

AGENDA
WESTERN WASHINGTON UNIVERSITY
BOARD OF TRUSTEES

THURSDAY, December 5, 1996

10:00 a.m. Study Session at Microsoft Campus, Executive Briefing Center (EBC)

Topic: Accreditation Processes and Purposes

4:30 p.m. Recess until Friday, December 6 at 8:00 a.m.

FRIDAY, December 6

8:00 a.m. Reconvene at Microsoft Campus, EBC

COMMITTEE OF THE WHOLE

Business and Finance

-Draft Comprehensive Campus Master Plan (I)

-High Street Pedestrian/Transit Mall Status Report (I)

Academic and Student Affairs

-HECB Report on North Snohomish, Island, and Skagit Counties

10:00 a.m. Regular Meeting

1. CONSENT ITEMS

a) Approval of the Minutes of the October 10, 11, 1996, Regular Meeting of the Board (A)

b) Approval of Fall Quarter Degrees (A)

2. REMARKS FROM THE PRESIDENT

3. ACADEMIC AFFAIRS

a) Summer 1997 Tuition Schedule (A)

4. BUSINESS AND FINANCIAL AFFAIRS

a) WWU Financial Report/1995-96 (I)

b) University Police Annual Report (I)

c) Major Construction Projects Status Reports (I)
Haggard Hall Renovation
Viking Commons Addition & Remodel
Viking Union Addition & Remodel

5. **STUDENT AFFAIRS**

- a) Report on WAC 516-28 Right-to-Know (I)
- b) WWU's Report on Gender Equity in Athletics to HECB (I)
- c) Athletics Accomplishments 1995-96 (I)
- d) Athletic Mission Statement (A)

6. **EXTERNAL AFFAIRS**

- a) Campaign for Western (I)
- b) Resolution No. 96-04, Paul and Alma Jackson Courtyard (A)

7. **FACULTY SENATE**

- a) Reduction in Force (RIF) Policy (A)
- b) Faculty Handbook Changes to the University Policy on Consulting and Compensated Outside Professional Activities (A)

8. **ASSOCIATED STUDENTS**

9. **BOARD OF TRUSTEES**

10. **EXECUTIVE SESSION**

**Board of Trustees Retreat Agenda
December 5, 1996
Accreditation: Processes and Purposes**

- I. Accreditation (President Morse)
 - A. The Purpose of Accreditation
 - B. What Accreditation Means
 - 1. To the State
 - 2. To the University
 - 3. To the Students
 - C. Types of Accreditation
 - 1. Institutional Accreditation
 - 2. College/Program Accreditation
 - D. The Process of Accreditation
 - 1. Previous Accreditations
 - 2. University Process to Develop a Self Study
 - 3. Involvement of University Personnel
 - E. The Accreditation Visit
 - 1. Role of University Personnel and Programs
 - 2. Role of the Administration
 - 3. Role of the Board of Trustees

- II. NASC Standards of Accreditation
 - A. Institutional Mission, Goals, planning and Effectiveness
 - B. Educational Program and Its Effectiveness
 - C. Students
 - D. Faculty

- E. Library and Information Resources
 - F. Governance and Administration
 - G. Finance
 - H. Physical Resources
 - I. Institutional Integrity
- III. **Accreditation and Academic Affairs (Provost DeLorme)**
- A. University Accreditation Issues
 - 1. Educational Program and Its Effectiveness
 - a. Overall educational program
 - b. Graduate program
 - c. Continuing education
 - B. Department Accreditation
 - 1. College of Business and Economics
- IV. **Accreditation and Student Affairs (Vice President Coughlin)**
- A. University Accreditation Issues
 - 1. Students
 - a. Intercollegiate athletics
 - B. Division Accreditation Issues
 - 1. Health Center
 - a. Accreditation: pros and cons
 - b. Quality and liability
 - c. Students and recruitment for quality
- V. **Accreditation and Business Affairs (Vice President Pierce)**
- A. University Accreditation Issues
 - 1. Physical Resources
 - a. Facilities construction and renovation
 - b. Maintenance
 - c. Capital budget planning process
 - B. Division Accreditation Issues
 - 1. University Police

MINUTES
BOARD OF TRUSTEES
WESTERN WASHINGTON UNIVERSITY

THURSDAY, DECEMBER 5, 1996
Executive Briefing Center
Microsoft Campus
Redmond, WA

Call to Order

Chair Charlotte Chalker called the regular meeting of the Board of Trustees of Western Washington University to order at 10:00 a.m. on the Microsoft Campus in Redmond, Washington.

ATTENDANCE

Board of Trustees

Charlotte Chalker, Chair
David Cole
Wayne Ehlers
Warren J. Gilbert, Jr.
Mary Swenson, Secretary
Grace Yuan, Vice Chair

Western Washington University

Wendy Bohlke, Assistant Attorney General
Eileen Coughlin, Vice President for Student Affairs and
Dean for Academic Support Services
Larry De Lorme, Provost/Vice President for Academic Affairs
Penny Glover, Assistant to President/Secretary to the Board
Mary Marcy, Executive Assistant to the President
Lynne Masland, Director of Public Information
Karen W. Morse, President
George Pierce, Vice President for Business & Financial Affairs

Chair Chalker announced that the purpose of the study session was to discuss Western's accreditation processes and purposes. Members of the University administration discussed various phases of the accreditation process. Accreditation is intended to: identify core qualifications for meaningful higher education; provide regular institutional assessment and review; provide review by an objective outside party; and assure public and private funding sources of the legitimacy of an institution.

RECESS

At 12:10 p.m. the Board took a recess and toured the Microsoft Museum.

RECONVENE

At 1:15 p.m. the Board reconvened and continued with the study session.

RECESS

At 4:00 p.m. the Board recessed until Friday, December 6, at 8:00 a.m.

FRIDAY, DECEMBER 6, 1996
Executive Briefing Center
Microsoft Campus
Redmond, WA

RECONVENE

At 8:00 a.m. the Board reconvened in the Executive Briefing Center on the Microsoft Campus.

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ROLL CALLBoard of Trustees

Charlotte Chalker, Chair
 David Cole
 Wayne Ehlers
 Warren J. Gilbert, Jr.
 Robert Helsell
 Mary Swenson, Secretary
 Grace Yuan, Vice Chair

Western Washington University

Wendy Bohlke, Assistant Attorney General
 Eileen Coughlin, Vice President for Student Affairs and
 Dean for Academic Support Services
 George Cvetkovich, Faculty Senate President
 Larry De Lorme, Provost/Vice President for Academic Affairs
 Penny Glover, Assistant to President/Secretary to the Board
 Leslie Keller, ASB President
 Mary Marcy, Executive Assistant to the President
 Lynne Masland, Director of Public Information
 Karen W. Morse, President
 George Pierce, Vice president for Business & Financial Affairs

COMMITTEE OF THE WHOLE

At 8:05 a.m. Charlotte Chalker, Board Chair, announced that the Board would meet as a Committee of the Whole.

Business and Finance Committee**High Street Pedestrian/Transit Mall Status Report**

Rick Benner, Facilities and Master Planning, introduced members of LMN Design Consultants. Richard Haag led a discussion on the High Street Pedestrian/Transit Mall. The High Street Pedestrian/Transit Mall Committee has met several times with LMN, the Mall Master Plan design consultants, to outline goals and objectives, and review various schemes. Two different schemes, refined from four previous options, were presented by the consultants. One scheme called for bollards and a large amount of brick work. The other scheme left more green space.

The Board of Trustees expressed sentiment toward support for the proposal with more green space. LMN Consultants will work toward that end and will bring a more final design to the Board for approval in 1997.

Draft Comprehensive Campus Master Plan Status Report

The draft Comprehensive Campus Master Plan was presented to the President's Council on November 11, 1996, and has been distributed to the Campus Master Planning Committee. After Board review, and final editing by the Public Information Office, the document will be submitted to the City of Bellingham's Planning Commission by Facilities and Master Planning in December, 1996. Following completion by the City of its review, the Plan will be resubmitted to the Board with the City's recommendations/revisions. Contingent on the best case scenario for completion of the City review process, approval for final printing of the Plan will be brought to the Board in Fall 1997.

Vincent Vergel de Dios, Principal/Director of Planning, NBBJ, explained that in compliance with the State Environmental Policy Act (SEPA, Chapter 43.21C RCW, as revised) an Addendum to the Final Environmental Impact Statement for the Draft Comprehensive Campus master Plan was prepared and is now being advertised in The Bellingham Herald and The Western Front for public review. The Addendum provides additional information about the Draft Comprehensive Campus Master Plan as revised from an earlier version. The analysis of significant impacts and alternatives to the existing environmental documents has not been changed as a result of the Addendum review.

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The Addendum is available for review in the Physical Plant's Facilities and Master Planning Office.

Trustee Yuan wanted the record to reflect that her husband, David Yuan, is an architect with NBBJ. However, Western's involvement with NBBJ, and on this project, was several years prior to Mr. Yuan's joining the NBBJ firm.

Academic and Student Affairs

Provost De Lorme reviewed the "Final Report and Recommendations on the North Snohomish, Island, and Skagit Counties Needs Assessment." This study was authorized by the Legislature in 1996, which appropriated \$150,000 to the Higher Education Coordinating Board (HECB) to evaluate postsecondary education needs and program-delivery alternatives for the North Snohomish, Island, and Skagit counties area. The report and recommendations were approved by the Higher Education Coordinating Board (HECB) on November 20, 1996. The next step is for the several institutions (WWU, UW, CWU, and WSU) to meet and develop, for HECB approval, a role and mission statement and inter-institutional agreement, a preliminary program plan, as well as a preliminary enrollment plan for the period 1998-2005 and a recommended structure and process for community participation in the planning of consortium programs.

RECESS

At 9:55 a.m. the Board took a 20 minute recess.

RECONVENE

At 10:15 a.m. the Board reconvened and continued with the regular agenda items.

1. CONSENT ITEMS

Motion Wayne Ehlers moved that the Board of Trustees of Western
12-1-96 Washington University approve the following consent
items:

- Approve the minutes of the October 10, 11, 1996 regular meeting of the Board.

- Award, on recommendation of the faculty and subject to the completion of any unmet requirements, the undergraduate and graduate degrees to the candidates listed in the files of the Registrar and Graduate Dean, for Fall Quarter, 1996, effective December 14, 1996.

The motion passed unanimously.

2. REMARKS FROM THE PRESIDENT

President Morse reported that Western's Cultural Affairs Office is currently running a very successful Lecture Series. Coretta Scott King and Linda Wertheimer were on campus this fall and Jane Goodall and Mark Plotkin will be lecturing next spring.

President Morse reported that the Alumni Office has successfully scheduled a series of legislative events in Western Washington.

The following people joined the meeting via teleconference

Larry Marrs, Dean of Woodring College of Education
Ed Simpson, Facilities and Master Planning
Rick Sparks, Facilities and Master Planning
Terry Ely, Director of Accounting Services
Doug Gill, Chief of Campus Police
Connie Copeland, Associate to the V. P. for Student Affairs

3. ACADEMIC AFFAIRS

Summer Session 1997 Tuition and Fees

MOTION 12-2-96 Grace Yuan moved that the Board of Trustees of Western Washington University, on recommendation of the President, approve the recommended Summer Session Tuition and Fees for Summer 1997; specifically that tuition be set at \$81.00 per credit for undergraduates and \$130.00 per credit for graduate students and that student tuition be capped at 10 credits. Each credit in excess of 18 (19 credits or more) will be charged at the rate of \$81.00 per credit for undergraduates and \$130.00 per credit for graduate students. Non-resident students would pay tuition at the same level as resident students for Summer Session. Enrollment fees of \$50.00 for residents and \$100.00 for non-residents would be charged to all students. Other fees (health services, building, etc.) will remain the same as the previous academic year and the S&A Fee Committee will receive the same amount as it did during Summer 1996.

The motion passed unanimously.

4. BUSINESS AND FINANCIAL AFFAIRS

a) 1995-96 Financial Report

Dr. Pierce submitted the Annual Financial Report of Western Washington University which represents the financial position of the University for the year ending June 30, 1996.

The accounts of the University are maintained in accordance with policies and regulations established by the state of Washington and its Office of Financial Management. The report was prepared in accordance with generally accepted accounting practices, as recommended by the American Institute of Certified Public Accountants and the National Association of College and University Business Officers. This report is on file in the Office of Business and Financial Affairs.

b) University Police Department Annual Report

Director of Public Safety, Doug Gill, (via teleconference) reviewed the Annual Report of the University Police Department. This report is on file in the Office of the Vice President for Business and Financial Affairs.

c) Major Construction Projects Status Report

Haggard Hall Renovation

The abatement/demolition phase is complete. The Renovation Phase of the project is out for bid and scheduled to be received December 19. The construction contract is scheduled to be brought to the February 1997 Board meeting for approval. Construction could start following the Board's action. The project is scheduled to be complete for move-in prior to Fall Quarter 1998.

Viking Commons Addition and Remodel

The University signed an agreement with Dawson Construction Company on October 31, 1996, to construct the Viking Commons Addition and Remodel project in accordance with the Contract Bid Documents prepared by LMN Architects. A Pre-Construction meeting was held on November 7, with the formal "Notice to Proceed" to the Contractor dated November 11, 1996. The project is scheduled to be completed for occupancy in July 1997.

Viking Union Addition and Remodel

LMN Architects has completed a draft pre-design study for an

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Academic Advising Services program component to be added to the previous design scheme and building envelope. The Architects presented a draft of the Pre-design Report to the University program and design review group on November 25. The University is currently reviewing that study. The final report should be completed by December 21, 1996.

5. STUDENT AFFAIRS

a) Report on WAC 516-28 Right-to-Know

The Federal Student Right-to-Know and Campus Security Act was passed in November 1990, and requires all higher education institutions receiving Title IV student aid assistance to prepare and distribute a campus security report. This year the reporting requirements were expanded to include crimes handled by the University and University Residence student judicial systems. All information required under state and/or federal mandate has been compiled into one publication. This brochure, In Brief, includes policies, educational material, and a summary of annual crime statistics. The brochure will be updated annually and distributed to all faculty, students and staff each fall.

b) Gender Equity in Athletics 1995-96

The goal set forth by the Legislature to reach a 39% participation rate for women athletes was exceeded in 1991. The long term goal of the Legislature is to reach the same percentage participation rate as the percentage of women undergraduates. Western is close to achieving this goal in the 1995-96 reporting year. Western's success has been directly related to the gender equity tuition waiver program. Western is recommending to the Higher Education Coordinating Board that the tuition waiver legislation continue beyond the sunset clause of June 1997.

Scholarship allocations for athletes for 1995-96 saw an increase in the number of women receiving awards. Seventy-five women to fifty-six men received awards, with women receiving 53% of the scholarship dollars.

There are still far more male coaches than female coaches. More importantly, the number of full-time coaches for women's sports has not increased. Title IX suggests that the type of appointment (full-time or part-time) is more important than the gender of the coach. It will be important for Western to address both of these issues by increasing the level of coaching support for women's sports and developing mentorships for women in coaching. A request has been submitted as part of the 1997-99 biennium for coaches for women's sports.

ASB President Leslie Keller made the suggestion that Western offer classes that would encourage female coaches.

c) Athletics Accomplishments 1995-96

Western Athletics is a model program for combining academic and athletic success, striving for both academic and athletic achievements by stressing excellence on the field and in the classroom. Western's intercollegiate athletic program is designed to support the student-athlete, with integrity as the highest priority.

The Athletics Department recruits student-athletes who must meet Western's high admission standards and have the potential to succeed in the classroom throughout their stay at Western. It is evident from the statistics on Western's outstanding athletes that they represent the best in combined academic and athletic achievement.

d) Athletics Mission Statement

MOTION 12-3-96 Robert Helsell moved that the Board of Trustees of Western Washington University, upon recommendation of the President, accept the Mission Statement of the Department of Athletics as follows:

Athletics Mission Statement
Intercollegiate Athletics and Learning:
Excellence with Integrity
Mission

Teaching and learning at Western Washington University link the classroom to all aspects of student life, including intercollegiate athletics. The mission of intercollegiate athletics at Western is three-fold:

- To compete in a broad spectrum of sports at the highest competitive NCAA Division II levels attainable.
- To compete with integrity.
- To link athletic participation to all aspects of learning within the University.

Guiding Principles

These principles shall guide the administration and implementation of Western Washington University's intercollegiate athletics program:

1. To conduct the athletics program ethically within the spirit and letter of institutional, conference and NCAA rules and regulations.
2. To establish and maintain an environment in which athletic activities are conducted as an integral part of the student-athlete's academic experience.
3. To establish and maintain an environment that values cultural diversity and gender equity among student-athletes and intercollegiate department staff.
4. To protect the health of and provide a safe environment for student-athletes.
5. To establish and maintain an environment that fosters a positive relationship between student-athletes and coaches.

The motion passed unanimously.

6. EXTERNAL AFFAIRS

a) Campaign for Western

Trustee Robert Helsell, who acts as the Board of Trustees liaison to The Western Foundation Board of Directors, gave the campaign report. He reported that all phases of the campaign have reached 100% of their goal. Mr. Helsell stated that the original campaign goal of \$17 million has been exceeded and, hopefully, will exceed \$22 million by the end of 1996.

Chair Chalker thanked Trustee Helsell for his extraordinary effort and time spent on "The Campaign for Western."

b) Resolution No. 96-04, Paul and Alma Jackson Courtyard

MOTION 12-4-96 Robert Helsell moved that the Board of Trustees of Western Washington University, upon recommendation of the President, adopt Resolution No. 96-04, naming the Paul and Alma Jackson Courtyard.

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**A RESOLUTION OF THE BOARD OF TRUSTEES OF
WESTERN WASHINGTON UNIVERSITY
NAMING THE EDENS HALL COURTYARD
THE PAUL AND ALMA JACKSON COURTYARD**

Resolution No. 96-04

WHEREAS, the Board of Trustees recognizes that Mrs. Alma (Wilson) Jackson has made an extraordinary financial contribution to the Edens Hall Lecture Series; and

WHEREAS, both Paul and Alma Jackson received two year certificates to teach and baccalaureate degrees in Education from Western Washington University; and

WHEREAS, Alma (Wilson) Jackson was a resident of Edens Hall for the period 1923-24; and

WHEREAS, the Board of Trustees wishes to recognize the importance of private donations that enhance the quality of the cultural events available to students, faculty, staff and the Bellingham community;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Western Washington University that the courtyard on the second floor of Edens Hall be named:

THE PAUL AND ALMA JACKSON COURTYARD

PASSED AND APPROVED by the Board of Trustees of Western Washington University at a meeting thereof duly held this 6th day of December, 1996.

The motion passed unanimously.

7. FACULTY SENATE

- a) Amendment to Faculty Handbook, Appendix I, Reduction in Force Procedures

Wayne Ehlers proposed that the Board not act on the amendment as proposed by the Faculty Senate. The Amendment was not passed by the Board in the format that it was presented.

Chair Chalker requested that Trustees Yuan and Swenson work with the Faculty Senate as a subcommittee, in consultation with Assistant Attorney General Wendy Bohlke, to more fully identify and clarify the issues in Appendix I. The subcommittee is to bring its recommendations back to the Board for action at a subsequent meeting. Chair Chalker also stated that Senate President Cvetkovich was to take the lead in setting up the meetings involving this subcommittee.

MOTION 12-5-96 Grace Yuan moved that the Board of Trustees of Western Washington University adopt paragraph number 3 of Appendix I, and asked the Faculty Senate to accept the adoption of that one paragraph at this time, as follows:

In order to maintain the University's strong commitment to diversity and academic integrity, the rules set forth herein make provision for adherence to the University's Strategic Plan and to the goals and requirements of the University's Affirmative Action Program to the fullest extent allowed by law.

The motion passed with a vote of six for and one against. David Cole voted against adopting only one paragraph.

- b) Amendment to Faculty Handbook, Section XII.C, Reimbursements, Retainers, Honoraria and Insurance

**A RESOLUTION OF THE BOARD OF TRUSTEES OF
WESTERN WASHINGTON UNIVERSITY
NAMING THE EDENS HALL COURTYARD
THE PAUL AND ALMA JACKSON COURTYARD**

Resolution No. 96-04

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THE PAUL AND ALMA JACKSON COURTYARD

PASSED AND APPROVED by the Board of Trustees of Western Washington University at a meeting thereof duly held this 6th day of December, 1996.


Charlotte Chalker, Chair

ATTEST:


Mary Swenson, Secretary

SECRETARY'S CERTIFICATE

I, the undersigned, Secretary of the Board of Trustees of Western Washington University and keeper of the records of said Board, DO HEREBY CERTIFY:

1. That the attached Resolution no. 96-04 is a true and correct copy of a resolution of the Board finally adopted at the regular meeting thereof held on the 6th day of December, 1996, and duly recorded.

2. That said meeting was duly convened and held in all respects in accordance with law, and to the extent required by law due and proper notice of such meeting was given; that a legal quorum was present throughout the meeting and a legally sufficient number of members of the Board of Trustees voted in the proper manner for the adoption of said Resolution; that all other requirements and proceedings incident to the proper adoption of said Resolution have been duly fulfilled, carried out and otherwise observed; and that we are authorized to execute this certificate.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the University this 6th day of December, 1996.


Mary Swenson, Secretary

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MOTION Wayne Ehlers moved that the Board of Trustees of Western
12-6-96 Washington University, on recommendation of the faculty
and the Faculty Senate, adopt Section XII.C,
Reimbursements Retainers, Honoraria and Insurance.

The motion passed unanimously.

The revisions to the Faculty Handbook are on file in the
Faculty Senate Office.

8. ASSOCIATED STUDENTS

Leslie Keller, ASB President, reported on the activities and accomplishments of the Associated Students for fall quarter. One issue that has been of particular interest to the students this quarter is the new bicycle policy. This policy will take effect January 1, 1997, for a trial period. The responsibility for observing the "dismount zone" is up to the rider.

9. BOARD OF TRUSTEES

Chair Chalker announced that President Karen W. Morse has been chosen to receive the American Chemical Society's 1997 Francis P. Garvan-John M. Olin Medal. The purpose of this award is to recognize distinguished service to chemistry by American women chemists. President Morse will receive the medal and present her award address at the Inorganic Division Award Symposium at the American Chemical Society National Meeting in San Francisco on April 15, 1997.

EXECUTIVE SESSION

At 12:40 p.m. Chair Chalker announced that the Board would go into executive session for approximately one hour to discuss real estate and personnel matters.

RECONVENE

At 1:45 p.m. the Board reconvened and took the following action.

a) Amendment to President's Contract

MOTION Grace Yuan moved that the Board of Trustees of Western
12-7-96 Washington University authorize the Chair of the Board to execute, on its behalf, an amendment to President Karen W. Morse's contract providing for a \$10,000 increase in the amount of annual deferred compensation, and altering the vesting schedule contained within the contract to allow for the additional \$10,000 of the total amount deferred to vest each year after June 30, commencing in 1997, but that the contract's other provisions shall remain in full force and effect.

The motion passed unanimously.

b) Property Lease: Center for Continuing Education in Rehabilitation, Mountlake Terrace, Washington

MOTION Mary Swenson moved that the Board of Trustees of Western
12-8-96 Washington University, authorize the lease of property for Western Washington University's Center for Continuing Education in Rehabilitation, located at 6912 220th Street South West, Mountlake Terrace, Washington, also known as Hall Creek Office Park, Suite 106.

The motion passed unanimously.

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EXECUTIVE SESSION

At 1:48 p.m. Chair Chalker announced that the Board would go into a second executive session for approximately 1 hour to discuss personnel items.

RECONVENE

At 3:00 p.m. the Board reconvened. No action was taken. At 3:01 p.m. the meeting was adjourned.


Charlotte Chalker, Chair

ATTEST:


Mary Swenson, Secretary