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Provost Council Minutes  
April 2, 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  
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, 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

Discussion Items

1. International Travel Policy – Ediz Kaykayoglu  
A draft of the proposed new International Travel Policy as well as proposed revisions to the current policy (CWUP 2-10-150) were shared with the council for preliminary discussion. The growing number of CWU students, faculty and staff traveling abroad brings increased liability to the institution. The new policy and revised policy will bring clarity to travel processes and parameters. Part 6 of the policy addresses special considerations when traveling to countries assigned level 3 or 4 according to the U.S. Department of State's travel advisory. Ediz Kaykayoglu will bring the policy to Faculty Senate on May 1 for discussion, and discussion will continue at the April 16th Provost Council meeting as well. This policy is housed within BFA, and VP Joel Klucking will be responsible for taking it through the rest of the review process.
2. Consultation on Reorganization Policy and Policy on Policies – Amy Claridge  
Provost Council and Faculty Senate Executive Committee representatives have worked together to review the Consultation on Reorganization Policy. Suggestions have led to a revised policy that was shared with the council and will be brought to Faculty Senate on May 1 for their vote. Additionally, it was proposed that a small workgroup be formed to draft a policy

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

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on academic policies. The council was in favor, and committed to forming a small group of representatives to work with a group of Senate members on this endeavor.

### Action Items

1. Approve the minutes of the meeting of March 5, 2019  
Tim Englund motioned to approve the minutes of the regular meeting of March 5, 2019; Jeff Stinson seconded. One abstention. Motion carried.
2. Comprehensive Retention Plan – Bernadette Jungblut and Gayla Stoner  
Bernadette provided clarification to the council on what should be considered a retention initiative and when report updates are due (annually on June 30). The plan will be shared with Faculty Senate on April 3 and Cabinet on April 10.  
Anne Cubilie motioned to endorse the Comprehensive Retention Plan; Gregg Heinselmann seconded. One abstention. Motion carried.
3. CWUP 5-90-040 (39) and (42) Required Participation in Assessment Activities and Student Service Campus – Amy Claridge  
Bernadette Jungblut motioned to approve CWUP 5-90-040(39) Required Participation in Assessment Activities and (42) Student Service Campus; Paul Ballard seconded. Motion carried.
4. CWUR 2-90-040 (39) and (42) Required Participation in Assessment Activities and Student Service Campus – Amy Claridge  
Bernadette Jungblut motioned to approve CWUR 2-90-040(39) Required Participation in Assessment Activities and (42) Student Service Campus; Paul Ballard seconded. Motion carried.
5. CWUP 5-70-010 Terminal Degree Requirements – Amy Claridge  
Bernadette Jungblut motioned to approve CWUP 5-70-010 Terminal Degree Requirements; Kevin Archer seconded. Motion carried.

### Information Items

1. Northwest Commission on Colleges and Universities (NWCCU) Reaffirmation of Accreditation Next Steps – Bernadette Jungblut  
Provost Council reviewed the new NWCCU standards. The council discussed the importance of academic freedom and shared governance, and noted the lack of attention to both in the new standards. Due to strong feedback from multiple institutions, the NWCCU has decided to incorporate new language into the draft standards and has extended the comment period to April 15. Faculty Senate Executive Committee will draft a coordinated response (Faculty Senate and ASL) which will go before Senate for endorsement on April 3 and will be shared with Provost Council on April 16. Comments can be submitted to [standards@nwccu.org](mailto:standards@nwccu.org) or by visiting this link <http://www.tfaforms.com/4719938>.
2. General Education Implementation Update – Becky Pearson  
The schedule for implementation remains at risk. The website, publicity, and collaboration with advising is moving along, but at a slower pace than anticipated. Lengthy discussion was held on the scheduling concerns of 184 courses. The number of incoming students in addition to current students who may choose to adopt the new GE program means these courses will be

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in very high demand. It was proposed that the courses be held for first time students with the agreement that if classes do not fill, they will not be cancelled. The council agreed that first time students should have priority when registering for these courses, but felt that agreeing to keep unfilled courses was not being responsive to students. Instead, the council proposed that first time students be given priority in registering for 184s and any students with 45 credits or more should not be required to take the course. The General Education Committee will bring this motion to Faculty Senate on April 3 for their consideration. The importance of strong advising was also emphasized.

3. Update on General Education Assessment – Bernadette Jungblut and Becky Pearson  
Becky Pearson has developed a plan for Spring term which will be shared with the General Education Committee. Efforts are now moving toward what will be done for Fall.
4. Retention Update – Bernadette Jungblut  
Current successes and best practices were shared, and conversation continued on how to add resources to build up these programs. The use of graduate students as retention specialists was mentioned and received positive feedback from the group. Gregg Heinselman spoke of the extensive efforts in Student Success to build up residential communities, and the council was enthusiastic about the possibility of creating communities centered around the General Education Pathways. Katherine, Gail, Gayla, and Bernadette will be providing Cabinet with a retention update at their April 10 meeting, which will include the Comprehensive Retention Plan.
5. Spring Enrollment Update – Gail Mackin  
The spring enrollment update has been provided electronically via the shared drive.
6. Summer Session Update – Gail Mackin  
The summer session update has been provided electronically via the shared drive. Please note that all late submissions for the summer schedule that were listed in the March 3 update have been processed. The summer schedule will go live on April 15.
7. Senate and AAC Updates – Amy Claridge  
Amy Claridge requested feedback from the Deans on the College Budget Committee code language. Please send feedback to Amy or to the chair of the Budget and Planning Committee, Kathy Temple.
  - a. CWUP 5-50-070 (5) Rules for Undergraduate and Graduate Degrees  
The proposed revision to CWUP 5-50-070 (5) was provided to the council for review. It will go to Faculty Senate on April 3 and will return to Provost Council as an action item on April 16.
8. ADCO Updates – Jim Johnson  
ADCO discussion continues on the new GenEd, and College Budget Committees were also a topic of discussion at their last meeting. Department Chairs have voiced concerns regarding Chair functions and are working on recommendations for the next bargaining session.
9. Budget Update and Hiring Plans – Sharon Jonassen  
In preparation of upcoming hiring plan meetings with the Provost, please note that hiring plans should be clearly prioritized when presented. FY20 allocations are coming soon and position data will be uploaded later this week.
10. Upcoming and Active Searches

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The ASL Specialist position has been pulled and the search has stopped. The position description is being reworked and a shared position with BFA is being considered.

11. Special Meeting with Foundation Board on May 10, 2019 from 10:00-11:00 in Barge 412 – Katherine Frank

#### Future Guests and Topics

1. University Advancement Leadership Team - University Advancement Impact Follow-Up  
*Scheduled: April 16, 2019*
2. Linda Schactler – Legislative Update  
*Scheduled: May 7, 2019*
3. Lauren Hibbs – Introduction, Executive Director of Extended Learning  
*Scheduled: May 21, 2019*

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