

Provost Council Minutes
September 18, 2018
8:00 a.m. – 10:00 a.m.
CWU Barge 412

Present

Katherine Frank, Provost/Vice President, Academic and Student Life
Bernadette Jungblut, Associate Provost, Accreditation, Academic Planning, and Assessment
Gail Mackin, Associate Provost, Undergraduate and Faculty Affairs
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
Kevin Archer, Dean, Graduate Studies and Research
Bill Schafer, Interim Dean, Student Success
Bonnie MacEwan, Interim Dean, Library Services
Ediz Kaykayoglu, Executive Director, International Studies and Programs
Anne Cubilie, Director, Douglas Honors College
Sharon Jonassen, Senior Academic Finance Manager
Amy Claridge, Faculty Senate Chair
Teresa Walker, Provost Fellow
Aaron Brown, Associate Dean, Student Development & Achievement
Jenna Hyatt, Associate Dean, Student Living
Ginny Blackson, Managing Associate Dean, Library Services
Jim Johnson, ADCO Chair
Sathy Rajendran, Chair, Engineering Technologies, Safety, and Construction Department
Della Gonzales, Administrative Assistant

Guests

1. Sathy Rajendran – BS/BAS in Risk, Insurance, and Safety Management
A PowerPoint presentation was used to provide the group with information regarding the benefits of the proposed BS/BAS in Risk, Insurance, and Safety Management. This new program will train students in the basic science of Risk Management. The presentation received strong endorsement and no opposition from the Provost Council.

Discussion Items

1. ASL Workplan – Katherine Frank
Katherine asked the group to review the ASL Workplan draft and provide her with feedback/comments for changes if needed. The workplan will be discussed at the upcoming open forums along with the visioning and core themes exercises from the ASL Retreat. Katherine may ask some members of this group to help facilitate the presentation of these items at the forums.

2. Update on Northwest Commission on Colleges and Universities (NWCCU) Reaffirmation of Accreditation – Bernadette Jungblut
Bernadette discussed potential questions that the NWCCU team may be asking individuals during their visit. These questions are also posted on the Accreditation website, under “My Role in Accreditation.” The schedule for the visit was discussed, and Bernadette noted that the completed Self Study and visit schedule will both be posted on the website for the campus community to access. Key documents and plans that Bernadette suggests this group should review will be posted to the shared drive.
3. Retention Update – Gail Mackin
The CWU retention rates from CSRDE were provided to the group for comparison to the last reported rates. Gail also provide the ASL Unit Retention Strategic Action Plan draft, which lists implementation steps, responsible parties, completion dates, deliverables and assessment outcomes. Each ASL unit will be asked to complete their section; Gail will send out electronically and will include instructions and expectations. These are to be updated continuously for each Provost Council meeting, with any associated documentation uploaded to the shared drive. Requests for data to complete section updates are to be sent to Gail, Gayla and Bernadette. It was also noted that non-attendance lists can be sent to the Registrar’s office at reg@cwu.edu. Gail will also send out student demographic information to this group to share with their colleges/departments so that faculty can be informed of *who* our students are; this is intended to help faculty with the perception of university standards in regards to admissions, create realistic expectations, and initiate adjustments to pedagogical approaches as needed.

Action Items

1. Approve the minutes of the meeting of August 21, 2018
Bernadette Jungblut motioned to approve the minutes of the regular meeting of August 21, 2018; Anne Cubilie seconded. Motion carried unanimously.

Information Items

1. Master Spreadsheet – Katherine Frank
The spreadsheet is located on the shared drive, and includes all major deadlines for reports as well as submission dates/times for Provost Council items.
2. Updates to CatPlan Reports and Carry Forward Update – Sharon Jonassen
Sharon reviewed the current carry forward status with the group. She noted that the reserves for the four colleges have been reinstated based on university profitability in FY18. The remaining carry forward will be disbursed at the VP level for proration down through their units. Katherine noted that all instructional equipment purchase plans need to be submitted to the Provost Office. Sharon also reported that changes have been made to reports in CatPlan that standardize the information within the reports and allows viewing across multiple funds.
3. Update on General Education Assessment – Bernadette Jungblut
Bret Smith has completed the report; it will be provided to Amy Claridge for dissemination and review. GE Workshops will be planned for this Fall, and continued assessment will be encouraged.
4. Strategic Plan Updates – Bernadette Jungblut

Many of the objectives/outcomes in the plan have been completed. The plan will be revisited and assignments will be updated based on new members of this group. Bernadette will provide updates at the next Provost Council meeting in October.

5. Enrollment Update – Gail Mackin

Gail reported that we have not quite matched last Fall's enrollment numbers, but we are getting close. There are currently a large number of students on the waitlist.

6. Summer Session Update – Gail Mackin

The Summer Session Committee has begun initial planning for next Summer. The preliminary FY18 Summer budget numbers were provided for review. Gail, Scott Robinson, and Teri Olin will all be attending the North American Association of Summer Sessions conference in October.

7. Senate and AAC Updates – Amy Claridge and Gail Mackin

The Admissions Task Force has drafted a policy that is currently with the Academic Affairs Committee for review/approval. It will be presented to Provost Council once it has been approved by the AAC. They are also working on policies and procedures that impact retention.

8. ADCO Update – Jim Johnson

Tenured/Post Tenure review processes will be a topic on the next Dean's meeting agenda. The retreat will be discussed in further detail at the next Provost Council meeting due to time constraints.

Future Guests and Topics

1. Follow up on Walt Gmelch – Katherine Frank