

PURE Executive Committee Meeting –Minutes

June 14th 2018

- I. Attendance & Approval of minutes from prior meeting
 - a. Attending: Becca McCannell, Xiaopeng Gong, Shaun Huston, Daryl Thomas (for Jennifer Taylor), Scott Beaver, Sue Kunda, Paula Booth, Ava Howard, Gregory Zobel
 - i. Guest Erin McDonough
 - b. May 18 Minutes: needs to say MINUTES at the top; approved with unanimous consent
- II. Membership & Meetings –

Option: Board can vote to fill a single COE and single CLAS seat now and leave one empty, or do we want to ask Margaret to move over from at-large to a CLAS position?

 - Discussion: review the by-laws;
 - Question: why is it structured this way with 4 for CLAS and 2 from CoE. Suggestion: It may reflect number of faculty in the two colleges.
 - There does not seem to be anything in the bylaws preventing Margaret Manoogian from moving from at-large to CLAS.
 - Question about how the recruitment process went:
 - emails to Dean; reminders to Division Chairs; multiple emails; no candidate then extended deadline—got one person interested;
 - did not send all fac staff
 - a. Vote (online poll) for COE seat. Three candidates.
 - i. Will do poll this June 2018
 - b. Two open CLAS seats (vacated by Scott and Shaun). Only one potential interested person (Joshua Daniels)
 - i. Ava met with candidate, and he is interested; vote for one seat this June and a second seat reannouncement, via all-fac-staff or similar list in Fall—can hold 2 of the three 3 polls this month by unanimous consent
 - c. AY 2018-19 fall term meeting time: Thursday 10-11 am (2nd week of month)
 - i. Paula requests to have announcement time at start since she has class at 11 am next Fall
 - d. In-service week meeting? (ongoing business item “g”)
 - i. In-service week meeting
 1. Topic fundraiser
 2. Never seem able to get through a full agenda
 3. 2 hour business/planning meeting
- III. Returning Business:
 - a. Library summer exhibit
 - i. Sue K will the PURE rep; Melanie L-H will be the PKP rep; two other folks, including Paula, will make the that happen

1. **No timeline yet, but that is forthcoming**
 - b. Physical Space for PURE office / Temp space starting fall / Proposed student success center
 - i. **On the plan for new space; may be in Dan's old office in ITC**
 - c. Website updates – Marion Barnes / summer project / working task group formation? (ongoing business item “c”)
 - i. **This is currently ongoing. Need to have people to provide some review/comment—probably better to send an email to ask for volunteers to help with reviewing the content. Make sure she's headed in the right direction.**
 1. **Xiaopeng, Becca, Chloe, Ava, Ana, and gz will provide feedback**
 - d. From Ongoing business item “b”: “AES feedback Survey– target dissemination Fall 2018 (Discuss June 2018)” – **PUSH back?**
 - i. **Discuss at long Fall meeting**
 - e. PURE new student week event
 - i. **Do we want to have an event: workshop**
 1. **Has board's support**
 - f. PURE presence at recruiting events?
 - i. **Not addressed—need to talk about further (preview days in the Fall)**
- IV. New Business:
- a. Proposed AES Technology goals & timeline (**see resource 1**)
 - i. **There is board support to explore and push this forward: keep the surface calm and research some of the tech stuff going in the background**
 1. **Will update in Fall**
 - b. Fundraising and sponsorship? Goals? Boundaries? Guest Erin McDonough. (Erin McDonough will attend to provide ideas and answer questions from the board)
 - i. **There are some things that state or foundation funds cannot be used for (awards for student PI art work), etc.**
 - ii. **Philosophy from Erin:**
 1. **Always ask for money first.**
 2. **Would prefer to fund Deans who fund projects rather than funding multiple small items**
 3. **In the past, the emphasis has been: here's a project, let's ask for money. Hope to move to ask for money to fund more general types of projects and give the money to Deans or other administrators.**
 4. **Sponsor logos: do you want to see these things at the AES conference?**
 5. **It would be helpful if the PURE Board found/developed a list of things or projects they wanted to fund and prioritized them**

6. Question: is there a ballpark figure of how much could potentially raise?
 - a. For sponsors, what is the volume of people that are reached during the event:
 - i. Probably in the \$500 range for sponsorship in the current market
 1. Who do you know?
 - ii. Does that change if you put it on the program?
 1. Yes. Again. The number of eyeballs.
 7. Suggest we initially take requests to the associate provost; from there determine what should be fundraised
 8. Foundation is there to fund the University's priorities—the Foundation needs the blessing of the University
 - a. Never collect/focus on partial payment for a partial project
 9. It's always appropriate to ask for support
 10. Do we need an account with Foundation?
 - a. Yes
 - b. Has PURE had grants? No. We ask administrators for money.
 11. Ask for funding for PURE, but give recognition at AES
 - a. Ask for monies at the PURE level
 - i. Ways to get donations
 12. High impact learning experiences is one of the top 5 priorities for the university.
 - a. PURE (together with a few others like internships and study abroad) fit together under this existing priority.
 13. Can add button to AES and PURE websites to give people a way to donate to PURE. Foundation is currently switching software. New software will make it easier to donate to a specific priority with less clicks.
- iii. Arc: where are you going; what are you wanting to tackle; what you have money for or don't
 - iv. Question: Are you wanting to fundraise to cover things that we don't currently do? Or?
 1. Mostly—yes.
 - a. Example of things we currently do and want funds for: trying to fund/pay for an award for PI art.
 - b. Examples of things we don't yet do: Funding student travel to present research off-campus; Funding research internships in coordination with SLCD but on a different timeframe than CiP (e.g. summer research internships)
 2. ACTION ITEM: Establish funding priorities. For the coming year (short term). Also long-term goals.

- c. Gz proposed ideas for AY 18-19 / feedback on moving forward (**resource 2**)
 - i. **Presented**
 - ii. **Promote in the Fall**
 - iii. **Board support offered**
 - d. Board member requests for items to consider in AY 2018-19
 - i. **Not addressed—out of time. Ava asked for board members to send an email to pure@wou.edu with any suggestions/requests.**
- V. Reports:
- a. Proposal updates – CiP internship app for 2018-19 was declined/wait-listed
 - i. **Situation noted by Ava. Not enough time for board discussion.**
 - b. Budget – approx. \$500 but already spent/owed. (**see resource 4**)
 - i. Note travel to CUR for Xioapeng and Chloe this summer / expenses covered across AY 17-18 and AY 18-19 budgets.
 - ii. **Not discussed—out of time.**
 - c. *PURE Insights* report
 - i. Current status of next issue
 - 1. **Cover art is done**
 - 2. **About 6 pieces are ready for review**
 - 3. **Now have written instructions for reviewers and editors**
 - 4. **Have been doing troubleshooting**
 - 5. **Shared the stats via email**
 - 6. **Goal is to release in Dead Week**
 - ii. SWOT radar: growth, defining roles, DC complexities, impending changes to allfacstaff listserv for communication with campus
 - d. **Not addressed—out of time**
 - e. AES report: (**see resource 3**)
- VI. **Not addressed—out of time**
- VII. Adjournment

NOTE: Ongoing Business:

- a. PURE & Stem Scholars
- b. AES feedback Survey– target dissemination Fall 2018 (Discuss June 2018)
- c. PURE website
- d. AES Plenary Speaker Endowment Donor search
- e. Funding Student travel
- f. Alumni “tailgate” at AES
- g. PURE Exec. Meeting “in service” week to review priorities for upcoming year

RESOURCE 1: Proposed AES Technology goals & timeline

PURE Tech Timeline

Goals

1. Sustainability: reliable software; multiple people understand and can manage; not drone work; requires limited time for design and maintenance
2. Usable: familiar, memorable, pleasant, and easy to use for faculty and students; for PURE staff/techs, clear procedures, support, and problem solving processes
3. Stability: find a system that can match our growing needs, reduce hiccups, and mature with us for several years.

2018-19

1. Keep front facing tech same/similar
2. Improve back-end: redundancies/save labor/scripting
3. Explore: usability, improving UX, UI; other software, interface alternatives for 2019-20

2019-20

1. Implement new tech or the revised tech from 2018-19
2. Continue usability testing

2020-21

1. Retain core tech--revise and improve based on experience from 2019-20
2. Continue usability testing

RESOURCE 2: Gz proposed ideas for AY 18-19

Ideas GZ wants to try out for 2018-19

1. Student interns visiting courses during Fall and Winter—especially upper division courses
2. Usability test the Google forms and documents; Usability test the email content; Usability test the webpages
3. Reach out specifically to divisions that have had little to no participation, i.e. Criminal Justice and Teacher Education
4. Collaborate with IRB to sponsor one session each in Fall and Winter: one hour long session where 5 faculty and/or faculty/student research collaborators co-present; one hour long session where faculty and/or faculty/student research collaborators hold a poster session.
5. Work with Sue K or Library to have a workshop on “How to create a poster presentation”
6. Work with IRB to identify all of the research and research methods courses on campus
7. Back-to-back with IRB during Convocation week: short presentation about PURE, what's happening with AES, and the coming year

RESOURCE 3: AES Report

- i. AES 2019 - theme chosen is “Intersection of Art and Sciences”; preliminary room holds are set in ASTRA for AES 2019; date of conference is May 30 2019 (Thursday of week 9 of spring term)
- ii. Survey is live on our website to collect new suggestions for AES themes for the 2020 conference and beyond (no responses yet).
- iii. AES 2018.
 1. A success!!! Many positive remarks / compliments given.
 2. New this year: Ribbons on badges, Midday plenary, poster judging, high school juniors in attendance
 3. Highly successful plenary. Estimate that attendance nearly doubled from last year. Some notable attendees included Tony Crawford (WOU Alumni board President), Ron DeVolder (benefactor), Tim Nesbitt (former chair HECC).
 4. Surveys: Session chair feedback surveys (new this year; 10 returned to us so far) and Student presenter post-survey (newly streamlined survey; 52 responses as of last week)
- iv. Goals for next year include increasing attendance from high school students in the Willamette Promise and WOU Alumni, and streamlining AES technology structures to reduce manual labor and error introduction (these go together).
- v. Considering rename of “Presentations” to “Oral Presentation” to clearly distinguish from poster presentations when students select presentation format.
- vi. AES Implementation team will have some change in membership. Don and Myron are leaving/gone and Sarah Lockwood will be taking their place. Will be adding two individuals associated with disability access to the AES Implementation team (Stacey Rainey and Chrys Burcham). Also inviting Trina Horsey (external conference coordinator).
- vii. SWOT radar: Participation numbers and discipline diversity, plenary room, disability/accessibility, technological infrastructure, room scheduling & class canceling, impending changes to allfacstaff listserv.

RESOURCE 4: AES Budget

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| Available Budget | | |
| Balance: | 8000 | |
| Dup-Copy | 2652.62 | |
| Food | 2079.51 | |
| Subscripts | 500 | |
| Postage | 77.55 | |
| Misc | 64.5 | WUC early open & Plenary AV Technician |
| Conference/Travel | 2100.1 | |
| Office | 7.5 | |
| Proj Research | 7.5 | |
| Sum | 7489.28 | |
| Balance | 510.72 | |