



WESTERN *Official* NEWS

Volume 1, Number 1

October 12, 1972

TO THE WESTERN MICHIGAN UNIVERSITY COMMUNITY:

With this issue of WESTERN NEWS, we launch a publication which will carry to faculty, students and staff, official policies and statements. Items which appear in this publication may be cited as official University policy.

WESTERN NEWS is not designed to supplant or supplement any existing publication on the campus. Its appearance will not necessarily be on a regular basis, but it will carry official information as it becomes available.

Should there be any question of policy governing a particular situation, you should contact WESTERN NEWS, 2244 Administration Building.

James W. Miller
President

E'S DO COUNT

Several persons have reported a rumor, which they say is widespread among faculty members, to the effect that students who receive an "E" for a course are not counted in determining the number of fiscal-year-equated students enrolled at Western. If such a rumor does exist it is entirely inaccurate.

It matters not in the slightest whether a student receives an "A" or an "E," an "I" or "W" in determining the number of fiscal-year-equated students for any particular year if he was enrolled at the end of the second week of school. The number of FYES is determined in all state-supported colleges and universities by taking the enrollment at an agreed upon time in each Semester or Session.

KEYS AND LOCKS

Authorizing of Additional Keys

1. Keys to University facilities will be issued only on the written instruction of Department Chairmen or Deans.

2. Signature cards for personnel who have been delegated the authority to issue keys must be on file at the office of Safety and Security.

3. Building coordinators will be responsible for authorizing the issuance of keys to general classroom areas and building entrance doors.

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Faculty Reduction Committee Sets Criteria and Guidelines

The following recommendations, unanimously approved by the Ad Hoc Committee on Faculty Reduction, set forth the criteria and guidelines which have been developed with the full cooperation of the Committee.

The Committee agreed that its sole functions were: 1) to determine the criteria for the realignment of faculty resources in as equitable manner as possible in line with current programs and resources, and 2) to indicate the procedures and techniques to be used in implementing the realignment. Administrative policies related to establishing the general principles for the adoption or dissolution of programs are beyond the scope of this Committee's activities and thus beyond the scope of its report.

Concern for humane implementation was frequently a topic of discussion. We would urge the University Administration to assist in whatever way possible those individuals who will be affected should the recommendations be accepted.

The Committee recommends:

1. The present status of all programs shall be maintained to the greatest extent possible and that short-range adjustments reflect primarily the shift in enrollment patterns which has occurred during the past two years.
2. The following quantitative criteria shall be used in determining realignment of faculty:
 - a. Average credit hours produced per FTE faculty position by department for the three fiscal years 1968-71;
 - b. Decrease (or increase) in departmental credit hour production between 1970-71 and 1971-72 (In some instances consideration must be given to credit hour production in Summer and Fall 1972, since marked shifts have occurred during this period.);
 - c. Proportional adjustments so as to bring the overall university student/faculty ratio to 18/1.
3. All data to be used in the decision-making process should be made available simultaneously to the colleges and departments along with definitions of crucial terms and formulas.
4. The Vice President for Academic Affairs in conjunction with the Deans will establish the number of FTE faculty posi-

tions to be lost or gained in each of the Colleges. The Deans in conjunction with the Department Chairmen and Heads will establish the number of FTE positions to be lost or gained in each of the Departments. The decision affecting individual faculty members will be made at the departmental level, in accordance with departmental policies and procedures, with the advice and consent of the Dean. (All decisions will, of course, be bound by the provisions of this report.)

5. Just as the realignment of faculty resources should take place within the boundaries of existing University policies and programs, it should also take place as fully as possible within the boundaries of existing University obligations. Among these obligations are the following:
 - a. To honor terms of faculty employment as they are spelled out in **University Policies and the Faculty** (1970) and in the appropriate AAUP guidelines (which were published in **Academe**, Vol. 6, No. 1, January 1972).
 - b. To maintain the Affirmative Action Policy which the University has adopted.
 - c. To make it possible for students to complete degree programs which they have already started.
 - d. To assist faculty whose positions are being closed to find other suitable employment either in the University or elsewhere. (Department Chairman and Heads should accept a special obligation to assist and counsel faculty members who are seeking other employment.)

The present committee recognized that it had an urgent job to do; therefore it tried very hard not to force program and policy changes on the faculty and the University. But it recognized also that there are long range problems confronting the University in this period of readjustment following the explosive growth of the sixties. It welcomes the establishment by Vice President Seibert of an **Ad Hoc Committee on Academic Quality and Personnel Policies** and the establishment by the Faculty Senate of an **Ad Hoc Committee** to study Promotions and Promotion Policy as necessary first steps in

THE WESTERN FAMILY

DR. RICHARD A. DAVIS, JR., associate professor of Geology, is president of the Great Lakes section of the Society of Economic Paleontologists and Mineralogists, including geologists from Wisconsin, Illinois, Ohio, Michigan and Minnesota . . . DR. GREG BOOTH-ROYD, assistant professor, Counseling Center, conducted a workshop sponsored by the State of Oregon Board on Police Standards and Training at Woodburn, Oregon . . . DR. JEAN E. LOWRIE, director, School of Librarianship, is the editor of **School Libraries, International Developments**, a recently published book . . . DR. EDESEL L. ERICKSON and DR. LEWIS WALKER, professors of Sociology, are authors, with DR. CLIFFORD BRYAN, of Idaho State University, of a new book, **Social Change, Conflict and Education**, published by Charles Merrill Publishing Company . . . DR. SAMUEL I. CLARK, Director of Honors and Faculty Senate President, was among overseas study advisors attending a workshop sponsored by Wayne State University and the Institute of International Education . . . DR. HAYM KRUGLAK, professor of Physics, has been appointed to the Task Group for Education in Astronomy of the American Astronomical Society . . . **The American Political Dictionary** has been updated and expanded for its third edition by DR. JACK C. PLANO, professor of Political Science, and DR. MILTON GREENBERG, dean of faculty, Roosevelt University and former head of the WMU Political Science Department . . . DR. RUSSELL M. GOLDFARB, professor of English, is the author of "Madame Blavatsky," an article in **The Journal of Popular Culture** . . . "Beyond Here and Now: Bridging Boundaries," was the theme of a session conducted by DR. NEIL LAMPER, associate professor of

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dealing with these long-range matters.

The Committee is unanimous in its approval of the above recommendations.

W. Chester Fitch, Chairman
E. J. Asher, Jr.
James J. Bosco
Robert R. Finn
Edward L. Galligan
Cornelius Loew
L. Michael Moskovis
Ellen P. Robin
John E. Sandberg

KEYS AND LOCKS

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4. Co-signatures may be required by Deans or similar administrators and will be honored by the Office of Safety and Security.

Issuance of Keys

1. Effective immediately, all requests for keys must designate the names of personnel to whom the key will be issued and that individual must sign a receipt at the Office of Safety and Security for the key. Keys will not be sent through the mail nor will they be released to anyone other than the person designated on the request form.

2. Individuals who are leaving the employment of the University must return their keys to the Office of Safety and Security or the Personnel Department. Keys may not be transferred from one person to another. The University will consider the exit process incomplete unless the above is completed. Employees are cautioned to obtain receipts for returned keys.

3. Keys may be issued for limited periods for graduate assistants if the authorization so indicates.

4. Individuals must report the loss of any key to the Office of Safety and Security as soon as possible after the discovery of loss.

5. Building and grand master keys will not be issued without the approval of the Vice President for Finance. Any request must be justified in writing.

6. Keys issued to rooms declared to be containing radio-active or other hazardous materials will be issued only with the approval of the Department Head and the University Safety and Security Coordinator.

7. In unusual situations, the Director of Safety and Security is authorized to refuse to furnish a key even though a proper request has been made, until the matter may be brought to the attention of the Vice President for Finance.

8. Keys will not be issued for an area assigned to a Department without the authorized signature for that Department appearing.

9. Keys will be issued only to authorized individuals. Departments are not to store keys on an unassigned basis.

10. In case of emergencies, Security Officers on duty may be asked to unlock areas upon adequate identification of the requesting individual.

Changing of Locks

1. The Office of Safety and Security will inform authorized departmental personnel of all reports of keys to their respective areas which have been lost.

2. If in the judgment of the Department Chairman, Dean or Director of Safety and Security, with the consent of the Vice President for Finance, the security of a building or area is significantly imperiled by the theft or loss of a key, the locks

will be changed and the cost charged to the Department or area by which the lost or stolen key was authorized.

3. Building coordinators will be responsible for authorizing changes of locks to general classroom areas and building entrance doors.

4. Departments may request locks which do not fall under building master or departmental sub-master series for purposes of securing equipment or dangerous materials such as radio-active sources, upon submitting written justification and subject to the written approval of the Department Chairman, Dean, Director of Physical Plant and University Safety Coordinator.

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Counseling and Personnel, as a portion of the national meeting of the Association for Humanistic Psychology held at Squaw Valley, California . . . Three watercolors by LOUIS RIZZOLO, associate professor of Art, have been selected for display by Mrs. William G. Miliken, Michigan's first lady. Two of the paintings will hang in the Governor's mansion and the third will be in the Governor's office in the capitol . . . MARLON GEROULD, director of Foreign Student Affairs, served as a consultant on foreign student programs at the State University of New York at Oswego . . . **Business Ideas and Facts**, a publication of the Bureau of Business Services and Research at Eastern Michigan University, contains an article, "Image Assessment Can Be Administered by a Small Retailer," by DR. DALE L. VARBLE and JIM L. GRIM, assistant professors of Marketing . . . DR. ROGER E. ULRICH, research professor of Psychology, discussed "Toward Experimental Living" at the International Symposium on Behavior Modification, held at Minneapolis . . . "The Challenges We Face" was the title of the keynote address given by MRS. DELDEE HERMAN, associate professor of Communication Arts and Sciences, at the convention of the Missouri Speech Association at Kimberling City . . . "The Automated Little Red School House," by DR. BRYCE F. ZENDER, assistant professor of Social Science, College of General Studies, is included in **AV Communication Review** . . . DR. GEORGE G. LOWRY, associate professor of Chemistry, represented the University at the dedication and scientific symposium of the Midland Macromolecular Institute . . . CARLTON H. CAMERON, senior vice president, Michigan Carton Company, Battle Creek, has been re-elected to a third term as president of the Paper Technology Foundation, Inc. ROBERT B. WETNIGHT, Western's vice president for Finance, was elected foundation treasurer; GERALD A. HALE, a Western alumnus and president of the Minerals and Chemicals Division, Engelhard Minerals and Chemicals Company, Menlo Park,

New Jersey, was re-elected secretary. Trustees elected are CARL COOPER, Brown Company, Kalamazoo, two-year term; ARNE H. ANDERSON, Weyerhaeuser Company, White Pigeon, and MILTON F. SCHNAUFER, Scott Paper Company, Detroit, to three-year terms . . . DONALD BULLOCK, associate professor and counselor of Music, has been elected president of the National Association of College Wind and Percussion Instructors, and LEONARD MERETTA, professor of Music, was named Michigan's representative to the North Central Division of the organization . . . ROGER A. BENNETT, assistant professor of Natural Science, represented the American Association of University Professors at the inauguration of DR. GORDON J. VAN WYLEN as president of Hope College.

REPORT READY

The initial Annual Report of the Committee to Oversee Progress on CUE Recommendations is ready for distribution to faculty.

Anyone interested in receiving a copy of the report may secure one through the office of his department head. They are also available at Academic Services office, phone 3-1668.

For students, copies have been placed in Waldo Library, Student Services Building, and in residence halls.

APPLICATIONS FOR SABBATICAL LEAVES

By action of the Board of Trustees on June 30, 1972, the date by which applications for sabbatical leaves must be filed shall be determined administratively and be publicized to the faculty.

Hereafter the application must be filed not later than November 1 of the year preceding the fiscal year in which the leave will occur. The deadline date has been moved forward so that those to whom sabbaticals are granted will have a longer period in which to lay their plans so that departments will know who will be gone before they prepare the Fall Schedule for the following year.

HOUSING

All freshmen and sophomores must live in a residence hall except as indicated below.

1) Any student carrying eight (8) hours or less during fall and winter or four (4) hours or less during the spring and summer.

2) Any student who will be 21 by the last day of the winter semester (for fall and winter semesters) or by the first day of the fall semester (for spring and summer sessions).

3) Any student who has earned 56 credit hours acceptable to Western Michigan University.

4) Any student who is married.

5) Any student who is living in the home of his/her parents and within a 50-mile radius of campus.

6) Sophomores who are members of a fraternity or sorority may elect to live in a fraternity or sorority house registered with the Office of Student Activities.

EXAMINATIONS

1. Students are required to take examinations in all courses in which they are enrolled.

2. Students may not request an examination at any other than the scheduled time. Any unavoidable conflict should be reported to the Dean of Admissions and Records as soon as known so that special arrangements can be made.

FINAL EXAMINATIONS

Regarding final examinations, faculty are reminded of the March 24, 1972, letter released by Associate Vice President Philip Denenfeld, quoted below:

"SUBJECT: Irregular Final Examination Times.

"Dear Colleagues:

"When the concept of a separate final examination period and schedule was dropped some years ago as part of the adoption of our present trimester calendar, the policy was adopted of instructors . . . using one or more periods of regularly scheduled class time at the conclusion of the course . . . for examination purposes. While that policy has been generally observed, it appears that an increasing number of faculty have been holding examinations at days and hours other than 'regularly scheduled class time.'

"A number of students have complained, understandably, that the practice has created conflicts and, at times, considerable inconvenience for them, since they had planned their examination obligations to coincide with their semester class schedules. Some commuter students, for example, have been forced to make special trips to the campus on days when they had domestic or job responsibilities.

"The students appreciate that emergencies can arise which necessitate schedule changes. What they are concerned about are changes for the personal convenience of the instructor or other students, and the occasional insensitivity to their problems.

"Since this practice seems to be spreading, I am writing this as a reminder of University policy and of the difficulties that divergence from it may cause for your students. If it is essential to hold a final examination at any time other than a regularly scheduled class hour, please make every effort to accommodate the students adversely affected by the change."

NEW COURSES AND CURRICULAR CHANGES

Policy affecting committee operation relative to course development and curricular changes has been adopted by the Educational Policies Council.

Below are sections of the report detailing the procedures under which College Curriculum Committees will operate. The definition of duties for the University Curriculum Committee is included.

Administrative Procedures

A. DEPARTMENTS

1. The department chairman should forward proposals for curricular changes to the chairman of the College Curriculum Committee.

2. It is the responsibility of the department to determine if a proposed change will affect the programs of other departments. It should inform these departments of the proposed changes before they are forwarded to the College Curriculum Committee, and it should cooperate with them in making mutually satisfactory arrangements.

3. The department should seek the cooperation of other departments in rounding out its own program in order to avoid duplication of effort.

B. THE COLLEGE CURRICULUM COMMITTEES

1. The College Curriculum Committee is responsible to the Dean of the College. Its actions are recommendations to him. The function of the Committee shall be to advise the Dean on any matter concerning the College's curriculum. This shall include, but not be restricted to, the following:

a. It should review changes in the College's programs and courses. The Committee should formulate guidelines to permit the committee chairman to forward some items to the Dean without having them reviewed by the full Committee. Proposals which are approved by the Dean should be sent to the Registration Office.

b. It should conduct periodic full review of all ongoing programs.

c. It should help coordinate the various programs within the College. The Committee should maintain liaisons with the other College Curriculum Committees and the University Curriculum Committee to insure coordination between Colleges. The chairman of the University Curriculum Committee shall call a meeting of the College Curriculum Committee chairmen to act on appeals of actions taken by College Curriculum Committees.

d. It should provide leadership and assistance to the departments in the initiation of new programs.

2. The number of times a proposal is reviewed formally by full committees should be reduced. Accordingly, the Teacher Education Committee, the Advisory Committee for Academic Computers and Computer Training, and the University General Education Commit-

tee should explore with the College Curriculum Committees alternative ways of accomplishing their objectives, possibly including representation on the College Curriculum Committees.

3. Each College Curriculum Committee shall circulate to all department chairmen and deans an agenda of proposed changes at least ten (10) working days before their meeting so that all departments affected by the changes may react.

C. THE UNIVERSITY CURRICULUM COMMITTEE

The University Curriculum Committee is appointed by and responsible to the Vice President for Academic Affairs. Its actions are recommendations to him. Its functions shall be:

1. To advise the Vice President on any curriculum matter, especially those of University-wide significance, such as duplications in programs.

2. To review proposals for programs and University units that are to be administered directly by the Vice President.

3. To conduct periodic full review of the programs directly administered by the Vice President.

D. THE EDUCATIONAL POLICIES COUNCIL

Although none of the curriculum committees are to be subcommittees of the Educational Policies Council, it shall receive the minutes of these committees and may review their actions. The action taken by the E.P.C. in such a case shall take precedence over the curriculum committee's action.

COURSE OFFERINGS, OFFICE HOURS, MEETING CLASSES

The teaching and institutional responsibilities of the instructional staff are among those areas of university life which for many generations have been a part of the unwritten code of scholars. The Statement on Professional Ethics, adopted by the Faculty Senate February 1, 1968, assumes that the professor will "observe the stated regulations of the institution, provided they do not contravene academic freedom..." The statements which follow express accepted practice and are in no sense to be interpreted as a complete statement of the responsibilities of an instructional staff member:

1. The responsibility for determining whether a particular course should be included in a given curriculum as well as its general content and purpose is vested in the various Curriculum Committees of the Colleges and University and not in the individual professor. While each faculty member will inevitably and desirably put the stamp of his own personality and scholarship upon each course that he teaches, he is expected to teach the course for which he is scheduled in the **Class Schedule** and to teach it in general

conformance with the description of the course that appears in the **Catalog**.

2. All teaching faculty are expected to provide adequate opportunities for out of class communication with students at times of mutual convenience. Faculty should state clearly by posted hours or otherwise the times and circumstances of their availability. Regular office hours should also be recorded in departmental offices. Part-time faculty are expected to provide reasonable consultation time.

3. Faculty members are responsible for meeting scheduled and arranged classes. When a faculty member finds he cannot meet a scheduled class, the matter should be discussed with his department chairman in sufficient time that suitable arrangements can be made and the class notified. In an emergency situation a reasonable effort should be made to contact the department office prior to the scheduled class and a subsequent explanation of the absence should be made to the department chairman.

4. If scheduled commitments cannot be fulfilled, efforts should be made to notify in advance those students or colleagues affected.

(Adopted by the Educational Policies Council on October 28, 1971).

RECORDS

All persons in charge of official correspondence and records are reminded that all office records are the property of Western Michigan University and no destruction or other disposition is allowed except through authorized procedures.

It is defined by law that records "... shall include any paper, book, photograph, motion picture film, microfilm, sound recording, map, drawing, or other document, or any copy thereof that has been made by any agency of the State of Michigan or received by it in connection with the transaction of public business and has been retained by that agency or its successor as evidence of its activities or because of the information contained therein." (Public Acts 1952 - No. 178)

Other than business office records, those of general interest to most offices include such items as minutes of staff meetings, committees, or other groups functioning for the office; personnel records; correspondence; reports; policies, procedures and regulations; any official publication of the University, periodicals, newsletters, etc.; photographs and recordings. Usually these kinds of items are retained about three years in the offices and then must be referred to Archives.

Do not dispose of records or destroy them!

Any doubtful matters should be referred to the Director of Archives and Regional History Collections. Occasionally there are reports that something has been thrown out that should have been kept or given to Archives.

Anyone who would like to read

the general schedule for retention and disposal of University records adopted by the Board of Trustees on March 15, 1968, may call Mr. Wayne Mann, Director of Archives.

OUTSIDE SPEAKERS INVITED BY STUDENT ORGANIZATIONS

It is the policy of the Board of Trustees and the University to foster a spirit of free inquiry and to encourage the timely discussion of a wide variety of issues, provided that the views expressed are stated openly and therefore are subject to critical evaluation. Restraints on free inquiry should be held to that minimum which is consistent with preserving an organized society in which peaceful democratic means for change are available. Therefore, recognized student organizations are encouraged to invite speakers to the campus to address public meetings subject only to the following provisions:

1. The speaker must not urge the audience to take action which is prohibited by the rules of the University or which is illegal under federal or Michigan law. Advocating or urging modification of the government of the United States or of the State of Michigan, by violence or sabotage, is specifically prohibited. It is the responsibility of the student organization to inform speakers of these prohibitions.

2. Sponsorship must be by a student organization which has been recognized under the general regulations approved by the appropriate University authorities.

3. For purposes of preserving a record of all such public meetings and of coordinating them with the calendar of other activities taking place on the University property the sponsoring organization must (a) make all arrangements for reservation of space with the appropriate University officials, and (b) complete a form to be furnished by the appropriate University office indicating, among other things, the subject to be discussed, the names of all speakers and the time and place of the meeting, the form to be certified by the signature of the appropriate officer of the organization and the faculty adviser. All rules for administration of requests from recognized student organizations must conform to the **General Policy** stated above. It shall be the responsibility of the institutional officer under whom the program is administered to certify that all appropriate steps have been taken before the event is officially scheduled.

4. Any student organization violating the provisions of this Bylaw is subject only to the procedures and penalties applicable to students and student organizations that violate other University rules.

TRAFFIC, PARKING AND PEDESTRIAN ORDINANCE

Chapter 6, Section 6.26

Bicycles shall be parked in bicy-

cle racks or bicycle stands as provided and any bicycle parked other than in a bicycle rack or bicycle stand will be removed to the Office of Safety and Security Division for safe keeping. Any such bicycle shall be surrendered to the owner thereof upon proof of ownership.

Adopted by Western Michigan University Board of Trustees on June 30, 1972.

IDENTIFICATION

Each student on campus is required to have an identification card which includes photo, name, social security number and validating label.

FREE INQUIRY IN THE CLASSROOM

1. The classroom is an arena for

free inquiry, and the teacher is not only entitled to freedom in his classroom to discuss his subject but also obligated to uphold the same privilege to his students. Freedom of discussion is, of course, limited by what is relevant to the topic under consideration and often by the particular pedagogical method, such as the lecture, used on a given occasion.

As a necessary condition for conducting free inquiry in his classroom, the teacher is in all circumstances the person in charge of his class. By institutional practice he does, of course, admit the students officially enrolled in his class. Otherwise, it is at his discretion that all other persons are permitted to enter his classroom. The teacher is, at the same time, responsible to his students and to his administration, either of whom can initiate a complaint against him under University grievance policy if it is believed that he is using improper procedures.

2. According to protocol, University administrators enter a teacher's classroom only on a teacher's invitation, unless otherwise determined in departmental policies.

3. By long-standing academic tradition, the academic community considers the classroom to be a professionally privileged place and would expect law enforcement officers to apply the same restraints before entering a classroom that they would apply before entering a private place.

4. While there is no adequate test of intent that would prevent a person from officially enrolling in a class for the purpose of covert surveillance of a faculty member or a student, the faculty at this university strongly condemns such a practice by any public agency or organization or by any individual.

(Passed by the Faculty Senate, September 10, and approved by President James W. Miller on September 17, 1970.)

WEAPONS

No person shall have in his possession on University property any firearms or other dangerous weapons, with the exception of police officers, transfer agents licensed to carry weapons and persons using such weapons for class instruction when authorized by the Dean of the College.

Any student, faculty member or other University employees violating this rule shall be subject to suspension or dismissal. Any other person violating this rule shall be deemed to be a trespasser.

Among the classes exempt from the regulation would be ROTC and archery.

(Adopted by Western Michigan University Board of Trustees on June 11, 1971.)

