



University Policy Advisory Committee Minutes
Virtual Meeting by Zoom
November 4, 2020
9:00 AM

Present:

Ex-officio non-voting: James Gaudino

Ex-officio voting: Lidia Anderson, Mickael Candelaria, Kande Cleary, Elvin Delgado, Michelle DenBeste, Rick Duffett, Lynn Franken, Josh Hibbard, Kreiere Jackson, Joel Klucking, Rick Paradis, Linda Schactler, Jeff Stinson, Carolyn Thurston, Kathy Whitcomb

Ex-officio advisory non-voting: Kevin Archer, Jason Berthon-Koch, Tim Englund, Dennis Francois, Gregg Heinselman, Jill Hernandez, Bernadette Jungblut, Ediz Kaykayoglu, Rebecca Lubas, Gail Mackin, Shane Scott, Staci Sleigh-Layman, Pat Stanton

I. Action Items

1. Action – Approval of UPAC Minutes from June 17, 2020

UPAC members endorsed the minutes from June 17, 2020.

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

A. Academic & Student Life – Michelle DenBeste

1. CWUP 5-50-020 (7), (13), (15) Definition of Curriculum Terms

The change to (7) is to clarify current practice that layered courses must be layered at the 400 and 500 level. The 500-level course must have additional learner outcomes from the 400-level course. The courses may have different course requirements (e.g. pre-requisites).

Sections (13) & (15) are being updated to show the changes that have been made to CWU 184 First Year Experience. The course number was updated to 184 and the course was made non-repeatable. UPAC members endorsed these changes

2. CWUP 5-90-030 & CWUR 2-90-030 Acceptance of Transfer Credit

Policy governing acceptance of transfer credit is being updated in response to suggestions from the Ongoing Articulation Review committee. The Ongoing Articulation Review (OAR) committee reviews institutional catalogs to ensure that transfer requirements are in line with Intercollege Relations Commission (ICRC) guidelines. The ICRC facilitates transfer of credits among institutions in the state of Washington. The OAR regularly reviews transfer requirements and makes recommendations to ensure that member institutions' policies remain in alignment with each other. A summary of the changes is below:

- Add language that identifies GPA requirements associated with the transfer agreement. See Policy section 5-90-030(3)(C), (D) and (F) and procedure section 2-90-030(2)(B) and (D) below.
- Add language regarding University policies and practices for awarding credit for extra instructional learning. See policy sections 5-90-030(4)(E) and Procedure section 2-90-030(3) below.

- Add language regarding transfer degrees and general education requirements. See changes that address the removal of the foreign language requirements from CWU's general education program in Policy section 5-90-030(2)(B), (C), (D) and (F) below.

Additionally, the Registrar asked that we consider adding information regarding "reverse transfer agreements," which is now required by the state. That language can be seen in the new Policy section 5-90-030 (5) and the new Procedure section 2-90-030 (5) below. UPAC members endorsed the revisions to the Academic Policy.

3. CWUR 2-50-040 Curriculum Change

The emergency approval procedure is being updated to allow for clarity of the process for courses to be considered for emergency approval during the summer. Courses that receive emergency approval during the summer will be considered temporary for that academic year. UPAC members endorsed revisions to the Curriculum Change procedure.

4. CWUR 2-50-060 Curriculum Rules for Implementation

This procedure is being updated to show the changes that have been made to the CWU 184 First Year Experience course. The course number was updated to 184 and the course was made non-repeatable. UPAC members endorsed the changes to this procedure.

B. Business & Financial Affairs – Joel Klucking:

No policies/procedures to review at this time.

C. Enrollment Management – Josh Hibbard:

No policies/procedures to review at this time.

D. Operations – Rick Duffett:

1. CWUP 2-40-240 Campus Security and Safety

The only change to this policy was to change the responsibility to the Division of Operations. UPAC members endorsed this update.

2. CWUP 2-50-030 Environmental Sustainability

Revisions to this policy include change to language to represent current focus of sustainability work, updating who the annual report is submitted to, and changing the committee to a council and updating the name of council. UPAC members endorsed these changes.

E. President's Division – Linda Schactler

No policies or procedures to review at this time