Eastern Washington University  
UAC Meeting  
Minutes of October 25, 2012

Members Present: N. Birch, B. Alvin, W. Steiner, C. Hansen, T. Hancock, D. Richter, S. Jackson, S. Stearns  
Ex Officio/Guests: K. Chapman, M. Baldwin, L. Briggs, E. Morgan, N. Ruiz-Rubio, D. Elder

The meeting was called to order at 3:04 p.m. by N. Birch.

1. Approval of Minutes of October 11, 2012. M. Baldwin asked to change line 185 from “continuing students” to “new students”. N. Ruiz-Rubio asked for a change to line 53 to add “as an example” to the end of the sentence. T. Hancock moved to approve the minutes of October 11, 2012 with the changes. S. Stearns seconded. The minutes of October 11, 2012 were approved as amended.

2. Additions/Changes to Agenda. a. N. Birch stated that D. Elder will be coming to the meeting around 4:00 p.m. to plead his case for approval of the freshmen Honor’s student priority registration.

b. N. Birch stated she will be out of the office on November 8th and would like to know if the UAC would like to find a substitute to chair the meeting or move it to the 29th of November. B. Alvin moved to change the meeting date to the 29th of November. S. Stearns seconded. Motion carried.

3. Chair’s Report. a. N. Birch reported she attended the 10/15/12 Rules meeting and she mentioned the need for a faculty handbook. She was informed there is a faculty e-handbook online that is used for new faculty orientation and she will put the link on Blackboard. She stated she asked about the possibility of FPAC working on a handbook for undergraduate faculty and she was told they are too busy. She will work with M. Baldwin to see what was completed by J. Dahl before she left the university. b. She asked about the status of the Grading policy and was informed it is residing in the provost’s office right now. R. Fuller has recommended the chairs and co-chairs of UAC and GAC meet with M. Baldwin, C. Ormsby and R. Dalla to discuss revisions to the policy rather than having it go back and forth between committees. c. She stated that the Rules committee would like to work as a clearinghouse for academic policies and will send items to the councils/committees for review as needed. T. Hancock may work on it with her. Distributed with the materials is the latest version of the policy and it is also under the Blackboard website under policies. According to Rules (Sam Ligon) UAC may continue working on the Program and Course Management Policy

4. Committee Reports. a. Academic Appeals. E. Morgan reported there were 4 appeals and three were accepted and one was denied.

GECC. a. N. Ruiz-Rubio reported they are accessing graduation requirements right now however the committee is concerned they should not be the group that should call for assessment. The committee feels it might be useful if there was a student learning assessment coordinator on campus. That person would be on top of all assessment that is being done on campus. She stated there was talk at one time the university was going to hire someone to fill that position but that didn’t happen. M. Baldwin stated there is enough need to have someone on campus in that position however he
would be surprised if they would be able to hire someone due to the budget. He stated there may be enough flexibility in H. Bergland’s position they could flesh that out to meet those needs. b. N. Ruiz-Rubio stated there was only one course approved for the First Year Experience this summer.

5. Administrative Report. M. Baldwin reported: a. A review of the Learning Commons area shows there are times when there are as many as 150 students using that area. They will be purchasing another 8 desks for that space. K. Chapman stated the students want more non-white board desks and M. Baldwin stated he believes they are ordering both. C. Hansen stated the Library has concerns about there not being enough space because they are getting too many students. M. Baldwin stated that is where they are right now and C. Ormsby is working on the situation. He stated the PLUS groups have increased from 37 to 51. C. Hansen stated they feel they may have to remove all the materials on the main level to make room for the Learning Commons. M. Baldwin stated it is not a forgone conclusion that they will expand in the Library and they may need to create another Commons area. He stated they have received many ideas they will explore. b. He traveled to Beijing, China where he presented before 180 administrators and faculty and represented Eastern to talk about transfers and how to transcribe transfer degrees. He stated if faculty want to be involved in traveling to represent Eastern they should talk with C. Dixon. c. The current CPAC deadline is November 2nd however he would like to move it to November 16th due to his absence from campus. d. K. Klauss has been hired to serve as the new Director of the Transfer Center. He will be working with M. Baldwin and will report to C. Ormsby or whoever is hired to fill that position.

6. ASEWU Report. a. K. Chapman reported she met with R. Knight and T. Otto about the Learning Commons area and they agreed to move 6 large wooden tables to the upper level. She stated she talked with C. Ormsby about purchasing more of the non-white board tables as well as three person tables. b. The council meeting was held yesterday and each representative gave their report and talked about their goals for the year. c. They were able to appoint two students to the Student Success and Retention Committee.

7. Old Business. a. AP 303-21 Undergraduate Policy. E. Morgan stated she would like to change the wording of Section 2-3 Non-matriculated Students to read: Enrollment will open for these students two weeks before the first day of classes “with the exception of summer session. Summer session registration is open to all students on the first day of the registration period.” T. Hancock moved to accept the changes. D. Richter seconded. Motion carried.

b. Honors Program Freshmen Priority Registration Request. N. Birch stated she has drafted language for the Honors Priority Registration. It reads: Incoming freshmen enrolled in the Honors Program have priority registration and may register one working day before other incoming freshmen register. B. Alvin moved to approve the language. S. Stearns seconded. D. Elder stated he would like to ask for three (3) working days rather than one (1). E. Morgan stated if they do that they may run into other student’s registration time. D. Richter asked if we have time to have the registrar research what can be done and get back to the committee at the next meeting. He stated we don’t want to pass something that the registrar’s office can’t do. M. Baldwin stated he is trying to be supportive however there are other groups they have given priority to like the AS students so they can meet their obligations on campus. He stated he is trying to understand why the honors
students should get priority and why we should respond to them in a different way. D. Elder stated
the bulk of courses they need are offered between 8:00 a.m. and 12:00 p.m. so there is some
constriction to what they can take and they are impeded by when we offer the needed courses. S.
Stearns stated she sees honors students as making a commitment to the university and they are
willing to do the extra work and will honor EWU so they are unique. T. Hancock asked E. Morgan
if she would research what the impact of having a 2 or 3 day priority registration would do and
return to the next meeting with that information. E. Morgan stated she could but if that is allowed it
opens a whole can of worms. If more groups want a different date to register then it will be
unmanageable. S. Stearns stated the real problem is as we get more students enrolled the classes are
filling up faster and we don’t offer enough sections. N. Birch stated continuing students are running
into the problem of getting into high demand courses quarter after quarter. L. Briggs stated the
university wants to continue to grow enrollment and incoming student populations will continue to
grow so the pressure we feel now will not be alleviated. W. Steiner stated what we are seeing is a
systemic issue because our student population is increasing and programs are having trouble getting
students into the classes they need because departments don’t have enough faculty in place to handle
the number of classes. It will open the door to a lot of trouble and it is a good thing this is an issue
and hopefully this will allow some departments to grow and expand the number of classes they offer.
He stated that opening the priority registration would be like putting a band a side on the issue and
won’t solve the problem. M. Baldwin stated they added 650 seats to the Gen Ed offerings but that
was far short of what they needed but it was a start. He stated there are two levels to the issue which
is general population and there are bottle neck courses that are an issue depending on the programs
and the provost has asked him to identify where these courses are. He stated the Gen Ed is doing
better because they have been paying attention to it and the next thing they will work on is
Chemistry. W. Steiner stated they were able to hire two new faculty members in Chemistry 151 and
have received approval to start a search for 2 new tenure track faculty members. He stated that
Physics still only has 3 faculty and need to have more. D. Richter stated it has become an
impediment because can’t get into Physics classes. N. Birch stated it seems to her that changing the
priority registration for Honors students won’t solve the problem for those students and may cause
extra work for Registration and potentially set up a precedence that UAC and the Registrar will have
to deal with at a later date. W. Steiner stated he would like to see the Honors students be successful
but he doesn’t think this will solve the problem. M. Baldwin stated he believes the committee needs
to make sure the provost knows this is an issue. D. Richter stated we should poll the departments
and find out what the impediments are to the majors. T. Hancock stated it will cause more problems
if you put Honors students in front of transfer students. T. Hancock called the question. Motion
rejected. S. Stearns stated she would volunteer to call the program directors and chairs to ask them
what they feel are impediments.

8. New Business. a. AP 303-35 Program and Course Management. T. Hancock stated they
started work on the Program and Course Management policy last year. He has suggested several
changes on pages throughout the document. This will be unfinished business at the next meeting.
b. AP 303-23 Grades, Grading and Appeals. Due to lack of time this will be New Business at the
November 29, 2012 meeting.
### 9. Council/Committee/Board Appointments

- W. Kraft, Modern Languages to CPAC
- S. Burwash, Occupational Therapy to Program Review
- R. Kobayashi, Social Work to Program Review
- R. Wagner, Music to Honors

S. Stearns moved to approve the nominations. T. Hancock seconded. Motion carried.

### 10. Good of the Order

- C. Hansen stated the Oktoberfest “Twilight Masquerade” will be held on Saturday, October 27th.

### 11. Adjournment

Meeting was adjourned at 4:55 p.m. The next meeting is scheduled on November 29, 2012.