



University Policy Advisory Committee Minutes
Barge Hall, room 412
June 13, 2018
8:30 AM

Present:

Ex-officio non-voting: James Gaudino

Ex-officio voting: Lidia Anderson, Joey Bryant, Delores Cleary, Duane Dowd, Rick Duffett, Katherine Frank, Krechiere Jackson, Joel Klucking, Kathryn Martell, Sharon O'Hare, Linda Schactler, Cody Stoddard, Scott Wade

Ex-officio advisory non-voting: Kevin Archer, Paul Ballard, Andreas Bohman, Dennis Francois, Bernadette Jungblut, Ediz Kaykayoglu, Gail Mackin, Greg Paveza, William Schafer, Staci Sleigh-Layman, Pat Stanton, Gayla Stoner,

I. Action Items

1. Action – Approval of UPAC Minutes from April 18, 2018

UPAC members endorsed the minutes from April 18, 2018.

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

A. Academic & Student Life – Katherine Frank:

1. CWUP 2-40-020 Acquired Immune Deficiency Syndrome

This policy is no longer relevant to the current medical and social environment so it is being deleted from university policy. HIV/AIDS is a treatable infection that can be addressed more effectively through education. UPAC members endorsed the deletion of this policy.

2. CWUP 2-40-250 Responding to Allegations of Research/Scholarly Misconduct

Revisions made to this policy are in response to feedback and discussions with the Faculty Senate Executive Committee and the Code and Bylaws Committee. Major changes include:

- Changing “research” to “research/scholarship” and “research/scholarly,” depending on the usage in the sentence
- Adding Faculty Senate to section 2
- Adding a section about student misconduct to section 2

UPAC member endorsed the revisions to this policy.

3. CWUP 5-50-020 (6) Definition of Curriculum Terms

The chart summarizing definition of degree titles is being deleted from this policy. With changing degree options, this list would have to be changed frequently. UPAC members endorsed the changes to this policy.

4. CWUP 5-50-060 (7) Curriculum Rules for Implementation

The revisions to this policy are being made to reflect the changes to the final culminating experience to allow it to accommodate all master's programs. UPAC members endorsed the revisions to this policy.

5. CWUP 5-50-070 Rules for Undergraduate and Graduate Degrees

The amendment to CWUP 5-50-070 is proposed to reflect the new degree designation of Master of Public Health (MPH) as described in section (3)(I). UPAC members endorsed the changes to this policy.

6. CWUP 5-90-030 Acceptance of Transfer Credit

CWU policy is updated to align with the passage of ESB 5917 by the Washington State Legislature. The bill requires institutions of higher education to:

- Establish a coordinated, evidence-based policy for granting credit to students with who successfully complete International Baccalaureate and Cambridge International examinations.
- Post the credit policy for all IB and Cambridge International exams on the CWU website effective for the 2018 fall academic term.
- Conduct biennial reviews of the IB and Cambridge International policy and report noncompliance to the appropriate committees of the Legislature by November 1, beginning November 1, 2020.

UPAC members endorsed revisions to this policy.

7. CWUP 5-90-040 (15) & (19) Grading Policies and Regulations; Statute of Limitations on Grade Changes

Revisions to CWUP 5-90-040 (15) and (19) clarify the signature/approvals that are needed for grade changes as well as setting limits on when a grade change can be submitted. UPAC members endorsed the revisions to this policy.

8. CWUP 5-90-040 (37) Syllabi

Changes to this policy are to update the links that are referenced in the syllabi policy and to recommend language for faculty to use on their syllabi. A typo was discovered on page 13 of 15, under #11, the word "exception" should be "expectation." UPAC members endorsed the changes to this policy with the one edit.

9. CWUP 5-90-050 Graduation Requirements for Bachelor's Degrees

An exemption to the foreign language requirement for students who have attended a non-English speaking school for at least one year was added to this policy. UPAC members endorsed the update to this policy.

10. CWUP 8-20-070 University Housing and New Student Programs

The section on exceptions to living on campus was revised to clarify the policy and increase transparency of systems and processes for students. UPAC members endorsed the changes to this policy.

11. CWUP 8-40-010 Waiver of Mandatory Student Fees

This policy is being revised to expand the fees that may be waived, to include additional mandatory fees. UPAC members endorsed the changes to this policy.

12. CWUP 8-40-050 Sexual Misconduct Response

The Sexual Misconduct Response policy is being revised to remove staff names from the policy and to align definitions with those in the Student Conduct Code and to have them consistent with Title IX language. UPAC members endorsed revisions to this policy.

13. CWUP 8-40-060 University Hazing

In consultation with the Assistant Attorney General, Alan Smith, the Dean of Student Success Office is recommending that this policy be removed to avoid duplication or confusion as this policy is already

covered under the Student Conduct Code (WAC 106-125) and any staff or faculty issues are covered under separate Human Resource policies. UPAC members endorsed the deletion of this policy.

14. CWUR 1-30-010 Student Discrimination Complaint

The Student Discrimination Complaint Procedure was reviewed and updated to incorporate current Title IX and OCR requirements. Language was added to the policy to reflect best practices currently being utilized. A question came up regarding the definition of a false complaint. Joey Bryant explained that false complaints are defined in the Student Conduct Code. UPAC members endorsed the changes to this procedure.

15. CWUR 4-20-005-3 Student Consultation Team

The Student Consultation Team procedure is being revised to reflect current practices and to update the team membership. It was suggested to add a representative from the Faculty Senate to the team. UPAC members endorsed the changes to this procedure with the addition of a representative from Faculty Senate.

B. Business & Financial Affairs – Joel Klucking:

1. CWUP 2-30-060 Employee Leave

Revisions to the employee leave policy are required per Washington Administrative Code 296-128, which requires all employers to provide paid sick leave to student employees, temporary employees and graduate assistants (staff) beginning January 1, 2018. UPAC members endorsed the changes to this policy.

2. CWUP 2-30-115 & CWUR 3-40-200 Employment of Foreign Nationals

Revisions to the Employment of Foreign Nationals policy and procedure clarify and update the university's process for employment of foreign nationals. The current policy and procedure are inadequate and do not reflect current university practice and/or federal complexities. President Gaudino suggested changing the word "company" to organization. UPAC members endorsed the changes to this policy and procedure with the one suggestion by President Gaudino.

3. CWUP 2-30-275 & CWUR 3-40-185 Foster Parent Shared Leave Pool

A new written policy and procedure is required by WAC 357-31-850 regarding the foster parent shared leave pool. UPAC members endorsed the addition of this new policy and procedure.

4. CWUR 3-40-042 Sick Leave Student Employees, Temporary Hourly Employees and Graduate Assistants (Staff)

This is a new procedure to accompany the Employee Leave policy. It is required by Washington Administrative Code 296-128. UPAC members endorsed the addition of this procedure.

C. Operations – Richard Duffett:

1. No policies/procedures to review at this time

D. President's Division – Linda Schactler

1. CWUP 2-60 (7) Inclusivity/Diversity Committee

Dr. Cleary explained that the changes to this committee are mostly housekeeping and to clarify committee membership. UPAC members endorsed the revisions to the Inclusivity/Diversity Committee.

E. Enrollment Management – Sharon O'Hare:

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

Future discussions:

Foreign Languages to World Languages

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