

Provost Council Minutes
April 3, 2018
8:30 a.m. – 10:30 a.m.
CWU Barge 304

Present

Katherine Frank, Provost/Vice President, Academic and Student Life
Bernadette Jungblut, Associate Provost, Accreditation, Academic Planning, and Assessment
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
Kathryn Martell, Dean, College of Business
Kevin Archer, Dean, Graduate Studies and Research
Bill Schafer, Interim Dean, Student Success
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
Scott Robinson, Interim Associate Dean, College of Arts and Humanities
Anne Smethurst, Administrative Assistant

Guests

1. Ian Miller & Jenna Hyatt - Residential Education Curriculum including LLCs (10 min)
Information and framework was shared on the Living, Learning Communities currently in place at CWU, as well as data for the current and upcoming year. Discussion followed on reevaluating LLC's annually and what efforts can be made to strengthen them. Strategic discussion will continue with Associate Provost Gail Mackin, and the topic will be brought again to a future Deans meeting.
2. Jaclyn Krause - Project Management Specialization (10 min)
An overview of the Project Management Specialization was presented. This would be a new specialization in an existing program, created in response to increased student interest. It will aim to teach the project management skills sought after by many organizations to give our students a competitive edge in the marketplace.
3. Kurt Kirstein – Analytics for IT Managers BS, BAS, Minor, or Certificate (10 min)
An overview of the Analytics for IT Managers Specialization was presented. This specialization will focus on data mining, data applications, data visualization and predictive analytics, and is aimed specifically toward IT managers.

Discussion Items

1. CWUR & CWUP 2-90-040 Class Attendance – Cody Stoddard

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The AAC is working toward making sure everything is aligned between the class attendance policy and procedures. Extra time is being taken to ensure that documents are written clearly before they move forward. The importance of taking attendance in the first three days of class was also discussed, as well as best practice ideas.

Action Items

1. Approve the minutes of the meeting of March 6, 2018
Gregory Paveza motioned to approve the minutes of the regular meeting of March 6, 2018, Bernadette Jungblut seconded. Motion carried.
2. CWUP 2-40-250 Responding to Allegations of Research/Scholarly Misconduct – Kevin Archer
Kathryn Martell motioned to approve CWUP 2-40-250 Responding to Allegations of Research/Scholarly Misconduct, Jenna Hyatt seconded, one abstention. Motion carried.
3. CWUP 5-90-040 (37) Syllabi – Cody Stoddard
Gregory Paveza motioned to approve CWUP 5-90-040 (37) Syllabi, Kathryn Martell seconded, one abstention. Motion carried.
4. CWUP 8-40-050 Sexual Misconduct Response – Bill Schafer
The council would like the Attorney General's office to review the policy verbiage. Contingent on the AG approval: Gregory Paveza motioned to approve CWUP 8-40-050 Sexual Misconduct Response, Gail Mackin seconded, three abstentions. Motion carried.
5. CWUP 8-40-060 University Hazing – Bill Schafer
Gregory Paveza motioned to approve CWUP 8-40-060 University Hazing, Tim Englund seconded, three abstentions. Motion carried.
6. CWUR 4-20-005-3 Student Consultation Team – Bill Schafer
The council would like a code reference added to the end of the procedure. Contingent on this addition: Gregory Paveza motioned to approve CWUR 4-20-005-3 Student Consultation Team, Bernadette Jungblut seconded, three abstentions. Motion carried.
7. CWUR 1-30-010 Student Discrimination Complaint Procedure – Bill Schafer
Gregory Paveza motioned to approve CWUR 1-30-010 Student Discrimination Complaint Procedure, Kathryn Martell seconded, three abstentions. Motion carried.
8. CWUP 2-40-020 Acquired Immune Deficiency Syndrome – Jenna Hyatt
Gregory Paveza motioned to approve CWUP 2-40-020 Acquired Immune Deficiency Syndrome, Gail Mackin seconded, three abstentions. Motion carried.
9. CWUP 8-20-070 University Housing and New Student Programs – Jenna Hyatt
Gregory Paveza motioned to approve CWUP 8-20-070 University Housing and New Student Programs, Gail Mackin seconded, three abstentions. Motion carried.
10. CWUP 8-40-010 Waiver of Mandatory Student Fees – Bill Schafer
Gregory Paveza motioned to approve CWUP 8-40-010 Waiver of Mandatory Student Fees, Paul Ballard seconded, three abstentions. Motion carried.

Information Items –

1. Update on Northwest Commission on Colleges and Universities (NWCCU) Reaffirmation of Accreditation – Bernadette Jungblut
Completion of the self-study is on schedule, and we are aiming to submit it to the evaluation team 10 weeks prior to their visit (4 weeks is the requirement). Bernadette will be using rubrics completed by Provost Council, Cabinet, the NWCCU Reaffirmation of Accreditation Steering Committee, and multiple direct reports to these colleagues to glean feedback on institutional strengths and opportunities for improvement across each of the

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five NWCCU standards. This feedback will be used directly when creating our self-study narrative. A scoring rubric will be sent via email. Please complete the rubric within two weeks to ensure the process stays timely. Bernadette's time will be protected on Fridays to focus on her writing responsibilities. Additionally, please note that brief reports on Core Theme 2 are due April 30th. A report template will be sent via email.

2. Wildcat Day Books – Jenna Hyatt
A copy of the Wildcat Day Book was shared. Book included dates, times, maps, and presentation information. Everything is on schedule and going as planned. Attendance of the council is requested and appreciated.
3. Washington Attorney General Bob Ferguson – Katherine Frank
Washington Attorney General Bob Ferguson will be on campus Tuesday, April 10th. Please spread the word to promote attendance of staff, faculty, and students.
4. NTT Evaluations – Charlene Andrews
Non tenure track evaluations are open as of today. These files need to be evaluated by the DPC, Chairs and Deans. Faculty180 open sessions have been available, but have had little attendance. Another training will take place Wednesday, April 4th.
5. Retention Update – Gail Mackin
Retention data for Winter and Spring quarters were shared including the number of students in seats (down), the number of credit hours (up), and the number of waitlisted students (up). An overview of ongoing goals was shared including efforts in onboarding, retention, and completion. Anne Smethurst will email a working draft to the council. Please send feedback to Gail Mackin by Tuesday, April 17th.
6. Senate and AAC Updates – Cody Stoddard and Gail Mackin
No Senate updates at this time. The AAC is currently reviewing and prioritizing the annual tasks and goals from their charge.
7. ADCO Updates – Duane Dowd
Discussion has taken place on HSI, and ADCO has expressed their interest in training on what that means for Chairs. Discussion followed that re-emphasized that training may be premature as we are still exploring whether this is something the University wants to pursue.
8. Update on the General Education Assessment – Bernadette Jungblut
The general education assessment from Winter quarter will be shared via the S: drive. Coffee and conversation opportunities will be scheduled as well.
9. Strategic Plan Updates – Bernadette Jungblut
Bernadette Jungblut will distribute a spreadsheet to provide input into the ASL strategic plan.
10. Baccalaureate Task Force Update – Bernadette Jungblut
The due date for the next round of progress reports is May 15th. Reminders will be sent to colleagues leading the various work groups.
11. Hiring Plans and Meetings – Sharon Jonassen
Hiring Plans were due April 2nd. Please continue consistent communication with your budget manager and remember that hiring plans must be approved by them prior to submitting them to the Provost Office.

Upcoming Agenda Items and Guests

April 17, 2018

1. Linda Schactler – 20 Year Capital Plan and State Process
2. Deborah Wells – Digital Forensics and Incident Response Minor/Certificate

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