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Provost Council Minutes
March 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
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
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. Sayantani Mukherjee and William Provaznik – Digital Marketing Minor & Certificate
Sayantani Mukherjee and William Provaznik provided a brief overview of the Digital Marketing Minor and Certificate. The program is comprised of existing courses and would legitimize the groups of courses that students are already taking. Concern was raised about some of the elective courses already being at full capacity. Consultation has occurred with department chairs, and the importance of continued open lines of communication was emphasized. Dean Lubas requested to discuss possible opportunities with Brooks Library, and Provost Frank recommended communicating with Gayla Stoner regarding start-up possibilities at Sammamish. The Provost Council showed strong support and no opposition to the program.
2. Abby Chien – Introduction, Director of the Diversity and Equity Center
Abby Chien introduced herself as the new Director of the Diversity and Equity Center and discussed her professional experience that has led her to this new role. Her vision for a vibrant Diversity and Equity Center was shared and feedback is strongly encouraged. Opportunities for future meetings were discussed including meetings with ADCO, Faculty Senate, the Office of International Studies and Programs, and various others. Please follow up with Abby if you would like to schedule time.

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

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Discussion Items

1. Comprehensive Retention Plan – Bernadette Jungblut, Gail Mackin, and Gayla Stoner
Appendix C was revised and re-shared with the group. Council members were asked to review and provide suggestions by March 25. Meetings to begin assembling a chart on initiatives will then be scheduled.
2. Advising Forum Updates – Amy Claridge and Aaron Brown
Amy Claridge and Aaron Brown discussed the outcome of a series of advising town halls that just commenced. Three town halls (one student forum, and two faculty and staff forums) yielded a total of nearly 150 attendees. It was reported that a lot of similar themes showed up in each session which resulted in a core sense of values and mission. One reoccurring theme was the desire for a centralized location for advising efforts. A survey was sent after the sessions and the student response was overwhelming. All information will be collected and used to plan next steps.

Action Items

1. Approve the minutes of the meeting of February 19, 2019
Gregg Heinselman motioned to approve the minutes of the regular meeting of February 19, 2019; Anne Cubilie seconded. Motion carried.
2. CWUR 2-50-060 (3) Curriculum Rules for Implementation – Amy Claridge
Anne Cubilie motioned to approve CWUR 2-50-060 (3) Curriculum Rules for Implementation; Gail Mackin seconded. Motion carried.

Information Items

1. Northwest Commission on Colleges and Universities (NWCCU) Reaffirmation of Accreditation Next Steps – Bernadette Jungblut
A copy of NWCCU's new standards have been sent to the council with sections flagged that should be reviewed carefully. Brief discussion followed on the disappointment that faculty input has largely disappeared from the new standards.
2. Update on General Education Assessment – Bernadette Jungblut
With the demanding schedule of the General Education Committee, not much time has been focused on assessment. The council was asked to please review CWUP 5-100-060 General Education Program Assessment and forward any questions or concerns to Bernadette Jungblut by Sunday, March 10.
3. General Education Implementation Update – Becky Pearson
Becky reported that GEC will be splitting into two groups. The first group will be comprised of seven pathway coordinators, and the other will be a management and coordination group. Becky referenced the program management tracking sheet and called attention to GEC's noted struggle to keep up with decisions that need to be made. She anticipates that the addition of pathway coordinators and the splitting of GEC should help tremendously with this issue. Lastly, Eric Cheney and Becky Pearson are joining efforts to provide faculty development around 184's in April and again in May.
4. Retention Update – Bernadette Jungblut, Gail Mackin, and Gayla Stoner

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Retention will be reported on again at the May BoT meeting. The project management tracking sheet was reviewed and it was agreed on that the document is very dense and should be cleaned up. Provost Frank reported briefly on her recent discussions at ICAO with other institutions about their retention efforts. Gail Mackin will bring provide enrollment data at the next provost council meeting schedule for April 2.

5. Summer Session Update – Gail Mackin

The VP of Business and Financial Affairs has given his approval to post tuition for Summer 2019. The summer session webpage will be up within a week, and work continues on finalizing the summer schedule. Please remember that scheduling deadlines are critical. Gail Mackin will follow up with Deans on any departments that are tardy in their submissions.

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

Logistics with the timing of commencement processes and procedures are being taken into consideration as the commencement form to petition to walk is being finalized. The Program Discontinuation and Re-Organization Policies continue to be worked on. Program Discontinuation is on the Faculty Senate agenda for March 6, but there will be a motion to postpone. Additionally, changes are being worked on in the Faculty Code regarding college budget committees. A draft has been sent to the deans and feedback should be sent to Kathy Temple.

a. AY20-21 Curriculum Deadline Notice

The 2020-2021 Curriculum Deadline Notice was shared. The document should be reviewed and all feedback sent to Amy Claridge.

7. NTT Evaluations – Charlene Andrews

An email reminder went out regarding 2018-19 NTT evaluations. Please have your faculty log in to Faculty180 and email Charlene Andrews and/or Anne Smethurst if they have any trouble doing so.

8. Upcoming and Active Searches

Screening has begun for the Registrar position and they are still recruiting. The CAH Dean search is underway. Three candidates are being brought to campus for the CIO position. Dean Englund reported that COTS has great candidates in the pool for their medical anthropology faculty opening. Diversity in recruiting was mentioned briefly, and the importance of carrying out intentional diversity efforts throughout the entire hiring process was emphasized.

Future Guests and Topics

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

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