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Updates in Academic Affairs

Office of the Provost

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Office of the Provost and Vice President of Academic Affairs

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# Updates in Academic Affairs: Nov. 8, 2016

Inside Updates: Deadline to report student travel looms, instructors are urged to make needed testing accommodations with Disability Services for Students and upcoming Gold Gatherings and luncheons offer opportunities to socialize with colleagues from across campus.

## Clery reports for student travel due by end of January

Departments are reminded to submit 2016 Clery Student Trip Reports to the WMU Department of Public Safety by Tuesday, Jan. 31, 2017.

The form is available from the following link:

<https://www.wmudps.wmich.edu/documents/clery-off-campus-trips.doc>

Forms reporting 2016 student travel must be completed when:

1. There is repeated use of a location for a school- sponsored trip involving an overnight trip;
2. The institution sponsors a short-stay “away” trip of more than one night for students, involving all locations used by students during the trip, controlled by the institution during the trip, and used to support educational purposes.

If the institution has entered into a written agreement with a third-party contractor to arrange housing and/or classroom space for a school-sponsored trip or study program, either domestic or foreign, it is assumed that the contractor is operating on behalf of the school as the school’s agent, putting the institution in control of this space.



The Clery Act reporting requirement must be followed every calendar year. Students or faculty should take the form with them during travel, and complete the forms during their travel. Completed forms are due at WMU Public Safety within 30 days of the completion of student travel. The provided forms are to be filled out completely to assure the accurate reporting of required information. All information on the form is required.

As noted on the WMU Public Safety website:

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or “Clery Act,” was signed into law in 1990, amending the Higher Education Act of 1965. There have been multiple amendments to the act since its inception. ... The Clery Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. Compliance is monitored by the United States Department of Education, which can impose civil penalties, up to \$35,000 per

violation, against institutions for each infraction and can suspend institutions from participating in federal student financial aid programs.

Visit <https://www.wmudps.wmich.edu/campus-safety.php> for more information. Questions regarding the Clery Student Trip Reports may be directed to Cam Vossen, emergency management administrator, at [cam.vossen@wmich.edu](mailto:cam.vossen@wmich.edu) or at (269) 387-0678.

## **Instructors urged to make plans for student testing accommodations now**

With the approach of final exam week, Office of Disability Services for Students officials say it is time to begin planning for testing accommodation needs.

Students registered with the Office of Disability Services for Students—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 208 as an overflow testing site during final exam week, which begins on Monday, Dec. 12.



The overflow testing site provides space for up to 35 students who require extended testing time accommodation. The site will be available Monday through Thursday during exam week 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: 8 a.m., 11 a.m., 2 p.m. and 5 p.m.

Fridays: 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 should work with students to schedule a 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 may also be faxed to the DSS office at (269) 387-0633 or be sent by email to [DSS-Exams@wmich.edu](mailto: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](mailto:jayne.fraley@wmich.edu).

## **Don't miss upcoming receptions, luncheons**

The final Gold Gathering for the fall semester is scheduled from 4 to 6 p.m. on Thursday, Nov. 10, in the Fetzer Center lobby. Event sponsors, the Meemic-Redman Agency, will offer a prize drawing for a Samsung tablet. Participants must be present to win. Light hors d'oeuvres and a cash bar also will be available for this event.

The Gold Gatherings also will be offered during the spring semester. A reception is planned from 4 to 6 p.m. on Friday, Feb. 17, immediately following the Spring Convocation awards ceremony. A Thursday evening mixer featuring complimentary hors d'oeuvres and a cash bar is set for 4 to 6 p.m. on April 20. Both receptions are scheduled for the Fetzer Center lobby.

In addition to the receptions, two buffet lunches will be offered from 11 a.m. to 1 p.m. Jan. 26 and March 30 at the President's Dining Room in the Bernhard Center. The lunches, sponsored by the Meemic-Redman Agency and Academic Affairs, are provided free of charge for WMU faculty and staff.

To assist us with planning for seating and headcount, please RSVP at the following website: [wmich.edu/provost/goldgatherings](http://wmich.edu/provost/goldgatherings).

Academic Affairs hopes that members of the University community will join in the opportunity to meet and build connections with members of the faculty and staff from across campus.