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Provost Council Minutes
December 4, 2018
8:30 a.m. – 10:30 a.m.
CWU Barge 304

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
Ruth Jeffries, Director, Research and Sponsored Programs
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
Anne Smethurst, Administrative Assistant
Jenna Hyatt, Associate Dean, Student Living

Guests

1. Scott Robinson, Jeff Dippman & Kathy Whitcomb – Liberal Arts, BA
An overview of and rationale for the proposed Liberal Arts Major and Minor was presented to the council. Lengthy discussion followed, and while the consensus was that Provost Council endorses the program, they urged further discussion to ensure the program is broad in scope and encompasses a wide range of courses across all four colleges.
2. Scott Robinson, Jeff Dippman & Kathy Whitcomb – Global Citizen Certificate
An overview of and rationale for the Global Citizen Certificate was presented to the council. The certificate would utilize existing courses and resources, and could be added on to any program. The presentation received strong endorsement from the Provost Council.

Discussion Items

1. Transfer and Transition Center Update – Gayla Stoner
In response to the Baccalaureate Task Force Transfer Students Work Group's recommendation in their Spring 2018 report, plans for a Transfer and Transition Center are now underway. Gayla provided an outline of the objectives and goals of the center as well as

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

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a timeline for its creation. Feedback on the timeline is encouraged and should be sent directly to Gayla by December 15.

2. Retention Update – Bernadette Jungblut

The retention programming update memorandum that was provided to Cabinet on Nov 21 was shared with the council. The update provided a summary of the Fall 2018 first-year student profile, updated policies regarding placement testing and developmental coursework, and retention initiatives piloted during Fall 2018. The council expressed interest in having Sharon O'Hare attend a future Provost Council meeting to discuss issues about financial aid verification.

Action Items

1. 2020-2021 University Academic Calendar – Bernadette Jungblut
Anne Cubilie motioned to approve the 2020-2021 University Academic Calendar; Bonnie MacEwan seconded. All in favor. Motion carried. A working group will begin to meet in January to begin discussion on the 2021-2022 academic calendar.
2. CWUP 2-20-070 Student Records Policy (FERPA) – Bernadette Jungblut
Dick Highfield motioned to approve CWUP 2-20-070 Student Records Policy (FERPA); Tim Englund seconded. All in favor. Motion carried.
3. CWUP 5-90-010 Academic Policy – Amy Claridge
Bonnie MacEwan motioned to approve CWUP 5-90-010 Academic Policy; Dick Highfield seconded. All in favor. Motion carried.
4. CWUP 5-90-030 Acceptance of Transfer Credit – Amy Claridge
Anne Cubilie motioned to approve CWUP 5-90-030 Acceptance of Transfer Credit; Paul Ballard seconded. All in favor. Motion carried.
5. CWUP 5-90-050(6) Commencement Participation – Amy Claridge
Paul Ballard motioned to approve CWUP 5-90-050(6) Commencement Participation; Todd Shiver seconded. All in favor. Motion carried. The Provost Council requested that the committee be recharged to consider opening up the policy to more students.
6. CWUR 2-90-050(6) Commencement Participation – Amy Claridge
Anne Cubilie motioned to approve CWUR 2-90-050(6) Commencement Participation; Tim Englund seconded. All in favor. Motion carried.
7. CWUP 5-90-040(39) Required Student Participation in Assessment Activities – Amy Claridge
Bonnie MacEwan motioned to approve CWUP 5-90-040(39) Required Student Participation in Assessment Activities; Charlene Andrews seconded. All in favor. Motion carried.
8. CWUR 2-90-040(39) Required Student Participation in Assessment Activities – Amy Claridge
Bonnie MacEwan motioned to approve CWUR 2-90-040(39) Required Student Participation in Assessment Activities; Charlene Andrews seconded. All in favor. Motion carried. The Provost Council requested that the committee be recharged to add an exception for international students.
9. CWUP 5-90-040(41) Developmental and Foundational Course Requirements – Amy Claridge
Bonnie MacEwan motioned to approve CWUP 5-90-040(41) Developmental and Foundational Course Requirements; Charlene Andrews seconded. All in favor. Motion carried.
10. CWUP 5-50-060(15) Curriculum Rules for Implementation – Amy Claridge

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Paul Ballard motioned to approve CWUP 5-50-060(15) Curriculum Rules for Implementation; Tim Englund seconded. All in favor. Motion carried.

11. CWUR 2-50-060(1), (12) Curriculum Rules for Implementation – Amy Claridge
Paul Ballard motioned to approve CWUR 2-50-060(1), (12) Curriculum Rules for Implementation; Tim Englund seconded. All in favor. Motion carried.

12. Approve the minutes of the meeting of November 20, 2018
Bonnie MacEwan motioned to approve the minutes of the regular meeting of November 20, 2018; Charlene Andrews seconded. One abstention. Motion carried.

Information Items

1. Northwest Commission on Colleges and Universities (NWCCU) Reaffirmation of Accreditation Next Steps – Bernadette Jungblut
The NWCCU reaffirmation of accreditation memorandum provided to Cabinet on Nov 21 was shared with the council. The memo included an overview of the site visit, draft report, and next steps. Included in the next steps is a university-wide effort to examine and potentially revise our mission, vision, and core themes. CWU will also engage in an examination and updating of the institutional strategic plan. This process will include the consideration of baseline data when establishing targets and thresholds to be used to evaluate mission fulfillment and core theme achievement.
2. Update on General Education Assessment – Bernadette Jungblut
The Fall Quarter 2018 GE will not receive a formal assessment; however, faculty and staff will be asked in January or February to reflect on the quarter in a more informal manner. These discussion sessions will also provide opportunities for faculty and staff to provide input about assessment of the new GE program to be launched in Fall 2019. Formal, rubric-based assessment of the GE will start up again in Winter Quarter 2019.
3. ASL Workplan – Bernadette Jungblut
All email and open forum comments have been collected, reviewed, and considered. The ASL Workplan will come to the December 18 Provost Council meeting as an action item. If approved, the workplan will then be posted on the Provost Office website.
4. Senate and AAC Updates – Amy Claridge
Senate and AAC will primarily be focused on academic advising during Winter Quarter 2019 and will be working closely with Aaron Brown on this effort.
5. Budget Summit – Sharon Jonassen
The Budget Allocation Committee created a flow chart to show the request process for non-college units. Sharon Jonassen added dates pertinent to ASL, and shared the revised chart with the council. Small formatting adjustments will be made so ASL dates are more obvious. Once this is done, the final chart will be disseminated again to Provost Council.
6. ADCO Update – Jim Johnson
Two topics have been leading discussions at ADCO meetings; 1) General Education 187 courses and their impact on department chairs, and 2) ensuring that differences in departments are being considered in conversations about advising.

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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

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