



## University Policy Advisory Committee Minutes

Barge Hall, room 412

April 17, 2019

8:30 AM

Present:

Ex-officio Voting: Joey Bryant, Amy Claridge, Katherine Frank, Joel Klucking, Sharon O'Hare, Linda Schactler, Jeff Stinson

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

Other guests: Rose Spodobalski-Brower, Sue Noce

### I. Action Items

1. Action – Approval of UPAC Minutes from February 20, 2019

UPAC members endorsed the minutes from February 20, 2019.

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

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

1. CWUP 5-50-010 (5) Jurisdiction for Curriculum Matters

There has been inconsistency and confusion when programs that are over credit must receive approval from Faculty Senate. The changes to this policy make it clear under what situations Faculty Senate approval is required. This will help with building in requirements to the Curriculog approval process to avoid confusion as well.

2. CWUP 5-70-010 Faculty Hiring Guidelines/Terminal Degree Requirements

The changes to this policy update the terminal requirements for faculty hires. In addition, there were some housekeeping changes of department and or program names and the addition of and reference to CBA language.

3. CWUP 5-90-040 (17) and (21) Academic and General Regulations

Two sections of this policy were revised.

#### (17) Credit/No Credit Option

This policy change will allow more time for students to switch their grading option to credit/no credit (CR/NC) from a letter grade. Currently, students have the option to withdraw from a course they are struggling in, but they sometimes risk financial aid by doing so. This allows students an option other than withdrawal, so they can remain in full-time status and financial status-eligible. We already allow for the CR/NC option, but the policy requires that a student choose this option before the change of schedule period which is essentially before the end of week one of the quarter.

#### (21) Honor Roll

Currently post-baccalaureate and non-matriculated students are not eligible for honor roll: Post-baccalaureate students are explicitly not eligible per current policy, and non-matriculated students have been excluded in practice. Some post-baccalaureate and non-matriculated students enroll in more than 12 credits per quarter (e.g., Running Start students) and have requested inclusion on the honor roll. This revision to policy expands eligibility.

#### 4. CWUP 5-90-040 (39 and (42) & CWUR 2-90-040 Academic and General Regulations (policy & procedure)

There are two additional changes to this policy.

#### (39) Required Student Participation in Assessment Activities

The revisions to this section clarify that this policy applies to all new students, not only first-year students.

#### (42) Student Service Campus

Student fees differ depending on which campus a student attends. Online students are required to select the campus through which they receive the bulk of their campus services. For online students, the choice of a service campus other than Ellensburg may result in a substantially different fee structure. This new policy and procedure provides details of how a student may select and change their service campus.

The accompanying procedures for Academic and General Regulations were also revised.

#### (39) Required Student Participation in Assessment Activities

This procedure change adds an exception to the requirement to complete placement testing before or at orientation for transfer students without a DTA and international students who are often unable to attend an orientation session. They need to be given more time to complete testing.

#### (42) Student Service Campus

This new procedure provides details of how a student may select and change their service campus.

#### 5. CWUR 2-50-040 (8) Curriculum Change

Changes that are made to policy during the academic year can potentially impact academic programs and students. This procedure will make consistent with academic policy/procedure that changes go into effect the following academic year. There is an exception mechanism put in place to allow Faculty Senate to put a policy/procedure in place immediately upon UPAC approval if the situation requires.

#### 6. CWUR 2-50-060 Curriculum Rules for Implementation

The amount of time a course is on reserve was changed in policy in January. This procedure is being updated so it is in agreement with those changes.

UPAC members endorsed the ASL policies and procedures as a whole with one minor edit to section (17-G) of the Academic and General Regulations policy. The first sentence was revised to read, "Students must designate a course as credit/no credit by the end of the uncontested withdrawal deadline."

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

#### 1. CWUP 2-10-180 Electronic Signatures

The proposed new policy will assist the campus community in understanding when and how to properly utilize electronic signatures. UPAC members endorsed the new Electronic Signatures policy.

### **C. Operations – Andreas Bohman:**

No policies/procedures to review at this time

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

No policies/procedures to review at this time

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

1. CWUR 5-10-020 Payment Plan

Revisions to this procedure include the following:

- A paragraph was added to include the summer payment plan. The program was not available during summer session when it was implemented.
- The office name was changed from Student Financial Services to Student Accounts to clarify the office within the Student Financial Services department responsible for this procedure.

UPAC members endorsed the revisions to the Payment Plan procedure.

Upcoming Policies & Procedures:

Academic Appeals

Academic Standing

Data Analytics

Graduate Studies Policies

International Travel Policy

Policy on Policies

S&A Committee

Student Behaviors