3-16-2015

Updates in Academic Affairs - 03/16/2015

Office of the Provost and Vice President of Academic Affairs

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Updates in Academic Affairs: March 16, 2015

APR&P Observation Committee reports are ready for viewing

The Academic Program Review and Planning Observation Committee has completed its review of more than 430 academic program self-studies. Faculty members are encouraged to read the Observation Committee's input on all academic programs.

The reports, first made available for public viewing on March 13, are intended to promote focused planning directions based on the observations and the self-studies. The observation reports contain brief reviewer comments, suggested program strengths and areas recommended for improvement. Each department can use this input to strengthen its work and to focus on continuous improvement.

The Observation Committee, comprised of 36 faculty members, completed individual reviews and participated in two weekend work summits to arrive at its composite team observations. The team observation reports will be posted at the SharePoint site used for collection and distribution of the self-studies and are available here.

The observations were based on rationales provided by the academic unit self-study responses and from consideration points derived from college or University data. To generate a planning report for each program, the deans of the academic colleges will begin working with unit leaders to complete their responses to the self-studies and team observation reports. These reports will be shared with the provost. Planning reports will be submitted to the provost for review by April 17.

Disability Services offers overflow-testing site during final exams

It's time to begin planning for final exam week, say staff members in the Office of Disability Services. Students registered with DSS for extended testing time accommodations should use their department as the primary test location with a test proctor or monitor. If this is not possible, DSS is offering Bernhard Center room 113 as an overflow testing site during final exam week, which begins on April 27.

The overflow testing site provides space for up to 18 students who require extended testing time accommodations during the week of April 27 and only for the following times:

- Monday through Friday at 8 a.m., 11 a.m., and 2 p.m.

The DSS office also provides testing accommodation services with a reader/scribe and adaptive technology by appointment during the following office hours:

- Mondays through Thursdays at 8 a.m., 11 a.m., 2 p.m. and 5 p.m.
- Fridays at 8 a.m., 11 a.m. and 2 p.m.

The DSS office and overflow testing locations are not able to accommodate walk-in testing services. Instructors are asked to work with students to schedule testing time in advance of exam week. Exam
materials may be delivered to the DSS office on the main floor of Woodlawn Place 24 hours in advance of the scheduled exam date. Exams also may be faxed to the DSS office at (269) 387-0633 or sent by email to DSS-Exams@wmich.edu.

Instructors should specify the materials students are allowed to use in the testing room. Students are not permitted to take materials into the testing room that have not been documented by their instructor. Exams will be returned directly to the department unless instructors make prior arrangements with the DSS office.

Instructors interested in volunteering as exam proctors at the overflow testing location in the Bernhard Center should contact Jayne Fraley-Burgett at (269) 387-2120 or jayne.fraley@wmich.edu.

**Nominations for faculty and staff recognition awards due by April 1**

Nominating colleagues for formal recognition of their professional accomplishments is an excellent way to acknowledge their contributions to their profession, to their department or unit and to the University as a whole.

The WMU community is invited to nominate eligible faculty and staff members for the following awards: the 2015-16 Emerging Scholar Award, the 2015 Distinguished Teaching Award and the 2015 Distinguished Service Award for faculty and staff.

Award eligibility, criteria and nomination guidelines are available online at wmich.edu/facultydevelopment/awards.

The nomination deadline is Tuesday, April 1, 2015. For more information or assistance, contact Tonya Dean at tonya.dean@wmich.edu or (269) 387-0397.

**Provost to host forum for non-bargaining unit staff members**

The Office of the Provost is hosting meetings for all non-bargaining unit staff members in academic affairs again this semester. The sessions are set for Friday, April 17, in the Fetzer Center’s Kirsch Auditorium.

Two meeting times will be available to accommodate normal business hours and operations. The first session will be held from 8:15 to 9:15 a.m. and the second is set for 9:45 to 10:45 a.m.

Supervisors are encouraged to accommodate staff participation in these meetings. Media Services will live stream both presentations for staff members who are unable to travel to the main campus in Kalamazoo to attend.

These sessions are intended to provide a forum for staff members to ask questions and receive updates from academic affairs. Beverages and bakery items will be available before each of the sessions to thank administrative staff members for their many contributions to keeping departments running smoothly, and for supporting our students.

Topics of interest may be proposed by email to the Office of the Provost at Office-of-the-provost@wmich.edu.