



University Policy Advisory Committee Minutes
Barge Hall, room 412
January 6, 2016
8:30 AM

Present

Ex-officio non-voting: Jim Gaudino

Ex-officio: Steve Hulbert, George Clark, Linda Schactler, Gail Farmer for Gene Shoda, Sarah Swager, Lene Pedersen, Janet Finke, Scott Carlton, Ken Young, Ryan Anderson

Ex-officio advisory non-voting: Kevin Archer, Paul Ballard, Kelley Christianson, Kandee Cleary, Anne Cubilie, Michele Reilly for Patricia Cutright, Tim Englund, Dennis Francois, Joel Klucking, Mike Moon, Adrian Naranjo, Ann Radwan, Stacey Robertson, Gene Shoda, Staci Sleigh-Layman, John Swiney, Bill Yarwood

Others present: Jordyn Ashford, Joy Corbett, Cherie Wilson

I. Action Items

1. Action - Approval of UPAC Minutes from October 7, 2015

UPAC members endorsed the minutes from October 7, 2015.

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

A. Academic & Student Life – Steve Hulbert:

1. Action - CWUR 1-60-020 Procedures, Criteria & Nomination Forms for the Award of Honorary Degrees

Linda Schactler reported that the changes to the Honorary Degree procedure were basically to streamline the process for nominating and awarding an honorary Degree from CWU. UPAC members endorsed the revisions to CWUR 1-60-020 Procedures, Criteria & Nomination Forms for the Award of Honorary Degrees.

2. Information - Academic Calendar

Steve Hulbert explained that the academic calendar is before the group as an information item. It has made its way through all the approvals, including Faculty Senate. Scott Carlton stated that it would be good to add dual admissions students to the dates of registration for continuing students. UPAC members endorsed the proposed academic calendars for Fall 2017 through Summer 2018.

B. Business & Financial Affairs – George Clark:

1. Action - CWUR 3-40-380 Facilities Use Procedures

Cherie Wilson reported on the changes to the Facilities Use Procedures. She explained that the changes include updating department names, clarifying definitions, referencing 25Live, and general housekeeping of duplicate areas in the procedure. UPAC members endorsed the revisions to CWUR 3-40-380 Facilities Use Procedures.

C. Operations – Gene Shoda:

1. Action - CWUR 1-70-140 Recruitment, Retention, and Hiring

Gail Farmer explained that CWU remains committed to seeking and sustaining a culturally and ethnically diverse environment, and to principles that promote inclusive practices. It is in the interest of the university and its students to attract and retain a highly qualified and diverse workforce. The changes to the recruitment, retention and hiring procedures reflect a renewed emphasis on the recruitment and screening of diverse applicant pools. Revisions include:

- Addition of definitions related to recruitment and hiring;
- Delineation of responsibilities for appointing authorities, Human Resources, and search committees;
- Adds process whereby HR will provide comparison of availability to actual pool at three stages of recruitment and selection process: total applicants, qualified applicants, and on-campus interviews.

UPAC members endorsed the revisions to CWUR 1-70-140 Recruitment, Retention, and Hiring. Gail will forward a couple of minor edits to Kim following the meeting.

D. President’s Division – Linda Schactler

1. No changes to President’s Division policies/procedures to present.