



University Policy Advisory Committee Minutes  
Barge Hall, room 412  
February 21, 2018  
8:30 AM

Present:

Ex-officio non-voting: James Gaudino

Ex-officio voting: Lidia Anderson, Duane Dowd, Rick Duffett, Katherine Frank, Joel Klucking, Kathryn Martell, Sharon O'Hare, Linda Schactler, Cody Stoddard

Ex-officio advisory non-voting: Kevin Archer, Paul Ballard, Jason Berthon-Koch, Kandee Cleary, Tim Englund, Kremiere Jackson, Greg Paveza, Bill Schafer, Todd Shiver, Staci Sleigh-Layman, Stuart Thompson, Scott Wade, Bill Yarwood

Others present: Lorraine Chavez, Gail Farmer, Traci Fjellstad, Eric Galbraith, Jenna Hyatt, Traci Klein, Mike Rogel, Steve Sarchet, Leah Valverde

I. Action Items

1. Action – Approval of UPAC Minutes from October 4, 2017

UPAC members endorsed the minutes from October 4, 2017.

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

**A. Academic & Student Life – Katherine Frank:**

1. CWUP 5-90-020 (5) Undergraduate Admissions (5) International Students

The changes to the section on international students in the undergraduate admissions policy allow for more types of English tests to be accepted for international admissions. These changes were suggested by International Studies and have the approval of the Chair of the Department of English. UPAC members endorsed the changes to CWUP 5-90-020 (5) Undergraduate Admissions (5) International Students.

2. CWUP 5-90-040 (36) Academic and General Regulations (36) Final Examinations  
Revisions to final exams in the Academic and General Regulations policy were made to reflect current practice. Final exam week was changed back to Tuesday through Friday, after having been Monday through Thursday for a few years. The study day on Monday was brought back as well. We no longer use SAFARI, so references to that were changed to MyCWU. Basically, all changes were housekeeping. UPAC members endorsed the changes to CWUP 5-90-040 (36) Academic and General Regulations (36) Final Examinations.

3. CWUP 5-90-050 Graduation Requirements for Bachelor's Degrees  
UNIV 101 is being added as a graduation requirement for students. Academic Advising and the Academic Assessment Committee felt this course gives students specific skills that help with their college progress, so it was decided to maintain the course as a graduate requirement. UPAC members endorsed the changes to CWUP 5-90-050 Graduation Requirements for Bachelor's Degrees.

#### 4. CWUP 5-90-070 Interdisciplinary Programs

A similar policy previously resided in Curriculum Policies (5-50) but it was removed to find a better location for it. The lack of a policy regarding Interdisciplinary Programs has caused some confusion over the last few years, so a new, more general policy was created to reflect current process and the policy now resides in CWU 5-90 (General Academic Policies). UPAC members endorsed the new policy on Interdisciplinary Programs.

#### **B. Business & Financial Affairs – Joel Klucking:**

##### 1. CWUR 3-10-610 Competitive Procurement Requirements

A new procedure for competitive procurement was created to assist the campus community with requirements for this process. This is not a new practice, but newly codified into procedure. UPAC members endorsed CWUR 3-10-610 Competitive Procurement Requirements.

##### 2. CWUR 3-10-615 Sole Source Procurement

The new Sole Source Procurement procedure was also created to assist the campus community with requirements for sole sourcing. Again, this is not a new practice, but newly codified into procedure. UPAC members endorsed CWUR 3-10-615 Sole Source Procurement.

#### **C. Operations – Richard Duffett:**

##### 1. No policies/procedures to review at this time

#### **D. President's Division – Linda Schactler**

##### 1. CWUP 2-40-070 Consensual Relationships

The proposed Consensual Relationships policy replaces the current Conflict of Interest policy. It prohibits consensual romantic or sexual relationships between employees and students. President Gaudino reminded the group that the Board of Trustees requested this policy. This policy still needs to go through a number of organizations for review prior to full approval. Send feedback/comments to Staci Sleigh-Layman and Linda Schactler. They will be working with our Assistant AG to have a final draft available to review soon.

##### 2. CWUP 2-40-260 Nepotism

The new Nepotism policy is intended to prevent nepotism. It prohibits:

- employees supervising family members or serving in a position of professional responsibility with respect to a family member;
- employees from participating in institutional decisions in which a family member has a direct beneficial, financial, or professional interest;
- employees from using their position to secure special privileges or exemptions for themselves or for a family member.

This new policy also needs to go through a number of organizations for review prior to full approval. Send feedback/comments to Staci Sleigh-Layman and Linda Schactler. They will be working with our Assistant AG to have a final draft available to review soon.

#### **E. Enrollment Management – Sharon O'Hare:**

##### No policies/procedures to review at this time.