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Provost Council Minutes  
February 19, 2019  
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  
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  
Jeff Stinson, Dean, College of Business  
Kevin Archer, Dean, Graduate Studies and Research  
Gregg Heinselman, Dean, Student Success  
Rebecca Lubas, 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

Discussion Items

1. Retention Update – Bernadette Jungblut, Gail Mackin, and Gayla Stoner  
A project management tracking sheet was used to provide a status update to the group. The first attempt at winter quarter Student Progress Reports yielded 24% participation from faculty. Discussion followed that although this retention initiative is not in policy, participation is very important to the success and retention of our students. The deadline for second submission of progress reports is Friday, February 22.
2. Comprehensive Retention Plan – Bernadette Jungblut, Gail Mackin, and Gayla Stoner  
A draft Comprehensive Retention Plan was shared with the council. The four primary components of the plan were outlined and the group was asked to consider whether the guiding principles make sense for our institution. Additionally, a draft self-audit and reporting template was shared (Appendix C), and conversation followed that guiding language and questions would be a helpful addition. Appendix D (a Gantt chart including activities, timelines, and responsible parties) will be developed based on meetings between each sponsor of current retention programs/future initiatives and the Associate Provost –

**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

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Accreditation, Academic Planning, and Assessment. Recipients of the template should fill it out to the best of their ability and then further assistance can be requested of the Associate Provosts if needed. Finally, conversation was held on how to disseminate retention plan information effectively. Ideas included presenting at Faculty Senate, ADCO, and department meetings. Questions and feedback should be sent to [associateprovosts@cwu.edu](mailto:associateprovosts@cwu.edu).

3. Centers Policy – Bernadette Jungblut  
Revisions were made to policy following suggestions from a recent Deans' Meeting. The policy will be sent for the review and consultation of CWU Business Services and the Washington State Attorney General's Office. Following this, the policy will be brought to Faculty Senate for consultation, and then will follow standard review procedures.
4. Terminal Degree Policy – Gail Mackin  
An introduction has been added to this policy, and the contents were adjusted to ensure alignment with the Collective Bargaining Agreement. There was some concern about if Non Tenure-Track faculty pay could be affected and if the policy should be vetted more. It was suggested that individual departments review and endorse the changes to their section and that the endorsement be noted in policy. It was agreed that reference to the CBA should be added as well.

#### Action Items

1. Approve the minutes of the meeting of February 5, 2019  
Paul Ballard motioned to approve the minutes of the regular meeting of February 5, 2019; Anne Cubilie seconded. Motion carried.
2. CWUP 2-50-040(8) Curriculum Change – Amy Claridge  
Gail Mackin motioned to approve CWUP 2-50-040(8) Curriculum Change; Bernadette Jungblut seconded. Motion carried.
3. CWUP 5-50-010(5) Jurisdiction for Curriculum Matters – Amy Claridge  
Gail Mackin motioned to approve CWUP 5-50-010(5) Jurisdiction for Curriculum Matters; Bernadette Jungblut seconded. Motion carried.
4. CWUP 5-90-040(17) and (21) Academic and General Regulations – Amy Claridge  
Gail Mackin motioned to approve CWUP 5-90-040(17) and (21) Academic and General Regulations; Bernadette Jungblut seconded. Motion carried.

#### Information Items

1. Northwest Commission on Colleges and Universities (NWCCU) Reaffirmation of Accreditation Next Steps – Bernadette Jungblut  
A summary was provided of the NWCCU Commissioners' Meeting held on January 11 and included compliments and questions shared that didn't rise to the commendation/recommendation level. Overall, the meeting was very successful. The new draft NWCCU standards have been uploaded to the shared drive for the review of the council. Close attention should be paid to the focus on institutional effectiveness, academic quality, and student achievement.
2. Update on General Education Assessment – Bernadette Jungblut

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- Faculty Senate raised concern regarding the fate of courses not deemed to meet course related outcomes. Work will continue on the language of this section to clarify.
3. Summer Session Update – Gail Mackin  
The first round of schedule planning has been pulled and sent to the Associate Deans for review. Promotional materials for summer session can be found at [www.cwu.edu/summer](http://www.cwu.edu/summer).
  4. Senate and AAC Updates – Amy Claridge and Gail Mackin  
The Advising Town Halls will be held during the week of February 25. The Commencement Policy has been revised so approval process no longer ends with the review of the Commencement Committee. Instead, the process now ends at the level of the Deans.
  5. ADCO Update – Jim Johnson  
Faculty have raised concern about the intent of the Interfolio site visit being to sell rather than to help. Issues were also raised with IT's implementation of the Application for Major Form. Gail Mackin ensured that they are aware of issues and continue to work through them to improve the form and process.
  6. FY20 Budget Update – Sharon Jonassen  
The deadline was hit for fee submittal and feedback was positive regarding the electronic form. Budgeting for FY20 is well underway. The budgeting process will begin with goods and services until position data is dropped into the system.
  7. Transfer and Transition Center – Gayla Stoner  
Charlene Stinard completed her five-week consultation. In the process, she met with 35-40 groups and has submitted a draft report to Gayla. The report is in the revision process and a final copy will be submitted by March 1. The goal is to launch the Transfer and Transition Center in Fall 2019.
  8. Carnegie Classification Progress Update – Teri Walker  
A project management tracking sheet was shared and showed that progress is at risk. Lengthy conversation followed and centered on the importance of centrally coordinated efforts whether that be an office, a website, and/or other location. Additionally, the need for identified service learning or community engagement courses was discussed and supported by the group.
  9. Upcoming and Active Searches  
Candidates for the Executive Director of Interactive Instruction and Innovative Delivery will be on campus the week of February 25. Please make every effort to attend their sessions and provide feedback. The first search meeting for the Registrar position has been held and the position is advertised. Please spread the word to any qualified and interested candidates. The CIO search is moving forward and Skype interviews are scheduled for this week.

#### Future Guests and Topics

1. Abby Chien – Introduction, Director of the Diversity and Equity Center  
*Scheduled – March 5, 2019*
2. William Provaznik & Sayantani Mukherjee – Minor & Certificate in Digital Marketing  
*Scheduled – March 5, 2019*
3. Linda Schactler – Legislative Update  
*Scheduled – April 2, 2019*

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