

**Provost Council Minutes**  
**Regular Meeting**  
**September 6, 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  
Ann Radwan, Executive Director, International Studies & Programs  
Christina Denison, Assistant Director, Douglas Honors College  
Sharon Jonassen, Senior Academic Finance Manager  
Carol Faltus, Executive Assistant to the Provost

Guests

1. Nina Oman, Executive Director of Institutional Effectiveness, presented the updated dashboard structure to the Provosts Council. The dashboard system access list was distributed and reviewed for accuracy. The Provost Council was asked to submit any updates/revisions to the Institutional Effectiveness office.

Action Items

- 1) Faculty Senate Policies (potential action item) – Sathy Rajendran and Lindsey Brown
  - a. 5-90-040 (19) Statute of Limitations on Grade Changes policy  
It was moved and seconded that Policy 5-90-40 (19) Statute of Limitations on Grade Changes be sent back to the Faculty Senate for suggested revisions.
- 2) Approve the minutes of the meeting of August 23, 2016  
It was moved and seconded that the Provost Council approve the minutes of the regular meeting of August 23, 2016.

Discussion Items

1. Grade Replacement Research (to supplement discussion of Action Item #1) – Lindsey Brown and Anne Cubilie  
The research from peer institutions on the statute of limitations on grade changes and grades frozen upon degree was presented and discussed.
2. Senate Subcommittee Membership Follow-up – Katherine Frank  
The faculty nominees for various councils and committees were reviewed. Nominees for vacancies will be submitted in the near future to the Faculty Senate.

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

3. Program Proposal and Approval Process – Sathy Rajendran, Lindsey Brown and Bernadette Jungblut  
Currently clarifying roles in the program proposal and approval process. The degree planning pipeline should be updated at the beginning of each quarter and submitted. Feasibility studies will be taking place at the college level with the assistance from a Business and Financial Affairs representative.
4. ASL Work Plan Priorities – Katherine Frank  
The Provost Council was asked to submit the ASL Work Plan in a three tier outline.
5. ICAPP and WSAC Degree Approval/Authorization Processes – Bernadette Jungblut  
Reminder that when forecasting new program costs to include library resource costs to support student resource needs. A response template will be created and distributed for responding to possible new programs circulated for feedback by the Council of Presidents, WSAC, and ICAPP.
6. Budget Managers Support – Sharon Jonassen  
The next steps for the integration of the budget managers within the ASL units was explained as well as long term goals. A schedule of standing meetings with each unit will be distributed in the near future.

#### Information Items

1. Update on the Baccalaureate Taskforce – Bernadette Jungblut  
Goal is to ensure a high quality educational experience at all CWU locations. Work is in progress with Linda Schactler's office to enhance the CWU website. The taskforce will utilize Canvas as a conversation site for discussion groups.
2. Update on the General Education Redesign – Bernadette Jungblut  
Reminder the General Education Summit is scheduled for 12:00 p.m. – 5:00 p.m. on Sept. 19, 2016. 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. The General Education timeline will be shared at the summit. There will be periodic updates to the Board of Trustees through the 2016-17 AY.
3. Update on Northwest Commission on Colleges and Universities (NWCCU) Reaffirmation of Accreditation – Bernadette Jungblut  
The shared drive for accreditation purposes has been established. The focus will begin with Standard 2. The Provost's Council and Outlook groups will be receiving notification on the details and document upload instructions.
4. Future Topics and Guests  
A quarterly update by President Gaudino was of interest to the Provost Council.

#### Upcoming Agenda Items and Guests

1. Tracking Faculty Contracts and Workload Units – Charlene Andrews
2. Faculty Development Fund – Sharon Jonassen
3. Policies and Procedures – Anne Cubilie, Lindsey Brown and Sathy Rajendran
  - a. Catalog
4. Centers and Institutes – Anne Cubilie

#### Future Guests and Topics (dates not yet assigned)

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