THE WESTERN FAMILY

EDWARD CALLAN, professor of English, is represented in The Dublin Magazine with an article "W. B. Yeats on the Coming of Age from 'Homo Sapiens' to 'L'Homme Clairvoyant'" ... Four members of the Political Science faculty participated in the Washington convention of the American Political Science Association. DR. C. I. KLINE, professor, and PETER G. RENSTROM, assistant professor, presented papers while MARVIN DRUKER and JOHN GOGON, assistant professors, served as panel discussants ... DR. CHARLES B. KEELY, assistant professor of Sociology, has an analysis on the report of the Presidential Commission on Population Growth and the American Future in International Migration Review ... JOHN WOODS, professor of English, read from his own works at the Indianapolis conference of the Business Community for the Arts. He was accompanied by the Indiana University-Golden Repertory Theater, the Butler University ballet and the Singing Hoosiers ... DR. DAVID R. TAYLOR, associate professor and MRS. MARY CORDIER, assistant professor, of the Teacher Education faculty, together with DR. BETH SCHULTZ, associate professor of Biology, led sessions at the Mishawaka, Indiana, workshop of the Association for Childhood Education ... "Building Word Recognition Abilities" by DR. BRUCE A. LLOYD, director, the Reading Resources Center, which he delivered at the International Reading Association convention, is presented in the abstract form in Abstracts—17th Annual Convention, 1972 ... DR. BENJAMIN EBLING, associate professor of French, is the author of a French text "Cahier de Travail Pratique (Notebook of Practical Work)" for use in second and third year French in high schools ... DR. MANUEL MANTERO, professor of Spanish, is the author of a book "Poeta (1958-71)" published by Plaza and Janes, Barcelona, Spain ... ROBERT P. JOHNSTON, associate professor of Art, has been appointed to the Commission on Accrediting of the National Association of Schools of Art ... MRS. COLLEEN COLLINS, director of Music Therapy, served as second vice president at the Lancaster conference of the National Association of Music Therapy ... DR. ROBERT HAWKINS, associate professor of Psychology, served as a consultant to the Special Education Department of the California

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Trustees Approve Affirmative Action Policy
In the Field of Employee Relations at Western

Western Michigan University subscribes fully to the principles of Equal Employment Opportunities for all members of the faculty and staff. More importantly, the University is committed to seeking greater minority group and women membership and increasing their opportunities among all of its faculty and staff.

To insure that discrimination based on Race, Color, Religion, Sex, Age, or National Origin will not occur in any hiring or promotional opportunities, the following policy of the University is to be considered as a commitment of all employees:

Western Michigan University prohibits discrimination in matters of employment, training, promotions, wages or salary because of Race, Color, Religion, Sex, Age, or National Origin in accordance with all Federal, State or local regulations.

An Affirmative Action Plan, including Equal Employment Opportunities, which is hereby established extends beyond non-discrimination in employment practices only. This plan seeks to create specific programs which will materially increase the number of minority employees and women, and will enhance the status of present minority group and women employees of the University.

All University personnel are expected to become familiar with, read, and implement this policy.

DEFINITION

AFFIRMATIVE ACTION in the field of employee relations means establishing techniques that result in analyzing the methods, procedures and results of all personnel actions and decisions to determine whether any qualified workers have been excluded for reasons of Race, Color, Religion, Sex, or National Origin. It means taking every appropriate corrective action to bring about the desired change in the situation. AFFIRMATIVE ACTION is designed to bring about complete equal opportunity in its full meaning in all areas of the University.

PURPOSE

The Affirmative Action Policy reaffirms and expands the University's commitment: (1) to achieve an effective equal employment opportunity program; (2) to implement an effective policy that will increase the employment opportunities of all employees regarding upgrading, training promotions, wages, etc., placing specific emphasis on any under utilization of minority employees or female employees in all classifications, thereby improving the employment status of any such employee; (3) to establish effective hiring procedures to comply with all State, local, and Federal non-discrimination compliances.

GENERAL POLICY

In all of its relationships, Western Michigan University prohibits any discrimination on the basis of Race, Color, Religion, Sex, Age or National Origin.

IMPLEMENTATION RESPONSIBILITY

The general responsibility for proposing University Affirmative Action Policy shall be given to the Affirmative Action Coordinating Committee. The Coordinating Committee will evaluate and analyze all affirmative action activities. The specific responsibilities and implementation of the policy shall be assigned to the Director of Employee Relations and Personnel and a specially trained employment assistant in the University Personnel Department.

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IMPORTANT DATES

Nov. 10—Last day for Winter Course requests
Nov. 14—Student class lists sent to Departments
Nov. 24—Departmental Winter schedule adjustments due
Nov. 28—Students' Winter schedules mailed
Dec. 4—Fees and students' schedule adjustments due
Dec. 8—Final day for payment of fees and adjustment of schedules
Dec. 16—Semester ends—Commencement

AFFIRMATIVE ACTION COORDINATING COMMITTEE

A University-wide coordinating committee appointed by the President in consultation with appropriate University community groups will:

A. 1) Conduct periodic analysis of any areas in which discrimination is prohibited.
2) Conduct periodic analysis of the University work force, placing emphasis on any "under utilization" of Minorities and women in all job classifications regardless of age and religious affiliation.
3) Maintain records and report on the progress and effectiveness of the Affirmative Action activities to the University President or his designee.
4) Recommend programs designed to correct problems found through review and analysis of Affirmative Action activities.
5) Review any discrimination complaints by applicants and
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(Continued from page 1)
la (Pennsylvania) State College. DR. PAUL FULLER, professor of Psychology, a member of two panels at the Hawaii convention of the American Psychological Association and served as chairman of the committee on training for school psychologists as part of the Michigan Psychological Services Council. FRED S. KEL- LER, adjunct professor of Psychology, was one of four Americans to speak at the international conference on New Knowledge and Progress in the Psychology of Learning, held at Rome. Papers delivered at the University of Michigan University meeting of the Association of American Geographers included: “Preliminary Patterns in the Detroit Metropolitan Area during Summertime Convective Situations,” by DR. VAL EICHENLAUB, associate professor, with CHRISTINE BACON, a Grosse Pointe junior, as co-author; “Natural Ice Sculptures on Lake Michigan’s Maritime Trade,” by DR. DAVID DICKA- SON, assistant professor; “The Lost States of Africa” by DR. EUGENE KINSEL, assistant professor; and a special report by DR. JOSEPH STOLTMAN, assistant professor, and JAMES ROOT, a former student now a doctoral candidate at the University of Cincinnati. “Systems Improvement Through Work Simplification” is the title of a presentation made by CARL R. LINDENMEYER, assistant professor of Engineering and Technology. In other conference Domestic Services for the State of Michigan... DR. ROGER L. COLE, chairman, Department of Modern and Classical Languages, served as chairman of a session on “Language Problems in the Community College,” at the Michigan Foreign Language Conference. DR. EB- LING, presided at a conference meeting of French, which he serves as Michigan chapter president, and ROBERT GRIFFIN, assistant professor of Spanish, directed a conference session on “Bilingual Education in Michigan”... DR. DAVID TAYLOR, associate professor of Education, spoke on “Innovation in Teaching to Secondary Teachers” at the Fall meeting of the Michigan College Reading Council. DOROTHY E. SMITH, assistant professor, Reading Center and Clinic, presided at the meeting’s business session DR. PHILIP KRAMER, associate professor of Social Work, led a workshop on “The Role of School 社会 worker in Effecting Change in the School System” as a part of the Michigan School Social Workers conference. DR. MERL C. HOKENSTAD, director, School of Social Work, has been named to the Training Review Committee of the National Institute of Alcohol Abuse and Alcoholism.

TRUSTEES APPROVE POLICY
(Continued from page 1)
employees unresolved by the Personnel Department.
6) Review the activities of the Equal Employment Opportunity Officer.
B. The Affirmative Action Coordinating Committee will develop goals and timeframes for departments on affirmative action deficiencies found in the University community recognizing that all personnel relations staff, department and division heads, and local and unit managers will be involved in the goal setting process; that goals may not be rigid and inflexible quotas which must be met but must be targets reasonably attainable by means of application of good faith effort to make all aspects of the entire Affirmative Action program work; that goals, timetables, and affirmative action commitments will be designed to correct any identifiable deficiencies.

DISSEMINATION OF AFFIRMATIVE ACTION POLICY
The University will promote its “Equal Employment Opportunity Policy” in “Equal Employment Opportunity Policy” in all of its recruiting advertisements. The policy will be distributed to all University personnel who are expected to become familiar with it, read, and implement it.

The University will act upon the recommendations of the coordinating committee’s analysis regarding discriminatory findings in employment and contractual obligations to ensure that Western has an effective Affirmative Action Program. The University will continue to advertise in special women and minority group newspapers, and cooperate with special women and minority group agencies. Regularly the University will place an article in various campus media about the University’s Affirmative Action Policy. A copy of the University’s Equal Employment Opportunity Policy will be made available to all agencies and organizations having official business with the University. Notices shall be sent to all employment agencies and the public school systems of Western’s Equal Employment Opportunities. All Western Michigan University employees will be made aware of the Affirmative Action Policy by posting said policy in appropriate locations and publication in faculty and staff handbooks.

UNION RELATIONS
The University’s collective bargaining agreement with Local 1668 and Council 7 of the A.F.C.M.E. contains the following provisions: “The Employer and the Union agree that, for the duration of this agreement, neither shall discriminate against any employee because of religion, race, color, creed, age, sex, nationality or political belief...” The above shall continue to be incorporated in all future agreements between the University and its employees.

COMPENSATION AND BENEFITS
All University compensation and benefits programs are administered without regard to Race, Color, Religion, Sex, Age, or National Origin.

FACILITIES
All University facilities are maintained on a non-segregated basis.

CONTRACTOR COMPLIANCE
All suppliers of goods or contracts to Western Michigan Univer-
We all share the concern of declining enrollment. Because of this, the committee has concluded that "the most appropriate solution to the problem would be to convert the Office of Safety and Security to an armed campus police force." The committee points out: "Though this is a major step for the University in terms of present structure, its effect will be only to respond to the current needs of the University community and to bring Western Michigan University into line with other colleges and universities nationwide. Western is the only state-supported college or university in Michigan, and one of the very few in the nation which does not provide the protection of a 'campus police force'."

Among the significant points of the report are:

. . . A full law enforcement agency would provide one great additional benefit to the University community by police officers who would be specially trained, not only to enforce the laws on campus, but also to represent the University with an eye toward the particular needs of the University and its students.

. . . As to the type of equipment to be utilized by the officers, it is contemplated only that they be fully equipped as police officers, the details to be worked out by the Office of Safety and Security in cooperation with the University administration and the Board of Trustees.

The wisdom of any increased expenditures seems well justified by the current need and by what appears to be hesitance, if not an outright refusal, by the University to appropriate funds to state supported colleges and universities for the purpose of paying outside agencies (such as city police) to provide necessary protection.

. . . Western Michigan University should immediately begin to seek enabling legislation which would empower the University to pass the necessary state laws in the governance of its on-campus affairs.

ROOM SCHEDULING POLICY

Faculty members who wish to schedule activities outside their regularly scheduled classes into University space must comply with the following procedures:

1. All requests should be initiated at least 48 hours preceding the event.

2. There is no charge for official University activities conducted during a regular school day (Monday thru Friday, 8:00 a.m. to 5:00 p.m.), Saturday 8:00 a.m. to 12:00 noon except as set forth in No. 3 below.

3. If admission is charged to the activity, there is a $10.00 charge per hour for the regular school day.

4. Weekdays after 10:00 p.m. and Saturdays from 12:00 noon until Monday 8:00 a.m. is there a $25.00 charge (plus $5.00 per hour beyond the first three hours for the first room and an additional of $3.00 for any additional room beyond the first).

5. The above charges are for custodial services only and do not include any technical assistance which might be needed.

6. Faculty members who wish to reserve a room for an academic activity may do so by contacting Mrs. McBeth at the Registration office 383-1914.

NOTE:

Several problems arise each semester when some faculty members for various reasons decide to switch their classes from one room to another. These moves cause conflicts in other rooms and make it impossible for anyone to contact those "rooming" classes. May we urge you to check with the area to which you are moving to verify availability?

Special mailings of promotional literature with an invitation to enroll are sent to students identified by the National Merit Scholarship program, various talent search programs and potential college student identification surveys made by the State Department of Education. The Admissions Office responds to every source of student interest which is made available to the University. Approximately 10,000 high school seniors who will take the A.C.T. this year will be informed of the Admissions Office program by mailing with an invitation to enroll and inviting them to consider further all that the University has to offer. The names and addresses of (Continued on page 4)
these students grouped by major interest and educational objectives will be delivered to the appropriate deans and department heads for follow-up communications.

Additional activities planned or continued from previous years, which directly or indirectly recruit students to the University, are the Principal-Freshman Conference, the Junior Community College Conference, regional meetings with students, parents, and alumni in various regions of the state, an on-campus day for high school juniors and seniors, which will involve University faculty, and special programs for minority students conducted by the Minority Student Services Office. Many other programs on campus are urged by individual departments (Music as an example) bring high school students and their parents to the campus.

To date, our representatives in the field, as well as those from other institutions, are reporting a pronounced unwillingness on the part of students to become enthused about seeking admission. The indifference or restraint is in sharp contrast to the eagerness with which our representatives in recent years. Perhaps the greatest concern of students and their parents is the cost. For many families the community college offers considerable relief financially. However, offering the best employment possibilities, and often found at community colleges, are attracting students.

Any University employee who has a plan for attracting students to the University is urged to call Mr. Russell Gabler, Director of Admissions. He will welcome the opportunity to discuss any proposal.

FACULTY POLITICAL ACTIVITY

It is the judgment of the Governing Board of Western Michigan University that political activity on the part of staff members is desirable. It is part of the whole duty of a citizen and should be encouraged. However, certain problems arise in connection with candidacy for or appointment to public office, and it is the judgment of the Board that there should be some clear-cut policies and procedures. These are stated below:

1. Any staff member shall be expected to discuss with his division or department head, and on his recommendation with the President, such candidacy or appointment before public announcement is made.

2. In the case of candidacy for any office, it is expected that the staff member will continue to perform his full duties unless he is given leave of absence for the period of his candidacy.

In case of candidacy for local or county office, or in the case of primary candidacy for party nomination to state or national office, taking of leave of absence shall not normally be expected or required. If the staff member receives party nomination to state or national office, the question of leave of absence without pay shall be discussed with the department head and the President. The judgment as to whether or not a leave of absence shall be taken shall depend entirely upon the amount of time the staff member expects to devote to his candidacy.

3. If a staff member is elected or appointed to any position, the question of whether or not he shall take leave of absence shall resign his position shall be discussed with the department or division head and the President of the institution. In the case of part-time office, such as membership on city councils, school boards, boards of supervisors, etc., leave of absence or designation shall not normally be expected or required. In the case of election or appointment to full-time office, the staff member may take either leave of absence without pay or may resign dependent upon the joint judgment of the department or division head and the President of the institution: provided that no leave of absence shall be extended beyond two years.

DEPARTMENTAL PROCEDURES

All persons are vitally interested in conditions attendant to their positions, and professional people particularly value the right to participate in making decisions that affect them in their daily work. The sense of belonging, which results from participation, is conducive to good morale and increased professionalism. These conditions, in turn, make it possible for the department, and therefore University, to draw more completely upon the skills, experiences, and knowledge of every faculty member. University participation is especially desirable at the departmental level, since decisions at this level affect the faculty member directly and immediately.

In order to encourage procedures which will insure such broad faculty participation, the following recommendations are made:

Departmental procedures shall be in conformity with University policies and procedures. The administrator is most closely responsible for the departments in interpreting University policies, and who is responsible for asuring conformance by all departments to the policies adopted thereby shall be arrived at by democratic participation of all eligible members of the department.

DEPARTMENTAL SALARY INCREASES

NOMINATING DEPARTMENT CHAIRMAN/HEAD

SELECTING MEMBERS OF SPECIFIC COMMITTEES

DURATION OF TERM OF COMMITTEE CHAIRMAN AND MEMBERSHIP IN SPECIFIC COMMITTEES

NOMINATION OF NEW FACULTY MEMBERS

IMPLEMENTING DEPARTMENTAL TENURE REVIEW

RECOMMENDING PROMOTIONS

DEPARTMENTAL PROCEDURES

provide for a student voice on selected committees.

procedures and the policies adopted thereby shall be regularly reviewed and where found inadequate shall be changed by orderly process.

The Professional Concerns Committee of the Faculty Senate shall serve as a resource and consultant to the departments.

(Adopted by Faculty Senate December 2, 1971, and approved by the President of the University January 4, 1972)

NATIONAL DEFENSE

Loan Recipients

With Winter Semester approaching, it is necessary that you be reminded that a new edition of the Promissory Note be signed in Room 3219, Student Services Building, as soon as possible.

If you have already signed a revised Promissory Note this fall (in September) you NEED NOT sign again.

If you charged-off your Fall award in full against your tuition and fees, did not resign a revised Promissory Note, you must sign a revised Promissory Note immediately to authorize a charge-off for tuition and fees for Winter Semester, and/or in order to receive a check for the Winter Semester.

INTERVIEW WINTER SEMESTER

FINANCIAL AID

Students in need of financial assistance for the Winter Semester (January-April 1973) may pick up the proper forms in the Office of Student Financial Aid, 3306 Student Services Building (383-1806).

Arrange for appointment only after the Office of Student Financial Aid has received your Parents' Confidential Statement (PCS) results from College Scholarship Service.

There can be no final awards made unless all required documents are on hand at the time of your interview.

ADMISSION OF TRANSFER STUDENTS

"The University welcomes students transferring from all educational institutions and supports this posture by granting full credit for transferable courses wherever possible.

Western Michigan University is fully cognizant and supportive of the vital role which the community colleges fulfill in providing higher education to the people within the State of Michigan. Since one of the stated purposes of community colleges is that of providing the basic requirements of the baccalaureate degree, the University has responded by making provisions wherever possible for community college students to transfer to Western and to complete the baccalaureate degree within the traditional four years."

ADMISSION OF ADULT STUDENTS

"The University recognizes the necessity for providing educational opportunities to people of all ages and levels of educational preparation. Further, University officials desire that adults in particular who are desirous of doing so, be given every opportunity possible to utilize prior education or occupational experiences. Consequently, whenever there is evidence to indicate that the individual will benefit academically and/or vocationally, these persons are encouraged to enter the University."

(Statements from University Admissions Committee, March 9, 1972)