



University Policy Advisory Committee Minutes
Barge Hall, room 412
February 20, 2019
8:30 AM

Present:

Ex-officio non-voting: James Gaudino

Ex-officio voting: Lidia Anderson, Joey Bryant, Amy Claridge, Katherine Frank, Jim Johnson, Joel Klucking, Sharon O'Hare, Jeff Stinson

Ex-officio advisory non-voting: Kevin Archer, Jesus Baldovinos, Kandee Cleary, Dennis Francois, Greg Heinselman, Kremiere Jackson, Bernadette Jungblut, Gail Mackin, Bill Schafer, Staci Sleigh-Layman, Scott Wade

Other guests: Joy Corbett, Traci Fjellstad, Sue Noce, Rose Spodobalski-Brower

I. Action Items

1. Action – Approval of UPAC Minutes from June 13, 2018

UPAC members endorsed the minutes from June 13, 2018.

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

A. Academic & Student Life – Katherine Frank:

1. CWUP 2-20-070 Student Records Policy (FERPA)

The Student Records Policy was revised to tighten up the language for student protection and FERPA compliance. The requirement within this policy to allow the release of educational records without the student's written consent to the Immigration and Naturalization Services (INS) was removed per council recommendation. Information required by INS would be covered under the exception for lawfully issued subpoenas.

2. CWUP 2-40-040 Animals in Research and Training

The Animals in Research and Training policy has been revised to reflect the recent changes to the procedures for approval to use live vertebrate animals in research and teaching. In addition, changes to the Institutional Animal Care and Use Committee (IACUC) procedures were required to meet the National Institutes of Health guidelines which, in turn, was necessary because NIH funded research at CWU. Some material has also been removed from the policy because it was not really policy, but rather guidance to preparing a good application to the IACUC. Language in the policy was revised to be more precise and accurate.

3. CWUP 5-50-050 Catalog Copy

Changes to the Catalog Copy policy were housekeeping changes.

4. CWUP 5-50-060 (15) & CWUR 2-50-060 Curriculum Rules for Implementation

The Curriculum Rules for Implementation policy was updated to reflect the definition of seminars (x99), which are already included in the procedure. Changes to the procedure are to reflect current practice

and to honor the programs that are currently using workshop (X91) and seminar (X99) courses as part of their continuing curriculum.

5. CWUP 5-50-070 (3) and (5) Rules for Undergraduate and Graduate Degrees
Changes to the Rules for Undergraduate and Graduate Degrees policy updates the section on MFA's and removes the exception of English 101 and 102 for program requirements. In the current General Education program English 101 and 102 are part of the basic skills and most students must take both of these courses. Previously, an exception was made for programs that wanted to include English 101 and 102 as requirements for their program that they did not need to include these in their credit total. With the change to the new General Education program, students will choose various courses within the First-Year Experience as well as the Knowledge Areas. No one course will be mandatory for most students, so the exception is being removed.

6. CWUP 5-60-010 Academic Department Chairs Organization
The Provost/Senior Vice President of Academic Affairs was removed as an ex officio member of ADCO.

7. CWUP 5-60-040 Responsibilities
Revisions to the ADCO "responsibilities" section bring the policy into alignment with the CWU/UFC Collective Bargaining Agreement.

8. CWUP 5-90-010 Academic Policy
Currently, any change in policy goes into effect immediately following approval by the President. The revision to this policy adds language to specify types of academic policy changes (e.g., related to general education requirements, foreign language requirements, etc.) and how and when those changes will affect students' degree requirements.

9. CWUP 5-90-020 & CWUR 2-90-020 Undergraduate Admission
This policy change resulted from the work of the admissions taskforce. It removes specific CADR requirements from policy since they regularly change. It also revises the categories of requirements for admissions based upon a combination of High School grade point average, SAT/ACT scores, and completion of College Academic Distribution Requirements (CADR). The policy revisions clarify the alternative admissions policy. Finally, the policy includes two new sections on comprehensive review and appeals, to reflect current practice.

The procedure change in (6) clarifies the existing WSAC rules and (8) describes the appeals process that is current practice.

10. CWUP 5-90-030 Acceptance of Transfer Credit
The changes to the Acceptance of Transfer Credit policy are related to foreign language graduation requirement changes made last year. The new language clarifies requirements for post-baccalaureate and Associate of Science degree transfer students.

CWUP 5-90-040 & CWUR 2-90-040 Academic and General Regulations
The Academic and General Regulations policy and procedure are being updated to require that student's complete placement testing at or before orientation. Completing placement testing during orientation may improve enrollment in developmental courses during a student's first quarter. In addition, the policy is being updated to reflect the new General Education Program language. The revised policy also requires that students complete developmental coursework early on in their time at CWU.

11. CWUP 5-90-050 Graduation Requirements for Bachelor's Degrees & CWUR 2-90-050 Commencement Participation

Revisions to the Graduation Requirements for Bachelor's Degrees policy and procedure are being updated to allow students completing full-time internships or student teaching in Fall quarter to petition to participate in Spring commencement.

12. CWUP 5-100-010 General Education

This revision updates the policy in response to the new general education program and puts into policy many of the existing practices of the General Education Committee.

13. CWUP 5-100-020 Definitions of General Education Terms

This revision to policy updates the language to reflect the new general education program.

14. CWUP 5-100-030 General Principles for General Education

This revision to policy clarifies the catalog and approval deadlines for general education changes.

15. CWUP 5-100-040 General Education Changes

This new policy outlines the process of making curricular and structural changes to the new general education program.

16. CWUP 5-100-050 Petition for Exception to the General Education Requirements

This new policy outlines the process of exceptions to the general education requirements.

17. CWUP 5-100-060 General Education Program Assessment

This new policy outlines the process of assessing the new general education program.

18. CWUP 5-120-020 Use of the CWU Archives & Special Collections Research Room

Revisions to the Use of the CWU Archives and Special Collections (CWUASC) Research Room policy are being made to clarify and update the procedures based on the new location of the CWUASC.

19. CWUP 5-120-130 Request for Reconsideration of Library Resources

The change to the Request for Reconsideration of Library Resources policy is basically housekeeping to update the language to current terms.

20. CWUR 2-20-010 Interlibrary Loan

The Interlibrary Loan procedure was updated due to technology changes in the ILL process. The list of items that cannot be lent through the Brooks Library was also updated to reflect current resources.

21. CWUR 2-20-020 Streaming Library Content

The Streaming Content procedure is being revised to clarify the department's priorities to best meet the needs of distance education classes.

22. CWUR 2-30-010 Responsible Conduct of Research Training

This policy change is housekeeping only to fix some minor spelling errors.

23. WAC 106-141 Use of Campus Facilities for Expressive Activity (New)

The Use of Campus Facilities for Expressive Activity Policy (WAC 106-141) is a new policy, which simplifies and clarifies the current policies. This new policy aligns the University policy with current legal thinking concerning the use of campus facilities by campus and non-campus groups for engaging in free speech and other expressive activities. As a result of this simplification and clarification, the several sections of the WAC will be repealed. The next step in this process will be to hold a public hearing and then the revisions will be submitted to the Washington State Code Reviser's Office.

24. 2020-2021 Proposed Academic Calendar – For Information Only

The proposed Fall 2020 University Academic Calendar was distributed as an information item only. The document has been approved by Faculty Senate and Provost's Council.

The ASL policies and procedures were endorsed as a whole by UPAC members with minor housekeeping revisions to a few of the policies.

B. Business & Financial Affairs – Joel Klucking:

1. CWUP 1-80-030 Additional Pertinent Resolutions of the BOT

The Additional Pertinent Resolutions of the Board of Trustees policy was revised to include a section on the dual reporting relationship for the Internal Audit Manager and to clarify the approval of a charter by the Finance and Audit Committee of the Board of Trustees.

In addition, the text in the "Now therefore be it resolved" paragraph was edited to delete a prior President's name.

2. CWUP 2-30-010 & CWUR 3-40-010 Background Check

The Background Check policy was updated to remove the requirement within the policy to allow the release of educational records without the student's written consent to the Immigration and Naturalization Services (INS) per council recommendation. Information required by the INS would be covered under the exception for lawfully issued subpoenas.

The accompanying procedure was updated to include language and formatting in accordance with new state regulations.

3. CWUP 2-35-045 Accessible Technology

This new policy was developed at the requirement of the Office of the Washington State Chief Information Officer. The expectation for state agencies and higher education institutions is that people with disabilities have access to and use of information and data and be provided access to the same services and content that is available to persons without disabilities unless providing direct access is not possible due to technical or legal limitations. Accompanying procedures will come forward soon.

4. CWUP 2-35-050 Sexual Harassment

The Sexual Harassment policy was revised to include more direct information about retaliation and to have a more succinct connection with federal and Washington State regulations.

5. CWUP 2-40-xxx and CWUR 1-30-xxx University Conflict of Interest Standards

The University Conflict of Interest Standards policy and procedure were drafted at the advice of the Internal Auditor to ensure that all employees of Central Washington University are following the standards of fiduciary responsibility.

6. CWUP 2-60 (11) ADAPT Committee

ADAPT (Accessibility and Disability Action Planning Team) is a new university committee that will guide accessibility and equal opportunity for students and employees with disabilities. There are many rules and regulations at the Washington State and federal levels mandating accessibility. CWU's core values of student success, access and engagement affirm CWU's commitment to access for all. This committee seeks to provide guidance through the Vice President for Diversity and Inclusivity to the President and his Cabinet.

7. CWUR 3-10-612 Contracting

The Contracting procedure was updated to assist the campus community in understanding the proper way to establish university contracts.

C. Operations – Andreas Bohman:

No policies/procedures to review at this time.

D. President's Division – Linda Schactler

No policies/procedure to review at this time.

E. Enrollment Management – Sharon O'Hare:

No policies/procedures to review at this time.