PURE Executive Committee Meeting –AGENDA
January 2017

I. Approval of Agenda

   a. Point: we don't need to vote for or approve agenda.

II. Approval of minutes from December 2017 Meeting

   a. Approved unanimously

III. Membership –
   a. Welcome AES/PURE CiP intern: Chloe Miller
      i. Chloe was in attendance and welcomed
   b. Updated roster was distributed via email
      i. Request for any changes asap.
         1. This information will go on the PURE/AES website.

IV. Reports:
   a. AES activity report
      i. Kickoff meeting held 12/6/17
         1. Developed overall schedule
         2. Power is Plenary theme
            a. Gz is organizing
            b. Key question is location
            c. Multiple short 5-minute interdisciplinary presentation with key creative arts piece
         3. Event will be mostly the same
            a. Plenary will be mid-day
         4. Working on logistical/technology issues
         5. Arranging Save the Date with key individuals
         6. Working on submission form issues, timelines, technology
         7. Coordinating 300 or so Willamette Promise students to come to campus
         8. Connecting with Phi Kappa Phi to assess their interest, commitment for 2018
   b. *PURE Insights* report
      i. Paula met with Camila in December
      ii. Issue is coming out Winter term
      iii. All is well
   c. Proposal updates
      i. Nothing has changed re: the proposal that was submitted
   d. Budget
      i. No change: still have $8,000 balance
      ii. Qualtrics discussion:

1. Currently spend $800 on a single license
   a. 1 admin & maximum of 500 respondents
   b. next license up is $3,000—too much
      i. met with Scheck to find a third way, other collaborators, etc.—no result
   c. there is campus-wide interest in use for Qualtrics, but this is long term
2. Discussion: key themes
   a. Don't spend money on what we don't need
   b. Get systems people know
   c. Think longitudinally—what we may need in the future

iii. SCHED—funding to purchase one year license
   1. Note: this was discussed later in the meeting.
   2. Approval was given to spend $100 to share use of SCHED for this coming year
      a. Caveats: this is a pilot test, see what it is like and how it works
      b. Not committing to use it during AES
      c. Only testing this out

V. Returning Business:
   a. Does *PURE Insights* publish WOU graduate student work? Should it?
      i. No. PURE should remain oriented towards undergraduates and remain focused on undergraduates.
   b. AES Survey to solicit campus feedback – target dissemination date
      i. Multiple issues at stake
         1. Multiple points to question campus about—need answers before making certain changes

            Commented [R1]: Unclear. Answers about what? From whom?

         2. AES is rapidly approaching; concern some communications may be misunderstood or confused if put out as the roll out for AES 18 happens
         3. Can the survey come out in Spring?
            a. Some revisions still needed.
            b. Post-AES questions could be added
         4. Multiple other points made
         5. Motion: move big survey to FALL 18: seconded, approved
            a. No surveys leading up to/during AES
         6. Suggestion: add more targeted questions to post-AES survey
         7. Suggestion: next meeting, discuss what, if any, changes the Board would like to make to AES

            Commented [R2]: To AES? Or to the post-AES Surveys?

            a. Be sure to review the Spring 2017 debrief

c. Amendments to bylaws (vote on addition of descriptions of the roles of Managing Editor and Shadowing Incoming Coordinator – see pg. 5)
    i. Managing Editor of Pure Insights
        1. Motion moved, seconded, approved
    ii. Shadowing Incoming Coordinator
        1. Motion to amend word Coordinator to Director
        2. Motion to Approve: Capitalize Incoming and Director; seconded; approved

> **Commented [R3]:** Not yet in ByLaws.

VI. New Business:
    a. CUR membership contacts – (see pg. 2)
        i. Contacts are out of date—need updating

> **Commented [R4]:** Needs to get done still

        ii. Individual Member Representatives to update
            1. Change Ethan McMahan to gz
            2. Change Jeffrey Templeton to Ava
    b. PURE LO assessment –this year so ready for IL next year? (see.pg. 3)
        i. Out of time
    c. Request for AES posters for yearly summer exhibit in library (see pg. 4)
        i. Out of time
    d. PURE as reporting to Provost office or Sue Monahan in Academic Programs?
        i. Out of time
    e. Should PURE accept corporate sponsorship? Boundaries?
        i. Out of time
    f. PURE sponsored courses

        i. Out of time
        ii.

VII. Adjournment

NOTE: Old/Ongoing Business: OUT OF TIME—unable to discuss these
    a. PURE website
    b. AES Plenary Speaker Endowment Donor search
    c. Funding Student travel
    d. Alumni "tailgate" at AES
    e. PURE Exec. Meeting "in service" week to review priorities for upcoming year

VI b. Email from CUR membership coordinator April 2017

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	
11	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	mckiela@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	taylore@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				

VI 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 disciples 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

VI Returning business
    c. bylaw additions/amendments

- **Managing Editor, PURE Insights - The Managing Editor of *PURE Insights* will maintain a professionally produced undergraduate student journal of research, scholarship, and creative activities. The Editor is responsible for the overall quality of the intellectual content of the journal and for overseeing the review process to ensure it is thorough, fair, and timely. This person is responsible for upholding the mission and scope of the journal as articulated by the PURE Executive Committee and for selecting papers that provide new, original, and important contributions to knowledge. The Managing Editor also has a voting seat on the PURE Executive Board. The Managing Editor serves a five-year appointment with possible additional years of service with approval by majority vote of the Executive Committee. The Managing Editor will recuse themselves from this vote.**

- **Shadowing Incoming Coordinator - New appointments to the position of PURE Coordinator should be identified over a year in advance of the culminating year of service of the current Coordinator. The selected new appointment will engage in a year of training and orientation during the year immediately preceding their taking over as PURE Coordinator during which time they will be recognized as the "Shadowing Incoming Coordinator". The Shadowing incoming coordinator should attend all PURE Executive meetings and AES Planning meetings, should be included on relevant electronic communications and should meet with the current coordinator to receive appropriate training and transfer of program knowledge.**