

Provost Council Minutes
November 20, 2018
8:30 a.m. – 10:30 a.m.
CWU Barge 412

Attendees:

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
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
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
Charlene Andrews, Faculty Relations Coordinator
Jim Johnson, ADCO Chair
Aaron Brown, Associate Dean, Student Development & Achievement
Anne Smethurst, Administrative Assistant

Guests

1. Karen Roemer & Tim Burnham – Integrative Human Physiology – Clinical Exercise Physiology (IHP-CEP) Graduate Certificate
A proposal to establish a Graduate Certificate in Integrative Human Physiology – Clinical Exercise Physiology was shared with the council. This would be an online-based certificate attainable for all types of students including professionals working full-time. A chart of the IHP program and the various options for students was shared as well. The proposal received full support from the Provost Council.
2. John Mounsey & T'Erra Felder – Wildcat Day College Involvement & Placement Testing
Provost Council was asked to reflect on the 2018 Wildcat Day, and think about what improvements could be made going forward. Discussion followed on the inclusion of placement testing during Wildcat Day, which would take advantage of students already being on campus. Feedback is encouraged and should be sent directly to John Mounsey and T'Erra Felder.

Discussion Items

1. Northwest Commission on Colleges and Universities (NWCCU) Reaffirmation of Accreditation Next Steps – Bernadette Jungblut
Brief discussion was held on the draft report from the NWCCU visit in October. Comments have been collected and are taking two forms: errors of fact and differences in interpretation. These comments are being compiled by Bernadette into a response document for the NWCCU evaluation committee. Discussion will continue when the final report is released.
2. Retention Update – Bernadette Jungblut, Gail Mackin, and Gayla Stoner

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

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Wildcat Success Days were held on November 14 and 15. The event was well attended and student feedback showed strong interest in attending again in the future. John Mounsey will be organizing Wildcat Success Days going forward. The subcommittee for the Transfer and Transition Center has held their first meeting. An update on the roll-out plan will be provided at an upcoming December Provost Council meeting.

3. 2020-2021 Proposed University Academic Calendar – Gail Mackin
Gail Mackin proposed postponing the vote on the 2020-2021 Proposed University Academic Calendar until the Dec 4 meeting allowing time to reconsider the timing of summer session registration. According to policy, the proposed academic calendar is to be reviewed by Provost Council by Dec 1, so this would be a three-day extension. The council voted: Gail Mackin motioned to postpone voting on the 2020-2021 Proposed University Academic Calendar, Bonnie MacEwan seconded. All in favor. Motion carried.

Action Items

1. CWUP 5-120-020 Use of the CWU Archives and Special Collections – Bonnie MacEwan
Gail Mackin motioned to approve CWUP 5-120-020 Use of the CWU Archives and Special Collections, Anne Cubilie seconded. All in favor. Motion carried.
2. CWUP 5-120-130 Request for Reconsideration of Library Resources – Bonnie MacEwan
Gail Mackin motioned to approve CWUP 5-120-130 Request for Reconsideration of Library Resources, Anne Cubilie seconded. All in favor. Motion carried.
3. CWUP 5-50-070 Rules for Undergraduate and Graduate Degrees – Amy Claridge
Gail Mackin motioned to approve CWUP 5-50-070 Rules for Undergraduate and Graduate Degrees, Tim Englund seconded. All in favor. Motion carried.
4. CWUP 5-100-010 General Education Policy – Amy Claridge
Bernadette motioned to approve CWUP 5-100-010 General Education Policy, Paul Ballard seconded. All in favor. Motion carried.
5. CWUP 5-100-030 General Principles for General Education – Amy Claridge
Paul Ballard motioned to approve CWUP 5-100-030 General Principles for General Education, Dick Highfield seconded. All in favor. Motion carried.
6. CWUP 5-100-040 General Education Changes – Amy Claridge
Paul Ballard motioned to approve CWUP 5-100-040 General Education Changes, Tim Englund seconded. All in favor. Motion carried.
7. CWUP 5-100-050 Petition for Exception to the General Education Requirements – Amy Claridge
Discussion was held on whether the Provost should be mentioned in the appeals process as an avenue for appeal beyond GEC. It was decided that it is not necessary in this policy, as there is nothing in policy currently limiting this level of appeal, but discussion should continue on adding a statement in policy elsewhere regarding the Provost as the final level of appeal on all academic matters. Bernadette Jungblut motioned to approve CWUP 5-100-050 Petition for Exception to the General Education Requirements, Bonnie MacEwan seconded. All in favor. Motion carried.
8. CWUP 5-100-060 General Education Program Assessment – Amy Claridge
Kevin Archer motioned to approve CWUP 5-100-060 General Education Program Assessment, Bernadette Jungblut seconded. All in favor. Motion carried.
9. CWUP 5-100-020 Definitions of General Education Terms – Amy Claridge
Bernadette Jungblut motioned to approve CWUP 5-100-020 Definitions of General Education Terms, Kevin Archer seconded. All in favor. Motion carried.
10. Approve the minutes of the meeting of October 30, 2018
Tim Englund motioned to approve the minutes of the regular meeting of October 30, 2018, Amy Claridge seconded. One abstention. Motion carried.

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Information Items

1. Update on General Education Assessment – Bernadette Jungblut
Rubrics will not be dropped into courses via campus due to technical issues and not being able to mute documents. This issue will be fixed by the end of December. An alternative GE assessment procedure for the Fall quarter is being worked on in the meantime.
2. Summer Session Update – Gail Mackin
The Summer Session Publicity Plan will be finalized in the next few weeks, and the website will be updated as well. Efforts are on target with the action plan.
3. Senate and AAC Updates – Amy Claridge and Gail Mackin
The General Education Program Rules have already been passed by Senate and were provided to the council for their reference. The following policies and procedures will be voted on at the Nov 29 Faculty Senate Meeting:
 - CWUP 5-90-010 Academic Policy
 - CWUP 5-90-030 Transfer Credit
 - CWUP 5-90-040 (2) Commencement Participation
 - CWUP 5-90-040 (39) (41) and CWUR 2-90-040 (39) Placement Policy and ProcedureDraft documents were provided to the council for their review. If approved by Senate, these policies will be action items on the December 4 Provost Council agenda.

Future Guests and Topics

1. Dave Rex – Introduction, Director of Continuing Education
Scheduled: December 18, 2018
2. Anthony Gabriel & John Bowen – Natural Resource Management Certificate
Scheduled: December 18, 2018
3. Jami Beintema – Classroom Upgrade Update

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