MEMORANDUM

TO: University Centers Work Group Members

FROM: Katherine P. Frank, Ph.D., Provost/Vice President for Academic and Student Life

DATE: January 3, 2018

RE: University Centers Work Group Charge

As part of the Division of Academic and Student Life Work Plan, the Office of the Provost has convened a University Centers Work Group. This group will also support the work of the President's Baccalaureate Task Force. Your willingness to serve on this group is greatly appreciated.

Your charge is as follows:

UC 01: Summarize current University Center offerings (courses, programs, services, etc.). Compile the current university-level and unit-level policies, practices, and procedures relevant to the operation of University Centers.

UC 02: Discuss how the University Centers support the CWU mission, vision, and core values (attached).

UC 03: Describe how the University Centers support the CWU Strategic Plan themes (summary attached).

UC 04: Identify the strengths, weaknesses (challenges), opportunities, and threats to the University Centers. Please pay particular attention to the following issues:
- quality of offerings
- opportunities for inquiry-based teaching and learning
- equity of opportunity for students with a focus on providing access for groups traditionally under-represented in higher education (e.g., first in the family in college students, lower socioeconomic status students, and students of color)
- extent and degree of students' success during their experiences at the University Centers.

UC 05: Based on your analysis, evaluate each of the following for the University Centers at CWU:
- University Center programs, wherever offered and however delivered, have appropriate content and rigor that are consistent with CWU's mission; culminate in achievement of clearly identified student learning outcomes; and lead to collegiate-level degrees or certificates with designators consistent with program content in recognized fields of study.
- University Center programs, wherever offered and however delivered, demonstrate a coherent design with appropriate breadth, depth, sequencing of courses, and synthesis of learning. Admission and graduation requirements are clearly defined and widely published.
- Consistent with the nature of CWU's educational programs and methods of delivery, CWU creates effective University Center learning environments with appropriate programs and services to support students' learning needs.
- CWU engages in ongoing systematic collection and analysis of meaningful, assessable, and verifiable data – quantitative and/or qualitative, as appropriate to our indicators of achievement – as the basis for evaluating the accomplishment of University Center program learning objectives.

- CWU engages in an effective system of evaluation of its programs and services, wherever offered and however delivered, to evaluate achievement of clearly identified University Center program learning goals and intended outcomes. Faculty have a primary role in the evaluation of programs at the University Centers.
- CWU documents, through an effective, regular, and comprehensive system of assessment of student achievement, that students who complete programs at the University Centers, wherever offered and however delivered, achieve identified course and program learning outcomes. Faculty with teaching responsibilities are responsible for evaluating student achievement of clearly identified program learning outcomes at the University Centers.
- Results of assessments of programs at the University Centers are: a) based on meaningful institutionally identified indicators of achievement; b) used for improvement by informing planning, decision making, and allocation of resources and capacity; c) made available to appropriate constituencies in a timely manner; and d) lead to enhancement of student learning.

UC 06: Consult with the Online/Multi-Modal Learning Work Group to evaluate the following:
- Consistent with its mission, core themes, and characteristics, CWU has appropriate and adequate technology systems and infrastructure to support its academic programs and support services, wherever offered and however delivered.
- CWU provides appropriate instruction and support for faculty, staff, students, and administrators in the effective use of technology and technology systems related to its programs and services.
- Technological infrastructure planning provides opportunities for input from its technology support staff and constituencies who rely on technology for CWU programs and services.
- CWU develops, implements, and reviews regularly a technology update and replacement plan to ensure its technological infrastructure is adequate to support its programs and services.
- CWU maintains an effective identity verification process for students enrolled in distance education courses and programs to establish that the student enrolled in the distance education course or program is the same person whose achievements are evaluated and credentialed. CWU ensures the identity verification process for distance education students protects student privacy and that students are informed, in writing at the time of enrollment, of current and projected charges associated with the identity verification process.

UC 07: Based on UC 04, UC 05, and UC 06 above, provide a prioritized list of recommendations for improving CWU's University Centers. Summarize the benefits and costs of each recommendation.

UC 08: Please prepare a report addressing UC 01 through UC 07 above, and submit that report to the Baccalaureate Steering Committee NLT May 15, 2018.

Thank you in advance for your efforts in support of CWU's mission – and the work of the Office of the Provost, the Division of Academic and Student Life, and the Baccalaureate Task Force.