



## University Policy Advisory Committee Minutes

Barge Hall, room 412

June 4, 2014

8:30 AM

### Present:

Ex-officio: Jim Gaudino, Marilyn Levine, George Clark, Sherer Holter, Steve DeSoer, Linda Schactler, Patricia Cutright, Ken Young

Ex-officio non-voting: Andreas Bohman, Kandee Cleary, Sandy Colson, Jim DePaepe, Dennis Francois, Traci Klein, Joel Klucking, Connie Lambert, Melody Madlem, Kathryn Martell, Laura Milner, Mike Moon, Marji Morgan, Tracy Pellett, Staci Sleigh-Layman, Sarah Swager, John Swiney, Bill Yarwood

President Gaudino congratulated everyone on the recent ranking of CWU by an organization called *Education to Career*. The ranking index considers the academic profile of students when they enter a given school, the total costs related to attendance, and the success of the students when they enter the labor market. The index attempts to measure each school's ability to improve the earnings and attainment of quality employment of their students. The ranking index is comprised of 4-year institutions with annual enrollments of more than 1,000 students. The data cover more than 1,200 colleges and universities. The results support what we know to be true – that the value added to our students by our faculty and staff during their time at CWU is second to none in our region. The rankings place CWU at 110<sup>th</sup> nationally, ahead of Western at 143, WSU at 213, Eastern at 396, UW at 329 and TESC at 1016.

### **I. Action Items**

1. Approval of UPAC Minutes from April 2, 2014

Motion to approve the UPAC Minutes from April 2, 2014 as presented by Sherer Holter. Seconded by John Swiney. No further discussion. Motion carried.

2. Policies & Procedures

A. Academic & Student Life - Marilyn Levine

### ***Academic Policy & Procedures Revisions – Informational***

1. CWUP 5-90-010 – Academic Policy

Language was modified to be more policy oriented. There is no corresponding procedure.

2. CWUP 5-90-020 – Undergraduate Admission Policy

CWUR 5-90-020 – Undergraduate Admission Procedure

This section was reorganized for a better flow of information, and policies and procedures were separated. Some sections were also updated to reflect current practice. Procedure language was modified to be more procedure oriented.

3. CWUP 5-90-030 – Acceptance of Transfer Credit Policy

This section was reorganized for a better flow of information and updated to indicate current practice. Policy language was reworded to be more policy oriented.

4. CWUP 5-90-040 – Academic and General Regulations Policy  
CWUR 5-90-040 – Academic and General Regulations Procedure

This section was reorganized for a better flow of information, and policies and procedures were separated. Some sections were also updated to reflect current practice. Procedure language was modified to be more procedure oriented.

5. CWUP 5-90-050 – Graduation Requirements for Bachelor’s Degrees Policy  
This section was reorganized for a better flow of information and updated to indicate current practice. No procedures correspond with this policy.

6. CWUP 5-90-060 – S/U Grading Policy – DELETED  
This section was deleted because language on S/U grading is provided in another section of policy.

***Curriculum Policy & Procedures Revisions - Informational***

7. CWUP 5-50-010 – Jurisdiction for Curriculum Matters Policy  
CWUR 2-50-010 – Jurisdiction for Curriculum Matters Procedure  
Policy and procedures were separated, policy language was modified to be more policy oriented, HECB language was removed, and procedure language was modified to be more procedure oriented.

8. CWUP 5-50-020 – Definition of Curriculum Terms Policy  
Policy language was modified to be more policy oriented, the section was reordered for a better flow, and definition language was updated. No procedures correspond with this policy.

9. CWUP 5-50-030 – General Principles Policy  
Policy language was modified to be more policy oriented, the section was reordered for a better flow, and HECB language was removed. No procedures correspond with this policy.

10. CWUP 5-50-040 – Curriculum Change Policy  
CWUR 2-50-040 – Curriculum Change Procedure  
Policy and procedures were separated, policy language was modified to be more policy oriented, and the title was changed to eliminate the word procedure. Procedure language was also modified to be more procedure oriented.

11. CWUP 5-50-050 – Catalog Copy Policy  
Policy language was modified to be more policy oriented and the title was changed. There is no corresponding procedure.

12. CWUP 5-50-060 – Curriculum Rules for Implementation Policy  
CWUR 2-50-060 – Curriculum Rules for Implementation Procedure  
Policy and procedures were separated, policy language was modified to be more policy oriented, language regarding credit hour allocation was updated, and the section was reordered to better flow in the document. Procedure language was also modified to be more procedure oriented.

13. CWUP 5-50-070 – Rules for Undergraduate & Graduate Degrees Policy  
Policy language was modified to be more policy oriented and the title was changed. There is no corresponding procedure.

14. CWUP 5-50-080 – Teacher Preparation Programs Policy  
Policy language was modified to be more policy oriented and the title was changed. There is no corresponding procedure.

15. CWUP 5-50-090 – Certificate Programs Policy  
CWUR 2-50-090 – Certificate Programs Procedure

Policy and procedures were separated, policy language was modified to be more policy oriented, and the section was reordered for better flow. Procedure language was also modified to be more procedure oriented.

16. CWUP 5-50-100 – Programs Policy

The definitions were left in as policy that was curriculum related. The rest of the language was removed and will be relocated to another area of the policies manual.

Provost Levine reported that all of the academic and curriculum policies and procedures were reviewed and approved by Provost Council and the Faculty Senate. She commended everyone on collaboration efforts with this very large task. Academic rigor was maintained in all of the policies and procedures and student success was always the focus of these discussions. Sandy Colson and Janet Shields were also commended on their amazing job of getting these through the process. UPAC members collectively endorsed all of the academic and curriculum policies and procedures.

B. Academic Fee Policy Revision (Informational) - Jim Gaudino

1. CWUP 5-80-020 – Criteria for Fee Changes

President Gaudino explained that Bryan Elliott was unable to attend UPAC today due to a class conflict. He asked that the following statement be read and added to the record, *“As BOD President, I would like to formally thank the administration for working with us in amending CWUP 5-80-020 Criteria for Fee Changes. We believe that these changes will be beneficial to both the student body and the entire institution as they allow for more engagement in the shared governance process. The process to change this policy was long, but it was well thought out and we appreciate the steps this university takes to ensure all voices have the opportunity to be heard when a change as significant as this is being proposed. The new student government has already been brought up to speed on the new policy, and they look forward to being good stewards of this process alongside the administration. As with a great deal of successes we’ve had together this year, this change represents another step forward in building a stronger relationship between the students and the administration.”*

The changes to this policy include adding the RCW reference, clarifying the majority vote of voluntary student fees, and listing the voluntary student fees (athletic fee, Central Transit fee, student lobby fee, and Learning Commons Math and Writing Center Peer Tutoring fee). President Gaudino added that the Academic Fee Policy was reviewed and approved by CWU’s Assistant Attorney General as well.

C. Operations - Sherer Holter

**Facilities Policy & Procedures Revisions**

1. CWUP 2-60 (4) – Enterprise Facilities Committee

Changes to this policy revise the Campus Development Committee to an Enterprise Facilities Committee to provide an effective link between facilities related decision making to the ongoing strategic planning process of CWU. UPAC members endorsed the changes to this committee with a couple of additions to the membership.

2. CWUR 3-40-240 – A/E Consultant Roster Selection Procedures

The Architectural/Engineering Consultant Roster Selection Procedures were changed to update references and the process for the capital planning and projects A/E consultant roster. UPAC members endorsed.

### ***HR Policy & Procedures Revisions***

3. CWUP 2-30-230 – Classified Employee Salary Determination Policy  
CWUR 1-70-160 – Classified Employee Salary Determination Procedure  
Policies and procedures were separated and language was deleted that restates a WAC, and, instead, now refers to the WAC. Changes also clarify that the responsibility for management of salaries rests with the appointing authorities and that the role of Human Resources is consultation. UPAC members endorsed.
  
4. CWUP 2-35-015 – Discrimination on the Basis of Sex and Sexual Misconduct  
Gail Farmer was added to the list of individuals who have been designated to handle inquiries regarding Title IX. As administrator for equal opportunity and professional development, Gail is responsible for investigating complaints of discrimination, so it makes sense that she have responsibility for Title IX implementation as a support coordinator. UPAC members endorsed this change with the addition of the CWU Army ROTC SHARP (Sexual Harassment, Assault, Rape, Prevention) representative.
  
5. CWUP 2-30-200 – Recruitment, Retention, and Hiring Policy  
CWUR 1-70-140 – Recruitment, Retention, and Hiring Procedure  
Proposed changes to the Recruitment, Retention, & Hiring Policy and Procedures include clarification of: options for filling vacancies, appointing authority responsibilities, options for search committee membership and responsibilities, and elimination of exceptions to search processes. UPAC members endorsed.
  
6. CWUR 1-30-050 – Discrimination Complaint and Resolution Procedure  
Revisions to this procedure are in accordance with best practices for Title IX investigations as defined by the Association of Title IX Administrators. Suggested changes include: providing a copy of the investigative report to the complainant and respondent when available; defining two acceptable grounds for appeal: consideration of additional information and procedural error; and giving the Equal Opportunity Committee the option of returning the case to the investigator for review of a specific issues. These changes have been vetted through the Title IX Committee and the Equal Opportunity Committee. UPAC members endorsed.
  
7. CWUP 2-30-155 – Time and Attendance Policy  
CWUR 1-70-040 – Time and Attendance Procedure  
This is a new policy and a new procedure that support the implementation of the PeopleSoft Time and Labor and Absence Management Modules (a component of the iCAT project). The policy and procedure provide the general overview with specific and detailed information and direction covered by Payroll operating instructions. UPAC members endorsed.
  
8. CWUP 2-40-070 – Conflict of Interest in Relationships Policy  
CWUR 1-30-080 – Conflict of Interest in Relationships Procedure  
The Conflict of Interest in Relationships policy and procedure were tabled. They will go back to Provost's Council and to the Faculty Senate Executive Committee for additional review and discussion. Both the policy and procedure will come back to UPAC at a later date.

### ***Information Security Policy & Procedures – NEW***

9. CWUP 2-70-010 – Information Security and Privacy Roles and Responsibilities.  
This is a new overarching policy that establishes information security roles and responsibilities for all faculty, staff, and students. This policy impacts the entire institution and drives the subsequent security policies and procedures. UPAC members endorsed.
  
10. CWUP 2-70-020 – Data Classification and Usage  
Data Classification and Usage is a new policy that establishes the data classification levels for the university. In order to make sure we focus our security and operational attention on our most critical data, we have to start by classifying our data in accordance with its importance. The policy

establishes the basic framework for data classification and then details responsibilities associated with actually classifying the data. UPAC members endorsed.

11. CWUP 2-70-030 – Information and Privacy Incident Management Policy  
CWUR 7-70-010 – Information and Privacy Incident Management Procedure

This policy and procedure establishes the institutional approach to responding to information security and privacy related incidents. UPAC members endorsed.

12. CWUP 2-70-040 – Payment Card Policy  
CWUR 7-70-020 – Payment Card Procedure

This policy and procedure details what merchants have to adhere to in order to process credit cards on behalf of the university. UPAC members endorsed.

13. CWUP 2-70-050 – Information Security and Privacy Controls

Information Security and Privacy Controls is the new security control policy that is developed in accordance with the Information Security Roles and Responsibilities policy. It establishes ISO/IEC 27001:2013 as the university's information security standard. UPAC members endorsed.

President Gaudino announced that this is Sherer's last UPAC meeting. He thanked her for shepherding the review of all university policies and procedures, the iCAT and Enterprise Systems projects and for her service to CWU.