



University Policy Advisory Committee Minutes  
Barge Hall, room 412  
June 12, 2019  
8:30 AM

Present:

Ex-officio non-voting: James Gaudino

Ex-officio voting: Lidia Anderson, Joey Bryant, Andreas Bohman, Amy Claridge, Kandee Cleary, Krechiere Jackson, Joel Klucking, Sharon O'Hare, Linda Schactler, Jeff Stinson, Scott Wade

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

Other guests: Sue Noce, Rose Spodobalski-Brower

I. Action Items

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

UPAC members endorsed the minutes from April 17, 2019.

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

**A. Academic & Student Life:**

1. CWUP 2-20-030 Class size – Paul Ballard

The purpose of the revision to the class size policy is to introduce new language that provides clarification and updates the policy to match current practice. The increase in minimum class size reflects what is already occurring in the colleges. UPAC members endorsed these revisions.

2. CWUP 5-40 Centers and Institutes – Bernadette Jungblut

This policy was revised to distinguish between two primary types of centers/institutes and to delineate requirements for establishing, operating, managing, and sun-setting centers/institutes. UPAC members endorsed changes to the Centers and Institutes policy, but work will continue on an ideal structure model.

3. CWUP 5-50-070 (5) Rules for Undergraduate and Graduate Degrees – Amy Claridge

In previous policy, English 101 and 102 were exempted from being counted in program credit totals as all students were required to take these two courses. This language was removed from policy earlier this year. However, in reviewing this policy, it was determined that the removal of the above language was causing some confusion for departments and for Registrar Services. It was determined that if a program wishes to require an general education area (Academic Writing I, Quantitative Reasoning, Knowledge Area), not a specific course (ENG 101), within the General Education Program as a requirement prior to entering the program (pre-admission) or as a pre-requisite for a course, they are not required to count it in the program credit total. If the program wishes to require a specific course, the credits for that course must be included in the program credit total. UPAC members endorsed the changes to the Rules for Undergraduate and Graduate Degrees policy.

4. CWUP 5-60-020 Chairs – Gail Mackin

The “Chairs” reference in CWUP 5-60-020 is being deleted to avoid redundancy. A reference to the CBA was inserted to clearly delineate CBA material from CWU policy. UPAC members endorsed these revisions.

5. CWUP 5-90-060 Consultation on Reorganization – Amy Claridge

Consultation on the Creation, Reorganization, or Renaming of Academic Units is a new policy that clarifies the process and required consultation involved when creating, reorganizing, or renaming academic units. UPAC members endorsed this new policy.

6. CWUP 5-100-060 General Education Program Assessment – Amy Claridge

The changes to the program assessment language are proposed based on feedback from Faculty Senate about the current language possibly sounding punitive. The intent of this policy language change is to ensure that assessment strategies emphasize that students are being afforded the opportunity for learning that would allow them to attain the General Education outcomes/criteria. The Assessment Cycle was also updated to reflect the change in the course number from 187 to 184. UPAC members endorsed the changes to the General Education Program Assessment policy.

7. CWUP 5-110-010 Summer Session Administration – Gail Mackin

The changes to the Summer Session Administration policy were updated to reflect the current administration of summer session. Administration of summer session has shifted from the office of continuing education to the office of the associate provost. In addition, other areas of responsibilities have been updated. UPAC members endorsed these revisions.

8. CWUP 5-110-020 Summer Session Budget and Budget Process – Gail Mackin

The Summer Session Budget and Budget Process policy was updated to reflect the current administration of the summer session budget. The approval chain for summer tuition increase requests reflects current practice as well. UPAC members endorsed these revisions.

9. CWUP 5-110-030 Summer Session Department Administration – Gail Mackin

The Summer Session Department Administration policy was revised to add a required communication plan and a list of contact information for departments and colleges for the summer months. UPAC members endorsed these changes.

10. CWUP 5-110-040 Planning for Summer Session – Gail Mackin

Updates to the Planning for Summer Session policy were made to reflect the current planning process of summer session. UPAC members endorsed these revisions.

11. CWUP 5-110-050 Professional Organization Memberships – Gail Mackin

This policy is being deleted because membership to a summer session organization is not necessary in policy. UPAC members endorsed the deletion of this policy.

12. CWUP 5-110-060 Reporting for Summer Session – Gail Mackin

Due to the deletion of Professional Organization Membership (CWUP 5-110-050), this policy will be changed to that number. It was also updated to reflect the current management of summer session. UPAC members endorsed these revisions.

13. CWUP 5-110-070 Teaching Load Guidelines – Gail Mackin

This policy is being deleted because teaching load is dictated by the CBA and not necessary in policy. UPAC members endorsed the deletion of this policy.

14. CWUR 2-90-030 Acceptance of Transfer Credit – Amy Claridge

Language in the Acceptance of Transfer Credit procedure was changed to bring the procedure in line with the new General Education requirements. The new language is consistent with WSAC requirements for transfer credits. UPAC members endorsed these revisions.

**B. Business & Financial Affairs:**

No policies/procedures to review at this time

**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