

Provost Council Minutes
January 16, 2018
8:30 a.m. – 10:30 a.m.
Barge 304

Present

Katherine Frank, Provost/Vice President, Academic and Student Life
Aaron Brown, Associate Dean, Student Development & Achievement
William Schafer, Interim Dean, Student Success
Ediz Kaykayoglu, Executive Director, International Studies and Programs
Paul Ballard, Dean, College of Education and Professional Studies
Tim Englund, Dean, College of the Sciences
Sharon Jonassen, Senior Academic Finance Manager
Teresa Walker, Provost Fellow
Cody Stoddard, Faculty Senate Chair
Gail Mackin, Associate Provost, Undergraduate and Faculty Affairs
Duane Dowd, ADCO Chair
Jenna Hyatt, Associate Dean, Student Living
Charlene Andrews, Faculty Relations Coordinator
Jeffery Stinson, Associate Dean, College of Business
Anne Cubilie, Director, Douglas Honors College
Gayla Stoner, Associate Provost, Extended Learning and Outreach
Kevin Archer, Dean, Graduate Studies and Research
Todd Shiver, Interim Dean, College of Arts & Humanities
Bernadette Jungblut, Associate Provost, Accreditation, Academic Planning, and Assessment
Gregory Paveza, Interim Dean, Library Services
Anne Smethurst, Administrative Assistant

Guests

1. Computer Refresh Program Policy – Andreas Bohman
The latest draft of the Computer Refresh Program Policy was shared with the council. The policy will address how allocated funds are used to update the primary computers of faculty and staff. Feedback from the council is encouraged and should be submitted to Anne Smethurst by January 29th. A formal collected response will then be forwarded to Andreas Bohman.
2. Tax Certificate – Jeff Stinson
An overview of the proposed Tax Certificate Program was presented. Rationale for the program included a growing demand for competent tax professionals as well as it currently being an underserved market.

Discussion Items

1. Research for Late Registration and Grade Appeals – Gail Mackin
The discussion on revising the late registration policy will continue with faculty, the registrar, and financial aid. A proposed change in policy will then be brought to the AAC. It was proposed that a revision of the Grade Appeal process should be considered

Office of the Provost/Vice President for Academic and Student Life

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including: where the grade appeal process lies, who has the final decision, and who should be notified.

2. Transfer Students – Gayla Stoner

A vision of campus-wide efforts to understand and encourage transfer students was discussed with the council. These efforts include the creation of a transfer student workgroup as well as a sub-committee. The workgroup will look at policies and procedures regarding transfer students, whereas, the transfer recruitment sub-committee will focus on who transfer students are, where they are coming from, and if we are defining them appropriately.

3. New Program Pre-Proposal Documents – Katherine Frank and Gail Mackin

Explanation of why ICAPP and Northwest questions have been embedded within the pre-proposal documents was given, and it was re-emphasized that no proposal will go to the Board of Trustees without the budget form. Conversation included the need for a change in written processes if these documents are going to be required.

Action Items

1. CWUP 5-90-020 Undergraduate Admission (5) International Students

It was moved and seconded that the Provost Council approve CWUP 5-90-020 with the clerical change of increasing the GPA to three decimal points for consistency.

2. CWUP 5-90-040 Academic and General Regulations (36) Final Examinations

It was moved and seconded that the Provost Council approve CWUP 5-90-040.

3. CWUP 5-90-050 Graduation Requirements for Bachelor's Degrees

It was moved and seconded that the Provost Council approve CWUP 5-90-050.

4. CWUP 5-90-070 Interdisciplinary Programs

It was moved and seconded that the Provost Council approve CWUP 5-90-070

5. Approve the minutes of the meeting of January 2, 2018

It was moved and seconded that the Provost Council approve the minutes of the regular meeting of January 2, 2018.

Information Items –

1. ADCO Updates – Duane Dowd

ADCO has voted to begin meeting bimonthly. A reminder was given to please keep presentations at ADCO brief with the majority of time allotted for questions and answers.

2. Retention Update – Gail Mackin

Retention data from Fall to Winter quarter is being collected in addition to data on the number of students on academic warning, probation, and suspension. This information will be organized and brought back to the council for review.

3. Fee Requests – Sharon Jonassen

An updated fee form can be found on the Provost website. The due date for fee requests is January 31, 2018. Please contact budget managers with questions.

4. FY19 Budgeting – Sharon Jonassen

A draft project calendar was shared as an estimated timeline of the FY19 budget cycle.

5. Deadline for Space Plans – Anne Smethurst

Space Plans are due to the Provost office by January 31, 2018.

6. Senate and AAC Updates – Cody Stoddard and Tim Englund

Conversations continue on foreign language requirements as well as non-attendance policies. Neither policy is ready to come forward to Provost Council at this time.

7. Update on the General Education Redesign – Bernadette Jungblut

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Hold forms were due Friday, January 12th. Information is being compiled and efforts are working toward having a proposal ready for a February Faculty Senate meeting.

8. Update on Northwest Commission on Colleges and Universities (NWCCU) Reaffirmation of Accreditation – Bernadette Jungblut

A Cabinet briefing on the data dashboard will take place on Wednesday, January 24th. A follow-up will be shared at the next Provost Council meeting.

9. Strategic Plan Updates – Bernadette Jungblut

Katherine Frank and Bernadette Jungblut are working to fine tune indicators for the core themes. Overall, ASL is on track with their strategic plans.

10. Baccalaureate Task Force Update – Bernadette Jungblut

The Baccalaureate Steering Committee has met and now all groups will work together thematically on the opportunity to increase retention.

Upcoming Agenda Items and Guests

February 6, 2018

1. Career Services - Vicki Sannuto
2. Conflict of Interest/Sexual Harassment Policy - Linda Schactler

Future Guests and Topics (dates not yet assigned)

1. Sustainability Certificate - Clay Arango and Pamela McMullin-Messier
2. Carnegie Classification for Community Engagement - Teri Walker and Andre Dickerson
3. HSI Update - Gayla Stoner, Gail Mackin, Sharon O'Hare, Rodrigo Renteria-Valencia & Mayra Nambo

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