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Provost Council Minutes  
December 18, 2018  
8:30 a.m. – 10:30 a.m.  
CWU Barge 412

Attendees:

Bernadette Jungblut, Associate Provost, Accreditation, Academic Planning, and Assessment  
Gayla Stoner, Associate Provost, Extended Learning and Outreach  
Paul Ballard, Dean, College of Education and Professional Studies  
Tim Englund, Dean, College of the Sciences  
Todd Shiver, Interim Dean, College of Arts & Humanities  
Dick Highfield, Interim Dean, College of Business  
Jeff Stinson, Associate Dean, College of Business  
Bill Schafer, Interim Dean, Student Success  
Ginny Blackson, Managing Associate Dean, Library Services  
Nicki Kukar, Associate Director, International Studies and Programs  
Anne Cubilie, Director, Douglas Honors College  
Sharon Jonassen, Senior Academic Finance Manager  
Cody Stoddard, Past Faculty Senate Chair  
Teresa Walker, Provost Fellow  
Charlene Andrews, Faculty Relations Coordinator  
Jim Johnson, ADCO Chair  
Anne Smethurst, Administrative Assistant

Guests

1. Dave Rex – Introduction, Director of Continuing Education  
Dave Rex introduced himself as the new Director of Continuing Education and provided an overview of the mission and vision of his work using a Prezi presentation. Continuing Education was explained as a resource and repository that can (and should) be used to reach out to all demographics. Deans, directors, and unit heads were asked to consider setting up future meetings with Dave, and consider having him meet with Department Chairs as well.
2. Anthony Gabriel, John Bowen, and Megan Walsh – Natural Resource Management Certificate  
The Natural Resource Management Certificate is a proposed 22-25 credit certificate created in response to student interest. It would draw on currently offered courses, and would offer in-depth advising to allow students to choose a suite of courses that best match their specific interests and career aspirations in natural resource management. The Provost Council showed support for the proposed certificate and no opposition.
3. Jeff Stinson – Graduate Tax Certificate  
An overview of the proposed Graduate Tax Certificate was presented to the council. The certificate would cater specifically to students wanting to become enrolled agents, and would respond to the growing industry need for tax professionals. The Provost Council showed

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support for the proposed certificate and no opposition.

### Discussion Items

1. Retention Update – Bernadette Jungblut and Gayla Stoner  
Charlene Stinnard, a transfer and transition center professional, will be visiting CWU for five weeks to offer her consulting services. She will be introduced in-person at an upcoming Provost Council meeting. Updates to the Retention Strategy Action Plan were shared with the council via a briefing document. An informal discussion followed in which colleges and units were invited to share their specific efforts. Concern over the number of students earning a 0.0 GPA was shared and discussion followed on possible causes. Interest was expressed in obtaining benchmark data from Fall quarter 2017.

### Action Items

1. 2018-19 ASL Workplan – Bernadette Jungblut  
Bernadette Jungblut motioned to approve the 2018-19 ASL Workplan; Tim Englund seconded. One abstention. Motion carried.
2. Approve the minutes of the meeting of December 4, 2018  
Anne Cubilie motioned to approve the minutes of the regular meeting of December 4, 2018; Charlene Andrews seconded. Two abstentions. Motion carried.

### Information Items

1. Northwest Commission on Colleges and Universities (NWCCU) Reaffirmation of Accreditation Next Steps – Bernadette Jungblut  
A small group will be traveling to Seattle on January 11 to meet with NWCCU for the final review of our reaffirmation of accreditation process. A final report and letter of recommendation is expected to arrive by the middle of February. Discussion on the revision of the university vision and core themes will begin in January.
2. Update on General Education Assessment – Bernadette Jungblut  
Rubrics are expected to drop into courses by the beginning of Winter term. These will be usable for Winter and Spring quarters.
3. Summer Session Update – Sharon Jonassen  
An update on summer session's performance has been presented to PBAC. Overall, summer performed better than expected last year. Rates are not being adjusted for next year.
4. Fee Process Update – Sharon Jonassen  
Fee processes are moving to electronic/online forms with an automatic routing system in place. This is a front-end process change, and all requests are still subject to the review and approval of the Provost. The form will be tested in the upcoming weeks.
5. Budget Summits – Sharon Jonassen  
A link to the Budget Summit website will be sent out following this meeting, and a revised flow chart with due dates will be attached. Please pay close attention to dates and update your calendars accordingly. If you intend to request additional funds, an email with the amount and a high-level description is to be submitted to the Provost by January 4.
- 6.

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7. Faculty180 Update – Charlene Andrews

Interfolio representatives will be visiting campus on February 6 and 7 to showcase a new product, and will also be offering an open session. All are welcome to attend. The Faculty180 subcouncil will be reconvening. Deans should forward member recommendations to Charlene.

Future Guests and Topics

1. Lori Gray – TESOL Certificate

*Scheduled: January 15, 2019*

2. Kate Reynolds – High Incidence Inclusion SPED Endorsable Minor

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