Call to order: Following a roll call of the 2015-16 Faculty Senate, Senate President pro tem Spencer Anthony-Cahill called Senators to order at 4:02 pm. Anthony-Cahill welcomed new and continuing Senators, Senators whose terms have been completed, and other guests, for a total of 33 attendees (roster attached).

Minutes: Senators approved Senate minutes of 18 May 2015 with a typographical edit.

ELECTION OF 2015-16 OFFICERS

Senate President pro tem Anthony-Cahill conducted the election of officers to the 2015-16 Faculty Senate Executive Council. The 2014-15 Executive Council forwarded the nominations of Molly Ware to the position of Senate President, Kristen Larson to the position of President-Elect, Trula Nicholas to the position of Secretary, Amanda Eurich to the position of Appointments and Elections Officer, and John Lund to the position of At-Large Representative. All nominees were elected unanimously, and the composition of the 2015-16 Senate Executive Council will be as follows:

Voting officers: Molly Ware, President; Kristen Larson, President-Elect; Trula Nicholas, Secretary; Amanda Eurich, Appointments and Elections Officer; John Lund, At-Large Representative; Sara Singleton, Faculty Legislative Representative.

Non-voting members: Spencer Anthony-Cahill, Past President; Chuck Lambert, UFWW President; Mark Kuntz, ACC Chair; TBD, UPRC Chair.

RESOLUTION HONORING PRESIDENT SPENCER ANTHONY-CAHILL

A resolution forwarded and read by Senate President-Elect Molly Ware honoring outgoing President Spencer Anthony-Cahill passed by acclamation. The resolution is as follows:

WHEREAS, Spencer Anthony-Cahill has served as Western Washington University’s Faculty Senate President during the 2014-15 academic year; and

WHEREAS, Spencer Anthony-Cahill has proved to be an effective and judicious leader, who has served the University with dedication, integrity, humility, analytical acuity, openness, and a deep commitment to listening to all perspectives and who has shown courage and vision in directing the Senate’s deliberations on crucial issues throughout the 2014-15 academic year; and

WHEREAS, the members of the Faculty Senate of Western Washington University are grateful to Spencer Anthony-Cahill for his commitment to shared governance, to broadening faculty participation in meaningful decision making throughout the University, to working across administrative/faculty lines to create bridges that empower both parties to better address university challenges, and to making the Faculty Senate of Western Washington University a force for effective faculty governance;

BE IT THEREFORE RESOLVED, by the Faculty Senate of Western Washington University, at its regular meeting of June 1, 2015, that Spencer Anthony-Cahill is hereby honored for his outstanding service as Faculty Senate President from June 25, 2014 to June 22, 2015.

REPORTS AND ANNOUNCEMENTS

Senate President Spencer Anthony-Cahill:
- Attended a dialogue with students and faculty on Friday, May 29th. More such dialogue is necessary and will help to provide a compelling direction for the work of the 2015-16 Faculty Senate.

University President Bruce Shepard:
- Expressed appreciation for the work of the 2014-15 Faculty Senate.
• Provided an update on legislative work in Olympia and stated that a state budget has not yet been passed.

Chuck Lambert, UFWW President:
• Thank you to all who attended the annual UFWW party on May 17th and to Karen Stout for planning the event.
• UFWW Elections are in progress and polls close on June 8th. Please contact Jeff Young if you are a union member and have not yet received a ballot.
• Work on a new collective bargaining agreement continues and no agreement has yet been reached. Once an agreement is made, a digest will be created for union members outlining changes from one contract to the next and a meeting must be scheduled with a minimum of 24 hours notice.

Jaleesa Smiley, AS VP for Academic Affairs:
• Students for Renewable Energy presented a resolution on divestment to the Associated Students Board of Directors last week that was passed unanimously by the AS Board.

REPORTS FROM SENATE AND STANDING COMMITTEES
Senators reviewed year-end reports from the Faculty Senate, Academic Coordinating Commission (ACC), Academic Technology Committee (ATC), Council of Faculty Representatives (CFR), Senate Extended Education Committee (SEEC), Senate Library Committee (SLC), and University Planning and Resources Committee (UPRC). All reports, including requested typographical corrections, are attached as Appendix A.

ELECTIONS AND APPOINTMENTS
A motion from the Executive Council to confirm the appointment of the following individuals to the Diversity and Social Justice Grants and Fellowships Review Committee passed by a unanimous vote:
   Area A: Janelle Leger, Physics and Astronomy
   Area B: Alex Czopp, Psychology
   Area C: Tara Perry, Communication Studies
   Area C: Theresa Warburton, English
   Area D/E: Aric Mayer, Art and MBA Program
   Area H: Joy Wiggins, Elementary Education
Senator and Area H: Trula Nicholas, Human Services and Rehabilitation

REVIEW OF COMMITTEE MINUTES
Senators voted unanimously in favor of a motion (forwarded by Jim Graham and seconded) to accept University Planning and Resources Council minutes of 29 April 2015 and 13 May 2015 and Senate Library Committee minute of 6 May 2015 with correction of a typographical error in UPRC minutes of 13 May 2015.

CONSTITUENT CONCERNS
Senators expressed concern about work conducted over the summer and the necessity of ensuring that faculty work performed outside of the faculty contract be compensated. Senators also noted the importance of including more NTT faculty members in shared governance and compensating them for their service.

Senators adjourned at 5:24 pm.

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Trula Nicholas, Senate Secretary 2014-15
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<thead>
<tr>
<th>Outgoing Senators with terms ending in 2015</th>
<th>Ex Officio attendees</th>
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<tr>
<td>1  Spencer Anthony-Cahill, 2014-15 Senate President</td>
<td>39 Bruce Shepard, University President</td>
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<td>2  Nolan Dennett</td>
<td>40 Brent Carbajal, Provost</td>
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<td>3  David Gilbertson</td>
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<td>4  Jim Hearne for Johann Neem</td>
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<td>5  Christina Keppie for Johann Neem</td>
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<td>6  Raelynn Schwartz-DuPre for Keith Russell</td>
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<td>7  David Wallin for John McLaughlin (2016)</td>
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<td>8  Jianying Zhang for Amites Sarkar</td>
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<th>Senators with terms ending in 2016</th>
<th>Guests</th>
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<tr>
<td>10  Jeanne Armstrong</td>
<td>44 Zach Dove, 2015-16 AS VP for AA</td>
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<td>11  Karen Bradley</td>
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<td>12  Jackie Caplan-Auerbach</td>
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<td>13  Allison Giffen</td>
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<td>14  Steve Henson</td>
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<td>15  Hud Hudson</td>
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<td>16  Milica Jelaca Jovanovic</td>
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<td>17  Jason Kanov</td>
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<td>18  John Lund</td>
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<td>19  John McLaughlin</td>
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<td>20  Craig Moyer</td>
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<td>21  Clint Spiegel</td>
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<td>22  Joan Stevenson</td>
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<td>23  Molly Ware, 2015-16 Senate President</td>
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<td>24  Kate Wayne</td>
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<th>New and Returning Senators with terms ending in 2017</th>
<th>Outgoing Senators present</th>
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<tr>
<td>25  Babafemi Akinrinade (R)</td>
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<td>26  Rich Brown (N)</td>
<td>23</td>
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<td>27  Amanda Eurich (R)</td>
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<td>28  Pierre Gour (N)</td>
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<td>29  Jim Graham (R)</td>
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<td>30  Vicki Hsueh (N)</td>
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<td>31  Stella Hua (N)</td>
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<td>32  Chuck Lambert (N)</td>
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<td>33  Kristen Larson (R)</td>
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<td>34  Sean Murphy (R)</td>
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<td>35  Trula Nicholas (R)</td>
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<td>36  Daphne Sluys (N)</td>
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<td>37  Neal Tognazzini (N)</td>
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<td>38  Sheila Webb (R)</td>
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<th>Other regular required attendees</th>
<th>Guests</th>
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<tr>
<td>39  Sara Singleton, Faculty Legislative Representative</td>
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<td>40  Chuck Lambert, UFW President (NV)</td>
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<tr>
<td>41  Jaleesa Smiley, 2014-15 AS VP for Academic Affairs (NV)</td>
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<td>42  Lizzy Ramhorst, Recorder (NV)</td>
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| TOTAL ATTENDEES | 33 |
At the first meeting of the Senate (October 6, 2014), the items listed below were presented as major elements of Senate Agenda for 2014-2015. A brief status report will be given for each of these items.

• **Formulating an effective faculty response to classroom climate issues raised by the Associated Students.**
  Initial discussions of this issue included a Senate caucus (2/9), a larger faculty caucus (2/23), and a student caucus (4/23). A summary of ideas that emerged from the faculty caucus can be found [here](#). One common theme from the faculty caucus was a request for more resources to develop curriculum that supports diversity, inclusion and equity on the WWU campus. To that end, the Senate constituted (5/18) a new committee in response to a request from Dean Kathleen Kitto: the Diversity & Social Justice Grants and Fellowship Review Committee. This new committee is charged with solicitation and review of proposals, and selection of summer grant and fellowship awards during Fall quarter.

  A student and faculty caucus will be held May 29, and inform how the Faculty Senate will continue to engage with and address student concerns around classroom and campus climate. It is expected that effectively addressing these issues will remain an ongoing priority for the Faculty Senate.

• **Faculty involvement in strategic enrollment planning, and increasing faculty engagement in student advising and retention efforts**
  A 4-hour workshop with faculty and ESS staff was held December 16. Following that workshop, a smaller group was constituted, which includes the Sr. VP for Enrollment and Student Services (Eileen Coughlin), the Asst. VP for Enrollment and Student Services (Clara Capron), the Director of Student Outreach Services (Renee Collins), the Vice Provost for Undergraduate Education (Steve VanderStaay), an academic Dean (Catherine Clark), the RASC chair (Diana Gruman), the Faculty Senate President and President-Elect (Spencer Anthony-Cahill and Molly Ware), a faculty member named by the President’s Diversity Task Force (Raine Dozier), and an at-large faculty member (currently vacant). This group is formulating a planning document to guide recruitment, enrollment, retention, and graduation of WWU students. The issues upon which the group is focused are seen as being closely linked to those of quality and institutional identity. The goal is to have a draft of the planning document this summer.

• **Making a faculty recommendation regarding the future of the Student Success Collaborative**
  Following two presentations (3/9 and 5/4) led by Steve VanderStaay and Sara Wilson, the Senate passed a motion (5/18) recommending that the University’s contract with the Student Success Collaborative be extended for another five years, that the Student Success Collaborative implementation team continues to work collaboratively with the Faculty Senate to seek faculty feedback and respond to emergent concerns, and make formal status reports to the Faculty Senate in the spring quarters of 2017 and 2019. A summary of faculty concerns raised at the 5/4 meeting can be found [here](#).

• **Ensuring the effectiveness of the new Senate Extended Education Committee**
  The SEEC made a form report to the Senate (4/20) that included three recommendations focused on encouraging regular review by department faculty of the course offered through Extended Education and the funding models that support those courses. The three recommendations were approved by the Senate and then distributed to the chairs of all college governance bodies for their consideration.

• **Responding to WSGE’s findings and report on the general education program**
  The WSGE report was discussed at the meeting of 4/6, and a summary of that discussion was forwarded to ACC for its consideration re: next steps to take in addressing issues related to General Education at WWU.

• **Addressing issues with the operational details of the revised Academic Honesty Policy**
Progress has been made in addressing operational issues that have arisen with the proposal to move, from Enrollment and Student Services to Academic Affairs, the authority to levy sanctions as described in the revised Academic Honesty Policy (which was approved by the Senate in Spring 2014). The Western Coalition for Integrity (formerly the Integrity Task Force) has agreed to develop, approve, and regularly update materials related to the self-reflection/educational component of sanctions for violations of Academic Honesty. Work on this will continue over the summer and a revised Academic Honesty Policy will be submitted to ACC at the start of the Fall 2015 quarter.

• **Working with the Equal Opportunity Office to establish and approve informal processes**

  Following a faculty caucus on this topic, UFWW and Senate leadership met several times with the EOO Director and staff to revise procedures and documents describing those procedures. The revised documents were posted to the EOO web site in May.

• **Revising the process and instrument for faculty reviews of senior administrators**

  Jim Graham led several meetings during the Fall and Winter quarters between Senate leadership and a group of 4-5 deans and the VPUE to develop a performance rating tool and a procedure to include faculty feedback in the regular review of senior administrators in Academic Affairs. This spring the new process and rating tool was employed in the faculty review of Vice Provost Steve VanderStaay.

• **Addressing concerns about de minimis use and public records requests**

  These topics were the subjects of presentations made to the Senate by Bill Lyne (UFW President), Chyerl Wolfe-Lee (Asst. VP for Human Resources), and Lisa Wochos (Asst. Attorney General) at the October 20 meeting. The UFWW has created a brief guide to *de minimis* use which is available on request.

Other discussion items/actions of the Senate this past year include:

- Changed charge re; voting membership of UPRC to include a faculty representative from the Graduate Council (10/20).
- Presentation re: threat assessment procedures at WWU (11/3).
- Discussed the report of the Calendar Committee at the meetings of 11/3, 11/17, and 12/1, and passed motions to adopt most of the recommendations of the report, such as scheduling the start of Fall quarter to minimize conflicts with major religious holidays, and beginning Winter quarter on Mondays whenever it is possible to do so without extending the Spring quarter past the third week of June.
- Presentation of Mission and Core Theme Indicators (3/9) by Vice Provost VanderStaay.

Another ongoing concern of the Senate this past year has been the inadequate level of administrative support for Senate committees (particularly the Academic Coordinating Committee, and the Academic Technology and Library committees) and the Senate office. The volume and complexity of the work done by the Senate has grown significantly in the past few years and one person cannot manage the current workload. This has resulted in frustration with delays in the posting of meeting minutes, agendas, and the updating of information posted on the Senate web site. As a stopgap measure to address these issues, the Provost authorized temporary funding of a part-time administrative support position in the Senate office, and we were fortunate to hire Kylee Swift into this position in January. As a longer-term solution to this critical issue, the Senate submitted a proposal to the Provost to fund a manager-level position in the Senate office in addition to the current administrative assistant position. This proposal was submitted by the Provost to UPRC with a relatively high priority. This position is key to ensuring the effective communication between the many groups on campus that must coordinate to ensure robust and effective shared governance.

Finally, I want to thank you all for your thoughtful participation in the Senate discussions and actions this past year—Thank You!
Academic Coordinating Commission Annual Report
submitted by Mark Kuntz, Chair

Curricular Review

As is typical for ACC, the body of the work of the commission this year was review of curricular minutes, and this year was not an exception. The committee reviewed 97 sets of minutes for a total of approximately 1,200 pages.

Also typical was the large volume of materials over the 5 meetings that covered December through February, when 890 pages of material was submitted for review (averaging 178 pages per meeting). The commission discussed how efficient and thorough the reviews were during that period of time, and also discussed if we might adopt a different process for reviewing the materials when the volume was more than the individual commissioners could realistically review. The result of those discussions included the following potential initiatives:

- the generation of a short form for those submissions that do not require lengthy documentation
- a rubric that is held by both the commissioners and the departments to help both parties self-check....speeding up approval and reducing the number of times materials are sent back for revision
- dividing the materials so that all materials would be guaranteed detailed reviews.

The commission did not see any new majors this year, and did review and pass new minors.

Discussion and Action Items

The commission discussed/reviewed the following items. Included below are the results of those discussions.

WSGE Report

While it took most of the year for the WSGE Report to make it to ACC, the report was in our formal and informal discussions throughout the year. When the report finally made its formal way to ACC the reverberations were considerable, including contributing to the collapse of CUE the end of winter quarter. In the end ACC accepted the WSGE Report as submitted by CUE with framing language from that committee. ACC forwarded the WSGE Report to Faculty Senate.

Evaluation of GURs

The above report and the below results stirred commissioners to look at how Western is reviewing its current GUR program. After considerable discussion the commission decided to form a task force that will take a look at what we are offering and how it meets the needs of our students. Ad hoc committee was formed to meet this summer, and present to ACC in the fall a framework for that task force, including proposals for membership and charge.

CUE

Signs of collegial dysfunction began to become apparent late in the fall quarter, and by the end of winter quarter CUE was no longer a functioning body. The ACC Chair and Vice Chair met with a group of members of CUE early spring quarter towards resolving internal issues and in hopes the committee could function through the end of the year. ACC decided to review the charge and membership of CUE. An ad hoc committee will meet this summer to generate a proposal to bring to ACC this fall.
Extended Education and Course Proposals

ACC asked the Chair to explore with schools across campus the process used for deciding which courses would be offered as on-line course through extended education. The resulting research resulted in two different processes, one held by CHSS, and the other held by the rest of the schools. The difference boiled down to a difference in interpretation of the CBA section 16.2. The commission agreed that it was proper for the departments to honor their own interpretation of 16.2, and appreciated how diligent the vetting process was with CHSS.

Course Repetition and Grade Cancellation

ACC discussed our current policy this fall and again this spring, and a motion to change our current policy will be discussed and voted on before this year ends. Commissioners seem to be moved to change the current policy which puts our native students at considerable disadvantage to those who have transferred to Western.

Grievance Policy

At the request of the Vice Provost for Equal Opportunity and Employment Diversity ACC reviewed its current policy in consideration of those students whose grievance might be better served by the above office. ACC changed the policy to make clearer the role of the above office without sending students to that office first.

Council on University Programs (CUP) Charge Revision

ACC revised the charge of the above committee to include new interdisciplinary programs in Sustainability and Entrepreneurship. It also moved curricular stewardship of Canadian-American Studies from CHSS to CUP, reduce the number of at-large faculty members on the council from two to one, and change reportage requirements to improve consistency with practical needs and other sections of the ACC Handbook.

Voting Status of ACC-CUE Liaison

ACC clarified the record and desire of the commission by establishing the CUE liaison from ACC as a voting member.

Block Scheduling of Five-Credit Courses

ACC was asked to respond to a constituent concern regarding the possible generation of a block schedule for 5 credit courses that meet on Tuesday and Thursday. Commissioners observed that responsibility for block scheduling lies not with ACC, but with the Provost’s and Registrar’s Offices. ACC forwarded the request to the Registrar’s Office for consideration.

Medical Excuses from the Nurses Office

ACC was asked to review the use of medical excuses from the nurse’s office. ACC agreed with the office and did not see the value of the documents. ACC agreed with the nurses office that the use of the excuses should be discontinued.
Summary of Key Academic Technology Committee Activities for 2014-2015

- One of ATC’s primary activities was to review and generate recommendations for funding of proposals to the Student Technology Fee Committee. This year for the second time, we examined and reviewed both preproposals and then full proposals. Initially, we had 30 preproposals submitted earlier this year, nearly double that of last year, totaling just over $724K, again nearly double that requested from last year. These were followed by recommending the development of 15 full proposals, totaling $252K in requested funding (again nearly twice the amount as last year). Final awards have not yet been announced at this time, but clearly there is quite a jump in the winnowing process with only ~$150K in available STF funds, so that of the original 30 requests, only ~7 to 9 proposals are anticipated to receive full or partial funding. The consensus of the ATC was that more direction should be provided by the STF committee at the preproposal stage, as several preproposals where clearly not adhering to the STF mission. A number of preproposals were to repair and/or replace existing equipment or to provide obsolete technologies. The ATC spends a significant amount of time deliberated on these pre and full proposals before passing its recommendations on to the STF committee, and we strive to be as efficient in our reviewing process as well as have better development instructions provided up front to potential applicants. ATC thanks Chris Sandvig for serving on both the ATC and STF committees and acting as the as the liaison for both.

- ATC has also discussed, rendered opinions and disseminated information regarding a number of constituent concerns over the year. A few of the larger issues that have arisen are first, the transition from old-style user/email groups to the newer style available through Outlook and Office 365. We realize that with the adoption of Office 365, this will allow easier access to managing multiple Outlook based user groups. It has also been discussed that not everyone has yet transitioned to using Outlook, but that this will likely be the most efficient mechanism for identifying user/distribution groups in the future. Overall, the added advantages of using Office 365 have been overwhelming in terms of the ability to cross platforms and take advantage of multiple device technologies, which from our ATC study from last year, is the direction we know that the students and faculty are moving. Second, the transition to Canvas is now complete and most everyone has been satisfied with the use of Canvas, including students. Canvas training is still available through ATUS should anyone need additional help, this includes a pilot course in cybersecurity training which is undergoing customization for both adaptability as well as focusing on issues specific to Western. Another more recent concern is the Microsoft Lync messaging that monitors faculty presence through Outlook and the concern that this may pose a potential safety issue, e.g., for persons working after hours. ATC has investigated this issue and is confident that this issue can and will be resolved by training (provided by ATUS) as opposed to invoking an actual security threat, i.e., it is a relatively simple workaround that will need to be disseminated as installations proceed. This is especially important because students will soon be accessing Lync messaging as well.

- A few of the highlights that ATC supported this year include the implementation of the online Institutional Repository named CEDAR (Contributing to Education through Digital Access to Research). This repository will help faculty and students disseminate their research more effectively. ATC was also
involved with the successful ADMCS director search that brought in Janice Kijak as the new director after the retirement of former director Bob Schneider.

- ATC business that we hope to conclude before the end of this academic year includes reexamining our bylaws in the Faculty Constitution, last changed in August 2008. Specifically, we want to alter our membership so that we can include representation of extended education. We also want to address our meeting schedule to make sure it is optimized for flexibility and to facilitate the necessary workload.

- ATC has identified concerns for the future that will be our focus for 2015-2016. First and foremost is that with additional reliance on cloud based computing, Western will need increased internet access infrastructure and ATC will continue to monitor this issue. Additional funding for this has been taken into consideration via capital planning, but we still need to make sure that the necessary resources for these upgrades are not neglected down the road. Second, ATC also advocates continued wifi improvements across all of campus, which has been historically supported by student tech fees, but may also be included in general infrastructure costs in the future. Finally, VoIP phones will be integrated over the next two-years, which will save the university significant telecommunications costs in the long run. Several issues have arisen regarding this transition, including access to 911 emergency calling and that analog phone lines will still be necessary to interact with a wide range of equipment across campus. Several ATC members (and other volunteers) have now been provided with VoIP phones and are acting as beta-testors to help better understand the issues and advantages surrounding this transition and ATC will continue to monitor both the pros and cons as well as help to provide guidance and disseminate information. Finally, with respect to the changes in policy At WWU regarding cell phone use after the Washington Supreme Court ruling, we are still waiting for the Washington Ethics Board response before advocating any policy changes. We anticipate movement on this situation early next year.

Respectfully Submitted,
Craig Moyer
2014-2015 ATC Chair
FLR: Faculty Legislative Representative Report 2014-15

Sara Singleton, Political Science Department,  sara.singleton@wwu.edu

The Faculty Legislative Representative represents the Faculty of Western Washington University in relations with the Washington State Legislature and sits on the Council of Faculty Representatives (CFR). During the 2015 legislative session your FLR:

Attended the legislative session from mid-January until the end of March; continued to monitor legislative activity through subsequent special sessions. Advocated for the CFR legislative agenda. The CFR agenda for 2015 is as follows:

- Support the tuition freeze with offsetting financial support from the legislature, otherwise it becomes a budget cut
- Support Council of Presidents budget proposal
- Support fully funding the state need grant (currently 1/3 of eligible students, about 32,000, are not funded), the College Bound Program and the Work Study program
- Support the re-thinking of new models for funding higher education, including new revenue sources.

I performed various activities in support of this agenda and other issues of importance to Western’s faculty:

Testified on relevant policy and revenue bills.

Authored letter concerning the need to fund student need grant and work study program, which was sent out on behalf of Council of Faculty Representatives to chairs and vice-chairs of higher ed and budget committees in the House and Senate.

Met regularly with policy organizations, e.g. Council of Presidents, United Faculty of Washington, Washington Student Association.

Met weekly with Council of Faculty Representatives (CFR is composed of FLRs from UW, WSU, EWU, CWU, TESC and WWU) for work sessions at least every Wednesday during the regular session. I will continue to meet periodically throughout the summer and fall for the session wrap-up and planning for the 2016 session.

Met weekly in Olympia with WWU Legislative Group (student representatives and WWU government relations staff). Participated in a weekly phone meetings that included President Shepherd and government relations representatives of the students, the staff and the administration.

Participated in quarterly meetings with the other seven members of the Higher Education Advisory Committee to the Washington State Student Achievement Council, which is the agency charged with initiating, implementing and assessing education policy in the state.

Worked with CFR in organizing the 3rd annual Tim Ormsby Achievement Faculty Awards. The Ormsby Award is given in recognition of faculty contributions to public service. Todd Donovan is Western’s 2015 recipient.
Discussion in the Senate Extended Education Committee (SEEC) focused on two major themes:

1) Ensuring high quality for credit-bearing classes offered through EE.
2) Consideration of the cost of credit-bearing classes offered through EE.

The SEEC made a formal report to the Senate (4/20) that included three parts: (1) A narrative of the discussion of these two major topics in the SEEC; (2) information on Extended Education (EE) enrollments, individual course offerings, and other data provided by EE in response to the charge of the SEEC; (3) the three recommendations listed below, which focused on encouraging regular review by department faculty of the course offered through Extended Education and the funding models that support those courses. The three recommendations were approved by the Senate and then distributed to the chairs of all college governance bodies for their consideration.

1. SEEC recommends that faculty in departments and college curriculum committees review proposals for face-to-face, blended, and online course offerings with equal scrutiny. In particular, the assessment of student achievement in all courses should be clearly described.

2. SEEC recommends that departments include regular review by faculty of planning and decision-making processes for EE courses offered by their departments, including course assignment decisions.

3. SEEC recommends that Academic Affairs planning units consider the possibility of including the cost of credit bearing online courses offered through EE during the Academic Year in banded tuition, including specific proposals for the mitigation of the funding shortfalls created by such plans. SEEC further recommends that college faculty governance bodies be included early in the development of any such plans.
Senate Library Committee Report 2014-2015

The following items summarize the issues reviewed by the Senate Library Committee during the 2014-15 academic year.

Senate Representation
The Senate Library Committee did not have a representative from the Senate seated on the committee for the 2014-2015 academic year. To encourage future senate representation, the SLC adopted a new meeting policy emphasizing monthly rather than biweekly meetings.

Libraries Planning Process
The SLC reviewed and discussed the planning documents developed by the Libraries during the 2014-2015 academic year. These included the Libraries SCOT (Strengths, Challenges, Opportunities, Threats) analysis; the annual plan identifying five main “action items” (scholarly resources, the liaison program, teaching & learning, digital initiatives (including CEDAR), and One Search); and funding priorities presented in its annual report to the Provost (resource access, base budget increase to cover University Records / Archives Center, and staff reclassification). In addition, the SLC reviewed two “emergent needs” proposals (digital record keeping and preservation and online learning librarian) and four six-year plan proposals (resource access sustainability; integrated teaching and learning; space management; and data management and preservation).

Resource Access and Journal Usage Review
The SLC reviewed the issues facing the Libraries regarding the resource access budget. The importance of developing sustainable, transparent and repeatable policies for resource acquisition and termination was discussed. For the year of 2014-15, the SLC recommended that journals exhibiting a cost-per-use of $100 or more over the past three years and satisfying additional criteria identifying consistently low usage be considered for termination. This policy is currently being implemented by the Libraries.

Online Institutional Repository
CEDAR, the university’s online institutional repository, became live this fall. CEDAR enables faculty to establish “Selected Works” pages which provide open access to their scholarship and creative works. Libraries’ faculty and staff are available to help any faculty member with navigating the various copyright issues that come up in creating a “Selected Works” page.

One Search
Full integration of the new online discover tool with those of the other 36 institutions in the Orbis Cascade Alliance was completed this winter (2015). Libraries faculty and staff have continued to work with users to improve the interface and workings of One Search.
Faculty Use/Needs Survey
The SLC reviewed the results of the Winter 2015 faculty needs survey, last conducted in 2012. While the results indicated a generally high level of satisfaction with Libraries services, there are a significant number of faculty who have concerns with One Search.

Mongolian / Inner Asian Collection
Western received a large donation from a new donor who is interested in preserving and developing the Mongolian Collection. This donation will support visiting faculty as well as collection development and exchange and/or immersion opportunities for students and faculty from WWU and from Mongolia.

Research/Writing Center
A donor has given $250K towards the creation of a new Research/Writing Center in the Libraries. It will be located on the second floor of Haggard Hall, behind the STC area, where the computers are currently held, and will be a much larger space than where the Writing Center is currently located. The oversized books will be moved to WL 267, another accessible spot in the Libraries. The plan is to have it ready to use for Fall Quarter 2015.

Note: Access to many of the documents referenced above can be found at http://www.library.wwu.edu/strategic_plan
This was another year of budget planning, with discussions focusing more on planning at the end of the year. We also started using a timeline or framework for integrated budget planning developed largely by Brian Burton, Linda Teater, and Rich Van den Hull. That framework should serve as the foundation for a UPRC handbook that Lizzy and I hope to work on this summer.

We reviewed the university “SCOT” analysis in the fall and then focused on six year plan updates and strategic plans from the different divisions. We also reviewed budget requests that will feed into the 2015-17 operating budget. (Where last year we helped review and/or rank decision packages that could be taken to Olympia during the biennial budget, this year we were working towards the creation of a new biennial budget.)

We completed something of a preliminary sorting of the budget requests – not to provide specific recommendations for what should or should not be funded, but to talk about how certain budget decisions might be made.

Early in the year we discussed student enrollment trends and related topics (including the “yield” in admissions). In the preliminary sorting of budget requests the committee acknowledged the importance of admissions and enrollment. This issue also served as one of the focal points in discussions about WWU’s priorities.

With the change last year in the representation or structure of UPRC (with representatives from various faculty governance committees), we had mostly new members. Fortunately, there should be very, very little turnover. The 2015-16 committee knows the processes and should be able to have productive conversations about the budget, the budget process, and related planning issues. Most of all, the committee can have good discussions about university priorities and values, building on the conversations we had this May.