Provost’s Council  
March 9, 2010

Guest: B. Lyne, J. Farquhar 
Absent: E. Coughlin, B. Smith

**Centers and Institutes Policy: (C. Riordan/B. Lyne)**
The revised draft Policies and Procedures for Academic Centers and Institutes was reviewed and minor changes suggested. Further discussion for clarification of appointment (faculty and/or exempt) of some directors is needed. C. Riordan will meet with those directors. S. Guenter-Schlesinger will review with B. Fasser and put into final package.

**Elluminate Challenge: (J. Lawson/J. Farquhar/R. Gilman)**
A demonstration of this web conferencing tool was performed. Access to Elluminate is available within the blackboard site at WWU and can be used for the following:
- Bring remote guest speaker to the classroom
- Provide simultaneous hybrid class delivery
- Deliver real-time instruction to remote students

Other benefits mentioned: save travel up and down from 32nd street for IT staff; share documents with others to work on together; can be accessed anywhere in the world.

On-line Elluminate practice sessions are scheduled on Fridays at 1:00 pm. To join in go to [http://west.wwu.edu/atus/video/elluminate.shtml](http://west.wwu.edu/atus/video/elluminate.shtml) and sign in for the session.

Note: At the Faculty Senate meeting of 3/8 J. Lawson and his technology team discussed with the senate its concerns about wireless and wired computer networks, timing of server and security upgrades, etc. Lawson noted communication needs to improve between college tech staff bringing forward faculty preferences to the IT staff.

**Contagious Illness Guidelines Follow-up: (C. Riordan)**
Elluminate could be used for students who are out due to illness. However a recent incident brought to light the difficulty of implementation and importance of involving deans when at all possible. Discussion to improve the process is taking place with Vice President Coughlin.

**Graduate Program Enrollment: (M. Ghali)**
Documentation was provided for graduate enrollment confirming declining enrollment in the last 5 years.

**Graduate White Paper: (C. Riordan)**
There will be a campus open meeting on April 20. C. Riordan will send a presentation to the group. She welcomes comments.

**DEADLINES:**
March 16       Deans Reminder: 8:00 – 8:30 session w/ S. Bowers, M. Bagley, P. Woehrlin, MGO’s

**REMINDERS:**
Lin to remind Bill Lyne to send out public forum announcement
Catherine to sent Allied Health questions to Deans