Admissions, Standards, and Student Affairs (ASSA) Committee
Final Report for Academic Year 2020-2021
6 May 2021
Michelle Paustenbaugh, Committee Chair
Committee Meetings and Attendance
We held 7 meetings during the 2020-21 academic year. The dates are given in the first row.

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<blank> = absent, P = present, Sub = Nicola Corbin was the substitute for Sian Griffiths on sabbatical, E = excused

Accomplishments of the ASSA Committee
The charges for the 2020-2021 academic year were:

1. Review and implement policy changes presented by the Registrar's Office. (Ongoing)

2. Review and comment on vaccination policy as proposed by the Vaccination Policy Taskforce. If necessary, begin the process of amending the Student Code to accommodate this policy.

3. Review Student Disability Accommodation Letters. This work would include working with WSU Disability Services and Legal Counsel to create 1) a survey to be sent out to faculty to gauge their experience, knowledge, etc. with student accommodations; 2) clear guidelines outlining specifically for what faculty are responsible, i.e., define “reasonable accommodations” and what resources are available to faculty; and 3) clear guidelines outline specifically for what WSU Disability Services are responsible.

4. Rewrite PPM 6-22 so that the student code is applicable to online, hybrid, and other academic WSU-sponsored student activities.

5. Review University standards for TOEFL standards for students who have English as a second language in collaboration with International Programs (ISSC).
6. Review how records of faculty, staff, and student trainings are documented, stored, and accessed. Suggest changes if necessary.

7. Get updates from the Accessibility Council and bring any changes/concerns to Senate.

8. Review the new financial aid model to determine how it is affecting diversity of the student body at WSU.

9. Begin the process of amending the Student Code with the proposed Recording Policy written by the Recording Policy Taskforce

10. Ensure that the language of new or updated policies are inclusive. Review those policies to see how they may inadvertently impact particular communities in an adverse manner. Consult with DEI taskforce for guidance (Ongoing)

Below is an update on charges one through nine.

**Charge 1: Policy Changes Presented by the Registrar’s Office**
The registrar, Casey Bullock, proposed the proposed policy change regarding an “I” grade in PPM 4-19 (E) (1). The proposed change gave more instructor discretion in determining if an “I” grade was appropriate, i.e., the requirement that 80% of coursework be completed before giving an “I” grade was removed. This PPM change was approved by ASSA and the Faculty Senate. This change to the PPM is fully documented in Curiculog.

**Charge 2: Vaccination Policy Taskforce Review**
ASSA reviewed the WSU Presidential Task Force’s draft vaccination policy and a copy of the Utah Board of Higher Education (UBHE) draft Immunization Policy obtained from Brett Perozzi, VP of Student Affairs. The UBHE policy would have superseded the WSU policy if passed by UBHE. Scott Teichert (WSU Admissions) and Casey Bullock (WSU Registrar) were contacted to give their thoughts on both draft polices at the October ASSA meeting. ASSA decided to endorse the UBHE draft Immunization Policy instead of the WSU Presidential Task Force’s draft vaccination policy. The reason the UBHE policy was supported was because it was in line with the research from the 2018/2019 academic year’s ASSA subcommittee under the direction of Kristy Baron and Holli Sowerby. Faculty Senate endorsed the UBHE plan. More recently Governor Cox Please refer to the Subcommittee Notes in Appendix A for all 2020/2021 for a detailed account of how the subcommittee progressed through this charge. This charge is closed.

**Charge 3: Student Disability Accommodation Letters**
The ASSA subcommittee, chaired by Brady Brower, worked with the Disabilities Center to continue working on the Faculty Survey. This year not much was achieved on this charge because of COVID stresses on the Disability Center. Additionally, new personnel, Shawna Werner, was hired. Shawna Werner is ASSA’s new partner on this charge. Please refer to the
Subcommittee Notes in Appendix A for all 2020/2021 for a detailed account of how the subcommittee progressed through this charge.

**Charge 4:** Rewrite PPM 6-22 so that the student code is applicable to online, hybrid, and other academic WSU-sponsored student activities. The subcommittee chaired by Sheila Anderson and Jason Francis, in collaboration with WSU legal, drafted revisions to the Student Code with feedback from Student Services and the full ASSA committee. The Policy Institute is currently working on the process to amend the Student Code. Michelle Paustenbaugh will follow-up with the Institute over the summer. ASSA will continue with this charge in the 2021-2022 year. Please refer to the Subcommittee Notes in Appendix A for all 2020/2021 for a detailed account of how the subcommittee progressed through this charge.

**Charge 5:** Review University standards for TOEFL standards for students who have English as a second language in collaboration with International Programs (ISSC). The subcommittee, chaired by Louise Moulding, met and discussed the TOEFL score policy. The initial decision was that no change was warranted. Following the first meeting, additional information was received about concerns from Dr. Jesse King and Dr. Doris Geide-Stevenson. Based on this, additional email correspondence took place to discuss the research and concerns raised. After a response from the ISSC, including additional analysis of GPA for international students who were just beyond the minimum TOEFL score (the students of interest to Drs. King and Geide-Stevenson), the committee affirmed that no change to policy is needed. Drs. King and Geide-Stevenson agreed that programs and supports put into place in the past year are likely to address the issues. Please refer to the Subcommittee Notes in Appendix A for all 2020/2021 for a detailed account of how the subcommittee progressed through this charge. This charge is closed.

**Charge 6:** Review how records of faculty, staff, and student trainings are documented, stored, and accessed. Suggest changes if necessary. The subcommittee, chaired by Michelle Paustenbaugh, reviewed how faculty&staff training records are stored in Training Tracker (Jennifer Evans), Bridge (Jessica Oyler), and in departments (administrative assistants) and programs. They also reviewed how student training records are stored in departments and programs (Safe at WSU, Paige Davies). None of these systems for faculty, staff, or student record storing generate automated reports to supervisors or other relevant parties of training needs of their subjects, i.e., faculty, staff, and students. In consultation with the full ASSA committee, ASSA recommended that non-student (faculty and staff) and student training records be housed in the platform that identifies and automatically reports (on a regular basis) when training is needed and notifies relevant parties. This recommendation was passed on to Executive Committee as an information item. Please refer to the Subcommittee Notes in Appendix A for all 2020/2021 for a detailed account of how the subcommittee progressed through this charge. This charge is closed.

**Charge 7:** Get updates from the Accessibility Council and bring any changes/concerns to Senate. No updates were obtained from the Accessibility Council.

**Charge 8:** Review the new financial aid model to determine how it is affecting diversity of the student body at WSU.
The subcommittee, chaired by Shijun Wang, met with Jed Spencer and Crystal Giordano from the financial aid office who presented the new financial aid model. The new financial aid model only started in Fall, 2020 for in-state students and Fall of 2018 for out of state and international students. There is not enough data to make a comprehensive comparison. Therefore, it was decided to wait for at least a couple of years to revisit this charge. The entire ASSA committee reviewed Bruce Bowen’s outline for his office’s study of the impact of the new multi-year scholarships with the 125% tuition cap. A draft of Bruce Bowen’s proposed study is included in Appendix B. Please refer to the Subcommittee Notes in Appendix A for all 2020/2021 for a detailed account of how the subcommittee progressed through this charge. This charge is closed but should be revisited in 3 to 4 years.

Charge 9. Begin the process of amending the Student Code with the proposed Recording Policy written by the Recording Policy Taskforce.
ASSA held open hearings using Zoom for the WSU community for the proposed changes to the Student Code on 10/23/2020 and 10/27/2020. Next the proposed changes to the Student Code were transmitted to WSU Student Association. The WSU Student Association gave no comments and suggestions. Next ASSA modified the proposed changes to the Student Code to incorporate comment from the open hearings regarding syllabus language about the recording policy. The amended Student Code was then taken to Faculty Senate, Staff Advisory Council (not required by the Student Code Amendment Process), the President’s Council on 4/7/2021, and the WSU Board of Trustees on 4/21/2021. Please refer to the Subcommittee Notes in Appendix A for all 2020/2021 for a detailed account of how the subcommittee progressed through this charge. This charge is closed.

Special Recognition
The committee would like to thank the following individuals for providing special service during the 2020-2021 academic year: all subcommittee chairs, Brady Brower (charge 3), Sheila Anderson&Jason Francis (charge 4), Louise Moulding (charge 5), and Shijun Wang (charge 8).

Suggestions for Future Work and Improvements

1. Review policies needing change from the Office of the Registrar (ongoing Charge 1).

2. Continue working with the Disabilities Center and WSU Legal on Student Disability Accommodation Letters specifically to create 1) a survey to be sent out to faculty to gauge their experience, knowledge, etc. with student accommodations; 2) clear guidelines outlining specifically for what faculty are responsible, i.e., define “reasonable accommodations” and what resources are available to faculty; and 3) clear guidelines outline specifically for what WSU Disability Services are responsible (continuation of Charge 3).

3. Rewrite PPM 6-22 so that the student code is applicable to online, hybrid, and other academic WSU-sponsored student activities (continuation of Charge 4).

4. Get updates from the Accessibility Council and bring any changes/concerns to Senate (ongoing Charge 7).
5. Update PPM 4-9a and search (and if possible, delete) references on WSU’s website/index/administrative pages for inaccurate information regarding what information should be included on syllabi. This charge is intended for the Teaching, Learning, and Assessment (TLA) committee.

6. Create a template syllabus for faculty and instructors to use that contains all required information as per the updated PPM 4-9a. This charge is intended for the Teaching, Learning, and Assessment (TLA) committee.

7. Solicit for a vice-chair of ASSA, in addition to a chair, with the intention that the vice-chair will be the next chair. The ins and outs of managing ASSA and knowing how to work with the WSU Policy Institute is becoming increasingly complex. A one year intentional apprenticeship for the vice chair would make the next chair much more effective and less frustrated.
Appendix A: DRAFT of Impact of Multi-year Scholarships on Diversity Study Proposal from Dr. Bruce Bowen

Overview

The Impact of Multiyear Scholarships

2020-2021

Analyze the impact of implementing multiyear merit scholarships for incoming freshman and transfer students on student success and revenue generation.

Research Questions (Proposed)

1. Student Success
   - What is the impact on recruitment of new students?
   - What is the impact on retention of current students with multiyear merit scholarships?
   - What is the impact on graduation rates and time to graduation?
   - How do recruitment, retention and graduation rates of specific student populations compare to the general student population?
   - How do the number of scholarship awardees compare to previous years?
   - How do the number of students receiving full coverage of tuition and fees compare to previous years?

2. Revenue generation
   - How does this scholarship model contribute to revenue generation?
   - What is the impact on performance-based funding? (May not be able to accurately analyze this)
   - What is the impact on FTE?

Student Populations
The primary audience will include full-time degree-seeking undergraduate students. In addition nontraditional learners, and students from underrepresented populations will be included.

Limitations

- Fall 2019 was the first semester Utah resident students were awarded multiyear scholarships. While the impact on recruitment of new students may be measured, retention and graduation rates are not yet available. We will need to continue to track students into the future.
- Fall 2018 was the first semester nonresident and international students were awarded multiyear scholarships.
- Finding control groups or comparison groups may be difficult.
- Due to COVID-19, additional federal CARES money was awarded to students which we anticipate will not be offered after Spring 2021.

Accommodations

Two groups of students were identified for a pilot program to explore the cost and efficacy of stacking activity waivers in place of academic awards. A portion of the activity waiver dollars was converted to academic awards. Performing Arts students and students participating in the Center for Multicultural Excellence were chosen for the pilot program for the 2020-2021 academic year.

Data Needed

In order to run comparison and analyses we anticipate needing access to the following data:

- Scholarship and Financial Aid data (name of scholarship or aid, type of scholarship, dollar amount, number of accepted awards)
- Student demographic data (ethnicity, household income level, EFC, Pell grant eligibility, age, high school GPA, ACT/SAT scores, number of WSU credits, WSU GPA, transfer credits, transfer GPA, residency, high school)
- Recruitment rates (historical data for last 3-5 years, comparison of application rate to enrolled rate, breakdown by high school, state)
- Retention rates (historical data for last 3-5 years, fall to fall retention rates, fall to spring retention rates, breakdown by student populations, FTE data)
- Graduation rates (historical data for last 3-5 years, breakdown by major and type of degree, time to graduation)
- Finance Data (Overall tuition revenue, budget for academic waivers, source of money, performance-based funding requirements)
Appendix B: Subcommittee Summaries for each 2020/2021 ASSA Meeting

ASSA Subcommittee Summaries for October 23, 2020 Meeting

Below is a list of ASSA 20/21 charges and membership followed by summaries of their most recent work/meetings.

1. Review and implement policy changes presented by the Registrar's Office.
   
   **Casey Bullock, Registrar**

   Summary: No policy changes to review for this meeting.

2. Review and comment on vaccination policy as proposed by the Vaccination Policy Taskforce. If necessary, begin the process of amending the Student Code to accommodate this policy. Chair: **Michelle Paustenbaugh (chair), Brad Winterton, Mark Denniston**

   Summary: A copy of the WSU Presidential Task Force’s draft vaccination policy and a copy of the Utah Board of Higher Education (UBHE) draft Immunization Policy were obtained from Brett Perozzi, VP of Student Affairs. UBHE was contacted to get information about how the draft was proceeding but no response was obtained. The UBHE policy would supersede the WSU policy if passed by UBHE, but Utah schools may be more restrictive than the UBHE Immunization Policy. Scott Teichert (WSU Admissions) and Casey Bullock (WSU Registrar) were contacted to give their thoughts on both draft policies at the October ASSA meeting. Both agreed to come and participate.

3. Review Student Disability Accommodation Letters. This work would include working with WSU Disability Services and Legal Counsel to create 1) a survey to be sent out to faculty to gauge their experience, knowledge, etc. with student disability accommodations; 2) clear guidelines outlining specifically for what faculty are responsible, i.e., define “reasonable accommodations” and what resources are available to faculty; and 3) clear guidelines outlining specifically for what WSU Disability Services are responsible.
   
   **Brady Brower (chair), Andrea Gouldman, Jason Francis, Brad Winterton, Nicola Corbin**

   Summary: The subcommittee addressing the disability accommodation process (Charge #3) met with Anglea McLean, director of Disability Services, and her assistant Ryan Evans on October 2 to discuss the charge.

   We learned that Disability Services has been working to develop information and training modules for ad hoc training slated to be available at the end of the calendar year. Ryan has also been working to update the stock language of the (now digital) accommodation letter that students provide to faculty and on generating hypertext links to webpages explaining to faculty ways of meeting different types of accommodation. Angela has solicited the subcommittee's feedback on the updated language of the letter and on the explanatory links. Ryan is currently working on these materials and has agreed to submit drafts when he feels they are ready for feedback. We hope these instructional materials will serve, as requested
in our charge, to clarify the relative responsibilities of faculty and of Disability Services in the accommodation process.

Angela also expressed her interest in forming a faculty advisory committee on disability to meet twice a year. She also proposed a more formal and regular regime of faculty training on disability—perhaps one that rotates through the colleges on a rotating 5 year basis. We hope to discuss these proposals with the full committee our in our next meeting.

Finally, we discussed the drafting and circulation of a survey to measure faculty understanding of its responsibilities in the accommodation process. We will have a better sense of appropriate timing and content of such a survey when Disability Services completes work on the accommodation letter, its webpages, and instructional materials.

4. Rewrite PPM 6-22 so that the student code is applicable to online, hybrid, and other academic WSU-sponsored student activities.

Sheila Anderson (chair), Louise Moulding, Jason Francis, Sheila Anderson, Nicola Corbin

Summary: We discussed the intent of the charge. Jason will add recommendations for edits by around Oct 25th. Subcommittee members and WSU legal will review. We plan to present proposed edits to the ASSA committee at the November meeting.

Estimated Timeline & Action Items
1. Jason will propose edits by about Oct 25th.
2. All review Oct 25 - Nov 1.
3. Send to WSU legal (Stephanie & Patrick) Nov 5-10
4. Present at Nov ASSA committee meeting

5. Review University standards for TOEFL standards for students who have English as a second language in collaboration with International Programs (ISSC).

Louise Moulding (chair), Bruce Bowen, Shijun Wang, Andres Rodriguez, Pieter van der Have, Brady Brower

Summary: The subcommittee met and discussed the TOEFL score policy. Our initial decision was that no change was warranted. Following the first meeting, I received additional information about concerns from Dr. Jesse King and Dr. Doris Geide-Stevenson. Based on this, additional email correspondence took place to discuss the research and concerns raised. After a response from the ISSC, including additional analysis of GPA for international students who were just beyond the minimum TOEFL score (the students of interest to Drs. King and Geide-Stevenson), the committee affirmed that no change to policy is needed. Drs. King and Geide-Stevenson agreed that programs and supports put into place in the past year are likely to address the issues.

6. Review how records of faculty, staff, and student trainings are documented, stored, and accessed. Suggest changes if necessary.

Michelle Paustenbaugh (chair), Taylor Ward, Andres Rodriguez, Mark Denniston, Pieter van der Have
Summary: The subcommittee met and discussed the charge and who to contact outside ASSA for information and help. Mark Denniston suggested that there existed/exists an administrative committee with a similar charge; he added that he thought Casey Bullock may know more about this committee. Casey Bullock was contacted and he suggested that Jennifer Evans (Training Tracker lead person) and Jessica Olyer (VP of Human Resources) may be helpful with our charge. Jennifer Evans has agreed to meet with our subcommittee later this month to discuss Training Tracker. Brett Perozzi (VP of Student Affairs) was contacted to learn more about student training. He suggested we contact Dane LeBlanc (WSU Public Safety), Paige Davies (WSU Women’s Center), and Aaron Garza (WSU AA/EO). The subcommittee also shared what types of training are particular to their academic areas. The meeting ended with the intent of dividing this charge into the three types of training: student, staff, and faculty. This charge is already showing how messy and unorganized WSU training is.

7. Get updates from the Accessibility Council and bring any changes/concerns to Senate.

Jason Francis (member of the Accessibility Council)

Summary: The Accessibility Council has not met for several months. However, Cares Act funding was made available for video captioning for Fall 2020.

8. Review the new financial aid model to determine how it is affecting diversity of the student body at WSU.

Shijun Wang (chair), Taylor Ward, Shijun Wang, Bruce Bowen, William Angel, Sheila Anderson

Summary: The subcommittee invited Jed Spencer and Crystal to present us the new financial aid model as well as answering questions the committee members had.

Generally speaking, the new financial aid model only started in Fall, 2020 for in-state students and Fall, 2018 for out of state and international students. There isn't enough data to make a comprehensive comparison. The president's counsel is keeping a close watch on this as well.

There are some notable changes in the new 4-year financial aid model. Students will be awarded a 4 years scholarship instead of applying each year. They are, however, required to complete the degree in 4 years (this hopefully will help the graduation rate/pace), the students and parents will have a 4-year secured financial funding for them to plan their studies here.

There will be a 125% cap of the new model which in result will affect about 1-2 percent of the students to receive less cash award. But will enable more students to get financial aids.

9. Begin the process of amending the Student Code with the proposed Recording Policy written by the Recording Policy Taskforce.

Michelle Paustenbaugh

Summary: ASSA Hearings will be held 10/21 at 6 pm and 10/23 at 9:30 am for the WSU community to comment on. Michelle Paustenbaugh will represent ASSA and explain its role; Vikki Deakin will represent the Presidential Task Force that helped create the policy with WSU Legal and she will provide background; Stephanie Hollist and Patrick Thomas will represent WSU Legal to answer questions about the proposed policy; Steven Richardson, Director of Strategic Initiatives (President’s Office) will ask questions from email and online Zoom chat questions.
10. Ensure that the language of new or updated policies are inclusive. Review those policies to see how they may inadvertently impact particular communities in an adverse manner. Consult with DEI taskforce for guidance. (Ongoing)

Entire ASSA committee
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ASSA Subcommittee Summaries for November 13, 2020 Meeting

Below is a list of ASSA 20/21 charges and membership followed by summaries of their most recent work/meetings.

1. Review and implement policy changes presented by the Registrar's Office.
   **Casey Bullock, Registrar**

   Summary: Please review the proposed policy change regarding an I grade in PPM 4-19 (E) (1).

2. Review and comment on vaccination policy as proposed by the Vaccination Policy Taskforce. If necessary, begin the process of amending the Student Code to accommodate this policy. Chair: Michelle Paustenbaugh (chair), Brad Winterton, Mark Denniston

   Summary: The Faculty Senate endorsed the Immunization Policy drafted by UBHE in November’s Faculty Senate’s meeting.

3. Review Student Disability Accommodation Letters. This work would include working with WSU Disability Services and Legal Counsel to create 1) a survey to be sent out to faculty to gauge their experience, knowledge, etc. with student disability accommodations; 2) clear guidelines outlining specifically for what faculty are responsible, i.e., define “reasonable accommodations” and what resources are available to faculty; and 3) clear guidelines outlining specifically for what WSU Disability Services are responsible.
   **Brady Brower (chair), Andrea Gouldman, Jason Francis, Brad Winterton, Nicola Corbin**

   Summary: 1. Stephanie Hollist from legal counsel has set up a shared Google document with explanations and points of clarification she had put together in response to the questions put forward in charge #3. I believe Stephanie's long form explanations offer the guidelines called for in the charge in specifically outlining faculty responsibilities as well as the responsibilities of WSU Disability Services (DS). I've proposed to my subcommittee that we assist Stephanie and Angela McLean (director of Disability Services) in redrafting these explanations into something that can be made publicly available to faculty who have questions about WSU policy (PPM3-34), obligations under federal law, or about procedures for resolving disputes in matters of disability accommodation compliance. I hope to have my subcommittee offer our feedback and review the draft of these simplified explanations between our meeting next Friday and our December meeting.
2. Angela Mclean's assistant Ryan Evans has been in touch to tell me that he has had to set aside his work for Disability Services (where he's employed only part time) for the last week or so, but that he expects to be in touch soon with updates concerning the new verbiage of the accommodation verification letter and informational hyperlinks. During our meeting with him earlier this semester, Ryan had invited us to review and offer feedback on this material as soon as a draft was ready.

3. In our last ASSA meeting, I proposed general discussion of Angela McLean's interest in establishing a cycle of regular training for faculty on disability compliance. For lack of time, we were unable to have that discussion, but I'd like to revisit the topic in our coming meeting if time permits.

4. We have made no progress on the survey of faculty mentioned in charge #3, but propose to move forward with the survey once Angela and Ryan have completed their work on the information/training materials we discussed last time.

4. **Rewrite PPM 6-22 so that the student code is applicable to online, hybrid, and other academic WSU-sponsored student activities.**

   Sheila Anderson (chair), Louise Moulding, Jason Francis, Sheila Anderson, Nicola Corbin

   Summary: The subcommittee met with Stephanie Hollist (WSU Legal) who agreed to look into this charge especially in regard to how it is related to freedom of speech versus harassment.

5. **Review University standards for TOEFL standards for students who have English as a second language in collaboration with International Programs (ISSC).**

   Louise Moulding (chair), Bruce Bowen, Shijun Wang, Andres Rodriguez, Pieter van der Have, Brady Brower

   Summary: At the November meeting, the Faculty Senate accepted (with no vote) ASSA’s recommendation to not change the TOEFL standards for students who have English as a second language.

6. **Review how records of faculty, staff, and student trainings are documented, stored, and accessed. Suggest changes if necessary.**

   Michelle Paustenbaugh (chair), Taylor Ward, Andres Rodriguez, Mark Denniston, Pieter van der Have

   Summary: The subcommittee met with Jennifer Evans (from Office of Workplace Learning, OWL). Jennifer explained how Training Tracker works. Training Tracker is used mostly for employee training. A meeting with Human Resources Vice President, Jessica Oyler, has been set up for later this month.

7. **Get updates from the Accessibility Council and bring any changes/concerns to Senate.**

   Jason Francis (member of the Accessibility Council)

   Summary: The Accessibility Council has not met for several months.
8. **Review the new financial aid model to determine how it is affecting diversity of the student body at WSU.**

Shijun Wang (chair), Taylor Ward, Shijun Wang, Bruce Bowen, William Angel, Sheila Anderson

Summary: Please review the research questions used to study the impact of multiyear scholarships for this month’s meeting.

9. **Begin the process of amending the Student Code with the proposed Recording Policy written by the Recording Policy Taskforce.**

Michelle Paustenbaugh

Summary: ASSA Hearings were held 10/27 at 6 pm and 10/23 at 9:30 am for the WSU community to comment on the recording policy. Michelle Paustenbaugh represented ASSA; Vikki Deakin represented the Presidential Task Force that helped create the policy with WSU Legal and provided background; Stephanie Hollist and Patrick Thomas represented WSU Legal and answered questions about the proposed policy; Steven Richardson, Director of Strategic Initiatives (President’s Office) asked questions from email and online Zoom chat questions. The issues of note that came up during the hearings were: 1) requiring faculty add language to their syllabi regarding the recording policy, and 2) accommodations for students with disabilities. The recording policy was then delivered to the WSU Student Association for review. The policy will return to ASSA. ASSA will work to incorporate the comments from the WSU community hearings and WSUSA.

10. **Ensure that the language of new or updated policies are inclusive. Review those policies to see how they may inadvertently impact particular communities in an adverse manner. Consult with DEI taskforce for guidance.** (Ongoing)

Entire ASSA committee

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ASSA Subcommittee Summaries for January 22, 2021 Meeting

Below is a list of ASSA 20/21 charges and membership followed by summaries of their most recent work/meetings.

1. **Review and implement policy changes presented by the Registrar's Office.**

Casey Bullock, Registrar

Summary: None.

2. **Review and comment on vaccination policy as proposed by the Vaccination Policy Taskforce. If necessary, begin the process of amending the Student Code to accommodate this policy.** Chair: Michelle Paustenbaugh (chair), Brad Winterton, Mark Denniston

Summary: None.
3. **Review Student Disability Accommodation Letters.** This work would include working with WSU Disability Services and Legal Counsel to create 1) a survey to be sent out to faculty to gauge their experience, knowledge, etc. with student disability accommodations; 2) clear guidelines outlining specifically for what faculty are responsible, i.e., define “reasonable accommodations” and what resources are available to faculty; and 3) clear guidelines outlining specifically for what WSU Disability Services are responsible.

*Brady Brower (chair), Andrea Gouldman, Jason Francis, Brad Winterton, Nicola Corbin*

Summary: A new disability specialist, Brady Rae, was hired to replace Angela McLean who is now the director of Disability Services.

4. **Rewrite PPM 6-22 so that the student code is applicable to online, hybrid, and other academic WSU-sponsored student activities.**

*Sheila Anderson (chair), Louise Moulding, Jason Francis, Sheila Anderson, Nicola Corbin*

Summary: Please see attached document.

5. **Review University standards for TOEFL standards for students who have English as a second language in collaboration with International Programs (ISSC).**

*Louise Moulding (chair), Bruce Bowen, Shijun Wang, Andres Rodriguez, Pieter van der Have, Brady Brower*

Summary: None.

6. **Review how records of faculty, staff, and student trainings are documented, stored, and accessed. Suggest changes if necessary.**

*Michelle Paustenbaugh (chair), Taylor Ward, Andres Rodriguez, Mark Denniston, Pieter van der Have*

Summary: The subcommittee met with Jessica Oyler, VP of Human Resources. Jessica discussed a new program, *Bridge*, that will be used to replace Training Tracker for documenting employee (no students) training. This subcommittee plans to discuss student training documentation with Dane LeBlanc (Campus Security Director) and Paige Davies (Women’s Center Director).

7. **Get updates from the Accessibility Council and bring any changes/concerns to Senate.**

*Jason Francis (member of the Accessibility Council)*

Summary: The Accessibility Council has not met for several months.

8. **Review the new financial aid model to determine how it is affecting diversity of the student body at WSU.**
Shijun Wang (chair), Taylor Ward, Shijun Wang, Bruce Bowen, William Angel, Sheila Anderson

Summary: None.

9. Begin the process of amending the Student Code with the proposed Recording Policy written by the Recording Policy Taskforce.

Michelle Paustenbaugh

Summary: Ben Ferney, President of WSUSA, and Tara Peris, Director of Student Involvement and Leadership, have been contacted to inquire about the student government’s concerns and comments about the proposed Recording Policy.

10. Ensure that the language of new or updated policies are inclusive. Review those policies to see how they may inadvertently impact particular communities in an adverse manner. Consult with DEI taskforce for guidance. (Ongoing)

Entire ASSA committee

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ASSA Subcommittee Summaries for February 19, 2021 Meeting

Below is a list of ASSA 20/21 charges and membership followed by summaries of their most recent work/meetings.

1. Review and implement policy changes presented by the Registrar's Office.
   Casey Bullock, Registrar

   Summary: None.

2. Review and comment on vaccination policy as proposed by the Vaccination Policy Taskforce. If necessary, begin the process of amending the Student Code to accommodate this policy. Chair: Michelle Paustenbaugh (chair), Brad Winterton, Mark Denniston

   Summary: None.

3. Review Student Disability Accommodation Letters. This work would include working with WSU Disability Services and Legal Counsel to create 1) a survey to be sent out to faculty to gauge their experience, knowledge, etc. with student disability accommodations; 2) clear guidelines outlining specifically for what faculty are responsible, i.e., define “reasonable accommodations” and what resources are available to faculty; and 3) clear guidelines outlining specifically for what WSU Disability Services are responsible.
   Brady Brower (chair), Andrea Gouldman, Jason Francis, Brad Winterton, Nicola Corbin
Summary: None. A meeting is planned for Feb. 22 with the Disability Center.

4. **Rewrite PPM 6-22 so that the student code is applicable to online, hybrid, and other academic WSU-sponsored student activities.**

Sheila Anderson (chair), Louise Moulding, Jason Francis, Sheila Anderson, Nicola Corbin

Summary: After meeting with Stephanie Hollist (WSU Legal), she agreed to draft either 2 or 3 versions of language for the PPM to deal with 1) classroom disruptions for face to face/virtual/online classes; 2) contra-harassment language; and 3) social media related disruptions that relate to WSU classrooms/school image/etc.

Extra information: For those new to contra-harassment, Contra-power harassment is when someone that is in a position of power is being harassed by someone who is not in a position of power. In our examples, it is a faculty member being harassed by a student. It has evolved to be more than sexual harassment as various forms of bullying are reflected in the term. This article seems to summarize different forms of this well:


5. **Review University standards for TOEFL standards for students who have English as a second language in collaboration with International Programs (ISSC).**

Louise Moulding (chair), Bruce Bowen, Shijun Wang, Andres Rodriguez, Pieter van der Have, Brady Brower

Summary: None.

6. **Review how records of faculty, staff, and student trainings are documented, stored, and accessed. Suggest changes if necessary.**

Michelle Paustenbaugh (chair), Taylor Ward, Andres Rodriguez, Mark Denniston, Pieter van der Have

Summary: Paige Davies (Director of the Women’s Center) was contacted via email and asked about training at the Women’s Center. Below is her response.

Sure, I can provide some information. The Women's Center conducts many training sessions each year - either on Safe@Weber sexual/interpersonal violence awareness and prevention topics (consent, healthy relationships, bystander intervention, where to get help, etc.), or our other Women's Center general programming (gender equity, feminist leadership, social justice issues, etc.). The Safe@Weber training we conduct fulfills federal requirements (Title IX and the Clery Act), as well as state training requirements for campus safety.

**Students - in-person or virtual (Zoom) workshops:**
Typically, in each training or workshop, we take attendance through Starfish log-ins or a physical sign-in sheet. The Starfish information is housed in the Starfish system, and our paper files are stored in the corresponding staff member's office and we upload digital copies to our Box folder. If we're training a specific department or class, that department also keeps their own records of attendance. If the training has a corresponding assessment, we send that link out through Qualtrics. There's no requirement for students to complete general WC programming, so we typically don't need to revisit those records. For required Safe@Weber training, we and the corresponding department (Athletics, Housing, SIL, etc.) house those records internally.

Employee - in-person or virtual (Zoom) workshops:
The Women's Center also trains university employees. We partner with AA/EO to deliver the new employee required training "Discrimination, Harassment and Sexual Misconduct" and all of those training records are stored in Training Tracker. Our WC staff also teach another Training Tracker/employee course, Safe@Weber: Supporting Survivors. Oftentimes we deliver trainings with AA/EO and Weber State Police to specific departments or organizations on campus on issues of campus safety and reporting responsibilities. If those trainings aren't organized through Training Tracker, we take attendance and store that information on Box. Anonymous assessments for all of these faculty/staff trainings are stored in Qualtrics.

Online training:
For the online Safe@Weber training (both the student version we coordinate and the employee version coordinated by HR's OWL), the data is stored in the Everfi platform. We currently use a third-party company Everfi to fulfill our federal and state campus safety training requirements but will be moving to an in-house online training starting Fall 2021. The employee version will be housed in Adobe Bridge. We are still working out the details of the student training, as students don't have access to Bridge, and Canvas is reserved for academic purposes. At this point, it's looking like it'll be an interactive training built through Articulate Storyline that students will be able to access through the portal (through some IT magic that has been explained to me many times, but I still can't articulate correctly). Ideally, students would have access to Bridge and we wouldn't have to use two different platforms for the same topic, but...alas.

***************End of Paige Daivies’ email.

After receiving Paige Davies’ response, a meeting was scheduled for to meet with Casey Bullock (Registrar), Scott Teichert (Admissions) and Leslie Park (Student Success) to learn about the possibility of storing nonacademic records with existing (?) systems.

7. Get updates from the Accessibility Council and bring any changes/concerns to Senate.
Jason Francis (member of the Accessibility Council)

Summary: The Accessibility Council has not met for several months.

8. Review the new financial aid model to determine how it is affecting diversity of the student body at WSU.
Shijun Wang (chair), Taylor Ward, Shijun Wang, Bruce Bowen, William Angel, Sheila Anderson

Summary: None.
9. Begin the process of amending the Student Code with the proposed Recording Policy written by the Recording Policy Taskforce.

Michelle Paustenbaugh

Summary: The WSUSA had no additional comments or suggestions in regard to the recording policy.

10. Ensure that the language of new or updated policies are inclusive. Review those policies to see how they may inadvertently impact particular communities in an adverse manner. Consult with DEI taskforce for guidance. (Ongoing)

Entire ASSA committee

ASSA Subcommittee Summaries for March 26, 2021 Meeting

Below is a list of ASSA 20/21 charges and membership followed by summaries of their most recent work/meetings.

1. Review and implement policy changes presented by the Registrar's Office.

Casey Bullock, Registrar

Summary: None.

2. Review and comment on vaccination policy as proposed by the Vaccination Policy Taskforce. If necessary, begin the process of amending the Student Code to accommodate this policy. Chair: Michelle Paustenbaugh (chair), Brad Winterton, Mark Denniston

Summary: None.

3. Review Student Disability Accommodation Letters. This work would include working with WSU Disability Services and Legal Counsel to create 1) a survey to be sent out to faculty to gauge their experience, knowledge, etc. with student disability accommodations; 2) clear guidelines outlining specifically for what faculty are responsible, i.e., define “reasonable accommodations” and what resources are available to faculty; and 3) clear guidelines outlining specifically for what WSU Disability Services are responsible.

Brady Brower (chair), Andrea Gouldman, Jason Francis, Brad Winterton, Nicola Corbin

Summary: On February 22 and March 15 the ASSA subcommittee (#3) met with Disability Services (DS) director Angela McLean and DS coordinator Shawna Werner to offer feedback and make revisions to a faculty survey designed to measure faculty understanding of federal law, university policy, and campus procedures regarding disability accommodation. The questionnaire is also designed to query the level of experience and/or difficulties that faculty may
have had with disability accommodation in their classrooms. The survey is in its final draft form awaiting final proofreading and is tentatively scheduled to be circulated among faculty in April.

The subcommittee also conferred with Angela and Shawna over the wording of Disability Services's explanation to faculty of the classroom recording accommodation policy. This explanation, which will accompany accommodation verification letters received by faculty, is designed to provide for restricted uses of classroom recording for students whose disability warrants this type of accommodation. Our subcommittee has recommended that DS coordinate the language of their explanation of DS policy with the language on classroom recordings currently being adopted into the Student Code.

4. Rewrite PPM 6-22 so that the student code is applicable to online, hybrid, and other academic WSU-sponsored student activities.
   Sheila Anderson (chair), Louise Moulding, Jason Francis, Sheila Anderson, Nicola Corbin

   Summary: Nothing to report from WSU Legal (Stephanie Hollist). Stephanie is working on drafting new versions of the pertinent sections of the Student Code.

5. Review University standards for TOEFL standards for students who have English as a second language in collaboration with International Programs (ISSC).
   Louise Moulding (chair), Bruce Bowen, Shijun Wang, Andres Rodriguez, Pieter van der Have, Brady Brower

   Summary: None.

6. Review how records of faculty, staff, and student trainings are documented, stored, and accessed. Suggest changes if necessary.
   Michelle Paustenbaugh (chair), Taylor Ward, Andres Rodriguez, Mark Denniston, Pieter van der Have

   Summary: The subcommittee met on 2/25 via ZOOM with with Casey Bullock (Registrar), Scott Teichert (Admissions) and Leslie Park (Student Success) to learn about the possibility of storing nonacademic records with existing systems. No system exists within these individuals’ purview that support the documentation and accessing of student training documents. The group did suggest that the subcommittee look into the NEW (not old) Weber Connect system that operates in Student Affairs.

   A meeting was held on 3/18 via ZOOM with Kelly Simerick (Director of Strategic Initiatives, Asst. to VP), Jenny Frame (Center for Community Engaged Learning), Unique Harston , and Michelle Paustenbaugh to discuss the NEW Weber Connect and Portfolium (a Canvas product). From this meeting, it appears that the NEW Weber Connect Program could be used to document student training. Weber Connect is a new product and has not been officially put out for use by all WSU organizations. Jenny Frame is the lead person and she is still learning about its utility; however, it appears this product will satisfy the requirements to document and access student training records.

   7. Get updates from the Accessibility Council and bring any changes/concerns to Senate.
Jason Francis (member of the Accessibility Council)

Summary: The Accessibility Council has not met for several months.

8. Review the new financial aid model to determine how it is affecting diversity of the student body at WSU.
Shijun Wang (chair), Taylor Ward, Shijun Wang, Bruce Bowen, William Angel, Sheila Anderson

Summary: None.

9. Begin the process of amending the Student Code with the proposed Recording Policy written by the Recording Policy Taskforce.
Michelle Paustenbaugh

Summary: The WSU Faculty Senate approved the Recording Policy. The next step is approval from President Mortensen.

10. Ensure that the language of new or updated policies are inclusive. Review those policies to see how they may inadvertently impact particular communities in an adverse manner. Consult with DEI taskforce for guidance. (Ongoing)
Entire ASSA committee