University Policy Advisory Committee Minutes
Virtual Meeting by Zoom
February 3, 2021
9:00 AM

Present:
Ex-officio non-voting: James Gaudino

Ex-officio voting: Lidia Anderson, Mickael Candelaria, Elvin Delgado, Michelle DenBeste, Rick Duffett, Josh Hibbard, Joel Klucking, Michael Pease (for Kathy Whitcomb), Linda Schactler, Jeff Stinson, Carolyn Thurston

Others present: Gail Mackin, Ginny Tomlinson

I.   Action Items
        1.   Action – Approval of UPAC Minutes from November 4, 2020
UPAC members endorsed the minutes from November 4, 2020.

        2.   Policies & Procedures – Summary sheets precede individual policies and procedures

        A.   Academic & Student Life – Michelle DenBeste
        1. CWUP 5-50-060 & CWUR 2-50-060 Curriculum Rules for Implementation (policy and procedure)
Revisions to this policy and procedure are to change the number of years a course and or program can be put on reserve or even deleted if it hasn't been taught. The number of years was changed from four to five. UPAC members endorsed this revision.

        2. CWUP 5-90-040 Emergency Pass/Fail Grades
This policy revision was originally created for students as a temporary grading option during the COVID-19 pandemic in spring quarter 2020. The change now is to consider making the Emergency Pass/Emergency Fail option for students in emergency situations permanent beginning fall quarter 2021. The revised policy also proposes language used in the Catalog for EP/EF grade option to address situations when a faculty member is going to submit a grade change for an incomplete. This would also begin fall quarter 2021. There may be some additional minor edits to this policy; however, UPAC members endorsed the changes for now.

        3. CWUR 2-90-040 (2) & (23) Academic Regulations
Revisions to this procedure were made to ensure that the academic appeals process is neither arbitrary nor capricious, and two lines were added to describe grade reports in order to encourage midterm feedback from instructors. UPAC members endorsed these revisions.

        B.   Business & Financial Affairs – Joel Klucking:
        No policies/procedures to review currently

        C.   Enrollment Management – Josh Hibbard:
        No policies/procedures to review currently

D. Operations – Rick Duffett:
1. CWUP 2-50-020 Energy Conservation
Revisions to the energy conservation policy reflect intentions regarding an updated executive order. Although CWU is not required to comply with the executive order, we want to publicly commit to following this executive order to remain proactive in becoming better stewards of public resources. UPAC members endorsed these changes.

2. CWUP 2-50-060 Illicit Discharge Detection
This policy regulates local storm water discharge and ensures compliance with federal standards. Minor updates were made to language and roles. UPAC members endorsed these minor revisions.

3. CWUP 2-70-010 Information Security & Privacy Roles & Responsibilities & CWUR 7-70-010 Information Security & Privacy Incident Management (policy & procedure)
The Chief Information Security Officer (CISO) oversees the university information security and privacy activities through the implementation of an information security program that supports the principles of confidentiality, integrity, and availability for institutional information. Revisions to the policy and procedure include:
- Rename the Information Security Council (ISC) to Security, Privacy and Data Advisory Council (SPDAC).
- Change the chairmanship to a shared one between the CISO and the Director of Institutional Effectiveness (IE).
- Update the responsibilities of the council to include other duties that were agreed to in the council charter.
- Update the data custodian reporting lines to replace IE with BI leadership and added that requests must be specific and auditable.
- Update data user's responsibility to protect institutional information and IT resources.
- Update to various grammatical preferences and references.
- Update division responsibility.

UPAC members endorsed these revisions.

4. CWUP 2-70-020 Data Classification
The purpose of this policy is to help ensure the protection of the University's institutional data from accidental or intentional unauthorized access, damage, alteration, or disclosure while preserving the ability of authorized users to access and use institutional data for appropriate University purposes. Institutional data is defined as all data created, collected, maintained, recorded, or managed by the University, its staff, and agents working on its behalf. It includes data used for planning, managing, operating, controlling, or auditing University functions and data used for University reporting. Updates were made to division responsibility. These revisions were endorsed by UPAC members.

5. CWUP 2-70-050 Security Controls
The University will implement and maintain procedural, physical, technical, and regulatory safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of institutional information that it creates, receives, maintains, or transmits. Updates were made to include the National Institute of Standards and Technology (NIST) framework as one that is followed for compliance and assessments. UPAC members endorsed this revision.

E. President's Division – Linda Schactler
1. CWUP 2-10-020 Emergency Presidential Succession
The revisions to this policy eliminate the old chain of command policy with a presidential succession emergency policy. It recognizes the universality of communications that allow the president to perform much of his/her job from anywhere in the world. In the event the president cannot execute his/her duties, the board of trustees will appoint an interim. During the time it takes to appoint an interim,

university leadership will fall to the provost, then the vice president of business & financial affairs, then the vice president of operations, and then to the vice president of enrollment management. UPAC members endorsed the Emergency Presidential Succession policy