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Exhibit A: Approved 9/30/13

**FACULTY SENATE
Minutes of June 3, 2013**

Call to Order. Karen Stout, *Senate President pro tem*, called Senators to order at 4:02 pm following a roll call of the 2013-2014 Faculty Senate. Stout welcomed new and continuing Senators, Senators whose terms were completed, and other guests, for a total of thirty-seven (37) (see attached roster).

Minutes. Senators accepted Senate minutes of May 20, 2013 with one correction to the roster.

President Stout's Report:

- Thank you to Provost Riordan for her service to the university; Brent Carbajal will become Provost on August 1;
- Senators are invited to review two university policies:
[Training for Responsible Conduct of Research or Scholarly Activities for Externally-Sponsored Agreements](#), and [Filming, Photography or Video Productions on University Property](#)
- Clarifying edits to the motion passed at the previous Senate meeting that allows NTT faculty to serve on the Senate and its standing committees with compensation were presented. The text of the motion is as follows:

NTT faculty service on the Senate and its Standing Committees

The Senate welcomes participation from all Faculty Members on it and its Standing Committees, but recognizes the authority of the Collective Bargaining Agreement, which limits Non-Tenure Track faculty from participating in service activities unless specified in their contracts. As a result, NTT Faculty Members may be barred from participating on the Senate and its Standing Committees.

To ensure that all Faculty have a voice in concerns addressed by the Senate, any Non-Tenure Track Faculty Members (.5 FTE or above) with provisions in their contracts to be compensated for service work or who can demonstrate that an upcoming contract will contain such a provision are welcome to run for and be elected to the Senate.

Non-Tenure Track Faculty Members without such provisions in their contracts can be elected or appointed (by the Senate) to serve on the Senate or its primary Standing Committees (ACC, UPRC, ATC, SLC) and be compensated from a fund of \$5000/year (maximum).

Each NTT Faculty Member will earn \$1000 per academic year (AY) for service to the Senate or its Standing Committees, which includes any additional Senate committee appointments, including ad hoc committees or "at large" appointments. NTT who are committed to a 2 year position on the Senate or its Standing Committees will be prioritized for compensation from this fund in the following year, as determined by the Senate Executive Council.

This fund is shared across the Senate and its Standing Committees. Once the fund has been depleted for the AY, additional NTT cannot be elected or appointed unless they can ensure proper compensation. Any money remaining from one AY can carry over to the next AY. The Senate President and Executive Council will be responsible for the management of this fund.

If a College appoints a Non-Tenure Track Faculty Member to a Standing Committee of the Senate or the College's Faculty Governance Structure, the Faculty Member must be compensated, just not from the fund established by the Senate. *–end text of motion*

- Concerns raised at the last Senate meeting re: logistics for Scholars' Week were heard and appreciated by the Scholar's Week committee. The committee also asked for more volunteers to serve next year.

Election of Officers

President Stout conducted the election of a slate of officers to the Executive Council for the 2013-2014 Faculty Senate:

Voting officers: Johann Neem, *President*; Spencer Anthony-Cahill, *Vice President*; Jim Graham, *Secretary*; Molly Ware, *At-Large*; Sara Singleton, *FLR*. The *Appointments & Elections Officer* position remains vacant; candidate pending.

Non-voting members of the Executive Council: Karen Stout, *Past President*, Chuck Lambert, *UFWW President*; Yvonne Durham, *ACC Chair*, and Hart Hodges, *UPRC Chair* (The UPRC Chair and the FLR were elected in a separate vote during the meeting).

Resolution Honoring President Karen Stout

Senate Vice President Neem read Resolution honoring outgoing President Karen Stout, as follows:

RESOLUTION of the Faculty Senate of Western Washington University for the Outstanding Service of Karen Stout

WHEREAS, Karen Stout has served as Western Washington University's *Faculty Senate President* during the 2011-2012 and 2012-2013 academic years; and

WHEREAS, Karen Stout has proven to be an effective and judicious leader, has served the University with dedication, integrity, and humor, and has shown courage and vision in directing the Senate's deliberations on crucial issues throughout the her tenure; and

WHEREAS, the members of the Faculty Senate of Western Washington University are grateful to Karen Stout for her commitment to shared governance, to broadening faculty participation in meaningful decision making throughout the University, 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 3, 2013, that Karen Stout is hereby HONORED for her outstanding service as *Faculty Senate President* from June 21, 2011 to June 24, 2013.

Senators endorsed the Resolution honoring Karen Stout by acclamation.

Other Announcements:

- *Provost Riordan:* 1) with no news from Olympia, there will not be a budget presented to the Board of Trustees in June; 2) a retirement reception will be held for Steve Sulkin in VU565 on Tuesday at 3:30 pm; 3) Western has expanded its partnership with Olympic College in Poulsbo; 4) Provost Riordan and President Shepard join in thanking the Senate and its Standing Committees for the phenomenal amount of work accomplished in this past year.
- *Chuck Lambert, UFWW President:* 1) reported on continued work with Steven Garfinkle to ensure that faculty get the best advocacy; 2) several MOUs are in the process of being completed including one involving EE.
- *Victor Celis, ASVP-Academics:* 1) thanked the Senate for the opportunity to serve, which he felt contributed to his development both personally and professionally; 2) reported progress on the initiative to ban single-use plastic water bottles both in vending machines and in the markets.

2012-2013 Reports from Senate Standing Committees: The Faculty Senate accepted annual reports of the achievements of the Senate Standing Committees prepared by the Chairs. The 2012-13 reports follow:

Faculty Legislative Representative: Daniel L. Boxberger

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. During the 2013 regular and special session your FLR:

- Attended the Regular Legislative Session, January 14 to April 28, 2013 and the Special Session starting May 13. The CFR agenda for 2013 was guided by the CFR Position Paper developed early in the regular session, which focused session efforts on student support system maintenance, GET, State Need Grant, College Bound and Work Study.
- Met with and established rapport with legislators on Higher Education committees.
- Met with policy organizations, i.e., WSAC, GET, COP and Revenue Forecast.

- Regularly met with Council of Faculty Representatives (CFR is composed of FLRs from UW, WSU, EWU, CWU, TESC and WWU) for work sessions (every Wednesday during regular session) and annual business session, May 13, 2013.
- Regularly met with WWU Legislative Group (Faculty, Staff and Students).
- Monitored proposed legislation for impact on faculty and served as advocate on behalf of WWU faculty.
- Testified in committee and met individually with Higher Ed committee members on relevant bills.
- Reported to Senate on a regular basis.
- Worked with the CFR to initiate two annual events, the Student Intern Recognition Dinner (held March 18) and the Perspectives on the Washington State Legislative Process: Past, Present and Future (held April 9).
- In the intercession the CFR will hold a working session on June 14 to review the CFR Constitution and develop By-Laws, and the next business meeting November 11. The newly elected CFR Chair intends to visit all Faculty Senates early in the Fall Term.

Academic Coordinating Commission: Yvonne Durham, Chair

ACC fulfilled its charge by overseeing numerous curricular changes and reviewing various aspects of policy relating to the academic enterprise of the university. ACC's activities for AY 2012-2013 include:

- Oversight of nearly 100 sets of curriculum minutes, encompassing 400 new/revised courses, 56 new/revised majors, 15 new/revised minors, and 18 new/revised master's programs.
- Development of a template for curriculum minutes that provides consistent formatting in order to simplify the review process for the large number of curriculum changes that ACC oversees.
- Endorsement of CUE's exploration of a possible restructuring of the general education program.
- Revision of the membership of the Council on University Programs (CUP) to include a representative from Energy Studies, and approval of revisions to the charges of CUE, Graduate Council, and Honors Board.
- Approval of revisions to several university policies, including More than One Baccalaureate Degree, Insufficient Progress Towards Degree and Registration Holds, and Credit by Exam, Prior Learning, and Advanced Placement.
- Approval of a new policy on awarding Posthumous Degrees or Honorary Certificates, development of an Articulation Agreement Policy, and creation of a set of Inclement Weather Recommendations for faculty and students.
- Approval of revisions to the current Academic Honesty Policy and discussion and feedback on the proposed new Academic Honesty Policy.
- Approval of Calendar Guidelines submitted by the ad hoc calendar committee created by ACC to review and recommend parameters for setting yearly academic calendar dates.
- Initial discussions of the finals week policy, including the level of adherence to it and possible revisions that might make it more meaningful.
- Initial discussions of best practices and standards for online courses and of ACC's potential role in their review process.

University Planning & Resources Council, Jeff Newcomer, Chair

This was another year of budget planning. During the 2012-13 academic year UPRC met 17 times and:

- Conducted a periodic review of the University's strategic plan.
- Developed an integrated budget planning timeline that has been implemented on a trial basis.
- Developed standard cover sheets for budget initiatives and proposals that have been implemented on a trial basis.
- Discussed the capital budget proposal process and the existing major capital budget proposals.
- Reviewed the role of graduate programs at the University.
- Reviewed University enrollment trends.
- Reviewed Divisional budget proposals for the 2013-14 operating budget.
- Discussed issues regarding access to majors/programs and created an ad hoc committee to explore options for addressing changing student demand/interest.
- Heard initiative concepts that might be put forward as budget proposals for the 2015-17 operating and capital budgets.

Academic Technology Committee, Derek Yip-Hoi, Chair

The ATC spent much of the Fall term focusing its effort on supporting a pilot study of Canvas, a new Learning Management System (LMS) which was recommended by Western's CIO as a replacement for Blackboard.

- Canvas had been recently adopted by the Washington State Board of Community and Technical Colleges as a common system to be used throughout the state. Other four year universities in the state, including the University of Washington have also embraced it. The study involved around 50 faculty across a broad range of departments at Western using Canvas for delivering a course during the Fall semester. Several members of the ATC were included in this group as a way to obtain first-hand knowledge of the system, and to participate in study groups designed to ascertain how Canvas would fit into Western's environment and the mechanisms and impact of migrating from Blackboard.
- Members were also charged with soliciting input from their constituents on concerns about adopting a new LMS at this time. The feedback from this study from both the faculty and students on the capabilities on Canvas as a replacement LMS was overwhelmingly positive. Most of the concerns expressed were that a migration plan should be adopted that gives faculty a reasonable amount of time to convert. It should also allow access to course content and student data for up to a year after Blackboard is removed from service. As a consequence, the ATC added its endorsement to the findings of the study recommending that Western officially adopt Canvas as its LMS starting in the Fall 2013 term. As a precursor, all CRN courses for the Spring 13 term were made available in Canvas for faculty to begin migrating their course over from Blackboard. Course data

- on Blackboard would remain available to faculty through a non-production license for up to a year. The ATC will continue monitoring the progress of this conversion and respond to any constituent concerns regarding it.
- Another major initiative that occupied a significant amount of the ATC's time this year was a project to study the utilization of Western's computer labs. This was divided into two parts. The first was conducted on the General University Labs by ATUS using data collected from them using LabStats. The second, conducted by the ATC itself focused on the departmental computer labs using a more qualitative survey mechanism. At the time of writing this summary, the ATC is still in the process of finalizing these reports and its recommendations based on these. It is however apparent that the findings from both of these studies will help to establish procedures that will improve the utilization of these labs, ensure currency and facilitate the integration of new technologies such as portable and "Bring Your Own Device" computing.
 - As one of its yearly activities, the ATC reviewed and generated recommendations for funding of proposals made to the Student Technology Fee fund. Eighteen proposals totaling almost \$850K were submitted. As is the case each year, a combination of proposals targeting innovative new technologies, and those asking for updating or replacing obsolete technology were submitted. The ATC deliberated on these with a projection of \$250K to \$300K in available funding, and passed its recommendation on to the STF committee. At the time the STF committee was arriving at its own decision, additional funding that brought the total to around \$530K became available. As a result, full or partial funding for sixteen of the submitted proposals was possible. Given changes to the STF that have been voted on and approved by the student body, it is likely that this review process may be significantly different or even absent from the ATC's activities for the coming year. In addition to having representation on the STF proposals committee, the ATC was also represented on the STF fee renewal committee.
 - The ATC is working on developing policies to guide the internal funding of portable electronic devices such as I-Pads. These devices are now being requested in internal grant applications submitted to RSP. One of the challenges in using public funds for these devices, which are designed to be personal in nature, is how to manage de minimis use so as not to violate state ethics laws. This will be considered in developing this policy.
 - A new ex-officio position was created for the Extended Education Department on the ATC this year.

Senate Library Committee, Stan Goto, Acting Chair

During the 2012-13 academic year, the Senate Library Committee focused on several topics. Among them were the following.

- *Library resource budget* – a long-standing issue related to the budget is the annual inflation rate for information/research resources. This rate is always several percentage points higher than overall inflation and is not offset with an increase to the Libraries' resource budget. It is evident that the current model is unsustainable. Concerns about library acquisitions were raised by faculty and shared with the committee. The committee and library discussed these concerns and addressed them with further information that was disseminated during Fall Quarter. The concerns raised underlay a systemic budget issue. With flat budgets the Libraries need to more effectively balance access with ownership. New tools such as Rapid ILL along with the expanding collaboration of the Orbis Cascade Alliance help facilitate access.
- *Learning Commons* – the partners of the Learning Commons have been moving from co-location to collaboration of services and efforts. A service desk change that eliminated a redundant circulation desk and implemented a new information desk plus enhanced research assistance was implemented for Spring Quarter.
- *Shared library system* – committee members spent some time learning about the shared library system being implemented by the Orbis Cascade Alliance. Western, along with UW, will be among the first cohort of institutions to migrate to the new system in late June. Enhanced library resource discovery tools will be part of the new system, and widespread roll-out of the new system will take place early in the fall.
- *Collection management* – based on examples from other universities, the committee discussed back runs of print journals that are duplicated electronically and for which there are permanent, shared print repositories readily accessible to Western users. Journals in JSTOR are the clearest example of this. A clearer definition and rationale from the library for the de-accession of any print journals held in the Western Libraries will precede a broader discussion among Western faculty and students about any possible changes.
- *Heritage Resources* – discussion was held about the trend in academic libraries to devote more attention to making the unique resources a university possesses more widely available and integrating them more fully into teaching and research. At a more comprehensive scope, digital initiatives related to the collection, organization and preservation of university records, faculty works, and student accomplishments will be major topics for the future.

Senators heard and accepted a report on Online Course Evaluations from Jim Graham, and a report on the Academic Integrity Task Force from Jackie Caplan-Auerbach.

MINUTES FROM SENATE STANDING COMMITTEES

Texts of **MOTIONS** can be found in the updated Motion Log on the Senate website:

<http://www.wvu.edu/facultysenate/>

Committee	Date	Topic
University Planning & Resources Council	5/15/2013	ACCEPTED, including a MOTION to approve membership of and Ad Hoc Committee re "Access"
Academic Coordinating Commission	5/14/2013	ACCEPTED, including a MOTION requesting CUE revisit the timeline for consideration of General Education. Additional MOTIONS re: 2014-14 catalog deadlines <i>and</i> curriculum minutes template
Academic Technology Committee	5/8/2013	ACCEPTED
Academic Technology Committee	5/22/2013	ACCEPTED
Academic Technology Committee	5/29/2013	ACCEPTED, including MOTION to approve Recommendations regarding ATUS Computer Lab Usage
Senate Library Committee	4/3/2013	ACCEPTED.

President Stout announced that the ACC at its 5/28/2013 meeting (approved minutes from that meeting will come forward to the Senate in the Fall) passed a motion to approve *for distribution and discussion*, a CUE white paper "On General Education Requirements at Western Washington University". The white paper was adopted by CUE on May 23, 2013 and can be read on the Faculty Senate website both on the CUE link to ACC, in the Motion Logs for ACC, and under "Other Helpful Information" all on the Senate website at (<http://www.wvu.edu/facultysenate>)

APPOINTMENTS & ELECTIONS – Jackie Caplan-Auerbach

Elected by the Faculty Senate:

As Chair of University Planning & Resources Council (2013-15): Hart Hodges, *Economics*,

As Faculty Legislative Representative (FLR), 2013-2015: Sara Singleton, *Political Science*

To: **Student Publications Council:** Christina Keppie, thru Spring Qtr 2015; Paula Airth, thru Fall Qtr 2015; Maria McLeod as alternate

The new Senate reviewed rosters of its Standing committees and confirmed new appointees elected as representatives from the College governing councils.

VACANCIES ON SENATE AND STANDING COMMITTEES:

University Planning & Resources Council: 1 representative from CBE; and 1 Senator

Academic Technology Committee: Fairhaven representative;

Senate Library Committee: 1 Senator

Academic Coordinating Commission: Replacement for Tracy Thorndike-Christ, *Woodring College (Fall 2013 and Winter 2014 only)*

VACANCIES ON OTHER UNIVERSITY COMMITTEES

Scholastic Standing Committee: 3 faculty (thru 2014, 2015, and 2016)

Faculty Development Grants: 1 faculty nominee

Judicial Appeals Board: 4 faculty nominations (2 are appointed)

Student Academic Grievance Board: 1 faculty nominee

Vacancies 2013-2015

Campus Dining Committee: 1 faculty

Executive Dining Committee: 1 faculty

Cold Beverage Contract Committee: 1 faculty

Associated Student Green Energy Fee Committee: 2 or 3 faculty

Parking and Transportation Advisory Committee (PTAC): 2 faculty

If available to serve on any of the committees listed above, please respond via email to the Faculty Senate office at RoseMarie.Norton-Nader@wvu.edu

Senators adjourned at 5:49 pm.

