



University Policy Advisory Committee Agenda

Barge Hall, room 412

April 19, 2017

8:30 AM

Present:

Ex-officio non-voting: James Gaudino

Ex-officio voting: Joey Bryant, Wendy Cook, Anne Cubilie (for Katherine Frank), Missy Davis (for Lidia Anderson), Joseph Han, Joel Klucking, Sharon O'Hare, Sathy Rajendran, Linda Schactler, Jeff Stinson

Ex-officio advisory non-voting: Kevin Archer, Paul Ballard, Patricia Cutright, Richard DeShields, Tim Englund, Dennis Francois, Adrian Naranjo, Nina Oman, Stacey Robertson, Bill Yarwood

Others present: Gail Farmer, Jill Hernandez, Traci Klein, Corey Moriyama, Staci Sleigh-Layman, Cody Stoddard

I. Action Items

1. Action – Approval of UPAC Minutes from February 1, 2017

UPAC members endorsed the minutes from February 1, 2017.

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

A. Academic & Student Life – Katherine Frank:

1. CWUP 5-90-040 (35) Academic and General Regulations/Last Week of Classroom Instruction

In the last week of classroom instruction section of the Academic and General Regulations policy, wording was revised to clarify the meaning of "examinations." In addition, language was added to give examples of graded assignments that may be given during the last week of class. UPAC members endorsed the changes to CWUP 5-90-040 (35).

2. CWUP 5-50-080 & CWUR 2-50-080 Teacher Certification Programs Policy & Procedure

The Teacher Certification Programs policy was revised to include language for course substitutions or alternative programs to the Professional Education Program. Redundant language was removed as well. An accompanying procedure was added to clarify the curriculum process. UPAC members endorsed the revisions to CWUP 5-50-080 and the addition of the accompanying procedure CWUP 2-50-080.

B. Business & Financial Affairs – Joel Klucking:

1. CWUP 2-10-045 Debt Issuance and Repayment Policy

Changes to the Debt Issuance and Repayment policy are intended to clarify the sources of repayment, the calculation and considerations of financial feasibility, the estimation of debt capacity, and the form of annual reporting to the board. Additionally, there is a structural change in the required minimum reserves relating to funds that issue debt and a reference to the newly proposed CWU Reserve policy. UPAC members endorsed changes to CWUP 2-10-045. The policy will go to the Board of Trustees for final approval in May.

2. CWUP 2-10-105 Reserve Policy - NEW

A Reserve policy was established to define the university's reserve philosophy and principles. It describes how reserves are calculated, what purpose they are held for, and provides transparency to the reserves the university holds. In addition, it defines a method to formally designate reserve funds for specific purposes and identifies reserve targets for certain funds. UPAC members endorsed CWUP 2-10-105. The policy will go to the Board of Trustees for final approval in May.

E. Enrollment Management – Sharon O'Hare:

No policies/procedures to review at this time.

C. Operations – Joseph Han:

No policies/procedures to review at this time.

D. President's Division – Linda Schactler

No policies/procedures to review at this time.

Other Announcements

President Gaudino congratulated Dean Robertson on her new position as Provost and Vice President for Academic Affairs at State University of New York at Geneseo.

Staci Sleigh-Layman announced upcoming workshops that HR will be conducting:

- Fierce Conversations – Foundations Talk, April 21
- Fundamentals of Project Management for the Non-Project Manager, April 28 & May 5

Patricia Cutright announced that CWU student, Jonathan Chi, was selected by Governor Inslee to receive the Governor's Award as part of the 2017 Students Serving Washington Awards. Jonathan's award is in recognition of his research of light boxes and their use in the treatment of seasonal affective disorder (SAD).

Richard DeShields reminded the group that Wildcat Day is April 22 and that ASCWU Student Government elections are coming up.

Sathy Rajendran reminded the group that there's a special Faculty Senate meeting today to vote on the Gen Ed Redesign.

Joel Klucking reported that public comment for the budget will be open for three weeks. Budget summits are planned for 4 days at the end of April.

Joe Han reported that he is teaming up with Joel on a customer service survey. Please encourage your employees to participate.