



ACCREDITATION EVIDENCE

Title: Student Learning Open- Forum Report

Evidence Type: Corroborating

Date:

WAN: 22-0281

Classification: Report

PII: No

Redacted: No



Student Learning Open-Forums

Human Resources

- What's up with contracts? – Contracts for 2020/2021 will be presented to the Board of Trustees at their April 9, 2020 meeting. Due to the Good Friday holiday on April 10, two copies of each Board-approved contract will be mailed to Faculty and Professional employees' home address on file in Colleague on April 13, 2020. Faculty will also receive two copies of the 2020/2021 contract addendum. **Employees should sign both copies of the employment contract and Faculty addendum in the presence of a witness and return them by mail to be received by Western's Office of Human Resources not later than 5:00 p.m. on Monday, April 27, 2020. The mailing address is Human Resources Box D-511, 2500 College Drive, Rock Springs, WY 82901. Please be sure to also scan and email a copy of your signed and witnessed contract to hr@westernwyoming.edu before placing it in the mail.**
- Any stipend or benefit cuts? The College President will make recommendations to the Board of Trustees at their April 9, 2020 meeting on salary and benefits-related matters. The recommendation is to maintain current salaries and benefits. The Board of Trustees will also have an opportunity at their May 14, 2020 meeting to consider a separate recommendation on the July 1, 2020 phase of the employee's retirement contribution increase.
- Are open positions and searches continuing? Some position searches have been suspended, but other searches are continuing. Dependent on positions. Cliff will discuss supervisor notification for filling positions at the cabinet meeting. Virtual interviews via Zoom are appropriate for approved searches; in-person interviews are not anticipated during the period of campus closure.
- How can we make payroll changes with Colleen? Email Colleen and see if she can send a form for you.
- If I have a change to make with HR, do I Zoom with them? Reach out to HR via email, as they are currently working remotely.
- What impact will this have on our salary evaluation process? The compensation study project is continuing. Gallagher is evaluating the Position Description Questionnaires and the College's current salary structures. Gallagher has recommended that the custom survey be released at a later date due to the current environment in higher education due to COVID-19; with the number of campus closures, the return rate would likely be poor and not yield enough data. Gallagher's recommendation is that the custom survey be distributed in June or July, depending on the COVID-19 situation, and the President's Cabinet has approved that recommendation. This will extend the timeline for completion of the project.
- Who is the new Faculty rep on the salary and compensation team? An alternate has not been named. Currently that taskforce is not working on any tasks as Gallagher is working on other things for Western. Gallagher will be providing virtual training to the taskforce members and to Cabinet soon on its Decision Band Methodology (DBM) for evaluating positions. Although the DBM method

does not directly apply to faculty positions as those are being evaluated by rank rather than by discipline, an alternate faculty member is welcome to participate in the virtual training should Senate wish to name an alternate.

- Are we filling open positions? We will not lose any faculty lines; other positions are case by case basis and will be discussed later.
- What is the last date for faculty contract that complete courses on time? There is no change to the faculty contracts at this time.
- Who should be contacted for retirement paperwork? Reach out to HR via email, as they are currently working remotely. Employees who are scheduled to retire will also need to directly contact Wyoming Retirement System and/or TIAA, to complete an application for their pension and will also need to directly contact EGI to complete an application for retiree insurance benefits.
- What support is there for people that are feeling stressed and overwhelmed? Joy recently sent an email with many resources for people who are struggling, which can include your students.
- What is the digital recruitment plan for FA20. Kimberly Emerson, Dustin, and admissions are working on rolling out a plan right now.

Administrative Services

- Book Buy Back – Students can access the bookstore website at wwccbookstore.com. The buyback timing has not yet been determined, as it will follow the college's schedule for opening the building. There will be more to come on bookstore updates at a later date.
- Do students have access to the bookstore? Through wwccbookstore.com, students must ship books, but shipping fees will be waived.
- Budget Updates – We are currently in good shape on the budget, but Cliff requests specific questioned be asked separately.
- Budget Requisition forms – On MyWestern portal in the business office section there are forms that can be used. Emails for division chair or VP approval may be required.
- Have all student requests for technology been filled for Monday's start date? We have provided computers to a lot of students. IT had the resources to fill all requests, and all deliveries have been made.
- Is there an update on the budget? There was a budget workshop last night with the board. There is a more in-depth budget meeting with the board open to all in Zoom. April 9th. Info will be posted on the website under announcements.
- My Students still need access to creative cloud, how do they get it? Send a request to Derek. Make sure the student includes their student ID number and the name of their instructor.
- How many more computers do we still have available for students to request? 150 computers left for students, 75 left for employees.
- When are fall book adoptions due? And Summer? - Due as usual. Typically April 1st, but has likely been extended. Cliff will find out dates.
- Who do students contact to request a computer? Students should fill out this form on the MyWestern Portal:

<https://mywestern.westernwyoming.edu/SitePages/TechnologyAssistance.aspx>

They can also find the form on the home page of the MyWestern Portal.

- Summer textbook email links to SP20 adoptions. Will this be fixed soon? Cliff will reach out to the bookstore.
- When will fall book adoptions go out? It is meant to go out this week (week of March 30).
- Is anything from the college going to our mailboxes on campus? Most likely nothing is going to these mailboxes.
- If we have items in the shipping department is it possible to have those shipped from campus to home? Cliff said that it is possible to head to campus to pick something up. Call 307-382-1681 to schedule a time to pick up the packages, they may meet outside the door.

Student Services

- Will registration and related forms be made digital? R&R are currently working on making these forms. They will disperse the forms later. Send exception forms on to Cliff and he will disperse them.
- Can we update the website where it says there are no cases of the virus in Wyoming – Cliff will pass that information on
- Is financial aid meeting with students via Zoom? Nicole and her staff are going to set up Zoom sessions with students.
- Is the children's center offering online learning options for pre-school? Susie Rawlings sent out an email.
- Can students get counseling support? - Students can email their counselor directly, or request a new appointment by emailing wellaccess@westernwyoming.edu
- Recruiting Plan – Trying to do a lot more digital. Still working on a recruiting plan in general. If you have suggestions, send them to Dustin to be forwarded on.
- Student's Access to the storehouse – Students can call security and get access to the storehouse. Donations can be made at the front door of the college to security.
- Can students still get official transcripts? Yes, they can order through the Clearinghouse as usual.
- What is happening with student clubs? All student activities have been cancelled for the rest of the semester. Those clubs that want to meet virtually can do so. SGA is still holding Wednesday meetings via zoom at noon, and clubs are invited to attend, but not required.
- If students require readers/paraphrasing for exams, how can they get this without proctoring. The wellbeing and accessibility office is still working and should be contacted about resources. Wellaccess@westernwyoming.edu.

- How will the FAST fund work now? Fast fund is still operating. Refer students to email or online form. Fastfund@westernwyoming.edu. [Students will be met with via Zoom and can assist with payments online, through phone, and through mailed checks.](#) Jessica will email employees next week.
- How do students drop classes now? Through their MyWestern as usual. They can email mustangcentral@westernwyoming.edu as well. [Digital forms are in the works.](#)
- How can students get in contact with Mustang Central – mustangcentral@westernwyoming.edu, and 307-382-1600. All Front-Line phone numbers are being forwarded to an outside cell phone (1677, 1600, etc.) seven days a week. Calls will not be answered between 10 pm and 8 am
- Who is taking care of international students? Peg Larson, Stu Moore, Amy Carter, and Dustin Conover. There will be 8 international students left on campus. Students can still eat at Mitchell's as well seven days a week.
- What is the deadline for the academic works portal – Priority deadline was still April 1st.
- How will graduation work in the end of June? When is cap and gown deadline? June 27th is the current graduation date. Details are still being worked out, but the situation is still fluid. We will have Nursing Pinning, Main Graduation, and HiSet graduation on this day. Cap and Gown deadline is still being figured out but will have to be moved from the previous date.
- The email said students who lived in housing previously could live there rent free for labs in May. Is it specifically students who lived in the dorms previously? If they have previously lived in the dorm, they will be allowed back for that time.
- Will we still be offering free housing this summer? We will be trying that for one more year. It has not been as successful as we had hoped.
- How many students have been dropping classes?
- Has a decision been made about placement exams? They must be postponed for now, and students can register without scores temporarily. Hopefully in June they can commence.
- Have the deadlines for internal scholarships changed? We are still receiving applications daily for scholarships that are being monitored. Some divisions do not use the online portal, and those divisions will need to reach out to Nichole or Megan Norton. Financial Aid will start awarding scholarships for next year soon. Nichole is considering foundation funds for emergency funding if available. The current years funding is still available, and students can be awarded funding up until the last day of classes. Some student aid will have to be returned if they drop their coursework, so we should encourage students not to drop courses due to this transition if they can continue.
- Any updates on placement exams for incoming students? The problem we are running in to is we don't have a way to proctor these currently. Various options are being discussed, but the hope is that placement exams will kick back up in June.
- Dustin mentioned that there are currently 8 international students left in housing. They will be put in one building, but in separate apartments. They should be

moved into their new rooms no later than this weekend. They are still able to use their meal plan at Mitchells. They eat in their rooms with grab and go meals. They can contact security from Mitchells to check their mail to ensure they only visit their mailbox, or to shipping. Security is still patrolling campus and are available to these students. These students can also go to the storehouse with security to get products they need. Cleaning supplies have been placed in the laundry room of the building they will be moved to. Security will be replenishing these. If they run out of meal swipes the college has extra meal plans to offer.

- What are the student ambassadors doing at this time? Dustin says they will be meeting with them next week to see what possibilities there are for them to help out. In regards to recruitment, Admissions is putting together a virtual video campus tour. We hope to get the ambassadors involved in that, possibly doing testimonials. Future Mustangs Day is moving online, and Rachel is currently working on that. Details will be shared as more is developed.

Scheduling

- Summer Classes – There has been no decision at this point as to whether or not summer classes will be moved online at this point. Currently no changes to the schedule.
- Has Fall Semester been discussed? There has currently been no discussion of changes to the Fall schedule.
- Lab classes – A plan is still being worked on as far as Nursing and PHLB lab portions. Once details are worked out, Cliff will address this later. T&I courses also have a plan being worked on.
- End dates for classes – Cliff will send out that email.
- Are online classes that were not converted continuing as usual? There seems to be confusion among students... These classes do continue as usual.
- Will the lab time starting in mid may be required or at the instructor's discretion? This is instructor's discretion, but we must maintain student outcomes.
- Will there be adjustments to the summer schedule? There are currently no changes to summer or fall schedule changes
- When is F Block running ? All courses originally scheduled to be online will start on time. The only classes delayed to March 30th start were courses that needed to be converted to online format.
- When will fall schedule be published? The schedule is published now on our website.
- Can we begin classes earlier than March 30th? No. We ask that you wait until that date for students transitioning into the new format.
- Can you clarify end dates, exam dates? The final schedule has not been locked down yet, more information will be sent out soon. Many things still must go through the commission or financial aid first.

- What is the plan if we are still not ready to open when we have labs scheduled? We have extended our spring semester until the end of June, so we hope that we will have plenty of time in those months to complete these labs. The situation is fluid, but for now that is the plan.
- Some institutions have already announced that summer classes are online. Where are we? We are still planning on having summer courses going face to face. Our Spring semester is overlapping, so some of the courses that will go into the summer semester are still considered spring.

Student Learning

- How can students reach out to the librarians for assistance with databases? Library@westernwyoming.edu, or chat a librarian at <https://tinyurl.com/v5lkwls>. Janice says if there really are issues with the databases, she will need people to reach out to her. Kanopy is the only database she has information on having a recent crash.
- What is the best way to approach concurrent classes – Concurrent classes continue per district protocols.
- How are we handling online dual courses? They run on schedule as usual despite districts being closed. Kasey will be reaching out to the high schools soon, so if there are issues a faculty needs to document, send that information on to Kasey
- Some outreach sites are not closed. Will instructors be teaching there? No, all face to face instruction in outreach's will be cancelled, whether BOCES offices are open or closed. - They have since been closed.
- How should we proceed with rescheduling industry testing? - Industry testing should only be scheduled when the college is open again and the restrictions have been lifted by the Governor.
- How do we spend professional development funds and order lab supplies? Spending deadline for professional development funds has been moved back a few weeks. Cliff/Therese will send out that information.
- Faculty needing to submit overload form – Submit forms electronically to Therese. Some details need to be worked out on how to proceed with signatures on this form. Faculty request this form be sent out.
- Can we allow students to schedule appointments, rather than waiting in Zoom for the 5 hours? Cliff is fine with this being an option if faculty feel this is the better option for students. Kasey can send faculty a demo for a software called Meeting Bird, which will allow students to schedule time with you which creates a Zoom link and a calendar meeting automatically.
- What about classes that can't go online, like INDM or WELD. Cliff says he believes they have a solution for this, but it is still a topic that is being discussed

with financial aid and the WCCC. Hopefully the info will be sent out in the email later today.

- Any feedback on Perkins grant requests? If you were approved for money this academic year it must still be spent
- If students don't have technology skills to go fully online who helps them? This should be a joint effort between CTLI staff, IT, Faculty, etc. The Peer Tutor Center can also help with study tips.
- Who do exception forms need to be sent to? Division Chairs. Dorothy will be handling Math and Science, Aaron will be humanities.
- Should all classes have content up to the new May 14th end date? All courses should be concluded by May 14th aside from the lab dates that are running May 18th to the 29th.
- What is happening with GTS Sponsored conferences?
 - Before the Covid-19 changes, the GTS committee had decided to send four-six people to conferences this summer. We wanted to book the first four trips and then check the budget. We believe there is enough money to send one or two more people, but wanted final totals after everything was paid for to make sure we don't go over. We were also waiting for the top choice of three of our members, Sun Peaks Resort in British Columbia, to open for registration. It opened on Friday. I had asked Matt Henley, who wanted to go to California, to book that trip with Therese before break. I'm not sure if he did, but I don't think so. I have asked him and am waiting to hear back. Both conferences have stated that they will offer full refunds if Covid-19 precautions require cancellation. After Cliff's email, I let the committee know that Cliff said members can book as long as they understand that the conferences might be cancelled. A member of our committee, Codi Alderson, is planning to go to Sun Peaks with two other nursing faculty, so she is letting them know.
- Most textbook publishers are offering free e-textbooks during this time. This is just an FYI for all faculty.
- What provisions are being made for hands on classes like ceramics? Some lab courses will be allowed to complete the lab portion between May 18-29. Cliff will check on ceramics specifically
- What is the date/time for adjunct in-service? Adjunct in-service will still occur on April 2nd and 3rd. These will become division meetings instead of the previously scheduled trainings. Facilitators should discuss with division chairs if they should attend or not.
- Should we be planning to hold a number of office hours via Zoom each week? You should be holding 5 office hours each week in order to help our students.
- Will summer classes be required to have 8 to make? It is not 8 to make in summer semester, but numbers lower than 8 can be requested to run through division chairs
- Can you send the letter out to everyone, not just faculty? Cliff will send out the letter to everyone, but for the most part the letter covered questions that specifically impacted faculty.

- What happens to students who cannot return for labs in May due to cost, travel distance, or work? We can consider incompletes for students if they are unable. They cannot pass if they haven't completed the outcomes, but we want to be accommodating.
- Is BAS start date moved to Fall 2021? No, we still hope to have HLC here in Fall 2020 and a Spring 2021 start for BAS.
- Who will handle faculty evaluations for Math/Science and Humanities. Math and Science will be handled by Dorothy Harton. Humanities will be handled by Aaron Jensen.
- Faculty Office Hours – Cliff is requesting that faculty make office hours made available to students through Zoom.
- Why was the new online evaluation tool was not shared with faculty prior to senate vote? The first meeting was on March 23rd, and it was expected that the information was meant to be shared with everyone through their senate reps. Feedback was brought back to the senate. There was a week turnaround given for that feedback. Senate has not voted on that tool yet. It has been discussed in a few different meetings.
- Would changing a rubric on an assignment be allowed after grading half the class? That's what is happening with the online evaluation tool being implemented SP20 and not FA19.
- Would it be possible to use professional development funds to buy a laptop or other equipment in case we must be online in the Fall. Cliff mentioned that IT still has a lot of equipment to rent out and this is his suggestion, rather than buying.
- When will senate start the super enhanced funding process? Cliff is encouraging the use of funds within divisions, and that deadline has been extended. Since professional development spending has been pushed back to about April 27th, she anticipates the senate won't be reviewing information until the second week of May or so.
- Student evaluations and teaching evaluations are being handled as if this is a normal semester. There is worry that this will lead to punitive measures against faculty. Cliff said these are not used for punitive measures. They look for patterns, and one semester does not form a pattern. The situation will be considered when reviewing evaluations. We must evaluate for new faculty to keep them on track for future evaluations. We are just trying to understand how to improve Western.
- There is concern about online teaching evaluations. With face to face courses being converted, many instructors will not have online teaching experience and will not be up to quality matters standards. We have not implemented quality matters standards across campus. We have provided 11 zoom trainings and 10 canvas trainings in the last 3 weeks. We are understanding that this is a circumstantial time. The CTLI team invited all faculty, including adjuncts, to these trainings, and have been trying to make things easier for faculty and their students. All faculty should have access to meeting links to schedule with one-on-one meetings with all of the CTLI personnel.

- Can any program be put on the fast track that business just announced? Cliff believes this is a great option and is willing to discuss that. He suggests reaching out in an email to him.
- I have an advisee in a 15 day quarantine with no computer. What can he do? We can deliver a computer to local students. The student will also need to reach out to faculty members if they are unable to do the work during that time. Dustin can also help in these situations.

General

- Graduation – Graduation will take place on June 27th.
- Will Western move to pass/fail system? There has been no discussion of this at Western. We intend to stay the same in our grading system.
- How will this impact the HLC site visit? HLC visits have been cancelled for the rest of the academic year. Our visit has been moved to Fall.
- Will committees just meet through Zoom now? Yes. HLC Criterion teams should not reconvene until April 16th. Curriculum and Senate will meet virtually.
- Access to mailboxes on campus – You can have access to the building after March 30th, but visits must be quick in and outs and visitors should wash hands on the way in and out.
- Is permission needed to enter the campus, and can security let me in? You would have to reach out to Therese Yerkovich to schedule a time to enter and leave the building if they access.
- There have been issues with communication on cancellations vs classes moving online. Cliff said they are working on sending out clarifying information.
- Program Review – Cliff will be reaching out to Mark to see what the best route is on delaying these or not.
- Professional Development -- Super Enhanced funds through Senate – These should still occur, and the time frame will be extended.
- Are other offices offering contact from home? CTLI staff has cell phones. Therese and Cathy also were given phones. Phone numbers will be sent out later. Many offices are working remotely through email.
- How have the student Zoom sessions gone? Have they been well attended? The sessions have gone well, but there have only been 5-7 students in each session, with one session only having 2 students. The conversations have been valuable, students share information and concerns with us. Most students were confused or concerned about how everything would look now, and some hadn't heard from their instructors in order to have that answer. Other questions have been related to campus services like counseling and tutoring. Kasey sent a document that outlines available services. Philip Parnell will also be sending out a letter.
- Can faculty get updates before mass updates are sent to the public? With the fluidity of the situation the goal is to disperse information as fast as possible. Cliff hopes to use these forums as a way to keep everyone in the loop on this information and is willing to have them regularly.

- Would it be a good idea to send a Video Message to students for updates and clarifying information? This option is being considered by the team.
- Are there any initial plans should this continue into summer or fall? Currently summer and fall schedules are planned to run as scheduled. The situation is still very fluid and can change, but there are no plans so far to change those schedules.
- Students are still confused about how to proceed with their classes. What information are they being sent? CTLI staff is considering hosting meetings to show students the online platform, and departments will be invited to answer other student questions.
- Which emergency powers did the president request from the board? This occurred at the board meeting last night. Dr. Dale did not actually request any powers. The recommendations came from our lawyer, who is working with boards across the state to adopt the same language. Did Dr. Dale get the power to make certain calls? There is still the ability to adjust what was discussed in this meeting in two weeks.
- How many senate meetings have been held this spring? Christine Maddy says that since the closure they are on schedule for their next meeting in the third week in April. They have been held close to regular schedule. Was there one in February? There was only one meeting in February with the holiday.
- Is this institution in survival only mode, or are we still working on recruitment and retention? For a few weeks we were in survival mode, but now things such as recruitment and retention have been discussed. Only about 24 students have dropped from this transition.
- Is marketing going to be creating digital course posters for fall classes? How are we going to advertise? Students have access to the schedule, and nothing has changed thus far. Posters can be created in the manner that they normally have.
- Are all the answers to this meeting as well as previous meetings, going to be sent out? Kasey is asking the COVID team to review these notes before it is sent out to check for accuracy. They will be sent out with the recordings hopefully by the end of the week.
- Student Newsletters – Hank shared with everyone that we will be sending weekly panorama newsletters, and weekly dispatch going to faculty and staff. They are trying to keep this small, but if anyone has anything to share they can reach out to the marketing department.

Topic: Faculty Forum

Start Time : Mar 20, 2020 11:44 AM

Meeting Recording:

https://westernwyoing.zoom.us/rec/share/zJJQCZ3c8URLf7Px4I_HQo09lt_Laaa8hyUeqPcPmkrKnPfOteziWI6MDkhF1MWq

Topic: Faculty Forum #3

Start Time : Mar 27, 2020 01:47 PM

Meeting Recording:

https://westernwyoming.zoom.us/rec/share/4vxyNO_38CJBjYnR9VCESKcNEon9eaa8gHMYr_UMxU4v5ng6nSUpeTflj0ksoei

Topic: Open Forum w/Cliff

Start Time: Apr 2, 2020 11:45 AM

Meeting Recording:

<https://westernwyoming.zoom.us/rec/share/1Pd1LLLX7jpJE9aXyE-FX78OALrUeaa8hiBI-PIln0fiZWUb0Z4ueatm152cU84V>