



University Policy Advisory Committee Minutes - **DRAFT**

Barge Hall, room 412

October 7, 2015

8:30 AM

Present

Ex-officio non-voting: Jim Gaudino

Ex-officio: George Clark, Steve DeSoer, Linda Schactler, Sarah Swager, Lene Pedersen, Scott Carlson, Ken Young, Ryan Anderson

Ex-officio advisory non-voting: Kevin Archer, Paul Ballard, Kandee Cleary, Patricia Cutright, Tim Englund, Dennis Francois, Mike Moon, Adrian Naranjo, Stacey Robertson, Gene Shoda, Staci Sleigh-Layman, John Swiney, Bill Yarwood

Others present: Lorraine Chavez, Kelley Christianson, Richard DeShields, Jeff Stinson

Action Items

1. Approval of UPAC Minutes from June 10, 2015

Motion to approve the UPAC Minutes from June 10, 2015 as presented by Linda Schactler. Seconded by Steve DeSoer. No further discussion. Motion carried.

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

A. Academic & Student Life – Anne Cubilie:

1. CWUP 5-50-060 Curriculum Rules Implementation Policy

2. CWUR 2-50-060 Curriculum Rules Implementation Procedure

Associate Provost Anne Cubilie explained that the update to the curriculum rules-implementation policy and procedure are basically to clarify current practice regarding the number of credits allowed. The update also removes internships from the description of traditional, seat-time based courses. The update addresses a policy conflict with the procedure that allows a minimum of 40 hours of field experience. A requirement for students to participate in sexual harassment training was added as well. UPAC members endorsed the changes to CWUP 5-50-060 and CWUR 2-50-060.

3. Student Conduct Code & Washington Administrative Code (WAC) Update – Sarah Swager & Richard DeShields

Richard DeShields explained that Central Washington University holds students to standards identified in the Student Conduct Code. The code has been revised to ensure compliance with the Administrative Procedures Act [RCW 34.05.410], state law that identifies procedures for brief adjudicative hearings held at the university.

The revisions also update processes governed by Title IX and by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)), the landmark federal law that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The law is tied to an institution's participation in federal student financial aid

programs and it applies to most institutions of higher education both public and private. The Clery Act is enforced by the United States Department of Education.

Additionally the revisions address consistency with Violence Against Women's Act. Reauthorized in 2013, VAWA is a landmark piece of legislation that seeks to improve criminal justice and community-based responses to domestic violence, dating violence, sexual assault and stalking in the United States.

After a vetting process with campus constituents and a formal hearing, the CWU Student Conduct Code will go to the board in November for final approval. UPAC members endorsed the revisions WAC 106-120-005 Student Conduct Code and WAC 106-08-050 Brief Adjudicative Proceedings.

4. Information - Department Name Change: Physical Education, School and Public Health (PESPH) to Department of Health, Educational Administration, and Movement Studies (HEAMS).

Paul Ballard explained that the Department of Advanced Programs is merging with PESPH. This will substantially strengthen both departments' graduate programs and align all their individual graduate programs nicely under Educational Administration. The new name of the department will be Health, Educational Administration, and Movement Studies (HEAMS). UPAC members endorsed the HEAMS name change.

5. Information – CWUP 5-90-030 Acceptance of Transfer Credit

Anne Cubilie reported that RCW 28B.10.057 requires CWU to have a policy in place for the acceptance of military credit by December 31, 2015. Due to this deadline, President Gaudino approved this policy at Cabinet on September 23, 2015. However, the policy will still go through all the appropriate channels. UPAC members endorsed the revisions to CWUP 5-90-030 Acceptance of Transfer Credit.

B. Business & Financial Affairs – George Clark:

1. No changes to BFA policies/procedures to present at this time.

C. Operations – Stevan DeSoer:

1. **CWUP 2-10-035 Enterprise Communications Policy**
2. **CWUR 7-10-035 Enterprise Communications Procedure (includes Digital Sign Plan form)**

Steve DeSoer explained that the Enterprise Communications policy and procedure have been updated to reflect input from the June 10, 2015 UPAC meeting. Enterprise communication in the form of institutional signage is an important component of CWU. The purpose of the new policy and procedure is to provide standards and minimum requirements for campus signage. UPAC members endorsed the new Enterprise Communications policy and procedure.

D. President's Division – Linda Schactler

1. **CWUR 1-60-010 Serving Alcoholic Beverages**

Linda Schactler explained that the procedure for serving alcoholic beverages was improve the clarity and organization of the policy and to reiterate the deadlines for submitting requests to the President's Office. UPAC members endorsed the changes to CWUR 1-60-010 Serving Alcoholic Beverages.

Other Announcements

President Gaudino reported that we have about 400 more students on campus this year than last year. It's the second largest freshmen class in the university's history. Retention numbers look good as well.

The CWU Symphony Orchestra will perform with Carlos Nunez, acclaimed Galician musician and multi-instrumentalist, on Sunday, October 11, 2015 at 1:00 PM in McIntyre Hall.

