

**Provost Council Minutes  
Regular Meeting  
September 20, 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  
Kevin Archer, Dean, Graduate Studies and Research  
Sarah Swager, Dean, Student Success  
Patricia Cutright, Dean, Library Services  
Geraldine O'Mahony, Interim Director, Douglas Honors College  
Sharon Jonassen, Senior Academic Finance Manager  
Charlene Andrews, Faculty Relations Coordinator  
Kelly Clerf, Administrative Assistant

Guests

1. University Academic Calendar – Lindsey Brown  
Options for the 2018-19 academic calendar were presented and discussed.
2. Catalog Updates – Sathy Rajendran, Anne Cubilié, and Lindsey Brown  
Lindsey Brown, Registrar, reminded PC of upcoming catalog and curriculum committee deadlines. Lindsey will send requests for catalog accuracy checks to the colleges.

Action Items

- 1) Approve the minutes of the meeting of September 6, 2016  
It was moved and seconded that the Provost Council approve the minutes of the regular meeting of September 6, 2016.

Discussion Items

1. FERPA Training Reminder  
The required FERPA training is available online and face-to-face. Employees must attend the FERPA workshop on October 13th from 3:30 to 5:00 p.m. in Shaw-Smyser 115 or complete the online training by December 9, 2016.
2. Tracking Faculty Contracts & Workload Units – Charlene Andrews  
Discussed that all contracts issued for faculty members will now be issued through their respective college administrative assistants.
3. ASL Workplan – Katherine Frank  
Katherine discussed the results from the Provost Council workplan rankings. Katherine will present the ranked workplan to President Gaudino and will publish it following the

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discussion and final revisions.

4. Faculty Development Fund – Sharon Jonassen

Sharon announced that she is currently working with the Administrative Finance Council on creating a more efficient process for handling faculty development funds. She will report back to Provost's Council with details once new procedures have been developed.

Information Items

1. Update on the Baccalaureate Taskforce – Bernadette Jungblut

The baccalaureate taskforce is ready to go and will be reaching out to members to see which sub categories each are interested in working on. Sub categories include first year & transfer students, online education and online general education, student learning outcome assessment, co-curricular & extracurricular services available to students, and connecting baccalaureate taskforce to general education redesign.

2. Update on the General Education Redesign – Bernadette Jungblut

The General Education Redesign summit on September 19<sup>th</sup> went well and was well attended. The summit was recorded and will be available on a Canvas website that all faculty have been given access to. The Provost's office has budgeted \$150k to support the General Education Redesign process.

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

Bernadette announced that NWCCU is down to a 75-90 day turn around for approving programs.

4. Future Topics and Guests

Linda Schactler and Teri Olin will be at the October 4<sup>th</sup> Provost Council to discuss marketing and communication.

Upcoming Agenda Items and Guests

1. Faculty Development Fund – Sharon Jonassen

Future Guests and Topics (dates not yet assigned)

1. Summer Session

2. Quarterly Visit from President Gaudino