December 10, 2002, 11:30 am, Room 211B

Present: Mary Abrums, Andrea Anderson, Patricia Kelley, Sandeep Krishnamurthy, Carole Kubota, Barbara Van Sant and Linda Watts

Guests: Tana Hasart, Kathleen Martin

EC minutes for October 8, 2002 were unanimously approved.
EC minutes for October 22, 2002 were unanimously approved.

**Guest Tana Hasart discussed the issues in Student Affairs and how we can work effectively with her team.**

Tana Hasart, Acting Director of Student Affairs, briefed the EC on the issues in Student Affairs and how they are developing the Strategic Plan for that unit. She is developing strategic vision statements for Student Affairs, taking into account demographics for the University and creating long-term, broad-based strategic statements of intent in alignment with service changes and changes in resources. A staff retreat in December will produce the first draft of the strategic vision statement, which will be presented to Academic Council and the Chancellor. Tana is welcoming feedback for the vision statement from the EC and is considering some open forums to elicit input from student groups, staff and faculty. UWB needs to look at systems that served well before and revisit those systems; do they align with the mission of the institution? Student Affairs should be prepared to support not only the State funded enrollment, but also fee for service, self-supported programs and external programs. Hung Dang is developing a webpage for Student Affairs to help student’s access all phases of admission, enrollment and services, the lifecycle of a student at UWB and building in links for those resources. Tana has facilitated a group of MBA grads on behalf of the Alumni Association. Don Whitney and Zee Ramji are designing websites for UWB alumni and Tana has recommended that the Alumni Association communicate with both Don and Zee in coordinating their efforts. Kathleen Martin suggested that each program be linked to the alumni website. A holistic approach is needed for student development, incorporating career services, counseling and support for special populations. Leadership programs for students are being developed and an orientation program. The ASUWB has been instrumental in assisting with this development.

**Revisit Carole Kubota’s two proposals handed out last meeting (1-Inclusion of ASUWB officers as ex officio members of GFO committees, 2-Expanding criteria for GFO membership)**

Carole’s first proposal to the EC was to include ASUWB representation on GFO committees so that the student perspective can be heard in decision-making. The EC discussed the proposal and the consensus was that having an ASUWB sit on the Honors and Ceremonies Committee was a good idea, although it is not recommended for the Academic Affairs Committee or the Curriculum Committee.

The ASUWB President[or nominee] will attend all EC meetings in the Winter quarter of 2003 as an ex officio member without vote. A Handbook change will not be necessary to invite the ASUWB President[or nominee] to EC meetings during a quarter. The EC is working to find places where student information will provide input to decision-making. Partnership with the ASUWB is the focus, so that the GFO can act on the student voice and ASUWB participation is not merely informational.
Action Item: Carole will send an e-mail on NBFAC notifying all faculty of this change.

Action Item: The proposal for the ASUWB to sit on the Honors and Ceremonies Committee will entail a Handbook revision. A vote from the GFO to amend the Handbook will be put on the next GFO agenda.

Carole's second proposal involves expansion of GFO membership. We will take this up in the next EC meeting.

**Planning for Next Quarter**

a. Setting EC Meeting Time - 2003 EC Meetings are set for the first and third Wednesdays, from 1:15 - 2:45 pm, January 8, January 22, February 5, February 19, March 5, March 19[if necessary].

b. Discuss Plan for Winter GFO meetings (Celebrating Teaching and Research for one meeting, Focus for the second meeting? One GFO Meeting will be devoted to the Distinguished Teaching Award winner, Carol Zander; one GFO Meeting will be devoted to the Worthington Award winner.

**Take Stock**

a. Where are we with respect to what we need to be doing?

b. Planning for the rest of the year.

Faculty Affairs has agreed to examine the salary equity issue and may want to report on this to the GFO this Spring. Another issue that needs follow through is promotion and tenure, clarity on promotion from associate professor to full professor and for lecturer and senior lecturer is needed. Spring Quarter focus should be on teaching, evaluating teaching effort. Sandeep has suggested to Becky Reed, Director of the Writing Center, that we can designate Winter quarter for focusing on how to evaluate teaching effectiveness. This can be co-sponsored by the GFO and the TLC. Several presentations can be made on this topic.

Minutes submitted by Barbara Van Sant