PROCESS FOR SELECTION OF ADMINISTRATIVE OFFICERS

General Education Requirement

The 35-hour General Education Requirement is designed to offer a maximum of choice, self-direction and flexibility. In deciding how to fulfill the requirement, you should keep in mind your talents, interests and educational goals. The requirement may be met three ways: (1) The General Studies Program, (2) The Distribution Program, (3) The Integrated Programs. For advice and counseling on the programs themselves, moving from one program to another, contact a curriculum advisor. Further assistance is available at the General Education (AID) office, Room 2090 Friedmann Hall.

1. The General Studies Program: For Students Enrolled Previous to Fall Term 1973

These requirements are listed in all WMU catalogs 1965-66 through 1972-73. Currently enrolled and re-entry students (especially juniors and seniors) may continue to meet General Studies requirements. All students enrolled before Fall 73 (especially freshmen and sophomores) may switch to either the Distribution or Integrated Programs, in which case curriculum advisors or the AID office if necessary should be contacted.

2. The Distribution Program: For New Students Enrolling Fall Term 1973

This Program is designed as an introduction to a series or discrete or separate courses in different academic disciplines. For example, course work can move from GEO 131 Earth History and Evolution, to ENG 107 Good Books, to SOC 190 Men and Women in Contemporary Society. The virtue of this Program is two-fold: (1) the student has almost total freedom in planning his program (over 200 courses satisfy this requirement); (2) in each course the student deals with the skills and techniques of knowledge within a specific discipline (Geology, English, Sociology, etc.). In other words, the student will "distribute" his course work into different "ways" of knowing—the "integration" of knowledge—hence the name, Distribution Program.

3. The Integrated Programs: For New Students Enrolling Fall Term 1973

These Programs are designed to introduce students to a single subject from different points of view. In Program F, for example, the subject "Technology in Culture" is approached from the following points of view: Environment and Technology; Society and Technology; Man and Technology; Technology, Past, Present and Future. The virtue of the Integrated Programs is also two-fold: (1) the student has a choice of 7 different programs; (2) in each program students deal with the inter-relationships between "ways" of knowing—the "integration" of knowledge—hence the name, Integrated Programs.

COURSES AND REQUIREMENTS FOR THE DISTRIBUTION PROGRAM

REQUIREMENTS

From the courses listed below, students may design their General Education Program. There are six stipulations:

1. The program must total at least 35 semester hours of credit.

2. At least six semester hours must be completed satisfactorily in each of the following three areas: A. Humanities and Fine Arts B. Social and Behavioral Sciences C. Natural Sciences and Mathematics

3. At least one course must be completed satisfactorily in a fourth area: the Non-Western World.

4. At least eight semester hours must be completed satisfactorily at the junior-senior (300-400) level.

5. No more than two courses from the same department (except General Studies courses) may be counted towards the 35 hours.

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General Education Requirement

6. Hours used towards the 35 hour General Education Requirements cannot apply towards curricular, major or minor requirements (certain curricular exceptions to this rule have been approved by the University Graduate Committee). Information regarding these exceptions may be obtained from curriculum advisors.

COURSES (For full course descriptions refer to Department listings)

AREA I HUMANITIES & FINE ARTS: (Art: 120, 130, 140, 220, 231); (Arts & Sciences: 145A-B); (Bus. Ed.: 142); (Comm. Arts & Sciences: 220); (English: 155A-B-C-D-E); (History: 107, 110, 111, 150, 210, 222, 305, 311); (General Studies—Humanities: 102, 200, 201, 202, 203).

MINIMUM 204, 205, 206, 207, 208, 209, 300, 301, 302, 303, 305, 315, 6 HOURS 316, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413); (Languages—French: 100, 101, 375); (German: 100, 101, 375); (Greek: 100, 101); (Italian: 100, 101, 102, 103); (Latin: 100, 101, 102); (Classics: 370, 375); (Russian: 100, 101, 375); (Spanish: 100, 101, 375); (Linguistics: 100); (Music: 150, 151, 152, 350, 351); (Philosophy: 100, 200, 201, 220); (Religion: 200, 305, 306, 312, 313, 331, 333).

AREA II SOCIAL & BEHAVIORAL SCIENCES: (Accountancy: 301); (Anthropology: 100, 240, 425); (Business Ed.: 140, 292); (Economics: 100, 201, 202, 213); (English: 155A-B-C-D-E); (General Studies—Social Science: 120, 121, 122, 123, 220, 221, 223, 224, 225, 255, 256, 355).

MINIMUM 421, 422, 423, 455, 456, 457); (History: 100, 101, 102, 103, 6 HOURS 104, 105, 300, 306, 307, 312, 314, 315, 341, 344, 346, 390); (Management: 300); (Marketing: 190); (Political Science: 100, 250, 300, 314, 315, 340, 360, 361); (Sociology: 100, 101, 171, 190, 200); (Religion: 323, 324, 332).

AREA III NATURAL SCIENCES & MATHEMATICS: (Anthropology: 250); (Biology: 107, 234, 300); (Chemistry: 101, 102, 103, 105, 109, 140); (General Studies—Science: 6 HOURS 130, 131, 132, 133, 330, 430, 431, 432, 438); (Geography: 100, 105, 204, 206); (Geology: 100, 104, 130, 301, 312, 444); (Math: 100, 110, 190, 200, 360); (Physics: 102, 104, 110, 111, 120).

AREA IV NON-WESTERN WORLD: (Anthropology: 229, 335, 336, 337, 338); (Econ.: 585, MINIMUM 587); (General Studies—General: 304); (Geography: 386, 387, 389, 390); (History: 261, 306, 381, 583, 585); (Political Science: 341, 342, 344); (Religion: 302, 303, 304, 307); (Sociology: 530, 533).

AREA V OPTIONAL ELECTIVES: May be used towards the 35 hour requirement but not to satisfy area requirements 1-11-III-IV. (Business—General: 305); (General Studies—General: 101, 122, 341); (General Studies—Inte- grated: 155, 260, 424); (Geography: 350); (Management: 102, 200); (Military Science: 100, 101).

INTEGRATED PROGRAMS AND REQUIREMENTS

REQUIREMENTS Any of the following seven Integrated Programs satisfies the General Education Requirement. There are four stipulations:

1. Student course work, elected in consultation with his program coordinator, must total at least 35 semester hours of credit.

2. With certain exceptions, no course work may be applied toward a curricula, major or minor requirement. For exceptions, consult a curriculum advisor or the AID office if necessary.

3. At least eight semester hours must be completed satisfactorily at the junior-senior (300-400) level.

4. At least one course must be completed satisfactorily in the Non-Western World area.

PROGRAMS (For more complete descriptions, see College of General Studies listings)

Program A: Getting It Together (GIT) This Program is designed to help students expand their awareness in two directions: (1) the Self, (2) the Self's environment, i.e., Context. Emphasis on the development of Self and Context, students will be able to examine personal as well as historical experience and knowledge per se, (Post-Freudian Thought, for example).

Program B: World Explorations Through actual exploration of the world, this Program is de...

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Process for Selection
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ministrative and professional staff names should be drawn from lists submitted by their respective representative bodies with numbers to be determined in consultation with the President.

Vice President for Student Services, for Institutional Services and for Finance
Candidates for the above offices shall be selected by the President of the University with appropriate consultation with representative bodies of the students, administrative and professional staff and faculty.

ACADEMIC DEANS:
Faculty, department heads or chairmen and students shall be significantly involved in the nomination of candidates for the position of dean of each college. It is presumed that there will be diversity in the selection process due to the diversity of objectives, disciplines and concerns of the individual colleges.

I. In appointing the search committee and developing its charge, the Vice President for Academic Affairs shall consult with representatives of the faculty, including department heads or chairmen, and students from the college involved.

II. The search committee, to be composed of faculty and students, shall be appointed by the Vice President for Academic Affairs.

A. The faculty of each college other than The Graduate College shall evolve procedures for nominating faculty representatives. The number of nominees shall be determined by the Vice President for Academic Affairs in consultation with the faculty of the college.

B. The majority of the members of the search committee shall in each case be faculty from within the respective college.

C. In selecting a dean for the College of General Studies, the search committee shall consist in part of faculty members from other Colleges who regularly teach courses in the College of General Studies. A part of faculty members directly appointed to the College of General Studies. Student membership should reflect a cross-section of student enrollment.

Dean of The Graduate College
I. In appointing the search committee and developing its charge, the Vice President for Academic Affairs shall consult with the elected faculty and student members of the Graduate Studies Council and representatives from academic (Continued on page 4)

General Education Requirement
(Continued from page 2)
signed to acquaint the student with the drama and discovery occurring at the frontiers of today's knowledge.

Program C: The Twentieth Century Experience
This Program focuses on the meaning of Twentieth Century existence. Central concerns will be: (1) Where have we come from? How? Why? (2) Where are we now? Why? (3) Where are we headed? How? Why?

Program D: Non-Western World Studies
This Program is designed to offer the student a better understanding of his own culture by studying and comparing various Non-Western cultures. The student will investigate and explore the aesthetic creations, philosophical thought, and social organizations of these cultures which comprise such a sizeable and important portion of human achievement.

Program E: Environments of Man: Patterns of Change
This Program combines the views of science, social science, and the humanities in an exploration of responses humans have made and will be required to make to the environment of nature, culture, society and self. The Program focuses on the change and diversity in human environments in an effort to better understand alternatives for the future.

Program F: Technology in Culture
This Program (1) investigates the interactions between various aspects of technology and other segments of our culture; (2) attempts to develop an awareness of responsibility for the problems brought about by these interactions; (3) offers the student skills to use in meeting these responsibilities.

Program G: Self-Instructional Inquiry
This Program is designed to allow the student to pursue his General Education Requirement independently. It centers on the habits of intelligent independent inquiry (asking useful questions, mobilizing resources, designing systematic investigations, etc.) and offers faculty support and guidance.

GENERAL EDUCATION REQUIREMENT FOR TRANSFER STUDENTS

1. Students with Approved Associate Degrees from Michigan Community Colleges
A. Must complete satisfactorily at least eight semester hours of approved General Education courses at the junior-senior (300-400) level.

B. Must complete satisfactorily at least three semester hours in the Non-Western World area. This course work may be applied toward requirement A.

2. Students without Approved Associate Degrees from Michigan Community Colleges
May satisfy the General Education Requirement by:
A. The General Studies Program (see catalogs for years of 1965-66 through 1972-73).
B. The Distribution Program.
C. The Integrated Programs.

For General Education transfer credits, see a curriculum advisor or the AID office.

3. Students from Out-of-State Two-Year Colleges
Students from Senior (Four-Year) Colleges
May satisfy the General Education Requirement by:
A. The Distribution Program.
B. The Integrated Programs.

For General Education transfer credits, see a curriculum advisor or the AID office.

* A list of approved Associate Degree programs is included in the General Education Supplement section of the 1973-74 class schedule.

External Curriculum
Approval has been given to an external curriculum designed to be attractive and useful to persons who cannot continue their education on campus. It will be known as General University Studies, and will be developed by the Division of Continuing Education in cooperation with the various academic units. Students enrolled in this curriculum will plan programs with a counselor assigned through the Division of Continuing Education which assumes the related responsibility of developing guidelines for assigning credit by examination and for appropriate experiences.

The requirements of the external curriculum are as follows:

1. The student will be required to complete 122 hours of college level preparation.

2. The student will be permitted to earn either a B.A. or a B.S. degree. The exact degree will be dependent upon the nature of the subject matter content of his area of concentration.

3. Each student will be expected to complete an area of concentration composed of a minimum of 45 credit hours of work as defined by the Advisory Committee approved to develop the area. Such work may include work completed in the first two years of the student's preparation. (The following have been identified as illustrative of areas which might be developed: (1) Health Studies, (2) Business Studies, (3) Social Service Studies, (4) Humanistic Studies, (5) Technical and Scientific Studies.)

4. Advisory Committees composed of at least two members of the faculty and a counselor will be appointed for each area of concentration by the Dean of Continuing Education upon the recommendation of the academic units involved, and approved by the Continuing Education Council. Each committee should also provide for continuous consultation with prospective students, and where feasible with professionals to be serviced by the area of concentration. This committee will both plan and monitor the program of its area.

5. Each student in the external curriculum will be required to meet the University's general education requirements. This work does not have to be exclusive of work included in the area of concentration.


UNIVERSITY COUNCILS
MEETING SCHEDULE

Budget and Finance Council
Room 158 of the USC, 12 noon, second Thursday of each month for
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Process for Selection

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units directly responsible to the Graduate Dean.

II. The majority of the members of the search committee shall be drawn from elected faculty and student members of the Graduate Studies Council and representatives from academic units directly responsible to the Dean of The Graduate College.

Dean of the Division of Continuing Education

I. In appointing the search committee and developing its charge, the Vice President for Academic Affairs shall consult with the elected members of the Continuing Education Council.

II. The majority of the members of the search committee shall be drawn from the elected members of the Continuing Education Council. Care should be taken to insure that the committee is broadly representative of the major academic areas of the University.

Associate and Assistant Academic Deans

I. Associate and Assistant Academic Deans are integral parts of the Office of the Dean. Therefore, the ultimate responsibility for the nomination of an Associate or Assistant Dean lies with the Dean of the College. The dean of each college other than The Graduate College shall appoint a committee, after consulting with the faculty and students of the departments or divisions concerned, to work with him in the search for and evaluation of the proper person to nominate for the position.

In the case of The Graduate College, the Dean shall consult with the elected faculty and student members of the Graduate Studies Council and representatives from the academic units responsible to the Graduate Dean.

II. The majority of the members of the committee shall be faculty members from the respective college. In the case of The Graduate College, the majority of the members shall be from the elected faculty members of the Graduate Studies Council and representatives from academic units directly responsible to the Graduate Dean.

Non-Academic Deans

The nomination of Deans responsible for areas not directly related to academic instruction, e.g., Dean of Students, Dean of Records, Admissions and Registration, shall be the prerogative of the Vice President who bears responsibility for the area. It is incumbent upon the Vice President to seek the advice and reaction of those directors, coordinators, supervisors, etc. who will ultimately be responsible to the new appointee.

Directors of Academic Areas

I. The ultimate responsibility for the nomination of a director lies with the Vice President for Academic Affairs and/or one of the academic deans.

II. In each case the Vice President for Academic Affairs or the appropriate dean shall appoint a committee, properly representative of the area concerned, to work with him in the search for an evaluation of the person to nominate for the position.

Directors, Coordinators, and Supervisors of Non-Academic Areas

The ultimate responsibility for nominating a Director, Coordinator, or Supervisor of a non-academic area rests with the Vice President and/or dean in charge of that area. A vacancy in such an administrative position should be made known to the Personnel Office which will have the responsibility of "posting" the vacancy so that all members of the University community may know of the vacancy and be given the opportunity to apply for the position. It is the policy of the University to "promote from within" whenever qualified personnel are on the staff.

Department Heads or Chairmen

Each department or school shall retain the right to evolve its own procedures for nomination. The appropriate dean shall be consulted in the development of these procedures. It is understood that the current definition of the term Head refers to continuing appointment and the term Chairman to a stated term.

The administrative responsibilities are the same irrespective of nomenclature. The nominee is recommended by the proper dean and the Vice President for Academic Affairs to the President and the Board of Trustees.

Professional Schools

The procedure for nomination of the director of a professional school shall be the same as for a department head.

Adopted W.M.U. Board of Trustees, March 17, 1972

Meeting Schedule

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"through the line" luncheon meetings.

February 8
March 8
April 12
May 10
June 14

Campus Planning Council
4:00 p.m., Faculty Lounge, USC, second Monday of each month.
February 12
March 12
April 9
May 14
June 11

Continuing Education Council
10:15 a.m., Yntema Seminar Room, Walwood Union, fourth Wednesday of each month.
February 28
March 28
April 25

Educational Policies Council
3:00 p.m., 157 University Student Center.
Thursday, February 22
Thursday, March 22
Tuesday, April 10
Thursday, May 24

Graduate Studies Council
3:30 p.m., 2010 Friedmann Hall, third Thursday of each month and also reserving the first Thursday in case extra business arises.
February 15
March 15
April 5
April 19

Research Policies Council
3:00 p.m., Dean's Conference Room, Sangren, fourth Thursday of each month.
February 22
March 22
April (to be called)