



University Policy Advisory Committee Minutes
Barge Hall, Room 412
March 2, 2022
9:00 AM

Present:

Ex-officio non-voting: Jim Wohlpart

Ex-officio voting: Lidia Anderson, Andreas Bohman, Michelle DenBeste, Joel Klucking, Greg Lyman, Michael Pease, Linda Schactler, Jeff Stinson, Carolyn Thurston

Ex-officio Advisory non-voting: Kande Cleary, Anne Cubilie, Paul Elstone, Tim Englund, Joy Fuqua, Gregg Heinselman, Jill Hernandez, Kreiere Jackson, Ediz Kaykayoglu, Rebecca Lubas, Gail Mackin, Staci Sleight-Layman, Pat Stanton

Others present: Joey Bryant, Stephanie Hubbard, Arturo Torres

I. Action Items

1. Action – Approval of UPAC Minutes from November 3, 2021

UPAC members endorsed the minutes from November 3, 2021 as presented.

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

A. Academic & Student Life – Michelle DenBeste

1. CWUP 2-40-165 Research Ethics and Conflicts of Interest

The Research Ethics and Conflicts of Interest policy was revised to align with National Institutes of Health (NIH) grant requirements. UPAC members endorsed these changes.

2. CWUP 5-90-040(12) Academic and General Regulations

Language was added to this policy governing catalog year to enable Early Transfer Admissions (ETA+) students to enroll in a program when they are admitted to ETA+, thus setting the catalog year that will determine their program requirements. UPAC members endorsed these revisions.

3. CWUP 5-100-070 General Education Rules

The changes to the General Education Rules policy were tabled. Additional revisions are needed in relation to AP and other credit. This policy will come back to UPAC later.

4. CWUP 5-130-070 and CWUR 2-30-010 Responsible Conduct in Research Training

The current policy and procedure for Responsible Conduct in Research Training does not align with National Institutes of Health (NIH) grant requirements. The policy and procedure were both updated to include language that students and researchers complete Responsible Conduct of Research (NCR) training if they are being paid from a NIH/NSF grant. UPAC members endorsed these revisions.

5. CWUR 2-50-040 Curriculum Change

Revisions to the Curriculum Change procedure include changing from working days to calendar days, creating a process for new curriculum prefixes, and adding language allowing an exception to the use of courses retroactively, specifically for the General Education program. UPAC members endorsed these changes.

6. CWUR 2-60-005 Behavioral Intervention and Threat Assessment

The update to this procedure was to outline the current practices and revisions of the university's behavioral intervention process that are currently in place. The current behavioral intervention process includes four collaborative, multi-disciplinary teams, each with a specific focus and purpose on addressing student needs and concerns. The primary Behavioral Intervention Team (BITs) include the Risk Assessment and Behavioral Intervention Team (RABIT), Bias Response Team (BRT), and Coordinate Assistance and Resource Education (CARE) Team, who all work in coordination to review and monitor concerns and provide a collaborative response to address student behavioral concerns. The BITs coordinate with the CWU Threat Assessment Team (TAT) for review, assessment, and intervention of severe and critical student concerns that necessitate immediate response. UPAC members endorsed the updates to this procedure.

The following items were submitted as informational:

Proposed 2022 Summer Quarter Calendar

Proposed 2023 Summer Quarter Calendar

Proposed 2023-2024 University Academic Calendar

B. Business & Financial Affairs – Joel Klucking:

No policies/procedures to review at this time.

C. Operations – Andreas Bohman:

No policies/procedures to review at this time.

D. President's Division – Linda Schactler

No policies/procedures to review at this time.