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Provost Council Minutes
May 7, 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
Mike Harrod, 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
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

Guests

1. Linda Schactler – Legislative Update (20 min)
Linda Schactler and Steve DuPont provided a high level summary of the 2019 Washington State Legislative Session, which concluded on time, on April 28. Key takeaways, including operating and capital budget bills, were outlined and discussed in brief. More information on the bills can be found at <http://apps.leg.wa.gov/billinfo/>. The governor still has through May 21 to sign, veto, or set aside any part of a bill. To follow action taken on each bill, visit www.governor.wa.gov/office-governor/official-actions/bill-action.

Discussion Items

1. Proposed NWCCU Methodology & Draft Core Themes – Bernadette Jungblut
CWU is scheduled to submit a year-one report to NWCCU in March 2020. In preparation of the year one report, we will be considering a new mission and new core themes. Between now and next spring, work will continue on refining the core themes and/or mission. Then, the strategic plan will be built out accordingly. The preparation and next steps in the process were

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shared with the council, and plans to ensure this is a university wide effort are underway. Participation is strongly encouraged and appreciated.

2. **Draft Academic Advising Model – Amy Claridge**
A first draft of the advising model put forth by the Academic Advising Council was shared and discussed. The goal of the advising model is to clarify the advising process for students. Currently, the AAC is collecting and considering feedback for revisions. How pre-professional students will fit into this model was a concern mentioned by Jim Johnson. Amy noted that this point has been mentioned before, and encouraged everyone to submit their feedback through the online survey provided via email. Any additional questions or comments can be directed to Amy Claridge and/or Aaron Brown. A set of recommendations will be put forward to the Provost by June 15.
3. **Senate Motion 18-57 Faculty Code Section I.B College Budget Committees – Katherine Frank**
Concern was expressed regarding the way Senate Motion 18-57 Faculty Code Section I.B College Board Committees was presented at the May 1 Faculty Senate meeting. May 1 was the second reading of this proposed code change to Faculty Senate. The importance of each step in a three reading process was mentioned; step two being a critical point for discussion. Opposition regarding the code changes was not shared or discussed on the senate floor on May 1. Concern for the lack of transparency in this process was voiced, and Amy Claridge encouraged the council to provide a written statement to ensure their concerns are heard. A statement from Provost Council will be drafted and presented at the May 21 meeting for approval. ADCO has submitted a written statement as well, which was also not mentioned or provided during the second reading of the proposed Code changes.
4. **Policy on Policies – Katherine Frank**
The Policy on Policies that was discussed recently at a Cabinet meeting was shared with the council for their review and response. It was requested that the procedure be reviewed closely since it differs from how things are handled currently. Discussion followed on the benefits of a university webpage that facilitates feedback on policies and procedures in review. The benefit of a well-designed policy/procedure template was mentioned as well. The workgroup currently working on the ASL Policy on Policies will be asked to shift gears temporarily and review this policy/procedures since alignment with their work is critical.
5. **CWUP 5-110 Summer Session – Gail Mackin**
All summer session policies were presented with proposed revisions. Discussion of these changes were brief and are primarily to align the policy with current practice. Jim Johnson communicated questions from ADCO: the first question will be raised during the upcoming bargaining session, and the second was a request for clarity on office coverage during the summer. A definition or change to the word “coverage” may be helpful. The council requested that rather than removing CWUP 5-110-070 Teaching Load Guidelines completely, it should simply direct readers to the CBA. This policy will be revised and brought to the May 21 Provost Council meeting for approval.
6. **Chairs Policy Update – Gail Mackin**
CWUP 5-60-020 Chairs was shared with the council for their review and feedback. Since the policy comes verbatim from the CBA, it was recommended that the entire policy be eliminated and replaced with a statement that directs readers to the appropriate section in the CBA. This

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policy will be revised and brought to the May 21 Provost Council meeting for approval.

Action Items

1. Approve the minutes of the meeting of April 16, 2019
Charlene Andrews motioned to approve the minutes of the regular meeting of April 16, 2019; Bernadette Jungblut seconded. One abstention. Motion carried.
2. Centers and Institutes Policy – Bernadette Jungblut
Bernadette explained the proposed changes to the Centers and Institutes Policy. Feedback included the possibility of moving CWUP 5-40-040 Procedures to a procedure rather than including it in policy. A second recommendation was to specifically include faculty representation in the review committee. Amy Claridge requested time to bring this policy to Faculty Senate for more feedback. Voting on CWUP 5-40 Centers and Institutes will be postponed to the May 21 Provost Council meeting.
3. CWUP 5-90-060 Consultation on Reorganization – Amy Claridge
Gail Mackin motioned to approve CWUP 5-90-060 Consultation on Reorganization; Jeff Stinson seconded. One abstention. Motion carried.
4. CWUP 5-100-060(3) General Education Program Assessment
Gail Mackin motioned to approve CWUP 5-100-060(3) General Education Program Assessment; Gregg Heinselman seconded. One abstention. Motion carried.
5. CWUR 2-90-030(2) Acceptance of Transfer Credit – Amy Claridge
Anne Cubilie motioned to approve CWUR 2-90-030(2) Acceptance of Transfer Credit; Gail Mackin seconded. Motion carried.

Information Items

1. General Education Implementation Update – Becky Pearson
A project management tracking sheet outlined the current status of the general education implementation plan. Assessment of the GE program has been a recent focus point for the committee.
2. Update on General Education Assessment – Bernadette Jungblut and Becky Pearson
An updated general education assessment has been uploaded to the shared drive and includes a request for faculty to attend upcoming GE assessment discussions in Sameulson 165. Please review the document and share with faculty.
3. Retention Update – Bernadette Jungblut, Gail Mackin, and Gayla Stoner
Feedback has been received from senate on the overall draft plan and is being incorporated into a revised version.
4. Summer Session Update – Gail Mackin
Summer session efforts are on track, and data for summer session enrollment was shared.
5. Senate and AAC Updates – Amy Claridge and Gail Mackin
 - a. CWUP 5-90-080 Student Behavior in Academic Settings
This policy came out of faculty workgroups and others across campus. This is a very rough draft. It will not move forward at this time, but feedback is encouraged. A flowchart was included to help readers visualize what may be confusing in writing. Currently there is no policy in place, and the council agrees that having one is very important.

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6. ADCO Updates – Jim Johnson
ADCO Updates were already discussed in discussion items 2, 3, and 5.
7. Budget Reminder – Sharon Jonassen
All budgets should be entered into the system by now. Please work closely with your budget managers to ensure the process stays on schedule. The benefit rate that was updated by the state has been changed in the system as well.
8. Year End Reports – Katherine Frank
The 2018-19 annual reports are due from all direct reports by July 15. The report template was shared and is uploaded to the S: drive as well.
9. Upcoming and Active Searches
The importance of participation in the Registrar search process was emphasized. An announcement regarding the search for the Dean of the College of Arts and Humanities will be sent very soon.

Future Guests and Topics

1. Lauren Hibbs – Introduction, Executive Director of Extended Learning
Scheduled: May 21, 2019
2. President Gaudino – Spring Visit
Scheduled: June 4, 2019
3. Michael Johnson – Deaf and Sign Language Studies
Date TBD

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