

2004 Required and Suggested Exhibits by Standards

The Exhibit Binders (Purple) are organized by standard and include the required and suggested exhibits.

Standard #	Name & Contents
1	<p>Institutional Mission & Goals, Planning & Effectiveness</p> <ul style="list-style-type: none"> • Required Exhibit: Institutional short term, strategic, or long term plans. Includes system master plans when applicable. • Suggested: Planning studies, including enrollment history for the past five years, enrollment projections, program need analyses, personnel availability data, development possibilities, and other products of institutional research.
2	<p>Educational Program & Its Effectiveness</p> <p><u>General Requirements and Undergraduate Program</u></p> <ul style="list-style-type: none"> • Required Exhibits: <ol style="list-style-type: none"> 1) Statement of degree objectives for each degree program. 2) Description of curriculum development bodies and advisory groups, with rules of procedure and recent minutes. 3) Complete departmental or program self-studies prepared for part of this self-study. 4) Evaluation forms and summary reports of student evaluations of faculty and courses. 5) Self-study and evaluation committee reports from external reviews and the most recent professional accreditation visits and documentation of resulting actions. 6) Criteria and procedures for admission and retention of students, maintenance of student records, and awarding of credit, including credit for prior experiential learning. 7) Policies regarding transfer of credit, including articulation agreements with other institutions. 8) Policies regarding remedial work. 9) Description of the materials and forms used in the academic advisement process. 10) Grade distribution studies. 11) Policies governing public service. • Suggested: <ol style="list-style-type: none"> 1) Compilation of entering freshman student ability measures. 2) Samples of course examinations and other instruments used to assess student achievement or competency and , when possible, available work products determined to be of different levels of quality. 3) Funds devoted to research, if applicable, for each of the past three years; principal sources of such funds. <p><u>Graduate Program</u></p> <ul style="list-style-type: none"> • Required Exhibits: <ol style="list-style-type: none"> 1) Policy on the acceptance of graduate credit, including transfer credit. 2) Policy on the granting of credit for internships, field experience, or clinical practice. <p><u>Continuing Education and Special Learning Activities</u></p> <ul style="list-style-type: none"> • Required Exhibits: <ol style="list-style-type: none"> 1) Catalogs, brochures, announcements, and class schedules for special programs. 2) Policies regarding the award of credit based on prior experiential learning, including distribution of credits, by term, for the past two years. 3) Policies that address all elements of 2.A.10 regarding award of credit. 4) List of all courses and programs taught by nontraditional instructional

	<p>formats for the past three years, indicating the course, type and duration of instruction, number of credits, enrollment, and location.</p> <ol style="list-style-type: none"> 5) Budgetary information and financial arrangements relating to continuing education and special learning activities. 6) Studies demonstrating comparability of outcomes for courses or programs offered under concentrated or accelerated time frames, or other nontraditional instructional formats. 7) Policies regarding admission, transfer of prior earned credit, credit by examination (e.g. College Level Examination Program [CLEP]), credit for prior experiential learning, credit by evaluation and residency requirements as they apply to external degrees, degree-completion programs, or special degrees. 8) Sample transcript with explanation of codes showing designations for credit for prior experiential learning and non-degree credit. 9) Contractual agreements with other institutions or travel agencies. 10) Criteria and procedures for admission of students and awarding of credit; procedures for maintenance of student records. 11) Catalogs, brochures, and announcements for continuing education courses and programs, and special learning activities. 12) Criteria and procedures for registration of students and awarding of units; procedures for keeping student records. 13) Procedures for involving appropriate institutional personnel in program approval and development.
3	<p>Students</p> <ul style="list-style-type: none"> • Required Exhibits: <ol style="list-style-type: none"> 1) Policies and procedures on: student conduct, rights, and responsibilities; student grievance process; academic honesty; athletics; student fees; tuition refunds. 2) Statistics on student financial aid such as types and amounts available, number, gender of students assisted in each of last three years, default rate on loans, etc. 3) Most recent financial aid reviews conducted by state and federal agencies. 4) NCAA Division I Schools are to include the most recent graduation rate report. 5) A copy of the mission and goals of each unit. 6) Evidence of goal attainment of each unit. 7) Evidence of the impact of student services on students. 8) Institutional publications required by the Campus Security Act, Drug Free Schools and Colleges Act, the Drug Free Workplace Act, and the Student Right-to-Know Act. • Suggested: <ol style="list-style-type: none"> 1) List of recognized student organizations. 2) Strategic plan for student services. 3) Constitution for student government. 4) Sample copies of student publications. 5) Brief resumes of the professional staff in student services.
4	<p>Faculty</p> <ul style="list-style-type: none"> • Required Exhibits: <ol style="list-style-type: none"> 1) Faculty handbook, including personnel policies and procedures. 2) Policies on Academic Freedom. 3) Faculty committees and membership. 4) Evaluation forms and summary reports of student evaluations of faculty and courses. 5) Access to personnel files and current professional vitae. 6) Criteria and procedures for employing, evaluating, and compensating faculty in special programs such as off-campus, study abroad, travel/study, non-credit, or extension credit programs. 7) Copies of any doctrinal statements required for employment, promotion, and tenure. 8) Policies governing the employment, orientation, and evaluation of part-time faculty and teaching fellows, if applicable.

	<p>9) Summary reports of faculty involvement with public services/community services.</p> <p>10) Institutional policies regarding research activity, including sponsored research by faculty and students.</p> <ul style="list-style-type: none"> • Suggested: <ol style="list-style-type: none"> 1) Statistics on faculty retention and turnover.
5	<p>Library & Informational Resources</p> <ul style="list-style-type: none"> • Required Exhibits: <ol style="list-style-type: none"> 1) Printed materials that describe for students the hours and services of learning resources facilities such as libraries, computer labs, and audio-visual facilities. 2) Policies, regulations, and procedures for the development and management of library and information resources, including collection development and weeding. 3) Statistics on use of library and other learning resources. 4) Statistics on library collection and inventory of other learning resources. 5) Assessment measures to determine the adequacy of facilities for the goals of the library and information resources and services. 6) Assessment measures to determine the adequacy of holdings, information resources and services to support the educational programs both on and off campus. 7) Data regarding number and assignments of library staff. 8) Chart showing the organizational arrangements for managing libraries and other information resources (e.g. computing facilities, instructional media, and telecommunication centers). 9) Comprehensive budget(s) for library and information resources. 10) Vitae of professional library staff. 11) Formal, written agreements with other libraries. 12) Computer usage statistics related to the retrieval of library resources. 13) Printed information describing user services provided by the computing facility. 14) Studies or documents describing the evaluation of the library and information resources.
6	<p>Governance & Administration</p> <ul style="list-style-type: none"> • Required Exhibits: <ol style="list-style-type: none"> 1) Articles of incorporation and bylaws. 2) Board policy manual, together with the agenda and minutes of the last three years of meetings. 3) Administrative policy manuals. 4) Administrative position descriptions. 5) Staff Handbook. 6) Salary data (including ranges if applicable) and benefits for administration and staff. 7) In multi-college systems, organization charts of central office, description of functions of central office personnel and their relationship to institutional personnel, and administrative or policy manuals of the system. 8) Collective bargaining agreements, if any. 9) Constitutions or bylaws of faculty and staff organizations, with minutes of meetings, for the last three years. 10) List of currently active committees and task forces with names and on-campus phone numbers of committee or task force chairs. • Suggested: <ol style="list-style-type: none"> 1) Reports to constituencies, including the public. 2) Charter or constitution of student association.
7	<p>Finance</p> <ul style="list-style-type: none"> • Required Exhibits: <ol style="list-style-type: none"> 1) Copies of the financial section of the IPEDS report for the past three years.

	<ol style="list-style-type: none"> 2) Summary of the latest audited financial statement, a copy of the auditor's management letter, and have available the latest complete audited financial report. Audits should include those for corporations or foundations under institutional control. 3) Detailed current operating budget, including budget for off-campus programs, summer sessions, and other special programs. 4) Current operating budgets for auxiliary organizations including foundations, business investments, or satellite corporations under institutional control, with supplemental documentation including annual reports and audits. 5) Default rate for the most recent years as provided by the U.S. Department of Education.
8	<p>Physical Resources</p> <ul style="list-style-type: none"> • Required Exhibits: <ol style="list-style-type: none"> 1) Policy statements concerning access to campus for various constituencies, visitor information, security, and public safety. 2) Schedule for replacement of institutional equipment and examples of inventories which are maintained. 3) Campus facilities master plan and accompanying maps that indicate changes over the past several years. 4) Annual and long-term plans for remodeling, renovation, and major maintenance. 5) Major property additions or capital improvements during the past three years and those planned for the next three years. • Suggested: <ol style="list-style-type: none"> 1) Space utilization studies including unit-by-unit assignments. 2) Measures utilized to determine the adequacy of facilities for the institution's programs and services.
9	<p>Institutional Integrity</p> <ul style="list-style-type: none"> • Required Exhibits: <ol style="list-style-type: none"> 1) Statements or policies on academic freedom. 2) Statements or policies on conflict of interest. 3) Policies which guarantee fair treatment of faculty, administration, staff, and students. 4) Copies of print and electronic promotional materials. 5) Codes(s) of conduct, statement(s) of ethical behavior.

Standard Two 2004 Self-Studies and Supporting Documents

Each academic department/program has prepared a self-study with supporting documents for the October 2004 Northwest Association of Schools and Universities accreditation visit. The self-studies and supporting documents are organized in binders for Standard Two are color-coded as follows:

College of Applied Science and Technology – Gray

College of Arts and Humanities – Green

John B. Goddard School of Business and Economics – Light Green

Jerry and Vickie Moyes College of Education – Light Blue

Dr. Ezekiel R. Dumke College of Health Professions – Light Pink

College of Science – Yellow

College of Social and Behavioral Sciences – Tan

Honors Program – Vanilla

Bachelor of Integrated Studies Program – Vanilla

General Education – White

2004 Self-Studies and Supporting Documents

<p>College of Applied Science & Technology (Gray)</p> <p>College of Applied Science & Technology (Overview) Sales & Service Technology Interior Design Technology Automotive Computer Science Telecommunications & Business Education Manufacturing Engineering Technology Mechanical Engineering Technology Parson Construction Management Technology Computer & Design Graphics Technology Computer & Electronic Engineering Technology Center for Automotive Science & Technology Technology Assistance Center</p>	<p>Book #</p> <p>1 1,2 3 4 5 6 7 8 9 10 11 12 12</p>
<p>College of Arts and Humanities (Green)</p> <p>College of Arts and Humanities (Overview) Communications English English as a Second Language Foreign Languages Performing Arts (Dance-Music-Theater) Performing Arts (Videos) Visual Arts Office of Cultural Affairs Utah Musical Theater Weber Studies</p>	<p>Book #</p> <p>1 1 2 2,3 3,4 4,5,6 7 8 9 9 9</p>
<p>John B. Goddard School of Business & Economics (Light Green)</p> <p>School of Business & Economics (Overview) Accounting Business Administration Economics Information Systems & Technologies Master of Professional Accountancy Master of Business Administration Small Business Development Center</p>	<p>Book #</p> <p>1 1 1 2 2,3 3 3,4 4</p>
<p>Jerry and Vickie Moyes College of Education (Light Blue)</p> <p>College of Education (Overview) Child & Family Studies Health Promotion & Human Performance Teacher Education Master of Education Child & Family Studies Child Care Resources & Referral Center</p>	<p>Book #</p> <p>1 1 2,3 4 5 5</p>
<p>Dr. Ezekiel R. Dumke College of Health Professions (Light Pink)</p> <p>College of Health Professions (Overview) Clinical Lab Science Dental Hygiene Emergency Care & Rescue Health Administrative Services Health Sciences Nursing Radiologic Sciences Respiratory Therapy</p>	<p>Book #</p> <p>1 1 1,2 2 2,3 3 3,4 4,5 5</p>

College of Science (Yellow)	Book #
College of Science (Overview)	1
Botany	1
Chemistry	1,2,3,4
Geosciences	4
Mathematics	5
Microbiology	6
Physics	6,7
Zoology	7,8
College of Science Academic Centers	8
Center for Excellence for Chemical Technology	8
Museum of Natural Science	8
Ott Planetarium/Observatory	8
Center for Science & Mathematics Education	8
College of Social & Behavioral Sciences (Tan)	Book #
College of Social & Behavioral Sciences (Overview)	1
Anthropology	1,2
Sociology	2,3
Criminal Justice	3,4
Geography	4
History	5
Military Science	5
Political Science (Self-Study)	6
Philosophy (Self-Study)	6
Political Science & Philosophy	6,7
Psychology	7
Social Work (Self-Study)	8
Gerontology (Self-Study)	8
Social Work & Gerontology	8
Women's Studies	9
Asian Studies	9
Ethnic Studies	9
Legal Studies	9
Urban & Regional Planning	9
Master of Criminal Justice	9
Social Science Education Center	9
Other	Book #
Continuing Education (Orange)	1,2
Honors Program (Vanilla)	1
Bachelor of Integrated Studies Program (Vanilla)	2
General Education (White)	1

Program Review 1986-87 through 2003-04

WSU has a systematic process of program review with the primary purpose being to improve the quality of the academic programs. All WSU academic programs are reviewed at least once every five years. The program reviews are organized in binders (tan) according to year.

Program Review Policies and Procedures Summary Charts of all Program Review Table of Contents for each Program Review Book	Index Book
1986-87	Book 1
1987-88	Book 2
1988-89	Books 3 & 4
1989-90	Book 5
1990-91	Books 6 & 7
1991-92	Book 8
1992-93, 1993-94, 1994-95	Book 9
1995-96, 1996-97, 1998-99, 1999-20, 2000-01, 2001-02, 2002-03	Book 10
2003-04	Books 11,12,13

Standard Three-Students 2004 Self-Studies and Supporting Documents

Each student service office has prepared a self-study with supporting documents for the October 2004 Northwest Association of Schools and Universities accreditation visit. The self-studies and supporting documents organized in binders (pink) for Standard Three are as follows:

Student Services Offices (Pink)	Book #
Academic Support Services and Programs Math Tutoring Lab Open Student Computer Labs Student Support Services Supplemental Instruction Testing Center Tutoring Services Writing Center	1,2
Dean of Students Career Services Center International Students Multi-Cultural Students Non-Traditional Students Students with Disabilities Veterans Services Veterans Upward Bound Student Affairs WSU Davis Counseling and Psychological Services	3,4,5
Student Affairs Student Health Center	6
Shepherd Union Building Dining Services Bookstore Student Activities WSU Student Association	7,8
Student Life Campus Recreation Student Housing	9
Enrollment Services Academic Advisement First Year Experience Admissions Financial Aid Registrar's Office	10
Intercollegiate Athletics	11