

Provost Council Minutes
March 6, 2018
8:30 a.m. – 10:30 a.m.
Barge 304

Present

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

Guests

1. Sathy Rajendran & Morgan Bliss – M.S. Safety & Health Management
An overview of the proposed Master of Science in Safety and Health Management was shared with the council. The degree was presented as one that is in high demand and unique to what is offered elsewhere. As a fully online program, it would appeal to a wide range of students, including professionals who work full time.
2. Pamela McMullin-Messier & Clay Arango – Sustainability Certificate
An overview of the proposed Sustainability Certificate was presented to the council. The program is based on experiential learning and would be unique to what is offered by any other public institution of higher education in Washington State.
3. Teri Walker and Andre Dickerson – Carnegie Classification for Community Engagement
The requirements of what it takes to gain the Carnegie Classification for Community Engagement were explained by Teri Walker, and Andre Dickerson introduced a student and staff created database used to track civic engagement and service learning. Discussion continued on expanding efforts as well as the importance of carefully protecting all parties involved in campus and community interactions.

Discussion Items

1. HSI Update – Katherine Frank
A briefing document outlined committee membership, initial tasks, meetings to date, and upcoming meetings. Dr. Gina Garcia will be visiting campus on April 5th. Information is
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being gathered in order to explore achieving HSI status and what all that would entail for CWU.

2. Requests for Academic Space (Space and Equipment Budget Sub-Committee) – Gayla Stoner

A draft flow chart was created to support transparency in the process of requesting academic space. Feedback was invited and discussion focused on whether the flow chart would slow the process. Recommendations were collected and will be considered.

3. Mid-term Grade Policy – Gail Mackin

After looking at various policies at other institutions, a potential draft of the mid-term grade policy has been produced. It was emphasized that this draft is simply a starting point. The draft will be brought to the AAC for discussion.

4. CAPS+ - Gail Mackin

Concerns have been raised regarding CAPS+ and were shared with the council for further discussion. These concerns include inaccurate information on where and when courses are being offered (areas of concern are Centers and online) as well as students relying on CAPS+, not meeting with their advisors, and consequently missing opportunities. Discussion and brainstorming will continue.

Action Items

1. Approve the minutes of the meeting of February 6, 2018
Gregory Paveza motioned to approve the minutes of the regular meeting of February 6, 2018, Tim Englund seconded, one abstention. Motion carried.
2. CWUP 5-50-020 Definition of Curriculum Terms as outlined in Exhibit C
Gail Mackin motioned to approve CWUP 5-50-020 Definition of Curriculum Terms as outlined in Exhibit C, Tim Englund seconded. Motion carried.
3. CWUR 2-50-060 Curriculum Change as outlined in Exhibit D
Gail Mackin motioned to approved CWUR 2-50-060 Curriculum Change as outlined in Exhibit D, Tim Englund seconded. Motion carried.
4. CWUP 5-90-030 Acceptance of Transfer Credit as outlined in Exhibit A
Confusion arose on section d) and e). No motion. Policy will go back to the AAC for further discussion and clarification.
5. CWUP 5-90-050 Graduation Requirements for Bachelor's Degrees as outlined in Exhibit B
No Motion. Policy will go back to the AAC for further discussion and clarification.
6. CWUP 5-90-040 (37) Syllabi
No Motion. Policy will go back to the AAC for further discussion and clarification.

Information Items –

1. Budget Process Update – Sharon Jonassen
Positions have been loaded in the system and should be viewable within the next week.
2. Hiring Plan Update – Sharon Jonassen
Hiring Plans are due by April 1, 2018.
3. Carry Forwards – Sharon Jonassen
Carry Forwards are due by May 1, 2018. Please remember to also send carry forwards to your budget manager and admins.
4. Retention Update – Gail Mackin
Gail Mackin will provide an update via the shared drive.
5. Summer Session – Gail Mackin
Gail Mackin will provide an update via the shared drive.

6. Senate and AAC Updates – Cody Stoddard and Gail Mackin
Updates are not critical and will take place at the next Provost Council meeting due to time constraint.
7. Update on the General Education Implementation – Cody Stoddard and Gail Mackin
Work is taking place on creating a timeline as well as workgroups.
8. ADCO Updates – Duane Dowd
Department Chairs have communicated that they would like to see more budget information at the department level. A formal request will be provided to the BEC, including specifics on what type of data they would like to see.
9. Honors Reminder – Katherine Frank
A separate Honors Convocation event will not take place this year due to time conflicts with finals and Grad Hooding and Commencement. Exam schedules will need modification if Honors Convocation will resume next year. For this year, honors will be announced during the Commencement Ceremony, and Deans are to report to the Provost on how recognition will take place within the Colleges.
10. NTT Evaluations – Charlene Andrews
Non tenure track faculty evaluations are due April 2nd to Chairs and DPCs. These evaluations should continue to be submitted in Faculty180 as they have been in the past.
11. Update on Northwest Commission on Colleges and Universities (NWCCU) Reaffirmation of Accreditation – Bernadette Jungblut
Bernadette Jungblut was unable to attend and will provide an update via the shared drive.
12. Strategic Plan Updates – Bernadette Jungblut
Bernadette Jungblut was unable to attend and will provide an update via the shared drive.
13. Baccalaureate Task Force Update – Bernadette Jungblut
Bernadette Jungblut was unable to attend and will provide an update via the shared drive.

Upcoming Agenda Items and Guests

April 3, 2018

1. Ian Miller & Jenna Hyatt - Residential Education Curriculum including LLCs
2. Linda Schactler – 20-Year Capital Plan and State Process (postponed until later in April)

Future Guests and Topics (dates not yet assigned)

1. Deborah Wells – Digital Forensics and Incident Response Minor/Certificate
2. Jaclyn Krause – Project Management BAS and BS
3. Kurt Kirstein - Analytics for IT Managers BS, BAS, Minor, or Certificate