

**Provost Council Minutes**  
**Regular Meeting**  
**January 17, 2017**

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Present:

Katherine Frank, Provost/Vice President, Academic and Student Life  
Bernadette Jungblut, Associate Provost, Academic Accreditation, Assessment & Planning  
Paul Ballard, Dean, College of Education & Professional Studies  
Martha Kurtz Associate Dean, College of the Sciences  
Stacey Robertson, Dean, College of Arts & Humanities  
Kathryn Martell, Dean, College of Business  
Kevin Archer, Dean, Graduate Studies and Research  
Sarah Swager, Dean, Student Success  
Patricia Cutright, Dean, Library Services  
Nicki Kukar, Interim Executive Director, International Studies and Programs  
Geraldine O'Mahony, Director, Douglas Honors College  
Sharon Jonassen, Senior Academic Finance Manager  
Charlene Andrews, Faculty Relations Coordinator  
Carol Faltus, Executive Assistant to the Provost

Guests

1. Introduction of CWU Role and Overview of Initiatives – Eduardo Campos  
A detailed CWU Launchpad presentation was provided in regards to roles and responsibilities, the CWU Launchpad vision, along with the draft action plan and the initial Game On suggestions. Feedback and next steps were discussed. Sharon O'Hare, Vice President for Enrollment Management, attended this portion of the meeting as she is the Executive Sponsor for Game On.

Discussion Items

1. Commencement and Coordination of Related Events – Anne Cubille  
Discussed creating an inventory of Commencement related events. The Deans will compile a list of events at the College level and below. With improved coordination, this will ensure that students can attend the events they want and the pertinent personnel will be available to attend without conflicting commitments.
2. Variable Fees – Sharon Jonassen  
Summarized the process--the Fee Request Form and the Exception Request for Establishing Variable Fees Form has been updated and can be found on the Provost's Office website under the Faculty Resources Menu. The deadline for submittal is Jan. 31, 2017.
3. Bookstore/ASL Email – Katherine Frank  
An email will be distributed to the faculty regarding the concern about reducing the high cost of course materials and ensuring those materials are accessible by our students.
4. Hiring Plan/Searches 2017-2018 – Katherine Frank  
The planning process will start for the 2017-18 Hiring Plans that will take effect in Fall 2018.

Action Items

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

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1. Approve the minutes of the meeting of Dec. 6, 2016  
It was moved and seconded that the Provost Council approve the minutes of the regular meeting of Dec. 6, 2016.
2. Approve the minutes of the meeting of Jan. 3, 2017  
It was moved and seconded that the Provost Council approve the minutes of the regular meeting of Jan. 3, 2017.

#### Information Items –

Updates on items 1 through 4 will be provided in document form and posted to the S Drive.

1. Update on the Baccalaureate Taskforce – Bernadette Jungblut
2. Update on the General Education Redesign – Bernadette Jungblut
3. Update on Northwest Commission on Colleges and Universities (NWCCU) Reaffirmation of Accreditation – Bernadette Jungblut
4. Update on Strategic Plans – Bernadette Jungblut

#### Upcoming Agenda Items and Guests

#### Future Guests and Topics (dates not yet assigned)