

Provost Council Minutes
April 17, 2018
8:30 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
Paul Ballard, Dean, College of Education and Professional Studies
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 Cubilié, Executive 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
Jenna Hyatt, Associate Dean, Student Living
Aaron Brown, Associate Dean, Student Development & Achievement
Anne Smethurst, Administrative Assistant

Guests

1. Linda Schactler – Capital Plan and State Process (30 min)
The legislature concluded the 2018 supplemental session on March 8th. Key takeaways were shared. Ideas for the next legislative session operating budget priorities were shared as well. Additionally, discussion was held about the revision of the Capital Plan: what will remain in the plan, what additions will be made, and what will be removed.
2. Staci Sleigh Layman and Barbara Hodges – Immigration Policy and Procedures (30 min)
University policy and procedures on immigration have been revised. A full draft version was shared with the council as well as a breakdown of its main points: what it is, what is required, and what is not allowed. Feedback was encouraged and should be submitted to Staci Sleigh Layman and Barbara Hodges by Tuesday, April 24th.
3. Deborah Wells – Digital Forensics and Incident Response Minor/Certificate (10 min)
An overview of the Digital Forensics and Incident Response Minor/Certificate was presented. The importance of adding this minor was discussed and agreed upon. Communication with possible overlapping departments was recommended by the council.
4. Ian Loverro – Secondary Education Major (10 min)
Ian Loverro explained the reorganization of currently offered classes to create a Secondary Education Major. Currently the University does not offer this as a major.

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Discussion Items

1. ASL Quarterly Onboarding Team – Gail Mackin
The membership, meeting information, and objectives of the new team were shared. It will be led by Gail Mackin and Gayla Stoner, and its initial primary focus will be onboarding for Fall 2018.
2. Degree Pipeline and Pre-Proposals – Associate Provosts
Degree pipeline documents should be updated and loaded to the shared drive prior to the next Provost Council meeting on Tuesday, May 1st. Deans were encouraged to make the preproposal and budget forms a part of their regular process. The benefits of new program proposals being presented to the Provost Council were emphasized as well. The May 1, 2018 Provost Council will be led by Bernadette Jungblut and a large portion of the meeting will be a work session dedicated to the ASL Strategic Plan.

Action Items

1. Approve the minutes of the meeting of April 3, 2018
Gregory Paveza motioned to approve the minutes of the regular meeting of April 3, 2018, Kathryn Martell seconded. Motion carried.
2. CWUP 5-90-040 (15) and (19) Grading Policies and Regulations; Statute of Limitations on Grade Changes – Cody Stoddard
Kathryn Martell motioned to approve CWUP 5-90-040 (15) and (19) Grading Policies and Regulations; Statute of Limitations on Grade Changes, Gregory Paveza seconded. Motion carried.

Information Items –

1. Update on Northwest Commission on Colleges and Universities (NWCCU) Reaffirmation of Accreditation – Bernadette Jungblut
Pre-evaluations of CWU's mission, strategic plan, and core themes are due Monday, April 23rd. From the feedback received, gaps can be recognized, and goals can be created. An official letter from NWCCU arrived with a reminder that a team will be visiting our campus October 22, 2018 thru October 24, 2018.
2. International Partnership-Building and Recruitment Efforts – Katherine Frank and Ediz Kaykayoglu
Provost Frank will be traveling to Japan and South Korea April 21, 2018 thru May 4, 2018. The Asia University Program is celebrating 30 years, and efforts are being made to bring in more students. The possibility of a tiered incentive program with special rates was discussed.
3. World Fellows Program in Spain – Katherine Frank and Gayla Stoner
This program for underrepresented students in the state of Washington is sending 15 students to Spain to receive language courses from the University of León. This is a pilot program, but is expected to continue.
4. Retention Update – Gail Mackin
The draft of the retention program continues to grow. Duane Dowd will work with ADCO to get chairs' feedback on the four major goal areas: onboarding, success, completion, and infrastructure. Aaron Brown sent out a spreadsheet for completion by Friday, May 4th.
5. Senate and AAC Updates – Cody Stoddard and Gail Mackin
Efforts continue on the re-wording of the class attendance/non-attendance policy.

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6. ADCO Updates – Duane Dowd
Concern that the EAB Academic Performance Solutions (APS) data have been seen by some but not widely shared. Confirmation was given that the information is being rolled out according to plan. Chairs are receiving information by College and all will have scheduled time to review.
7. Update on the General Education Assessment – Bernadette Jungblut
A report of the Winter 2018 outcomes assessment has been prepared and will be uploaded to the shared drive. Faculty have already been directly invited to participate in the Spring 2018 outcomes assessment and via a “Communication Item” to the Faculty Senate (at the April meeting). Reminders will be sent directly to faculty and also shared through the Faculty Senate and ADCO.
8. Strategic Plan Updates – Bernadette Jungblut
Update will be provided on the shared drive. The May 1, 2018 Provost’s Council meeting will include a work session on the ASL strategic plan.
9. Baccalaureate Task Force Update – Bernadette Jungblut
Update will be provided on the shared drive. Work groups’ follow-up reports are due May 2018.

Announcements

1. Workload Plans – Charlene Andrews
Workload plans are at the Chair level. Plans are due to the Dean in Faculty180 by May 15, 2018.
2. Carry Forward Spending Plans – Sharon Jonassen
Carry Forward Plans are due May 1, 2018. In addition to submitting the plan, it must also be shared with budge managers and administrative assistants.

Upcoming Agenda Items and Guests

1. Degree Pipeline and ASL Strategic Plan
2. Suggestions?

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

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