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Provost Council Minutes
June 4, 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
Tim Englund, Dean, College of the Sciences
Todd Shiver, Interim Dean, College of Arts & Humanities
Coco Wu, Associate 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
John Logwood, Interim Senior Academic Finance Manager
Amy Claridge, Faculty Senate Chair
Charlene Andrews, Faculty Relations Coordinator
Jim Johnson, ADCO Chair
Anne Smethurst, Administrative Assistant

Guests

1. Andreas Bohman & Shane Scott – Capital Process (8:30-8:45)
Andreas Bohman and Shane Scott provided a brief overview of the PowerPoint presentation shown at the Town Halls. Because most of the council attended these sessions, explanations were brief and the focus of conversation was on the engagement and transparency of the new capital planning process. A draft document was shared which outlined where money will be spent on minor works. When finalized, a copy will be shared with Deans. Associate Provost Gail Mackin inquired about processes in place to evaluate submissions. The council agreed that it would be appropriate for the Space and Equipment Committee to be involved in this process. Anne Cubilie expressed the need to create spaces that are more flexible and can continue to suit the ever-changing needs of the university. Rebecca Lubas added that consideration of current students' needs is also very important. Extensive conversation took place regarding the planning of the Health Sciences building. Specifically, are key players involved in these conversations throughout the process? Gregg Heinselman mentioned the importance of knowing the details of the Health Sciences project when considering plans for

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the SURC expansion. Andreas Bohman welcomed any further questions or comments to be sent via email to him or Shane Scott.

Discussion Items

1. Transfer and Transition Center Update – Gayla Stoner & Gregg Heinselman
The final Transfer and Transition Center report continues to be socialized and is posted on the Extended Learning and Outreach (ELO) website for feedback. ELO will continue to support the Transfer and Transition Center, but the center will be transitioning to the Dean of Student Success. Bouillon 210 has been identified as the location of the center, and positions for the center continue to be addressed. A soft launch will take place in fall 2019. Goals of the center include improving relationships with non-partner community and technical colleges, developing a website, and increasing transfer student recruitment and retention. Gregg Heinselman mentioned that we currently provide a warm welcome to transfer students, but we need to ramp up our resources to shepherd them throughout the transition and degree completion processes. Conversation followed about the frustrations in the planning of the space, and the lack of consideration of the functionality and flow of students in the beginning of the planning process.
2. Proposed Department Name Changes – Gregg Heinselman
Gregg Heinselman brought two proposed name changes forward for discussion. The first is to change Learning Commons to Academic Success Center. The second is to change Student Union to Student Union and Activities. Both changes are solely name changes, and no change will occur to the services or funding. The importance of socializing these changes in both advertising and through conversation was discussed as well. The Provost Council showed support and no opposition to either proposed change.
3. Policy on Academic Policies – Bernadette Jungblut & Jeff Stinson
Bernadette Jungblut shared that once we know where the university Policy on Policies is going, work will move forward on the ASL Policy on Academic Policies. The importance of both policies being aligned was emphasized. Bernadette Jungblut will meet with Linda Schactler, and an update to the council will be sent following their discussion.
4. Program Discontinuation Policy – Bernadette Jungblut
After several meetings looking over the previous policy, all comments were considered and the latest version has been uploaded to the S: drive for review. Any feedback should be sent to Bernadette, and discussion will continue at the next Deans meeting. Work has not yet begun on the procedure.
5. End of Year AAC Update – Gail Mackin & Amy Claridge
The final AAC report was shared with the council. It highlighted the completion of twelve projects and significant progress on an additional four. Amy Claridge shared that the overall process seemed smoother this year, and a plan is already in place for next year.

Action Items

1. Approve the minutes of the meeting of May 21, 2019
Bernadette Jungblut motioned to approve the minutes of the regular meeting of May 21, 2019; Anne Cubilie seconded. Four abstained. Motion carried.

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Information Items

1. Budget Update – Sharon Jonassen & John Logwood
The point at which non-budget managers can make changes to the FY20 budgets has now passed. Sharon Jonassen emphasized the importance of double-checking what was entered for accuracy and continuing close communication with budget managers.
2. Strategic Investment Reports – Katherine Frank
SI Reports were initially scheduled for June 30; however, most faculty are not on contract during the summer. Katherine Frank announced that faculty-led SI projects will receive an extended report due date of September 30. Bernadette Jungblut shared that she has most of the report template questions filled out and will send out the reports for units to finish them up by 30 September.
3. Year End Reports – Katherine Frank
Year-End Reports are due July 15. Please see the template available on the shared drive.
4. Summer Session Update – Gail Mackin
Summer session enrollment numbers show that we are comparable to where we were last year. Gail Mackin mentioned that the hope was for an increase; however, last year was a big jump for us. Considerable effort has been devoted to socializing summer session this year. Discussion followed on the large drop in the number of summer internships. Katherine Frank asked Deans to look at these data closely and consider why this is taking place.
5. Upcoming and Active Searches
A Registrar search announcement can be expected soon.
6. General Education Implementation Update – Becky Pearson
Update provided electronically via the S: drive.
7. Update on General Education Assessment – Bernadette Jungblut & Becky Pearson
Update provided electronically via the S: drive.
8. Retention Update – Bernadette Jungblut, Gail Mackin, and Gayla Stoner
Update provided electronically via the S: drive.

Future Guests and Topics

1. Joy Fuqua – Introduction, Executive Director Instruction & Innovative Delivery, Multimedia Technology & Instructional Support
Date TBD

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