

University Council
February 23, 2018
Pastega Room, RWEC
Minutes

Present: Rex Fuller, Laurie Burton, Curtis Campbell, Paul Disney, Gary Dukes, Mark Girod, Richard Kavanagh, Jay Kenton, Bill Kernan, Dave McDonald, Erin McDonough, Allen McKiel, Sue Monahan, Jesse Poole, Janeanne Rockwell-Kincanon (proxy for Scott Beaver), Steve Scheck, Adele Schepige, Abdus Shahid, Michael Smith, Linda Stonecipher, Judy Vanderburg, LouAnn Vickers (Ex-Officio)

Absent: Jessica Freeman

NWCCU report

President Fuller acknowledged the progress WOU has made since its 2015-2016 NWCCU site visit. He described the importance of looking back at the concerns addressed in the previous three, five, and seven year reviews and to then recognize how much has been accomplished. An example of work accomplished is the formation of University Council and University Budget Committee, and the University Technology Committee which will be implemented soon. These three groups will help us maintain continuous improvement as we go forward.

Dr. Sue Monahan provided an [overview of our progress](#) – what’s been implemented, completed, and what is yet to be done. She noted a Mid-Cycle report will be submitted in March 2019 which will include our mission and core themes, demonstrate that our systems are being used and are successful, and provide a response to Recommendation Five – academic technology planning. The next Year Seven report will be submitted in 2023.

Discussion: How shall we assign the tasks on the Strategic Initiative Grid?

There were 87 initiatives identified on the Strategic Initiative Grid which was developed at the President’s fall retreat. Goals have been identified but action steps, which will require a cross-section of faculty and staff, haven’t been fully recognized but are being evaluated. It was also noted that some initiatives may be shared across units or span the boundaries of the teams so it will be a joint-effort to accomplish these initiatives.

Each initiative brought forward should align with our Strategic Plan. The process of alignment will help drive the campus-wide efforts. Through discussion, it was determined that a vice president should be assigned to each initiative to help move the efforts forward. Teams are encouraged to review the individual designated as the “lead organizer” to ensure he/she is accurately assigned and available to serve in that capacity.

The following process was determined:

- 1) Each initiative should be assigned a lead organizer, a task team, and a vice president – who will oversee the efforts. (VP doesn’t have to participate in the task force meetings, just serve as a driver for the initiative.)
- 2) Task team efforts will be vetted through the associated vice president.

- 3) Initiative efforts are then brought to University Council for approval. As divisional strategic plans are developed, they will be brought back to the University Council for approval. This is an opportunity for the UC to review the priorities and steps taken to ensure the plans are moving the university toward mission fulfillment.

President Fuller will communicate this process for accomplishing the goals to WOU's shared governance groups.

- **ACTION:** A column should be added to the grid to indicate the vice president who will oversee the work of each initiative.

Reports:

- **Student Success team: Centralized tutoring progress**

A goal of the Student Success Team, and a priority of the Strategic Plan (I.1.2), is to centralize the [tutoring services](#) offered to our students. These services are currently available in various locations across campus. Co-locating would increase awareness and accessibility, promoting student success. The team plans to achieve this goal during spring term 2018.

- **Faculty team: Faculty annual report template**

The development of an annual template report was an action item from the UC January 26, 2018 meeting. Currently, there isn't a formal template so this team is taking annual report templates that already exist and using them to create a [template](#) for this purpose. It's important that the template be in compliance with collective bargaining agreement and faculty senate. The next step will be sending the draft to Faculty Senate and WOUFT executive committees for review. Once finalized, a trial run will be scheduled with an academic department, with the hope of implementation in fall 2018.

- **Academic Excellence team: Academic Affairs Operational Plan progress report**

The Academic Excellence team provided a [summary report](#) outlining the goals they established. Sustainability and improving processes for student success are of great importance to the team. Behind this narrative will be a series of projects and charts to track the individual responsible for moving the projects forward. This will result in town hall meetings and ultimately be brought to back to the University Council endorsement. Dr. Scheck requested that members of the UC review their report and note if anything substantial is missing. Additionally, the summary report will be forwarded to the Faculty Senate executive committee.

Provost Scheck noted the Willamette Promise is an identifier for Western. Its efforts have been affirmed by the Higher Education Coordinating Commission (HECC).

- **Accountability team: Report to University Council from UBC**

Interim Vice President for Finance and Administration Jay Kenton announced the University Budget Committee's (UBC) meeting would take place at 2:00 today (February 23, 2018). The UBC will be reviewing a tuition proposal for next year, FY18 year-end forecast, the job announcement for the VPFA vacancy, and the capital budget which is due to the Higher Education Coordinating Commissions (HECC) in the April-May time frame. Western's Board of

Trustees will need to approve the tuition proposal and the capital budget at their upcoming April meeting.

Dr. Kenton also provided a [memo from UBC](#) Co-chair Katherine Schmidt requesting “budget guidelines that identify the most important priorities/themes/action plans for implementation over the next two years.”

Question: Who will be responsible for communicating the available budget for these priorities so members of UC know how to direct their efforts?

President Fuller clarified that budget initiatives are vetted through cabinet and then reviewed by the UBC. The Strategic Initiatives Priorities Grid, prepared by the UC, will help address the proposed initiatives and priorities; the challenge will be to review the initiatives (opportunities) and to then determine how to implement them. Dr. Kenton reminded the group that our funding needs to align with the priorities that are established.

President Fuller confirmed that he and Dr. Kenton are working together to set next year’s budget and will communicate funding opportunities to the UBC. The final budget will go to our Board of Trustees for approval in July.

Additionally, Dr. Kenton recommended that the UBC Co-chair be appointed to the University Council to serve as a liaison. This recommendation was endorsed by President Fuller and the University Council. Dr. Katherine Schmidt has agreed to join the University Council in this capacity.

- **Accountability team: Innovation Center**

When this team met, they realized many of their goals are already underway. However, throughout their conversation they kept coming back to reimagining the Innovation Center (IV.4.2). This concept would include changing the name of the current “Center for Academic Innovation” to the “[Innovation Center](#)” which would provide a broader scope of outreach for the center. As an initial conversation, some proposed areas the Innovation Center would oversee were outlined. This included the formation of a Strategic Initiatives Group. Members of this group would help bring ideas for the Innovation Center forward. A physical location would also be needed for the center. They believe the Innovation Center should be the team to drive opportunities in Salem, community engagement, and areas of academic innovation (e.g., new academic programs, an alumni mentor program, explore new teaching/learning technologies).

It was pointed out that the Innovation Center would pursue opportunities that cover three areas: revenue generating, visibility, and sustainability. This approach could result in developing a strategic investment account to establish a portfolio approach. With this approach, we would have to try multiple things recognizing some will succeed and some will fail, but overall the portfolio will succeed.

- **Additional team reports: Sustainability & Stewardship**

The team restated the overarching goal is to drive the enrollment of Oregon high school graduates to Western Oregon University, creating multiple pathways for all students – not just transfer students. Their [presentation](#) included updates regarding the following initiatives: (V.1.3) Establishing a presence in Salem has to be a priority for WOU. A graduate program is well underway but a degree completion program is also needed.

(V.2.1.) Western's net cost of attendance was evaluated and presented to the Board of Trustees at their [January 17 meeting](#). One discovery from this evaluation process was that WOU needs to explore ways to become more affordable. Efforts are being made to implement new remissions beginning fall 2018 with more complete implementation in fall 2019.

(V.2.4.) Endeavors are being researched to enhance work-study and campus employment opportunities for our students.

(V.4.1.) Sustainability needs be established throughout our buildings. A sustainability-focused policy will be developed and included in the Facilities Procedure Manual. A suggestion was made to explore automatic water faucets, hand dryers, and auto-flush toilets in support of sustainability.

(V.5.1.) Development of the University Technology Committee will provide an opportunity to incorporate best practices in higher education. This would include improved remote access, additional modules in banner (e.g., financial aid), reporting capabilities, and other technology trends.

(V.6.1.) Human Resources Director Judy Vanderburg will develop a means to survey supervisors and employees to learn what is desired and needed in terms of professional development opportunities.

(V.6.4.) Efforts are being made to implement emergency planning systems that improve the safety of our faculty, staff, and students. Western should also take into consideration that the community may come to WOU seeking assistance if a major catastrophe should occur. A list of necessary "on-hand" supplies has been compiled. These would be purchased with one-time funds.

Discussion: University Council structure

President Fuller reiterated that the co-chair of the University Budget Committee (UBC) will now serve on the University Council as a liaison to the UBC. This will provide better continuity and communication between the two groups. Katherine Schmidt, UBC Co-chair, will join us at the upcoming meeting on April 20. The co-chair of the University Technology Committee will also be appointed to serve on the University Council, once this committee is formed.

Meeting adjourned at 10:30a.m.

Spring meetings:

- April 20, 2018 (RVEC, Room 201)

- Catalog progress update, Bill Kernan
- Advising guide progress update, Jesse Poole
- May 11, 2018 (WUC, Willamette Room)