

Provost Council Minutes
May 15, 2018
8:00 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
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
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
Ron Jacobson, Executive Director, School of Education
Jenna Hyatt, Associate Dean, Student Living
Aaron Brown, Associate Dean, Student Development & Achievement
Jim Johnson, Professor, Biological Sciences
Anne Smethurst, Administrative Assistant

*8:00-8:30 ASL Strategic Plan Work Session – Bernadette Jungblut
Small groups were assigned topics via email. Please schedule additional time if needed to complete any unfinished work and submit to Anne Smethurst by May 31, 2018. All submissions will be compiled into one draft document.*

Guests

1. Linda Schactler – Survey Policy
The new Survey Policy was shared including the process and form used for submitting requests. Suggestions were made to clearly define to whom the policy applies.
2. Kande Cleary – Inclusivity/Diversity Committee Restructure
The University Committees, Councils, Task Forces and Teams policy (CWUP 2-60) has been revised to include a more deliberate membership model for the Inclusivity/Diversity Committee. The draft document was shared with the Provost Council

Discussion Items

1. Summer Session – Gail Mackin
Updated data comparisons of 2017 and 2018 summer enrollment were shared, and a weekly report will be disseminated to Deans and Associate Deans. Discussion continued

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400 East University Way • Ellensburg WA 98926-7503 • Office: 509-963-1400 • Fax: 509-963-2025
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on strategic planning for future summer sessions.

2. Library Cost Sharing – Greg Paveza
Data has been collected on journal usage in the library, and conversations are encouraged between the Library and College Deans regarding cost-sharing of low to medium use journals.

Action Items

1. Approve the minutes of the meeting of May 1, 2018
Gregory Paveza motioned to approve the minutes of the regular meeting of May 1, 2017, Cody Stoddard seconded. Motion carried.
2. CWUP 2-60 (7) University Committees, Councils, Task Forces and Teams (Inclusivity/Diversity Committee) – Kandee Cleary (Guest)
Bernadette Jungblut motioned to approve CWUP 2-60 (7) University Committees, Councils, Task Forces and Teams (Inclusivity/Diversity Committee), Gregory Paveza seconded. Motion carried.
3. CWUP 5-50-070 Rules for Undergraduate and Graduate Degrees – Cody Stoddard
Gail Mackin motioned to approve CWUP 5-50-070 Rules for Undergraduate and Graduate Degrees, Gregory Paveza seconded. Motion carried.
4. CWUP 2-30-115 Employment of Foreign Nationals – Katherine Frank
The council requests the following revisions be made to CWUP 2-30-115 Employment of Foreign Nationals:
 - Addition of “tenured or tenured track” to the first sentence in section III.A.
 - Removal of the word “rare”, and addition of the word “only” in the third sentence in section III.A. The new sentence will read: “Exceptions may be made for non-tenure track faculty and staff, only with the Vice-President’s written approval.
 - Revision of “the hiring process” in section III.C. to “the application and hiring process”

With these revisions, Gregory Paveza motioned to approve CWUP 2-30-115 Employment of Foreign Nationals, Anne Cubilie seconded. Motion carried.

Information Items

1. Update on Northwest Commission on Colleges and Universities (NWCCU) Reaffirmation of Accreditation – Bernadette Jungblut
Bernadette Jungblut will send out standard one to the council this week, followed by standard two, then standard three. The deadline for feedback on each standard is two weeks from when it is received.
2. Retention Update – Gail Mackin
Retention information was presented to the group. Consistent advising practices were discussed, and Duane Dowd expressed concern on behalf of ADCO that the faculty role in regards to advising is not well defined. Efforts will continue to clarify the roles of all advisors.
3. Senate and AAC Updates – Cody Stoddard and Gail Mackin
Revisions are being made to CWUP 5-90-040 (32) Course Requirement Overlap to prohibit students from obtaining a major and minor in the same field of study. Discussion continued on what percentage of course overlap between majors and minors is acceptable, and the need for more specific wording was stressed.
CWUP 5-90-050 is being reworked to include an exception for foreign students in foreign language requirements. Additionally, a section is being added regarding the regulation

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and review of graduation regalia. CWUR 2-90-50 is also being reviewed to ensure that wording aligns.

4. Update on the General Education Assessment – Bernadette Jungblut
Work continues and is on track at this time.
5. Strategic Plan Updates – Bernadette Jungblut
The council shall continue work on their assigned sections of the ASL strategic plan, and submit their completed work to Anne Smethurst by May 29, 2018. Bernadette Jungblut will send a reminder email with deadlines.
6. Baccalaureate Task Force Update – Bernadette Jungblut
All task forces are on track. All deadlines for workgroup progress reports were extended to May 31, 2018. The Baccalaureate Steering Committee will reconvene and discuss next steps once reports have been received and reviewed.
7. Budget Deadlines – Sharon Jonassen
There has been a slight adjustment to the FY19 budgeting calendar. All budgets must be entered by May 31st. Budgets will be locked down at that time. A list of dates can be found on the Accounting website.

Upcoming Agenda Items and Guests

1. President Gaudino – Spring Visit
2. Nicolas Valcik – Data Update

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