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Provost Council Minutes
April 16, 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
Scott Robinson, Interim Associate Dean, College of Arts and Humanities
Coco Wu, Interim Associate Dean, College of Business
Kevin Archer, Dean, Graduate Studies and Research
Gregg Heinselman, Dean, Student Success
Rebecca Lubas, Dean, Library Services
Steve Cook, Associate Director, Education Abroad
Anne Cubilie, Executive 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. University Advancement Leadership Team – UA Impact Follow-Up
Following a brief introduction of the team, Scott Wade invited the table to an open discussion on what University Advancement (UA) is and how to build a more collaborative relationship across the university. Deans and Directors were asked to provide feedback on what they felt were the questions and perceptions of UA within their units. Questions included clarification on how goals are prioritized and the role of Development Officers in prioritization, if efforts will be expanded at the west side centers, if/when the university will be organized for a capital campaign, and how non-college units fit into the larger strategic work of the foundation. It was agreed that an appropriate starting point for discussions with each ASL unit would be a basic overview of what UA does, what their goals are, and 2-3 simple action steps. Conversations will continue with the Deans and will guide informed discussions across campus. Additionally, all Deans and Directors will attend a two-day session with Advancement Resources who will be coming to the university on May 21-22. Space is limited at the event, but requests for additional attendees (3-5 per Dean/Director) should be sent to the Provost Office for

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

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consideration. Finally, copies of the FY18 Impact Report were provided to the council. The report outlines the results, strategies, and approach to the work done in University Advancement as well as how it feeds up into the University Strategic Plan.

2. Sharon O'Hare – Re-Recruitment

In regards to the freshman class, data shows an overarching problem in the retention of undeclared students. Sharon O'Hare announced that Strategic Enrollment Management is working on a customized plan to re-recruit these students. Provost Council was asked to share what is currently being done within their units that could fall under the re-recruitment umbrella (welcome into the major, honors celebrations, end of the year events, etc). Council members were asked to email their lists to Sharon O'Hare (copying Katherine Frank). Lists should include a brief description of the event as well as the date and time. Discussion followed on the creation of an end of spring quarter event for students with undeclared majors. Sharon O'Hare will be working with Dean Heinselman on this effort. It was emphasized that this event would simply be a celebration with no other agenda.

Discussion Items

1. International Travel Policy – Steve Cook

After careful review of the International Travel Policy, Provost Council has no further questions and is in support of the policy as presented. Business and Financial Affairs will now move it forward in the approval process.

2. Summer Session Policy – Gail Mackin

A copy of the Summer Session Policy and an overview of proposed changes was provided to the council. Most changes occurred in the Administrative and Budget and Budget Process sections to reflect current practice, but the smaller changes made throughout the process were identified as well. Feedback is encouraged and should be emailed to Gail Mackin. Amy Claridge will bring the policy to the Faculty Senate Executive Committee for their review, and Jim Johnson will bring the policy to ADCO.

Action Items

1. Approve the minutes of the meeting of April 2, 2019

Tim Englund motioned to approve the minutes of the regular meeting of April 2, 2019; Gregg Heinselman seconded. One abstention. Motion carried.

2. CWUP 5-50-070(5) Rules for Undergraduate and Graduate Degrees – Amy Claridge

Paul Ballard motioned to approve CWUP 5-50-070(5) Rules for Undergraduate and Graduate Degrees; Bernadette Jungblut seconded. Motion carried.

3. CWUP 5-70-101 (002) Terminal Degree Requirements – Gail Mackin

This policy has already been approved by Provost Council and is on schedule to go before UPAC on April 17; however, a few housekeeping items were suggested by faculty after its approval at Provost Council and have now been incorporated into a revised version. Provost Council agrees with these revisions and Bernadette Jungblut motioned to approve the changes as presented in CWUP 5-70-010(002) Terminal Degree Requirements; Rebecca Lubas seconded. Motion carried.

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Information Items

1. Northwest Commission on Colleges and Universities (NWCCU) Reaffirmation of Accreditation Next Steps – Bernadette Jungblut
The year one mission and core themes report is due March 2020. An outline of the 18 steps needed to complete that review was shared with the council. The council was asked to look them over carefully and send feedback to Bernadette Jungblut. Provost Frank will meet with President Gaudino to discuss a proposed methodology to consider our core themes and mission. A brief overview of this methodology was shared with the council, but will not be discussed in detail until after the President has approved.
 - a. CWU Feedback on Proposed NWCCU Standards
The letter that went forward to NWCCU in response to the proposed standards was shared. It was co-signed by Faculty Senate and Provost Frank.
2. Update on General Education Assessment – Bernadette Jungblut
Materials have been drafted and will be shared with the General Education Committee before moving forward. Consistent communication with GEC and Provost Council will continue throughout the process of finalizing the GE Assessment.
3. Retention Update – Bernadette Jungblut, Gail Mackin, and Gayla Stoner
The Retention documents that will be shared with Cabinet on April 10 have been made available on the S: drive for Provost Council's review. Gayla Stoner announced that the Transfer and Transition Center Report has been received from consultant Charlene Stinard, and is being reviewed. A plan is being created to socialize the report and it will be brought to Provost Council in the upcoming weeks.
4. Spring Enrollment and Summer Session Update – Gail Mackin
The final count for spring enrollment as of census was shared in addition to the enrollment report provided by Joel Klucking, Vice President of Business and Financial Affairs. Plans for Summer Session are almost complete. All digital downloads are available to Department Chairs online. Advertisement has launched on social media and a coordinated Hype package is underway as well.
5. Senate and AAC Updates – Amy Claridge and Gail Mackin
 - a. CWUP 5-90-040 (36) & CWUR 2-90-040 Final Exams
Proposed revisions to the Final Exams Policy and Procedure include the opportunity to request an exception for exam format. The Department Chair and Dean's approval would be required and students would be notified at the beginning of the quarter. This policy will go before Faculty Senate on May 1.
 - b. CWUP 5-90-060 Consultation on Reorganization
The latest version of proposed changes to the Consultation on Reorganization Policy was shared with the council. Any comments can be sent to Amy. This policy will go before Faculty Senate on May 1.
 - c. CWUR 2-90-030 (2) Acceptance of Transfer Credit
Proposed revisions to the Acceptance of Transfer Credit Procedure were made to reflect the new GE. This procedure will go before Faculty Senate on May 1.Work is progressing with the advising group. A draft model is nearing completion, and open forums will be scheduled to collect broader feedback.

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6. ADCO Update – Jim Johnson
Recommendations from ADCO regarding 184s were shared. The first recommendation was for a coding system so students who are exempt from 184s cannot easily enroll in the courses. The second recommendation was that 184s be opened up for all students in the new GE to enroll, and that there be no reserves.
7. Upcoming and Active Searches
The last of the College of Arts & Humanities Dean Candidates will meet with Provost Council immediately following this meeting. Five or six candidates for the Registrar search will be moving forward to Skype interviews to be held before the end of April.

Future Guests and Topics

1. Linda Schactler – Legislative Update
Scheduled: May 7, 2019
2. Lauren Hibbs – Introduction, Executive Director of Extended Learning
Scheduled: May 21, 2019

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