

Minutes
January 12th, 2022

Called to order:

Deanna called the meeting to order at 5:33 p.m.

Attendance

Björn Pellmyr, Geoffrey Odoch, Stephanie Mora, Phuong Nguyen, Judith Brewer, Deanna Corsilles, Joseph Bryant, Lacy Lampkins, Sean Dahlin, Gregg Schlanger
Absent: Haley Rinehart, Naif Binkassim, Andrea Gaeta, Rehan Rashid
Guests: Jenna Hyatt, Gregory Heinsleman

Agenda:

Discussion on Agenda:

Bjorn- For the base funding adjustment did we manage to get a question-and-answer session, or are we just going to do the adjustment?

Joey- We will make the decision Heather is able to come in next week.

MOTION: Judy made a motion to approve the agenda. Stephanie seconded. Motion carried. 7-0-0

Minutes:

MOTION: Geoffrey made a motion to approve the minutes. Judy seconded. Motion carried. 7-0-0

Reports:

- a) Chair: No reports
- b) Advisors: No reports
- c) ASCWU: No reports

Other Business:

- A. Communications Received:
 - i. No communications received

Public Comment

Jenna Hyatt- Happy New Year! Make the best of it and thank you for all your work.

Deanna- Thank you Dr. Hyatt. Any other public comments?

Gregory Heinselman- The S&A funded budget directors and student success met earlier today. Lacy was a part of that meeting and we talked about the process and protocols we will be following regarding the 5% budget reduction. And thinking about next years budget reduction of 10%. I will be working with the three Associate Deans and Student Success, and we are hopeful that within the next couple of weeks we will have numbers put together that will meet that expectation. Thank you for your patience and time. We will give you some things to look at within the next couple of weeks. Thank you.

Deanna- Thank you Dean Gregg.

New Business:

A. None

Old Business:

A. Base Funding Adjustment- Sarah Spurgeon Art Gallery

i. Joey- I did reach to Heather and she is not available to come in this week but is available next week. We have her on the agenda next week, and we can vote after meeting with her.

B. Program Reviews- Determine Questions & Timeframe for Responses

ii. Joey- This is a follow-up from last week, I know we talked about program reviews and the change on how we are going to do those. Our goal now is to identify a set of questions that we will want to send out to all of the base funded units and ask them to answer and respond in writing. Then we can ask follow-up questions as well. A few people did submit feedback and questions electronically and I will share them with the group. Previous questions we have used are in the program review examples that went out last week. Some questions are below:

How does your program align with S&A funding? And give specifics (outlining from our policy) what the purpose is.

Are there any circumstances or challenges that are impacting your ability to use your base funding allocation this year?

If we are going to ask of the university's goals, we should include a concrete reference (ex. mission statement). Tying it back to S&A funding so they know what we are looking at as committee and we can see what they are looking at as well.

How are the groups supporting students? And how will they be affected by the budget reductions we have?

How is your program supporting the students? Please be specific. Given the budget reductions taking place during the current cycle, please tell us what specific impacts those have had on your program compared to what was originally planned and included in your base funding request.

How does your program align with S&A funding as aligned in giving the paragraph above? Are there any challenges or circumstances?

How many unique CWU students utilize your program or services?

How do you gather this metrics? If you do not, what is preventing you from getting that data and how are you determining usage by CWU students?

Joey- Are there any other ones you would like for them to answer each year? I am opening it for discussion:

Gregg Schlanger- Joey, my only thought is about how does it meet the university goals. And maybe we need to say the current ones or say the past goals.

Joey- I would say Gregg, having something in there like that would be helpful especially as the university is looking largely at things. That question is necessary.

Gregg Schlanger- Sounds great, Joey.

Joey- The others I would recommend is from the supplemental we did two years ago (questions 7 & 11). How do you assess the service and activities you provide to students? Is student input collected and used within this assessment process? The next one is, what are your program goals or learning operational objectives? And how are you assessing your program in achieving those targets? All departments may have a variety of answers to these questions as they are all different. Asking them these questions allows for us to see how they vary and how they complete the goals and how we can compare them to the previous years.

Geoffrey- I agree, and was thinking something along the lines of how have you been utilizing your resources effectively here at CWU?

Lacy- I do have a suggestion, I am almost tempted to take out question number 9, which is “What would be the impact to students if this programs funding was increased?” I just don’t know if this is necessarily relevant as we are not looking at increasing program areas. And it may be confusing to those areas.

Bjorn- That one does look like it would be confusing. One thing that may be worth asking is, what are the next steps for your program and what might you like to do in the future? I understand that there is a budget crisis but may be worth asking. Since, it is relevant to how we evaluate how we utilize the base funding. Or we could leave it out if need be.

Judy- I agree with Bjorn, as I feel like it is still good to note that even if funding wise, we may not be able to do that. To have it in writing on what they want to do, and then when we have funding, we have that documented.

Lacy- I think that is a good way of answering the question. Essentially another question we should ask about utilization is who utilizes the service, what type of students? Do theses programs serve center students and Ellensburg campus? Do they primarily service first gen? What type of utilization do they capture? I think it would be good for us to know what type of students would be interested in these types of services.

Gregg Schlanger- should that be a multiple-choice question, so we give them options?

Joey- I would probably leave it open ended as my guess is a lot of these areas may not have that data the first year and may be say the number of students or general students. But getting down to the more detail may be challenging. My plan was getting the feedback here tonight, playing with wording, and sending it to you all before next weeks meeting. And then we will send it out again after next weeks meeting in case we need some more fine tuning. Keep in mind whether we want or need a question specifically for the budget. The program review we will send this out this year as it relates to this year we are in right now. and they will submit the annual financial report which will come around next fall. I just don’t know if there is a specific question you want to know as we will have the annual financial every year. And as we know with budget reductions, most areas will be tightly strapped.

Lacy- The only budget question I recommend is the current vacancies. It would be a nice way to know where we are at in vacancies six months into the fiscal year, so we would be notified.

Joey- Any other thoughts feedback or ideas we want to be sure to ask? I will work on typing these out and sending them out at the end of this week or early next week. I have 12 questions, which is a good amount. We can always add more or tweak them if they are redundant. If you think of more questions, please send them my way, and we can add them.

Public Comment- Second Call

None.

Adjournment:

**MOTION: Judy made a motion to adjourn. Stephanie seconded. Motion carried.
Meeting adjourned at 5:54 p.m. 7-0-0**