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Provost Council Minutes
May 21, 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
Martha Kurtz, Associate 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
Ginny Blackson, Managing Associate Dean, Library Services
Ediz Kaykayoglu, Executive Director, International Studies and Programs
Anne Cubilie, Executive Director, Douglas Honors College
John Logwood, Interim Senior Academic Finance Manager
Amy Claridge, Faculty Senate Chair
Jim Johnson, ADCO Chair
Anne Smethurst, Administrative Assistant
Claire-Anne Grepo, Vice President for Academic Affairs, Student Government

Guests

1. Lauren Hibbs – Introduction, Executive Director of Extended Learning
Lauren Hibbs began by sharing her personal experiences at Central Washington University both as a student and a professional. She provided an overview of her role as the Executive Director of Extended learning, and shared the extensive accomplishments that her team has achieved in the last year including increased enrollment, new programs explored at the centers, and strengthened engagement and connections with students, communities, and each other. Additionally, an Extended Learning Outreach and Recruitment Plan has been finalized and will be shared with the council via email.
2. Michael Johnson – Deaf and Sign Language Studies Major (8:40 a.m.)
An overview of the proposed Deaf and Sign Language Studies Major was provided to the council. This program will take a more global approach than an American Sign Language program might. Currently there is not another institution in Washington State offering this major, and CWU student interest is high. An overview of the courses and an explanation of how they create a unique curriculum was provided. Future space needs and location ideas were discussed. Provost Council showed strong support and no opposition.

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

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Discussion Items

1. **President's Visit Preparation**
The president will join Provost Council for 60 minutes during the June 4 meeting. In preparation for this meeting, council members were asked to bring potential questions to the table for discussion. Initial brainstorming brought forward questions regarding the Project Management Office, NWCCU and Capital Process. Provost Frank requested that discussion continue, and additional questions be shared via email. Questions will be refined and sent to the council for final approval prior to June 4.
2. **New Advising Model – Amy Claridge**
Amy Claridge offered to answer any additional questions regarding the New Advising Model. The model continues to be refined, and a more detailed proposal should be ready by the end of the summer. Amy shared a general timeline including continued campus conversation, creation of an implementation plan, and an end goal for implementation during the 2020-21 academic year.
3. **Review of Graduate Policies – Kevin Archer**
The Graduate Studies and Research guidelines are not currently in policy. They are being written as policy now, and drafts were shared with the Provost Council for review and feedback. The policies are with Graduate Council now, and then will move to Senate for their review.
4. **Policy on Policies – Bernadette Jungblut & Jeff Stinson**
Provost Council feedback on the Policy on Policies was summarized, shared, and discussed. Policy questions primarily focus on consistency and clarity. Procedure questions included the possibility of including a template, a vehicle in which to share policy proposals for campus community feedback (and when in the process that would be most appropriate), and questions regarding the timeline. A full list of questions was shared with the council, and additional feedback can be sent to Bernadette Jungblut. A packet of information will be compiled and forwarded to Linda Schactler with an invitation to meet for further discussion.
5. **Chain of Command – Katherine Frank**
Provost Frank met with the Deans and primarily concentrated on the ASL portion of the policy, as well as adding some clarifying language throughout. The council reviewed and agreed with the changes, and supports the provost moving forward the suggested revisions.
6. **Class Size Policy – Paul Ballard**
Feedback has been collected and incorporated into a new draft version of the policy. After close review, the council decided that no further discussion is needed and the policy is ready for vote. Ginny Blackson motioned to approve CWUP 2-20-030 Class Size, Anne Cubille seconded. One abstained. Motion carried.

Action Items

1. **Approve the minutes of the meeting of May 7, 2019**
Kevin Archer motioned to approve the minutes of the regular meeting of May 7, 2019, Gregg Heinselman seconded. Two abstained. Motion carried.
2. **Feedback on Faculty Senate Motion 18-57 Faculty Code Section I.B College Budget**

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Committees – Katherine Frank

Concerns of the Provost Council regarding Senate Motion 18-57 Faculty Code Section 1.B College Budget Committees were collected and incorporated into a draft memo to the Faculty Senate Executive Committee. This memo was shared for final review and approval. Amy Claridge shared a new version of the code that was revised in consideration of feedback already submitted. After discussion of these changes, the majority of PC members still felt strongly that despite these changes, college budget committees do not belong in Faculty Code. The memo moved forward to vote. Jeff Stinson motioned to approve the memo from Provost Council to Faculty Senate Executive Committee regarding Senate Motion 18-57 Faculty Code Section 1.B College Budget Committees, Gail Mackin seconded. Final vote: thirteen in favor, one opposed, and two abstained. Motion carried. The memo will be read at the May 29 Faculty Senate meeting, along with the ADCO memo referenced in the document.

3. Proposed NWCCU Methodology – Bernadette Jungblut
Anne Cubilie motioned to approve the proposed Mission, Core Themes, and Strategic Planning Methodology as outlined in the memo to the Provost Council from Bernadette Jungblut, Kevin Archer seconded. Two abstained. Motion carried.
4. CWUP 5-40 Centers and Institutes – Bernadette Jungblut
With the addition of language to address procedures for partnerships and MOUs, Todd Shiver motioned to approve CWUP 5-40 Centers; Jeff Stinson seconded. One abstained. Motion carried.
5. CWUP 5-110 Summer Session – Gail Mackin
All changes from the May 7 Provost Council discussion were incorporated into a new draft policy shared with the council. Pending ADCO discussion, Bernadette Jungblut motioned to approve CWUP 5-110 Summer Session; Paul Ballard seconded. Three abstained. Motion carried.
6. CWUP 5-60-010 Chairs – Gail Mackin
Jim Johnson motioned to approve CWUP 5-60-010 Chairs; Kevin Archer seconded. One abstained. Motion carried.

Information Items

1. Update on General Education Assessment – Bernadette Jungblut
Current focus has been on the assessment of 184s for the fall term. Work continues with the Chairs and the subcommittee, and a GenEd assessment update will be shared with ADCO at an upcoming meeting.
2. Retention Update – Bernadette Jungblut, Gail Mackin, and Gayla Stoner
Term to term retention data was shared. An emphasis was put on reminding students to register for fall and offering assistance in the process.
3. Transfer and Transition Center Update – Gayla Stoner
The final Transfer and Transition Center Report is currently being socialized. Conversation on this topic will continue at the June 4 Provost Council meeting.
4. Summer Session Update – Gail Mackin
Summer enrollment data was provided in comparison to last year's numbers. A summer countdown is being created as well.

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5. Senate and AAC Updates – Amy Claridge and Gail Mackin
Faculty Rights and Responsibilities in the Faculty Code has been revised in response to concerns raised regarding the College Budget Committees. These revisions were shared, but concern remains on whether College Budget Committees are an appropriate addition to code.
6. Upcoming and Active Searches
Two candidates will be coming to campus for the Registrar position. Dates will be provided for the open forum via email. Please mark your calendars and make every effort to attend.

Future Guests and Topics

1. President Gaudino – Spring Visit
Scheduled: June 4, 2019
2. Andreas Bohman & Shane Scott – Capital Process
Scheduled: June 4, 2019

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