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WMU Board of Trustees Formal Session March 14, 2018

WMU Board of Trustees

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1. Acceptance of the Agenda – Rinvelt
2. Approval of the Minutes (January 24, 2018 Meeting) – Rinvelt
3. Remarks by the Chair – Rinvelt
4. Remarks by the President – Montgomery
5. Comments by the Faculty Senate President – Ayers
6. Comments by the Western Student Association President – Lymon
7. Comments by the Graduate Student Association President – Pineda
8. Partnering with Regional Needs on Entrepreneurial Education – Fortin Mattoon
10. WMU Students Creating a Collective Impact – Fortin Mattoon
11. Public Comments Regarding Action Items – Rinvelt

Action Items – Rinvelt

12. Colony Farm Property – Consumers Energy Easement Amendment – Van Der Kley
13. Policy on Policies – Swartz
14. Consent Items – Rinvelt
   A. One Day Liquor License Application – Distinguished Alumni Award Ceremony, Read Fieldhouse, October 5, 2018
   B. Curriculum Proposals
   C. Personnel Report
   D. Gift Report
   E. Grant Report
   F. Operating Cash Accounts
   G. Annuity and Life Income Funds
15. General Public Comments – Rinvelt

Supplemental and supporting agenda materials can be viewed at: http://www.wmich.edu/trustees
Proposed Meeting Minutes

January 24, 2018

The Board of Trustees (BOT) Formal Session was called to order by Chair Rinvelt at 11:16AM on Wednesday, January 24, 2018. The meeting was held in the Heritage Hall Ballroom. Presiding were Chair Rinvelt, Vice Chair Bolger, and Trustees Chen-Zhang, Kitchens, Miller, and Penn. Trustee Pickard participated via telephone.

A motion to accept the January 24, 2018 BOT agenda was made by Trustee Penn, with a second from Vice Chair Bolger. The motion passed unanimously.

A motion to accept the minutes as exhibited from the December 7, 2017 BOT meeting was made by Trustee Miller, with a second by Trustee Kitchens. The motion passed unanimously.

Remarks were provided by Chair Rinvelt – Attachment A followed by remarks from President Montgomery – Attachment B.

Faculty Senate President S. Ayers, Western Student Association (WSA) President C. Lymon, and Graduate Student Association (GSA) Vice President Z. Ameli provided comments regarding their respective areas and their ongoing activities and initiatives relating to shared governance, promoting student involvement, and academic enrichment. See Attachment C for remarks by Faculty Senate President S. Ayers.

Associate Director of Assessment E. Urban presented findings related to WMU Post Graduation Success.

Director of Intercollegiate Athletics K. Beauregard introduced WMU athletes who shared stories on how WMU has impacted their achievement on and off the field.

There was no indicated public interest in providing commentary regarding any Action Item.

As Action Items, General Counsel C. Craig outlined a proposal regarding the Board of Trustees Officer Election for 2018. The officer slate included Chair Jeffrey A. Rinvelt, Vice Chair James B. Bolger, Secretary Kahler B. Schuemann, Treasurer and Assistant Secretary Jan Van Der Kley, and Assistant Treasurer Patti VanWalbeck. A motion to accept the suggested officer slate was made by Trustee Miller, with a second by Trustee Kitchens. The motion passed unanimously.

Associate Vice President for Community Outreach B. Miller highlighted the recommendation for the Road Naming for Phase Two of the WMU Business Technology and Research Park be named the Robert Jones Way in honor of the late Mayor of the City of Kalamazoo and former state legislator, Robert Jones. A motion to accept the suggested Robert Jones Way was made by Trustee Penn, with a second by Trustee Kitchens. The motion passed unanimously.
A motion to approve the Consent Items was made by Trustee Johnston, with a second by Trustee Miller. The BOT unanimously approved the following Consent Items as exhibited Curriculum Proposal, Personnel Report, Gift Report, and Grant Report.

There was no indicated public interest in providing remarks during general public commentary.

The BOT meeting ended at 12:51PM following a motion to adjourn by Vice Chair Bolger, a second by Trustee Penn, and unanimous approval.

Respectfully submitted,

Kahler B. Schuemann
Secretary to the Board of Trustees
Western Michigan University
Campus Job Fairs
At the board meeting in December, I outlined the results of a 2016-17 survey of our alums' post-graduate success. Today, we'll have a complete report on those results, which are best summed up by the fact that 91 percent of our graduates are working or in grad school within three months of graduation.

Employers are now flooding onto the campus to solidify the futures of this spring's graduates, which in turn will be reflected in next year's survey results. Six distinct career fairs will be held on campus, beginning next week. They will attract hundreds of prospective employers.

Those fairs range from discipline-specific fairs for those earning STEM degree or majoring in supply chain management to fairs for those who want to build careers in the governmental or nonprofit arenas. The biggest event is two weeks away on Feb. 8 and already has about 150 employers committed to attend. The events are open to the general public as well as our students.

Business college addresses true need
I was enormously pleased last week when we announced a new center opening on campus to address what truly is a national need—the need to boost financial literacy and increase the number of personal finance professionals available to serve the public.

The new Sanford Center for Financial Planning and Wellness, established with a generous gift from alumnus Todd Sanford, will offer programming designed to have a major impact on members of both the greater Kalamazoo community and our campus community. It will focus very specifically on the lack of financial acumen in general and will offer ways to address that for both our students and the public at large.

Personal finance course work and certificate programs, internship opportunities, research initiatives and course work and summer camps for high school students are among the various means that will be used to build practical knowledge as well as improve the strength of our network of personal finance experts.

WMU experts provide service
We have the capacity to truly make a difference in an area like personal finance. We also have a campus full of expertise used every day to help people understand the world around them.

Bit coin, net neutrality, the geology of Niagara Falls, meteorites, student credit, the flu, customer service management and the government shutdown—if you know a bit more about one or more of those topics, you can probably thank a WMU expert.

Those have all been the subject of recent media appearances by experts from our faculty who have stepped forward in recent weeks to help the public understand current news stories.

Comments on Title IX
But our state's news programs lately have brought troubling images as well. The past few weeks have been difficult to watch for anyone who cares deeply about the welfare of young people and addressing the traumatic effects of sexual assault on college and university campuses. I think we would all agree that strong higher education governance and vigilance is essential to protecting the welfare of our students.

I know I speak for my colleagues on this board when I say we have all been gratified over the years at the proactive stance and caring outreach this campus community has taken in addressing Title IX issues. While I've always considered WMU a leader on this front, we can not rest on our laurels.

I'm also heartened by the fact that, as an institution, we share a commitment to continually examine, re-examine and try to improve our outreach and assistance to those who are survivors of assault. This is a time for thoughtful and compassionate analysis.

I urge higher education leaders here and around the nation to examine and carefully consider what more can and should be done at every level to make our campuses truly safe havens for the young people we have committed to serve.
ATTACHMENT B

Edward Montgomery
Remarks Board of Trustees Meeting
January 24, 2018

Good morning, and thank you all for being with us this morning. The spring semester is well underway, and we truly hit the ground running on Jan. 9 when classes began.

The annual communitywide celebration of the legacy of Dr. Martin Luther King Jr. was a resounding success even as the weather added some challenges. Most of the activities took place last week, but we still have a few events on the schedule, and I'm sure those will only add to our sense of community and celebration.

Appointments
We're beginning 2018 with two important leadership appointments. I've asked them both to be here so I can introduce them to the board and those in attendance this morning. First, I'm pleased to introduce Dr. Satish Deshpande, who became the new dean of our Haworth College of Business on Jan. 1. Dr. Deshpande's appointment followed a national search that determined the ideal fit for the position was right here on campus. He has served as dean on an interim basis since July 2016. Prior to that he had served for five years as the college's associate dean for operations and graduate programs.

An expert on human resource management, Dr. Deshpande has been part of our University community since 1990. Please join me in welcoming him to the next successful chapter in his professional life and a new era for the Haworth College of Business.

Next, it is my absolute pleasure to introduce and welcome Dr. Terri Goss Kinzy, our new vice president for research, who began her tenure here on Jan. 8. Dr. Kinzy's appointment was made, also following a national search. This time, we found the right candidate at Rutgers University, where Dr. Kinzy served as both vice president for research and a faculty member Rutgers' Robert Wood Johnson Medical School.

Dr. Kinzy is brings a proven track record of building bridges between a medical school and its university. She's also a Midwesterner with strong family connections to the region, so this is something of a homecoming for her. Please join me in formally welcoming Dr. Kinzy to her new role as the leader of this University's research agenda.
Soccer season accolades continue
It's now a full two months since the fall men's soccer season ended--and the accolades keep rolling in. I never tire of sharing good news like this, so I want to take a moment to point out the accomplishments and recognition of WMU standout Brandon Bye. This past weekend, he was recognized as the NCAA Men's Soccer Division I Scholar Athlete of the Year AND he also broke WMU records by being the eighth pick in the Major League Soccer super draft.

The midfielder from Portage and MAC Player of the year was selected in the draft by the New England Revolution. His scholar-athlete recognition came from maintaining a 3.74 grade-point average, double majoring in food and consumer packaging goods and marketing and supply chain management. Brandon was joined in draft success by goalkeeper Drew Shepherd, who was selected No. 46 overall by the Toronto FC.

Transformational Initiatives Fund
Later in this meeting, we'll talk about the initiatives that have been funded through the Transformational Initiatives Fund I announced in October.
Even with an incredibly tight turnaround for submitting proposals for funding, we saw a wave of ideas that were truly thoughtful and innovative. More than 60 proposals were submitted, and many of them became part of the initiatives that won support.

I am extraordinarily gratified at the innovative and caring response to the initial call for proposals. I have been encouraging people on campus to continue looking at the potential and developing ideas for submission for the next round of funding. There is clearly a commitment here to student success and making WMU all it can be.

Retention
Our student success goals include increased retention rates and increased graduation rates--with retention paving the way to graduation. We have some very positive news on this front with our spring semester enrollment report that shows out of last fall's beginning freshman class, better than 93 percent returned for the spring semester.

That's up two percentage points from the previous year. Our goal as an institution is to convert that group of students who came back for a second semester into student who come back for a second year. If we do that we will be at or near the top of our peers for helping our students find success.
Accolades
Even as we were taking some time to relax and recharge over winter recess, accolades for our students and faculty continued to roll in. I want to share some of the most significant.

Jeffrey Angles
Last year at this time, we were able to announce that Dr. Jeffrey Angles, professor of world languages and literatures, had won the Japanese equivalent of a Pulitzer Prize for his book of original Japanese Poetry, becoming the first nonnative speaker of Japanese to win the Yomiuri Prize for Literature. A win like that would "make" the year for any scholar, but Dr. Angles just started there and kept on going, with three other major literary awards in the next 12 months.

Last summer, he won another major award from the Poetry Foundation for his work translating a famed Japanese poet. He closed his yearlong roll this month by being honored twice for his translation of yet another literary work.
He was awarded the Modern Language Association's Aldo and Jeanne Scaglione Prize for a Translation of a Literary Work and Columbia University's new Miyoshi Translation Prize. He is an enormous part of the national reputation WMU is building for its Japanese studies work.

University Orchestra among top-20 collegiate orchestras
We hear regularly from a variety of organizations that rank various elements of collegiate programming. One such ranking that has been consistently accurate in ranking college music programs, Online Schools Center, has just included our University Orchestra as one of the 20 Most Impressive College Orchestras in America.

Our orchestra, conducted by cellist and conductor Bruce Uchimura is listed along with those from such schools as the Peabody in Baltimore, Harvard, Yale, Julliard, Princeton, Stanford, Eastman and Cornell.

Influential educational policy voice
And finally, one of our education professors, Dr. Gary Miron, has been named by the American Enterprise Institute as one of the nation's 200 "university-based scholars who shape public discussions of education."
The annual influence rankings done by the institute's Rick Hess, uses nine metrics to show how the scholars move ideas from academic journals into the national conversation.
Dr. Miron, a charter school expert, shares a spot on the list with such luminaries as Howard Gardner and Diane Ravitch (who will speak at WMU this semester.) This is Dr. Miron's eighth appearance on this annual list.

Our athletic teams and our student athletes have been enjoying some terrific accomplishments on and off the field of play. Kathy Beauregard will be sharing some of the academic accomplishments with you in a bit, but there are several standout achievements I'd like to note.

- First, our women's volleyball team was runner-up in the MAC Championship tournament. Included on that standout team were:
  - Sydney LeMay, a senior in biochemistry, was named MAC Distinguished Scholar Athlete for the second time, was a three-time Academic All-MAC selection and is only the fourth player in MAC History to earn First Team All-MAC honors all four years of her volleyball career.
  
  - Kathleen Reilly, sophomore in Nursing, was also named as a MAC Distinguished Scholar-Athlete, and was named to the MAC All-Tournament Team.
  
  - LeMay, Reilly, and Junior, Mary Murphy were all named to the Academic All-MAC Team.

- Women's cross country standout Hanne Christensen competed in the NCAA Championships in Louisville, finishing 84th overall. Christensen, a Grand Blanc senior studying English-creative writing, and her teammate Sarah Anderson who is a Grand Rapids junior studying exercise science were both named 2017 MAC Cross Country Distinguished Scholar-Athletes. The two of them and four of their teammates were named to the Academic All-MAC Team.

Those teammates are:
  - Claire Gilbert, a senior studying geography,
  - Brittney Hall a sophomore pre-occupational therapy major,
  - Autumn Lewis, a sophomore criminal justice major, and
  - Haley Ritsema, a sophomore, pre-dietetics major.

Finally, and because honoring student athletes' success on and off the field is a major focus of today's meeting, I'd like to remind you all that on Saturday we will honor an alumnus who epitomizes both. At the men's basketball game against Northern Illinois University, we will honor Bronco basketball legend Dr. Emmanuel "Manny" Newsome.
We will formally retire the No. 5 jersey for a player who was an All American, a member of the 1964 Olympic Trials Basketball Team and the nation's leading scorer for a good part of his senior year. He scored an average 32.7 points per game during his varsity career.

After that, he began a storied career in higher education administration here at WMU and went on to serve in student-life leadership positions at Indiana State University, University of Toledo and Florida Atlantic University. Please join us at 2 p.m. for this event.
Board of Trustees Meeting
Faculty Senate Update 1/24/18
Suzan F. Ayers, President

Good morning and thank you for this opportunity to present the work of your Faculty Senate in participating in shared governance at WMU.

I start with a note about our highest honor for students; the annual Presidential Scholars event will be March 27. There are rumors there may be a new level of celebration at this event with our fleet of foot President at the helm, so this should definitely get on your calendars...

COUNCIL AND COMMITTEE UPDATES

The Campus Planning and Finance Council has finalized a presentation on WMU budgetary procedures that will be presented at the February Faculty Senate meeting, and met with Interim Provost Susan Stapleton to learn of, and provide input on, new approaches to resource allocations within academic affairs.

The Extended University Programs Council met with Hardy Figueroa, director of Alumni Engagement about University efforts to engage international alumni and with Diane Anderson, vice president for student affairs, about initiatives to improve international student inclusion and support comprehensive internationalization.

The Graduate Studies Council continues to review graduate program curriculum proposals, and is examining potential revision to the graduate catalog in order to better support faculty and student success.

The Research Policies Council welcomed VP Dr. Terri Goss Kinzy to their January meeting. They have reviewed Office of the Vice President for Research procedures regarding support of faculty requests for mandatory cost-share on grants. Furthermore, OVPR has provided RPC with guidelines that distinguish between research contracts and business services. The guidelines will help researchers better identify whether contracts should be initiated from OVPR or through the office of Business Services. These processes will maximize efficiencies for faculty who seek external funding and minimize risks.
The **Centers and Institutes Committee** developed criteria for new proposals as well as for annual and five-year reviews of centers and institutes at WMU. These criteria have been used to review two proposals and will continue to be used during a trial period.

The **Transfer of Credit Committee** will be recommending changes to our current catalog language that will open up the possibility of graduating with honors to additional deserving transfer students.

I would like to end with a **WMU Essential Studies** update. I harken back to the important first step of identifying the need for a revision of our general education curriculum. The Senate began this curriculum revision process 10 years ago with then-President Professor Jellies’ introduction of the idea to the USC, and then six years ago under the capable leadership of Captain Dr. Professor Rantz the idea took hold. The vision and follow-through were sustained during President Simpson’s tenure at the helm, from whom I inherited leadership of a campus more than ripe for change. Over the last two years the campus community has agreed on a comprehensive curriculum framework. At the end of this academic year, the Senate will recommend to the administration a detailed curricular implementation plan for this impressive new approach to the general education of all undergraduate students. Delivering an outcomes-based, faculty-driven curriculum to foster student success to the administration for consideration completes the planning stage of this process. This planning has been based on best practice as well as consultation with our MAC colleagues about how to maximize the likelihood of success once implemented. Whether or not this massive campus-wide effort is ever implemented, however, depends on the decisions of the administration to provide modest resources we have not accessed in more than three decades.

The next Faculty Senate meeting will be next Thursday, February 1 at 5 p.m. in rooms 208-209 of the Bernhard Center. As always, you are invited to attend.
PROPOSAL:  Colony Farm Property – Consumers Energy Easement Amendment

Background

Consumers Energy was granted an easement on the south end of the Colony Farm property to house their new electrical sub-station, as part of the development of the Parkview Campus and Business Technology & Research Park. The primary electrical line to the BTR Park was mistakenly placed outside of the easement boundary. Consumers Energy has requested an amendment to the easement that would increase the area of the easement to encompass the electrical line. They have agreed to compensate the University $15,000 for the additional area of land as well as $7500 for the cost of redesigning the planned BTR 2.0 development.

Recommended Action

It is recommended the Board authorize the Treasurer or Assistant Treasurer to execute the proposed easement amendment identified as Tract #521225084 and agreement #R00000042173.
PROPOSAL: The Western Michigan University Policy Development and Approval Policy

Background
To receive accreditation, The Higher Learning Commission requires institutions to “have and employ policies and procedures to engage its internal constituencies – including its governing board, administration, faculty, staff, and students – in the institution’s governance.” When reviewing institutional policies, HLC reserves the right to judge whether there is sufficient evidence that: 1) a policy exists; 2) constituents are aware of the policy through ease of access; and 3) the policy is being followed. In addition to HLC compliance requirements, the increasing questions regarding authority, oversight, accountability, and transparency in shared governance suggest a need for a review of existing policy structures at WMU. While WMU has certainly established policies in all the expected areas, there is no current formal structure or process for creation, approval, maintenance, distribution, or rescission of these policies.

A Task Force has been working over the past year to develop a system of policy implementation and review. The proposed Western Michigan University Policy Development and Approval Policy defines the phrase “University Policy” and outlines the required processes for developing, drafting, and obtaining approval of University Policies. The Policy also outlines a proposed infrastructure and web-based communication plan for ongoing review and maintenance of University policies. The Policy establishes a standing committee, with representatives from each Executive Leadership area and the Faculty Senate, to oversee this process. When Policies conform to the approved format, they promote WMU’s Mission, establish and maintain accountability, and provide transparency with respect to WMU activities and processes. Similarly, using the approved format will provide speed to the review and approval process.

Recommended Action

It is recommended the Board of Trustees approve the Western Michigan University Policy Development and Approval Policy.
University Policy Development and Approval

Statement of Policy

The Western Michigan University (WMU or University) Policy Development and Approval Policy defines the phrase “University Policy” and outlines the required processes for developing, drafting, and obtaining approval of University Policies.

Summary of Contents:

This Policy establishes the University’s system for development, review, and approval of new or existing University Policies. All University Policies must be developed, approved, and distributed in compliance with the standards and format set forth in this Policy.

Responsible Office/Enforcement Official: Click or tap here to enter text.

Classification:

☒ Board of Trustees Policy

☐ Board-delegated Policy

Categories:

Ch. 2: Administrative Organization and Authority
1. **Purpose of Policy**

All University Policies must be developed, approved, and distributed in compliance with the standards and format set forth in this Policy. When Policies conform to the approved format, they promote WMU’s Mission, establish and maintain accountability, and provide transparency with respect to WMU activities and processes. Similarly, using the approved format will provide speed to the review and approval process. Only those Policies that meet the requirements set forth herein have the force and effect of a University Policy.

2. **For Whom Policy is Most Applicable**

This Policy is applicable to any individual or unit that wishes to either propose a new University Policy or revise an existing University Policy.

3. **Key Definitions**

3.1. **University Policy**: A written statement or set of statements that describe principles, requirements, or limitations that apply University-wide. A University Policy will be either a Board Policy or a Board-Delegated (Vice-President—or equivalent-approved) Policy. These Policies indicate “what” needs to be done rather than how to do it. University Policies further establish campus-wide rights, requirements, and responsibilities. A University Policy takes precedence over all divisional and unit Procedures or Guidelines. If there is a conflict, the University Policy shall control.

3.2. **Board of Trustees (BOT) Policy**: A University Policy that is approved by the BOT and that governs the conduct of University affairs.

- Example: The WMU Board of Trustees passed a Sexual Assault and Misconduct Policy.

3.3. **Board-Delegated Policy**: A University Policy originating from the Board-delegated responsibility given to the President, a Vice President, or equivalent, which guides and governs the operations and conduct of the University and its personnel.

- Example: The University’s IT Executive Board passed a Mass Email Policy.

3.4. **Academic Policy**: University-level Policies that broadly affect the educational practice at WMU. For Purposes of this Policy, an Academic Policy may be either a BOT Policy or a Board-delegated Policy, depending on who ultimately approves it. Academic Policies are either those items that require Academic Affairs-wide participation in their creation and implementation and address Higher Learning Commission (HLC) and Department of Education requirements or items of academic shared governance with significant University-wide implications.

- Examples: Appointments of Emeriti; approval of sabbatical leave for former
administrators; Curricular Review Policy; Honorary Degree Policy; Provisional Acceptance Policy

3.5. **Procedure:** Official statements of Policy implementation or clarification providing specific “how to” information. Procedures will normally be developed by the office responsible for administering a University Policy.

- Example: The Office of Institutional Equity has a standard, established procedure that they follow when conducting internal investigations arising out of the University’s Sexual Assault and Misconduct Policy.

3.6. **Guideline:** Guidance that further explains Policies or Procedures. These are generally characterized by narrative descriptions or examples that serve as aids in interpreting and applying the related Policy or Procedure.

- Example: The Office of Institutional Equity has internal documents and flowcharts to describe and guide investigations related to the Sexual Assault and Misconduct Policy.

3.7. **Responsible Enforcement Official (REO):** The individual designated by the head of the division in which a Policy resides who is responsible for implementing, overseeing, administering, and enforcing a specific University Policy or Policies.

3.8. **WMU Policy Committee:** A standing committee that oversees the process of Policy standardization, organization, distribution and communication. A representative from the Office of the General Counsel (OGC) will Chair the WMU Policy Committee. The Chair reports directly to the President. Executive leadership must delegate a representative from their divisional area to serve on the Policy Committee. The Policy Committee will also have a representative from the Office of Institutional Effectiveness, who will advise on Higher Learning Commission requirements, and a representative from the Faculty Senate.

4. **Policy**

4.1. **Delegations of Authority**

4.1.1. **Board of Trustees Policies**

Pursuant to the BOT Bylaws, the Board has authority over many “policies and processes.” For example, the Board has reserved to itself the authority to create Policies regarding the following:

- Name facilities and memorials.
- Establish, review or rescind all fees.
- Accept all private, state, federal, and institutional grants and gifts to the university.

- Establish endowments and make decisions to return endowment gifts or to seek changes in restrictions imposed by the gift instrument.

- Establish investment policies.

- Authorize the sale and purchase of real property.

- Establish the contracting authority policy for university personnel.

- Approve policy governing intercollegiate programs, including intercollegiate athletics.

- Approve policies pertaining to students.

- Approve admissions and retention policies.

For a more complete listing of the Board’s Rights and Responsibilities, please see WMU Board of Trustees, Bylaws, Art. III, §2 (2002), available at http://wmich.edu/trustees/bylaws. Board Policies are those Policies that require a vote of the Board of Trustees for approval.

4.1.2. Board-Delegated Policies

At their core, all University Policies arise from the authority of the Board of Trustees. However, where there are University Policies that do not directly relate to those actions identified in the Board’s Bylaws or that are more operational in nature, the Board has delegated to the President and executive leadership the authority to approve new Policies or Policy amendments. For purposes of this Policy, these are referred to as Board-delegated Policies.

4.1.3. Academic Policies

For purposes of this Policy, Academic Policies may either be categorized as Academic Affairs or Academic Programs and Requirements. Academic Affairs Policies are generally those for which the Board has delegated to the Provost the authority to develop and oversee. The Faculty Senate is the Board-appointed body responsible for development and administration of Academic Programs and Requirements.

Academic Programs and Requirements generally include those items of academic shared governance over which the Faculty Senate shares responsibility for review and dissemination. Those items originate through established Faculty Senate guidelines and procedures. See http://wmich.edu/facultysenate/about. (Faculty Senate review and approval guidelines are outside the scope of this Policy.) Once Faculty Senate recommends
a proposed Policy to the Administration or the Board, per the Faculty Senate Constitution and Bylaws, the proposed Policy then follows the process stated in this Policy for ultimate approval and implementation.

4.2. Drafting, Submission, and Approval Process

4.2.1. Policy Categories and Numbering

University Policies are categorized into the following numbered chapters:

1. Powers and Limitations of the Board (only the Board may create such Policies)
2. University Organization and Authority
3. Academic Affairs
4. Academic Programs and Requirements
5. Admissions and Financial Aid
7. Clinical Training and Operations
8. Development and Alumni
9. Employment: Faculty and Staff
10. Facilities and Environmental Management
11. Federal and State Civil Protections
12. Information Technology and Data Security
13. Intercollegiate Athletics
14. International Activities
15. Marketing and Communications
16. Public Safety and Parking
17. Research and Intellectual Property
18. Student Affairs and Residence Life
The division that is drafting or revising a Policy will select the category into which it fits best. Although a Policy may fit into more than one category, only one category number will be assigned. Within categories, the Policy Committee will ensure that Policies are numbered sequentially or by subcategory.

4.2.2. Content/Format Requirements

4.2.2.1. All University Policies adopted after the effective date of this Policy must use the Policy Template.

4.2.2.2. The Policy Template and additional Guidance on content and formatting requirements may be found on the Policy Committee’s webpage at [insert URL].

4.2.3. Policy Review and Approval

4.2.3.1. Administrative Review

4.2.3.1.1. Upon receiving or identifying a Policy proposal for review, the appropriate Vice President will appoint an REO to oversee Policy development and implementation.

4.2.3.1.2. The REO will work with stakeholders to draft the Policy in accordance with this Policy and in related Procedures and Guidelines.

4.2.3.1.3. Once the REO and Vice President approve the substance of the Policy, the REO will forward the draft Policy to the Office of General Counsel (OGC) for legal review.

4.2.4. OGC Review

4.2.4.1. Unless it is a Policy for which OGC is the REO, OGC reviews Policies for legal compliance only.

4.2.4.2. Once reviewed, OGC will submit the Policy to the WMU Policy Committee for review and implementation.

4.3. WMU Policy Committee

4.3.1. The WMU Policy Committee will ensure that all Policies align with Western Michigan University’s mission and vision.

4.3.2. The Committee shall be charged with the following:

a. Develop and maintain a clear process for proposing, approving, and distributing
Policies;

b. Review University Policies for formatting and content;

c. Identify and eliminate Policy conflicts and duplication;

d. Work with Departments to establish and maintain legally required or externally mandated Policies;

e. Implement and conduct a full inventory of WMU Policies;

f. Ensure that the inventory remains comprehensive, up-to-date, and publicly available;

g. Remove and archive duplicate, superseded, or obsolete WMU Policies;

h. Develop Guidelines and Procedures for managing web and print distribution of policies, to include ensuring that Policies in the central electronic repository are accessible to individuals with disabilities;

4.3.3. The Policy Committee will develop Procedures and Guidelines to implement the review process. These will include instructions for levels of required review, individuals responsible for various subject matter, and process for archiving rescinded Policies.

4.3.4. The Policy Committee does not have the authority to create new Policies or make substantive changes to existing Policies. Either the Board, the President, or the appropriate Vice President must approve any substantive Policy changes.

5. Review Process

5.1. Effective/Renewal/Review Dates

5.1.1. A Policy shall become effective on the day it receives Board, Presidential, or Vice Presidential approval.

5.1.2. The REO must review Policies no less than every three years. Reasons to review/revise a Policy prior to the stated review date may include a change in legal requirements or landscape, change in technology, change in programmatic requirements, or change in social landscape.

6. Supporting Information to be Provided with Policy Proposal

The Policy Committee will develop Guidelines for what types of supporting information must be submitted with any new or revised Policy proposal. Examples of required supporting information may include proposed or actual funding source or review procedures and enforcement procedures.
7. Distributing/Communicating Policies

7.1. **Electronic Publication**: The appropriate REO and the Policy Committee must ensure that all University Policies are published on the official WMU Policy website: http://wmich.edu/policies. Any department, college, or division web pages that wish to include Policies may link to the Policy on the official WMU Policy Website. They may not locally host any University Policy. This is to ensure version control and that any changes are universally distributed. To minimize confusion, WMU discourages printing copies of Policies. If a Policy must be printed, please be sure the Policy date and version are visible on the document.

7.2. **WMU Catalog**: While University Policies may be referenced in the WMU Catalog, as of the approval date of this Policy, the Catalog is not the originating source of University Policies; nor is it the official repository of non-academic University Policies. The WMU Policy page is the sole repository for all non-academic University Policies.

8. Accountability

8.1. **Enforcement**: Only the current version of a Policy is enforceable.

8.1.1. For University Policies that were created or revised after the effective date of this Policy, University administration will only enforce those that were implemented using the process herein.

8.1.2. Existing, approved University Policies that predate this Policy will continue to be enforced unless otherwise stated.

8.2. **University Liability**: Any action taken or complaint made based on an unapproved Policy opens the University up to complaints from individuals, the state, the federal government, or from accrediting bodies. Failure to have or enforce existing Policies carries the same risk.

8.3. **Individual Consequences**: Each Policy will set forth a range of individual consequences for failure to comply with the Policy. Those consequences could include one or more of the following:

8.3.1. Employee discipline

8.3.2. Student conduct

8.3.3. Contractual consequences

8.4. Be aware that individuals attempting to enforce unapproved Policies may be subject to personal legal liability as a result of acting outside the scope of their employment.
9. Reporting and Monitoring

9.1. Vice Presidents must delegate an REO to all existing University Policies and to any new Policies.

9.2. The delegated REO will oversee a Policy or Policies. In the event that the delegated REO is unavailable or no longer in the responsible division, the Vice President for that division will become the REO until a new REO is delegated. An REO may administer more than one Policy.

10. Interim Policies

10.1. The President, Provost, or a Vice President may implement an interim Policy in circumstances where a University Policy must be established in a timeframe that is too short to conform to the Policy Development and Approval. Interim Policies expire six months from their effective date unless the Board of Trustees, President, or Vice President involved identifies an earlier expiration date.

10.2. An expired interim Policy will not be enforced.

11. Related Procedures and Guidelines

11.1. Units or divisions should develop Procedures or Guidelines that provide implementation and application instructions for University Policies. Procedures and Guidelines do not need to follow the process set forth in this Policy.

11.2. Each Policy should reference applicable Procedures or Guidelines. The Policy Committee may review the Procedures and Guidelines to ensure scope and compliance with University Policies.

11.3. Unless unavoidable, units and departments should not name or refer to their Procedures or Guidelines as “Policies.”

12. Additional Information

12.1. WMU’s Policy Development and Approval is a work-in-progress. Therefore, this Policy, the University Policy Template, and related Procedures and Guidelines are subject to change as we continue learning and refining this process. Although the Policy Committee will do its best to communicate any changes to the University at large, please be sure to check the Policy website to ensure that you are reviewing the most up-to-date Policies, Procedures, and Guidelines.

13. FAQs

13.1. How do University Policies relate to/interact with the collective bargaining agreements?
A: As stated in the collective bargaining agreements, the University maintains the right to manage, direct, and control the University and its programs. University Policies fall under that right. Copies of the bargaining agreements will be available on the Policy Committee webpage. If you believe that a University Policy conflicts with a provision of a collective bargaining unit, please work with your unit to contact the REO assigned to the Policy in question.

13.2. Whom do I contact if I have a question about a specific Policy?

A: Please contact the REO listed on the cover page of the Policy.

13.3. I still do not understand when to call something a University Policy. Will you please clarify?

A: Ultimately, the determination of whether something is a University Policy remains with the Board or the Vice President who oversees it. Please reach out to your division’s delegate on the Policy Committee if you have specific questions.

13.4. Can and do colleges and departments have “policies?”

A: As used in this Policy, the short answer is “no.” However, there may be instances in which a college or department will need to issue a binding statement on certain matters (i.e., college travel reimbursement procedures). While colleges and department may use a modifier with the unit (i.e., “college policy” or “department policy”), try to use a different terminology. In most cases, such policies are really procedures that are iterations of University Policies. Suggested terminologies include the following:

- Directives: Written statement or set of statements that describe principles, requirements, and limitations that emanate from the academic colleges and other units administered by deans or associate provosts. Directives may establish College-level or Associate Provost-level rights, requirements, and responsibilities. These Directives take precedence over all unit procedures or guidelines, and if there is a contradiction, the College or Associate Provost-level Directive is the final authority. Example: The College of Arts and Sciences has an absence from class directive that applies to all departments and faculty in the college.

- Departmental Practices: Written statement or set of statements that describe principles, requirements, and limitations that emanate from the units administered by chairs/directors (i.e., departments and interdisciplinary units). These Practices may establish departmental-level rights, requirements, and responsibilities. Example: Each department must articulate minimum faculty qualifications in accordance with HLC criteria and expectations. Note: This is separate from
Departmental Policy Statements, which are governed by the WMU/AAUP Agreement.

13.5. Can I be subject to disciplinary action if I have not read/do not know that a particular applicable Policy exists?
A: Yes. You are responsible for informing yourself of any existing University Policies.

13.6. Is a rescinded Policy enforceable?
A: A rescinded Policy is only enforceable during the period in which it was effective. For example, if a Policy was rescinded in 2018, but the action at issue took place in 2017, the Policy as it existed in 2017 is applicable to the situation.

13.7. Do I need BOT/Presidential/VP approval to draft or revise departmental Procedures and Guidelines?
A: No. However, the Policy Committee is always willing to review them to ensure compliance with this Policy.

13.8. Will the University enforce divisional Procedures and Guidelines even if they are not “Policies”?
A: Yes. The primary difference between a Policy and Procedures/Guidelines is the level of institutional review required before implementation and the scope of whom they affect. Units and divisions will continue to enforce Procedures and Guidelines the same as they always have.

13.9. I have a wagonload of documents that probably should be reclassified as Policies. Do I have to immediately identify and revise all of them to come into compliance with this Policy?
A: The Policy Project is an ongoing initiative. We envision that the change will be gradual. As you identify a Policy (or Procedure or Guideline) that should be revised, the Committee is available to work with you to determine if it should be classified as a Policy and, if so, to put it into the correct format. You do not need to revise all of your existing guidance at one time.

Related Policies:
N/A
References:


Wayne State University, University Policies, available at https://wayne.edu/policies.


University of Oregon, University of Oregon Policy Library, available at https://policies.uoregon.edu/.

History:

a. Effective date of current version: Click to select applicable date.

b. Date first adopted: Click to select applicable date.

c. Proposed date of next review: Click to select applicable date.

CERTIFIED BY: DIRECTION OF

BOARD OF TRUSTEES

/s/

[Enter Responsible Office][BOT/President/VP]
PROPOSAL: One-Day Liquor License Application

Background

WMU Catering requests one (1) special one-day Michigan Liquor Control Commission (MLCC) license to be used for alcohol sales (beer, wine, spirits) at Read Fieldhouse as part of annual Distinguish Alumni Awards Ceremony, Friday, October 5, 5pm – 10pm. WMU Catering will serve the alcohol and be responsible for checking identification of all participants prior to service.

Recommended Action

Resolved that Western Michigan University, through its duly authorized officers, make application to the Michigan Liquor Control Commission for one (1) special one-day license for sale of beer, wine, and spirits at the Distinguished Alumni Awards Ceremony in Read Fieldhouse on Friday, October 5, 2018.
PROPOSAL:  Accelerated Master of Arts in Chemistry

Background

The Graduate Studies Council of the Faculty Senate has approved the creation of the Accelerated Master of Art’s in Chemistry. This proposal is related to the accompanying proposal to establish the Master of Arts in Chemistry. This proposal allows students to count up to 12 credit hours of graduate coursework for both the baccalaureate and master’s degree, thus reducing the time and cost of obtaining these two degrees. This program is intended to increase enrollment and retention of students in chemistry, make students more competitive for professional schools and open the possibility of attracting students from regional colleges for the accelerated graduate degree program in a 4 + 1 option (e.g. Kalamazoo College).

Recommended Action

Create the Accelerated Master of Arts in Chemistry.
PROPOSAL: Master of Arts in Sociology

Background

The Undergraduate and Graduate Studies Councils of the Faculty Senate have approved the creation of the Accelerated Graduate Degree Program for the Master of Arts in Sociology. This program would allow exceptional undergraduate students in either the Sociology or Criminal Justice majors to take up to 12 credit hours of graduate coursework that would count towards both their undergraduate major and the Sociology graduate program. Gifted students would be incentivized to pursue coursework that is more challenging and appropriate for their level of intellectual development, while at the same time, make it more affordable and less time consuming for them to complete the requirements for a M.A. degree.

Recommended Action

Create the Accelerated Graduate Degree Program for the Master of Arts in Sociology.
PROPOSAL: Master of Arts in Workforce Education and Development

Background

The Undergraduate Studies Council and the Graduate Studies Council of the Faculty Senate have approved the creation of the Accelerated Graduate Degree Program (AGDP) for the Master of Arts in Workforce Education and Development. The AGDP would allow WMU undergraduate students majoring in Workforce Education and Development with an overall GPA of 3.0 or above, a GPA of 3.5 or above in the major, and senior standing to take up to 12 credit hours of 5000 and 6000 level courses which would count for both the major and the master of arts degrees. This will provide an incentive for students to enroll in the AGDP and make completing a graduate degree more financially feasible.

Recommended Action

Create the Accelerated Graduate Degree Program for the Master of Arts in Workforce Development.
PROPOSAL: Master of Arts in Youth and Community Development

Background

The Undergraduate and Graduate Studies Councils of the Faculty Senate have approved the creation of the Accelerated Graduate Degree Program for the Master of Arts in Youth and Community Development. This program would allow exceptional undergraduate students in either the Family Studies, Child and Family Development or Youth and Community Development majors to take up to 12 credit hours of graduate coursework that would count towards both their undergraduate major and the Youth and Community Development graduate program. This will allow students to complete both degrees in a shorter period of time and reduce the cost.

Recommended Action

Create the Accelerated Graduate Degree Program for the Master of Arts in Youth and Community Development.
PROPOSAL:    Master of Arts in Biological Sciences

Background

The Graduate Studies Council of the Faculty Senate has approved the creation of the Accelerated Graduate Degree Program for the Master of Arts in Biological Sciences. This program will help the department attract and retain highly motivated students and encourage them to pursue their graduate education at WMU. This program will also assist our students who wish to enroll in professional schools as these programs value students with post-graduate education. Students who choose this option will be able to get both the bachelor’s and master’s degrees in five years instead of six and expand their career options after graduation.

Recommended Action

Create the Accelerated Graduate Degree Program for the Master of Arts in Biological Sciences.
PROPOSAL: Master of Science in Biological Sciences

Background

The Graduate Studies Council of the Faculty Senate has approved the creation of the Accelerated Graduate Degree Program for the Master of Science in Biological Sciences. This program will help the department attract and retain highly motivated students and encourage them to pursue their graduate education at WMU. This program will also assist our students who wish to enroll in professional schools as these programs value students with post-graduate education. Students who choose this option will be able to get both the bachelor’s and master’s degrees in six years instead of seven and expand their career options after graduation.

Recommended Action

Create the Accelerated Graduate Degree Program for the Master of Sciences in Biological Sciences.
**PROPOSAL:** Bachelor of Science in Geography: Climate Science

**Background**

The Undergraduate Studies Council of the Faculty Senate has approved the creation of the Bachelor of Science in Geography: Climate Science. This 32-credit hour major is part of concerted effort by the Department of Geography to make aspects of their geography major more visible for students and more marketable for the department. Instead of just one geography major, the department will have four distinct concentrations within the geography program.

**Recommended Action**

Create the Bachelor of Science in Geography: Climate Science.
PROPOSAL: Bachelor of Science in Geography: Environmental Analysis and Resource Management

Background

The Undergraduate Studies Council of the Faculty Senate has approved the creation of the Bachelor of Science in Geography: Environmental Analysis and Resource Management. This 32-credit hour major is part of concerted effort by the Department of Geography to make aspects of their geography major more visible for students and more marketable for the department. Instead of just one geography major, the department will have four distinct concentrations within the geography program.

Recommended Action

Create the Bachelor of Science in Geography: Environmental Analysis and Resource Management.
PROPOSAL: Bachelor of Science in Geography: Geographic Information Science

Background

The Undergraduate Studies Council of the Faculty Senate has approved the creation of the Bachelor of Science in Geography: Geographic Information Science. This 32-credit hour major is part of concerted effort by the Department of Geography to make aspects of their geography major more visible for students and more marketable for the department. Instead of just one geography major, the department will have four distinct concentrations within the geography program.

Recommended Action

Create the Bachelor of Science in Geography: Geographic Information Science.
PROPOSAL: Bachelor of Science in Geography: Urban, Regional and Environmental Planning

Background

The Undergraduate Studies Council of the Faculty Senate has approved the creation of the Bachelor of Science in Geography: Urban, Regional and Environmental Planning. This 32-credit hour major will replace the current 69-credit hour Community and Regional Planning major which will suspend admissions. This will also become the fourth concentration within the Geography major. The purpose of this change is to make the program more visible and easier to market to potential students.

Recommended Action

Create the Bachelor of Science in Geography: Urban, Regional and Environmental Planning.
PROPOSAL: Graduate Certificate in Ethnohistory

Background

The Graduate Studies Council of the Faculty Senate has approved the deletion of the Graduate Certificate in Ethnohistory. This program was slated for closure as a result of the 2014 – 2015 Academic Program Planning and Review process.

Recommended Action

Delete the Graduate Certificate in Ethnohistory.
PROPOSAL: Graduate Certificate in Youth and Community Development

Background

The Graduate Studies Council of the Faculty Senate has approved the creation of the graduate certificate in Youth and Community Development. This 9-credit hour certificate program complements the current bachelors and doctoral degrees in this area. Engaging youth in prosocial activity has long been a priority. This proposal, along with the accompanying proposal for a MA in Youth and Community Development (YCD), establishes an academic ladder to prepare frontline youth workers (current BS in YCD), leaders in youth-serving programs (proposed graduate certificate and MA in YCD), and scholars in the discipline (current doctoral program in YCD).

Recommended Action

Create the graduate certificate in Youth and Community Development.
PROPOSAL: Bachelor of Science in Sustainable Brewing

Background

The Executive Board of the Faculty Senate has approved moving the administrative home for the Bachelor of Science in Sustainable Brewing from the College of Arts and Sciences to the Institute of the Environment and Sustainability. Having the major in the college is not a good long-term administrative structure as there is currently no department and associated faculty to recruit students, market the program and advise/mentor students. Since the major is interdepartmental, interdisciplinary and emphasizes sustainability, the Institute of the Environment and Sustainability is a logical administrative home.

Recommended Action

Move the administrative home of the Bachelor of Science in Sustainable Brewing from the College of Arts and Sciences to the Institute of the Environment and Sustainability.
PROPOSAL: Master of Arts in Chemistry

Background

The Graduate Studies Council of the Faculty Senate has approved the creation of the Master of Art’s in Chemistry. Currently, the Department of Chemistry receives many inquiries each year from potential students, primarily working in either entry-level industrial positions or regional K – 12 schools who desire to obtain an advanced degree in chemistry, but who would prefer not to undertake an extended research project and thesis required in the current Master of Science in Chemistry program. This 30-credit hour master’s program would help these students receive additional training and would help advance them in their careers.

Recommended Action

Create the Master of Arts in Chemistry.
PROPOSAL: Master of Arts in Youth and Community Development

Background

The Graduate Studies Council of the Faculty Senate has approved the creation of the Master of Arts in Youth and Community Development. This 33-credit hour MA program complements the current bachelors and doctoral degrees in this area. Engaging youth in prosocial activity has long been a priority as noted in the letter of support by Dr. Meg Blinkiewicz, the Director of the Kalamazoo Youth Development network (included in the proposal material). This proposal, along with the accompanying proposal for a MA in Youth and Community Development (YCD), establishes an academic ladder to prepare frontline youth workers (current BS in YCD), leaders in youth-serving programs (proposed graduate certificate and MA in YCD), and scholars in the discipline (current doctoral program in YCD).

Recommended Action

Create the Master of Arts in Youth and Community Development.
PROPOSAL: Master of Arts in Educational Leadership: K – 12 Teacher Leadership

Background

The Graduate Studies Council of the Faculty Senate has approved changing the name of the Master of Arts in Educational Leadership: K – 12 Teacher Leadership to the Master of Arts in the Practice of Teaching: Teacher Leader. This name change accompanies the moving of the degree from the Department of Educational Leadership, Research and Technology to the Department of Teaching, Learning and Educational Studies. The program is the fourth concentration within the Practice of Teaching degree and will make the name of the program consistent with the other three concentrations in the Department of Teaching, Learning and Educational Studies that also begin with Practice of Teaching.

Recommended Action

Change the name of the Master of Arts in Educational Leadership: K – 12 Teacher Leadership to the Master of Arts in the Practice of Teaching: Teacher Leader.
PROPOSAL: Minor in Aviation Supply Chain Management

Background

The Undergraduate Studies Council of the Faculty Senate has approved the creation of the minor in Aviation Supply Chain Management. In recent years, demand for people with knowledge and experience in integrated supply chain management has grown substantially. This 15-credit hour minor is designed to help students gain knowledge in integrated supply chain management in the aviation field. This will help them be more employable in several areas in aviation management and operations.

Recommended Action

Create the minor in Aviation Supply Chain Management.
PROPOSAL: Minor in Food Service Operations and Sustainability

Background

The Undergraduate Studies Council of the Faculty Senate has approved the creation of the minor in Food Service Operations and Sustainability. This 21-credit hour minor will serve two purposes. First, most courses in the Food Service Operations and Sustainability major are only open to students within the program. Creation of the minor will open up many of these courses to other students who may be interested in this field such as business majors. Second, students who initially begin in the Food Service Operations and Sustainability major, and end up switching majors, could use the courses already taken as a minor.

Recommended Action

Create the minor in Food Service Operations and Sustainability.
PROPOSAL: Minor in Geographic Information Science

Background

The Undergraduate Studies Council of the Faculty Senate has approved the creation of the minor in Geographic Information Science. This is an emerging discipline that incorporates the digital mapping and analysis capabilities of Geographic Information Systems; aerial, satellite and (now) drone-based remotely sensed imagery; and the global positioning system. Recent faculty hires in the Department of Geography have allowed us to expand the course offerings in this area, and this new 19 to 21-credit hour minor will provide students who are majoring in field oriented disciplines such as geology, biology, chemistry and environmental studies with the capability to measure, represent, analyze and display spatially referenced data.

Recommended Action

Create the minor in Geographic Information Science.
PROPOSAL:  Minor in Interior Design

Background

The Undergraduate Studies Council of the Faculty Senate has approved the creation of the minor in Interior Design. This 18-credit hour minor will fulfill two roles. First, it will be an attractive minor for students majoring in design-related programs in art, graphics or engineering. Second, it will help students who begin in the “pre-design” majors, and later, are not accepted into those programs. These students move to other programs, but with the creation of this minor, they will have completed a minor, a requirement for graduation in many majors.

Recommended Action

Create the minor in Interior Design.
PROPOSAL: Minor in Russian

Background

The Undergraduate Studies Council of the Faculty Senate has approved the deletion of the minor in Russian. The department of World Languages and Literatures does not have a tenure-track faculty member holding a terminal degree in an appropriate field to teach in the program and enrollments are not adequate to maintain offerings beyond the 1000 level.

Recommended Action

Delete the minor in Russian.
PROPOSAL: Master of Science in Information Security: Computer Information Systems

Background

The Graduate Studies Council of the Faculty Senate has approved the creation of the Master of Science in Information Security: Computer Information Systems. This 30-credit hour, online graduate degree from the Department of Business Information Systems within the Haworth College of Business is a collaborative effort with the Department of Computer Science within the College of Engineering and Applied Sciences. The two departments have established two related master’s degrees where a student will initially take one foundation course in computer information systems and one foundation course in computer science. Students in this concentration will then take 50% or more of their remaining coursework in the Department of Business Information Systems to gain knowledge from the information security management perspective. With all of the issues today surrounding information security, it is an advantage for information technology professionals to have the knowledge provided by this master’s program and it will enhance the professional opportunities of any graduate.

Recommended Action

Create the Master of Science in Information Security: Computer Information Systems.
PROPOSAL: Master of Science in Information Security: Computer Science

Background

The Graduate Studies Council of the Faculty Senate has approved the creation of the Master of Science in Information Security: Computer Science. This 30-credit hour, online graduate degree from the Department of Computer Science within the College of Engineering and Applied Sciences is a collaborative effort with the Department of Business Information Systems within the Haworth College of Business. The two departments have established two related master’s degrees where a student will initially take one foundation course in computer information systems and one foundation course in computer science. Students in this concentration will then take 50% or more of their remaining coursework in the Department of Computer Science to gain knowledge from the secure software and engineering perspective. With all of the issues today surrounding information security, it is an advantage for information technology professionals to have the knowledge provided by this master’s program and it will enhance the professional opportunities of any graduate.

Recommended Action

Create the Master of Science in Information Security: Computer Science.
PROPOSAL: Personnel Report

ACADEMIC
Appointments – Administrative
Hector Diaz; Director; School of Social Work; effective July 1, 2018 through June 30, 2021.

Mary Lagerwey; Director; WMU Bronson School of Nursing; effective July 1, 2018 through June 30, 2021.

Mushtaq Luqmani; Interim Associate Dean; Haworth College of Business; effective January 1, 2018 through June 30, 2018.

Paul Pancell; Chair; Department of Physics; effective July 1, 2018 through June 30, 2021.

Return to Faculty
Steven Carr; Professor; Department of Computer Science; effective August 15, 2018.

Barbara Cockrell; Associate Professor; University Libraries; effective July 1, 2018.

Kirk Korista; Professor; Department of Physics; effective July 1, 2018.

Stephen Newell; Professor; Department of Marketing; effective January 1, 2018.

Appointments – Tenure Track
Mohammad Daneshvar Kakhki; Assistant Professor; Department of Business Information Systems; effective August 15, 2018.

Yvonne Jackson; Assistant Professor; Department of Physical Therapy; effective August 27, 2018.

Daryl Lawson; Associate Professor; Department of Physical Therapy; effective July 1, 2018.

Thayma Lutz; Faculty Specialist I – Lecturer; Department of Mathematics; effective August 15, 2018.

Tangela Roberts; Assistant Professor; Department of Counselor Education and Counseling Psychology; effective August 15, 2018.

Jonathan Scherger; Assistant Professor; University Libraries; effective March 5, 2018.

Utkarsh Shrivastava; Assistant Professor; Department of Business Information Systems; effective August 15, 2018.

Kathryn Thomsen; Assistant Professor; Department of Theatre; effective August 15, 2018.
Appointments – Term
Daniel Briggs; Instructor; Department of Mathematics; effective January 1, 2018 through December 31, 2018.

June Gothberg; Assistant Professor; Department of Educational Leadership, Research and Technology; effective January 29, 2018 through December 31, 2018.

Thomas Nuzzi; Faculty Specialist II – Lecturer; Department of Educational Leadership, Research and Technology; effective January 15, 2018 through December 31, 2018.

Appointments – Adjunct
Peter Dams; Adjunct Professor; Department of Psychology; effective May 1, 2018 through April 30, 2021.

Maria Malott; Adjunct Professor; Department of Psychology; effective May 1, 2018 through April 30, 2021.

Helen Pratt; Adjunct Professor; Department of Psychology; effective May 1, 2018 through April 30, 2021.

Steven Ragotzy; Adjunct Professor; Department of Psychology; effective May 1, 2018 through April 30, 2021.

Patricia Steinert-Otto; Adjunct Professor; Department of Psychology; effective May 1, 2018 through April 30, 2021.

Peter Wuts; Adjunct Professor; Department of Chemistry; effective September 1, 2018 through August 31, 2021.

Sabbatical Leaves
Cathryn Bailey; Professor; Department of Gender and Women’s Studies; spring 2019.

Christopher Biggs; Associate Professor; School of Music; spring 2019.

Kyle Brink; Associate Professor; Department of Management; fall 2018.

David Burnie; Professor; Department of Finance and Commercial Law; academic year 2018-19.

Steven Carr; Professor; Department of Computer Science; academic year 2018-19.

Christina Chin; Associate Professor; Frostic School of Art; academic year 2018-19.

Sue Ellen Christian; Professor; School of Communication; academic year 2018-19.

Martha Councell-Vargas; Associate Professor; School of Music; fall 2018.

Cat Crochett; Professor; Frostic School of Art; fall 2018.

Sime Curkovic; Professor; Department of Management; academic year 2018-19.
Sabbatical Leaves (Continued)
Amy Damashek; Associate Professor; Department of Psychology; fall 2018.

Jessica Frieder; Associate Professor; Department of Psychology; fall 2018.

Olivia Gabor-Peirce; Professor; Department of World Languages and Literatures; academic year 2018-19.

Megan Grunert Kowalske; Associate Professor; Department of Chemistry; academic year 2018-19.

Yuri Ledyaev; Professor; Department of Mathematics; effective fall 2018.

David Lemberg; Associate Professor; Department of Geography; academic year 2018-19.

Debra Lindstrom; Professor; Department of Occupational Therapy; academic year 2018-19.

William Liou; Professor; Department of Mechanical and Aerospace Engineering; spring 2019.

Larry Mallak; Professor; Department of Industrial and Entrepreneurial Engineering and Engineering Management; spring 2019.

Terrance Michmerhuizen; Associate Professor; Department of Aviation Sciences; fall 2018.

Jun-Seok Oh; Professor; Department of Civil and Construction Engineering; fall 2018.

Leah Omillion-Hodges; Associate Professor; School of Communication; spring 2019.

Kelley O'Reilly; Associate Professor; Department of Marketing; spring 2019.

Jennifer Palthe; Professor; Department of Management; fall 2018.

John Petrovic; Professor; Department of Mathematics; academic year 2018-19.

Dewei Qi; Professor; Department of Chemical and Paper Engineering; academic year 2018-19.

Cynthia Running-Johnson; Professor; Department of World Language and Literatures; academic year 2018-19.

Jagjit Saini; Associate Professor; Department of Accountancy; spring 2019.

John Tanis; Professor; Department of Physics; fall 2018.

Mary-Louise Totton; Associate Professor; Frostic School of Art; fall 2018.

Bruce Uchimura; Professor; School of Music; spring 2019.

Ron Van Houten; Professor; Department of Psychology; spring 2019.

Laura Van Zoest; Professor; Department of Mathematics; academic year 2018-19.
Sabbatical Leaves (Continued)
Zijiang Yang; Professor; Department of Computer Science; academic year 2018-19.

Leave of Absence
Keith Dodich; Faculty Specialist I – Aviation Specialist; Department of Aviation Sciences; effective January 22, 2018 through March 2, 2018.

Faculty Retirements with Emeriti Status
Robert Felkel; Professor Emeritus of Spanish; Department of Spanish; effective May 1, 2018.

Mary Stahl; Master Faculty Specialist Emerita of Nursing; WMU Bronson School of Nursing; effective August 20, 2019 (change in date only).

Daneen Wardrop; Professor Emerita of English; Department of English; effective May 1, 2023.

Faculty Resignations
Alexander Cannon; Assistant Professor; School of Music; effective January 8, 2018.

Tina Keeler; Faculty Specialist II – Clinical Specialist; WMU Bronson School of Nursing; effective January 5, 2018

Raine; Faculty Specialist II – Clinical Specialist; WMU Bronson School of Nursing; effective April 30, 2018.

Deanna Roland; Faculty Specialist II – Professional Specialist; Department of Special Education and Literacy Studies; effective June 15, 2018.

NON-ACADEMIC
Administrative Appointments
Sherine Obare; Associate Vice President for Research; Office of the Vice President for Research; effective January 8, 2018 through June 30, 2021.

Retirements
Barbara Ballard; Utility Food Worker; Bernhard Center Dining Services; effective March 3, 2018.

Jerry Burhans; Environmental Control Person; Facilities Management – Maintenance Services; effective February 1, 2018.

Jeffrey Carr; Manager, Maintenance Services; Facilities Management - Maintenance Services; effective March 1, 2018.

Kenneth Fifelski; Project Manager, Construction; Facilities Management – Construction; effective March 1, 2018.

Janet Keyes; Utility Food Worker; Burnham Dining Services, effective May 1, 2018.

Doris Ohler; Manager, Dining Services Unit; Cash Operations; effective May 1, 2018.

Mary Palmer; Credit Evaluator; Office of Admissions; effective April 1, 2018.
Retirements (Continued)
Christine Paver; Applications Programmer Analyst Senior; Office of Information Technology; effective March 17, 2018.

Teresa Ptacek; Custodian; Facilities Management – Building Custodial and Support; effective January 3, 2018.

Diane Sayers; Assistant Cook; Valley Dining Center; effective February 1, 2018.

Cinda Swinsick; Coordinator, Clinical Support Services; Sindecuse Health Center; effective March 1, 2018.

Richard Welch; Machine Shop Specialist; Department of Physics; effective March 1, 2018.

Alice Wheatley; Utility Food Worker; Burnham Dining Services; effective May 1, 2018.
PROPOSAL: Gift Report

Background

This report includes activity for the months of December and January. The year-to-date total gifts, pledges and deferred commitments for the current period ending January 31, 2018 is $39,151,087. Information regarding major gifts for December and January is provided.

Recommended Action

It is recommended this gift report including activity for the months of December and January be approved.
## WMU Foundation

### Summary Gift & Commitment Report

**By Area of Designation**

**7/1/17-1/31/18**

<table>
<thead>
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<th>Support by Area of Designation</th>
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**Definitions:**

- **Cash Received:** Includes all cash gifts and pledge payments from living donors.
- **Cash Pledged:** Includes all new pledges.
- **Planned Gifts Received:** Includes all bequests (estate gifts) received.
- **Planned Gifts Pledged:** Includes all new bequests (estate pledges) from living donors.
- **Inkind Received:** Includes all inkind gifts received (e.g., personal property, company products, etc.).
- **Inkind Pledged:** Includes all new inkind pledges (e.g., personal property, company products, etc.).

**Distinct Donors:** 11,202

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*In this column, the donor is counted only once per category. For example, if a donor gave a cash gift to Athletics and one to Business the donor would be counted twice. However, if the same donor gave a **This includes funds for areas such as Alumni Association, Miller Auditorium, Landscape Services, Campus Facilities, etc. that don't fall into categories listed above.*
# WMU Foundation

## Summary Gift & Commitment Report

### Five Year Comparison

<table>
<thead>
<tr>
<th>Support by Area of Designation</th>
<th>FY2013-14</th>
<th>FY2014-15</th>
<th>FY2015-16</th>
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### Definitions:

**Cash Received**: Includes all cash gifts and pledge payments from living donors.  
**Cash Pledged**: Includes all new pledges.  
**Planned Gifts Pledged**: Includes all new bequests (estate pledges) from living donors.  
**Inkind Received**: Includes all inkind gifts received (e.g., personal property, company products, etc.).  
**Inkind Pledged**: Includes all new inkind pledges (e.g., personal property, company products, etc.).

*In this column, the donor is counted only once per category. For example, if a donor gave a cash gift to Athletics and one to Business the donor would be counted twice. However, if the same donor gave a

**This includes funds for areas such as Alumni Association, Miller Auditorium, Landscape Services, Campus Facilities,**
## GIFTS & PLEDGES $10,000 AND OVER
### December 2017 and January 2018

### New Gifts:

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**New Gifts Continued:**

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**New Pledges:**

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<td>American Marketing Association SW MI</td>
<td>$10,000</td>
<td>American Marketing Association Southwest Michigan Scholarship</td>
</tr>
<tr>
<td>Amway Corporation</td>
<td>100,000</td>
<td>EUP Advanced Manufacturing Development Fund</td>
</tr>
<tr>
<td>Builders Exchange of Michigan</td>
<td>10,000</td>
<td>Builders Exchange of Michigan Endowed Scholarship</td>
</tr>
<tr>
<td>Ellen Cha</td>
<td>31,200</td>
<td>The Dae Yang and Ellen Cha Endowed Scholarship for the School of Music</td>
</tr>
<tr>
<td>Michael Dabaja and Lena Jomaa</td>
<td>50,000</td>
<td>Michael Dabaja Endowed Scholarship**</td>
</tr>
<tr>
<td>John and Linda Dunn</td>
<td>125,000</td>
<td>The School of Medicine - Dean's Endowment Fund**</td>
</tr>
<tr>
<td>Lyle Ashby Hohnke</td>
<td>10,000</td>
<td>Dr. Lyle Hohnke Arts and Sciences Scholarship</td>
</tr>
<tr>
<td>Daniel H. Iott</td>
<td>25,000</td>
<td>Dan Iott Senior Student Success Fund</td>
</tr>
<tr>
<td>Keith and LeaAnne LaVanway</td>
<td>15,000</td>
<td>Accountancy Scholarships</td>
</tr>
<tr>
<td>Frederick and Michelle Minturn</td>
<td>25,000</td>
<td>Fred &amp; Michelle Minturn Scholarship in Accountancy</td>
</tr>
<tr>
<td></td>
<td>25,000</td>
<td>Fred and Michelle Minturn Scholarship in Speech Pathology and Audiology</td>
</tr>
<tr>
<td>William U. Parfet</td>
<td>1,000,000</td>
<td>WMU Homer Stryker M.D. School of Medicine Unrestricted Fund</td>
</tr>
<tr>
<td>Dean and Lynda Rocheleau</td>
<td>25,000</td>
<td>Dean &amp; Lynda Rocheleau Scholarship in Food Marketing</td>
</tr>
<tr>
<td>Mark J. Rochon</td>
<td>50,000</td>
<td>Philosophy Department</td>
</tr>
<tr>
<td>Donald E. Rutherford, Jr.</td>
<td>10,000</td>
<td>Lee Honors College Academic Excellence Scholarship</td>
</tr>
<tr>
<td>Vinod Thomas</td>
<td>10,000</td>
<td>Vinod Thomas Economics Graduate Scholarship</td>
</tr>
<tr>
<td>Riley and Carol Whearty</td>
<td>10,000</td>
<td>Gary Fund for men's hockey</td>
</tr>
</tbody>
</table>
Deferred Pledges:

John and Linda Dunn  $125,000  Bequest**
Douglas J. Kiersey  70,000  Bequest
Shelby and Ruth Wheatley  100,000  Bequest

* Paper Technology Foundation, Inc. gifts.
**WMU Homer Stryker M.D. School of Medicine gifts.
PROPOSAL: Grant Report

Background

The grant report for January 2018 indicates a total of $714,823.88 in externally funded awards. The year-to-date total is $19,158,227.40.

January 2018

Awards by Category

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction</td>
<td>36,243.00</td>
</tr>
<tr>
<td>Research</td>
<td>562,998.88</td>
</tr>
<tr>
<td>Public Service</td>
<td>32,240.00</td>
</tr>
<tr>
<td>Academic Support</td>
<td>0.00</td>
</tr>
<tr>
<td>Student Services</td>
<td>83,342.00</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>0.00</td>
</tr>
<tr>
<td>Operations and Maintenance of Plant</td>
<td>0.00</td>
</tr>
<tr>
<td>Scholarships and Fellowships</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Total for January 2018 $714,823.88

Notable awards for this period were from the U.S. Department of Health and Human Services and Michigan Department of State Police.

Recommended Action

It is recommended the grant report for January 2018 be approved.
## Western Michigan University
### Grants and Contracts
#### January 2018 to January 2018

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>SPONSOR</th>
<th>DIRECTOR</th>
<th>AMOUNT</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INSTRUCTION</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>To study how the functioning of Departmental Action Teams are linked to the specifics of a given institution (Amendment)</td>
<td>University of Colorado, Boulder</td>
<td>Dr. Andrea L Beach</td>
<td>$36,243.00</td>
<td>1/12/2018</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Center for Research on Instructional Change in Postsecondary Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>RESEARCH</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>To test the hypothesis that application of an alpha 7 nicotinic acetylcholine agonist to the adult mammalian eye can lead to neurogenesis from Muller gilla (New)</td>
<td>U.S. Department of Health and Human Services</td>
<td>Dr. Cindy Linn</td>
<td>$453,000.00</td>
<td>1/27/2018</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Biological Sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To do an internal evaluation to provide up-to-date training on how to incorporate NGSX into the classrooms of Math and Science teachers in Michigan (Non-Competing Continuation)</td>
<td>Wayne County Regional Educational Services Agency</td>
<td>Dr. Cody Tyler Williams</td>
<td>$30,000.00</td>
<td>1/29/2018</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mallinson Institute for Science Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To provide critical knowledge and services advancing the durability of highway structures and sustainability of transportation infrastructure in Michigan (New)</td>
<td>Michigan Department of Transportation</td>
<td>Dr. Upul Bandara Attanayake</td>
<td>$29,998.88</td>
<td>1/22/2018</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Civil and Construction Engineering</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dr. Haluk M Aktan</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Civil and Construction Engineering</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To generate TPV variants for experimental treatment of human triple negative breast cancer (New)</td>
<td>University of Michigan</td>
<td>Dr. Karim Essani</td>
<td>$25,000.00</td>
<td>1/5/2018</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Biological Sciences</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL INSTRUCTION** | | | **$36,243.00** | |
### RESEARCH

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>SPONSOR</th>
<th>DIRECTOR</th>
<th>AMOUNT</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>To continue the initial data collection, analysis, and reporting on Goodwill's Life Guide program (Non-Competing Continuation)</td>
<td>Goodwill Industries of Southwest Michigan</td>
<td>Ms. Kelly N Robertson The Evaluation Center</td>
<td>$20,000.00</td>
<td>1/5/2018</td>
</tr>
<tr>
<td>To measure community perception of police in Benton Harbor and Saint Joseph. (New)</td>
<td>Berrien Community Foundation</td>
<td>Dr. Heather M McGee Psychology</td>
<td>$5,000.00</td>
<td>1/31/2018</td>
</tr>
</tbody>
</table>

**TOTAL RESEARCH** $562,998.88

### PUBLIC SERVICE

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>SPONSOR</th>
<th>DIRECTOR</th>
<th>AMOUNT</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>To provide access to wichealth.org, WIC staff access to wichealthsupport.org materials and support to WIC staff and clients (Non-Competing Continuation)</td>
<td>Missouri Department of Health and Senior Services</td>
<td>Dr. Robert J Bensley School of Interdisciplinary Health Programs</td>
<td>$32,240.00</td>
<td>1/18/2018</td>
</tr>
</tbody>
</table>

**TOTAL PUBLIC SERVICE** $32,240.00

### STUDENT SERVICES

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>SPONSOR</th>
<th>DIRECTOR</th>
<th>AMOUNT</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>To train new Western HEROES and engage men in preventing power-based violence and sexual assault (New)</td>
<td>Michigan Department of State Police</td>
<td>Ms. Carolyn K Robertson Sindecuse Health Center Mrs. Felicia Taylor Crawford Institutional Equity Mrs. Alecia M Smith Sindecuse Health Center</td>
<td>$83,342.00</td>
<td>1/11/2018</td>
</tr>
</tbody>
</table>

**TOTAL STUDENT SERVICES** $83,342.00
<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>SPONSOR</th>
<th>DIRECTOR</th>
<th>AMOUNT</th>
<th>DATE</th>
</tr>
</thead>
</table>

**TOTAL GRANTS AWARDED TO WESTERN MICHIGAN UNIVERSITY**  
$714,823.88
PROPOSAL:  Operating Cash Accounts

*Additional materials can be obtained through the Board of Trustees Office.
PROPOSAL:   Annuity and Life Income Funds

*Additional materials can be obtained through the Board of Trustees Office.