

**Provost Council Minutes
Regular Meeting
August 23, 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
Ethan Bergman, Associate 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
Kevin Archer, Dean, Graduate Studies and Research
Sarah Swager, Dean, Student Success
Patricia Cutright, Dean, Library Services
Ann Radwan, Executive Director, International Studies & Programs
Christina 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. Staci Sleigh-Layman, Chief Human Resources Officer, presented a Recruitment and Hiring Policy/Procedure update to the Provost Council. Additional guests from Human Resources were Joy Corbett and Stephen Sarchet.
2. Gail Farmer, Manager of Equal Opportunity and Affirmative Action, presented a hiring and recruiting professional development opportunity for consideration by the Provost Council that would enhance faculty recruitment and retention.
3. Nina Oman, Executive Director of Institutional Effectiveness, presented a draft Academic Snapshot and a Class Capacity Report for feedback from the Provost's Council. An additional guest from Institutional Effectiveness was Patrick Murphy.

Action Items

1. Sathy Rajendran and Lindsey Brown presented the following tabled policies for approval.
 - a. 5-90-40 (19) Statute of Limitations on Grade Changes policy
 - b. 5-90-040 (25) Incompletes policy (Approved)

It was moved and seconded that the Provost Council approves policy 5-90-040 (25) Incompletes. Policy 5-90-40 (19) Statute of Limitations on Grade changes remains tabled until grade replacement research (re. peer institutions) can be conducted by Anne Cubilie and Lindsey Brown. The findings of the research will be discussed at the Sept. 6, 2016 Provost Council meeting and policy 5-90-40 (19) will remain an Action Item.

2. Approve the minutes of the meeting of August 9, 2016

It was moved and seconded that the Provost Council approve the minutes of the regular meeting of August 9, 2016.

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

Discussion Items

1. Templates

The Hiring Plan, Carry Forward Fund and Degree Pipeline templates were discussed and finalized.

The deadlines for the templates are as follows:

- Hiring Plans – Sept. 30, 2016
- Carry Forward Funds – Oct. 14, 2016
- Degree Pipeline – October 14, 2016

2. Budget Planning Workbook

Reviewed and discussed the budget planning workbook that will be used for the Budget Summit Exercise on Tuesday, August 30, 2016.

3. Strategic Investments – Sharon Jonassen

The Provost Funds Request Form was explained and the live version of the form will be loaded to the S Drive in the near future.

4. Faculty and Graduate Student Development – Patricia Cutright

The proposed establishment of a Center for Teaching Excellence was discussed along with the possible benefits for both the faculty and graduate students. The Provost's Council was unanimously in support of the possibility being explored.

Information Items

1. Update on the Baccalaureate Taskforce and General Education Redesign – Bernadette Jungblut

The deans were asked to submit 4-5 names each for the Baccalaureate Taskforce Steering Committee. The steering committee will include others from across campus as well.

The General Education Summit is scheduled for 12:00 p.m. – 5:00 p.m. on Sept. 19, 2016 and planning is underway. All deans should plan on attending the summit. A General Education Development Conference is tentatively scheduled for June 2017 to allow faculty time to develop new general education courses.

2. Update on Northwest Commission on Colleges and Universities (NWCCU) Reaffirmation of Accreditation – Bernadette Jungblut

A shared drive has been established for accreditation. The shared folder is clearly organized and contains approximately 600-700 items. Reminder that ASL Strategic Plans are due by Friday, August 26, 2016. If plans are in progress, please send a draft short summary of ideas about the direction of your unit.

3. New Faculty Welcome and Faculty Development – Charlene Andrews

The New Faculty Welcome and Development Day has been shortened from 2-days to a half-day this year. The event is scheduled to begin at 8:00 a.m. on Sept. 19, 2016 in Sue Lombard. Faculty Development will continue throughout the academic year coordinated by the Faculty Development Office located in the Library.

4. Faculty Absence Form – Charlene Andrews

Reminder for each college to have faculty complete the Faculty Absence form as needed. It is located on the Human Resources website.

Information Items listed below were moved to the Sept. 6, 2016 agenda

1. Cabinet Update – Katherine Frank
2. Future Topics and Guests

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Upcoming Agenda Items and Guests

1. Policies and Procedures – Anne Cubilie, Lindsey Brown and Sathy Rajendran
 - a. Catalog
2. Centers and Institutes – Anne Cubilie
3. Faculty Development Fund – Sharon Jonassen

Future Guests and Topics (dates not yet assigned)

1. Summer Session
2. Marketing and Communication – Linda Schactler and Teri Olin

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