

**Provost Council Minutes
Regular Meeting
December 6, 2016**

Present:

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
Stacey Robertson, Dean, College of Arts & Humanities
Kathryn Martell, Dean, College of Business
Jeff Stinson, Associate 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
Christine Denison, Assistant Director, Douglas Honors College
Sharon Jonassen, Senior Academic Finance Manager
Charlene Andrews, Faculty Relations Coordinator
Carol Faltus, Executive Assistant to the Provost

Guests

1. Schedule Changes and Non-Standard Course Times – Lindsey Brown and Amy Alder
A detailed presentation was provided and discussed in regards to academic scheduling and the challenges associated with meeting student needs. Suggestions of forming a workgroup to address the issues and concerns associated with scheduling was proposed.
2. Closing Registration – Lindsey Brown and Amy Alder
Explained the current process and asked for feedback. Sarah Swager is going to share this information with current advisors and report back. If consensus, then this will move forward as an Action Item at a future meeting.
3. Update Health Sciences and Hertz Hall – Doug Ryder
Presented plans to construct a new Health Science building and discussed transition from Hertz Hall if the project is funded. A decision on the construction funding in the 2017-19 biennium project approval will be determined in Spring 2017.

Discussion Items

1. CWUP 5-90-070 Interdisciplinary Programs – Sathy Rajendran & Tim Englund
Reported that there is a delay in moving the Interdisciplinary Programs policy forward and the policy will be presented again to the Faculty Senate in Winter Quarter. The subgroup is continuing to work on the Interdisciplinary Programs policy. Stacey Robertson suggested that the subgroup work with the ASL Interdisciplinary Programs Workgroup, the Academic Affairs Committee and the Faculty Senate simultaneously to ensure efficiency and unified goals.
2. Athletics—Priority Registration, Class Attendance Policy
Discussed the policy and unanimously decided with adding refined language that the Provost's Council would support the policy.

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Action Items

1. Approve the minutes of the meeting of Nov. 1, 2016
It was moved and seconded that the Provost Council approve the minutes of the regular meeting of Nov. 1, 2016.
2. Approve 2018-2019 Proposed University Calendar – Lindsey Brown
It was moved and seconded that the Provost Council approve the 2018-2019 Proposed University Calendar with the amendment of adding the Student Convocation to Fall Quarter.
3. CWUP 5-90-040(15) Grading Policies and Regulations - Sathy Rajendran
It was moved and seconded that Policy 5-90-40 (15) be sent back to the Faculty Senate for suggested revisions.
4. CWUP 5-90-040(19) Statute of Limitations on Grade Changes - Sathy Rajendran
It was moved and seconded that Policy 5-90-40 (19) be sent back to the Faculty Senate for suggested revisions.

Information Items

1. Academic Fees – Sharon Jonassen
Summarized the process, the Fee Request 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. Variable fees have been discontinued and fee lists will be sent to the Dean's for reference in the fee process.
2. FERPA training – Charlene Andrews
FERPA Training completion is due this Friday, Dec, 9, 2016 to fulfill the training requirement. Protecting student privacy is of critical importance to CWU. To support our commitment, the university now requires annual Family Educational Rights and Privacy Act (FERPA) training.
Who is expected to complete training?
 - All Faculty (including all Non-Tenure Track Faculty)
 - All Permanent Staff with access to student records and/or information
 - Temporary and Student Employees with access to student records and/or informationFaculty who do not complete the required training will receive a letter of expectation. A variety of notifications has been sent to employees since the Sept. 30, 2016 email announcement to the campus community.
3. CWUR 5-90-060 Creation and Reorganization of Academic Units – Anne Cubilie
The workgroup met in early December and revisited the conversations they had in Spring 2016. Continued suggestions have been made and a new draft will be distributed at the beginning of Winter Quarter. If there is consensus, then the proposal will be presented at the February Faculty Senate meeting.

Information updates on items 4 through 7 will be provided in document form for each meeting. Please read the updates and inquire if you have questions.

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

Future Guests and Topics (dates not yet assigned)

1. Periodic Update – President Gaudino - Jan. 3, 2017, 8:30 a.m. – 9:30 a.m.