



AGENDA
REGULAR MEETING OF THE WOU BOARD OF TRUSTEES
JANUARY 17, 2018
1:00-6:00 PM
WERNER UNIVERSITY CENTER, COLUMBIA ROOM
MEETING NO. 22
wou.edu/livestream

- I. CALL-TO-MEETING/ROLL CALL
- II. CHAIR'S WELCOME
- III. CONSENT AGENDA (October 25, 2017 meeting minutes) (Page 1)
- IV. PUBLIC COMMENT
- V. SHARED GOVERNANCE REPORTS
 - (1) Faculty Senate (Page 9)
 - (2) Staff Senate
 - (3) ASWOU
- VI. PRESIDENT'S REPORT (Page 10)
- VII. FINANCE & ADMINISTRATION COMMITTEE (FAC)
 - (1) Committee Chair Report
 - (2) Committee Recommendations for Board Action/Discussion
 - (a) [FY2017 Annual Financial Statements](#)
Board Action (Page 48)
 - (b) FY2018 Q2 Report (Page 49)
 - (c) 2019-2021 Current Service Level (CSL) Estimate (Page 53)
- VIII. JANUARY DISCUSSION THEME: AFFORDABILITY (Page 54)
- IX. BREAK

- X. SHOWCASE: WOU FOUNDATION (Page 67)
 - (1) [WOU Development Foundation Financial Statements](#)
- XI. EXECUTIVE GOVERNANCE & TRUSTEESHIP COMMITTEE (EGTC)
 - (1) Committee Chair Report
 - (2) Committee Recommendations for Board Action/Discussion
 - (a) [President's Dashboards](#)
 - (b) Board Vacancies
- XII. ACADEMIC & STUDENT AFFAIRS COMMITTEE (ASAC)
 - (1) Committee Chair Report
 - (2) Committee Recommendations for Board Action/Discussion
 - (a) Proposal: Minor, Public History (Page 90)
- XIII. FINAL ANNOUNCEMENTS
- XIV. ADJOURNMENT



**REGULAR MEETING OF THE WOU BOARD OF TRUSTEES
OCTOBER 25, 2017
1:00-6:00 PM
COLUMBIA ROOM, WERNER UNIVERSITY CENTER
MEETING NO. 21**

DRAFT MINUTES

I. CALL-TO-MEETING/ROLL CALL

Chair Jim Baumgartner called the meeting to order at 1:04 PM and asked Board Secretary Ryan Hagemann to take the roll. The following trustees were present:

Arredondo (joined the meeting at 1:55 PM)
Baumgartner
Fuller
Habermann-Guthrie
Hurtado
Ingle (left meeting at 4:58 PM)
Komp
Koontz
Martin
Mladenovic
Paraskevas
Shetterly

The following trustees were absent:

Kulongoski
Taylor

II. CHAIR'S WELCOME

Baumgartner welcomed the Board and audience to the meeting, outlining the agenda, pointing out the eclipse materials and tree-lighting ornament, and highlighting the changes to Board packets and materials that resulted from the Board survey and evaluation in July.

III. CONSENT AGENDA (July 26, 2017 meeting minutes)

Baumgartner called for a motion to approve the consent agenda, consisting of draft minutes for the July 26, 2017 meetings. Trustee Mladenovic moved approval, and Trustee Shetterly seconded the motion. The following trustees voted in favor of the motion:

Baumgartner
Habermann-Guthrie

Hurtado
Ingle
Komp
Koontz
Martin
Mladenovic
Paraskevas
Shetterly

Fuller is non-voting.

There were no trustees opposed to the motion.

There were no abstentions.

Motion passed.

IV. PUBLIC COMMENT

There were no individuals signed up for public comment.

V. SHARED GOVERNANCE REPORTS

Dr. Adele Schepige, Faculty Senate President, offered a brief report to the Board. Schepige discussed graduation requirement revisions, updating the Board from materials and discussion from the previous Board meeting. Schepige shared that town halls and on-line surveys will be used to gather information and input about the general education reforms. Schepige discussed upper-division and BA/BS requirements, as well. After graduation requirements, Schepige reviewed new degree programs, including the module approach to the master's degree in Organizational Leadership. She also shared information about the interdisciplinary studies degree at WOU. Schepige concluded with discussion about Dr. Tad Shannon's involvement with the state's HB 2998 transfer workgroup. Trustee Komp asked how the proposed Organizational Leadership master's degree aligns with the strategic plan. Trustee Mladenovic advised that there could be substantial opportunity to work with private businesses to offer to employees. Trustee Shetterly reiterated his support of the general education reforms.

(2) Staff Senate

Jesse Poole, Staff Senate President, offered a brief report to the Board. Poole shared four updates with the Board: efforts to collect stories and memories of LaMont Jarvis to send to his family, nomination process for the designated staff trustee, internal communications, and questions about accrual of vacation leave in the probationary period.

(3) ASWOU

Jessica Freeman, ASWOU President, offered a brief report to the Board. Freeman shared information about the DACA rally on October 15, Oregon Student Association's sponsorship of the Oregon Students of Color Conference, the start of the incidental fee process, and the

process for the designated student trustee. Baumgartner echoed information about the designated trustees and the process for appointing new designated trustees.

VI. PRESIDENT'S REPORT

Baumgartner acknowledged President Rex Fuller for his president's report. Fuller reminded the Board about the changes to the President's Report, with written reports from his direct reports embedded in the docket. Fuller noted that his written report was a part of the docket materials. Provost Scheck introduced the new Liberal Arts & Sciences Dean Dr. Kathleen Cassity. The President shared information about the new Student Health & Counseling Center, the remodeling of the former student health center into a new Advising Center, and continued growth in the Willamette Promise. Fuller shared fourth week enrollment data, with a 1.8% decline in total enrollment. He offered additional details of the enrollment data, such as a decline in new freshman, increase in transfer enrollment, and positive enrollments in out-of-state students. Fuller noted the positive changes in diverse enrollments. Fuller reiterated the new outcomes-based funding approach from the state and the emphasis on degrees. Fuller shared information about the OMA remodel and the ITC safety improvements. He offered comments on the legislative budget and the University Budget Committee. Fuller shared new information to the Board about the one-time window retirement program, available to all employee categories. Shetterly asked about the capacity to recruit and replace positions if the window program is wildly successful. Trustee Paraskevas asked about how the window figure was derived. Fuller continued to describe the new University Council to monitor mission fulfillment. Fuller pointed out that the Board was provided with copies of the NWCCU Ad Hoc Report. He proceeded with his report, highlighting transfer pathways, recent student deaths, DACA, Policy Council, the state's DACA lawsuit, external relations and the WOU Foundation Board, GNAC men's cross-country championship, and academic performance of WOU's student-athletes. Baumgartner asked how the university would measure success with improved external relations. Fuller described various indicators and dashboards that might offer insight into benchmarking external relations. Trustee Habermann-Guthrie asked about list of those involved in strategic planning exercises.

VII. SHOWCASE: CAMPUS MASTER PLAN SELECTION PROCESS

Baumgartner turned to Eric Yahnke, Vice President for Finance & Administration, and Michael Smith, Director of Facilities Services, to describe the Campus Master Plan process. Before the presentation, Fuller noted the presentation and campus master plan would be tied to the campus strategic plan. Yahnke noted that the previous master plan was updated in 2011. Yahnke recognized Smith to offer the 2017-2018 to the campus master plan—with the written materials and PowerPoint presentation in the docket materials. After brief comments, Smith recognized the firm selected to lead the master planning effort. Eric Ridenour, Nicolai Kruger, Aaron Pleskac, Lisa Petterson, Michael Zillis, Tom Hier, and Kent Duffy were identified as the SRG Partnership team assigned to the campus master planning process. The SRG Partnership team reviewed the materials and presentation included in the written docket materials. Baumgartner asked how a team modernizes a campus, while at the same time, preserving the traditional character of some buildings and structures. Shetterly asked about the connection between a refreshed master plan and engaging underserved populations. Trustee Ingle recognized the importance of enhancing the feel of the campus, as opposed to replacing it. Komp asked for examples that would resonate with non-traditional students. Trustee Arredondo offered insight

as to how to incorporate the beauty of the natural spaces into the campus. Koontz asked how to take advantage of the performing arts space and the relationship with the community. Trustee Hurtado observed about the connection to the greater community and extending the campus into Salem, Dallas, Monmouth, Independence and other cities—capturing the essence of “host”. Mladenovic asked about the timeline for the completion of the process.

VIII. FAC

(1) Committee Chair Report

Baumgartner recognized FAC Chair Cec Koontz for a committee report. Koontz shared information from the FAC meeting, including the investment report, capital construction/deferred maintenance/capital repair updates, the state’s Student Success and Completion funding Model, and campus public safety and the university’s Annual Security and Fire Safety Report. Mladenovic asked about the safety of campus and the Annual Report. Trustee Habermann-Guthrie asked about the comparators and the possible incentive to under-report statistics if institutions were to be compared to one another.

(2) Committee Recommendations for Board Action/Discussion

(a) FY2018 University Budget

Baumgartner asked Koontz and Yahnke to present the FY2018 University Budget. Yahnke offered the highlighted information as compared to the initial presentation of the FY2018 Budget in July. After discussion, Baumgartner called for a motion to approve the budget, consistent with the written docket materials and the FAC recommendation. Paraskevas moved approval, and Mladenovic seconded the motion. The following trustees voted in favor of the motion:

Arredondo
Baumgartner
Habermann-Guthrie
Hurtado
Ingle
Komp
Koontz
Martin
Mladenovic
Paraskevas
Shetterly

Fuller is non-voting.

There were no trustees opposed to the motion.

There were no abstentions.

Motion passed.

(b) FY2018 Q1 Report

Baumgartner asked Koontz and Yahnke to present the FY2018 Q1 report. Koontz observed that the report illustrated a fund balance within the Board's targeted range. After discussion, Baumgartner called for a motion to accept the report, consistent with the written docket materials and the FAC recommendation. Shetterly moved approval, and Hurtado seconded the motion. The following trustees voted in favor of the motion:

Arredondo
Baumgartner
Habermann-Guthrie
Hurtado
Ingle
Komp
Koontz
Martin
Mladenovic
Paraskevas
Shetterly

Fuller is non-voting.

There were no trustees opposed to the motion.

There were no abstentions.

Motion passed.

IX. BREAK

X. OCTOBER DISCUSSION THEME: ENROLLMENT MANAGEMENT

Baumgartner asked President Fuller to lead the discussion on enrollment management. He observed that the presentation was also shared with the Faculty Senate and was focused on where WOU draws students and what the university needs to do in order to be successful moving forward. Fuller shared that some of the action items in the strategic plan—such as purposeful, targeted enrollment management, student-centered delivery, streamlining the curriculum, and improving transfer pathways—are focused on delivery. Mladenovic asked about the declines in enrollment and Fuller discussed credit load. Baumgartner, Mladenovic and Fuller discussed the decline in first-year student enrollment and the impact of retention. Fuller stressed the impact on Oregon's high school demographics and the Oregon Promise. Fuller outlined strategies for improved recruitment and retention. The president turned the presentation to transfer pathways and the programs necessary to attract students. The Board discussed the impact of the "Jump Start" fee remissions. Fuller outlined the proportion of undergraduate to graduate students and the need for WOU to expand its graduate population and offer more diverse graduate programs. Fuller explained degree plans and the impact of student employment. Mladenovic asked about whether or not reforms and changes would change the character of the institution.

XI. ACADEMIC & STUDENT AFFAIRS COMMITTEE (ASAC)

(1) Committee Chair Report

Baumgartner asked ASAC Chair Shetterly for a brief report. Shetterly, separate from the action items, noted discussion on the NWCCU Ad Hoc and Year One reports, general education curriculum reform, the student health and counseling center, and other reports.

(2) Committee Recommendations for Board Action/Discussion

(a) NWCCU Ad Hoc Report

Baumgartner recognized Dr. Steve Scheck, Provost & Vice President for Academic Affairs, for a summary of the NWCCU Ad Hoc Report. Scheck shared that NWCCU wants an updated Year One report in March 2018 and called out focus on 7-year program reviews.

(b) Proposal: BA/BS, Sustainability (New Degree Program)

Baumgartner asked Shetterly and Scheck to present the proposed degree program in Sustainability. After discussion, Baumgartner called for a motion to accept the report, consistent with the written docket materials. Shetterly moved approval, and Mladenovic seconded the motion. The following trustees voted in favor of the motion:

Arredondo
Baumgartner
Habermann-Guthrie
Hurtado
Ingle
Komp
Koontz
Martin
Mladenovic
Paraskevas
Shetterly

Fuller is non-voting.

There were no trustees opposed to the motion.

There were no abstentions.

Motion passed.

(c) Proposal: BA/BS/BFA, Art & Design (Reconfigured Degree Programs)

Baumgartner asked Shetterly and Scheck to present the proposed degree program in Art & Design. After discussion, Baumgartner called for a motion to accept the report, consistent with

the written docket materials. Shetterly moved approval, and Mladenovic seconded the motion. The following trustees voted in favor of the motion:

Arredondo
Baumgartner
Habermann-Guthrie
Hurtado
Ingle
Komp
Koontz
Martin
Mladenovic
Paraskevas
Shetterly

Fuller is non-voting.

There were no trustees opposed to the motion.

There were no abstentions.

Motion passed.

(d) Campus Climate Survey Results

Baumgartner asked Dr. Gary Dukes, Vice President for Student Affairs, to share results from the Campus Climate Survey with the Board. Dukes directed the Board to the survey and highlighted one action step is the communication of the campus resources that are available to students. Mladenovic observed that survey responses about alcohol and binge drinking.

(e) National Study of Learning, Voting, and Engagement Results

Baumgartner asked Dukes to continue with results from the National Study of Learning, Voting and Engagement report. Dukes observed that ASWOU does an excellent job in registering students to vote and turning out voters during elections, particularly in the 2016 election.

XII. EXECUTIVE GOVERNANCE & TRUSTEESHIP COMMITTEE (EGTC)

(1) Committee Chair Report

Baumgartner, as EGTC Chair, summarized the last EGTC meeting for the Board. Baumgartner noted conversation on university dashboards, vacancies, and the recently announced retirement window program.

(2) Committee Recommendations for Board Action/Discussion

(a) University Dashboards

Baumgartner recognized Fuller, Vice President & General Counsel Hagemann, and Director of Institutional Research & Effectiveness Dr. Abdus Shahid for a presentation on university dashboards. Hagemann described the approach with the EGTC—throwing out a straw proposal and deliberating with the committee as to whether or not the dashboards would be helpful in monitoring the university. He described how the EGTC focused attention on several measures, which were part of the presentation to the Board. The dashboards included a retention-graduation cohort, degrees awarded, net affordability, revenue, expenditures, and workforce. Hagemann observed that each of the high-level dashboards would have drop-down menus. Fuller and Baumgartner asked about comparisons to peer groups. Shetterly asked if the OSU-Cascades data would be separated. Baumgartner asked whether or not a pie chart—as opposed to a bar graph—would be more appropriate for institutional costs and expenditures. Mladenovic added that she would like to see the types of costs related to other comparative institutions. Komp stressed that the Board does not want too many dashboards. Hurtado asked if the campus was consulted on what dashboards it would like to see, and Hagemann noted that the dashboards were derived from the university goals that the Board previously approved. Fuller noted that the new IR website would offer information and data for campus use. Paraskevas observed that she would like to see information on programs. Arredondo noted that many of the dashboards presented were focused on internal matters and that there might be some external measures—such as job sector growth patterns and high school graduation—that would be relevant.

(b) Board Vacancies

Baumgartner updated the Board on pending and upcoming Board vacancies. Baumgartner described the designated process and updated the Board on the needs assessment that accompany the identification of at-large candidates. Baumgartner observed that WOU will work with the Governor's Office to stagger future terms in order to ensure that the majority of the Board does not turn over at the same time.

XIII. FINAL ANNOUNCEMENTS

Baumgartner reminded the Board about upcoming events.

XIV. ADJOURNMENT

Baumgartner adjourned the meeting with a quorum (Arredondo, Baumgartner, Fuller, Habermann-Guthrie, Hurtado, Komp, Koontz, Martin, Mladenovic, Paraskevas, Shetterly) at 5:05 PM.



Ryan James Hagemann,
Secretary, WOU Board of Trustees

Undergraduate curriculum updates:

1. General Education Reform Process:
 - The task of General Education reform is now moved from the GenED Task Force to the Faculty Senate General Education Committee. The General Education Committee will complete the necessary steps to finalize the General Education Curriculum to present to faculty.
 - We anticipate a Faculty Senate vote by March/April.
2. BA/BS Task Force: Gudrun Hoobler and Carol Harding (Humanities), Erin Baumgartner (Natural Science & Mathematics), Thaddeus Shannon (Computer Science), Marie LeJeune, Education and Leadership)
 - Provided a progress report on revising BA/BS requirements at Faculty Senate on 1/9.

Faculty Senate Executive Committee and the Committee Project: Shared governance presents opportunities for faculty to have a voice on important decisions impacting WOU. With that comes the need for faculty to participate in the additional committees needed to do the work of shared governance. The Executive Committee has begun studying committees: numbers of and types, membership, terms of service and meeting times to determine if changes need to be made in committee operations and faculty participation.

Faculty Athletic Representatives: FARs are faculty who advise and advocate for WOU student athletes, and help promote their success in the classroom, in athletics, and in the community. FARs work with President Fuller and attend Great Northwest Athletic Conference FAR meetings. Our two representatives are:

Dean Braa, Social Science

Amy Hammermeister, Health and Exercise Science

Campus Master Plan Steering Committee

Five faculty members are working on this committee:

Ava Howard (Natural Science & Mathematics)

Michael Baltzley (Natural Science & Mathematics)

Gavin Keulks (Humanities)

Ethan McMahaon (Behavioral Sciences)

Melanie Landon-Hays (Education and Leadership)



Board of Trustees, January 17, 2018

President’s Report

1. Veterans

The Veterans Resource Center received an \$86,700 grant from the Oregon Department of Veterans Affairs. This grant will help the Veterans Resource Center provide more programming to our student-veterans and establish a mentoring program. In addition, the grant is intended to bring awareness and training to faculty, staff and students around issues facing student-veterans and make folks more aware of the student-veteran experience.

WOU was recently promoted to the Gold level of veteran friendliness as awarded by GI Jobs. WOU has the second highest distinction in Oregon with only Portland Community College having a higher (platinum) distinction.

WOU’s Student Veterans of America club won Club of the Year at the National Student Veterans of America convention. Andrew Holbert, Director of the Veteran Resource Center, was a finalist for the Advisor of the Year from the Student Veterans of America organization. Andrew has helped WOU become a program to emulate in terms of how campuses assist student-veterans.

For more information: [WOU News Release](#)

2. Enrollment Data

Winter Enrollment	2018 01.10.18	2017 01.11.17	Change 2018-2017	%Δ
Total Enrollment	4,967	4,990	-23	-0.5%
Total Credit Hours	62,983	63,638	-655	-1.0%
Total FTE *	4,265.0	4,310.6	-45.6	-1.1%
Male	1,799	1,835	-36	-2.0%
Female	3,123	3,154	-31	-1.0%
Other	45	1	44	4,400.0%

Winter Enrollment	2018 01.10.18	2017 01.11.17	Change 2018-2017	%Δ
Undergraduate Breakout				
Resident	3,318	3,345	-27	-0.8%
Non-Resident Domestic				
- WICHE/WUE	731	715	16	2.2%
- Non-WICHE/WUE	56	52	4	7.7%
Non-Citizen Resident Alien	57	66	-9	-13.6%
Foreign/International	238	211	27	12.8%
Tuition Equity	25	36	-11	-30.6%
Unknown	1	0	1	
Total	4,426	4,425	1	0%
Graduate Breakout				
Resident	442	471	-29	-6.2%
Non-Resident Domestic				
- WICHE/WUE	2	3	-1	-33.3%
- Non-WICHE/WUE	43	44	-1	-2.3%
Non-Citizen Resident Alien	6	9	-3	-33.3%
Foreign/International	48	38	10	26.3%
Total	541	565	-24	-4.3%
ALL Students				
Non Resident Alien	318	285	33	11.6%
Hispanic	727	646	81	12.5%
American Indian/Alaskan Native	69	81	-12	-14.8%
Asian	208	207	1	0.5%
Black/African American	168	166	2	1.2%
Pacific Islander	127	136	-9	-6.6%
White	3,144	3,284	-140	-4.3%
Two or More Races	22	6	16	266.7%
Unknown/Did Not Respond	184	179	5	2.8%
Total	4,967	4,990	-23	-0.5%
Freshmen	775	822	-47	-5.7%
Sophomores	816	895	-79	-8.8%
Juniors	1,168	1,099	69	6.3%
Seniors	1,590	1,538	52	3.4%
Post Bacc / Non-Graduate	68	60	8	13.3%
Graduate Masters	426	504	-78	-15.5%
Post Baccalaureate	0	0	0	

Winter Enrollment	2018 01.10.18	2017 01.11.17	Change 2018-2017	%Δ
Non-Admit Undergraduate	9	11	-2	-18.2%
Non-Admit Graduate	115	61	54	88.5%
New Students	467	448	19	4.2%
-New Freshmen	37	43	-6	-14.0%
-Sophomores	53	51	2	3.9%
-Juniors	156	137	19	13.9%
-Seniors	221	217	4	1.8%
Transfer Students *	87	99	-12	
-Freshmen	20	8	12	150.0%
-Sophomores	29	21	8	38.1%
-Juniors	30	51	-21	-41.2%
-Seniors	8	19	-11	-57.9%
Continuing Students	3,795	3,807	-12	-0.3%
-Freshmen	718	771	-53	-6.9%
-Sophomores	734	823	-89	-10.8%
-Juniors	982	911	71	7.8%
-Seniors	1,361	1,302	59	4.5%
* Transfer Student Level is based on the number of credits in Banner on the day this report data was captured. It can take several months for credits from another institution to appear on a student's record, at which time their level will be changed accordingly.				

3. Strategic Planning Implementation

As part of the implementation of the Strategic Plan the university has formed a **University Council**.

The University Council consists of all members of President's Cabinet, leaders of the governance groups (faculty, staff and students), and additional representatives from throughout the university including representation from Western's two unions. The University Council is responsible for determining the degree to which the university is meeting its mission and is engaged in comprehensive, ongoing, systematic assessment of its work that leads to mission fulfillment and continuous improvement.

UNIVERSITY COUNCIL 2017-18	
Name	Position
Rex Fuller	President
Stephen Scheck	Provost
Gary Dukes	VP, Student Affairs
Erin McDonough	Executive Director, Foundation and Advancement (interim)
Eric Yahnke	VP, Finance and Administration
Ryan Hagemann	VP, General Counsel and Administration
Curtis Campbell	Executive Director, Athletics
Judy Vanderburg	Director, Human Resources
Kathy Cassity	Dean, CLAS
Mark Girod	Dean, COE
Allen McKiel	Dean, LIB
Tina Fuchs	Dean of Students
David McDonald	Associate Vice President for Public Affairs & Strategic Initiatives
Linda Stonecipher	Director, Graduate Programs
Susanne Monahan	Associate Provost, Academic Effectiveness
Bill Kernan	Director, University Computing Services
Michael Smith	Director, Facilities Services
Laurie Burton	Co-chair, Strategic Planning Committee
Adele Schepige	President (or designee), Faculty Senate
Paul Disney	Faculty NTT, Faculty Senate designee
Jesse Poole	President (or designee), Staff Senate
Jessica Freeman	President (or designee), ASWOU
Scott Beaver	President (or designee), WOUFT
Richard Kavanagh	President (or designee), SEIU
Abdus Shahid	Director, Institutional Research
Ex-Officio	
LouAnn Vickers	President Staff

The University Council met on November 3 and 17 to begin the process of alignment of action items related to mission fulfillment and implementation of the strategic plan. The agenda included: review of the NWCCU reports and recommendations; review of goals from the university planning retreat; review of dashboards; update on assessment and redesign of general education; review of transfer pathways; and update on campus master planning process.

4. Academic Affairs

Northwest Commission on Colleges and Universities (NWCCU) update:

- **Updated Year 1 report due March 2018**

We are awaiting feedback from the NWCCU commissioners meeting this month on our Fall 2017 Ad Hoc Report and will include any necessary adjustments to the narrative for our updated Year 1 report. Our timetable for the updated Year 1 report continues to be on solid footing.

- **January 4 NWCCU Oregon-based town hall meeting**

Sue Monahan, Associate Provost for Academic Effectiveness; Cat McGrew, Director of Academic Affairs and Operations and Provost Scheck attended a NWCCU fact-finding meeting in Salem on January 4. NWCCU is soliciting input on the current 7-year review cycle process.

180-credit to degree initiative: The General Education Task Force completed its charge to develop a proposal for a new general education curriculum. This proposal has been formally transferred to the Faculty Senate's General Education Committee to shepherd it through the final phases of Faculty Senate curricular review this winter term. The university timeline of rolling out the new curriculum is still on schedule for Fall term 2019. The proposal can be found at the General Education Committee home page: <http://www.wou.edu/facultysenate/committees/general-education/>

Over holiday break, a small group impaneled by the Faculty Senate Executive Committee reviewed distinctions between curricular requirements for the B.A. and the B.S. degrees. New criteria to distinguish the B.A. from the B.S. will be presented to Faculty Senate for review and eventual adoption. These new criteria will comply with the university's 180-credit-to-degree initiative and will assist academic units in determining whether to offer the B.A., the B.S. or both options within their academic programs.

Work continues to be done by state-wide groups on HB 2998 – the transfer student bill of rights. Curricular redesign associated with our 180-credit-to-degree initiative

aligns well with the HB 2998 work. Dr. Tad Shannon, associate professor of computer science, is serving on the HECC advisory committee dealing with HB 2998.

Academic Affairs Budgeting: Deans continue to work with division chairs on spring term course offerings and will begin to work on summer term course offerings in order to match course schedules with enrollment demands and to prepare the schedule landscape for the 2018-2019 AY to be in balance with our student FTE.

Vacancies that will be created by faculty exercising the early retirement option will be reviewed by the deans and Provost and then they will make recommendations to me the need for: immediate search for replacement in Fall 2017; search next year for Fall 2018 start; move faculty line to a NTT line; not replace the position.

A town hall meeting was held on Jan 12 for faculty/staff to engage with the Provost about budgetary planning in academic affairs.

Willamette Promise accelerated learning programming: The HECC requirement that assessment-based learning credits (such as those offered in the Willamette Promise) be designated by an asterisk on the transcript has created unintended hardship/inconvenience for students transferring Willamette Promise (WP) credits to some universities. Students appear to have had the greatest difficulty with having the credits recognized at OSU.

A very robust discussion with HECC commissioners took place at the December 14, 2017 HECC commissioners meeting with commissioners indicating they wished to have this difficulty for student transfer of credits resolved, quickly. WOU faculty stand behind the caliber of the WP program and its compliance with the new HECC standards for assessment-based accelerated learning. WOU faculty have offered to meet with OSU faculty to clarify any misunderstandings the OSU faculty may have.

HECC staff have been working toward resolution of issues some university faculty may have with the new HECC-adopted state standards for accelerated learning. (Note: accelerated learning = earning college credits while in high school)

5. Vice President and General Counsel

2018 Legislative Session: The Legislative Advisory Council (LAC) is actively planning for the upcoming 2018 legislative session. In addition to the weekly

meeting, the LAC held a day-long retreat in December in order to identify issues and make work assignments.

On January 23, Oregonians will vote in a special election to determine the fate of a health care assessment passed by the 2017 Oregon Legislative Assembly. This assessment, essentially on hospitals and insurance plans, was passed in order to pay for the Oregon Health Plan and ensure matching Medicaid dollars. If the measure does not pass, the Legislature will grapple with where to find the funds in order to close the budget hole. This would impact the universities directly if the Legislature decided to adjust the Public University Support Fund (PUSF) in order to close the gap. The universities have conveyed to HECC that they do not intend or anticipate any resident undergraduate tuition increases over five percent as long as the PUSF is not reduced at all in February.

The major issue facing the universities in the short legislative session will be how to spend capital dollars that were remaining after the close of the 2017 session. There is capacity and the Governor has indicated that she would like to allocate \$39M to Oregon State University for the expansion of the Cascades campus in Bend, \$40M for the Knight Campus at the University of Oregon, and \$9M for Eastern Oregon University. The LAC and campuses are still working hard to determine how to come together on a capital allocation process and whether and how to include OSU-Cascades in that process. The universities would prefer to present a mutually agreeable process to the HECC, Governor and Legislature and lobby the capital list jointly, as opposed to lobbying capital requests individually.

The campuses will also be watching a tuition process bill closely. Representative Diego Hernandez is introducing a bill, with the assistance of the Oregon Student Association (OSA), making several significant changes to how universities consider and approve tuition rates. Last spring, there was significant tumult when the Higher Education Coordinating Commission considered, and preliminarily rejected, tuition increases at the University of Oregon and Portland State University. All involved acknowledged that the process could use substantial improvement. The draft bill, however, introduces a one-size-fits-all approach, creates heavily proscriptive committees on university campuses, and could pose harm to the credit ratings of universities with revenue bonds programs. At this juncture, the LAC has shared with Representative Hernandez and the OSA that the universities are opposed to the bill and do not see a path to amendment.

The universities will monitor the progress of HB 2998 (2017) focused on transfer issues and the possibility of an assessment-based/accelerated learning credit bill. It

is possible that this potential legislation would impact or speak to the assessment-based learning dimensions of the Willamette Promise.

In order to ensure that the interests of the smaller campuses are represented in Salem, the TRUs are hiring a lobby firm to represent our joint interests. The TRU campuses are working to identify a lobby plan, with both proactive and defensive priorities, in order to guide the lobby firm in its representations in February 2018 and beyond.

As in the past, the universities will come together for a joint lobby day in the February session. University Day is February 15. The messaging priority will be forecasting an operating budget number for the 2019-2021 biennium.

Payroll Operations: In January 2018, Payroll Operations was shifted and incorporated into Human Resources. After the Payroll internal audit, presented to the Board at the July 2017 meeting, and because it is typical for Human Resources and Payroll to be combined unit, the move offers an opportunity to garner efficiencies, resolve outstanding issues identified by the audit, and cross-train employees on the many steps in the payroll and salary administration processes. Preliminary conversations are starting about how any reorganization might enhance service to the campus and compliance with legal and procedural requirements. For your information, the final audit report may be viewed here:

<http://www.wou.edu/board/files/2015/10/Docket-1-Mtg-No-20-JUL-26-2017-1.pdf>.

This is the July 2017 board docket; you may navigate via hyperlink to the final audit report.

WOU-WOUFT Labor-Management Council: In the last round of collective bargaining with WOUFT, the labor organization representing WOU's faculty, the university and union agreed to create a labor-management council to consider issues and discuss interpretation of current elements of the collective bargaining agreement. The Council is not charged with bargaining or discharging any process identified in the CBA (e.g., grievances or arbitration), but, rather, to identify issues and foster communication. For the university, the Provost, General Counsel, and Director of Human Resources constitute the team. For WOUFT, its Executive Council represents the union. The conversations to date have been very productive.

Policy Council: The Policy Council continues its work to implement, revise, or eliminate policies as they apply to the university after the governance reform. For the 2017-2018 academic year, the Council identified approximately thirty policies and procedures that touch on the major units and core operations of the university.

The Council's goal is that these policies will be amended or revised by July 2018. The VPGC will provide a report on the progress of this initiative at the July 2018 board meeting.

6. Finance and Administration

Current Service Level Projections: The seven Oregon public universities continue to work together to project current service level (CSL) costs for the coming 2019-21 biennium and to create a common funding request and supporting narrative for the upcoming legislative session.

While prior estimates projected the average CSL increase across all universities of approximately 7.9%, **revised PERS rate estimates** have pushed that CSL projection closer to **8.7%**.

Western's estimated biennial CSL increase is approximately \$11.9 million or 8.5% primarily because of the number of PERS tier 1 & 2 employees and PERS rate increases. Early estimates project WOU's retirement costs will increase \$4.8 million or 29.0% in the 2019-21 biennium

Cost per student – using 4,721 student FTE the total estimated CSL increase is approximately \$2,600 per student FTE. Applying the current State/Student funding mix of 35%/65%, respectively, this CSL increase will add approximately \$18/credit that will generate approximately \$7.7 million over the biennium.

Similarly, the State will need to contribute the approximate remaining \$4.2 million in appropriations funding to maintain the current service level funding.

Capital Funding Allocation: The Vice Presidents for Finance and Administration continue to meet to develop an allocation methodology that could be used by the Oregon Council of Presidents (OCOP) to develop a collective, ranked capital construction request that addresses deferred maintenance, campus priorities, and enrollment growth on all seven campuses. This capital construction request would be forwarded to the HECC for further consideration and ultimately forwarded by HECC to the Legislature.

While multiple allocation methodologies have been modeled for the OCOP, many questions remain centered on the rate of adding new buildings to the OSU Cascades campus in Bend.

Also, the universities are expected to present information on capital construction to the HECC at its January meeting. The goal of this presentation is to provide the commission with commonly used capital funding definitions and a brief overview of deferred maintenance and recently completed university capital projects.

WOU 2017 Audited Financial Statements: Fiscal year 2017 closed on July 24th 2017. Fiscally strong, we ended the year with a 17.4% fund balance slightly better than the 16.9% budgeted fund balance.

The Western Oregon University 2017 Annual Financial Report was prepared by Western Oregon University in conjunction with the University Shared Services Enterprise (USSE).

The public accounting firm Eide Bailly has audited the financial report and has issued an unmodified opinion, i.e., in their opinion the financial statements present fairly, in all material respects, the financial position of the University. (2017 Annual Financial Report)

Eide Bailly also performed testing of Western's compliance with certain provisions of laws, regulations, contracts and grant agreements. This testing resulted in a report on compliance for each major federal program, a report on internal control over compliance, and a report on expenditures of federal awards required by uniform guidance.

These reports and detailed findings are provided in the Federal Awards Reports in Accordance with the Uniform Guidance document which communicates certain matters related to the conduct of the audit to those who have responsibility for oversight of the financial reporting process.

The Auditor issued their opinion that the University complied, in all material respects, with the compliance requirements that could have a direct and material effect on each of Western's major Federal programs. These financial statements were forwarded to the State on November 15, 2017

Eide Bailly is also conducting a review of Athletics – all expenses and revenues for or on behalf of WOU Athletics which includes the WOU Foundation. This review is required by the NCAA every three years and the report's primary purpose is to ensure that the president is made aware of all financial activity (both internal and external) for athletics purposes and to assist the institution in exercising control over financial activity made by or on behalf of the intercollegiate athletics program.

Furthermore, the review is meant to assist with evaluating whether the statement of operations (revenue & expense) is in compliance with NCAA Bylaws.

The report's secondary purpose is to ensure the accuracy of the data the institution is submitting for sports sponsorship, Pell grants and grants-in-aid, which determines the calculation of several revenue distributions.

The NCAA report is due January 16, 2018.

University Budget Committee: The University Budget Committee (UBC) is advisory to the President and all members are appointed by the President based on recommendations from appropriate constituencies. UBC has met several times in fall and will continue to meet in winter term to consider new initiatives and make final recommendation related to the university budget for FY2018-19.

The University Budget Committee (UBC) was also invited to attend the FAC meeting on October 12, 2017 to view the 2018 Initial Budget and are engaged in a full cycle of budget development this year as we prepare the 2019 budget.

Meeting twice in fall term, the committee was updated on the current year budget which anticipates an approximate \$1.4 million deficit, current actions being taken to offset this deficit, and the development process for the 2019 budget.

Subsequent work of the committee has focused on revising an initiative process which is a vehicle for departments to submit requests for funding of new initiatives or expansion of existing operations. Several workshops will be provided to campus in January as to the use of the process and associated timelines which are still in development.

Tuition Advisory Committee: The WOU Student Tuition Advisory Committee (WOUTAC) is formed every year to provide students with a venue to be involved in Western's tuition setting process. A meeting in December failed to generate significant attendance. The next meeting is scheduled for January 12 and we have approximately 25 students interested. Meetings will continue throughout winter term.

Meetings are open to all students interested and are designed to provide a comfortable setting for students to become familiar with university finances and budget, to ask probing questions, and to be part of the decision making process that leads to setting next year's tuition rates. The budget note has set an upper bound of

5% for tuition increases in FY2018-19 and Wester is committed to this upper bound provided that the operating budget for 2018-19 remains at \$736 million for PUSF.

Campus Masterplan Update: The Architecture Firm SRG continues work to refresh Western Oregon University's facilities campus master plan. They will facilitate the campus-wide process by which we reevaluate the physical space and facilities needs of our campus in support of our recently updated Strategic Plan and guide our campus development for the future. Ultimately, this plan will provide a flexible framework that is responsive to the changing needs of our learning environment for all students.

SRG was on Campus all day on December 5th for Campus Work Session #1 to tour campus and meet with students, faculty, and staff to take input for the campus master plan. This process will include opportunities throughout the remainder of the academic year for campus constituents to join in town hall conversations and open forums aimed at determining the needs of the future.

SRG is expected on campus the week of January 8th – 12th to conduct meetings with an athletics & sustainability focus then return to campus on January 29th – February 2nd for a second Campus Work Session then issue the "Phase 1 – Existing Conditions Report" shortly thereafter.

Campus is encouraged to make use of upcoming opportunities to be involved in shaping our campus for the future.

Additional information and updates can be found on Campus Master Plan [website](#).

Capital Construction: Natural Science building renovation planning continues. Construction is expected to begin in earnest in June of 2018, allowing academic operations to continue as normal through the end this academic year.

The project scope includes HVAC and electrical upgrades and emergency power. New fire sprinkler and alarm systems will also improve safety. Updates to the building network infrastructure will improve connectivity and computer systems reliability and restrooms will be renovated to greatly improve ADA access.

Laboratory and academic space renovations will include new lab casework, plumbing upgrades, fume hoods, and refurbishment of the rooftop greenhouse.

A phased construction schedule will allow for continued use of the building while work is completed. From early June of 2018 throughout the summer asbestos

abatement, demolition throughout the building will take place. Beginning fall of 2018, the second floor will remain closed for lab renovation. In winter term the second floor labs will reopen and construction will focus on the lab renovation in the basement. And finally remaining spaces on the first floor will be renovated through August with an expected grand re-opening in September of 2019.

Also, architectural services contracts have been awarded to Henneberry Eddy Architecture for the renovation design of Oregon Military Academy and Information Technology Center.

The \$8.2 million Oregon Military Academy building renovation will address academic success, student success, and ADA needs. The \$6.0 million Information Technology Center (ITC) Phase III Renovation will make seismic improvements, replace mechanical systems, address ADA access needs, and provide opportunities for improved academic spaces.

WOU Board action to set aside \$500K in E&G funding for each of these projects, providing a 50% Article XI-G Bond match, gives Western the ability to launch these projects in advance of the bond sale scheduled for this biennium; the bond sale is likely to take place in the spring of 2019.

Renovation of the former Student Health and Counseling Center was delayed and is wrapping up. Completion is expected in the next month, and once complete, this renovated space, located adjacent to the Werner University Center, will become home to student academic advising and the Student Enrichment Program. This change will address the student privacy issues of the current space in Academic Programs & Support Center (APSC).

Painting, carpet, and completion of the HVAC system are in process. The renovation project is projected to be complete by the end of January with a cost of approximately \$241,000.

7. Student Affairs

Enrollment Fall 2018: Enrollment continues to look positive for Fall 2018. Applications are running 8% ahead of last year. The number of admitted freshmen is running 76% ahead of last year. The number of transfer students admitted is running the same as last year.

Our students engaging in service: Western had three groups of students engaging in service over winter break.

- San Jose, Costa Rica

Eleven students and two staff advisors worked with children at a preschool in one of the poorest communities in Costa Rica called La Carpio. Students planned activities and lessons for a wide range of ages from 2-11. Later in the week, students painted a mural and deep-cleaned the church and preschool.

- Cusco, Peru

Eight students and two staff advisors worked in a zoo at a university in Cusco. Volunteers repaired a duck habitat, fed animals and cleaned their cages, as well as built new bird houses. One afternoon the students volunteered at a Chocolatada (Christmas party) where they got to spend their afternoon with wonderful kids from their children's project.

- Chiang Rai, Thailand

Eight students and two staff worked with a foundation that provides English education to hill tribe children in Northern Thailand. The students worked in two elementary/middle schools, teaching most of the day and planning the next day's lesson at night. Students learned about the hill tribe cultures and economic disadvantages facing the stateless tribe members.

Abby's House: Abby's House recently received a \$5,000 gift from The Edouard Foundation. This grant will be used to augment programs and provide the opportunity to bring in national speakers. During Fall 2017 Abby's House put on 13 programs and events for the WOU community. Through those events we reached 1,211 members of campus. We also provided referral services to 24 members of the community in need.

University Housing: Residence hall student staff and student leaders showed tremendous academic success during Fall term 2017. Resident Assistants, Apartment Managers, and Residence Hall Executive Board members work the equivalent of a full time job while also carrying a full time class schedule. Fall quarter this group of student leaders, as a whole, performed better than any other previous term on record. Their combined average Fall term GPA was 3.53 while completing an average of 14-15 credits (Fall 2016 average GPA was 3.35).

During Fall term, residence hall staff planned and implemented over 100 programs for students living on campus. In collaboration with other areas on campus including Student Success, Student Engagement, Campus Recreation, Student Health and

Counseling Center, the Peer Mentor Program, and others, the residence hall staff hosted an average of ten programs each week. Programs ranged from social activities such as community dinners, outdoor/off campus trips, and community outings to educational-based programs focused on academic success, diversity and inclusion, and wellness related events. The themes for programs were centered on University Housing's Core Values: Community, Communication, Inclusion, Learning, Support, Sustainability, and Wellness.

8. Alumni & Outreach

Outreach activities since October BOT meeting:

- November 3 - Alumni homecoming wine tour and dinner
- November 4 - alumni event to Jack Morton Scholarship
- November 6 - Oregon Community Foundation luncheon, Dundee
- November 9 - Oregon Council of Presidents, Wilsonville
- November 11 - fall preview day
- November 18 - holiday reception at President's home
- December 1 - alumni day reception
- December 1 - alumni event to Jack Morton Scholarship
- December 1 - Holiday Tree lighting
- December 4 - Oregon Leadership Summit, Portland
- December 5 - NWCCU, President's meeting, Seattle
- December 6 - Holiday Campus Reception
- December 11 - Salem Chamber Forum with Tim Boyle of Columbia Sportswear
- December 12 - Oregon Council of Presidents, Portland
- January 8 - American Leadership Forum of Oregon, Salem
- January 14 - hosted Senator Ron Wyden's town hall
- January 17 - Martin Luther King celebration dinner opening comments
- January 18-20 - NCAA Annual Convention, Indianapolis

Major Gifts (\$50,000 and above):

- Dr. Woodcock has pledged \$1,000,000 to support scholarships for students eligible for the STEM Scholars Program.
- \$500,000 was paid in 2017, with the second half expected in 2018. The endowment agreement is being finalized.
- When fully realized (after five years) this endowment will fund forty \$1,000 scholarships.

- Estate of Alma W. Davis -- \$112,420
- Establishes the Alma W. Davis Education Scholarship Endowment
- When fully realized (after five years) this endowment will fund nearly five \$1,000 scholarships.
- James and Shirley Rippey Family Foundation -- \$75,000
- Current use dollars to fund scholarships for the 2018-19 academic year.

Jack Morton Memorial Lobby campaign

- Goal is to raise \$150,000 to name the lobby of the new Welcome Center after former registrar/Dean of Students, Jack Morton. Funds will grow an already established scholarship in Dean Morton's name. The scholarship supports returning students, involved on campus with at least a 3.0 GPA.
- Committee consists of seven members – 5 alums and Jack's children.
- Silent phase of the campaign resulted in \$78,000.
- Campaign was publically launched at Homecoming and to-date (Jan. 3) has raised \$130,500.

WOU Foundation Board

- Board has set a goal to identify 200 new prospects and raise \$100,000 new dollars by June 30.
- Competitive Small Grant program announced to campus on Jan. 8.
- Year-to-date (1/3/18) donations are \$1,229,722 (end of calendar year gifts are still being processed at the time of this report)

Annual Giving

- Seven direct response activities completed year-to-date, seven planned for spring
- WOU Giving Day is March 6, 2018
- To date (1/3/18) 527 donors have given \$54,748 in unrestricted funds (end of calendar year gifts are still being processed at the time of this report)

Alumni & Friends

- Successful Homecoming (Nov. 3 & 4) including wine tour, dinner, tailgate and launch of Morton Memorial Lobby campaign. More than 75 total guests, including 54 alumni.
- Brought back past event -- Alumni Day (Dec. 1) – to coincide with the 50th annual Holiday Tree Lighting. More than 50 guests, including 30 alumni, attended a lunch, Morton Memorial Lobby campaign reception, and a holiday open house.

- Potential Spring events include Night at the Theater, LGBTQ & Allies Alumni Reception, Wolves on the Oregon Coast
- Emeritus Society has 92 members and continues to have monthly meetings and field trips
- Alumni Board at full capacity of 24, members are from as far away as Roseburg and Columbia Gorge.
- 465 people have attended events hosted by Alumni Relations since July 1.

Strategic Communications & Marketing

Projects

Completed:

- Western Edge magazine Fall/Winter edition mailed including feedback request
- Weekly “Together Tuesday” communications and marketing tips emails launched and ongoing
- Supported efforts to increase attendance at 50th Annual Holiday Tree Lighting – estimated attendance of 2,000

Upcoming/ongoing:

- Website redesign including updated employee profile pages
- Western Edge magazine Spring/Summer edition
- Graphic design, writing, editing, outreach/promotion for clients from across campus

By the numbers:

- Total social media followers: 15,148 of flagship accounts (Facebook, Instagram, Twitter, YouTube)
- More than 200 graphic design pieces completed in Q2 (including business cards, admission fliers, posters, etc.)

9. Athletics: NCAA II

Student Success: Fall Quarter 2017

- Men’s Cross Country ranked 12th in NCAA DII; captured first ever GNAC Championship; David Ribich was individual GNAC and NCAA regional champion; Coach Johnson was GNAC “coach of the year”.
- Women’s Cross Country placed 6th out of 11 teams at GNAC Championship; placed 16th out of 30 teams at NCAA west regional championship; Kennedy Rufener placed 7th in GNAC championship and 12th at NCAA west regional championship.
- Football: 3-8 overall, 2-6 GNAC

- Soccer: 3-11-2 overall, 2-8-2 GNAC
- Volleyball: 7-20 overall, 3-17 GNAC
- Men's Basketball is 12-1 overall, 3-1 GNAC; currently ranked 14th in NABC coaches Poll; ranked 2nd in the west region in D2SIDA rankings.
- Women's Basketball is 5-5 overall, 1-3 GNAC; 5-0 start was the second best start in program history (since 1976)

Academic Excellence: Fall Quarter 2017

- Baseball Team GPA: 2.98
 - M-Basketball Team GPA: 2.71
 - M-Cross Country Team GPA: 3.15
 - Football Team GPA: 2.52
 - M-Track Team GPA: 3.02
- Men's Teams Combined GPA: 2.876**

- W-Basketball Team GPA: 3.52
 - W-Cross Country Team GPA: 3.19
 - Soccer Team GPA: 3.27
 - W-Track Team GPA: 3.23
 - Volleyball Team GPA: 3.21
- Women's Teams Combined GPA: 3.236**

Athletic Departments Combined GPA: 3.05

Community Engagement: Fall Quarter 2017

- Cheerleading Youth Clinic (October)
- Jog-A-Thon at Ash Creek Elementary School; involved 50+ student-athletes from all sports over a three day period (October)
- Women's Basketball Youth Clinic (September)
- Adopt-A-Highway – Women's Basketball (October)

Accountability: Fall Quarter 2017

- Currently undergoing required audit of athletic finances. Per NCAA outside audit is required every three years for athletics
- Completed Federal EADA report
- Completed NCAA Financial report

Sustainability and Stewardship: Fall Quarter 2017

- Meeting with alums and supporters to inform them about the financial needs of athletics, pitching my \$20 a month plan
- Hosted the first annual Student-Athlete Alumni Reception at Homecoming
- Held Hall of Fame Induction Ceremony on October 14, 2017

**Individual Reports from the President's Cabinet
WOU Board of Trustees Meeting
January 17, 2018**

Board of Trustees – January 17, 2018
Provost and Vice President for Academic Affairs Report

1. Northwest Commission on Colleges and Universities (NWCCU) update

A. Updated Year 1 report due March 2018

We are awaiting feedback from the NWCCU commissioners meeting this month on our Fall 2017 Ad Hoc Report and will include any necessary adjustments to the narrative for our updated Year 1 report.

Our timetable for the updated Year 1 report continues to be on solid footing.

B. January 4 NWCCU Oregon-based town hall meeting

Sue Monahan, Associate Provost for Academic Effectiveness; Cat McGrew, Director of Academic Affairs and Operations and I attended a NWCCU fact-finding meeting in Salem on January 4. NWCCU is soliciting input on the current 7-yr review cycle process.

2. 180-credit to degree initiative

- a. The General Education Task Force completed its charge to develop a proposal for a new general education curriculum. This proposal has been formally transferred to the Faculty Senate's General Education Committee to shepherd it through the final phases of Faculty Senate curricular review this winter term. The university timeline of rolling out the new curriculum is still on schedule for Fall term 2019. The proposal can be found at the General Education Committee home page:
<http://www.wou.edu/facultysenate/committees/general-education/>
- b. Over holiday break, a small group impaneled by the Faculty Senate Executive Committee reviewed distinctions between curricular requirements for the B.A. and the B.S. degrees. New criteria to distinguish the B.A. from the B.S. will be presented to Faculty Senate for review and eventual adoption. These new criteria will comply with the university's 180-credit-to-degree initiative and will assist academic units in determining whether to offer the B.A., the B.S. or both options within their academic programs.
- c. Work continues to be done by state-wide groups on HB 2998 – the transfer student bill of rights. Curricular redesign associated with our 180-credit-to-degree initiative aligns well with the HB 2998 work. Dr. Tad Shannon, associate professor of computer science, is serving on the HECC advisory committee dealing with HB 2998.

3. Academic Affairs Budgeting

Deans continue to work with division chairs on spring term course offerings and will begin to work on summer term course offerings in order to match course schedules with enrollment demands and to prepare the schedule landscape for the 2018-2019 AY to be in balance with our student FTE.

Vacancies that will be created by faculty exercising the early retirement option will be reviewed by the deans and me to recommend to President Fuller the need for: immediate search for replacement in Fall 2017; search next year for Fall 2018 start; move faculty line to a NTT line; not replace the position.

A town hall meeting was held on Jan 12 for faculty/staff to engage with me about budgetary planning in academic affairs.

4. Willamette Promise accelerated learning programming

The HECC requirement that assessment-based learning credits (such as those offered in the Willamette Promise) be designated by an asterisk on the transcript has created unintended hardship/inconvenience for students transferring WP credits to some universities. Students appear to have had the greatest difficulty with having the credits recognized at OSU.

A very robust discussion with HECC commissioners took place at the December 14, 2017 HECC commissioners meeting with commissioners indicating they wished to have this difficulty for student transfer of credits resolved, quickly. WOU faculty stand behind the caliber of the WP program and its compliance with the new HECC standards for assessment-based accelerated learning. WOU faculty have offered to meet with OSU faculty to clarify any misunderstandings the OSU faculty may have.

HECC staff have been working toward resolution of issues some university faculty may have with the new HECC-adopted state standards for accelerated learning. (Note: accelerated learning = earning college credits while in high school)

Board of Trustees, January 17, 2018

Vice President and General Counsel Report

2018 Legislative Session

The Legislative Advisory Council (LAC) is actively planning for the upcoming 2018 legislative session. In addition to the weekly meeting, the LAC held a day-long retreat in December in order to identify issues and make work assignments.

On January 23, Oregonians will vote in a special election to determine the fate of a health care assessment passed by the 2017 Oregon Legislative Assembly. This assessment, essentially on hospitals and insurance plans, was passed in order to pay for the Oregon Health Plan and ensure matching Medicaid dollars. If the measure does not pass, the Legislature will grapple with where to find the funds in order to close the budget hole. This would impact the universities directly if the Legislature decided to adjust the Public University Support Fund (PUSF) in order to close the gap. The universities have conveyed to HECC that they do not intend or anticipate any resident undergraduate tuition increases over five percent as long as the PUSF is not reduced at all in February.

The major issue facing the universities in the short legislative session will be how to spend capital dollars that were remaining after the close of the 2017 session. There is capacity and the Governor has indicated that she would like to allocate \$39M to Oregon State University for the expansion of the Cascades campus in Bend, \$40M for the Knight Campus at the University of Oregon, and \$9M for Eastern Oregon University. The LAC and campuses are still working hard to determine how to come together on a capital allocation process and whether and how to include OSU-Cascades in that process. The universities would prefer to present a mutually agreeable process to the HECC, Governor and Legislature and lobby the capital list jointly, as opposed to lobbying capital requests individually.

The campuses will also be watching a tuition process bill closely. Representative Diego Hernandez is introducing a bill, with the assistance of the Oregon Student Association, making several significant changes to how universities consider and approve tuition rates. Last spring, there was significant tumult when the Higher Education Coordinating Commission considered, and preliminarily rejected, tuition increases at the University of Oregon and Portland State University. All involved acknowledged that the process could use substantial improvement. The draft bill, however, introduces a one-size-fits-all approach, creates heavily proscriptive committees on university campuses, and could pose harm to the credit ratings of universities with revenue bonds programs. At this juncture, the LAC has shared with Representative Hernandez and the OSA that the universities are opposed to the bill and do not see a path to amendment.

The universities will monitor the progress of HB 2998 (2017) focused on transfer issues and the possibility of an assessment-based/accelerated learning credit bill. It is possible

that this potential legislation would impact or speak to the assessment-based learning dimensions of the Willamette Promise.

In order to ensure that the interests of the smaller campuses are represented in Salem, the TRUs are hiring a lobby firm to represent our joint interests. The TRU campuses are working to identify a lobby plan, with both proactive and defensive priorities, in order to guide the lobby firm in its representations in February 2018 and beyond.

As in the past, the universities will come together for a joint lobby day in the February session. University Day is February 15. The messaging priority will be forecasting an operating budget number for the 2019-2021 biennium.

Payroll Operations

In January 2018, Payroll Operations was shifted and incorporated into Human Resources. After the Payroll internal audit, presented to the Board at the July 2017 meeting, and because it is typical for Human Resources and Payroll to be combined unit, the move offers an opportunity to garner efficiencies, resolve outstanding issues identified by the audit, and cross-train employees on the many steps in the payroll and salary administration processes. Preliminary conversations are starting about how any reorganization might enhance service to the campus and compliance with legal and procedural requirements. For your information, the final audit report may be viewed here: <http://www.wou.edu/board/files/2015/10/Docket-1-Mtg-No-20-JUL-26-2017-1.pdf>. This is the July 2017 board docket; you may navigate via hyperlink to the final audit report.

PURMIT

The Public University Risk Management and Insurance Trust (PURMIT) meets in February. PURMIT is also scheduling a retreat to identify proactive measures and other best practices that the member institutions might implement or consider to more effectively manage risk. Information about PURMIT may be viewed here: <http://purmit.org/>.

WOU-WOUFT Labor-Management Council

In the last round of collective bargaining with WOUFT, the labor organization representing WOU's faculty, the university and union agreed to create a labor-management council to consider issues and discuss interpretation of current elements of the collective bargaining agreement. The Council is not charged with bargaining or discharging any process identified in the CBA (e.g., grievances or arbitration), but, rather, to identify issues and foster communication. For the university, the Provost, General Counsel, and Director of Human Resources constitute the team. For WOUFT, its Executive Council represents the union. The conversations to date have been very productive.

NACUA Workshop on Compliance

The VPGC attended the National Association of College and University Attorneys (NACUA) fall CLE workshop on compliance. This conference will assist greatly in not only identifying some best practices for the campus with regard to compliance and regulatory matters, but could also provide a framework for the Board's July board meeting focused on evaluation, compliance, and continuous improvement. The schedule for the conference may be viewed here: <http://www.nacua.org/program-events/cle-workshops/2017-november-cle-workshop/program-schedule>.

Policy Council

The Policy Council continues its work to implement, revise, or eliminate policies as they apply to the university after the governance reform. For the 2017-2018 academic year, the Council identified approximately thirty policies and procedures that touch on the major units and core operations of the university. The Council's goal is that these policies will be amended or revised by July 2018. The VPGC will provide a report on the progress of this initiative at the July 2018 board meeting. The policies include:

- (1) Review of Academic Policies with Provost, HR, and WOUFT with eye toward deletion and/or impact bargaining
- (2) Sabbatical Leave
- (3) Post-Tenure Review
- (4) Class Size
- (5) Naming of Majors, Programs, Departments, Units, and Centers
- (6) Definition of Program Coordinators, Division Chairs, and other administrative positions
- (7) Institutional Research & Effectiveness
- (8) Student Records
- (9) Intercollegiate Athletics Ethics Statement
- (10) Conflict of Interest and Ethics for Employees (modeled after Board Statement for Trustees)
- (11) Signature Authority
- (12) Acceptable Use
- (13) Information Security
- (14) Procurement Code (including capital projects)
- (15) Public Records
- (16) Relationship with Foundation

- (17) Unclassified HR System
- (18) Sick Leave
- (19) Vacation Leave
- (20) Retention Schedule
- (21) University Discrimination Grievances, including Title IX
- (22) Travel Reimbursement Policies and Procedures
- (23) Presidential Searches and Succession
- (24) Outside Compensation
- (25) Faculty Records
- (26) Legal Services
- (27) Tort Claim Notices, Subpoenas, Court Orders
- (28) Firearms
- (29) Risk Management Process
- (30) Disability Accommodations (both student and employee)

Board of Trustees, January 17, 2018
Vice President for Finance & Administration Report

Current Service Level Projections

The seven Oregon public universities continue to work together to project current service level (CSL) costs for the coming 2019-21 biennium and to create a common funding request and supporting narrative for the upcoming legislative session.

While prior estimates projected the average CSL increase across all universities of approximately 7.9%, revised PERS rate estimates have pushed that CSL projection closer to 8.7%.

Western's estimated biennial CSL increase is approximately \$11.9 million or 8.5% primarily because of the number of PERS tier 1 & 2 employees and PERS rate increases. Early estimates project WOU's retirement costs will increase \$4.8 million or 29.0% in the 2019-21 biennium

Cost per student – using 4,721 student FTE the total estimated CSL increase is approximately \$2,600 per student FTE. Applying the current State/Student funding mix of 35%/65%, respectively, this CSL increase will add approximately \$18/credit that will generate approximately \$7.7 million over the biennium.

Similarly, the State will need to contribute the approximate remaining \$4.2 million in appropriations funding to maintain the current service level funding.

Capital Funding Allocation

The Vice Presidents for Finance and Administration continue to meet to develop an allocation methodology that could be used by the Oregon Council of Presidents (OCOP) to develop a collective, ranked capital construction request that addresses deferred maintenance, campus priorities, and enrollment growth on all seven campuses. This capital construction request would be forwarded to the HECC for further consideration and ultimately forwarded by HECC to the Legislature.

While multiple allocation methodologies have been modeled for the OCOP, many questions remain centered on the feasibility of building the OSU Cascades campus in Bend.

Also, the universities are expected to present information on capital construction to the HECC at its January meeting. The goal of this presentation is to provide the commission with commonly used capital funding definitions and a brief overview of deferred maintenance and recently completed university capital projects.

WOU 2017 Audited Financial Statements

Fiscal year 2017 closed on July 24th 2017. Fiscally strong, we ended the year with a 17.4% fund balance slightly better than the 16.9% budgeted fund balance.

The Western Oregon University 2017 Annual Financial Report was prepared by Western Oregon University in conjunction with the University Shared Services Enterprise (USSE).

The public accounting firm Edie Bailly has audited the financial report and has issued an unmodified opinion, i.e., in their opinion the financial statements present fairly, in all material respects, the financial position of the University. (2017 Annual Financial Report)

Edie Bailly also performed testing of Western's compliance with certain provisions of laws, regulations, contracts and grant agreements. This testing resulted in a report on compliance for each major federal program, a report on internal control over compliance, and a report on expenditures of federal awards required by uniform guidance.

These reports and detailed findings are provided in the Federal Awards Reports in Accordance with the Uniform Guidance document which communicates certain matters related to the conduct of the audit to those who have responsibility for oversight of the financial reporting process.

The Auditor issued their opinion that the University complied, in all material respects, with the compliance requirements that could have a direct and material effect on each of Western's major Federal programs. These financial statements were forwarded to the State on November 15, 2017

Eide Bailly is also conducting a review Athletics all expenses and revenues for or on behalf of WOU Athletics which includes the WOU Foundation. This review is required by the NCAA every three years and the report's primary purpose is to ensure that the president is made aware of all financial activity (both internal and external) for athletics purposes and to assist the institution in exercising control over financial activity made by or on behalf of the intercollegiate athletics program. Furthermore, the review is meant to assist with evaluating whether the statement of operations (revenue & expense) is in compliance with NCAA Bylaws.

The report's secondary purpose is to ensure the accuracy of the data the institution is submitting for sports sponsorship, Pell grants and grants-in-aid, which determines the calculation of several revenue distributions.

The NCAA report is due January 16, 2018

University Budget Committee

The University Budget Committee (UBC) is a 16 person committee consisting of representation from faculty, classified staff, unclassified exempt staff, students and administrators. This body is advisory to the President and all members are appointed by the President based on recommendations from appropriate constituencies.

The University Budget Committee (UBC) was invited to attend the FAC meeting on October 12, 2017 to view the 2018 Initial Budget and are engaged in a full cycle of budget development this year as we prepare the 2019 budget.

Meeting twice in fall term the committee was updated on the current year budget which anticipates an approximate \$1.4 million deficit, current actions being taken to offset this deficit, and the development process for the 2019 budget.

Subsequent work of the committee has focused on revising an initiative process which is a vehicle for departments to submit requests for funding of new initiatives or expansion of existing operations. Several workshops will be provided to campus in January as to the use of the process and associated timelines which are still in development.

Tuition Advisory Committee

The WOU Student Tuition Advisory Committee (WOUTAC) is formed every year to provide students with a venue to be involved in Western's tuition setting process. This year we have approximately 25 students interested and we have begun to meet.

Our meetings are open to all students interested in the cost of education and the meetings are fairly informal providing a comfortable setting for students to become familiar with university finances and budget, to ask probing questions, and to be part of the decision making process that leads to setting next year's tuition rates.

Campus Masterplan Update

The Architecture Firm SRG continues work to refresh Western Oregon University's facilities campus master plan. They will facilitate the campus-wide process by which we reevaluate the physical space and facilities needs of our campus in support of our recently updated Strategic Plan and guide our campus development for the future. Ultimately, this plan will provide a flexible framework that is responsive to the changing needs of our learning environment for all students.

SRG was on Campus all day on December 5th for Campus Work Session #1 to tour campus and meet with students, faculty, and staff to take input for the campus master plan. This process will include opportunities throughout the remainder of the academic year for campus constituents to join in town hall conversations and open forums aimed at determining the needs of the future.

SRG is expected on campus the week of January 8th – 12th to conduct meetings with an athletics & sustainability focus then return to campus on January 29th – February 2nd for a second Campus Work Session then issue the "Phase 1 – Existing Conditions Report" shortly thereafter.

Campus is encouraged to make use of upcoming opportunities to be involved in shaping our campus for the future.

Additional information and updates can be found on Campus Master Plan [website](#).

Capital Construction

Natural Science building renovation planning continues. Construction is expected to begin in earnest in June of 2018, allowing academic operations to continue as normal through the end this academic year.

The project scope includes HVAC and electrical upgrades and emergency power. New fire sprinkler and alarm systems will also improve safety. Updates to the building network infrastructure will improve connectivity and computer systems reliability and restrooms will be renovated to greatly improve ADA access.

Laboratory and academic space renovations will include new lab casework, plumbing upgrades, fume hoods, and refurbishment of the rooftop greenhouse.

A phased construction schedule will allow for continued use of the building while work is completed. From early June of 2018 throughout the summer asbestos abatement, demolition throughout the building will take place. Beginning fall of 2018, the second floor will remain closed for lab renovation. In winter term the second floor labs will reopen and construction will focus on the lab renovation in the basement. And finally remaining spaces on the first floor will be renovated through August with an expected grand re-opening in September of 2019.

Also, architectural services contracts have been awarded to Henneberry Eddy Architecture for the renovation design of **Oregon Military Academy and Information Technology Center**.

The \$8.2 million Oregon Military Academy building renovation will address academic success, student success, and ADA needs. The \$6.0 million Information Technology Center (ITC) Phase III Renovation will make seismic improvements, replace mechanical systems and address ADA access needs.

WOU Board action to set aside \$500K in E&G funding for each of these projects, providing a 50% Article XI-G Bond match, gives Western the ability to launch these projects in advance of the bond sale scheduled for this biennium; the bond sale is likely to take place in the spring of 2019.

Student Advising Center Renovation

Renovation of the former Student Health and Counseling Center is wrapping up. Once complete this renovated space, located adjacent to the Werner University Center, will become home to student academic advising and the Student Enrichment Program. This change will address the student privacy issues of the current space in APSC.

Painting, carpet, and completion of the HVAC system are in process. The renovation project is projected to be complete by the end of January with a cost of approximately \$241,000.

Campus Public Safety

At approximately 9am on December 12, 2017 an active killer drill was activated. The following WOU Alert and Alertus message was sent out to campus, “**This is an Active Killer Drill. There is an Active Killer near Maaske Hall. Please avoid the area. You should prepare to run if you can, or hide and/or fight! This is only a drill and is not real.**”

This began a table top exercise simulating a major civil unrest/protest scenario in which there were multiple casualties and multiple law enforcement and public safety agencies responding. Exercises such as this allow members of the campus review and discuss the actions they would take in a particular emergency, testing their emergency plan in an informal, low-stress environment. These tabletop exercises are opportunities to further clarify roles and responsibilities and to identify additional campus mitigation and preparedness needs.

A major realization stemming from this exercise is a need to identify emotional support resources for our employees when recovering from a major emergence event such as an active killer on campus.

Additionally, Campus Public Safety will provide four to six ALICE seminars this year. A.L.I.C.E (Alert, Lockdown, Inform, Counter and Evacuate) educates and empowers individuals to make their own decisions in order to increase the survivability in an active killer situation. Traditional lockdown drills are outdated and have proven ineffective. A.L.I.C.E trained individuals can become leaders to overcome indecision in the event of an active killer situation.

Typically we meet four to five times a term in an informal setting to discuss the University budget, State finance, financial aid and any pertinent topic they wish to explore. There are very few limits to the topics we discuss and often invite guests to talk with this group. Last year’s guests included WOU President Rex Fuller, Dana Richardson – Director of the Oregon Council of Presidents, and Dave McDonald ~ Associate Vice President for Public Affairs & Strategic Initiatives.

WOUTAC also provides an opportunity for students to give meaningful feedback to the University and the WOU Board of Trustees on the subject of tuition rates and the cost of attendance. WOUTAC representatives are invited to Board Finance Committee and full Board of Trustee’s meetings to discuss tuition rates and the cost of attendance.

Board of Trustees, January 17, 2018

Vice President for Student Affairs Report

Our students engaging in service

We had three groups of students engaging in service over winter break:

San Jose, Costa Rica

Eleven students and two staff advisors worked with children at a preschool in one of the poorest communities in Costa Rica called La Carpio. Students planned activities and lessons for a wide range of ages from 2-11. Later in the week, students painted a mural and deep-cleaned the church and preschool.

Cusco, Peru

Eight students and two staff advisors worked in a zoo at a university in Cusco. Volunteers repaired a duck habitat, fed animals and cleaned their cages, as well as built new bird houses. One afternoon the students volunteered at a Chocolatada (Christmas party) where they got to spend the afternoon with wonderful kids from their children's project.

Chiang Rai, Thailand

Eight students and two staff worked with a foundation that provides English education to hill tribe children in Northern Thailand. The students worked in two elementary/middle schools, teaching most of the day and planning the next day's lesson at night. Students learned about the hill tribe cultures and economic disadvantages facing the stateless tribe members.

Veterans Resource Center Receives Grant

The Veterans Resource Center received an \$86,700 grant from the Oregon Department of Veterans Affairs. This grant will help the Veteran Resource Center provide more programming to our student-veterans and establish a mentoring program. In addition the grant is intended to bring awareness and training to faculty, staff and students around issues facing student-veterans and make folks more aware of the student-veteran experience.

WOU was recently promoted to the Gold level of veteran friendliness as awarded by GI Jobs. WOU has the second highest distinction in Oregon with only PCC having a higher (platinum) distinction.

WOU's Student Veterans of America club won Club of the Year at the National Student Veterans of America convention. Andrew Holbert, Director of the Veteran Resource Center was a finalist for the Advisor of the Year from the Student Veterans of America organization. Andrew has helped WOU become a program to emulate in terms of how campuses assist student-veterans.

Enrollment

Enrollment continues to look positive for Fall 2018. Applications are running 8% ahead of last year. The number of admitted freshmen is running 76% ahead of last year. The number of transfer students admitted is running the same as last year.

Abby's House

Abby's House recently received a \$5,000 gift from The Edouard Foundation. This grant will be used to augment programs and provide the opportunity to bring in national speakers.

During Fall 2017 Abby's House put on 13 programs and events for the WOU community. Through those events we reached 1,211 members of campus. We also provided referral services to 24 members of the community in need.

University Housing

Residence hall student staff and student leaders showed tremendous academic success during Fall term 2017. Resident Assistants, Apartment Managers, and Residence Hall Executive Board members work the equivalent of a full time job while also carrying a full time class schedule. Fall quarter this group of student leaders, as a whole, performed better than any other previous term on record. Their combined average Fall term GPA was 3.53 while completing an average of 14-15 credits (Fall 2016 average GPA was 3.35). Given the challenges that our staff managed during Fall term, their academic performance was exceptional.

During Fall term, residence hall staff planned and implemented over 100 programs for students living on campus. In collaboration with other areas on campus including Student Success, Student Engagement, Campus Recreation, Student Health and Counseling Center, the Peer Mentor Program, and others, the residence hall staff hosted an average of ten programs each week at a total cost for the term of approximately \$1500.00.

Programs ranged from social activities such as community dinners, outdoor/off campus trips, and community outings to educational-based programs focused on academic success, diversity and inclusion, and wellness related events. The themes for programs were centered on University Housing's Core Values: Community, Communication, Inclusion, Learning, Support, Sustainability, and Wellness.

Campus Dining

Campus Dining recently implemented "reWOUusable" cups and food containers on campus. Students, faculty and staff receive a discount for using these items for their purchases. Used food containers are collected in two vending machines located in Valsetz Dining and the Summit. Individuals receive a token when they return their food container to redeem at their next food purchase.

So far in Valzets Dining...

13,160 ReWOUusable to-go containers were used

2,816 ReWOUusable cups were used

\$7,100 has been given out to students in the forms of discounts for using the to-go containers and cups

\$2,500 total savings from not purchasing compostable to-go containers and cups

\$4,000 total savings in not having to replace plates and bowls taken out of the dining hall to rooms during the term

We also see a decrease in the amount of food being wasted as students are able to take their leftovers home or back to their rooms.

So far in the Summit.....

324 ReWOUsable to-go containers have been used

81 ReWOUsable cups were used

\$100 in discounts were given to customers for using ReWOUsable containers

\$75 total savings from not purchasing compostable containers and cups

So far in Allegro and The Press coffee shops...

650 ReWOUsable coffee cups were used

\$161 in discounts were given out

\$100 in savings from not purchasing compostable cups

A grand total savings from above is \$6675.

Board of Trustees, January 17, 2018
University Advancement/WOU Foundation

Major Gifts (\$50,000 and above)

Richard Woodcock - \$1,000,000

- Dr. Woodcock has pledged \$1,000,000 to support scholarships for students eligible for the STEM Scholars Program.
- Half was paid in 2017, with the second half expected in 2018. The endowment agreement is being finalized.
- When fully realized (after five years) this endowment will fund forty \$1,000 scholarships.

Estate of Alma W. Davis -- \$112,420

- Establishes the Alma W. Davis Education Scholarship Endowment
- When fully realized (after five years) this endowment will fund nearly five \$1,000 scholarships.

James and Shirley Rippey Family Foundation -- \$75,000

- Current use dollars to fund scholarships for the 2018-19 academic year.

Jack Morton Memorial Lobby campaign

- Goal is to raise \$150,000 to name the lobby of the new Welcome Center after former registrar/Dean of Students, Jack Morton. Funds will grow an already established scholarship in Dean Morton's name. The scholarship supports returning students, involved on campus with at least a 3.0 GPA.
- Committee consists of seven members – 5 alums and Jack's children.
- Silent phase of the campaign resulted in \$78,000.
- Campaign was publically launched at Homecoming and to-date (Jan. 3) has raised \$130,500.

WOU Foundation Board

- Board has set a goal to identify 200 new prospects and raise \$100,000 new dollars by June 30.
- Competitive Small Grant program announced to campus on Jan. 8.
- Year-to-date (1/3/18) donations are \$1,229,722 (end of calendar year gifts are still being processed at the time of this report)

Annual Giving

- Seven direct response activities completed year-to-date, seven planned for spring
- WOU Giving Day is March 6, 2018
- To date (1/3/18) 527 donors have given \$54,748 in unrestricted funds (end of calendar year gifts are still being processed at the time of this report)

Alumni & Friends

- Successful Homecoming (Nov. 3 & 4) including wine tour, dinner, tailgate and launch of Morton Memorial Lobby campaign. More than 75 total guests, including 54 alumni.
- Brought back past event -- Alumni Day (Dec. 1) – to coincide with the 50th annual Holiday Tree Lighting. More than 50 guests, including 30 alumni, attended a lunch, Morton Memorial Lobby campaign reception, and a holiday open house.

- Potential Spring events include Night at the Theater, LGBTQ & Allies Alumni Reception, Wolves on the Oregon Coast
- Emeritus Society has 92 members and continues to have monthly meetings and field trips
- Alumni Board at full capacity of 24, members are from as far away as Roseburg and Columbia Gorge.
- 465 people have attended events hosted by Alumni Relations since July 1.

Strategic Communications & Marketing

Projects

Completed:

- Western Edge magazine Fall/Winter edition mailed including feedback request
- Weekly “Together Tuesday” communications and marketing tips emails launched and ongoing
- Supported efforts to increase attendance at 50th Annual Holiday Tree Lighting – estimated attendance of 2,000

Upcoming/ongoing:

- Website redesign including updated employee profile pages
- Western Edge magazine Spring/Summer edition
- Graphic design, writing, editing, outreach/promotion for clients from across campus

By the numbers:

- Total social media followers: 15,148 of flagship accounts (Facebook, Instagram, Twitter, YouTube)
- More than 200 graphic design pieces completed in Q2 (including business cards, admission fliers, posters, etc.)

Board of Trustees – January 17, 2018
Executive Director, Intercollegiate Athletics

1. Student Success: Fall Quarter 2017

- Men's Cross Country ranked 12th in NCAA DII; captured first ever GNAC Championship; David Ribich was individual GNAC and NCAA regional champion; Coach Johnson was GNAC "coach of the year".
- Women's Cross Country placed 6th out of 11 teams at GNAC Championship; placed 16th out of 30 teams at NCAA west regional championship; Kennedy Rufener placed 7th in GNAC championship and 12th at NCAA west regional championship.
- Football: 3-8 overall, 2-6 GNAC
- Soccer: 3-11-2 overall, 2-8-2 GNAC
- Volleyball: 7-20 overall, 3-17 GNAC
- Men's Basketball is 12-1 overall, 3-1 GNAC; currently ranked 14th in NABC coaches Poll; ranked 2nd in the west region in D2SIDA rankings.
- Women's Basketball is 5-5 overall, 1-3 GNAC; 5-0 start was the second best start in program history (since 1976)

2. Academic Excellence: Fall Quarter 2017

- Baseball Team GPA: 2.98
- M-Basketball Team GPA: 2.71
- M-Cross Country Team GPA: 3.15
- Football Team GPA: 2.52
- M-Track Team GPA: 3.02
- **Men's Teams Combined GPA: 2.876**

- W-Basketball Team GPA: 3.52
- W-Cross Country Team GPA: 3.19
- Soccer Team GPA: 3.27
- W-Track Team GPA: 3.23
- Volleyball Team GPA: 3.21
- **Women's Teams Combined GPA: 3.236**

- **Athletic Departments Combined GPA: 3.05**

3. Community Engagement: Fall Quarter 2017

- Cheerleading Youth Clinic (October)
- Jog-A-Thon at Ash Creek Elementary School; involved 50+ student-athletes from all sports over a three day period (October)
- Women's Basketball Youth Clinic (September)

- Adopt-A-Highway –Women’s Basketball (October)

4. Accountability: Fall Quarter 2017

- Currently undergoing required audit of athletic finances. Per NCAA outside audit is required every three years for athletics
- Completed Federal EADA report
- Completed NCAA Financial report

5. Sustainability and Stewardship: Fall Quarter 2017

- Meeting with alums and supporters to inform them about the financial needs of athletics, pitching my \$20 a month plan
- Hosted the first annual Student-Athlete Alumni Reception at Homecoming
- Held HOF Induction Ceremony on October 14, 2017

Finance & Administration Committee (FAC), FY2017 Annual Financial Statements

The Western Oregon University 2017 Annual Financial Report was prepared by Western Oregon University in conjunction with the University Shared Services Enterprise (USSE).

The public accounting firm Edie Bailly has audited the financial report and has issued an unmodified opinion, i.e., in their opinion the financial statements present fairly, in all material respects, the financial position of the University. ([2017 Annual Financial Report](#))

Edie Bailly also performed testing of Western's compliance with certain provisions of laws, regulations, contracts and grant agreements. This testing resulted in a report on compliance for each major federal program, a report on internal control over compliance, and a report on expenditures of federal awards required by uniform guidance.

These reports and detailed findings are provided in the [Federal Awards Reports in Accordance with the Uniform Guidance](#) document which communicates certain matters related to the conduct of the audit to those who have responsibility for oversight of the financial reporting process.

The Auditor issued their opinion that the University complied, in all material respects, with the compliance requirements that could have a direct and material effect on each of Western's major Federal programs.

COMMITTEE RECOMMENDATION:

The WOU Finance and Administration Committee recommends that the Board accept the Western Oregon University 2017 Annual Financial Report.

Finance & Administration Committee (FAC), FY2018 Q2 Management Report

The attached FY2018 Q2 quarterly management report is as of December 19, 2017. In order to accommodate early scheduling needs of the Finance and Administration Committee, the management report was compiled in advance of the close of the second quarter. Subsequent review has shown no material variances.

COMMITTEE RECOMMENDATION:

The Finance & Administration Committee recommends that the Board accept the December 19, 2017 Q2 Management Report. The next management report for the quarter ending March 31, 2017 is scheduled to be presented to the FAC in April 2017.

Western Oregon University
Quarterly Management Report
(Unaudited, non-GAAP, For management purposes only)

As of December 19, 2017
For the Fiscal Year Ended June 30, 2018

	Year-to-Date				Notes	Budget		Projections				Notes
	YTD Actual	YTD as a % of Projected	Prior YTD as % of PY Actual	% chg Current/Prior YTD		Prior Yr. Actual	Adjusted Budget	Projected 6/30/2018	Variance from Adj. Budget	Chg since Prior Report	% chg Projection to PY Actual	
(in thousands except enrollment)												
EDUCATION & GENERAL												
State General Fund	14,668	60%	60%	3%		23,888	24,521	24,521	0	0	3%	
Tuition & Resource Fees, net of Remissions	29,492	74%	72%	5%		39,328	40,026	40,026	0	0	2%	
Other	1,532	41%	41%	-15%		4,382	3,737	3,737	0	0	-15%	
Total Revenues	45,692	67%	65%	3%		67,598	68,284	68,284	0	0	1%	
Personnel Services	(18,955)	33%	43%	-19%		(54,471)	(57,367)	(57,367)	0	0	5%	
Supplies & Services & Capital Outlay	(3,052)	33%	40%	-2%		(7,838)	(9,131)	(9,131)	0	0	16%	
Total Expenditures	(22,007)	33%	42%	-17%		(62,309)	(66,498)	(66,498)	0	0	7%	
Net from Operations	23,685					5,289	1,786	1,786	0	0		
Transfers In	0	n/a	26%	-100%		144	0	0	0	0	-100%	
Transfers Out	(1,275)	40%	33%	-13%		(4,487)	(3,184)	(3,184)	0	0	-29%	
Fund Additions/(Deductions)	0					(490)	0	0	0	0		
Change in Fund Balance	22,410					456	(1,398)	(1,398)	0	0		
Beginning Fund Balance	11,323					11,294	11,323	11,323	0	0		
Ending Fund Balance	33,733					11,750	9,925	9,925	0	0	-12%	
% Operating Revenues						17.4%	14.5%	14.5%			-13%	
Student FTE Enrollment - Summer	299	7%	6%	4%		4,552	4,432	4,432	0	0	-3%	
AUXILIARY ENTERPRISES												
Enrollment Fees	4,841	69%	67%	0%		7,260	7,043	7,043	0	0	-3%	
Sales & Services	5,625	39%	40%	-4%		14,520	14,610	14,610	0	0	1%	
Other	632	35%	40%	-20%		1,948	1,803	1,803	0	0	-7%	
Total Revenues	11,098	47%	48%	-3%		23,728	23,456	23,456	0	0	-1%	
Personnel Services	(4,252)	39%	47%	-13%		(10,360)	(10,883)	(10,883)	0	0	5%	
Supplies & Services & Capital Outlay	(4,485)	33%	42%	-13%		(12,346)	(13,396)	(13,396)	0	0	9%	
Total Expenditures	(8,737)	36%	44%	-13%		(22,706)	(24,279)	(24,279)	0	0	7%	
Net from Operations	2,361					1,022	(823)	(823)	0	0		
Transfers In	1,267	43%	52%	-18%		2,972	2,970	2,970	0	0	0%	
Transfers Out	86	-18%	-67%	-96%		(2,873)	(470)	(470)	0	0	-84%	
Additions/(Deductions) to Unrestricted Net Assets	(1,998)					(2,287)	(1,677)	(1,677)	0	0		
Change in Unrestricted Net Assets	1,716					(1,166)	0	0	0	0		
Beginning Unrestricted Net Assets	7,675					8,841	7,675	7,675	0	0		
Ending Unrestricted Net Assets	9,391					7,675	7,675	7,675	0	0	0%	
						32.3%	32.7%	32.7%				

Western Oregon University
Quarterly Management Report
(Unaudited, non-GAAP, For management purposes only)

As of December 19, 2017
For the Fiscal Year Ended June 30, 2018

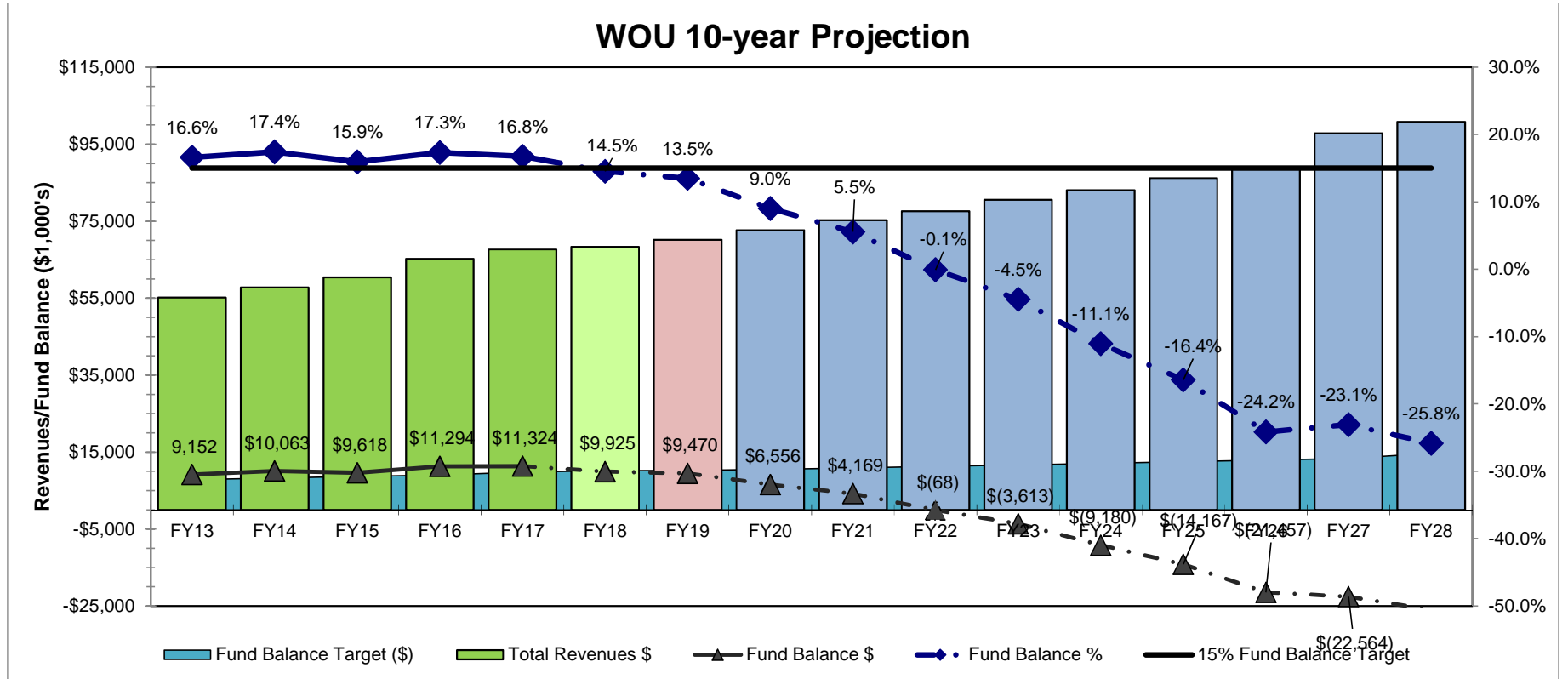
	Year-to-Date				Notes	Budget		Projections				Notes
	YTD Actual	YTD as a % of Projected	Prior YTD as % of PY Actual	% chg Current/Prior YTD		Prior Yr. Actual	Adjusted Budget	Projected 6/30/2018	Variance from Adj. Budget	Chg since Prior Report	% chg Projection to PY Actual	
(in thousands except enrollment)												
DESIGNATED OPERATIONS, SERVICE DEPARTMENTS, CLEARING FUNDS												
Enrollment Fees	67	47%	59%	-20%		142	143	143	0	0	1%	
Sales & Services	215	56%	52%	29%		321	383	383	0	0	19%	
Other	982	38%	50%	-20%		2,467	2,552	2,552	0	0	3%	
Total Revenues	1,264	41%	50%	-14%		2,930	3,078	3,078	0	0	5%	
Personnel Services	(518)	47%	47%	14%		(966)	(1,094)	(1,094)	0	0	13%	
Supplies & Services & Capital Outlay	(854)	49%	56%	17%		(1,296)	(1,726)	(1,726)	0	0	33%	
Total Expenditures	(1,372)	49%	52%	16%		(2,262)	(2,820)	(2,820)	0	0	25%	
Net from Operations	(108)					668	258	258	0	0		
Transfers In	174	363%	2%	2800%		260	48	48	0	0	-82%	
Transfers Out	0	n/a	n/a	n/a		0	0	0	0	0	n/a	
Additions/(Deductions) to Unrestricted Net Assets	303					(425)	(306)	(306)	0	0		
Change in Unrestricted Net Assets	369					503	0	0	0	0		
Beginning Unrestricted Net Assets	1,762					1,259	1,762	1,762	0	0		
Ending Unrestricted Net Assets	2,131					1,762	1,762	1,762	0	0	0%	
						60.1%	57.2%	57.2%				
Total unrestricted fund balance						21,187	19,362	19,362				
Days of expenditures						89	76	76				

Western Oregon University
Transfers schedule - Projected
As of December 19, 2017
For the Fiscal Year Ended June 30, 2018
(Unaudited, non-GAAP, for management purposes only)

	E&G			Auxiliary			Des Ops - Serv Dept.	Grants	Plant fund		Total
	(a)	(b)	(c)	(a)	(b)	(c)			(d)	(e)	
<u>Transfers In E&G</u>											-
<u>Transfers Out E&G</u>				(a)	(b)	(c)			(d)	(e)	
				1,182,385	1,701,754	85,752			93,003	120,768	3,183,662
<u>Transfers In AUX</u>	(a)	(b)	(c)						(f)		
	1,182,385	1,701,754	85,752						85,000		3,054,891
<u>Transfers Out AUX</u>							(g)		(h)		
							86,000		421,652		507,652
<u>Transfers In DO, SD</u>				(g)				(i)			
				86,000				87,849			173,849
<u>Transfers Out DO, SD</u>											-

Type	Description
(a) Actual	Year to date Athletic operations support
(b) Budgeted	Athletic operations support - Staff/Coach salaries and OPE
(c) Budgeted	Transfer out of funds to support Conference Services program staff
(d) Actual	Year to date transfer out of funds to SELP
(e) Budgeted	Transfer out of funds to SELP debt service fund for payment
(f) Actual	Transfer in from reserves to cover lights and linen purchases for residence halls
(g) Actual	Auxiliary funded scholarships
(h) Budgeted	Fund building & equipment replacement reserves for Housing, Dining, Parking, Health & Wellness Center, and the Werner University Center
(i) Actual	Funds transferred from closing grants

2019-2021 Biennial CSL





Affordability

January 17, 2018
Board of Trustees



Western Oregon
UNIVERSITY

University Goals 2017-18

Affordability & Sustainability

- Ensure that total cost of attendance is among the three lowest rates for Oregon residents using cost of attendance as share of Oregon median household income to measure affordability



Strategic Planning Linkages

V. SUSTAINABILITY & STEWARDSHIP

Promote effective university stewardship of educational, environmental, financial, human and technological resources.

1. Enhance financial sustainability through enrollment and fiscal strategies.
 - Meet enrollment targets through effective recruitment and retention efforts.
 - Increase the role of long-term enrollment management planning in the budgeting processes.
2. Maintain access and affordability with regard to cost of degree attainment.
 - Evaluate net cost of attendance versus median household income relative to peers and comparator institutions to ensure access and affordability.
 - Provide students with meaningful financial support and effective connections as they transfer from other educational institutions.
 - Expand support for undergraduate scholarships in second, third and fourth years of attendance.
 - Evaluate and improve the outcomes of tuition-assistance programs on enrollment, retention, and graduation.
 - Evaluate assumptions underlying our current tuition cost structure and compare our system to other fiscally sustainable institutions.



Total Cost of Attendance

Resident Undergraduate Cost of Attendance	2017-18	2017-18
	On-campus	Off-campus
Tuition	\$ 8,040	\$ 8,040
Fees	\$ 1,758	\$ 1,758
Books/supplies	\$ 1,299	\$ 1,299
Room/Board	\$10,167	\$ 6,900
Personal	\$ 2,466	\$ 2,466
Total	\$23,740	\$20,463

The regular academic year consists of three terms or quarters. The estimated tuition and fees estimates for undergraduate students are based on 15 credits per term.



Comparison Costs

School	Total Cost (on-campus)	UG Resident Tuition	UG Resident Fees	Room/Board
WOU	\$23,730 Rank = 6	\$8,040 Rank = 3	\$1,758 Rank = 3	\$10,167 Rank = 5
OSU	\$26,046	\$9,075	\$1,722	\$11,445
UO	\$26,502	\$9,495	\$2,076	\$11,450
PSU	\$25,379	\$7,499	\$1,284 (2015-16)	\$12,831
EOU	\$22,953	\$7,020	\$1,499	\$9,978
OIT	\$24,060	\$7,920	\$1,620	\$9,602
SOU	\$26,746	\$7,427	\$1,860	\$13,764
Chemeketa	\$16,350	\$3,780	\$675	\$7,950
PCC	\$16,556	\$4,680	\$413	\$7,865

The tuition and fees estimates for undergraduate students are based on 15 credits per term. Room and Board is on-campus housing except for Chemeketa and PCC. Total cost figures above include books and supplies, transportation and personal expenses.



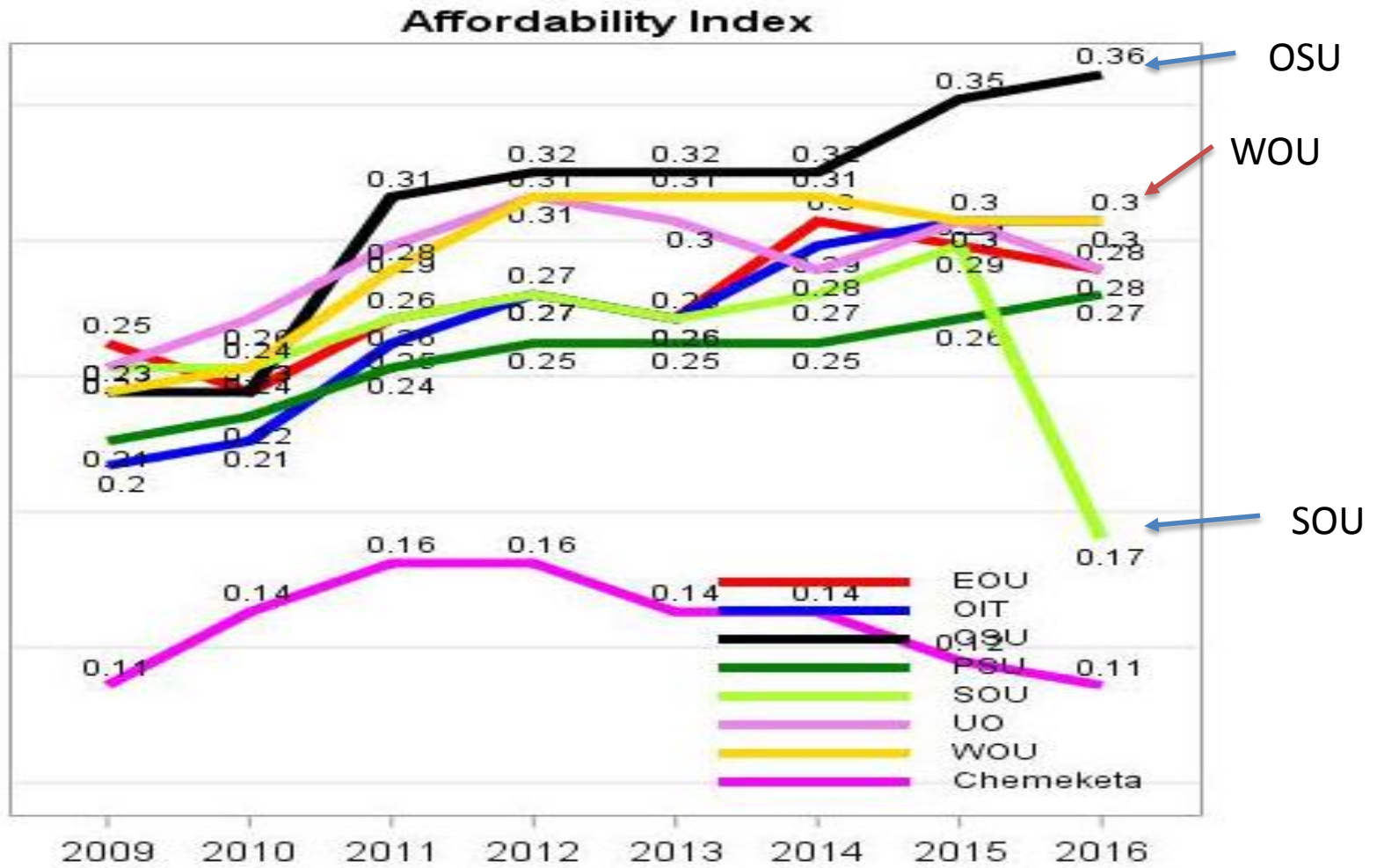
Comparison Costs—Share

School	Total Cost (on-campus)	UG Resident Tuition	UG Resident Fees	Room/Board
WOU	100.0%	33.9%	7.4%	42.8%
OSU	100.0%	34.8%	6.6%	43.9%
UO	100.0%	35.8%	7.8%	43.2%
PSU	100.0%	29.5%	5.1%	50.6%
EOU	100.0%	30.6%	6.5%	43.5%
OIT	100.0%	32.9%	6.7%	39.9%
SOU	100.0%	27.8%	7.0%	51.5%
Chemeketa	100.0%	23.1%	4.1%	48.6%
PCC	100.0%	28.3%	2.5%	47.5%

The tuition and fees estimates for undergraduate students are based on 15 credits per term. Room and Board is on-campus housing except for Chemeketa and PCC. Total cost figures above include books and supplies, transportation and personal expenses.



Affordability Index: Total Cost of attendance/Median Family Income



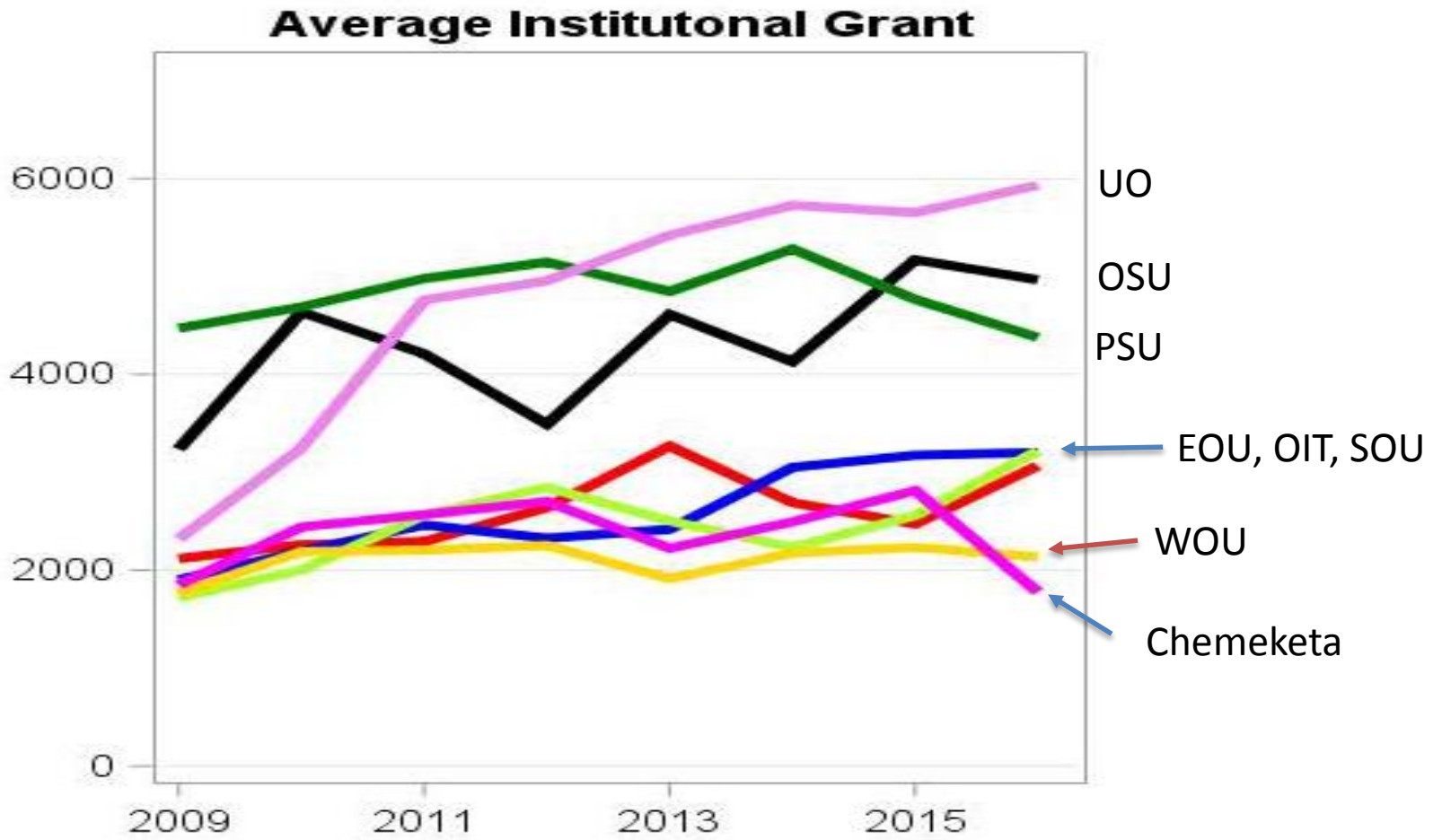
Comparison by Income Level



Comparison by Income Level



Total Cost of Attendance: Institutional aid



Key Tradeoffs

- 1% increase in tuition generates about \$400,000
- 1% increase in enrollment generates about \$425,000
- 1% in discount rate costs about \$50,000—for example to move from current discount rate of 11.4% to peer average of 15%, would costs an additional \$200,000



Strategies to Improve Enrollment and Fiscal Stability

What mix of tuition and institutional aid is optimal?

- Limit tuition increase to no more than 3%
- Limit fees to no more than 5%
- Limit housing/dining to no more than CPI plus any other mitigating cost factors
- Increase discount rate to 15% → target programs such as honors, transfers, Presidential and Deans scholarships, and athletics
- Increase external funds to support academic/merit based scholarships



Questions ?



Affordability
January 17, 2018
Board of Trustees

WOU Foundation

JANUARY 2018

OUR MISSION

The Western Oregon University Foundation exists to strengthen relationships and provide resources in order to serve and support the mission and vision of Western Oregon University.



What else you should know....

- Formed in 1965
- Total assets \$16,937,050
- A memo of understanding defines our relationship with WOU
- No employees
- 19 Board of Trustees members (bylaws allow for 40)
- Four standing board committees
- Located in The Cottage
- WOU Foundation owns/operates Historic Gentle House



University Advancement vs. WOU Foundation

University Advancement

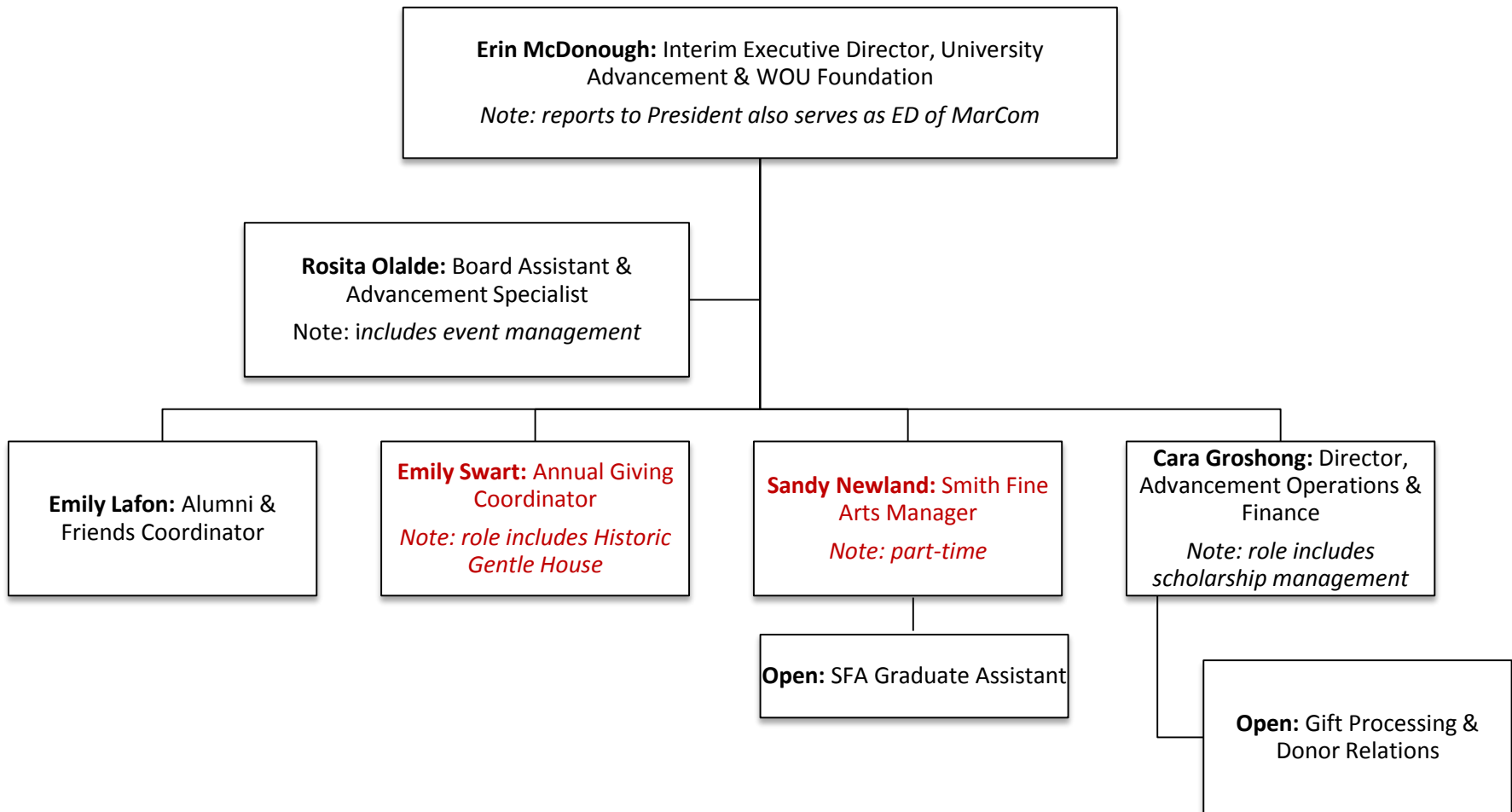
- University Advancement is a Western Oregon University department
- UA budget from general fund in FY18 is about \$625,000 (includes salaries, s&s)
- Includes Alumni Relations

WOU Foundation

- WOU Foundation is a separate legal entity with its own Board of Trustees with fiduciary responsibility
- 501(c)3 tax-exempt



University Advancement



WOU Foundation Board of Trustees

OFFICERS

CHAIR: Cori Frauendiener '67, Director of Education Partnerships, Maps Credit Union

VICE CHAIR: John Schrenk '76, President & CEO, Marquis Spa

TREASURER: Ryan Skogstad '03, Senior Financial Advisor, Capstone Wealth Advisors

SECRETARY: Pat Stineff '77 '82, Former Principal at Sweet Home High School

EX-OFFICIO

Tony Crawford '80, retired (Alumni)

Patricia Flatt, WOU Associate Professor, Chemistry (Faculty Senate)

Jessica Freeman '18, student (ASWOU)

Rex Fuller, WOU President

Scott McClure, Monmouth City Manager (Smith Fine Arts)

Joan Scherf, retired (The Emeritus Society)

AT-LARGE

Gayle Caldarazzo-Doty, Community Relations Director, Doty Pruett Wilson, PC

Kelly Carlisle, Assistant Superintendent, Salem-Keizer School District

Ron Clark '83, Shareholder and Member of Board of Directors for Bullivant | Houser | Bailey

Judy Corwin '96, Director of Marketing and Public Relations, Corvallis Clinic

Jim Francesconi, VP of Public Policy, Moda Health

Jim Gibson, Vice President for Branch Services, Oregon State Credit Union

Scott Hamersly, principal, Oregon Wealth Management

Michael Harper, Agent, State Farm Insurance Companies

Carlene Neal, retired



Cori's Vision



Current Funding Priorities

Student scholarships and aid
Programs that support students
High-impact academic experiences
State-of-the-art facilities
Competitive athletics
Unrestricted funds



BY THE NUMBERS



Endowment

- Value \$8,987,418 (book as of 12/31), \$9,028,970 (market as 9/30/17)
- 134 active permanent endowment funds
- Plus Gleason (outside management) value \$2,030,178 (book), \$2,719,219 (market)
- In FY18, 126 current use funds received \$386,680 (4%, 20 quarter – rolling average, year-end June 30)
- Monitored by Finance & Planned Giving Committee of the Board
- Managed by Ferguson Wellman Wealth Management from Portland



Foundation Budget

- FY17 -- \$252,300 total spent
- FY18 budget -- \$303,421 (may result in spending cash reserves)
 - Fundraising, donor relations/stewardship, outreach, alumni
 - President's discretionary, Competitive Grants Program
 - Operations, software, positions, Gentle House
- Revenue comes from:
 - 3% fee on new gifts
 - Endowment earnings
 - Unrestricted donations
 - 1% endowment admin fee
 - Investment income



How do we raise money?

- Program fundraising
- Student group fundraising
- Annual Giving campaigns
- Realized planned gifts
- Events
- Athletics development activities
- Development
- Donor Relations
- Employee Giving



How much do we raise each year?



What donors support...

- Scholarships (Student Financial Aid) - majority of dollars raised
- Grow endowment
- Alternative Break trips
- Athletics – gear, facilities, etc.
- Research
- Programmatic/club support
- Annual Fund (general unrestricted)
- Academic divisions
- Smith Fine Arts Series
- Library
- Food Pantry, Emergency Student Aid
- And more



IMPACT ON COST OF ATTENDANCE



Scholarships – 5 years of support

<u>Scholarships Awarded:</u>	YTD FY18	FY17	FY16	FY15	FY14	FY13
Athletic Scholarships	*36,254	198,947	152,751	186,484	162,678	172,273
Non-Athletic Scholarships	531,642	438,969	450,699	502,709	493,605	470,736
TOTAL	\$567,896	\$637,916	\$603,450	\$689,193	\$656,283	\$643,009

* Athletic scholarships only includes Fall term for FY18



Donor funded scholarship FY17 stats

- 1,188 of scholarship applications received
- 242 (20%) of scholarships awarded
- Total dollar awarded, avg. \$1,658 per award (median - \$1,000)
- Eligibility by year in school

	Student Count	Amount
Graduate	6	\$ 11,900
First Year	36	\$ 68,958
Second Year	39	\$ 51,961
Upper classmen (third-fifth years)	144	\$ 267,525



WHERE ARE WE GOING?



A LOOK AT THE FUTURE

A Comparison

University	990 Year	Total Assets	Contributions & Grants	Staff Count
Western Washington	2015	\$90.5M	\$12.7M	38
Southern Oregon	2014	\$29.3M	\$ 1.9M	7
Eastern Washington	2016	\$25.6M	\$ 2.8M	20
OregonTech	2016	\$22.8M	\$ 1.5M	9
Western Oregon	2016	\$14.0M	\$ 1.6M	6.75
Eastern Oregon	2015	\$12.6M	\$ 0.4M	5



How we grow

- Visibility
- Create campus culture
- Continue building alumni connections
- Evaluate staffing needs
- Improve systems



FY18 proposed action steps

- Create long-term plan
- Development Committee/WOU Foundation executes mini-goal
- Implementation of new prospect management software
- Actively recruit board members who have financial influence and a desire to raise funds
- Ongoing evaluation and improvements to processes



Actions You Can Take

Be a donor.

Be an advocate.

Keep an eye out.

Say thank you.





THANK YOU!



Western Oregon
UNIVERSITY

Page 89

ASAC, Proposal for a new degree program: Minor in Public History

The Department of History at Western Oregon University (WOU) is proposing a new minor in Public History. The minor will be housed in the department but will integrate expertise from several other departments.

Public History is a growing field that allows historians to use their skills in researching, interpreting, and presenting history to a broad and diverse audience. Public Historians work in a variety of positions in archives, museums, heritage societies, corporations, non-profits, and government entities, and may be found working in all six of the career categories identified by the American Historical Association: historians as educators, researchers, communicators, information managers, and advocates, and historians in business and associations (<http://www.historians.org/jobs-and-professional-development/career-resources/careers-for-history-majors>). WOU currently offers the courses that provide necessary skills for public history, but does not have the framework for a recognizable minor.

This interdisciplinary minor is open to all WOU students, including history majors. While many of the courses offered are in the History department, students are required to take courses outside the department and to complete an internship, which are components unique to the Public History minor. While Public History minors will draw from similar skills in researching and writing as History majors, the Public History minor is designed to prepare students to use these skills for a more diverse audience. Internships in particular will help students network in their fields, and will provide students with important connections outside the university after graduation.

Other programs at WOU will not be negatively affected, and the Department of History has collaborated with programs across campus to incorporate appropriate courses into the Public History minor framework. We have also developed partnerships for student internships at local archives, historical societies, and museums.

This is a no-cost minor as it draws from the existing strengths of the History department and affiliated departments.

The proposed Public History minor received Faculty Senate Approval on October 24, 2017 and has been approved by the dean of the College of Liberal Arts and Sciences and has Provost Scheck's endorsement.

COMMITTEE RECOMMENDATION:

The WOU Academic and Student Affairs Committee recommends that the Western Oregon University Board of Trustees approve the introduction of a new minor in Public History as included in the docket materials.



Proposal for a New Academic Program

Institution: Western Oregon University

College/School: Social Science/ Liberal Arts and Sciences

Department/Program Name: History

Degree and Program Title: Public History Minor

Program Description

Brief overview (1-2 paragraphs) of the proposed program, including its disciplinary foundations and connections; program objectives; programmatic focus; degree, certificate, minor, and concentrations offered.

The National Council on Public History defines public history this way: “public history describes the many and diverse ways in which history is put to work in the world” (<http://ncph.org/cms/what-is-public-history/>). Public historians are educators and interpreters at historic sites and museums. They connect community members with history through public programming, exhibits, film, oral history, and web-based resources. Public historians are archivists and research librarians who preserve and manage historical records in state and private institutions. Public historians also connect communities with their history through research and public partnerships with community organizations and institutions, non-profits, government entities, and businesses. Public historians may be found working in all six of the career categories identified by the American Historical Association: historians as educators, researchers, communicators, information managers, and advocates, and historians in business and associations (<http://www.historians.org/jobs-and-professional-development/career-resources/careers-for-history-majors>).

Faculty members in the Department of History propose an interdisciplinary minor in Public History that will give students experience in “putting history to work in the world” and connect them to the cross-disciplinary content, skills, and internship experiences. The minor will be a strong complement to many majors on campus. History faculty members have established partnerships with numerous archives, historical societies, and museums. We will connect students with these and other organizations for internships and with projects in the History 301 Introduction to Historical Research course and the History 410 Introduction to Public History and Community Partnerships course for practical experience and professional networking. The minor contains a basic core of courses and draws on an array of interdisciplinary options for students to personalize their experience and skills in electives. The programs providing classes in the core and electives express their strong support for these classes being a part of the new minor. As this is an interdisciplinary minor with required coursework outside of the History department, History majors will be able to minor in Public History. The Public History minor encourages students to use their historical research, interpretation, and writing skills and apply them to a more diverse audience than a traditional History degree.

Course of study – proposed curriculum, including course numbers, titles, and credit hours.

Public History Minor (27-28 hours) with at least 16 upper-division hours

Public History Core (16 hours):

There are no prerequisites for these courses.

HST 301 Introduction to Historical Research (4)

HST 403 Practicum/Internship (under direction of history faculty) (4)

HST 410 Introduction to Public History and Community Partnerships (4)

ANTH 360 Museum Studies (4)

Electives (select 11-12 hours with advisor approval)

Business

BA 310 Principles of Marketing (3)

BA 361 Organizational Behavior (3)

BA 362 Business Ethics (3)

Computer Science

CS 195 Fundamentals Web Design (3)

CS 196 Web Design Using HTML and JavaScript (4)

Creative Arts

A 204 Art History: Prehistoric through Late Antiquity (4)

A 205 Art History: Middle Ages through Renaissance (4)

A 206 Art History: Baroque through Contemporary (4)

Art 304 History of Modern Art, 1789-1914 (4)

Art 305 History of Modern Art, 1914-1965 (4)

Art 306 History of Modern Art, 1965-Present (4)

Mus 101: Pop Music in America (3)

Mus 102 Rock Music: A Social History (3)

Mus 103 Jazz History (3)

Mus 310 Women in Music (3)

Mus 367 History of American Vernacular Music I (3)

Mus 368 History of American Vernacular Music II (3)

Mus 369 History of American Vernacular Music III (3)

TA 381 Theatre History I (Greeks through the Renaissance) (4)

TA 382 Theatre History II (Restoration through the turn of the 20th century) (4)

TA 383 Theatre History III (20th Century) (4)

TA 386 International Theatre (non-Western, Asian, African, Latin American) (3)

Education

ED 200 Foundations of Education (3)

Social Science

GEOG 340/ES 340 Cartography (4)

GEOG 341/ES 341 Geographic Information Systems (4)

GEOG 386 Making Digital Video for the Social Sciences (4)

HST 406 Archival Science (4)

HST 408 Oral History (4)
PS 350 Introduction to Public Policy (3)
PS 351 Introduction to Public Administration (3)
SOC 225 Social Problems (3)

Other course with consent of advisor (3-4)

Manner in which the program will be delivered, including program location (if offered outside of the main campus), course scheduling, and the use of technology (for both on-campus and off-campus delivery).

We will deliver the program on the WOU campus and through internships and community partnerships we will connect students with off-campus sites such as archives, museums, businesses and non-profits. Students will gain skills in the technology needed for use in classrooms, archives, museums, and other heritage institutions.

Adequacy and quality of faculty delivering the program. Adequacy of faculty resources – full-time, part-time, adjunct. Other staff.

Our History faculty will provide the coursework to sustain this program. The core includes Anthropology 360: Museum Studies, which has been taught for many years by a part-time adjunct instructor who is a museum professional. We also hope to draw on other public history professionals such as archivists for teaching when possible.

Adequacy of facilities, library, and other resources.

Classroom, library, and technology and software facilities are in place for this new minor. The Public History minor as outlined here draws entirely on existing courses at Western. There are no additional costs associated with this minor.

Anticipated start date.

Fall 2018.

Relationship to Mission and Goals

Manner in which the proposed program supports the institution's mission, signature areas of focus, and strategic priorities.

The interdisciplinary minor in Public History fulfills key elements of the Western Oregon University Mission to create lasting opportunities for student success through transformative education and personalized support.

The minor will move WOU forward in vital areas of our Strategic Plan for 2017-2023. These include:

- Promote interdisciplinary courses and degree programs that support collaborative and multidimensional educational experiences and pathways.
- Create opportunities for all undergraduate programs to include high-impact activities that support achievement of undergraduate learning outcomes (such as internships, community-based learning, and capstone projects).

- Community Engagement to enhance access to and support for experiential learning and co-curricular activities, internship or service learning opportunities for all academic.
- Increase institutional engagement with local, regional and global communities.
- Strengthen partnerships with community organizations and businesses and local, regional and state government agencies.
- Improve the connections between university programs and activities and surrounding communities.
- Expand activities and partnership with local and regional organizations.

Manner in which the proposed program contributes to institutional and statewide goals for student access and diversity, quality learning, research, knowledge creation and innovation, and economic and cultural support of Oregon and its communities.

The Public History minor will offer students additional choices in how to apply the knowledge they gain in history and related fields in the workplace and will welcome diverse students with interdisciplinary interests. The minor will give students internship options to preserve Oregon history and culture and to create innovative programs to help Oregonians learn more about their history and heritage. Students who gain the skills of “putting history to work in the world” with a public history minor will be able to interpret the history and culture of Oregon in institutions across the state. The Oregon Heritage Commission’s “Heritage Impacts Statement” notes: “There are nearly 200 history-related museums across the state. In addition, more than 800 other non-profit organizations gather our heritage and/or make it available to the public.” And, the Heritage Commission notes, Heritage Tourism is growing in Oregon, with 83 percent of leisure travelers in the state noting that they choose travel including “cultural, historic, and natural resources.” The national average is 78 percent. Cultural and heritage travelers “spend nearly \$4 billion annually in the state.” (Oregon Heritage Commission, “Heritage Impacts Statement”:

<https://www.oregon.gov/oprd/HCD/OHC/docs/HeritageImpactsStatement.pdf>)

Manner in which the program meets regional or statewide needs and enhances the state’s capacity to: improve educational attainment in the region and state; respond effectively to social, economic, and environmental challenges and opportunities; and address civic and cultural demands of citizenship.

A vital way to improve educational attainment in the region and state is to provide students with the skills to help all Oregonians learn more about their diverse history and heritage. Public historians help residents chart social and economic change and environmental challenges and opportunities. The civic and cultural demands of citizenship require strong connections to our many shared pasts as we create community in the present and future. The Public History minor will empower students to make these contributions.

Accreditation

Not applicable at this time.

Need

Anticipated fall term headcount and FTE enrollment over each of the next five years.

The courses for the Public History minor are part of the history department and other department curriculum. We anticipate that the minor will result in a specific cohort of 10 students per year in the first five years and expect growth thereafter.

Expected degrees/certificates produced over the next five years.

After the second year we expect 10 degrees per year for the Public History minor.

Characteristics of students to be served (resident/nonresident/international; traditional/nontraditional; full-time/part-time, etc.).

Students from all categories – resident, nonresident, international, nontraditional, full and part-time will all be served by the Public History minor.

Evidence of market demand.

We have established working partnerships for internships and other shared resources with the Oregon State Archives in Salem, the Willamette Heritage Center in Salem, the Oregon Historical Society in Portland and the Oregon Women’s History Consortium. We have strong relationships with other institutions including archives and museums throughout Oregon. The Oregon Heritage Commission’s “Heritage Impact Statement,” referenced above, indicates promising trends in heritage and history in the state.

Students who complete a Public History minor can contribute the specific skills they learn to almost any workplace, public or private. Experience in research methods, writing, exhibit production, and archiving and preserving materials will provide additional credentialing for students in any major on campus.

Students demonstrate interest in the proposed Public History Minor. During the winter 2017 term, the History Department invited every student enrolled in its classes to complete a short survey. We asked students: “Would you be interested in this as a minor option?” Forty-three percent of students in history courses surveyed during winter 2017 indicated personal interest in the Public History minor (Definite interest 89 of 240, 37%; Might be interested 14 of 240, 6%). Another 14 percent felt the minor was a good one but were not personally interested. Written responses suggest a range of student goals associated with the proposed minor:

“Yes, I would be interested in this because I think that it would be very interesting to work in museums, archives, and historical societies to teach and show people.” [first year student]

“I think it is relevant to the real world. Students are going to face real life jobs once they are done with college so they should be trained for what to expect.” [second year student]

“Yes, that sounds very fascinating and helpful in being able to find a job after college if you had a minor that gave you such good experiences.” [third year student]

“Absolutely, that way I would have some tangible understanding of how I can best utilize my degree in the real world.” [fourth year student]

Estimate the prospects for success of program graduates (employment or graduate school) and consideration of licensure, if appropriate. What are the expected career paths for students in this program?

The interdisciplinary nature of this minor will enable students to plan for a variety of jobs in public history and heritage, and in businesses and non-profits as they combine this minor with other majors at Western. Students who seek the best possible jobs in these fields will want to consider graduate

study. This program will prepare students for graduate study in regional programs such as the Public History M.A. at Portland State University, the Archives and Records Management History M.A. at Western Washington University, and in programs nationally.

Outcomes and Quality Assessment

Expected learning outcomes of the program.

History courses in the Public History minor will fulfill the learning outcomes identified by the History Department for our courses:

- Critically analyze, synthesize, and evaluate primary and secondary historical sources.
- Engage multiple historical methodologies and multiple sources to produce well-researched written work.
- Explain historical developments across multiple cultures and regions.

Courses from other disciplines will reflect those department and discipline-specific learning outlines.

Methods by which the learning outcomes will be assessed and used to improve curriculum and instruction.

We will assess student learning via their participation in the practicum and public history core courses as part of regular program review and contributions to undergraduate learning outcomes assessment as sponsored by the Office of Academic Effectiveness.

Nature and level of research and/or scholarly work expected of program faculty; indicators of success in those areas.

Program faculty are evaluated as per guidelines established in the WOU – WOUFT Collective Bargaining Agreement for tenure-track/tenured faculty.

Program Integration and Collaboration

Closely related programs in this or other Oregon colleges and universities. Ways in which the program complements other similar programs in other Oregon institutions and other related programs at this institution. Proposal should identify the potential for collaboration.

Undergraduate students at Portland State University may choose a concentration in public history as history majors. PSU also has a Public History M.A. (See <https://www.pdx.edu/history/public-history-program-course-and-degree-information>). Other universities in the state offer internships that may be related to Public History but do not have other coursework nor a specific Public History program.

PSU students often concentrate their internship projects and thesis work in the Portland metro area. Our students will also be able to choose projects in Portland, but are also more likely to choose Willamette Valley locations. Two of our major institutional partners, the Oregon State Archives and the Willamette Heritage Center, are located in Salem. PSU undergraduate coursework would transfer to Western's Public History minor and Western students would be strong candidates for

graduate work in Public History at PSU. Therefore, Western's program will complement the programs at PSU.

Potential impacts on other programs.

None anticipated.

External Review

Not applicable.

Budgetary Implications

This program utilizes existing faculty and curricular capacity and will be managed within the current budgetary allotment.