February 6, 2002, 12:30 pm, Room 260B

Present: Dan Jacoby, Carole Kubota, Kevin Laverty, Ray Lou, Kelvin Sung and Linda Watts

Absent: Mary Abrums

Guests: Suzanne Sikma, Frank Cioch and Sandeep Krishnamurthy

Program Planning

Working with the Vice Chancellor's office, Suzanne Sikma and Frank Cioch have developed guidelines for creating and reviewing new programs. Professor Sikma presented the UWB New Program Planning Policy (Draft 5: 01/23/02). This document outlined the steps required for new degree program approvals. The plan involves 3 stages: a pre-proposal stage, in Winter Quarter of odd years in the biennium; an approval stage from Spring to the Fall Quarter of the odd years involving the EC, the Academic Council and the Chancellor and the HECB approval stage in Winter Quarter of even years. A final step requires a full proposal and final approval by the HECB and UWB and UWS. GFO approval requires action by the EC, the Academic Council and the Curriculum Committee. The calendar sequence of events is set by the HECB guidelines. Professor Laverty pointed out an error on the draft under #8, the draft reads Fall of Second Year of Biennium (07), it should read: Fall of Second Year of Biennium (06). Professor Sikma concurred, it was corrected. Vice Chancellor Ray Lou expressed the Executive Council's thanks and appreciation to Suzanne Sikma and Frank Cioch for their work.

Action item:

The UWB New Program Planning Policy will be disbursed to the GFO for review and comment.

Motion

A motion was made to forward the UWB New Program Planning Policy to the GFO for review and comment, motion seconded and unanimously approved.

Upon approval, the policy will be sent to the Chancellor for endorsement to become policy in the Faculty Handbook.

Survey from the Office of Educational Research

All faculty from the 3 campuses have been requested to complete this survey for each class they teach. The Education program would like the EC to deliberate on a letter drafted by the Ed. faculty questioning the validity of the survey.

Some faculty have voiced concern regarding the SLO initiative; Professor Krishnamurthy expressed the Education Program's apprehension whether this survey is a valid instrument. The faculty also question how the data will be used. Professor Kubota will draft a formal statement of concern regarding the Survey from the Office of Educational Research to Vice Chancellor Ray Lou who will forward the statement to the Associate Provost Debra Friedman.
Motion

A motion was made for Carole Kubota to draft a formal statement of concern regarding the Survey from the Office of Educational Research to Vice Chancellor Ray Lou who will forward the statement to the Associate Provost Debra Friedman the motion was seconded and approved unanimously.

CSS Self-sustaining Degree

Faculty from the CSS program updated the EC on the program's self sustaining degree begun last year.

Professor Sung reported that CSS has been developing the course content of the self-sustaining program and formatting for distance learning. The goal is to have the proposal approved by the end of Winter Quarter 2002. CSS is considering ways of hiring on tenure track lines to maintain quality in this Degree option. Professor Jacoby voiced the opinion, if the degree comes forward as a new degree program the distance-learning proposal will need to go through the proposal procedure. If the program goes forward as a distance learning version of the existing degree, then the courses will have to be reviewed by the curriculum committee as required by the Senate's new distance learning legislation. The GFO Curriculum Committee must review and approve and the Tri-Campus Council may need to review. Another proposal is for a Master's degree program for CSS.

Approval of Jan 9 and Jan 23 EC minutes

Professor Jacoby had revised the previous minutes.

Motion

A motion to approve the revised minutes was made, seconded and unanimously approved.

Issues of the EC

Continuation of several issues from previous meetings.
- role of the EC & relationship to other committees
- role of EC in advising on matters pertaining to the budget and strategic planning

Professor Kubota distributed an updated copy of the section of the Faculty Handbook that contains information on the GFO committees. The EC needs to start thinking, as an Executive Council, what it means to assist with strategic planning.

The next EC meeting on Feb 20th, Bill Kelleher will attend and talk with the EC regarding budgeting.

Action item:

EC members will request that faculty from their departments formulate questions for Bill regarding budgeting so that they can be presented at the next EC meeting.
The decision to have longer, less frequent meetings (once a month for 3 hours) was approved; these meetings will begin next quarter.

Curriculum Committee will review articulation policy with Cascadia Community College and other community colleges. UWB needs to prioritize our goal to facilitate a well-developed and clear path way to admission at UWB.

**Action item:**

Barbara will get the Strategic Planning document for the next EC meeting.

Minutes submitted by Barbara Van Sant