Year Seven Self-Evaluation Report

Standard 2 Resources and Capacity: Links to Evidence of Compliance

Western Washington University

Winter, 2017
2.A.1
Governance Policies: Governance Policies and Procedures

2.A.5
By-laws of Board of Trustees (BOT): Board of Trustees Web Site

2.A.6
BOT Calendar: BOT Rules of Operation

2.A.7
By-laws of BOT, selection of chief executive officer: BOT Rules of Operation

2.A.8
BOT evaluation: BOT Rules of Operation

2.A.9P
Leadership Organizational Chart: WWU Organizational Chart

2.A.10
Resume of President: President Randhawa Bio

2.A.11
CV of Senior Administrators: WWU VP’s and Vice Presidents/Deans Biographies (online appendix)

2.A.12
Policies/procedures related to teaching, scholarship, service, and artistic creation: Faculty CBA

2.A.13
Policies/procedures related to the use of library and information resources: Interlibrary Loan, Course Readings, Special Needs, Community Members, and Library Strategic Plan.

2.A.14
Transfer of credit policies/procedures: Transfer Credit Admissions

2.A.15
The Student Conduct Code: web = Rights & Responsibilities Web; pdf = Rights & Responsibilities Download
2.A.16
Admission and placement policies, etc.: Academic Standing, Advanced Placement & Credit by Exam, College Credit Admissions, Reinstatement Catalog, Returning Student Admissions, Scholastic Standing Committee, and Returning Students

2.A.17
Co-curricular/institution relationship policies/procedures: AS Policies & Procedures, Club Policy, and Club Procedure, Publications Council and Publications Charter, KUGS University Policy, KUGS AS Policy, and KVIK, and Fee Committee

2.A.18
Human Resources policies/procedures: HR Policies, plus Policy Creation/Revision Process, and Policy Development Page

2.A.19
Employee rights/responsibilities, evaluation, etc. policies/procedures: HR Policies

2.A.20
Human resource records security and confidentiality policies, best practices, etc.: Enterprise Application Services

2.A.21
Publication integrity policies/procedures: Communications & Marketing, and Web Standards

2.A.22
Internal/external review of complaints/grievances policies/procedures: Ethics in the Workplace and Ethics in Public Service

2.A.23
Policies/procedures regarding conflict of interest, academic freedom, etc.: BOT Rules of Operation, University Policies, and Faculty Handbook

2.A.24
Intellectual property policies/procedures: Faculty CBA

2.A.26
2.A.27
Academic freedom policies/procedures: Faculty Handbook: Appendix 4 and Principles on Academic Freedom

2.A.28
Academic freedom policies/procedures: Faculty Handbook: Appendix 4 and Principles on Academic Freedom

2.A.29
Faculty/staff plagiarism policies/procedures: Faculty CBA, and RSP Misconduct Policies

2.A.30
Financial resources management policies/procedures: RCW 28B.35.100, and Fiscal Services Policies

2.B.1
Personnel hiring policies/procedures: HR Website, Collective Bargaining Agreements (CBAs): CBA Website, and Recruitment Guide

2.B.2
Administrators/staff evaluation policies/procedures: HR Website, and 360 Degree Evaluations: EPAS

2.B.3
Employee professional development policies/procedures: Professional Development, Personal Development and Employee Language Program

2.B.4
Academic organizational chart: Academic Organization Chart.

2.B.5
Faculty workload policies/procedures: Faculty CBA, and HERI Faculty Workload Study (online appendix)

2.B.6
Faculty evaluation policies/procedures: Faculty CBA
2.C.1

**Student learning outcomes:** [University Catalog](#) and [SLO Web Site](#), plus [Syllabi](#) (Please note that access requires a user name and password, and that evaluators will receive both prior to the site visit.)

2.C.2

**Student learning outcomes:** [University Catalog](#) and [SLO Web Site](#), plus [Syllabi](#) (Please note that access requires a user name and password, and that evaluators will receive both prior to the site visit.)

2.C.3

**Policies/procedures for awarding of credit and degrees:** [Creating Curriculum](#), and [University Catalog](#)

2.C.4

**Admission and graduation requirements:** [Catalog: Undergraduate Admissions](#), [First-year Admissions Criteria](#), [Western Graduation Requirements](#), [Catalog: Programs of Study](#), [Graduate School](#) and [Catalog: Graduate School](#)

2.C.5

**Policies/procedures regarding faculty role in revising curriculum, selecting faculty, and assessing student learning outcomes:** [Faculty Handbook](#), II.B.1, [Faculty Senate](#) and [ACC](#)

2.C.6

**Faculty/library partnership policies/procedures:** [Library Strategic Plan](#)

2.C.7

**Experiential learning policies/procedures:** [Credit Policy](#)

2.C.8

**Transfer of credit policies/procedures:** [Transfer of Credit](#) and [Transfer Equivalency Guide](#)

2.C.9

**General Education description:** [Course Catalog](#) and [WP Courses](#), plus [Gen Ed Competencies](#), [Gen Ed Requirements](#), [Western Study of Gen Ed Task Force Report](#) and online appendix: [2016 General Education Assessment](#)

2.C.10

**Assessable learning outcomes for General Education components:** [GUR Competencies](#) and [Competency Rubrics](#)
2.C.11
Assessable learning outcomes for related instruction: Archives, TESOL, Internet Studies, and Vehicle Design

2.C.12
Assessable learning outcomes for graduate programs: SLO Web Site (and choose “Graduate School” in drop-down menu)

2.C.13
Graduate admission, retention, and transfer of credits policies/procedures: Grad School Catalog, Grad School, and Transfer Credit Request (TCR) Policy (TCR Policy)

2.C.14
Graduate internships, field experiences, etc., policies/procedures: Independent Study Form

2.C.15
List of graduate programs that prepare students for research, etc.: Graduate School and Catalog: Graduate School

2.C.16
List of credit and non-credit continuing education programs: Extended Education Programs List and Strategic Plan

2.C.17
Academic quality assurance for continuing education policies/procedures: Extended Education, Senate Extended Education Committee (SEEC), Registrar Catalog, Faculty CBA, and Course Evaluations

2.C.18
Continuing Education Units policies/procedures: Clock Hours, Approved Providers, New Course Form, and Credit Option

2.C.19
Non-credit record keeping continuing education policies/procedures: Xenegrade RFP Response, Xenegrade Cross-Function Team Documentation, EE Xenegrade, and Extended Ed Archives

2.D.1
Description of programs/services to support student learning:

Pre-term services: Orientation Programs, Family Weekend Event, New Student
Services/Family Outreach and Program reports (on-line appendix)

Enrichment & early orientation: Viking Launch, WOOT, and Program reports (on-line appendix)

Academic & extracurricular integration: Western Reads, Program reports (on-line appendix), FIGs and FIGs Evaluation, Strands, and CBE Distinguished Scholars Program, Woodring Future Scholars Program, and Western’s Leadership Advantage and Morse Institute for Leadership

Academic support: Learning Commons, Hacherl Research & Writing Studio, Writing Instruction Support, Math Fellows, Math Center, Tutoring Center, and Program reports (on-line appendix)

Job placement & internships: Viking CareerLink, Career Services Center, and Program reports (on-line appendix)

2.D.2

Student safety and security policies/procedures: Campus Safety Resources and Annual Safety Report, plus links below:

<table>
<thead>
<tr>
<th>WWU Safety and Security Links</th>
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<tbody>
<tr>
<td>Campus Annual Security and Fire Safety Report</td>
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<tr>
<td>University Police</td>
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<td>Environmental Health and Safety</td>
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<tr>
<td>Western’s Basic Emergency Management Plan</td>
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<tr>
<td>Emergency Information</td>
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<td>Emergency Management Committee Charter</td>
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<tr>
<td>Emergency Management Committee Roster</td>
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<tr>
<td>Emergency Notification Planning Charter</td>
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<td>Emergency Notification Planning Roster</td>
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<td>Environmental Health Security and Fire Safety Report</td>
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2.D.3

Recruiting, admitting and advising students policies/procedures: Admissions, Admissions: Visit, and Western YouVisit Site; and New Student Services/Family
Outreach, Soundings, Summerstart, Transitions, and Fall Orientation; and Academic Policies, Graduation Requirements Catalog, Transfers Admissions, Transfer Credit Policies, and Online Degree Evaluation

2.D.4

Teachout plan or agreement: Teach Out Plan

2.D.5

WWU Catalog

2.D.6

Program requirements, licensure, etc.: WWU Catalog and Career Services, plus see links below:

<table>
<thead>
<tr>
<th>License, Credential, or Career</th>
<th>Information, Descriptions, Requirements</th>
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</thead>
<tbody>
<tr>
<td>Teacher Certificates and Endorsements</td>
<td>See Certificates and Endorsements</td>
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<tr>
<td>Mental Health Counseling Career Requirements</td>
<td>See Mental Health Counseling</td>
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<tr>
<td>School Counseling Career Requirements</td>
<td>See School Counseling</td>
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<tr>
<td>CPA Career Requirements</td>
<td>See CPA</td>
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<tr>
<td>Community Health Career Requirements</td>
<td>See Community Health</td>
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2.D.7

Security of student records policies/procedures: POL-U7100.01, WAC 516-26, Student Records, University Policies, FERPA Catalog, FERPA Web, WWU Security & Confidentiality; and WWU Security Best Practices

2.D.8


2.D.9

Loan repayment, loan default monitoring policies/procedures: WWU Financial Aid, US Federal Student Aid, Exit Counseling, Loan Management, and Project on Student Debt
2.D.10

Description of advising program and publications: Academic Advising, Student Outreach Services, First-year Advising, Advising Resources for Faculty and Staff, disAbility Resources for Students, Veteran’s Outreach Center, Western’s Educational Longitudinal Study, Student Success Collaborative, and Program Reports (online appendix)

2.D.11

Co-curricular activities policies/procedures: Associated Students, Honor Roll, Carnegie Community Engagement, Lakewood, and Viqueen Lodge

2.D.12

Auxiliary services policies/procedures: AS Bookstore, Operating the Associated Students Bookstore, Course Materials, Campus Recreation, LEED, Recreation Center Advisory Committee, Services & Activities Fee Committee, Sports Club Council Handbook, Student Health Center, Prevention and Wellness Services, Alcohol and Drug Consultation and Assessment), Consultation and Sexual Assault Support, Peer Health Educator Program, Sexual Health Information Sessions, Wellness Outreach, Off-Campus Living, University Residences, Dining Services, Real Food Challenge, and Dining Advisory

2.D.13


2.D.14

Distance education identity verification policies/procedures: Ethical Conduct Agreement, and Academic Honesty Policy

2.E.1

Adequacy of library collections policies/procedures: Strategic Plan, Sustainable Access Task Force and SATF Report, Subscriptions Reduction Review, and CEDAR (Open Access Publishing)

2.E.2

2.E.3
Library instruction plan: Learning Commons, Hacherl Research & Writing Studio, Writing Instruction Support, Teaching Learning Academy, and Heritage Resources

2.E.4
Library self evaluation policies/procedures: Library Surveys, 2014 Facilities Use Survey, Sustainable Access Task Force, and Library Assessment Plan, plus Assessment Team, Current Initiatives, Primo Group), and Shared Content Team

2.F.1
Financial planning and budget development policies/procedures: BOT Rules of Operation, BFA Policies & Procedures, and BFA Policy List

2.F.2
Resource planning policies/procedures: BFA Policies & Procedures, and BFA Policy List

2.F.3
Financial planning committee policies/procedures: BFA Policies & Procedures, and BFA Policy List

2.F.4
Internal financial controls description: B&FA Organizational Chart, Process Analysis, Project Management, Systems Support, and Equip/Network Support

2.F.5
Long-range capital planning, including capital budget, policies/procedures: SCOT and Strategic Plans, Facilities/Capital Budget, and Capital Plan Charter

2.F.6
General and auxiliary operations budget policies/procedures: 2016 WWU Financial Report and BOT Rules of Operation, Section 5.6 [a]

2.F.7
Latest example of external financial audit, including management letter: 2016 WWU Financial Report

2.F.8
Operating agreements with fundraising organizations: Western Foundation, Foundation Agreement, and Foundation Audit
2.G.1
Assessing adequacy of physical facilities policies/procedures: Office of Facilities Development and Capital Budget (FDCB), and Facilities Management (FM)

2.G.2

2.G.3
Physical and technological master plan: Western's Institutional Master Plan IMP

2.G.4
Equipment replacement policies/procedures: Computer Replacement Guidelines (online appendix)

2.G.6
Instructional technology training and use policies/procedures: Teaching, Learning & Technology, and Blended Learning

2.G.7
Technology planning processes: Academic Technology Committee, and Guidelines for Computer Lab Funding

2.G.8
Technology update and replacement plan: Proposed 2016-17 Operating Budget, and Provost Workstations Program (online appendix)