



University Policy Advisory Committee Minutes  
Barge Hall, room 412  
April 15, 2020  
9:00 AM

Present:

Ex-officio non-voting: James Gaudino

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

Ex-officio advisory non-voting: Kevin Archer, Jason Berthon-Koch, Eric Cheney, Tim Englund, Gregg Heinselman, Jill Hernandez, Ediz Kaykayoglu, Gail Mackin, Staci Sleigh-Layman, Pat Stanton

Others: Traci Klein

I. Action Items

1. Action – Approval of UPAC Minutes from February 19, 2020

UPAC members endorsed the minutes from February 19, 2020

Policies & Procedures – Summary sheets precede individual policies and procedures

**A. Academic & Student Life:**

The following academic policies/procedures were approved by President Gaudino on 3/31/2020. They are provided as information only.

1. CWUP 5-90-020 & CWUR 2-90-020 Undergraduate Admissions

Due to English and Math no longer use SAT/ACT scores for placement, the requirement for students to submit SAT/ACT test scores was removed.

2. CWUP 5-90-040 & CWUR 2-90-040 Academic and General Regulations

The policy and procedure revisions clarify the definitions of the Incomplete and In Progress grades with reference to their bearing on financial aid, bring CWU into compliance with the addition of sexual misconduct information for course syllabi and add language regarding graduate studies internal rules and practices.

3. CWUP 5-90-040(20) Academic and General Regulations

Emergency Pass/Fail Grades (Informational - approved 04/06/2020 by President Gaudino as temporary measure during Covid-19 pandemic during spring quarter).

**B. Business & Financial Affairs:**

The following BFA policy was approved by President Gaudino on 4/1/2020 as required by law. It is provided as information only.

1. CWUP 2-30-065 Family First Coronavirus Response Act

This policy provides temporary protected leave and paid leave benefits for certain absences arising from the COVID-19 outbreak in accordance with the federal Families First Coronavirus Response Act (FFCRA).

The benefits available under this policy are available beginning on April 1, 2020. This policy will be administered in accordance with the FFCRA statute and forthcoming federal regulations and guidance.

2. CWUP 2-30-xxx Ethical Conduct Standards

During the past year, several complaints claiming violations of the Washington State Ethics law have been filed both with the Washington State Ethics Board and the State Auditor's Office. In response to its review of these complaints, the CWU Ethics Advisory Board recommends that a new, more delineated CWU Ethics Policy be provided to the university community. The hope is this new policy will provide needed guidance to CWU employees and supervisors. UPAC members endorsed the new Ethical Conduct Standards policy.

3. CWUP 2-30-050 & CWUR 3-40-030 Education Benefits for CWU Staff (presented by Linda Schactler)

This policy and procedure were revised to comply with current practice. Assistant Attorney General, Alan Smith, reviewed the documents and the Board of Trustees approved them in July 2019. UPAC members endorsed the Education Benefits for CWU Staff policy and procedure.

4. CWUP 2-30-055 & CWUR 3-40-035 Education Benefits for CWU Staff Dependents and Retired Staff (presented by Linda Schactler)

This policy and procedure were revised to include education benefits for dependents of faculty and/or staff who die while still employed by CWU. Assistant Attorney General, Alan Smith, reviewed the documents and the Board of Trustees approved them in July 2019. UPAC members endorsed the Education Benefits for CWU Staff Dependents and Retired Staff policy and procedure.

The following BFA policies were reviewed by Human Resources and no changes were made:

1. CWUP 2-30-030 Distinguished Service Recognition
2. CWUP 2-30-170 & CWUR 3-40-100 Personnel Records

**C. Enrollment Management:**

No policies/procedures to review at this time.

**D. Operations – Andreas Bohman:**

No policies/procedures to review at this time.

**E. President's Division – Linda Schactler**

No policies/procedures to review at this time.