

Provost Council Minutes
August 7, 2018
8:30 a.m. – 10:30 a.m.
CWU Barge 304

Present

Katherine Frank, Provost/Vice President, Academic and Student Life
Bernadette Jungblut, Associate Provost, Accreditation, Academic Planning, and Assessment
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
Kevin Archer, Dean, Graduate Studies and Research
Bill Schafer, Interim Dean, Student Success
Ginny Blackson, Managing Associate Dean, Library Services
Ediz Kaykayoglu, Executive Director, International Studies and Programs
Anne Cubilie, Director, Douglas Honors College
Amy Claridge, Faculty Senate Chair
Teresa Walker, Provost Fellow
Charlene Andrews, Faculty Relations Coordinator
Jim Johnson, ADCO Chair
Aaron Brown, Associate Dean, Student Development & Achievement
Jeff Stinson, Associate Dean, College of Business
Anne Smethurst, Administrative Assistant

Guests

1. Jesus Baldovinos – Internal Audit Manager Meet & Greet
Jesus Baldovinos introduced himself as the new Internal Audit Manager. Explanation was provided on what the role entails, and ideas were discussed regarding how internal audit services can be utilized. His office is located on the 3rd floor of Barge Hall.
2. Jeff Stinson – Enterprise Systems Certificate
An overview of the Enterprise Systems Certificate program proposal and budget worksheet was presented. Discussion followed with no objections from the council.

Discussion Items

1. Extended Learning Update – Gayla Stoner
The restructure of positions within extended learning was shared, including which positions have been filled and which remain to be filled. Additionally, a document outlining the program delivery milestones at Sammamish was distributed and discussed. Feedback on the program delivery document should be submitted to Gayla Stoner no later than August 30, 2018.
2. ASL Retreat Planning – Katherine Frank
Ideas for the content and structure of this year's ASL Retreat are encouraged, and should be brought to August 21, 2018 Provost Council meeting for further discussion.
3. ASL Master Planning Spreadsheet – Bernadette Jungblut & Katherine Frank
A spreadsheet has been created to track various documents due from the Provost's direct reports throughout the year. The due dates for the 2018-19 academic year were shared

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to aid in planning and ensure timely submission.

Action Items

1. Approve the minutes of the meeting of July 17, 2018
Bernadette Jungblut motioned to approve the minutes of the regular meeting of July 17, 2018, Tim Englund seconded. One abstention. Motion carried.

Information Items

1. Update on Northwest Commission on Colleges and Universities (NWCCU) Reaffirmation of Accreditation – Bernadette Jungblut
A list of anticipated questions was shared with the council. In preparation of the NWCCU evaluation site visit (22-24 October), council members were asked to review and be prepared to answer these questions. Additional documents disseminated for review included: a) information on the NWCCU evaluators; b) a NWCCU substantive change update; and c) an Inter-Institutional Committee on Academic Program Planning (ICAPP) update. The council was asked to review the list of evaluators and their assignments and report any possible conflict of interest by Friday, August 10th. The council was also asked to review the NWCCU substantive change update – especially the new fee schedule – and include these costs in future program planning. The council was also asked to review the ICAPP update and be prepared to include answers to ICAPP's questions on future program proposals. All documents were distributed in hard copy format and are also available on the Provost's Council shared drive; they should be reviewed regularly and retained for future reference.
2. Update on Annual and General Education Assessment – Bernadette Jungblut
Best practices for assessing students' CWU experiences and achievements were summarized and discussed. (The memo was distributed in hard copy format and is also available on the shared drive). Additionally, the Provost's direct reports were reminded that Dr. Teri Walker is meeting with all department chairs to discuss and complete a questionnaire focused on program assessment, specialized accreditation, General Education programming, and public service/community engagement. Completed questionnaires and Dr. Walker's summaries will serve as each department's annual assessment reports for AY2016-17 and AY2017-18 and will also support Dr. Walker's work as Provost's Faculty Fellow. (The memo sent to department chairs and the questionnaire were both distributed in hard copy format and are also available on the shared drive). Finally, copies of key General Education redesign materials were provided and are also available on the shared drive. A memo listing likely NWCCU evaluation committee questions about the current and new GE programs was also shared. PC members were asked to review the GE documents and list of potential questions and be prepared to describe the current and new GE programs and to answer NWCCU evaluators' questions.
3. Strategic Plan Updates – Bernadette Jungblut
At the July 26-27, 2018 retreat, the Board of Trustees approved an updated version of the CWU Strategic Plan. The Board Action Item and copy of the new CWU Strategic Plan were distributed in hard copy format and are also available on the shared drive. The council discussed each of the core themes with an emphasis on Core Theme 5: Resource Development and Stewardship.
4. Baccalaureate Task Force Update – Bernadette Jungblut

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The progress to date and next steps for the Baccalaureate Task Force (BTF) were shared. The website will be updated with past reports archived. Please review the BTF Executive Summary action items and be prepared to talk about them at the Provost Council Retreat scheduled for September 10, 2018. All materials were distributed in hard copy format and are also available on the shared drive.

5. Retention Update – Aaron Brown

The 2018 Retention Report has been finalized and uploaded to the shared drive. A full read of the report is encouraged.

6. Senate and AAC Updates – Amy Claridge

Concerns raised over the faculty code have been taken into consideration, and a revised document has been created. The document was handed out as a starting point for discussion. The council requested time to review, and will submit all feedback to Amy Claridge.

Future Guests and Topics

1. Suggestions?