

**Provost Council Minutes
Regular Meeting
October 4, 2016**

Present:

Katherine Frank, Provost/Vice President, Academic and Student Life
Anne Cubilie, Associate Provost, Faculty Affairs & Extended Learning
Bernadette Jungblut, Associate Provost, Academic Accreditation, Assessment & Planning
Paul Ballard, Dean, College of Education & Professional Studies
Tim Englund, Dean, College of the Sciences
Katharine Whitcomb, Associate 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
Rachel Gordon, Program Assistant, International Studies & 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. Linda Schactler, VP of Public Affairs/Chief of Staff, presented the new marketing and communication plan.

Action Items

1. Approve the minutes of the meeting of September 20, 2016
It was moved and seconded that the Provost Council approve the minutes of the regular meeting of Sept. 20, 2016.

Information Items

1. Update on the Baccalaureate Taskforce – Bernadette Jungblut
Some faculty have been identified to serve on sub committees. The timeline has been built for the 2016-17 AY. The final report will be finalized in Spring 2017 and presented to the Board of Trustees (BOT) at the BOT Retreat in July 2017. Conversations will continue during the 2017-18 AY after the BOT Retreat discussion.
2. Update on the General Education Redesign – Bernadette Jungblut
Received good ideas from the General Education Summit on Sept. 19, 2016. The proposed timeline will be voted on at the Oct. 5, 2016 Faculty Senate meeting.
3. Update on Northwest Commission on Colleges and Universities (NWCCU) Reaffirmation of Accreditation – Bernadette Jungblut
The build out of the shared drive is taking place to link folders to the standards and specific lists. Working on branding and the digital roll-out. Draft strategic plans are due Nov. 18, 2016 and final strategic plans are due on Jan. 16, 2017.
4. Instruction Equipment Prioritization Template
The template was explained and will be distributed shortly.

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5. Faculty Development Fund – Sharon Jonassen
The faculty development fund process will be transitioning to the college/department level. Once the new process is finalized and in place, training will be provided to the Colleges to ensure a smooth rollout.
6. Reminders
 - a. Faculty Development – Charlene Andrews
 - i. Multimodal Education Center Open House
Oct. 6, 2016, 10:00 a.m. – 5:00 p.m., Black Hall First Floor
 - ii. FERPA Training
In-person Workshop
Oct. 13, 2016, 3:30 p.m. – 5:00 p.m., Shaw-Smyser 115
Online Course
To launch course: sign in to MyCWU or visit CLA Online (cwu.skillport.com)
 - b. Template Deadlines
 - i. Hiring Plan – September 30th
 - ii. Carry Forward Funds – October 14th
 - iii. Degree Pipeline – October 14th
 - iv. Strategic Investment Request – November 1st
 - c. Activity Report Deadlines
 - i. Due to Chairs October 21st
 - ii. Due to Deans November 4th

Upcoming Agenda Items and Guests

Future Guests and Topics (dates not yet assigned)

1. Quarterly Update – President Gaudino