



University Policy Advisory Committee Minutes
Barge Hall, room 412
February 19, 2020
9:00 AM

Present:

Ex-officio non-voting: James Gaudino

Ex-officio voting: Lidia Anderson, Andreas Bohman, Kande Cleary, Lynn Franken, Josh Hibbard, Kremiere Jackson, Joel Klucking, Rick Paradis, Linda Schactler, Walter Szeliga, Jeff Stinson

Ex-officio advisory non-voting: Kevin Archer, Paul Ballard, Gregg Heinselman, JoAnn Hundtoft, Bernadette Jungblut, Ediz Kaykayoglu, Gail Mackin, Shane Scott, Staci Sleigh-Layman

I. Action Items

1. Action – Approval of UPAC Minutes from April 17, 2019

UPAC members endorsed the minutes from June 12, 2019.

2. Policies & Procedures – Summary sheets precede individual policies and procedures

A. Academic & Student Life:

1. CWUP 2-40-142 Immunization

The immunization policy was revised to be consistent with state and national (Centers for Disease Control) recommendations. UPAC members endorsed the policy with minor revisions.

2. CWUP 5-90-030 (2) Acceptance of Transfer Credit Policy & (4) Acceptance of Transfer Credit Policy – Information Item

This policy was approved in November 2019 in order to comply with state law.

3. CWUP 5-90-040 (14) Academic & General Regulations Policy & CWUR 2-90-020 (9)

Undergraduate Admission Procedure – Information Item

Academic and general regulations were approved in August 2019. The Department of Defense required policies and procedures regarding the return of students who withdrew due to military exigency be updated to reflect that when students return after military service, they do not need to reapply for admission, provided they properly notify the university.

4. CWUP 5-90-040 (34) & (37) Academic and General Regulations Policy – Information item

Policies regarding class attendance were approved in November 2019 in order to comply with state law. These changes were made in order to bring CWU Policy into compliance with recent changes to state law. Under this change, students will be given reasonable accommodations to make up work missed during an absence due to observance of a religious holiday. Faculty will be required to include information about CWU's policy on religious holidays in their syllabi.

5. CWUR 2-60-010 Waiver of Mandatory Student Fees Procedure

The Waiver of Mandatory Student Fees Procedure CWUR 2-60-010 (Formerly CWUR 4-20-010), was reviewed and revised to reflect changes and updates for clarification. Language was added to the policy to reflect these changes and the text was edited to enhance readability. UPAC members endorsed revisions to this procedure.

6. CWUR 2-90-020 (3) Undergraduate Admission

These procedure changes remove obsolete language related to the old General Education requirement. UPAC members endorsed the changes to the Undergraduate Admission procedure.

7. CWUP 8-40-040 Services & Activities Fee Policy

The S&A Fee Policy 8-40-040 was reviewed and revised to reflect changes and updates for clarification. Language was added to the policy to reflect these changes and the text was edited to enhance readability. UPAC members endorsed the revisions to the S&A Fee policy.

8. Proposed Academic Calendar 2021-2022 (INFORMATIONAL)

The 2021-22 proposed academic calendar was distributed as an information item only.

B. Business & Financial Affairs:

1. CWUP 2-10-150 Student and Employee Travel Policy

This policy change allows the new International Travel Policy to expand and enhance the international travel for CWU travels. The proposed changes remove the definition of international travel from this policy. UPAC members endorsed the revisions to this policy.

2. CWUP 2-10-155 International Travel Policy

This new policy enhances CWU's current travel policy (CWUP 2-10-150 Student and Employee Travel). The proposed international travel policy is structured to more clearly define what constitutes university-related international travel, the responsibilities of various parties across campus, incorporate the insurance mandate for students approved by the CWU Board of Trustees in December 2014, address travel to high-risk destinations and define the details of education abroad programs and other international travel. UPAC members endorsed the new International Travel policy.

3. CWUP 2-10-170 Appointing Authority, Delegation of Authority & Contracting Authority

The changes to the Appointing Authority, Delegation of Authority and Contracting Authority include: increasing appointing authorities contract authority from \$25k to \$50k; increasing contracting authority of deans and associate vice presidents from \$25k to \$100k; referencing authority under RCW 28b.10.029 to director of contracts & procurement; adding contract authority for the Contract and Purchasing Manager up to \$200k; and correcting titles. UPAC members endorsed the changes to this policy.

4. CWUP 2-20-050 Establishment of Fees and Charges Policy – Information Item

This policy was approved in August 2019 due to requirements of the federal Department of Veterans Affairs (VA) [Veterans Benefits and Transition Act of 2018 Section 103](#). Section 103 requires an educational institution have a policy in place that will allow an individual to attend or participate in a program of education if the individual provides the school with a "Certificate of Eligibility (COE)." VA interprets "certificate of eligibility" to be any documentation provided by VA that serves as verification of an individual's eligibility for benefits under Chapter 31 or Chapter 33.

5. CWUP 2-35-080 Service & Emotional Support Animals as Reasonable Accommodation

This is a new policy that was drafted by faculty in the College of the Sciences concerned about the safety of students and animals in laboratories and other biologically sensitive and/or other potentially hazardous sites. Extensive research was conducted with both federal agencies and other higher education institutions to ensure that this policy meets both the needs and the faculty and is defensible. UPAC members endorsed this new policy with minor revisions.

6. CWUP 2-40-230 Whistleblower Policy & CWUR 3-20-010 Whistleblower Procedure

The Whistleblower policy and procedure were updated to clarify the CWU officials accepting whistleblower complaints; to designate the Internal Auditor as liaison between CWU and Washington State Auditor's Office; and, to provide additional clarity for those wishing to file a whistleblower complaint. UPAC members endorsed the changes to the Whistleblower policy and procedure.

7. CWUP 2-60 (3) President's Budget Advisory Committee Policy

The President's Budget Advisory Committee was revised to update the title of Financial Planning & Analysis position to Business Intelligence. The number of subcommittees were changed to four, and the VP Business & Financial Affairs was made the chair of the committee and the Provost is co-chair. UPAC members endorsed these revisions.

8. CWUP 6-80-010 Grievance Policy

This grievance procedure is now one procedure rather than three separate procedures. The chair and executive team of the Exempt Employees Association has reviewed these procedures and agree with the consolidation. Under the President/Designee Review section, we added "working" days to provide clarity. UPAC members endorsed revisions to the grievance policy.

9. CWUR 3-45-025 Accessible Technology Procedure

This new procedure supports CWUP 2-35-045 Accessibility Technology Policy. As it says, the purpose of these procedures is to, "...provide processes by which university administrators, faculty, and staff will create, obtain and maintain all information technology in a manner that ensures that technology is accessible to individuals with disabilities."

The Accessibility and Disability Action Planning Team (ADAPT), whose membership includes faculty, staff and students from a variety of relevant departments, has spent extensive time discussing, reviewing and writing these procedures. The University of Montana (UM) EITA Policy and Procedures served as the model. UM negotiated their policy with representatives with Department of Education, Office for Civil Rights, as a result of a discrimination complaint based on disability. These procedures were presented to and reviewed twice at Faculty Senate and feedback was incorporated where possible. Provost's Council was also consulted. UPAC members endorsed this new procedure.

C. Enrollment Management:

No policies/procedures to review at this time

D. Operations – Andreas Bohman:

1. CWUP 2-40-140 Health & Safety for the University Community

The policy was revised to better reflect and clarify the roles and responsibilities for all employees regarding environmental health and safety. It describes the university's commitment to health and safety, adding language that safety brings value to the organization. The policy places responsibility for compliance at every employee level and finalizes the program with accountability. The policy also clarifies the role and expectations of Environmental Health and Safety within the organization. UPAC members endorsed the changes to the Health & Safety for the University Community policy

E. President's Division – Linda Schactler

No policies/procedures to review at this time