



LEARN. DO. LIVE.

Provost Council Minutes
January 15, 2019
8:30 a.m. – 10:30 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
Scott Robinson, Interim Associate Dean, College of Arts & Humanities
Jeff Stinson, Dean, College of Business
Kevin Archer, Dean, Graduate Studies and Research
Gregg Heinselman, Dean, Student Success
Jenna Hyatt, Associate Dean, Student Living
Aaron Brown, Associate Dean, Student Development & Achievement
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
Charlene Andrews, Faculty Relations Coordinator
Jim Johnson, ADCO Chair
Anne Smethurst, Administrative Assistant

Guests

1. Gregg Heinselman & Shawnte Elbert – Introductions
Katherine Frank introduced, and the Provost Council welcomed, Gregg Heinselman and Shawnte Elbert to CWU. Gregg is the new Dean of Student Success. Shawnte is the new Associate Dean of Health and Wellness.
2. Staci Sleigh-Layman – Creation of Accessibility and Disability Action Planning Team (ADAPT) and review of CWU Accessibility Technology Policy (15 min)
Staci provided a proposed new university policy on the Accessibility and Disability Action Planning Team (ADAPT). Feedback was requested on the committee structure and should be submitted directly to Staci. Additionally, per state policy, CWU is required to have an Accessible Technology Policy. A policy has been drafted and was shared with the council for feedback. An accompanying procedure will be added in the future.
3. Lori Gray – TESOL Certificate (15 min)
An overview of the proposed TESOL Certificate was provided to the council. The certificate was created in collaboration with UESL, OISP, and World Languages and is based on currently offered

Office of the Provost/Vice President for Academic and Student Life

400 E University Way • Ellensburg WA 98926-7503 • Office: 509-963-1400 • Fax: 509-963-2025

Barge Hall Room 302 • Email: provost@cwu.edu • Web: cwu.edu/provost

EEO/AA/TITLE IX INSTITUTION • FOR ACCOMMODATION EMAIL: DS@CWU.EDU.

This is an electronic communication from Central Washington University.



LEARN. DO. LIVE.

courses with an added practicum. A needs analysis was very encouraging as was the feedback from Provost Council. The council showed strong endorsement and emphasized that advertising will be critical.

4. Charlene Stinard – Introduction, Transfer & Transition Services Consultant (10 min)
Charlene Stinard will be joining CWU for the next several weeks to provide consultation on our work toward an effective transfer and transition center. She provided detailed information on her efforts and accomplishments in transfer and transition services at the University of Central Florida, and encouraged thinking about how all students can benefit from being a CWU student. Questions and meeting requests are welcomed and should be sent to Charlene via email.
5. Becky Pearson – General Education Implementation Update (10 min)
Becky introduced herself as the current GE Program Director. Becky provided the council with a timeline and status report, and will continue to join Provost Council monthly with updates.

Discussion Items

1. Retention Update – Bernadette Jungblut, Gail Mackin, and Gayla Stoner
Various data reports were shared with the group including course enrollment data and fall/winter retention data. Additional retention data will be organized by Gail Mackin and emailed to the group later in the week. Aaron Brown provided a brief update on advising efforts.
2. Working Draft Comprehensive Retention Plan – Bernadette Jungblut and Gail Mackin
A Project Management tracking sheet will be used to provide updates on the comprehensive retention plan. This is a clear reporting technique that articulates what has and what still needs to be accomplished. There will be time set aside at an upcoming Provost Council meeting to work on the comprehensive retention plan as a group.
3. CWUP 2-20-030 Class-Size – Gail Mackin
CWUP 2-20-030 has been revised to increase the minimum class-size for which dean approval or cancellation is not necessary. After much discussion, it was decided that the list of allowable exceptions should be refined. A revised version will be brought to the February 19 Provost Council meeting for further discussion. This will need to go to Faculty Senate for consultation as well.

Action Items

1. Approve the minutes of the meeting of December 18, 2018
Ediz Kaykayoglu motioned to approve the minutes of the regular meeting of December 18, 2018;; Kevin Archer seconded. One abstention. Motion carried.
2. CWUP 2-60 (11) – Accessibility and Disability Action Planning Team (ADAPT) – Staci Sleigh-Layman
Paul Ballard motioned to approve CWUP 2-60(11) Accessibility and Disability Action Planning Team; Tim Englund seconded. Motion carried.
3. CWUP 2-35 – Equal Opportunity Policies and Programs – Staci Sleigh-Layman
Gail Mackin motioned to approve CWUP 2-30 Equal Opportunity Policies and Programs; Anne Cubilie seconded. Motion carried.
4. CWUP 5-50-050 Catalog Copy – Amy Claridge
Tim Englund motioned to approve CWUP 5-50-050 Catalog Copy; Bonnie MacEwan seconded. Motion carried.
5. CWUP 5-50-070(5) Rules for Undergraduate and Graduate Degrees – Amy Claridge

Office of the Provost/Vice President for Academic and Student Life

400 E University Way • Ellensburg WA 98926-7503 • Office: 509-963-1400 • Fax: 509-963-2025

Barge Hall Room 302 • Email: provost@cwu.edu • Web: cwu.edu/provost

EEO/AA/TITLE IX INSTITUTION • FOR ACCOMMODATION EMAIL: DS@CWU.EDU.

This is an electronic communication from Central Washington University.



LEARN. DO. LIVE.

Jeff Stinson motioned to approve CWUP 5-50-070(5) Rules for Undergraduate and Graduate Degrees; Gail Mackin seconded. Motion carried.

Information Items

1. Northwest Commission on Colleges and Universities (NWCCU) Reaffirmation of Accreditation Next Steps – Bernadette Jungblut
The accreditation briefing sheet that was brought to Cabinet has been uploaded to the shared drive for the council to review. The NWCCU meeting in Seattle before the board was very positive and additional commendations beyond what was in the report were shared.
2. Update on General Education Assessment – Bernadette Jungblut
A meeting will take place with Institutional Effectiveness this week to discuss data needs.
3. Summer Session Update – Gail Mackin
A draft Project Management tracking sheet was provided to the council for review. This draft document will be seen and updated by the committee and then be brought back to the council regularly for reporting.
4. Senate and AAC Updates – Amy Claridge and Gail Mackin
An advising council has been established and will meet next week. Various policies are being re-worked and will be brought to the February 5 Provost Council for review. Consultation regarding reorganization proposed for the Faculty Code will soon begin and will include representatives from both Faculty Senate and Provost Council.
5. ADCO Update – Jim Johnson
ADCO met recently with the Senate Budget and Planning committee to discuss 187's. This continues to be a main topic of discussion in ADCO meetings.
6. Budget Summit Prep – Sharon Jonassen
Please pay close attention to upcoming deadlines. Unit reports are due to the Provost by January 18. If additional help is needed, please reach out to your budget managers.
7. Update on Fee Process – Sharon Jonassen
There will be a new electronic form for all fees related to course fees. The approval chain will remain the same, but the routing process will be automatic. Eight open workshops have been scheduled to help with the electronic fee request process and will be announced on Central Today. Non-course fee related requests will continue to be submitted on paper for now.
8. Contracts and Overpayment – Charlene Andrews
Please work with your staff to ensure that contracts are entered into the system correctly. The issue with overpayment is a comprehensive one, but we need to do our best to fix what we can on our end.
9. Walt Gmelch – January 24 from 2:00-4:00 in Samuelson 209
Walt Gmelch will be meeting with the Provost Council on January 24 from 2:00-4:00 in Samuelson 209. Attendance is mandatory so please ensure this time is reserved on your calendar.
10. Upcoming and Active Searches – Katherine Frank
As Gail Farmer transitions out, the search for an ASL Specialist has begun. Hopefully, the position will be filled with enough time for overlap and cross-training. This position will attend to workplace issues that are not civil rights issues. It will be proactive and preventative, and support chairs, supervisors, and others in dealing with issues before they escalate.
Lindsay Brown has accepted another position and a national search will take place for a new registrar.

Office of the Provost/Vice President for Academic and Student Life

400 E University Way • Ellensburg WA 98926-7503 • Office: 509-963-1400 • Fax: 509-963-2025

Barge Hall Room 302 • Email: provost@cwu.edu • Web: cwu.edu/provost

EEO/AA/TITLE IX INSTITUTION • FOR ACCOMMODATION EMAIL: DS@CWU.EDU.

This is an electronic communication from Central Washington University.



LEARN. DO. LIVE.

11. Compliance & ePerformance – Katherine Frank

All units have received an update on compliance and eperformance training. Please ensure these are completed in a timely manner.

Future Guests and Topics (dates not yet assigned)

1. Kate Reynolds – High Incidence Inclusion SPED Endorsable Minor

Office of the Provost/Vice President for Academic and Student Life

400 E University Way • Ellensburg WA 98926-7503 • Office: 509-963-1400 • Fax: 509-963-2025

Barge Hall Room 302 • Email: provost@cwu.edu • Web: cwu.edu/provost

EEO/AA/TITLE IX INSTITUTION • FOR ACCOMMODATION EMAIL: DS@CWU.EDU.

This is an electronic communication from Central Washington University.