

Provost Council Minutes
February 6, 2018
8:30 a.m. – 10:30 a.m.
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
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
Jenna Hyatt, Associate Dean, Student Living
Aaron Brown, Associate Dean, Student Development & Achievement
Scott Robinson, Interim Associate Dean, College of Arts and Humanities
Jeff Stinson, Associate Dean, College of Business
Anne Smethurst, Administrative Assistant

Guests

1. Vicki Sannuto – Career Services (15 min)
A brief Powerpoint introduction of each college and Westside counselor; gave the group an overall understanding of where each can be found and what they are working toward both individually and collectively. Additionally, conversation on the Wildcat Career Network explained what the program currently does, how it is being used, and its potential. Consideration of college specific career exploration and professional development courses was encouraged.
2. Linda Schactler – Conflict of Interest/Sexual Harassment Policy (DRAFTS) (30 min)
A new draft policy on consensual relationships as well as a new draft policy on nepotism was shared. Questions and feedback were encouraged. The policies have been posted at cwu.edu/trustees and are accessible to the public. Going forward, the policies will be discussed with Cabinet and then UPAC on February 21, 2018.
3. Kande Cleary – Data Conversations (15 minutes)
In an attempt to better understand and serve the college community, efforts will be made to decrease the number of faculty and staff that do not report their race/ethnicity. Advice from the council on effective methods of gleaning this information was invited. It was agreed that a reminder to keep information in MyCWU updated was the best method. Additionally, a second look and possible revision of disclosure categories was encouraged, as well as the selection options for each.

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

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Discussion Items

1. Business Analytics Minor – Jeff Stinson
The preproposal form was shared for a Business Analytics Minor with an intended start date of Fall 2018. The program will utilize current courses with current capacity. DE and evening classes are included in the proposal.
2. Personal Financial Planning Certificate – Jeff Stinson
The preproposal form was shared for a Personal Financial Planning Certificate. The program is intended for a post baccalaureate audience, and existing courses would be used.
3. ASL Strategic Plan Update – Bernadette Jungblut
A draft of indicators for core themes 1 through 4 will be sent via email to the council for review. Feedback on whether the goals seem reasonable is encouraged.

Action Items

1. Approve the minutes of the meeting of January 16, 2018
It was moved and seconded that the Provost Council approve the minutes of the regular meeting of January 16, 2018.

Information Items –

1. PDPs – Katherine Frank
Notification of the status for ePerformance documents has been sent out. A reminder was given to note which documents need attention and work to complete them in a timely manner.
2. CatPlan Entry Update – Sharon Jonassen
CatPlan is now open for non-149 budgeting. Goods and services should be budgeted by the end of February. Please schedule a meeting with your budget manager if you have not already done so.
3. Academic Recovery – Aaron Brown
Examples were provided of academic success plans used to start initial conversations with students. Also shared was a communication plan outlining outreach efforts throughout each quarter. Discussion followed on the use of advising syllabi as a positive way to communicate the expectations of advisors and students.
4. Retention Update – Gail Mackin
Aaron Brown has created a draft email reminder for upcoming registration. He will distribute the email to Deans for their feedback and/or suggested edits. Brainstorming continued on retention efforts, and an overview was given on what will be presented at the upcoming Board of Trustees meeting on February 9, 2018.
5. Summer Session Update – Gail Mackin
A list of Summer 2018 courses is in place and can be found at www.cwu.edu/summer. Dates, deadlines, financial aid information (including Pell Grant information) can be found on the website as well.
6. Senate and AAC Updates – Cody Stoddard and Gail Mackin
Focus continues to be primarily on General Education, which will come to the Senate floor on Wednesday, February 7th. Additionally, policy 2-50-060 is being reviewed and discussion is being held on the designation of 187 courses as first year experience courses. Conversation continued on how to clearly differentiate these courses from University 101.

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7. Update on the General Education Redesign – Bernadette Jungblut
The Faculty Senate will be voting on the populated framework on Wednesday, 7 February. If adopted, the new GE program will be implemented in Fall 2019. The GE Implementation Task Force continues its work on identifying and addressing various program implementation issues.
8. Update on Northwest Commission on Colleges and Universities (NWCCU) Reaffirmation of Accreditation – Bernadette Jungblut
Enrollment and retention data are now available via the analytics tab on MyCWU. All PC members have been provided access to this data dashboard. As additional data become available (e.g., college and departmental level enrollment and retention information), the PC will be updated. Public Affairs continues to build out the Mission Fulfillment website which can be viewed at: www.cwu.edu/mission and the reaffirmation of accreditation (RoA) website which is available at: www.cwu.edu/mission/accreditation/about. RoA workshops are available at the college, department, and/or unit level upon request. Student Success has already completed three RoA workshops. Bernadette is working with academic departments to schedule reaffirmation of accreditation briefings. Several briefings have already been completed.
9. Strategic Plan Updates – Bernadette Jungblut
Work continues to finalize the ASL strategic plan. Upon completion, the plan will be housed on the Accreditation Webpage under the Strategic Planning tab which continues to be constructed. See: <http://www.cwu.edu/mission/strategic-planning/mission>.
10. Baccalaureate Task Force Update – Bernadette Jungblut
Feedback for the Baccalaureate Task Force (BTF) work groups has been collected via Canvas and the BTF website (<http://www.cwu.edu/mission/baccalaureate>) and is being shared with the work groups. At this point, each work group is being asked to move forward with a focus on: 1) how their work supports and enhances student retention at CWU; and 2) how their work contributes to the distinctiveness of earning a bachelor's degree at CWU.

Upcoming Agenda Items and Guests

March, 6, 2018

1. Linda Schactler – 20-Year Capital Plan

Future Guests and Topics (dates not yet assigned)

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

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