

**University Council**  
**April 20, 2018**  
*RWEC, Room 201*  
**Minutes**

Present: Rex Fuller, Laurie Burton, Scott Beaver, Curtis Campbell, Kathy Cassity, Paul Disney, Gary Dukes, Michael Ellis (for Bill Kernan), Tina Fuchs, Mark Girod, Ryan Hagemann, Richard Kavanagh, Jay Kenton, Dave McDonald, Erin McDonough, Sue Monahan, Jesse Poole, Steve Scheck, Adele Schepige, Katherine Schmidt, Abdus Shahid, Michael Smith, Linda Stonecipher, Judy Vanderburg, LouAnn Vickers (Ex-Officio)

Absent: Jessica Freeman, Allen McKiel

President Fuller began the meeting by welcoming Katherine Schmidt to the council. Katherine serves as a representative from the University Budget Committee.

**University Council / NWCCU Accreditation work**

Dr. Sue Monahan provided an update on accreditation, noting she was able to attend a training in March. In her [memo to the University Council](#) and [presentation](#), she acknowledged that our continued progress towards mission fulfillment aligns with the expectations of NWCCU. To achieve our goals and produce the expected outcomes, we need to ensure that our processes utilize our resources and capacity. Dr. Monahan outlined the steps being taken to prepare for the 2019 mid-cycle evaluation, as well as our 2023 report which will focus on mission fulfillment and sustainability.

Dr. Monahan also demonstrated this progress (as of fall 2017) on a poster-size [matrix](#) which measures our achievements and outlines the necessary steps. The progress we've made to meet our objectives is color coded (red, orange, and green) to indicate whether or not the goals have been met. President Fuller noted that the objective is to see the metrics, which align with our core themes, move into the green to indicate we are accomplishing our goals.

She also suggested ways the work of the University Council (UC) will specifically contribute to the achievements and attainment of goals to lead to mission fulfillment and continuous improvement.

In her PowerPoint presentation, Dr. Monahan noted that NWCCU is focused on the core themes of academic excellence and student success; the other three core themes are the charge of the UC. This was outlined on a rubric which further described ways the UC can contribute to mission fulfillment.

President Fuller referenced slide 18, *Standard 2: Resources & Capacity*, noting that this is a comprehensive list of how the university operates.

NWCCU will be looking for “evidence of change” in how we have integrated planning in our budgeting process (as outlined in notice of concern #6) so we need to illustrate how our new process has worked. It was determined that a work group from within UC be formed to draft a response that will provide evidence of our compliance with Standard 2. December will be the target date to read the first draft of the response.

- **ACTION:** Compliance Standard 2 Work Group: Gary Dukes, Tina Fuchs, Ryan Hagemann, Katherine Schmidt

President Fuller noted that the updates in this presentation were also provided in his report to our Board of Trustees at the [April 18, 2018 meeting](#). He recommended that Dr. Monahan’s presentation be given to both the Staff and Faculty Senates before the end of spring term. Additionally, he requested that members of the UC let Dr. Monahan know if they are interested in being an evaluator for the NWCCU process.

### **University Council Strategic Initiative Action Teams 2018**

Dr. Laurie Burton introduced a document combining the information on the grid developed at the President’s fall 2018 retreat. The [Strategic Initiative Action Teams Summary and Descriptions](#) document is divided into the five institutional priorities. The initiatives established at the retreat are listed within the priorities and action team noted as “working”, “future”, or “open.”

This document will be added to the University Council web page and emailed to the campus community in an effort to solicit individuals interested in joining an “open” or “future” team. If interested, individuals will submit an “Action Team Interest Application.” Dr. Burton also created a “Comments & Suggestions” form. Both forms will be available on the UC website until close of business on May 18, 2018. If an action team becomes too large, an informal advisory group can be formed in order to keep everyone involved and provide an opportunity for input.

- **ACTION:** Dr. Burton requested the council review all three documents and share any feedback with her by Friday, May 4.

Dr. Burton concluded with an update regarding the tutoring center. Due to the various building remodels and departmental moves, it was determined to delay the formation of a Tutoring Center for one year which will allow it to be integrated into the Master Plan.

### **Team Reports**

- **Campus Master Plan / Capital Planning Update**

President Fuller and Michael Smith provided updates on the Campus Master Plan and the 2019-2025 capital projects priority list. President Fuller noted that while this list covers three biennia, we are currently working on projects for 2019-2021. The Vice Presidents for Finance and Administration will be discussing this list at their April 26 meeting, to determine tier 1

projects to be presented to the HECC for rubric scoring. He also noted that our capital list will be reviewed before anything is set.

Michael Smith reviewed the [Capital Planning Update](#) PowerPoint presentation provided to the WOU Board of Trustees Finance Committee and the full Board at their April meetings. ([wou.edu/board](http://wou.edu/board)) He mentioned that the PPT has now been passed on to SRG, the master plan consulting firm.

Capital projects included renovation/remodel of the Old Education Building, New Physical Education Building, Academic Programs & Support Center (APSC), Rice Auditorium, McArthur Stadium, and Auxiliary Services/Valsetz Dining Hall. A new construction project, Health Sciences Building, was also highlighted. The needs and details for each project were outlined, including dollars offset by deferred maintenance and the approximate cost of each project (broken down by state and donor funding).

In reference to upgrades to McArthur stadium, President Fuller noted that these changes would provide the prospect of hosting more football and women's soccer games and the potential to add men's soccer. Men's soccer would reach into the Hispanic/Latinx population we currently serve and provide additional recruitment opportunities and outreach.

Smith announced that the Campus Master Plan Steering Committee will be meeting on Wednesday, May 2, with additional subcommittee meetings to be scheduled soon.

- **Catalog Update Progress**

Michael Ellis presented an update on the [online catalog project, ACALOG](#). Ellis provided details regarding the catalog functionality and a project timeline, noting that Degree Tracks implementations will integrate with the ACALOG system. The first draft of the 2017-2018 catalog will be available for review on April 24, with a five-day review period and a production goal of mid-May. They hope to have the 2018-2019 catalog available by late June 2018.

UCS is also evaluating a student planner project which will include a "pathway to degree" and registration option. The first step will be to implement a feature that will use the Degree Tracks Planner. This would allow advisors to create accessible enrollment plans with their students and have the potential to allow students the ability to develop their own plans within the module. It is estimated that it will take about a year to collect sufficient data to evaluate to determine viability for course forecasting. The second step will be to evaluate products such as College Scheduler and EduNav for compatibility with Degree Tracks and additional functionality.

- **Advising Guide progress**

Jesse Poole provided an update regarding our academic advising services, proposing an outline to develop a [University Academic Advising Council](#) (UAAC). He noted that WOU and OIT are the only Oregon universities without an academic advising council. The UAAC will be

charged with increasing the quality of faculty advising and would provide feedback and recommendations to campus. Feedback on the UAAC outline has been requested from Faculty Senate. It was recommended that a representative from Service Learning & Career Development, Athletics, and Veterans Support Services be added to the member structure and Poole said they would be considered. Adding a representative from graduate programs was also suggested but it was noted that graduate advising is provided through graduate programs.

Jesse explained that the current process for advising assignments begins within the academic divisions. The APA's provide a faculty list to academic advising staff noting the number of students they each have capacity to advise. He mentioned that it would be beneficial to create a system to provide formal training and prepare professional staff and faculty for their advising role. It was suggested that trainings might be conducted during Fall Kickoff Week or possibly on designated Friday afternoons to distinguish it from the multitude of trainings during Kickoff Week.

Poole reported that WOU has received the highest number of advising awards within the memberships of the National Academic Advising Association (NACADA).

- **HECC WOU snapshot**

Provost Scheck highlighted the [Oregon Higher Education University Snapshots](#) available on the HECC website. The webpage contains a map, outlining Oregon's higher education institutions with a linked data snapshot for each institution. If an institution doesn't agree with any of their data points, they have the opportunity to appeal to the HECC and request an update. Dr. Scheck pointed out that the "total student" enrollment numbers for WOU also include Willamette Promise students.

**The meeting was adjourned at 10:30am.**

**Next meeting:** June 8 (WUC, Columbia Room)