



Committee Approved: April 12, 2024
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OUTREACH AND CONTINUING EDUCATION COMMITTEE Meeting Minutes of March 20, 2024

Meeting Location: OM 340

SOCEC Chair Jennifer Seltz called the meeting to order at 4:01, welcoming 16 attendees (roster attached).

The meeting minutes of February 21, 2024, were electronically approved as written on February 29, 2024.

Reports and Announcements

There were no announcements or reports.

Action Item

SOCEC Bylaws Revision

SOCEC Chair Jennifer Seltz presented revised [Committee bylaws](#) for review and discussion.

A concern was raised that the Committee membership language regarding state-funded program could be exclusionary. Committee members agreed by consent to strike the language "state funded from the following provision in BL7.7.1.1:

At least one faculty member should be engaged in teaching at an off-campus location at a state-funded program not located on WWU's Bellingham campus through an Outreach and Continuing Education program. If needed, this may require appointing a faculty member in addition to the college representatives.

There was a question regarding which programs would be covered under the reporting requirements and a request that programs not based in Bellingham be highlighted. It was clarified that the language pertains only to programs administered through OCE. Robert Squires, Vice Provost for Outreach and Continuing Education stated that it is important to maintain the differentiation between OCE and Academic Department programs. The Chair

stated that the Committee was formed to get a handle on what OCE does and that it is not intended to cover programs that go through academic units.

A comment was made regarding formatting and typographical errors in the draft. The Chair said that these will be corrected.

A motion was made by Kerry Allen (and seconded) to vote on the bylaws electronically when the meeting minutes are sent for approval. The motion passed unanimously.

Discussion Item

Coordination with College in the High School Committee

Several members of the CiHS Committee attended the meeting. There was a discussion regarding the current status of Committee work, the CiHS pilot, and how the the Committee might coordinate efforts with the Faculty Senate.

A question was raised regarding specific faculty responsibilities under the CiHS program. Jessica Cohen, Mathematics, shared her experiences working in the pilot program with approximately four teachers. She has met with them a few times to discuss curricula and syllabi, shares materials, does classroom observations, and is collecting student assessments and sample work. She hopes for more intentional collaboration moving forward. The Committee Chair asked if [the UFWW MOU](#) reflects the scope of work. It was clarified that it does.

Becca Kenna-Schenk, Office of the President, provided an update on the Committee's charge and progress. One of the ideas for the pilot is to have WWU identify underserved schools/districts (low income, unlikely to pursue higher ed, lack of access to dual credit). The Committee is just starting to dig into that data. One issue is that they know where they want to do outreach but don't have a menu of classes to offer yet, which creates a "chicken or egg" situation. One of the challenges and opportunities for the next phase is outreach to faculty. Vice Provost Squires said that part of the work in progress is to identify additional courses to offer. He visited Ferndale High School this week, and they are interested in five or six courses for Fall.

SOCEC Chair Selz said that this process seems more organic than the memo from the Provost about course offerings. She said that it is great to hear that there's a focus on schools without access to dual enrollment, which hasn't been clearly communicated. Vice Provost Squires stated that it is up to departments which courses would be offered. He has been meeting with departmental chairs one-on-one, and each situation is unique. He stated that it is organic on the WWU side and also on the high school side. There is excitement to work with WWU, even for schools with existing partnerships.

A concern was raised regarding the number of hours CiHS will take from faculty members and also whether it will focus on more affluent schools. The MOU outlines compensation and responsibilities. The time commitment is 20-25 hours over school year.

There was a question about about accreditation responsibilities in MOU. Andrew Blick, OCE, said that provisions include observations and sample assessments. OCE is working with the Registrar's Office to track and record what is needed for accreditation. This is straightforward with the small number of classes in the pilot program, and they are working to build out the systems at scale for program expansion. There will be an annual state reporting requirement.

There was a follow-up question about whether it is possible to track WWU recruitment and retention. Shelli Soto, Associate Vice President for Enrollment Management, said that they are looking at who is coming to WWU that wouldn't be coming otherwise. There is a process underway to ensure that Banner works to identify CiHS students.

Jessica Cohen was asked what has stood out to her as a participant in the pilot. She said that she has liked starting close to the Bellingham campus so that she can do school visits and that she is building relationships and partnerships with teachers.

Elizabeth Stephan, Libraries representative on the CiHS Committee, raised the issue of CiHS students' access to the same level of resources as on-campus students, such as the tutoring center and writing studio. She is concerned about how to manage needs as CiHS expands due to staffing issues. Robert Squires said that there is per-course state funding that can be used to cover costs.

There was discussion about professional development opportunities for teachers and faculty to work together and to discuss pedagogy. A suggestion is to partnership with WCE on professional development, since there likely are alumni who will be participating as high school teachers. Robert Squires said that there have been some conversations with WCE on professional development.

SOCEC Chair said that the two groups will continue to talk in the Spring Quarter. Robert Squires asked about what information is most useful to share with the Faculty Senate.

Items From The Floor

There were no items from the floor.

Meeting adjourned at 4:53.

OUTREACH AND CONTINUING EDUCATION – ROSTER 2023-24

VOTING ATTENDEES			NON-VOTING ATTENDEES	
Faculty Members			Advisory Members	
Jennifer Seltz*	CHSS	P	Ryan Larsen, Director, Institute for Global Engagement	--
Shawn Knabb*	CBE	P	Robert Squires, Vice Provost, Outreach & Continuing Education	P
Tarek Idriss	CSE	P	Recorder	
Vacant	Library	N/A	Becky Johnston, Faculty Senate Specialist	P
Vacant	FC	N/A	Guests	
Susan Haines	CFPA	--	Andrew Blick, OCE	P
Elizabeth Boland	WCE	P	Jessica Cohen, Mathematics	P
Vacant	CENV	N/A	Elizabeth Stephan, Libraries	P
Student Members (if applicable)			Patrick Buckley, CENV	P
Mariana Flores, AS Representative		--	Becca Kenna-Schenk, President's Office	P
			Emily Borda, SMATE	P
			Shelli Soto, Associate VP, Enrollment Management	P
Ex Officio Members			Voting attendees	
Kerry Allen, IEP, or Language & Culture Programs		P	Non-voting attendees	
Lindsay Foreman-Murray, Faculty Senate Representative		P	TOTAL ATTENDEES	
Jason Query, UFWW Representative		P		16