sole purpose is to ensure that faculty is productive. It is expected that interviews of the Senate, department heads, etc. will be part of this audit. It should last 18 months and findings will be presented to the Secretary of State.

Question raised about if “productivity” was clearly defined.

Answer: As of now, there is no common definition of productivity but the auditors will be made aware of and given a copy of what WOU defines productivity as. We do know that the audit is interested in research topics, priorities and professor’s workloads.

**John Minahan, Western Oregon University –**

Reported that recent contact made to WOU alumni led to the discovery that large levels of graduates feel disconnected from Western. This disconnect is making it a struggle to raise needed money that could come from this area. However, the budget is in order. It is for the years 2013 – 2015 that money will be needed. Raising tuition is not a popular option. It was also reported that the new residence hall, Ackerman and the Rec Center should bring enrollment to 6,500 – 6,800 by the year 2015. It is also expected to see a lot of new international students in the upcoming years. Most of these international students will be English speaking and from European countries. They will make 6 – 7% of the total population at WOU.

Question raised about how the state is helping with the financial situation.

Answer: 25 % of state support has been cut out, leaving the years 2013 – 2015 to be an area of concern. As of now, there is no expectation to gain any more support.

**Lisa Catto, Staff Senate –**

No new activity reported.

**Yasmin Ibarra, ASWOU –**

Reported that there are two phases to voter registration and education on campus. The first phase consisted of newly registering 814 students on campus. 300 of these students have already turned in their ballots. It was reported that WOU has the largest presence of voter registration, at a university, in the state. ASWOU really appreciates the professors that allowed students to go into their classes and make presentations to register students. The second phase is lobbying at capital. There is also a civil engagement panel that targets why it is important to vote in the process of being created and again wanted to express appreciation for professors that showed support.

Also reported that an internship program with student government is in the works. The students would get credits for working, as well as experience with student leadership.

Also requested that professors let students know that the book exchange drop off is open during finals week.

The focus of ASWO, for this term, is to make known what student government does for students. A retreat has already been held about student organizations that was a success.

**IV. Old Business**

**Gerontology major proposal:** Division of Psychology is proposing a new 56 hour major in gerontology . It consists of the foundational core making up 36 hours of the major and the elective portion making up 20 hours. This major is unique in it’s elective portion in that it can take from many areas such as psychology, nursing, business etc. (See article b.)

Question raised about if the gerontology advisor would be a part of the psychology department.

Answer: As of now, the advisor would be in the psych department. If the program grows there would most likely be someone brought in specifically to cover this base.

Question raised about if the departments involved in this major, separate from the psychology department, have been consulted and are in agreement with everything being said and done.

Answer: Yes. There have been numerous meeting with the department heads in each department and all are in support.

Action: Motion to create a new major in gerontology is approved.

**PEBB Resolution:** The PEBB board is designed to administer health benefits for state employees. Whenever there are major changes made to a health plan, PEBB is required to hold open enrollment. Open enrollment usually lasts a month but mistakes made during open enrollment can be fixed up until January. The PEBB board has not received many complaints about what Faculty is presenting up until Oregon State University came to them. At that time it was too late to make changes to the open enrollment process. However, they are now taking into consideration what is on the resolution. The PEBB board feels there might have been a communication problem regarding the issues at hand but are now fully committed to rectifying the resolution. (See document handed out in senate meeting, as well as article c.)

Question raised about if a resolution submitted from WOU would be redundant or helpful, considering it is so similar to the OSU resolution.

Answer: It would be redundant but redundancy acts as a reminder. It wouldn’t hurt to submit another resolution but PEBB is already working on the same issues. PEBB encourages any faculty to contact board members directly when they have an issue, on any university, for it is most efficient.

Question raised about if what voting in support of the motion would essentially mean.

Answer: The motion is simply to change “OSU” to “WOU” and not rewrite entire document. Then submit the resolution to the PEBB board.

Action: Motion made in support of changing “OSU” to “WOU” and submitting to PEBB board. Motion seconded & passed.

**V. New Business**

**Certificate in Teaching English as a Foreign Language:** The English department is proposing a certificate for teaching English as a foreign language to use outside of the United States. The certificate program focuses on adult and young adult learners in an international setting. The certificate consists of a total of 26 hours and would be coextensive with an English minor. It contrasts with the College of Ed ESOL. The status of the certificate is that it will be higher level than other certificates because it attached to a linguistic minor and is from a respected university. In this case, the certificate would be recorded in Banner and would go along with a diploma. WOU has never done this yet but feels that it is the most efficient way to get it reported as a transcript. This certificate could potentially put an English degree to use. Jobs overseas are very plentiful and if you have training and a certificate you can teach in higher level jobs overseas. Non-traditional students are very interested in this, as well as international students and visiting scholars. There are three similar programs in existence already; one at OSU (graduate only), one at PSU and one at OU. Southern Oregon University and Eastern Oregon University do not have anything like this. This program would be comparable to programs around the country. (See article d.)

Question raised about if people could come in and complete a certificate program without completing any other program.

Answer: Yes but they would have to already have a bachelors degree.

Question raised about if an English major could enter into the program.

Answer: Yes, if they are linguistics focused. They could get their certificate along with their minor.

Question raised about what the policy is on “double dipping” in certificate programs.

Answer: There is not a policy in effect. Other universities do allow the “double dipping” with majors and other programs.

Question raised about how large student interest will be.

Answer: As of now, classes are filled with about 17 – 20 students without offering a certificate. Are anticipating about 10 students a year for the first couple of years. Students have been recruited.

Question raised about how the certificate differs from a minor.

Answer: You can get a minor in English as a second language without getting the certificate. This is the applied side of a minor. Having a certificate will tell people exactly what the student studied instead of just stating that they had a linguistic minor.

Question raised about if a student could use the certificate as a minor.

Answer: Yes, this could be used as a minor. It could be a minor in linguistic with a certificate in teaching English as a second language.

Question raised about if the “double dipping” is considered a problem.

Answer: No, because the certificate just allows for recognition of what the student studied.

Will become first item of old business on November 23rd.

**Incomplete Grade form and policy:** Last year the academic committee reviewed the issuing of the incomplete grade. Historically, 47% of incompletes were not changed to a letter grade in the course of a year. This potentially interrupts a student’s financial aid as well as causes many other issues. The academic committee created a survey of WOU faculty and asked questions including if the teacher used the policy, if they eventually converted the grade to an F or if they are in favor of using the incomplete grade at all. Results showed that faculty favored the removal of the I grade from transcripts. However, the academic committee voted in favor of keeping the I grade and is requesting that all I grades are changed to Fs if no progress is made to complete course work in 12 months and if no progress has been made in 24 months with an extension. They are also requesting the use of official WOU incomplete grade contract when a professor decides to issue the I grade. The contract has been added to web page and wording has been changed to reflect the changes being made to change an I grade to an F. They body of the contract has not changed. (See article e.)

Question raised about the grade automatically reverting to an F instead of having the grade revert to what the teacher feels the student earned.

Answer: If nothing is done to complete the necessary coursework the I grade will revert to an F. However, if progress is made, the instructor can state what they would like the grade to be. The registrar does not have the information to make the change so faculty must make this change themselves.

Question raised about if the professor could just write what they believe the grade should revert to in the necessary space online.

Answer: No, the professor must give the changed grade to the registrar.

Question raised about how the contract will work if the registrar never receives the contract.

Answer: The contract is used to ensure continuity because if different methods or none at all were being used by different professors, problems would most likely arise.

Question raised about if the student is reminded about the I being turned to an F before it happens.

Answer: The students are told that this will happen when they fill out the contract. Are moving to make a reminder email that would be sent approximately a month before the change would occur.

Question raised about why the large number of incompletes not being changed is problematic.

Answer: Incompletes can affect the students financial aid and abuses of the I grade have also been reported.

Question raised about why the academic committee voted to keep the I grade when faculty voted not to.

Answer: The committee kept the I grade because using the incomplete gives the students a chance to complete coursework under certain circumstances instead of just automatically failing the class. It can benefit them. Faculty can amend the decision.

Question raised about what the function of the WOU incomplete grade contract is if it is not turned into the registrar.

Answer: The function of the contract is to let everyone know the guidelines and responsibilities of each party over the next 12 months.

Question raised about if there is any way to issue a later grade without using the I in situations where the graded work takes longer than a term, like an internship.

Answer: Using the RP grade would be ideal in these situations.

Question raised about if this system is faulting students for things that are absolutely out of their control.

Answer: After the 24 month period the professor would have to issue the student a grade or require them to restart the course. It is not necessarily faulting them every time.

Question raised about if it is possible to offer an incomplete grade on the website and then offer the grade you would like the I to revert to when the time comes.

Answer: There is not this feature on the website right now. WOU is the only school that does not revert the I to an F.

Will become second item of old business on November 23rd.

**VI. Interinstitutional faculty senate report**

**None.**

**VII. Committee Review**

**Cat McGrew-** Joint committee on evaluations. Will review alternative evaluation instruments. Had first meeting on November 5th and next meeting is November 12th. The goal is to get up to speed by winter term. The head of the Union negotiating team was involved with language of the Charge and Objectives as was the Joint Committee chair. (See article f.)

Question about who will be doing this testing.

Answer: There is not an official answer yet but part of the goal is to make sure that the committee is measuring exactly what it should be.

**Academic Infrastructure Committee Guidelines & Forms**

**Gay Timken –** Is postponed to November 23rd due to time restriction.

**VIII. Special Presentation**

WOU received a Department of Justice Office grant. 80 requests were written and only 20 were given. We were very lucky to receive one of these grants. Is a great opportunity for Western to start a program that many universities already have. The grant is being called the WOU Campus Against Sexual Assault grant (CASA). It will be used to continue to provide a safe environment, to provide more resources and to increase campus awareness. There will be training for disciplinary boards and the campus police force and are working with external and internal partners, as well as OSU and OU. Someone will be hired to cover the part of director. As of now it is a little slow getting things moving due to the rate of receiving the money from the grant.

**IX. Meeting Adjourned**