

## MEETING MINUTES

### DIVISION OF NATURAL SCIENCES AND MATHEMATICS WESTERN OREGON UNIVERSITY

September 19, 2012; NS122 1:30-3:00 PM

#### WELCOME AND INTRODUCTIONS

In attendance: Mike Ward, Jeff Templeton, Erin Baumgartner, Bryan Dutton, Mike LeMaster, Kristin Latham, Arlene Courtney, Breeann Flesch, Cheryl Beaver, Laurie Burton, Bill Schoenfeld, Avery Cotton, Jeffrey Myers, Michael Baltzley, Patty Flatt, Stacy Henle, Behim Kazerouni, Ray Dandeneau, Don Ellingson, Grant Smith, Lindsay Biga, Julie Grammer, Jeff Snyder, Ava Howard, Karen Bledsoe, Steve Taylor, Scott Beaver, Matt Ciancetta, Karen Haberman, Marzio Leban, Sara Boomer. Minutes respectfully submitted by Sharon Price

#### APPROVAL OF AGENDA

Motioned was made for agenda approval by Mike LeMaster. Agenda was approved.

#### APPROVAL OF JUNE 2012 MINUTES

Minutes were approved as written.

**ANNOUNCEMENTS / REMINDERS** a. NSM Division Welcome Back Potluck, Adair County Park, Fri. Sept. 28, 2012; 5-8 PM. b. Admissions Data for Fall 2012 (as of July): Undergrad. Applications +111 (+3.1%), Undergrad. Admits +178 (+6.0%); grad student applications +6 (+5.3%); Housing Applications Total = No Data c. Course Syllabi Archive – electronic documents to Niki for Fall Term. d. Annual Reporting Process: Faculty Annual Reports Due to Dept.+Division Chairs June 30, 2013; Dept. Reports Due to Division Chair July 19, 2012; Division Report Due to Dean August 2, 2013 e. WOU Office of Admissions 2012-2013 Tentative Recruitment Dates: Fall Preview Day I Oct 20, Fall Preview Day II Nov. 10, Winter Preview Day I Jan. 26, Winter Preview Day II Feb. 23, Spring Preview Day May 4, T-SOAR May 18, SOAR: June 28, July 12-13, July 27. f. Vans/Field Trips: Fall: 1 12-passenger van on site for month of October (second fall van rental as needed); Spring: 2 12-passenger vans on site for April-May. g. 2012-2013 NSM Meeting Schedule (see attached): Fall Meetings NS122 4:00-5:15 PM h. Chain of Communication: Faculty/Staff - Dept. Chair - Div. Chair - Dean – Provost President

- i. Niki Report – (Niki was unable to attend this meeting) Updated Class Scheduling Procedure and Timelines; 2012-12 calendar of events; Niki Retirement Status: Niki has retired but will be working July 1 through June 30, 2013. The search for her replacement will begin around Winter Term. This will process through HR & the Dean’s office with Division / Dept. Chair input)

#### INFRASTRUCTURE DEVELOPMENT AND PLANNING

- a. b. c. [Mathematics and Science Lab Computer Upgrades](#) (updated software imaging, computer replacements) NSM Division Equipment Purchase and Remodeling Plans due on Nov. 2, 2012 to Taylor 2012-2013. AIC funding came back as per President’s address Tues. Sept. 18, 2012. [Chemistry and Biology purchasing strategy in advance of DeVolder Science Center launch in Fall13.](#) You can see the progress on the web cam of the DeVolder Science Center. Rebar beginning soon. “Punch date” is in May before graduation. Kim Olson from Soderstrom Architects will need a spring meeting to finalize things. Chemistry and Biology – extra things to think about. New building – launching in Winter 2013 and reorganizing here in Natural Science building. Jan. it will become more known for equipment budget. (Education Building is on top 10 list for future projects.) **TT Promotion binders due Fri. Nov. 16, 2012.** Lori Burgeson –in UCS is our new “Brian Berkley” in UCS and is doing a great job and has been very helpful.

#### OLD BUSINESS

Finalize 2012-2013 Committee Assignments DeVolder Family Science Center Construction Updates 2011-2012 SPOC-related Contingency Plan Follow-up / University Budget Update

Steve has not heard back – last year had a laundry list of ideas. Deans meeting starts next week. No follow up of any actions heard, as of yet. Learned of interest in NS & Math online classes for future. Mark Girod approached us with doing college/ high school dual enrollment program. AB program is getting increased interest. Mike LeMaster on Adhoc committee. We will be seeing proposals soon on this degree structure. LBCC committee exploring bio-tech piece. How do we address LACC classes without starting from scratch? It will be on a case by case basis for an applied baccalaureate. Rob Findtner will be working on this. Matt Ciancetta will keep us advised. Steve will be hearing things on this also from the Dean’s Office.

- a. b. c.

Update from Sara from meeting: Campus level decisions made: This year we are in year 3 of April 2013 visit from the accrediting committee. Every faculty member should know WOU’s Mission Statement and Core Theme’s. Hamid did excellent job as committee chair for Learning Committee – at campus level on how well we teach our students. You can see him for more details on this.

#### NEW BUSINESS

Pending Search for NSM Administrative Program Assistant in Winter-Spring 2013. 2013-2014

b. 2013-2014 Budget Planning for addition of DeVolder Science Center to Division S&S

Steve will be working on this.

#### VIII. REPORTS

a. NSM Budget Report

b. Faculty Senate g. Academic Requirements Committee

c. Faculty Development Committee h. LACC Review Committee

d. Academic Infrastructure Committee i. PRC / Tenure and Promotion (Files Due in Nov.)

e. AFT/WOU Faculty Union j. Building Committee (Div. + Dept. Chairs) - Scott will do Wed. email on this.

f. Curriculum Committee k. PURE/Academic Showcase – Matt Ciancetta will keep us informed on this.

g. Academic Requirements Committee – Jeff Templeton has not met on this committee yet this year.

- a. b.

h. LACC Review Committee

i. PRC / Tenure and Promotion (Promotion Binder Files Due Nov. 16) Steve Taylor will be handling this.

j. Building Committee (Div. + Dept. Chairs) - No reports yet

k. PURE / Academic Showcase – Bryan Dutton no longer on committee – Thank you for your hard work on this. Ethan McMahan / Psychology taking over this along with Jeff Templeton & Scott Beaver.

#### IX. FINAL COMMENTS AND ADJOURNMENT

**MEETING AGENDA**  
**DIVISION OF NATURAL SCIENCES AND MATHEMATICS**  
**WESTERN OREGON UNIVERSITY**

September 19, 2012; NS122 1:30-3:00 PM

**I. WELCOME AND INTRODUCTIONS**

**II. APPROVAL OF AGENDA**

**III. APPROVAL OF JUNE 2012 MINUTES**

*2012-13 Meeting Schedule p. 4*

**IV. ANNOUNCEMENTS / REMINDERS**

- a. NSM Division Welcome Back Potluck, Adair County Park, Fri. Sept. 28, 2012; 5-8 PM. ✓
- b. Admissions Data for Fall 2012 (as of July): Undergrad. Applications +111 (+3.1%), Undergrad. Admits +178 (+6.0%); grad student applications +6 (+5.3%); Housing Applications Total = No Data
- c. Course Syllabi Archive – electronic documents to Niki for Fall Term.
- d. Annual Reporting Process: Faculty Annual Reports Due to Dept. + Division Chairs June 30, 2013; Dept. Reports Due to Division Chair July 19, 2012; Division Report Due to Dean August 2, 2013
- e. WOU Office of Admissions 2012-2013 Tentative Recruitment Dates: Fall Preview Day I Oct 20, Fall Preview Day II Nov. 10, Winter Preview Day I Jan. 26, Winter Preview Day II Feb. 23, Spring Preview Day May 4, T-SOAR May 18, SOAR: June 28, July 12-13, July 27.
- f. Vans/Field Trips: Fall: 1 12-passenger van on site for month of October (second fall van rental as needed); Spring: 2 12-passenger vans on site for April-May.
- g. 2012-2013 NSM Meeting Schedule (see attached): Fall Meetings NS122 4:00-5:15 PM
- h. Chain of Communication: Faculty/Staff - Dept. Chair - Div. Chair - Dean – Provost - President
- i. Niki Report – Updated Class Scheduling Procedure and Timelines; 2012-12 calendar of events; Niki Retirement Status

**V. INFRASTRUCTURE DEVELOPMENT AND PLANNING**

- a. Mathematics and Science Lab Computer Upgrades (updated software imaging, computer replacements)
- b. NSM Division Equipment Purchase and Remodeling Plans due on Nov. 2, 2012 to Taylor
- c. 2012-2013 Chemistry and Biology purchasing strategy in advance of DeVolder Science Center launch in Fall13.

**VI. OLD BUSINESS**

- a. Finalize 2012-2013 Committee Assignments *p. 5*
- b. DeVolder Family Science Center Construction Updates
- c. 2011-2012 SPOC-related Contingency Plan Follow-up / University Budget Update

**VII. NEW BUSINESS**

- a. Pending Search for NSM Administrative Program Assistant in Winter-Spring 2013.
- b. 2013-2014 Budget Planning for addition of DeVolder Science Center to Division S&S

*year 3 April 2013 m. AS VISIT*

**VIII. REPORTS**

- a. NSM Budget Report *p. 6*
- b. Faculty Senate
- c. Faculty Development Committee
- d. Academic Infrastructure Committee
- e. AFT/WOU Faculty Union
- f. Curriculum Committee
- g. Academic Requirements Committee
- h. LACC Review Committee
- i. PRC / Tenure and Promotion (Files Due in Nov.)
- j. Building Committee (Div. + Dept. Chairs)
- k. PURE/Academic Showcase

*Nov. 16 Filed*

**IX. FINAL COMMENTS AND ADJOURNMENT**

**MEETING MINUTES**  
**DIVISION OF NATURAL SCIENCES AND MATHEMATICS**  
**WESTERN OREGON UNIVERSITY**

June 5, 2012; NS122 4:00 PM NOTE TIME CHANGE

*TEMPORARY FACULTY*

**I. ROLL CALL / APPROVAL OF AGENDA**

In attendance: Sarah Boomer, Mike Baltzley, Bryan Dutton, Laurie Burton, Hamid Behmard, Scott Beaver, Breeann Flesch, Kristin Latham, Karen Haberman, Rahim Kazerouni, Ava Howard, Mike Ward, Matt Ciancetta, Steve Taylor, Niki Winslow.

**II. APPROVAL OF MAY MINUTES**

Minutes partially approved, a page missing.

**III. ANNOUNCEMENTS**

- a. Annual Reporting Process: Faculty Annual Reports due to Dept.+Division Chairs June 30, 2012; Dept. Reports due to Division Chair July 20, 2012; Division Report due to Dean August 10, 2012
- b. WOU Office of Admissions 2012 Recruitment Dates: SOAR: June 29, July 13-14, July 28 (*note corrected dates*).
- c. Reminder: 2011-12 annual classroom observations of non-tenure track / tenure-track faculty
- d. Admissions Data Compared to April Week 2, 2011: Undergrad. Applications +115 (+3.8%), Undergrad. Admits +138 (+5.6%); grad student applications +4 (+5.8%); Housing Applications Total = No Data
- e. Reminder: Chain of Communication: Faculty/Staff - Dept. Chair - Div. Chair -Dean - Provost -President
- f. Commencement, Saturday June 16, 2012 - robbing in Pacific Room 10:00-10:15, faculty parade to stadium 10:45.
- g. Niki/Office Coordinator announcements; Year-End Closing of Books - *Niki has submitted a formal letter of retirement, effective July 1, 2012.* She will continue on as temporary employee in the administrative assistant's position from July 1, 2012 to June 30, 2013. Congratulations and thanks to Niki - but she will still be in the game as a temp. employee, story to be continued into next year!

**IV. OLD BUSINESS**

- a. DeVolder Family Science Center status: construction/permit documents complete; ground breaking ceremony June 16, 2012 approximately 2 PM, following commencement. Logistical details still pending.
- b. Revised LAS College Annual Assessment Reporting Forms - to be submitted via email to dept. heads with annual reports.
- c. Status of SPOC Committee/President Strategic Task Team Process
  - i. Call for department planning documents: please submit any feasibility documents to division chair with year-end department reports. Dean Scheck will be sending out information to keep people informed.
  - ii. Applied Baccalaureate: status report, draft 1 model released by Dean/ad hoc committee. Mike Baltzley reported regarding targeted group, different needs in different programs. The program needs to be broad enough to be a bachelor's, not Applied Baccalaureate, but not too broad. See page 10 of handout. They are looking for flexibility from prior experiences and double counting courses to build within existing courses. This is a hot topic for recruitment. The idea is to add students, not courses. Mike Baltzley can pass questions on to Dean Scheck.
  - iii. Pre-Engineering Feasibility Report: S. Beaver and Schoenfeld. Scott reported there would be 1/2 a report in the end of year report.
- d. NSM Faculty senators for 2012-2013: Latham, Flesch, Baltzley, Kazerouni

**V. NEW BUSINESS**

- a. Committee Members Needed for 2012-2013 (discussion to be continued in Sept., as needed)
  - i. Faculty senate curriculum comm. Burton served since fall 2008: Matt Ciancetta volunteered.
  - ii. Honors Committee - Myers has served since fall 2008 \_\_\_\_\_ (open)
  - iii. Faculty Development Committee: Behmard has served since 2007. Hamid will do 3<sup>rd</sup> year.

**VI. REPORTS**

- a. NSM Budget Update
- b. Faculty Senate. Kristin reported, filling in for Cheryl. There has been a proposal for a new COE building. Funding for the next biennium is 2.5% better than previously thought. PSU and possibly U of O are in favor of having their own governing board. President Weiss is against. OUS Board is discussing an assessment tool for graduate employment data. The Provost gave a presentation on this, it can be seen as a slide show on the Faculty Senate website. Art is changing most courses from three to four credits. Faculty Senate terms are one year. The Committee on Committees is being disbanded. It will be AdHoc as needed. As of 7/10/12 new senators are: Keller Coker, Steve Wojcikiewicz, and Kristin Latham, Secretary. Bob Hatula will be member-at-large. Gavin Keulks is past president.

- c. Faculty Development Committee
- d. AFT/WOU Faculty Union: Scott Beaver said the bargaining team is being gathered. Bryan Dutton will represent NSM, is someone else would like to run that would be fine. The first meeting will be around October 1.
- e. Curriculum Committee (Division and Campus): no meeting.
- f. PRC Status: Dean letters/recommendation complete.
- g. Academic Req. Committee – “D” course criteria. This will be fall business, we are not seeking discussion right now. The ARC is trying to make the “D” course criteria clear. See handouts, pages 12-13. The discussion will start with the ARC and then go to senate.
- h. Academic Infrastructure Committee
- i. NSM AdHoc Gen. Ed./LACC Committee
- j. Complaints – state law, fees for building.

## VII. FINAL COMMENTS AND ADJOURNMENT

Year-end thanks to Staff: Niki, Sharon Clinton, Sharon Price, Julie, Piper; Year-end thanks to Dept.

Chairs: Jeff, Sarah, Arlene, Cheryl+Laurie.

Scott will be working with Academic Showcase.

*Year-end thanks to all colleagues! Have a good summer!*

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**Western Oregon University  
Division of Natural Sciences and Mathematics  
2012-2013 Meeting Schedule**

DAY	DATE	LOCATION	TIME
Wednesday	September 19, 2012	NS122	1:30 PM – 3:00 PM
Tuesday	October 2, 2012	NS122	4:00 – 5:15 PM
Tuesday	November 6, 2012	NS122	4:00 – 5:15 PM
Tuesday	December 4, 2012	NS122	4:00 – 5:15 PM
Tuesday	January 8, 2013	NS TBD	3:30 - 5:00 PM
Tuesday	February 5, 2013	NS TBD	3:30 – 5:00 PM
Tuesday	March 5, 2013	NS TBD	3:30 – 5:00 PM
Tuesday	April 2, 2013	NS TBD	3:30 – 5:00 PM
Tuesday	May 7, 2013	NS TBD	3:30 – 5:00 PM
Tuesday	June 4, 2013	NS TBD	3:30 – 5:00 PM

*NSB TBD room locations to be determined.*

**Division of Natural Sciences and Mathematics**  
**2012-2013 Committee Assignments** (Updated September 19, 2012)

NSM Division Chair: Steve Taylor ✓

NSM Budget and Operations Committee [Department Chairs]

Dutton (Bio) Courtney (Chem) Templeton (EPS) Burton (Math for C. Beaver) ✓

NSM Curriculum Committee

Boomer (Bio) Kazerouni (Chem) Schoenfeld (EPS) Burton (Math) ✓

NSM Professional Concerns Committee:

Latham (Bio) ~~OPEN?~~ (Chem) Myers (EPS) Ward (Math) ✓

NSM Personnel Review Committee

Taylor (Div. Chair) Dutton (Bio) Courtney (Chem) Templeton (EPS) C. Beaver (Math - Chair) ✓

NSM Service Committee

Howard (Bio) Kazerouni (Chem) Schoenfeld (EPS) Flesch (Math) ✓

NSM Technology Committee

LeMaster (Bio) ✓ Flatt (Chem) ✓ Taylor (EPS) ✓ Behmard (Math) ✓

**University Committees** (start of current term in parentheses)

Academic Infrastructure Committee: Courtney (F10) ✓

Academic Requirements Committee: Templeton (F11) ✓

Faculty Development Committee: Flatt (W10) Burton for F12 / Behmard for W13-Sp13 (F07) ✓

Faculty Senators: Latham (F11), Flesch (F12), Baltzley (F12), Kazerouni (F12) ✓

Faculty Senate Curriculum Committee: Matt Ciancetta (F12) ✓

Honors Committee: Erin Baumgartner (F12) ✓

Institutional Review Board: Sara Boomer (F12) ✓ ~~KAZEROUNI HABERMAN (F11)~~ ✓

International Ed Committee: Howard (F11) ~~SARA BOOMER (F12)~~

Parking Committee: ~~OPEN?~~ ✓

Student Conduct Committee: Patty Flatt (F09) ✓

Student Grievance Committee: Rahimi Kazerouni (F08) ✓

Writing Intensive Committee (fac senate): Haberman (F12) ✓

Who's Who, Dewey/Smith: Ava Howard (F10) ✓

University PRC Mike LeMaster (F10) ✓

Master Planning Committee Taylor (W11) ✓

**NSM Ad Hoc Working Groups**

NSM Building Committee [Department Chairs]

Taylor (Div. Chair) Dutton (Bio) Courtney (Chem) Templeton (EPS) C. Beaver (Math) ✓

Ad Hoc LACC/Gen Ed. Review Committee: Baumgartner, Courtney, Templeton, Ward ✓

Ad Hoc SIR Committee: Mike Ward; Erin Baumgartner ✓

Budgeted amount for Supplies and Services NSM902 (July 1, 2012) \$30,202

Expense \$30,202

ESTIMATED GENERAL OFFICE OPERATING EXPENSES \$25,202

Telecom (Phones and Networking)	\$300
Copiers	\$10,000
Office Supplies & Book Store	\$5,500
Postage	\$300
Duplicating Services	\$1,500
Faculty travel	\$4,000
Physical Plant - work orders	\$2,500
Telecommunication wiring	\$600
Miscellaneous	\$502

TOTAL ESTIMATED GENERAL EXPENSES \$25,202

<b>MATHEMATICS</b>	NSM902 Starting	\$5,000
Money already spent	NSM902	\$569
NSM941 Lab Fees		\$2,000
SEP/DEP MTH70-95 - Course-Related Toner-Copier-Supplies		
NSM941 Lab fees expended		\$0
Balance	Total balance	\$6,431

SCIENCE DEPARTMENT BUDGETS STARTING July 1, 2012 \$185,000

<b>BIOLOGY</b>	NSM960 Starting	\$63,103	\$63,103
Summer lab fees rolled over into 2012-13		\$5,186	
Money already spent		\$7,060	
Balance		\$61,229	

<b>CHEMISTRY</b>	NSM961 Starting	\$32,285	\$32,285
Summer lab fees rolled over into 2012-13		\$861	
Money already spent		\$10,686	
Glass Breakage + Goggle Fees		\$5,000	
Balance		\$27,460	

<b>EARTH &amp; PHYSICAL SCIENCE</b>	NSM962 Starting	\$51,362	\$51,362
Summer lab fees rolled over into 2012-13		\$1,834	
Money already spent		\$3,278	
Balance		\$49,918	

#### NATURAL SCIENCE STUDENT INFRASTRUCTURE AND OVERHEAD

<b>STUDENT LAB NETWORK</b>	\$2,000	\$2,000
Money already spent	\$0	
Balance	\$2,000	

<b>STUDENT PAPER</b>	\$5,000	\$5,000
Money already spent	\$0	
Balance	\$5,000	

<b>FIELD TRIP</b>	\$6,000	\$6,000
Money already spent	\$0	
Balance	\$6,000	

<b>EQUIPMENT REPAIR</b>	\$4,000	\$4,000
Money already spent		
Balance	\$4,000	

Millipore DI Water Purifier	\$4,000	\$4,000
MedEquip Maintenance	\$2,300	\$2,300
NW Natural Gas	\$150	\$150
	\$6,450	

Contingency 8% of Total NSM922 Budget	\$14,800	\$14,800
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TOTAL \$185,000



## Seven Year Accreditation Flow Chart

**2010-11 Write Year One, Chapter One (Mission, Themes and Expectations)**

**2011-12 Write Chapter Two (Resources and Capacity) Begin writing Chapter 3**

**2012-13 Prepare Year Three Report.** Conduct assessment and evaluation of key elements within Chapter 2 (WOU Window). Prepare narrative. Submit YR 3, Site visit April 4-6, 2013. Complete Chapter 3. Begin Chapter 4.

**2013-14 Prepare Year Five Report.** Complete Chapter 4. Begin writing Chapter 5.

**2014-15 Complete Chapter 5.** Revise chapters to ensure all revisions, and updates are included.

**2015-16 Prepare Year Seven Report.** Polish document to ensure continuity of voice, revisions, and updates are complete. Site Visit expected in April 2016

**2016-17 Revise Chapter One and submit 1 March 2017....**



## Chapter Three Timeline

- **27 April 2012**
  - UAC Meeting – Agenda: NWCCU Year 3 Report; Secure Evidence Folders ; Update on Subcommittee work; Mission, Core Themes, Objectives, KPIs
- **18 May 2012**
  - Campus Conversation – Innovations in teaching
- **20 July 2012**
  - UAC Meeting - Agenda: Update on Assessment & Evaluation of Chapters One and Two w/evidence
- **24 August 2012**
  - UAC Meeting- Agenda: CANCELED
- **19 September 2012**
  - Campus Conversation – Agenda: Campus Update on Year Three Report
- **28 September 2012**
  - UAC Meeting -Agenda: Requested narrative from each unit to include in Year 3 Report
- **26 October 2012**
  - UAC Meeting- Agenda: Narratives expected on Assessment & Evaluation of Chapter Two w/evidence
- **30 November 2012**
  - UAC Meeting - Agenda: Draft copy of Year 3 Report vetted with UAC set Campus Conversation , 4 Dec 2012
- **11 January 2013**
  - UAC provides any revisions to the draft of Year 3 Report - discuss changes, corrections or points of clarification and provide to Katherine Schmidt & Cornelia Paraskavas
- **25 January 2013**
  - Cornelia and Katherine provide UAC the final draft of the Year 3 Report for acceptance.
- **14 February 2013**
  - Campus Conversation to vet Year 3 Report with community members
- **22 February 2013 --**
  - UAC AGENDA: With Year 3 Report ready for submission and all evidence in folders for site evaluation team filed begin process of writing Year Five Report due next March 1. Contract with Schmidt and Paraskavas for writing services.
- **1 March 2013**
- submit Year 3 Report, Visit scheduled for April 4-6, 2013
- **2 March 2013** - Complete writing Chapter 3 and begin writing Chapter 4

# CONTINUOUS IMPROVEMENT IN EDUCATIONAL EFFECTIVENESS

**WOU President & Executive Staff** — Data driven decision making based on the advise given by the UAC based on the results of the systematic evaluation and ongoing planning processes that influence resource allocations, instructional programs, institutional services, and activities

**EER – Educational Effectiveness Review:** Ensures iterative assessment and evaluation of teaching and learning and the integration of the CPR alignment with our mission to support continuous educational effectiveness improvement

**CPR - Capacity & Preparatory Review:** Ensures resources, structures, and processes are aligned with our mission to support continuous educational effectiveness improvement

**University Advisory Council and its Network:** responsible for the collection, analysis and interpretation of valid, reliable and peer-reviewed data and information from every identified unit on campus. Advises the President and his staff on how best to implement the results of the systematic evaluation and ongoing planning processes, in effect, to influence resource allocations and decisions on instructional programs, institutional services, and activities.

## Enterprise Data Warehouse: a collaborative effort between OUS, OSU and WOU

**University Data Matrix:** a multi-departmental team that acts as system beta testers, advisors and co-creators in the development of standard reports specific to the needs of Western. Members are the contact person for all data report requests within their specific unit.

**ACADEMIC AFFAIRS** - OUS Data, Banner, NSSE, FES, New Student Week Survey, Class Climate Survey, Graduated Student Satisfaction Survey, Alumni Survey, CLA, Student Instructional Review, CAPP

**BUSINESS AFFAIRS** - OUS Data, Banner, Facilities Master Plan, ASTRA, SWAMP, Physical Plant

## UNIVERSITY COMMUNITY & INFRASTRUCTURE

Western Oregon University Continuous-Improvement Evaluation and Planning Model

### ***University Advisory Council***

#### ***Charge:***

Directs the collection of the valid, reliable and peer reviewed data and information from their specific areas of responsibility that will be used in the institutional decision-making process and the environmental scans for strategic planning. They will provide the analysis and evaluation of the data and information which will support their recommendations to the President's staff on planning and the allocation of resources.

#### ***Membership:***

Associate Provost – *David McDonald*  
Dean, CLAS – *Stephen Scheck*  
Two CLAS faculty members – *Hamid Behmard &*  
Dean, COE – *Mark Girod*  
One COE faculty member – *Adele Schepige*  
Dean, Library – *Allen McKiel*  
Director, Budget and Payroll –  
Director, Facilities – *Tom Neal*  
Director, Graduate Programs – *Linda Stonecipher*  
Director, UCS – *Bill Kernan*  
Director, Academic Affairs – *Wanda Clifton*  
Director, DEP – *JoNan LeRoy*  
Director, TRI – *Ella Taylor*  
Assistant to VP Student Affairs – *Debbie Diehm*  
President, Administrative Support Council –  
President, Faculty Senate –  
President, Staff Senate –  
University Advancement Operations – *Cara Groshong*  
*Ex Officio Members:* VP Finance & Administration, *Eric Yahnke*, Provost, *Kent Neely*, VP Student Affairs, *Gary Dukes*

### ***University Data Matrix Team***

#### ***Charge:***

To serve the Educational Effectiveness Review (EER) and Capacity & Preparatory Review (CPR) processes that guide the work of the University Advisory Council by providing the university perspective when they ensure the reliability and validity of the data and information used in the decision making processes. The intended outcome is a synergism that will guide continuous improvement efforts in educational effectiveness at the university; in an environment of transparency, responsibility and cooperation across the university community.

#### ***Membership:***

Graduate Programs *Amber Deets*  
UCS – *Michael Ellis & Bruce Vickers*  
Financial Aid – *Donna Fossum Kirk*  
Admissions – *Lori Palmer*  
BANNER – *Dorothy Hendrickson*  
Business Services – *Darin Silbernagel*  
DEP – *Angela Hendrickson*  
CLAS – *Kathy Hill*  
COE – *Sarah Beaird & Tiffany Smith*  
Athletics –  
Library – *Nora Solvedt*  
Student Affairs – *Debbie Diehm*  
HR – *Judy Vanderberg*  
Academic Advising & Learning Center – *Tamie Saffell*

### ***Council's Network***

#### ***Charge:***

Provides documentation of assessment processes, results and reports measuring effective educational outcomes including daily services provided students throughout the campus community and assist with environmental scan data and information

#### ***Membership:***

All Academic Division Chairs –  
All Academic Department Directors –

*Peer-Review Team:* BANNER & Data Matrix Teams