

# **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](#), [Reinstate 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**

**Contractual agreements with external entities policies/procedures:** State Administrative & Accounting Manual ([SAAM](#)), [University Policies](#), [Procurement of Goods & Services](#), and [Public Works](#).

**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:

WWU Safety and Security Links
<a href="#">Campus Annual Security and Fire Safety Report</a>
<a href="#">University Police</a>
<a href="#">Environmental Health and Safety</a>
<a href="#">Western's Basic Emergency Management Plan</a>
<a href="#">Emergency Information</a>
<a href="#">Emergency Management Committee Charter</a>
<a href="#">Emergency Management Committee Roster</a>
<a href="#">Emergency Notification Planning Charter</a>
<a href="#">Emergency Notification Planning Roster</a>
<a href="#">Environmental Health Security and Fire Safety Report</a>

## 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:

License, Credential, or Career	Information, Descriptions, Requirements
Teacher Certificates and Endorsements	See <a href="#">Certificates and Endorsements</a> .
Mental Health Counseling Career Requirements	See <a href="#">Mental Health Counseling</a> .
School Counseling Career Requirements	See <a href="#">School Counseling</a> .
CPA Career Requirements	See <a href="#">CPA</a> .
Community Health Career Requirements	See <a href="#">Community Health</a> .

#### 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

**Published financial aid policies/procedures:** [Scorecard](#), [Financial Aid](#), [US Department of Ed](#), [Washington State Achievement Council](#), [Admissions](#), [Student Business Office](#), [Price Calculator](#), [Tax Credit](#), and [Student Business Office Waivers](#)

#### 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

**Intercollegiate athletics policies/procedures:** [Athletics](#), [Compliance Officer](#), and [Compliance Plan](#); [Campus Recreation](#), [Sports Club Council Handbook](#), [Intramural Handbook](#), [Intramural Agreement](#)

#### 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

**Library planning committee and planning policies/procedures:** [Library Surveys](#), [2014 Facilities Use Survey](#), [Sustainable Access Task Force](#), and [Library Assessment Plan](#)

### 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

**Use, storage, and disposal of hazardous waste policies/procedures:** [Health & Safety Policy](#), [Safety Information](#), [EHS Website](#), [Safety Training](#), [Emergency Guide](#), [Comprehensive Emergency Plan](#), and [Hazardous Materials Annex](#)

### 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)