

Provost Council Minutes
Regular Meeting
February 7, 2017

Present:

Bernadette Jungblut, Associate Provost, Accreditation, Academic Planning, & Assessment
Paul Ballard, Dean, College of Education & Professional Studies
Tim Englund, Dean, College of the Sciences
Patricia Cutright, Dean, Library Services
Katharine Whitcomb, Associate Dean, College of Arts & Humanities
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
Keith Champagne, Associate Dean, Student Development
Jeffrey Stinson, Associate Dean, College of Business
Natalie Lupton, Associate Dean, Graduate Studies & Research
Anne Cubilie, Associate Provost, Faculty Affairs & Extended Learning
Melanie Palm, Executive Director, Extended Learning
Christopher Schedler, Executive Director, Multimodal Learning
Sathyanarayanan Rajendran, Associate Professor, Engineering Technologies, Safety and Construction
Scott Miller, Office Assistant

Guests

1. Service Campus Designation- Chris Schedler and Mel Palm
A discussion of the goals and the process needed to better track online students, and ensure they are assigned to the proper campus. This includes the issue of online course fees, and making sure students are charged the correct amount. The Provost's Council agreed to move this forward to the Provost for implementation.

Discussion Items

1. Textbooks Authored and Used in Classes- Anne Cubilie
Discussed the need for an internal policy that clearly states the process required if a professor wants to assign his/her own book(s) to his/her class. Agreed to draft a policy that would draw from the policies and best practices of other universities in Washington.
2. Policies and Procedures Reminder- Anne Cubilie
A reminder that if a unit is updating its policies and procedures this year, they need to finish them soon, so they can make it onto the UPAC agenda.
3. Budget Process- Sharon Jonassen
Explained how the new budget process has changed from last year and how the process will work this year. Concluded by stating the duties of the budget managers, and that the final review must be submitted by May.
4. Data Entry for Faculty Jobs- Charlene Andrews
A reminder to make sure admins know how important it is correctly to enter the data for jobs, and that the correct information makes it into PeopleSoft.

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5. Workload Plans and NTT Evaluations in Faculty 180- Charlene Andrews

A discussion of Workload Plans, and the possibility that their due date of March 31st be pushed back. It was agreed that their current due date is too early for them to be useful. It was noted, however, that changing this due date might lead to follow-on problems. Charlene also reminded the group that FERPA training needs to be completed or letters of expectation will be issued.

Action Items

1. Approve the minutes of the meeting of Jan. 17, 2017

It was moved and seconded that the Provost Council approve the minutes of the regular meeting of Jan. 17, 2017. The minutes were approved.

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)