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Provost Council Minutes
February 5, 2019
8:30 a.m. – 10:30 a.m.
CWU Barge 304

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

Guests

1. Kate Reynolds – High Incidence Inclusion SPED Endorsable Minor
Kate Reynolds provided a brief overview of the High Incidence Inclusion SPED Endorsable Minor. The program specializes in preparing teachers to work with high incidence exceptionalities in an inclusive classroom setting. A needs analysis noted the shortage of teachers in Washington State, and an especially high demand for special educators. The program received strong endorsement from the Provost Council and no opposition.
2. Griff Tester – Changes in SOURCE
Participant and attendee feedback was collected following SOURCE 2018, and the SOURCE committee met to debrief as well. This discussion led to several changes in the planning and implementation of SOURCE 2019. An overview of these changes were provided to the council, and comments or concerns can be sent directly to Griff Tester. SOURCE 2019 will be held on May 14 in Des Moines, and May 15-16 in Ellensburg.
3. Becky Pearson – General Education Implementation Update

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A project management tracking sheet was used to provide a status update to the group. All areas of the plan are in good standing with the exception of scheduling which is marked as “at risk.” The first scheduling summit was reported as successful and a second scheduling summit will be held on February 13. Additionally, a draft program website is well underway and will be ready to view on April 1.

Discussion Items

1. Retention Update – Bernadette Jungblut, Gail Mackin, and Gayla Stone
A project management tracking sheet was used to provide a status update to the group. The January 30 Wildcat Success Day was discussed and compared to the previous 2-day event during Fall Quarter. The location of the event made it hard to capture an accurate number of attendees, but overall, the event was again well-attended. Charlene Stinnard and Gayla Stoner have met with several groups and are working on a 1, 3, and possibly 5 year plan for our transfer and transition center. Work will continue in exploring possibilities for mid-term grades.
2. Degree Pipeline – Gail Mackin
Gail Mackin emphasized the importance of keeping degree pipelines updated for clear communication and effective planning. These documents are stored in the S: drive and should be updated, at a minimum, quarterly.

Action Items

1. Approve the minutes of the meeting of January 15, 2019
Bernadette Jungblut motioned to approve the minutes of the regular meeting of January 15, 2019; Anne Cubilie seconded. Motion carried.
2. ASL Strategic Plan – Bernadette Jungblut
Gail Mackin motioned to endorse the ASL Strategic Plan; Anne Cubilie seconded. One abstention. Motion carried.
3. Baccalaureate Task Force Report – Bernadette Jungblut and Amy Claridge
Amy Claridge motioned to endorse the Baccalaureate Task Force Report; Bernadette Jungblut seconded. Motion carried.

Information Items

1. Northwest Commission on Colleges and Universities (NWCCU) Reaffirmation of Accreditation Next Steps – Bernadette Jungblut
NWCCU has revised their standards. A draft of these standards were sent on February 1, they will be revised by August, and will likely take effect in January. Bernadette will forward the draft of the new standards to the Provost Council to review, and will notify the group of any opportunities to voice their thoughts and/or concerns.
2. Update on General Education Assessment – Bernadette Jungblut
Recent meetings with Institutional Effectiveness have been focused on continuing to identify and plan for data needs.
3. Summer Session Update – Gail Mackin

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A project management tracking sheet was used to outline the progress in summer session planning. Communication about summer session was sent to students via email over the three-day weekend. Additionally, the website went live on February 1 and includes a link to submit requests for specific courses to be offered. The summer session website can be found at www.cwu.edu/summer.

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

The following policies and procedures were brought to the council for discussion:

- a. CWUP 5-50-010(5) Jurisdiction for Curriculum Matters
CWUP 5-50-010(5) has been revised to clear up confusion on when over-credit programs need approval from Faculty Senate.
- b. CWUP 5-50-100(4) Programs
CWUP 5-50-100(4) is a new section of the policy added to provide clarity on how a program may be discontinued. After review of the policy, the council agreed that it was vague/unclear, in need of procedure, and also needs extensive revision to avoid plagiarism. Lengthy discussion followed, and ultimately led to the request to delay the vote at Senate. Amy Claridge will relay this recommendation to Senate.
- c. CWUP 5-90-040(17) Credit/No Credit Option
CWUP 5-90-040(17) has been revised to extend the Credit/No Credit option date to later in the quarter. The council supports the change, but advised that the rationale be reviewed closely to ensure it speaks accurately in regards to the effect on financial aid.
- d. CWUP 5-90-040(21) Honor Roll
CWUP 5-90-040(21) has been revised to allow post-baccalaureate and non-matriculated students to be on honor roll.
- e. CWUP 5-90-040(39) and CWUR 2-90-040(39) Required Student Participation in Assessment Activities
CWUP 5-90-040(39) and CWUR 2-90-040(39) have been revised to add an exception to the requirement for transfer students without a DTA and international students who are not always able to attend orientation.
- f. CWUP 5-90-040(42) and CWUR 2-90-040(42) Student Service Campus
CWUP 5-90-040(42) and CWUR 2-90-040(42) have been created to address how student fees are assigned. The policy and procedure will be requested to delay until March, which will allow time for consultation with Gayla Stoner and her staff.
- g. CWUR 2-50-040(8) Curriculum Change
CWUR 2-50-040(8) has been revised to state that changes to curriculum policy and procedures will be effective the following catalog year.
- h. CWUR 2-50-060(3) Curriculum Rules for Implementation
CWUR 2-50-060(3) has been revised to be consistent with the change in corresponding policy. The amount of time a course is on reserve is now four years rather than five.

5. ADCO Update – Jim Johnson

Feedback was collected from Department Chairs on the Class-Size Policy and has been forwarded to the Deans for consideration. Additionally, hard work continues on drafting the new General Education schedule.

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6. Faculty180 Campus Visit – Charlene Andrews
Representatives from Interfolio will be visiting campus on February 6 and 7. An itinerary of their two days on campus has been disseminated and attendance is encouraged.
7. NTT Evaluations – Charlene Andrews
NTT Evaluations are due in Faculty180 by April 1. Senior Lecturers will also have the opportunity to apply for merit at this time.
8. CWUP 2-40-120 Intellectual Properties – Charlene Andrews
CWUP 2-40-120 has been revised to bring it in alignment with the Collective Bargaining Agreement, and a draft was shared with the group. It will go forward to UPAC later this month.
9. FY20 Budgets – Sharon Jonassen
Budget planning for FY20 has started. A timeline was provided that outlined expectations of the units as well as the budget managers.
10. Hiring Plan Template and Due Date – Sharon Jonassen
Hiring Plans are due March 1. Templates can be found on the Provost Council shared drive.
11. Travel Authorization Reminder – Sharon Jonassen
Travel Authorizations are required as stated in both State and University policy. Please ensure that travelers in your area are entering T.A.'s prior to travel. Late T.A.'s will no longer be approved.
12. Travel to Turkey – Ediz Kaykayoglu
Ediz Kaykayoglu and Provost Katherine Frank have been invited to present at the Eurasia Higher Ed Summit in Turkey later this month. Additional goals of the trip were discussed in brief, and the group can expect an update upon their return in March.
13. Upcoming and Active Searches
The CAH Dean search is underway. Gayla Stoner mentioned upcoming searches for an Executive Director of Interactive Instruction and Innovative Delivery as well as an Executive Director of Extended Learning. The group was asked to think about targeted recruiting for the Registrar position as well.

Future Guests and Topics

1. Linda Schactler – Legislative Update
Scheduled – April 2, 2019

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