Faculty Senate Minutes

February 23, 2021

**Virtual Meeting**

*Primarily paperless, wou.edu/facultysenate*

# 3:15 - 3:30 p.m.

*Better Know a Colleague* (informal gathering, optional)

# 3:30 – 5 p.m.

# *Business Meeting*

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# 1. Call to order

# 2. Call of the roll (by typing your name into the chat)

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# 3. Corrections to and approval of minutes from previous meeting (see website)

* Minutes approved as posted

# 4. Institutional Reports

# 4.1. Faculty Senate President

* Report available on the Faculty Senate website

# 4.2. University President

* Report available on the Faculty Senate website

# 4.3. University Provost

* Report available on the Faculty Senate website.
* Key points for context: Fall 2021 course modality must be identified by April 23rd; early registration begins May 10th. Programs and faculty should have as much control as possible in determining course delivery modalities that will best serve their students. In early April, divisions will be asked to review the schedules that have been developed and changes to the course delivery modalities can be made at that point.
* **Question:** Do you know if it will be possible for faculty to have a hybrid option - some in person, some online?
* **Provost Winningham**: It is possible to list a course as being in-person and have a significant online component (but if there’s enough online content, I might suggest just running it as a hybrid). Something else that could happen with the distancing requirement is that we can only have some students in the room at a time (10 on one day, 10 on another); I will not dictate that but it is possible for faculty to do so. There is also potential funding for video-enabled rooms, so some students could participate via video, perhaps. With all of these approaches, I strongly encourage faculty to put the schedule in the syllabus so students know what to expect.
* It is important to note that while faculty can technically change course delivery modality after students register, this is not something we want to do due to a number of logistical concerns, (e.g., changes to financial aid given different fee structures for online courses, students not living in the area being moved to an in-person course, or students who know they don’t do well in online courses being moved to an online course after registering for an in person course).
* **Question:** Is the synchronous online option continuing forward?
* **Provost Winningham**: I have not heard that it would go away; it’s a nice addition to our offerings and it wouldn’t surprise me if we do more hybrid/online. I think all four course modalities will continue.
* **Question:** It sounds like we may be receiving a lot of additional funding/infusions (e.g., through the COVID Bill, which could be an estimated 10-15 million dollars), so what does that do to our projected budget crisis?
* **Provost Winningham**: It would be a lot of additional funding and would make a huge impact. We have some fiscal planning scenarios for Fiscal Year 2021 and the biggest driver is enrollment. There are also some restrictions on the federal funding. For example, we can’t use the student portion for students who aren’t current students. We have had conversations about how to entice students to come back, for example, we could help them with tuition remission to get them to complete programs. But even with more one-time funding, if enrollment is down 10% again, we could be looking at a $7M deficit. We need to see what Fall enrollment is. The federal funding might provide bridge funding for only 2 years, but if enrollment improves we could be in a better position. There are many unknowns.
* **Question:** Is there a survey going out to students asking how they feel, what their biggest concerns are (e.g. lacking engagement from faculty)?
* **Provost Winningham**: None that I know of. Generally, we do know students want to be back and have in-person courses, and there are a lot of surveys nationally that support this. Anecdotally, I have heard that student athletes, for example, feel like they are not getting quick feedback on class performance, or that students are not able to connect with faculty. I think this represents the minority, however.
* **Question**: Is it possible to move fall registration back to latest possible time to allow for more time to learn about vaccines, etc?
* **Amy Clark**: It is possible and I think we might have delayed it a week last year. We need to make the decision soon, if we want to do this. It will need to be a balance between having enough information and informing students in timely manner.
* **Provost Winningham**: Will put this on agenda for a future meeting. Another factor is that we aren’t doing a good job controlling the narrative that we *will* be in person. We have the same messages as other universities, but that’s not apparent from the media.

# 4.4. IFS Report

* Report not available.

# 5. Consideration of Old Business:

* 5.1 Proposed Changes to Academic Residency Graduation Requirement (Stewart Baker) - Report posted
* Motion to approve; Seconded
* **Motion passes with 23 YES votes**
* 5.2 Proposed Changes to Certificates at WOU (Stewart Baker) - Report posted
* Motion to approve; Seconded
* **Motion passes with 24 YES votes**

# 6. Consideration of New Business: None

* 6.1 Article 15 Drops - Reports posted
* 6.1.1 Earth Resources Minor
* 6.1.2 Geology Minor
* 6.1.3 MS, Management and Information Systems
* **Jeff Templeton:** Speaking on behalf of both minors, we do see that long-term trends are more or less supportive of dropping these. So, we propose to drop them.
* **Question**: The discussion here seems predicated as a done deal, but Article 15 hasn’t gone into effect yet, and it seems like we are not supportive of this drop. Why are these being proposed to FS to vote on? What if we vote against dropping them?
* **FS President:** This is due to these programs already being slated to drop. My understanding is that these votes are largely symbolic, and they will be dropped regardless of whether or not FS votes in favor or not.
* **Stewart Baker**: From Robert Rules perspective, if anyone thinks we should not be voting on this (as a senator), we can motion to table the voting indefinitely or moving to a different meeting.
* **FS President:** Note that not all faculty feel the same about this, as these items were proposed by faculty members themselves and not Academic affairs, so we want to be respective of their views on this matter even if this seems premature.
* **Jeff Templeton**: Whatever is going on with the plan, it’s a good faith proposal and I’m hopeful we can move forward with voting on it.
* 6.2 STEM Educational Leadership Certificate (Adele Schepige) - Report posted
* 6.3 Enabling Leadership Certificate (David Foster) - Report posted
* No presentation, but will return as old business to continue with proposed curriculum deadlines.
* 6.4 Ethics and Social Justice Minor (Mark Perlman) - Report posted
* 6.5 Change to Graduate Policies - Reports posted
* 6.5.1 Transfer Credits
* 6.5.2 Admissions Procedures

# 7. Discussion items: None

# 8. Informational Presentations and Committee Reports

* 8.1 LMS & FERPA Guidelines (Amy Clark and Michael Reis)
* No report posted
* **Amy Clark**: With regard to FERPA, enrollment in a class is strictly confidential; only the professor and other enrolled students should know this information. This is why having students in an LMS course shell who aren’t enrolled is not allowed. Students often don’t understand what enrollment means, or that an instructor in an in-person class cannot allow them to attend without being registered, for example. Students need to be enrolled in order to get a grade. There have been situations where students never enrolled and took an entire class. This can affect degree completion and rack up a lot of debt for the student. In emergencies we need to know where and when students are in class. These checkpoints are in place to meet existing rules but also support students (even if it may not feel like it).
* **Question:** Would policies allow us to add a TA who is not enrolled in the class, but for TA credit?
* **Michael Reis:** We have a form in CAI for adding a user (TAs, observers, ODS, etc) and we can add them for those purposes. The form helps us do this quickly and document. We want to streamline and document these processes.
* **Question:** Related to FERPA and LMS, can 400/500 classes be merged?
* **Amy Clark**: They can if taught by same instructor, in the same room, at the same time.
* **Question:** Is that the same if you taught multiple classes and a resource site that would merge students from 2 sections?
* **Amy Clark**: If they are separate sections, they can’t be joined.
* **Question**: So even 2 fully online asynchronous courses, students can’t be in the same shell?
* **Amy Clark**: Correct.
* **Question**: What about when a student takes an incomplete and joins in the next class in order to finish? That has been an effective way to finish. That is a FERPA violation?
* **Amy Clark**: Yes, an incomplete means a student can complete an assignment or two on their own. A student can complete the course in the original course shell but this is on an individual basis.
* **Question:** So if they miss five weeks of the course we can’t let them take an incomplete?
* **Amy Clark**: Hopefully they would have withdrawn, but otherwise would fail and need to re-register.
* **Question**: About the situation where there is a required co-requisite class (students are in the same course with different co-requisite enrollment), often we will create larger lecture sections and smaller co-requisites, so for this new rule, we can’t merge them under one shell?
* **Amy Clark:** If they are enrolled in separate sections, the same rules would apply. Also, instructors may vary by lab and grading may also vary.
* **Michael Reis**: We may be able to - individually - efficiently set up courses like this for teachers and students. Academic Innovations may be open to creating a better system flow for these issues. These are not new rules, but we have lack of leadership or supervision to enforce FERPA rules. We do have guardrails but also tools to find solutions.
* **Question**: Another issue is having a guest in class. Would that be permissible?
* **Amy Clark**: If someone is providing education, it’s okay. If a visiting scholar, those are different forms. We can’t just have individuals from community come to class.
* **Question**: What about bringing children?
* **Amy Clark**: This is a messy one, because a small child may not be a privacy risk, but I would use caution and judgment there.

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# 9. Announcements: None

## 5pm motion to adjourn

# 5 – 5:15 p.m.

*Better Know a Colleague* (informal gathering continued, optional)