

**WESTERN MICHIGAN UNIVERSITY
FACULTY SENATE**

**EXTENDED UNIVERSITY PROGRAMS COUNCIL
Minutes of 21 October 2019**

Members present: Dawn Anderson, Amy Bocko, Dianna Charnley (Graduate Student Association), Kimberly Doudna, Annette Hamel, Bidyut Hazarika, Andrew Holmes, Ed Martini, David Meade, Tammy Morgan, Zoann Snyder, Paul Solomon, and Todd Barkman (for John Spitsbergen)

Members absent: Kyle Jehnzen, Western Student Association representative

Chair Bocko called the meeting to order at 10:03 a.m. Meade motioned to begin the meeting, Solomon seconded. Introductions followed.

PROCEDURAL ITEMS

Acceptance of the Agenda

A motion was made by Meade, seconded by Anderson, to accept the agenda as presented. Motion carried.

Approval of the Minutes

A motion to approve minutes from 16 September 2019 with a correction in the attendance was made by Hamel, Solomon seconded. Motion carried.

INFORMATION / DISCUSSION ITEM,

Presentation of the 2019-20 Council Charges

Chair Bocko presented the council charges for 2019-20.

ACTION ITEM

Election of Council Officers – Chair, Vice Chair, and Secretary

Chair Bocko called for council secretary nominations. No nominations were accepted; therefore, Meade offered to fill in for today with the understanding that a secretary would be identified by Chair Bocko before the next council meeting.

REPORT FROM EXTENDED UNIVERSITY PROGRAMS

Ed Martini, assisted by Andy Holmes and Tammy Morgan, reported the following:

- Dual enrollment criteria has been updated for fall; business for dual enrollment had been very strong. Going forward, there will be the ability to track and report on matriculation results of these exceptional students.
- Partnership with Goodwill announced, integrated leadership training; looking to expand to other non-profits.
- Last month, the Punta Gorda, Florida, regional site was officially shut down. EUP is currently closing the remaining loose ends with signage, last students, and some minor financial matters. Twelve students relocated to Michigan to complete their studies and nine completed online.

- At the end of spring semester 2020, the Lansing regional site will be closing (joint space with Cooley.) The Masters in Public Administration (MPA) will be moving to Grand Rapids, where there is more opportunity.
- The new budget model is driving changes. The cost allocation team and revenue allocation team (Strategic Resource Management) workgroups met to give a sneak preview of what is to come, primarily focused on academic units, not service operations. Service units are waiting for what the educational units will be doing with EUP going forward. The biggest issue is detangling the FTE faculty lines. Deans are all handling it a little differently. EUP is being as helpful as possible with the deans through the process. The new budget model (1 July 2021 and forward) was based on FY '19 data and needs tweaking due to enrollment declines. Going forward, units will be operating under the current budget model while monitoring the new model to evaluate impact for FY'20.
- Clarification by Todd Barkman regarding SRM. The University, since its beginning, allocated money in the budget based on prior year figures. Now it's based on credit hour "production," with exception to state appropriations, etc. EUP will be funded (paid for) by the Academic Unit budgets, e.g. Libraries.
- EUP drafted a vision for the "Service Unit" going forward and presented it to the provost. EUP will no longer be responsible for the promoting, recruitment, or outreach (marketing) of any WMU programs. It will still do market research.
- Side note – EUP pioneered the use of Salesforce (CRM). This customer relationship management tool will be used in the recruitment process of new students. Roll out for Salesforce has not gone smoothly. EUP is assisting other units as needed. Enrollment Management has hired a resource to assist in the roll out of Salesforce and Martini anticipates that things will improve significantly going forward.
- EUP will focus on what are the bigger trends in education – educational design focus, and how to get faster and better at launching new programs, among other concerns with regard to support of our current and future students. Specifically being targeted is the intersection of teaching/learning technology.
- As such, EUP has worked out an arrangement with the Office of Information Technology to end some overlap. All instructional design will be housed in EUP via any modality (technology). EUP will be the backbone of the eLearning System. It has taken over operational control of the Faculty Technology Center in the Libraries. Facility changes are being planned to improve the overall effectiveness and experience. Holmes would like any thoughts/ideas on anything missing from the facilities plan (presented in the meeting). He wants to move the changes forward rapidly in order to begin to realize the impact of the improvements.
- EUP will become the one-stop-shop for faculty and graduate students for instructional support.
- EUP will be absorbing responsibility for the Office of Faculty Development at the end of FY 2020.

- EUP will continue to administer regional centers reporting up through Tammy Morgan.
- With regard to graduate assistants at regional sites or on-line, support for educational design will come from EUP, funding will be from educational units.
- Anderson raised the question on “accessibility” with regard to the consolidation of the three areas above. The concern is that staffing constraints would have a negative impact on progress in the area of accessibility. Martini, Holmes, and Morgan assured the council that those issues will not be ignored going forward.

OTHER

- Anderson asked for a “map” of EUP – organizational chart and programs/areas of responsibility supported, mission, etc.

ADJOURNMENT

There was a motion made by Anderson, supported by Hazarika, to adjourn the meeting. Motion carried. The meeting adjourned at 11:45 a.m.

Respectfully submitted by David Meade