

PURE Executive Committee Meeting – MINUTES
December 5th, 2017

I. Approval of Agenda

II. Approval of minutes from November 2017 Meeting

III. Membership –

- a. Welcome new members:
 - i. be sure to add new members to email list (using @mail.wou.edu)
 - 1. Adry-at large
 - 2. Rebecca-CLAS
 - 3. Bev-CAI
 - 4. Margaret M-at large
- b. AES/PURE CiP intern: Chloe Miller
 - i. not in attendance--will help largely with AES
 - 1. Will start with us in Winter term
- c. Updated roster was distributed via email
 - i. only pending addition of Paula--only if/once the bylaws are adjusted

IV. Reports:

- a. AES planning activity report
 - i. kickoff meeting is later this week, Thursday
 - ii. Plenary theme--for later today
- b. *PURE Insights* report
 - i. Camila: publish end of Jan/start of Feb, hopefully (six accepted articles, a few w minor revisions)
 - 1. There are already 3 submissions for the next issue of *PI*
 - 2. Suggests waiting to announce next issue call for proposals until this next issue comes out
 - a. Also, the shifting deadlines with Insights, announcing now would probably not work so well
 - i. Seems to be general agreement
- c. Proposal updates - ½ time staff support, Experiential Learning (joint w/ SLCD)
 - i. STEM // Ava: Steve Scheck confirmed that the proposal will be forwarded to University Budget Committee for review.
 - ii. EL // Adry: quick overview
 - 1. One of the Univ. strategic plan pillars is community engagement
 - a. EL is a part of this pillar
 - b. Started a conversation about EL and identify people who are engaged in EL on campus
 - c. Opportunity to submit a proposal, submitted

- i. Have not heard much--lots of administrative shuffling
 - ii. University Council is going to look at that, and there may be an EL task force
 - d. Ava: PURE proposed to have representation on the EL task force--identify where and how EL and PURE/AES align
 - e. Adry: EL provide support to faculty and identify some of those resources
 - f. Adry: more discussions, details about EL--providing background
 - 2. It currently appears to be moving forward
 - 3. Reached out to Rex, Gary to see where PURE connects to strategic plan's excellence, research areas
 - a. Could connect to these topics
- d. Budget - \$8000.
 - i. nothing spent yet
 - ii. Question: what's budget usually used on?
 - 1. Most of it: running AES
 - 2. In the past, with some software for analysis (Qualtrics)
 - 3. Set aside \$1,000 for travel for a PURE board member to a meeting/workshop related to PURE mission. If we do not plan any PURE travel then the funds will be used towards AES or another PURE objective late in the academic year.
 - iii. Question: do we still have a license for Qualtrics?
 - 1. Yes, currently license points to Ethan, but will move that over to new AES data specialist Brent King.
 - 2. Qualtrics current license limit one user and 500 respondents.
 - a. We may need to upgrade the license if we wish to use it for more than just AES participant responses.
 - i. Is it worth using in the future? Need to review upgrade options and alternatives software solutions.
 - iv. Question: what happened to the AES ticket survey we discussed creating last Spring, (Spring '17)
 - 1. It's on the agenda next

V. **Returning Business:**

- a. AES Survey to solicit campus feedback
 - i. last year, there was some discussions about whether we should keep the tickets or not
 - 1. Xiaopeng asked to delay writing survey until after Nov 15

2. Other AES folks/subcommittee discussed different possible ideas for the survey and now sharing these ideas at this board meeting. *(See end of this packet for a print out of the ideas shared with feedback entered into it)*
 - a. Then get feedback
 - b. AES folks (Camilia, Sue, gz, Ava,) would take feedback and revise the instrument based on the feedback
 - ii. Question: what is our minimal sample size
 1. Expertise in the group that can help with that
 - iii. Xiaopeng volunteered to work on the stats
 - iv. Comments on the survey are in the draft survey document(s)
- b. Plenary – selection of top theme (s)
- i. relatively small N--only 6 votes cast
 1. Several people couldn't vote
 - ii. Discussion on the plenary theme options (15 submissions - 14 faculty/staff and one from a student)
 - iii. Discussion on how to come to a consensus: Keep vote open until Friday? Can we forward the three themes with the most votes (thoes being: Power, Lucky 13, Movement) based on the 6 votes cast so far?
 - iv. Motion, seconded, to forward three possible plenary themes
 1. Power, Lucky 13, Movement
 2. No - motion did not pass.
 - v. Question: clarification/difference between AES & PURE Board
 1. Explained by Ava. PURE is a board that oversees the direction of the program. AES is a working committee who sees to the day-to-day tasks needed to create the AES event.
 - vi. Question: why not vote now?
 1. Mike raised his hand
 - vii. Approach: One vote, one person, choose favorite
 1. Motion made and seconded for a paper vote: everybody votes for top 1, and then forward top 2 finalists to AES
 2. TOP TWO FINALISTS: Power, Lucky 13
 - a. tie between these two themes. Both to be forwarded to AES committee for consideration.
 - b. Lucky 13 is recommended by the Board to AES committee over Power - but AES team has option to use Power if Lucky 13 seems difficult to make happen.
- c. Amendments to bylaws (vote)
- i. question: vote on individual changes or all the changes at once? Board chose to vote changes to bylaws in/out one by one.
 - ii. voted/passed multiple amendments -- but the position roles in bylaws need to be reviewed (and voted upon) in the future

- iii. See document for all the changes.
 - >> Old bylaws distributed for comment with suggested changes:
https://docs.google.com/document/d/1GY_3YXKjYO7S5rBaNS7mHMbtpJY98y2DQZEckQpwqn0/edit
 - >> Revised bylaws as of Dec 5:
https://docs.google.com/document/d/1NIGQgyKjG9pcqK5Z__OEngE-F-jbhyOBCYOYP_P2XM/edit#heading=h.azaszgkmeo

VI. New Business:

- a. Winter meeting time
 - i. Tuesday 2 pm, multiple people said yes
 - 1. Will identify which week, preferences
 - ii. Suggestion to review Roberts' Rule regarding unanimous consent
- b. CUR membership contacts – (see pg. 2)
 - i. Tabled
- c. PURE LO assessment – trial this year or wait for IL next year? (see.pg. 3)
 - i. Tabled
- d. Does PURE Insights publish graduate work from WOU graduate students? Should it?
 - i. Some discussion in which multiple favored restricting to undergraduates. Will be brought back for further discussion next meeting.
- e. Should PURE / AES accept corporate sponsorship? Boundaries?
 - i. Tabled
- f. Request for AES posters for yearly summer exhibit in Library. (see pg 4)
 - i. Tabled
- g. BOT briefs/news – provide one-page news brief with some regularity? One fall and one spring?
 - i. Tabled

***** Adjournment at 1:57 pm by unanimous consent *****

NOTE: Old/Ongoing Business:

- h. PURE website
- i. AES Plenary Speaker Endowment Donor search
- j. Funding Student travel
- k. Alumni “tailgate” at AES
- l. PURE Exec. Meeting “in service” week to review priorities for upcoming year

Thank you for your message. I am happy to assist you in updating the list of individuals associated with Western Oregon University. I have attached a list of all individuals we have as currently associated with WOU in our database. Individuals that hold certain positions which put them on certain email lists are also noted.

The three **individuals highlighted in yellow-Ethan McMahan, Jeffrey H. Templeton, and Stephen Scheck**—are the three individual member representatives.

To help me update the list, if you could use the last column and make the following notes where necessary I would greatly appreciate:

1. For any individual no longer associated with WOU: please write REMOVE
2. For any individual that should be listed who isn't: please add their name to the bottom and in the final column write ADD
3. If you need to update any of the individual functions, please note these in the final column

If you have any questions or concerns please do not hesitate to let me know!

Sincerely, Liz

	A	B	C	D
1	Name	Email	Function/Role	
2	Chelsey Asbury	casbury06@wou.edu		
3	Michael J Baltzley	baltzlem@wou.edu		
4	Sarah Boomer	boomers@wou.edu		
5	Casey Collett	collettc@wou.edu		
6	Bryan Dutton	duttonb@wou.edu		
7	Patricia M Flatt	flattp@wou.edu		
8	David Foster	fosterd@wou.edu		
9	Anne Fox			
10	Rex Fuller	president@wou.edu	President	
	Stephanie M. Gerhardt	skirsling05@wou.edu		
12	Kyleigh M. Gronseth	kygronseth@aol.com		
13	Stan Hagen	hagens@wou.edu		
14	Ava R. Howard	howarda@mail.wou.edu	Prime Contact	
15	Lucrecia Lawer	llawer08@wou.edu		
16	Phil Matthews	freedom97381@yahoo.com		
17	Allen McKiel	mckiel@wou.edu	Library Director	
18	Ethan McMahan	mcmahane@wou.edu		
19	Taylor Munson	tmunson12@mail.wou.edu		
20	Eric Nicolarsen	enicola@wou.edu		
21	Emily Plec			
22	Stephen H Scheck	schecks@wou.edu	VP of Academic Affairs	
23	April Senner			
24	Ella Taylor	taylor@wou.edu		
25	Jeffrey H. Templeton	templej@wou.edu		
26	Geoffrey Thoma	gthoma11@wou.edu		
27	Mark Weiss			
28	Robert Winningham	winninr@wou.edu		
29				

IV C. PURE's submitted program LO's:

Practice formal and professional communication of research and creative work conducted through the university's academic programs.

- align to IL via "integrated communication"

Discuss scholarly and creative work in both disciplinary and interdisciplinary settings.

- align to IL via "reflection and see-assessment" or "connections to discipline"

Demonstrate the role of empirical research, investigation, and original scholarly and creative work in the production of knowledge and meaning.

- align to IL

<http://www.wou.edu/academic-effectiveness/academic-program-learning-outcomes/>

VI . e. Request for AES posters for yearly summer exhibit in Library

Hello Ava,

I forgot about all the sessions, but was thinking about the plenary session posters. There would not be room for all posters.

This last year it worked well to have the 10 plenary Eclipse posters on the 2nd floor. I have to be honest, I am not certain if there were only 10 for that program or if these were the best of them.

Perhaps I am making an incorrect assumption that posters will be a part of each AES plenary session. If there are not, maybe an idea might be for each discipline to select one poster that stood out to display in the library.

I think curation (or selection) would be the responsibility of the each discipline; I would be happy to create a publicity card or poster unless there is a student who would like the experience to volunteer.

Thanks for opening up a conversation on this request!

Jerrie Lee

On Fri, Nov 3, 2017 at 5:31 PM, Academic Excellence Showcase <aes@mail.wou.edu> wrote:

Hi Jerrie,

I think this is a great idea and I will bring it to the PURE executive committee for review. A few more details would be helpful...

How many posters are you thinking? I'm guessing you would just like a selection of the best ones? Do you want them spread across a diverse array of disciplines or focus on just a one or two and rotate which one or two each year get to be featured? There are four poster sessions at Showcase each with 20 - 40 posters (not including the possibility of posters associated with the plenary keynote). Also about 10 to 12 disciplines spread across those sessions.

Also, who do you envision as being responsible for curating the exhibit and creating a professional exhibit announcement?

Thanks,
Ava

PURE & AES Coordinator

www.wou.edu/PURE

www.wou.edu/AES

On Nov 3, 2017, at 3:29 PM, Jerrie Lee Parpart <parparj@mail.wou.edu> wrote:

I'd like to put a request in to have the student posters as a summer exhibit in the library. Thanks for considering, Jerrie Lee

VII. Returning Business:

a. AES Survey to solicit campus feedback

Ideas for survey shared with board:

Currently AES has several aspects that need to be reviewed and possibly revised. In order to do this, we plan to launch a survey of faculty, staff and students. In short the key points are:

1. Should AES emphasize excellence, and thus potentially exclude some student proposals, or should it include all faculty-sponsored student proposals/projects.
2. Should AES be concerned about student burn-out or ability to both present and attend presentations via limiting number of presentations per students?
3. Over time, scheduling sessions and rooms has become more challenging. Thus, we seek to standardize times and session lengths throughout AES. Before we do this, we want to know which kinds of session formats and what kind of time chunking faculty/staff prefer.
4. There are several different cultures surrounding the content of student proposals. At issue: who has the final ownership, say, and editing rights of the content: student or faculty? We want to know what faculty and students think so that we can best determine at what stage in the process to close student and faculty editing rights for proposal abstracts.
 - Question: how/is this an issue
 - History of document ownership, control, capacity to edit
 - Factors around grammatical errors
 - Perfectionism/error free vs allowing students' final control
 - Professionalism
 - Intellectual property rights
 - End result: ideally setting up clear guidelines, timelines
 - If they submit, then they are in the proceedings, then there are faculty names associated
 - If there's blowback, then it could/might hit the faculty
 - Suggestion: after submission, session chair could edit, and then student would have opportunity to comment/respond--and then negotiate.
 - Possible method
 -
5. We are reexamining the role of session chairs and their level of control in selecting and identifying the students in their sessions. We are considering issues related to by-invitation-only sessions versus contributed open sessions organized by the AES team or any hybrid options
7. For longer term development of AES, we would like to know how faculty/staff/students feel about growing the event to increase and welcome engagement with alumni and the outside community.
8. We are also seeking feedback about our basic strengths and weaknesses.
 - Too broad--will get that information from other responses

- Discussion about the specific prompts
- Or “other things you want us to know”...

9. We are seeking feedback on the idea of eliminating attendance tickets.

10. Showcase planning team would like feedback on timing of submission and desired date for dissemination of final program / scheduling.

- Ava: try to get general opinion on broad issues and then the AES team will develop a process (including logistics and the endless details) from that feedback and then that process will be reviewed by the PURE board for acceptance/rejection.
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11. Suggestions about plenary sessions?

- Perhaps include it?
- Do it in another survey--keep it separate