

**Provost Council Minutes  
Regular Meeting  
August 9, 2016**

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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  
Stacey Robertson, Dean, College of Arts & Humanities  
Kathryn Martell, Dean, College of Business  
Natalie Lupton, Associate Dean, Graduate Studies and Research  
Sarah Swager, Dean, Student Success  
Michele Reilly, Associate 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

Announcements

It was decided that minutes will be taken at regular Provost Council meetings effective immediately. Agendas and minutes will be made available through the ASL webpage.

Guests

Sharon O'Hare, Vice President for Enrollment Management, presented an Enrollment Management update to the Provost Council.

Action Items

Sathy Rajendran, Lindsey Brown and Rose Spodobalski-Brower presented the following policies and procedures for approval.

1. 5-50-010 Jurisdiction for Curriculum Matters policy (Approved as amended)
2. 2-50-010 Jurisdiction for Curriculum Matters procedure (Approved)
3. 5-50-020 Definition of Curriculum Terms policy (Approved)
4. 5-50-030 General Principles policy (Approved)
5. 5-90-040 Curriculum Change policy (Approved)
6. 2-50-040 Curriculum Change procedure (Approved)
7. 5-50-050 Catalog Copy policy (Approved)
8. 5-50-060 Curriculum Rules for Implementation policy (Approved)
9. 5-50-080 Teacher Certification Programs policy (Approved)
10. 5-90-040 (19) Statute of Limitations on Grade Changes policy (Tabled)
11. 5-90-040 (25) Incompletes policy(Tabled)

It was moved and seconded that the Provost Council approves policy and procedure items 1–9 on the list. Policy and procedure items 10 and 11 are tabled until the August 23, 2016 Provost's Council meeting.

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### Discussion Items

1. Standing Reports  
If Provost Council members are on committees, task forces, groups or councils there will be an opportunity at each meeting to provide an update to the group.
2. Draft Hiring Plan Template
3. Draft Degree Pipeline Template
4. Draft Carry-Forward Template  
The above templates were reviewed and discussed for enhanced planning within the ASL Division. Further discussion will take place at the August 23, 2016 meeting before the templates are put in effect for 2016-17 planning.
5. Centers and Institutes – Anne Cubilie (moved to August 23 agenda)
6. Future Topics and Guests (moved to August 23 agenda)

### Information - Items listed below were moved to the August 23, 2016 agenda

1. Faculty Absence Form
2. New Faculty Welcome
3. Update on the Baccalaureate Taskforce and General Education Redesign
4. President's Office Guide to Developing & Modifying Policies and Procedures
5. Recruitment and Hiring Process  
Provost Council will read the Recruitment and Hiring ASL Protocol document as Staci Sleigh Layman will be a guest at the August 23, 2016 meeting.

### Upcoming Agenda Items and Guests

1. Staci Sleigh-Layman, Recruitment and Hiring Policy/Procedures
2. Nina Oman, Executive Director of Institutional Effectiveness
3. Update on Northwest Commission on Colleges and Universities (NWCCU) Reaffirmation of Accreditation
4. Strategic Investments
5. Policies and Procedures
  - a. Catalog
6. Faculty and Graduate Student Development