

**THE UNIVERSITY OF WYOMING**  
**BOARD OF TRUSTEES' REPORT**

**September 11-13, 2019**

The final report can be found on the University of Wyoming Board of Trustees Website at  
<http://www.uwyo.edu/trustees/>

## **University of Wyoming Mission Statement (July 2017)**

We honor our heritage as the state's flagship and land-grant university by providing accessible and affordable higher education of the highest quality; rigorous scholarship; the communication and application of knowledge; economic and community development; and responsible stewardship of our cultural, historical and natural resources.

In the exercise of our primary mission to promote learning, we seek to provide academic and co-curricular opportunities that will:

- Graduate students who have experienced the frontiers of scholarship and creative activity and who are prepared for the complexities of an interdependent world;
- Cultivate a community of learning energized by collaborative work among students, faculty, staff and external partners.
- Nurture an environment that values and manifests diversity, internationalization, free expression, academic freedom, personal integrity and mutual respect; and
- Promote opportunities for personal health and growth, physical health, athletic competition and leadership development for all members of the university community.

As Wyoming's only public university, we are committed to scholarship, outreach and service that extend our human talent and technological capacity to serve the people in our communities, our state, the nation and the world.



**TRUSTEES OF THE UNIVERSITY OF WYOMING AGENDA**  
**September 11-13, 2019**

*Note: Only topics that have support materials provided in advance of the meeting are contained within this report. Topics that will be discussed with only a verbal report do not have information included.*

**WORK SESSIONS**

Location for UW Board of Trustees Summer Out-of-Town Meeting – True *[verbal report]*

Annual Report on new Temporarily Restricted Endowment accounts established during the last year – Jewell ..... 1

Distance Education Update – Kate Miller ..... 2

Campus Master Plan Presentation – Theobald/Sasaki ..... 4

Graduate Medical Education Annual Report – David Jones/Beth Robitaille ..... 6

Status Implementation of the Strategic Plan and President’s Annual Report on Accomplishments – Theobald ..... 7

Vice President for Finance and Administration’s Annual Report on balances, transactions and investment returns ..... 8

Annual Report, Office of Diversity, Equity and Inclusion – Monago ..... 9

Annual Report, Intercollegiate Athletics – Burman ..... 10

EAEC Quarterly Report to the UW Board of Trustees – Caldwell/Drummond ..... 12

Academic and Student Affairs Committee – Schmid-Pizzato

- Consideration and Action: Certificate in American Sign Language Studies – Anne Alexander ..... 14
- Consideration and Action: Notice of Intent, Department of Music – Anne Alexander .... 15

Biennium Budget Committee – McKinley

- Consideration and Action: West Campus Satellite Energy Plant – Kibbon ..... 16

Facilities Contracting Committee – McKinley

- Consideration and Action: Design Consultant Selection for College of Business Student Success Center – Mai/Kibbon ..... 17

UW Regulation Review Committee – Brown

Consideration and Action: Approval of modifications to: ..... 18

- UW Regulations 2-101 (International Exchange and Faculty-led Course Study for Credit)
- UW Regulation 2-114 (Academic Dishonesty)
- UW Regulation 2-116 (Course Approval Process)
- UW Regulation 2-16 (Sabbatical and Professional Development Leave) – Brown/Evans

Annual Report of the UW Foundation Investments – Mendicino/Blalock/Treick ..... 21

UWYO Events Calendar rollout Update – Garrison ..... 22

University of Wyoming Strategic Improvement Working Group Update – Barker ..... 23

## **BUSINESS MEETING**

Roll Call

Approval of Board of Trustees Meeting Minutes (Public Session & Executive Session)

- August 14, 2019 (conference call)

Reports

ASUW

Staff Senate

Faculty Senate

Public Testimony

*[Scheduled for Thursday, September 12, from 11:00-11:30 a.m.]*

Committee of the Whole

Regular Business

Board Committee Reports *[Scheduled for Thursday, September 12, 2:15-5:00 p.m.]*

### **Trustee Committees**

*[Note: Committees of the Board will provide reports during the regular work sessions and will not have a formal report to provide during the Business Meeting. Liaisons will provide a report during the regular Business Meeting.]*

### **Liaison to Other Boards**

- *UW Alumni Association Board* – Wava Tully
- *Foundation Board* – Jeff Marsh & David Fall
- *Haub School of Environment & Natural Resources* – Michelle Sullivan
- *Energy Resources Council* – Dave True
- *Cowboy Joe* – John McKinley

Proposed Items for Action:

- I. Consideration and Action: Approval of Agreements, Contracts, and Procurements – Evans *[No materials provided]*
- II. Consideration and Action: Contracts and Grants –Synakowski .....24
- III. Personnel – Appointment of Employees *[Materials provided in Executive Session report]*
  - ✓ Academic Employees – Miller/Benham-Deal
  - ✓ Non-Academic Employees – Theobald

Information Only Items: *[no action, discussion or work session]*

- ✓ Contracts and Procurement Report (per UW Regulation 7-2) – Evans .....25
- ✓ Capital Construction Report – McKinley/Mai.....27
- ✓ Foundation Monthly Giving Report – Blalock *[No materials provided]*

New Business

Date of Next Meeting: October 16, 2019 (conference call)

Adjourn Meeting

**AGENDA ITEM TITLE: Report on new Temporarily Restricted Endowment accounts established during the past year, Jewell**

SESSION TYPE:

- ☐ Work Session  
☐ Education Session  
☒ Information Item  
☐ Other:  
[Committee of the Whole – Items for Approval]

APPLIES TO STRATEGIC PLAN:

- ☐ Yes (select below):  
☐ Driving Excellence  
☐ Inspiring Students  
☐ Impacting Communities  
☐ High-Performing University  
☒ No [Regular Business]

☐ *Attachments are provided with the narrative—refer to Supplemental Materials Report.*

EXECUTIVE SUMMARY:

Per the current UW Investment Policy, the Vice President for Administration is to report annually on any new Temporarily Restricted Endowment accounts (also known as Funds Functioning as Endowments) that were established in the current year. A list of these funds that were established during the FY2019 and are held for investment purposes by the UW Foundation is provided in the supplemental materials report.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

N/A

WHY THIS ITEM IS BEFORE THE BOARD:

Current University Policy requires the Vice President for Finance & Administration to report this information annually to the Board of Trustees.

ACTION REQUIRED AT THIS BOARD MEETING:

N/A

PROPOSED MOTION:

N/A

PRESIDENT'S RECOMMENDATION:

N/A

**AGENDA ITEM TITLE: Distance Education Update, Kate Miller**

**SESSION TYPE:**

- ☐ Work Session
  - ☐ Education Session
  - ☒ Information Item
  - ☐ Other:
- [Committee of the Whole – Items for Approval]

**APPLIES TO STRATEGIC PLAN:**

- ☐ Yes (select below):
  - ☒ Driving Excellence
  - ☒ Inspiring Students
  - ☐ Impacting Communities
  - ☐ High-Performing University
- ☐ No [Regular Business]

☒ *Attachments are provided with the narrative—refer to Supplemental Materials Report.*

**EXECUTIVE SUMMARY:**

The Board of Trustees will receive an update on the status of online education programs currently offered by the University of Wyoming, current efforts to expand, and a general strategy for pursuing additional enhancements and expansions of online course and program offerings to meet the needs of Wyoming's students and economy.

Through its distance programs, the University of Wyoming provides Wyoming residents access to education at every stage of life, regardless of location, to increase educational attainment, advance career opportunities, and foster economic diversification in the state by offering affordable, high-quality, online education centered on access and student success. The University of Wyoming has offered distance education opportunities since its earliest years, and modes of delivering distance education have evolved over time to keep pace with technological change. Today, UW offers distance courses and programs in a variety of online formats, including synchronous online, asynchronous online, and blended or hybrid courses. The vast majority of our online courses are offered in an asynchronous format—75% in Academic Year 2017-18—meaning that students are not required to log in at a specific time and can engage course material, interact with peers, and complete assignments at any time of day. This mode of delivery is an important fixture in our efforts to further extend educational opportunity to adult learners, who comprise a significant share of our online students, and we plan for it to remain the predominant model as we grow.

Currently, the University of Wyoming offers 40 distinct credentials online—9 undergraduate completion degrees, 11 master's programs, 8 doctoral programs, and a total of 12 undergraduate- or graduate-level certificates. We offer approximately 450-525 online courses each fall and spring semester, and 200-300 courses in the summer months. A list of current programs and details such as the predominant mode of course delivery and enrollments for three years is provided in the supplementary materials. The University has recently invested \$432,000 in 2019-20 Innovation Funds to expand our online offerings and move more courses and programs to a more flexible, asynchronous format, and we continue to seek opportunities to support additional areas for growth. A list of funded programs is included in the supplementary materials. We are beginning planning for a second phase of Innovation Funds in Academic Year 2020-21.

We are also well underway in implementing changes that expand our capacity to service online course delivery and online students in order to ensure the quality of our online academic programs and students' educational experience. In fall 2019, we will launch several new software programs,

services, and resources to facilitate vital functions such as proctoring for online test taking, 24/7 online tutoring support in all of our online programs, curriculum mapping, student learning assessment, and training and certifications for faculty members delivering online course content. In spring 2019, we also began utilizing the Gray Associates Program Economics System, which delivers comprehensive student demand and market demand data to determine interest and need for academic programs within any defined geographic area. We are already using these data to evaluate the efficacy of potential new programs and expansion of existing programs to ensure that we are leveraging resources strategically and delivering programs in the areas of greatest demand and need.

In addition to the presentation that will be delivered in person during the September meeting, Christi Boggs and Jeff Miller of the Ellbogen Center for Teaching and Learning, have prepared a brief 12 ½ minute video introduction to WyoCourses, our online learning management system, and some of the key functions utilized by faculty and students in online courses. We encourage Trustees to view this in advance of the meeting. The video is available online at <https://use.vg/4eIGjA>.

Dr. Scott Crawford in the University of Wyoming's Department of Mathematics & Statistics has also created a video demonstration of our new Honorlock online test proctoring system for his students, which is helpful in understanding how online test proctoring works. The 10 ½ minute video is available online at <https://www.youtube.com/watch?v=JOBjZDRuLr4>. Trustees who are interested in better understanding our current capabilities for proctoring tests online are encouraged to watch this video, as well.

#### **PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

The Board of Trustees has engaged in a number of prior discussions involving online education, most recently at the July 2019 meeting in Riverton.

#### **WHY THIS ITEM IS BEFORE THE BOARD:**

This is an information item to provide the Board of Trustees with current information about the University of Wyoming's online programs, as well as planned enhancements and expansions.

#### **ACTION REQUIRED AT THIS BOARD MEETING:**

Information only. No action required.

#### **PROPOSED MOTION:**

N/A

#### **PRESIDENT'S RECOMMENDATION:**

N/A

**AGENDA ITEM TITLE:**

**Campus Master Plan Presentation, Sasaki**

**SESSION TYPE:**

- ☒ Work Session  
☐ Education Session  
☐ Information Item  
☐ Other:  
[Committee of the Whole – Items for Approval]

**APPLIES TO STRATEGIC PLAN:**

- ☒ Yes (select below):  
☒ Driving Excellence  
☐ Inspiring Students  
☐ Impacting Communities  
☐ High-Performing University  
☐ No [Regular Business]

- ☐ *Attachments are provided with the narrative—refer to Supplemental Materials Report*

**EXECUTIVE SUMMARY:**

Sasaki will present the Draft Campus Master Plan for the Board of Trustees' review during this session. Following Sasaki's update to the Board of Trustees in May 2019, concept alternatives were developed and the draft master plan has been designed. The proposed Campus Master Plan Framework is comprised of five components that provide the foundation for university planning for the next 20 years: 1) Academic and Research; 2) Housing and Residence Life; 3) Student Life (including Athletics and Recreation); 4) Mobility and Landscape and 5) Connections to the Region and Beyond.

These five components address the planning elements of green space, land use, new buildings, rehabilitation of buildings, repurposing of existing buildings, pedestrian/traffic flow, and many others. When finalized, the Campus Master Plan provides the needed framework for decision making and strategic development that guides the campus's overall physical form to address infrastructure needs, environmental sustainability, and economic development into the future.

In addition to the presentation of the draft plan to the Board of Trustees, the plan will also be presented to stakeholders and the campus community. Broader outreach will occur in October 2019 when the draft plan is presented to a few Wyoming communities as a culmination of statewide outreach that occurred in February 2019.

Final approval of the Campus Master Plan by the Board of Trustees is tentatively planned for November 2019.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

- December 2018- Trustees approved Sasaki as the Consultant for the Campus Master Plan
- May 2019 – Sasaki presented an update to the Board of Trustees about the project's status and timeline

**WHY THIS ITEM IS BEFORE THE BOARD:**

Information Only. No action required.

**ACTION REQUIRED AT THIS BOARD MEETING:**

N/A

**PROPOSED MOTION:**

N/A

**PRESIDENT'S RECOMMENDATION:**

N/A

**AGENDA ITEM TITLE: Graduate Medical Education Annual Report**, Miller, Jones, Robitaille

SESSION TYPE:

- ☐ Work Session  
☐ Education Session  
☒ Information Item  
☐ Other:  
[Committee of the Whole – Items for Approval]

APPLIES TO STRATEGIC PLAN:

- ☐ Yes (select below):  
☐ Driving Excellence  
☐ Inspiring Students  
☐ Impacting Communities  
☐ High-Performing University  
☐ No [Regular Business]

☐ *Attachments are provided with the narrative—refer to Supplemental Materials Report.*

EXECUTIVE SUMMARY:

The American Council for Graduate Medical Education (ACGME) requires that the Board of Trustees receive and review the Summary of the Annual Institutional Report of the University's Graduate Medical Education (GME) program. The attached report provides background information and a status report regarding the GME programs at the Casper and Cheyenne Family Medicine Residency Programs (FMRP). Leading into 2018, several operational-administrative issues were noted by the ACGME. In response to these:

- Changes in the UW FMRP administrative structure have resulted in stability for the FMRP, improved oversight of the program, and a revitalization of the GME Committee.
- Site visits from the ACGME--some of which were triggered over concerns about the FMRP--had positive outcomes
- Both the Casper and Cheyenne programs are fully accredited
- There are opportunities to build on the Geriatrics Fellowship program, and to initiate a Rural Training Track to attract family medicine resident physicians who are interested in rural health care.
- The FMRP continues to be challenged with open clinical faculty lines and clinical faculty salaries that are not competitive.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

N/A

WHY THIS ITEM IS BEFORE THE BOARD:

The ACGME requires that the BOT receive the Summary of the Annual Institutional Report on the UW's GME programs.

ACTION REQUIRED AT THIS BOARD MEETING:

No action is required by the BOT

PROPOSED MOTION:

N/A

PRESIDENT'S RECOMMENDATION:

NA



**AGENDA ITEM TITLE: Annual Report on Status Implementation of Strategic Plan and President's Report on Accomplishments, Theobald**

**SESSION TYPE:**

- ☐ Work Session  
☐ Education Session  
☒ Information Item  
☐ Other:  
[Committee of the Whole – Items for Approval]

**APPLIES TO STRATEGIC PLAN:**

- ☒ Yes (select below):  
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☒ High-Performing University  
☐ No [Regular Business]

☒ *Hand out provided at the meeting.*

**EXECUTIVE SUMMARY:**

Analysis of performance outcomes (metrics) at the conclusion of year two implementation of the Breaking Through: 2017-2022 Strategic Plan has been completed. The Board will receive a brief presentation of the final key performance indicator metrics. A report on the University's progress has been developed and will be presented to the Board of Trustees. A copy of the annual report booklet will be provided as a hand-out at the meeting.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

The Board of Trustees received preliminary details on the University's Year 2 progress on each key performance indicator in the strategic plan during the President's Annual Report on Implementation of the Strategic Plan at the July 2019 meeting in Riverton.

**WHY THIS ITEM IS BEFORE THE BOARD:**

This item is included in the annual list of topics.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Information only. No action required.

**PROPOSED MOTION:**

N/A

**PRESIDENT'S RECOMMENDATION:**

N/A

**AGENDA ITEM TITLE: VP Finance & Administration annual report on balances, transactions and investment returns of reserve accounts, Jewell**

SESSION TYPE:

- ☐ Work Session  
☐ Education Session  
☒ Information Item  
☐ Other:

[Committee of the Whole – Items for Approval]

APPLIES TO STRATEGIC PLAN:

- ☐ Yes (select below):  
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☐ Impacting Communities  
☐ High-Performing University  
☒ No [Regular Business]

☐ *Attachments are provided with the narrative—refer to Supplemental Materials Report.*

EXECUTIVE SUMMARY:

The Annual Report on Balances of Reserve Funds shows the activity and ending balance of the following University Reserves as of June 30, 2019: Operating Reserve, Construction Reserve, Special Projects Reserve, Recruitment & Retention Reserve, Residence Hall Reserve, Litigation Reserve and Passenger Plane Reserve. The FY19 beginning balance was \$94,078,096 and the unaudited ending balance for FY19 (as of June 30, 2019) is \$107,269,440 . No investment income was allocated to these reserve accounts for the year, as all investment income for the University is reported to the University entity rather than to individual accounts in the general ledger.

***Summary of University Reserves:***

<b>Fund Source</b>	<b>Preliminary 6/30/19 Balance Unaudited</b>
Capital Construction Reserves	19,200,000
Residence Hall Capital Project	14,000,000
Transportation Plane Reserve	780,000
Legal Reserve	5,000,000
General University Reserve (Unrestricted Operating Reserve)	45,000,000
Recruitment & Retention Expendable (1)	400,000
Special Projects Reserve (Unrestricted Operating Reserve)	22,889,440
<b>TOTAL</b>	<b>107,269,440</b>

(1) \$10M of this reserve has been transferred to the UW Foundation for investment like an endowment

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

N/A

**WHY THIS ITEM IS BEFORE THE BOARD:**

Current University Policy requires the Vice President for Finance & Administration to report this information annually to the Board of Trustees.

**ACTION REQUIRED AT THIS BOARD MEETING:**

N/A

**PROPOSED MOTION:**

N/A

**PRESIDENT'S RECOMMENDATION:**

N/A

**AGENDA ITEM TITLE: Annual Report, Annual Diversity, Equity and Inclusion, Monago**

**SESSION TYPE:**

- ☐ Work Session  
☐ Education Session  
☒ Information Item  
☐ Other:  
[Committee of the Whole – Items for Approval]

**APPLIES TO STRATEGIC PLAN:**

- ☒ Yes (select below):  
☒ Driving Excellence  
☒ Inspiring Students  
☒ Impacting Communities  
☒ High-Performing University  
☐ No [Regular Business]

☐ *Attachments are provided with the narrative—refer to Supplemental Materials Report.*

**EXECUTIVE SUMMARY:**

Highlights will be shared on collaborations, partnerships, programs, and services launched during the 2018-2019 Academic Year by the Office of Diversity, Equity, and Inclusion. The updates will conclude by sharing plans for this current academic year. The continued commitment and support of the Board of Trustees and Acting President Neil Theobald for diversity initiatives is deeply appreciated. One demonstration of this commitment is Trustee Laura Schmid-Pazzato's participation on the Council on Diversity, Equity, and Inclusion during the 2018-2019 Academic Year. Her participation extends into the 2019-2020 Academic Year. We continue to look forward to diversity, equity, and inclusion remaining an institutional priority for the benefits of students, employees, campus community, and society.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

This annual update provided to the UW Board of Trustees per the Trustees *Annual Schedule of Items to Approve, Discuss or Report*.

**WHY THIS ITEM IS BEFORE THE BOARD:**

Annual update.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Information only. No action required.

**PROPOSED MOTION:**

N/A.

**PRESIDENT'S RECOMMENDATION:**

N/A.

**AGENDA ITEM TITLE: Annual Report, Intercollegiate Athletics, Burman**

**SESSION TYPE:**

- ☐ Work Session  
☐ Education Session  
☒ Information Item  
☐ Other:  
[Committee of the Whole – Items for Approval]

**APPLIES TO STRATEGIC PLAN:**

- ☒ Yes (select below):  
☒ Driving Excellence  
☒ Inspiring Students  
☒ Impacting Communities  
☒ High-Performing University  
☐ No [Regular Business]

☐ *Attachments are provided with the narrative—refer to Supplemental Materials Report.*

**EXECUTIVE SUMMARY:**

The Department of Intercollegiate Athletics completed a highly successful year in 2018-19, with record breaking academic performances on a team and individual basis. All sports (17) eclipsed the NCAA threshold for academic success of a 930 Academic Progress Rate (APR) and many teams achieved highest score since NCAA developed metrics. In fact, the single-year average APR score of 992 for all teams (combined) is the best combined single-year average score that UW Athletics has earned in the history of the NCAA's APR (which began in 2003-2004).

Competitively, many programs achieved at a high level including women's basketball who participated in the Mountain West Tournament Championship game followed by a run to the WNIT quarterfinals. UW had many great individual performances, but nothing eclipsed the success of Justin James being drafted as the 40th pick in the NBA Draft (by the Sacramento Kings).

UW Athletics budget finished the year in good-standing and has had another "clean" audit as part of its annual review. UW Athletics budget will be just shy of \$40M for the FY 19' and that will place UW in the bottom half of the league (Mountain West). We will continue to work to grow our traditional revenue streams and be mindful of new and emerging revenue opportunities to grow our annual budget.

The annual Athletic Department Policies and Procedures Notebook has been updated for 2019-2020. New policies/procedures have been developed and significant modifications have been made to existing policies/procedures including, but not limited to, (1) the High Altitude Performance Center Training Table (Dining Facility) Policies and Procedures, (2) the Student-Athlete Mental Health and Well-Being Policies and Procedures, (3) the Student-Athlete Substance Abuse/Code of Conduct Policy and (4) the Student-Athlete Sexual Violence Prevention Policies and Procedures.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

The Athletic Director periodically gives updates to the Board of Trustees related to the Department of Intercollegiate Athletics.

**WHY THIS ITEM IS BEFORE THE BOARD:**

Per UW Regulation 3-1 (Administration and Oversight of Athletics), the Department of Intercollegiate Athletics is subject to the administration and oversight of its program by the Board of Trustees, and is further responsible to report policy and procedure information to the President of the University.

At the Board of Trustees September meeting, the Athletic Director shall submit his or her annual report providing an update and vision for the Department of Intercollegiate Athletics including an academic and financial update and comparison with Mountain West institutions. The Athletics Department shall communicate its policies to the Board of Trustees annually via the Department of Intercollegiate Athletics Policies and Procedures Notebook, and any changes or amendments shall be separately discussed and presented to the Board of Trustees at the September meeting.

**ACTION REQUIRED AT THIS BOARD MEETING:**  
Information only. No action required.

**PROPOSED MOTION:**  
N/A

**PRESIDENT'S RECOMMENDATION:**  
N/A

**AGENDA ITEM TITLE:**

**EAEC Quarterly Report to the UW Board of Trustees, Caldwell/Drummond**

**SESSION TYPE:**

- ☐ Work Session  
☐ Education Session  
☒ Information Item  
☐ Other:  
[Committee of the Whole – Items for Approval]

**APPLIES TO STRATEGIC PLAN:**

- ☒ Yes (select below):  
☒ Driving Excellence  
☒ Inspiring Students  
☒ Impacting Communities  
☒ High-Performing University  
☐ No [Regular Business]

☐ *Attachments are provided with the narrative—refer to Supplemental Materials Report.*

**EXECUTIVE SUMMARY:**

The Educational Attainment Executive Council continues to move forward on its progress to develop an Educational Master Plan to meet the educational attainment goals established by Executive Order 2018-1 and 2018-4 and codified in SEA 61 (2019). The memberships has had a few updates:

1. UW President designee was changed from AVP Kyle Moore to Dr. Kent Drummond effective 9/1/2019. This allows for AVP Kyle Moore to focus on his role on WICHE Attainment Taskforce, which is the working body for the EAEC. This increases UW's participation on the council.
2. ENDOW member was changed to Cindy Delancey, Executive Director of the Wyoming Business Alliance. She is newly appointed to the ENDOW Executive Council and replaces Bill Schilling who resigned.

The Wyoming Community College Commission was required to submit a report on September 1 providing a status update on the work of the EAEC and progress on developing the plan. At the time this board item was due, the report had not yet been submitted.

**State Educational Master Plan Areas of Focus**

Primary areas of focus for the organization of the 5-year and 10-year Wyoming Statewide Educational Master Plans to achieve the attainment goals of 67% by 2025 and 82% by 2040 (*titles may evolve*):

- I. Alignment of Workforce, Workplace, and Post-secondary Programs
- II. Access and Infrastructure
- III. Funding and Affordability
- IV. College-Going Culture K-12, Adults, and Business/Industry

**Primary Metrics That Matter**

There are a series of detailed metrics and targets expected within the plans; however, four overarching metrics have been identified for Wyoming to meet the attainment goals most efficiently.

- I. High school graduation of entering 9<sup>th</sup> grade students should increase by 10%
- II. High school to college matriculation within one year of high school completion should increase by 20%
- III. Graduation rates at both the community colleges and university should double

IV. Adult participation and completion of higher education should triple

**Sub-Committees:** The sub-committees are chaired by either EAEC members or WICHE Attainment Taskforce and staff members. Sub-committee membership consists of EAEC members, WICHE Attainment Taskforce and staff members, and others who are knowledgeable in the content such as business and industry participants, experts, and others.

1. Complete College Wyoming- Standing Sub-committee of the EAEC
  2. Credentials
  3. Public Information Campaign
  4. Alignment of WF, WP, and Post-secondary programs
  5. Access and Infrastructure
  6. Funding and Affordability
  7. College-going culture - K-12 and HS to College Transitions
- College-going culture - Adults, Incumbent Workers, Business/Industry

The EAEC will be hosting statewide focus groups the week of September 16 including September 25 for feedback on the draft plan areas of focus and working metrics and objectives.

Governor Gordon was successful in obtaining a grant through the National Governor's Association called Metrics that Matter. This grant is one where the Governor saw an opportunity to leverage the educational attainment efforts focused economic impact such as the Wyoming Works and SLEDS legislation. The grant is focused on making sure that Wyoming can get the kind of data and information (ie, Metrics that Matter) that connects education and the workforce in the most efficient and useful manner. Here is the NGA link: <https://www.nga.org/news/press-releases/nga-selects-6-states-to-upskill-adult-learners-through-the-educate-for-opportunity-project/>

The next EAEC meeting is scheduled for October 10, 2019, in Laramie, WY. The council plans for have a working draft as an outcome of the meeting. The WICHE State Team, which is a subset of the EAEC, will be attending a required meeting October 22.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

This topic has been on the UW Board of Trustees agenda numerous times including the May 2019 and July 2019 meetings.

**WHY THIS ITEM IS BEFORE THE BOARD:**

Per SEA 61, the EAEC is required to provide an update quarterly.

**ACTION REQUIRED AT THIS BOARD MEETING:**

None. Information item only.

**PRESIDENT'S RECOMMENDATION:**

N/A



**AGENDA ITEM TITLE: Academic and Student Affairs Committee:  
Certificate in American Sign Language Studies**

SESSION TYPE:

- ☐ Work Session  
☐ Education Session  
☐ Information Item  
☒ Other:  
[Committee of the Whole – Items for Approval]

APPLIES TO STRATEGIC PLAN:

- ☒ Yes (select below):  
☐ Driving Excellence  
☒ Inspiring Students  
☐ Impacting Communities  
☐ High-Performing University  
☐ No [Regular Business]

☒ *Attachments are provided with the narrative—refer to Supplemental Materials Report.*

EXECUTIVE SUMMARY:

The proposed **Certificate in American Sign Language Studies** a foundation of American Sign Language skills and an introduction to Deaf sociocultural issues. The ASL Studies certificate program will prepare future professionals in health and education fields to communicate with and understand individuals who are Deaf. The certificate will be an asset to students who wish to pursue more education and employment in the fields of speech-language pathology, sign language interpreter, deaf educator, preschool and K-12 education, audiology, nursing, counseling and other areas. The proposers have consulted with the Board, Faculty Senate, Staff Senate, ASUW, Deans and Directors, and Executive Council on its Notice of Intent and Feasibility Study, and now brings forward its Request for Authorization for this new certificate program. Of special note is the attached ASUW Senate resolution endorsing this program's inauguration.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

The Board's Academic and Student Affairs Committee has considered and reported to the Board on the Notice of Intent (January 2019) for this program.

WHY THIS ITEM IS BEFORE THE BOARD:

University of Wyoming Regulation 2-119 requires that the Board approve all new degree programs, and lays out the process for that approval.

ACTION REQUIRED AT THIS BOARD MEETING:

Consideration for approval of new Certificate in American Sign Language Studies.

PROPOSED MOTION:

"I move that the Request for Authorization for the new program, the **Certificate in American Sign Language Studies**, be approved."

PRESIDENT'S RECOMMENDATION:

The President recommends approval.

**AGENDA ITEM TITLE: Academic and Student Affairs Committee:**

**Consideration and Action: Notice of Intent, Department of Music, Anne Alexander**

**SESSION TYPE:**

- ☐ Work Session
- ☐ Education Session
- ☐ Information Item
- ☒ Other:  
[Committee of the Whole – Items for Approval]

**APPLIES TO STRATEGIC PLAN:**

- ☒ Yes (select below):
  - ☐ Driving Excellence
  - ☒ Inspiring Students
  - ☐ Impacting Communities
  - ☐ High-Performing University
- ☐ No [Regular Business]

☒ *Attachments are provided with the narrative—refer to Supplemental Materials Report.*

**EXECUTIVE SUMMARY:**

A set of Notices of Intent from the Department of Music will be presented. The new proposed programs include a Bachelor of Music in Jazz Performance (saxophone, trumpet, trombone, clarinet, percussion, piano, guitar, and bass), which will use existing courses in the department and is an addition to the existing Bachelor of Music in Performance with emphases in Instrumental, Keyboard, or Vocal Performance. The proposed certificates in Music Entrepreneurship and Audio Technology are innovative new additions to the Music department that require minimal resource investments. The feasibility study will explore the demand for these in more depth, but a cursory look at the market indicates strong employer and student demand.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

The Board's Academic and Student Affairs Committee has considered the Notices of Intent for this set of proposals (August 2019)

**WHY THIS ITEM IS BEFORE THE BOARD:**

University of Wyoming Regulation 2-119 requires that the Board approve all new degree programs, and lays out the process for that approval. The Academic and Student Affairs committee will report to the Board on recommended action for approval of the Notice of Intent.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Consideration for approval of the Notice of Intent for the Music proposals.

**PROPOSED MOTION:**

"I move that the Notices of Intent for the Music Entrepreneurship and Audio Technology Certificates and Bachelor of Jazz Music Performance be approved."

**PRESIDENT'S RECOMMENDATION:**

The President recommends approval.

**AGENDA ITEM TITLE: Biennium Budget Committee:  
Consideration and Action: West Campus Satellite Energy Plant, Mai/Kibbon**

SESSION TYPE:

- ☐ Work Session
- ☐ Education Session
- ☐ Information Item
- ☒ Other:

[Committee of the Whole – Items for Approval]

APPLIES TO STRATEGIC PLAN:

- ☐ Yes (select below):
  - ☐ Driving Excellence
  - ☐ Inspiring Students
  - ☐ Impacting Communities
  - ☐ High-Performing University
- ☒ No [Regular Business]

☒ *Attachments are provided with the narrative—refer to Supplemental Materials Report.*

EXECUTIVE SUMMARY:

The West Campus Satellite Energy Plant increased in square footage by twenty percent (20%) in order to accommodate future housing needs. The increase in design fees and construction costs for this modification total \$4.6 M.

The current request from the Housing reserves is **\$4,616,773.00**, funding from all other sources is \$32,314,336.00. The all-in project budget, with the increase, will be \$36,931,109.00.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

May 2018 – Board approved construction manager-at-risk as the construction delivery method for the project.

July 2018 – Board approved GE Johnson Construction of Wyoming as the Construction Manager-at-Risk for the project.

October 2018 – Board approved the exterior and location of the facility.

August 2019 – Board authorized the initial Guaranteed Maximum Price (iGMP) for the project.

WHY THIS ITEM IS BEFORE THE BOARD:

Administration requests \$4,616,773.00 from its Housing Reserve account to fund the changes.

ACTION REQUIRED AT THIS BOARD MEETING:

Board approval to utilize \$4,616,773.00 from the Housing Reserve account.

PROPOSED MOTION:

“I move to authorize using \$4,616,773.00 in Housing Reserves to fund the increase in size of the West Campus Satellite Energy Plant.”

PRESIDENT’S RECOMMENDATION:

The President recommends approval.

**AGENDA ITEM TITLE: Facilities Contracting Committee:**  
**Consideration and Action: Design Consultant Selection for College of Business - Student Success Center**, Mai/Kibbon

**SESSION TYPE:**

- ☐ Work Session  
☐ Education Session  
☐ Information Item  
☒ Other:

[Committee of the Whole – Items for Approval]

**APPLIES TO STRATEGIC PLAN:**

- ☐ Yes (select below):  
☐ Driving Excellence  
☐ Inspiring Students  
☐ Impacting Communities  
☐ High-Performing University  
☒ No [Regular Business]

☐ *Attachments are provided with the narrative—refer to Supplemental Materials Report.*

**EXECUTIVE SUMMARY:**

Administration is moving forward with planning efforts for the Student Success Center within the College of Business.

Administration publicly advertised a request for qualifications (RFQ) for design services. The project was publicly advertised and proposals were received on July 5, 2019.

The Planning Team scored the responses received and based its recommendation on qualifications of the firm and proposed consultant team, capabilities with projects of similar scope, and the team deemed to bring the highest value to the University.

Upon Board of Trustees approval, negotiations will begin with the highest-ranking design team, TDSI.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

May 2019 - Board of Trustees approved moving forward with Level II and III planning for the College of Business Student Success Center.

**WHY THIS ITEM IS BEFORE THE BOARD:**

Pursuant to UW Regulation 6-9(III)(A), the Board of Trustees shall approve consultant selection for projects over \$500,000.00.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Board approval to enter into contract negotiations with the most qualified and highest-ranking design firm, TDSI.

**PROPOSED MOTION:**

I move to allow Administration to enter into contract negotiations with the highest-ranking design firm, TDSI, for the College of Business Student Success Center.

**PRESIDENT'S RECOMMENDATION:**

The President recommends approval.

**AGENDA ITEM TITLE: Approval of modifications to UW Regulations 2-101 (International Exchange and Faculty-led Course Study for Credit), 2-114 (Academic Dishonesty), and 2-116 (Course Approval Process) and approval of new UW Regulation 2-16 (Sabbatical and Professional Development Leave), Brown/Evans**

SESSION TYPE:

- ☐ Work Session
- ☐ Education Session
- ☐ Information Item
- ☒ Other:

[Committee of the Whole – Items for Approval]

APPLIES TO STRATEGIC PLAN:

☒ Yes (select below):

- ☐ Driving Excellence
- ☐ Inspiring Students
- ☐ Impacting Communities
- ☒ High-Performing University

☐ No [Regular Business]

☒ *Attachments are provided with the narrative—refer to Supplemental Materials Report.*

EXECUTIVE SUMMARY:

At the September 2016 Board of Trustees meeting, the Board approved review by UW Administration of UW's current regulatory structure, to include the following:

- 1) Phasing out presidential directives;
- 2) Defining regulation versus policy/procedure;
- 3) Creating a new “look” and format for the regulations; and
- 4) Updating the substance of the regulations, policies, and procedures as needed, including determining whether there are any substantive gaps.

At the January 2017 Board of Trustees meeting, the University proposed 12 sections for the new *Governing Regulations and Standard Administrative Policies and Procedures Manual*.

**Section 1:** Governance and Structure

**Section 2:** Academic Affairs

**Section 3:** Athletics

**Section 4:** Diversity and Equal Opportunity

**Section 5:** Employment and Ethics

**Section 6:** Facilities

**Section 7:** Finance and Business

**Section 8:** Information Technology

**Section 9:** Research and Economic Development

**Section 10:** Safety and Security

**Section 11:** Student Affairs

**Section 12:** University Relations

The new structure will involve three levels of policies:

- 1) Governing Regulations (Level A)
- 2) Standard Administrative Policies and Procedures (Level B)
- 3) Department/Unit Administrative Policies and Procedures (Level C)

The **Section 2 Academic Management Regulations (2-100 through 2-120)** include such matters as class size, faculty-led course study for credit, final examination policy, undergraduate degree requirements, class meetings, the University Studies Program, "S-U" grades, honor roll, student attendance policy, academic probation and suspension, change of recorded grades, grade of I, course identification, grading system, course approval process, course syllabus requirement, library of deposit, degrees and diplomas, and degree revocation. Modifications to several of these Regulations were adopted at the July 2018 Board of Trustees Meeting (UW Regulations 2-103, 2-105, 2-107, 2-108, 2-109, and 2-117) and the June 2019 Board of Trustees Conference Call (2-100 and 2-106).

The Provost is recommending the following changes to several of the remaining academic management regulations.

- **UW Regulation 2-101 (International Exchange and Faculty-led Course Study for Credit):** This regulation is addressed in UW Regulation 2-116 (Course Approval Process). Sunset.
- **UW Regulation 2-114 (Academic Dishonesty):** Streamlined so that every College has the same process for academic dishonesty proceedings. Requires each College to have a College Coordinator and College Hearing Officer. Housekeeping and efficiency edits.
- **UW Regulation 2-116 (Course Approval Process):** Removed process portion for inclusion in a Standard Administrative Policy and Procedure (SAP). Housekeeping edits.

**The Section 2 Academic Personnel Regulations (2-1 through 2-14)** include such matters as:

- 1) Describing academic designations, ranks and terms of appointment applicable to members of the faculty and other academic personnel, and general provisions regarding academic personnel;
- 2) Outlining University policies on academic freedom, faculty workload, sabbatical and professional development leave, and post-tenure review;
- 3) Defining University-level standards and outlining procedures for reappointment, tenure and promotion, post-tenure review, and compensation;
- 4) Establishing procedures for the resolution of academic personnel disputes and for the dismissal of academic personnel; and
- 5) Providing definitions of academic administrative structures and positions and describing terms of appointments and general provisions regarding academic administrators.

The Provost's office completed a detailed analysis of the current academic personnel regulations and associated University policies, procedures and practices to help identify inconsistencies, gaps and issues with clarity that needed to be addressed. They consulted numerous professional documents, including statements and guidelines published by the American Association of University Professors (AAUP). In addition, they conducted extensive research on the academic policies and procedures of the University's peer and other institutions, and compared them to the current Regulations. The Provost's overarching goal was to propose revisions that support the University's mission as the state's flagship and land-grant university, are consistent with the values described in the University's strategic plan, and will drive excellence in teaching, scholarship, innovation and creative endeavors.

The purpose of the **new UW Regulation 2-16 (Sabbatical and Professional Development Leave)** is to enhance the professional effectiveness of the faculty and to enrich the academic

climate of the University. Sabbatical and professional development leave was addressed in UW Regulation 2-1 (Academic Personnel) and is currently addressed in UW Regulation 2-3 (Regulations Governing Vacation, Sick Leave, and Compensation for Faculty and University Officers). The purpose of the proposed regulation is to codify policies for sabbatical and professional development leaves in a single regulation.

Changes include:

1. Sections moved from UW Regulations 2-1 and 2-3.
2. Authority to approve sabbatical and professional development leaves changed from "Trustees upon recommendation of the President" to "President upon the recommendation of the Provost and Vice President of Academic Affairs".
3. Updated requirements to make consistent with current practice:
  - a. Clarification on criteria for sabbatical or professional development leaves
  - b. Clarification that benefits remain the same while on sabbatical or professional development leave, except for retirement and social security, which are pro-rated according to the reduction in salary.
4. Inserted language about eligibility for professional development leave for academic personnel on fixed-term with rolling contracts.

Per the routing process for UW Regulations, the proposed modifications to the regulations were provided to Executive Team, Deans and Directors, Faculty Senate, Staff Senate, ASUW, and the Internal Auditor. Faculty Senate provided extensive input and Academic Affairs worked closely with Senate leadership to incorporate the input (see supplemental materials for Faculty Senate redline versions).

The Trustees Regulation Committee will discuss this item at the September 2019 Board of Trustees meeting and recommend full Board action, if appropriate.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

None.

**WHY THIS ITEM IS BEFORE THE BOARD:**

UW Regulation 1-101 requires that the Board approve modifications to UW Regulations.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Board approval, modification, or disapproval of the recommended modifications to the Regulations.

**PROPOSED MOTION:**

"I move to authorize modifications to UW Regulations 2-114 and 2-116, repeal of UW Regulation 2-101, and approval of new UW Regulation 2-16, as presented to the Board"

**PRESIDENT'S RECOMMENDATION:**

The President recommends approval.

**AGENDA ITEM TITLE: Annual Investment Report of the UW Foundation Investments,**  
Mendicino, Blalock, Treick

**SESSION TYPE:**

- ☐ Work Session
- ☐ Education Session
- ☐ Information Item
- ☒ Other:

[Committee of the Whole – Items for Approval]

☐ *Attachments are provided with the narrative—refer to Supplemental Materials Report.*

**APPLIES TO STRATEGIC PLAN:**

- ☐ Yes (select below):
  - ☐ Driving Excellence
  - ☐ Inspiring Students
  - ☐ Impacting Communities
  - ☐ High-Performing University
- ☒ No [Regular Business]

**EXECUTIVE SUMMARY:**

The Foundation reports annually at the BOT September meeting on these three items relative to Investments:

- Summary of balances in the university endowments
- Performance of the university endowments
- Fees charged for managing the endowments

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**  
Annual Report.

**WHY THIS ITEM IS BEFORE THE BOARD:**  
Stipulated in the UW/UWF Memorandum of Agreement

**ACTION REQUIRED AT THIS BOARD MEETING:**  
Information only. No action required.

**PROPOSED MOTION:**  
N/A

**PRESIDENT'S RECOMMENDATION:**  
N/A



**AGENDA ITEM TITLE: UWYO Events Calendar Rollout Update, Jean Garrison**

**SESSION TYPE:**

- ☐ Work Session  
☐ Education Session  
☒ Information Item  
☐ Other:  
[Committee of the Whole – Items for Approval]

**APPLIES TO STRATEGIC PLAN:**

- ☐ Yes (select below):  
☐ Driving Excellence  
☐ Inspiring Students  
☒ Impacting Communities  
☐ High-Performing University  
☐ No [Regular Business]

☒ *Attachments are provided with the narrative—refer to Supplemental Materials Report.*

**EXECUTIVE SUMMARY:**

The presentation on the UWYO Events online calendar will demonstrate the new campus and statewide calendar project completed by the Office of Engagement and Outreach in cooperation with Institutional Marketing and Information Technology. The new calendar, launched on August 19, 2019 as UW's official event/program calendar, offers one place to find, communicate, and document UW-sponsored events/programs around the state. The new look, search features and filters (e.g., event type, county, and audience), and expanded mapping offer expanded usability. The new reporting feature will allow UW to gather information and track impacts of UW outreach, engagement, service, and work around the state.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

N/A

**WHY THIS ITEM IS BEFORE THE BOARD:**

Informational purpose to update the board on the calendar project and demonstrate the new UWYO Events calendar as a tool for communication and engagement.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Information only. No action required.

**PROPOSED MOTION:**

N/A

**PRESIDENT'S RECOMMENDATION:**

N/A

**AGENDA ITEM TITLE:**

**University of Wyoming Strategic Improvement Working Group Update**, Barker/Shevling

**SESSION TYPE:**

- ☐ Work Session  
☐ Education Session  
☒ Information Item  
☐ Other:  
[Committee of the Whole – Items for Approval]

**APPLIES TO STRATEGIC PLAN:**

- ☒ Yes (select below):  
☐ Driving Excellence  
☐ Inspiring Students  
☐ Impacting Communities  
☒ High-Performing University  
☐ No [Regular Business]

☒ *Attachments are provided with the narrative—refer to Supplemental Materials Report.*

**EXECUTIVE SUMMARY:**

UW conducted the *Great Colleges to Work For* survey in Spring 2018. From the results, the UW Strategic Improvement Working Group was formed to recommend actionable improvements over a wide range of topics at UW.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

N/A

**WHY THIS ITEM IS BEFORE THE BOARD:**

This is an introduction of the UW Strategic Improvement Working Group's efforts.

**ACTION REQUIRED AT THIS BOARD MEETING:**

None.

**PROPOSED MOTION:**

None.

**PRESIDENT'S RECOMMENDATION:**

None.

**AGENDA ITEM TITLE:**

**Consideration and Action: Approval of Contracts and Grants Report**, Synakowski

**SESSION TYPE:**

- ☐ Work Session
- ☐ Education Session
- ☐ Information Item
- ☒ Other:

[Committee of the Whole – Items for Approval]

**APPLIES TO STRATEGIC PLAN:**

- ☐ Yes (select below):
  - ☐ Driving Excellence
  - ☐ Inspiring Students
  - ☐ Impacting Communities
  - ☐ High-Performing University
- ☒ No [Regular Business]

☒ *Attachments are provided with the narrative—refer to Supplemental Materials Report.*

**EXECUTIVE SUMMARY:**

The Division of Research and Economic Development provides a list of all Contracts and Grants awarded to the University of Wyoming. This report provided data on a monthly basis. Attached is a list of all research grants and contracts awarded in the months of April, May and June 2019.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

At each meeting the Board approves or disapproves the Contract and Grants Report.

**WHY THIS ITEM IS BEFORE THE BOARD:**

UW Regulation 5-2 requires that all research grants, contracts and gifts be accepted or rejected by the Board.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Board approval or disapproval of the Contract and Grants Report.

**PROPOSED MOTION**

“I move to approve the Contract and Grants Report as presented to the Board.”

**PRESIDENT’S RECOMMENDATION:**

The President recommends approval.

**AGENDA ITEM TITLE: Contract and Procurement Report (per UW Regulation 7-2), Evans**  
*[Information only item, no action, discussion or work session]*

SESSION TYPE:

- ☐ Work Session  
☐ Education Session  
☒ Information Item  
☐ Other:  
[Committee of the Whole – Items for Approval]

APPLIES TO STRATEGIC PLAN:

- ☐ Yes (select below):  
☐ Driving Excellence  
☐ Inspiring Students  
☐ Impacting Communities  
☐ High-Performing University  
☒ No [Regular Business]

☒ *Attachments are provided with the narrative—refer to Supplemental Materials Report.*

EXECUTIVE SUMMARY:

Per UW Regulation 7-2 (Signature Authority), unless otherwise limited by UW Regulation or reserved by the Board of Trustees, the President shall have authority to approve and/or sign University contracts, federal contracts, agreements, memorandums of understanding, and procurements that involve an external party, require consideration (paid or received) valued less than \$1,000,000 (one-time or in aggregate), and for which the term is less than five years. The President may delegate this authority to University Officers for such contracts, federal contracts, agreements, memorandums of understanding, and procurements that require consideration (paid or received) valued less than \$500,000 (one-time or in aggregate) and for which the term is less than five years.

As required by the Regulation, attached are the following reports:

- 1) Service Contracts (including contracts, federal contracts, agreements, and memorandums of understanding) valued at \$50,000 or above (one-time or in aggregate) from June 16, 2019 – August 15, 2019
- 2) Procurements valued at \$50,000 or above (one-time or in aggregate) from June 16, 2019 – August 15, 2019

Service contract workflow

Per Presidential Directive 3-2014-1 (Signature Authority), the President can delegate signature authority to University officers for service contracts valued less than \$500,000 (one-time or in aggregate) and for which the term is less than five years.

Procurement workflow

Cost Center Managers (business manager level) approve all purchases, and are the final approvers for purchases of \$99,999 or less.

Deans/Associate Vice Presidents are included in the approval workflow if the purchase is \$100,000 or above. They are the final approvers for purchases between \$100,000 and \$249,999.

Vice Presidents are added to the approval workflow if the purchase is \$250,000 or above. They are the final approvers for purchases between \$250,000 and \$499,999.

The President is added to the approval workflow if the purchase is \$500,000 or above. She is the final approver for purchases between \$500,000 and \$999,999.

The Board of Trustees approves purchases of \$1,000,000 and above.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

Standing information item at each in-person Board of Trustees meeting.

**WHY THIS ITEM IS BEFORE THE BOARD:**

Per UW Regulation 7-2 (Signature Authority), at each regular meeting of the Board of Trustees (excluding conference calls), the President shall provide a written report to the Board of Trustees identifying each contract, federal contract, agreement, memorandum of understanding, or procurement valued at \$50,000 or above (one-time or in aggregate) signed by the President or designee under this provision.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Information Only. No action required.

**PROPOSED MOTION:**

N/A.

**PRESIDENT'S RECOMMENDATION:**

N/A.

**AGENDA ITEM TITLE: Capital Construction Report, McKinley/Mai**  
*[Information only item, no action, discussion or work session]*

SESSION TYPE:

- ☐ Work Session
- ☐ Education Session
- ☒ Information Item
- ☐ Other:

[Committee of the Whole – Items for Approval]

APPLIES TO STRATEGIC PLAN:

- ☐ Yes (select below):
  - ☐ Driving Excellence
  - ☐ Inspiring Students
  - ☐ Impacting Communities
  - ☐ High-Performing University
- ☒ No [Regular Business]

☒ *Attachments are provided with the narrative—refer to Supplemental Materials Report.*

EXECUTIVE SUMMARY:

**BSL – 3 Update**

- Final commissioning report

**Engineering Update**

- Final Certificate of Occupancy received 3/08/2019.
- Furniture installation is complete.
- UW IT scope is complete.
- Punch list work is substantially complete.
- Signage package has design approved, shop drawings in progress. Donor recognition signage will be installed prior to the ribbon cutting.
- Landscaping was completed 7/17/2019.

**WWAMI**

- Punch list items

**Science Initiative**

- 100% Construction drawings were complete and issued on 6/07/2019.
- Bid Package #1 for the project and alternates were advertised and publically opened on 7/19/2019.
- Scope and budget under review with a Guaranteed Maximum Price (GMP) contract amendment expected in October, 2019.
- Construction site is cleared and secured. Traffic control provisions are in place. Field offices are mobilized. Temporary electric service is complete.

**West Campus Satellite Energy Plant**

- Bid Package #1 was issued for foundation and utilities. The public bid opening was held 6/18/2019.
- Construction site is cleared and secured.
- Initial Guaranteed Maximum Price was prepared and approved at the August, 2019 Board of Trustees Meeting.

**Law School Addition**

- The Exterior Design Advisory Committee process is underway.
- The design team project programming is complete and schematic design is underway.

**Campus Master Plan**

- Concept alternatives were developed and reviewed over the summer and the preferred alternative was reviewed by the Executive Committee on August 9, 2019.
- Sasaki will present the Draft Campus Master Plan to the full Board of Trustees on September 12, 2019 for review and comment.
- Concurrent presentations of the master plan to stakeholders and the campus community will occur September 9 -13, 2019 and outreach to the State will occur in October 2019.
- Final approval of the Campus Master Plan by the Board of Trustees is tentatively scheduled for November 2019.

#### **AMK Ranch**

- Well drilling is underway.
- Clearing and grubbing is underway
- Installation of water/sewer lines will begin September 9.
- Construction of the well house will begin September 3.
- Construction of the leech field will begin September 23.

**THE UNIVERSITY OF WYOMING**

**BOARD OF TRUSTEES' REPORT**  
***SUPPLEMENTAL MATERIALS***

**September 11-13, 2019**

The final supplemental report can be found on the University of Wyoming Board of Trustees Website at  
<http://www.uwyo.edu/trustees/>



# TRUSTEES OF THE UNIVERSITY OF WYOMING AGENDA

September 11-13, 2019

## **SUPPLEMENTAL MATERIALS**

### **WORK SESSIONS**

Location for UW Board of Trustees Summer Out-of-Town Meeting – True *[Verbal report]*

Annual Report on new Temporarily Restricted Endowment accounts established during the last year – Jewell *[No supplemental materials provided in advance]*

Distance Education Update – Kate Miller .....1

Campus Master Plan Presentation – Theobald *[No supplemental materials provided in advance]*

Graduate Medical Education Annual Report – David Jones/Beth Robitaille *[No supplemental materials provided in advance]*

Annual Report, Status Implementation of the Strategic Plan and President’s Annual Report on Accomplishments – Theobald *[Hand-out to be distributed at the meeting]*

Vice President for Finance and Administration’s Annual Report on balances, transactions and investment returns – Jewell *[No supplemental materials provided in advance]*

Annual Report, Office of Diversity, Equity and Inclusion – Monago *[No supplemental materials provided]*

Annual Report, Intercollegiate Athletics – Burman *[No supplemental materials provided]*

EAEC Quarterly Report to the UW Board of Trustees – Caldwell/Drummond *[No supplemental materials provided]*

Academic and Student Affairs Committee – Schmid-Pizzato

- Consideration and Action: Certificate in American Sign Language Studies – Anne Alexander .....5

- Consideration and Action: Notice of Intent, Department of Music – Anne Alexander ....20

Biennium Budget Committee – McKinley

- Consideration and Action: West Campus Satellite Energy Plant – Kibbon .....33

Facilities Contracting Committee – McKinley

- Consideration and Action: Design Consultant Selection for College of Business - Student Success Center – Mai/Kibbon *[No supplemental materials provided]*

UW Regulation Review Committee – Brown

- Consideration and Action: Modifications to UW Regulations .....35
  - ✓ UW Regulation 2-101 (International Exchange and Faculty-led Course Study for Credit) [repeal]
  - ✓ UW Regulation 2-114 (Academic Dishonesty)
  - ✓ UW Regulation 2-116 (Course Approval Process)
  - ✓ UW Regulation 2-16 (Sabbatical and Professional Development Leave)

Annual Report of the UW Foundation Investments – Mendicino/Blalock, Treick *[No supplemental materials provided in advance]*

UWYO Events Calendar rollout Update – Jean Garrison .....99

University of Wyoming Strategic Improvement Working Group Update – Barker.....111

Proposed Items for Action:

- I. Consideration and Action: Approval of Agreements, Contracts, and Procurements – Evans
- II. Consideration and Action: Contracts and Grants – Jewell/Synakowski..... 121
- III. Personnel – Appointment of Employees [*Materials provided in executive session report*]
  - Academic Employees – Miller/Benham-Deal
  - Non-Academic Employees – Theobald

Information Only Items: [*no action, discussion or work session*]

- ✓ Contracts and Procurement Report (per UW Regulation 7-2) – Evans ..... 138
- ✓ Capital Construction Report – McKinley/Mai..... 142
- ✓ Foundation Monthly Giving Report – Blalock [*No materials provided*]

**AGENDA ITEM TITLE: Distance Education Update, Kate Miller**

University of Wyoming  
Current Online Program Inventory

Program (with Track)	Degree Type	College	Program Status	Delivery Method	Enrollment								
					Fall 2016			Fall 2017			Fall 2018		
					Resident	Non-Resident	Total	Resident	Non-Resident	Total	Resident	Non-Resident	Total
Bachelor of Applied Science Organizational Leadership	Bachelor's	College of Agriculture and Natural Resources	Completion	Mostly asynchronous	76	8	84	114	6	120	123	4	127
Business Administration	Bachelor's	College of Business	Completion	Asynchronous	65	5	70	41	6	47	42	1	43
Criminal Justice	Bachelor's	College of Arts and Sciences	Completion	Mostly asynchronous	61	5	66	46	2	48	60	4	64
Family and Consumer Sciences Professional Child Development	Bachelor's	College of Agriculture and Natural Resources	Completion	Asynchronous	23	4	27	23	0	23	26	1	27
General Studies	Bachelor's	Interdisciplinary	Completion		Not yet established			Not yet established			Not yet established		
Nursing (ReNEW; RN-BSN)	Bachelor's	College of Health Sciences	Completion	Asynchronous	170	53	223	136	34	170	106	13	119
Nursing (BRAND)	Bachelor's	College of Health Sciences	Completion	Asynchronous	17	11	28	15	6	21	14	8	22
Psychology	Bachelor's	College of Arts and Sciences	Completion	Mostly asynchronous	94	11	105	107	6	113	95	8	103
Social Science*	Bachelor's	College of Arts and Sciences	Completion	Mostly asynchronous	77	10	87	65	13	78	58	6	64
*No longer accepting applications													
Business Administration	Master's	College of Business	Full Program	Asynchronous	54	30	84	65	37	102	60	36	96
Curriculum and Instruction	Master's	College of Education	Full Program	Mostly asynchronous	70	1	71	60	1	61	35	2	37
English	Master's	College of Arts and Sciences	Full Program	Asynchronous	5	6	11	13	1	14	13	1	14
Family and Consumer Sciences Human Development & Family Sciences	Master's	College of Agriculture and Natural Resources	Full Program	Asynchronous	Not yet established			1	0	1	2	0	2
Health Services Administration	Master's	College of Health Sciences	Full Program	Asynchronous	8	17	25	35	40	75	19	35	54
Higher Education Administration	Master's	College of Education	Full Program	Mostly asynchronous	50	2	52	27	2	29	37	2	39
K-12 Educational Leadership	Master's	College of Education	Full Program	Asynchronous	5	0	5	24	0	24	28	0	28
Kinesiology and Health (K-12 educator/teacher program)	Master's	College of Health Sciences	Full Program	Mostly synchronous	3	1	4	4	0	4	5	0	5
Learning, Design, and Technology	Master's	College of Education	Full Program	Asynchronous	19	6	25	18	5	23	11	2	13
Online Nurse Educator	Master's	College of Health Sciences	Full Program	Asynchronous	0	0	0	0	0	0	0	0	0
Public Administration	Master's	College of Arts and Sciences	Full Program	Mostly asynchronous	27	3	30	29	2	31	17	1	18
Special Education	Master's	College of Education	Full Program	Mostly asynchronous	49	0	49	43	1	44	45	3	48
DNP Doctorate of Nursing Practice	Doctoral	College of Health Sciences	Full Program	Asynchronous	42	4	46	42	4	46	44	4	48
Edd Curriculum & Instruction	Doctoral	College of Education	Full Program	Blended	16	2	18	14	0	14	12	1	13
Edd Higher Education Administration	Doctoral	College of Education	Full Program	Asynchronous	33	10	43	27	7	34	27	8	35
Edd Higher Education Leadership	Doctoral	College of Education	Full Program	Asynchronous	18	4	22	25	4	29	20	2	22
Edd Learning, Design, and Technology	Doctoral	College of Education	Full Program	Asynchronous	5	5	10	4	7	11	2	5	7
PhD Curriculum & Instruction	Doctoral	College of Education	Full Program	Blended	4	2	6	5	7	12	11	6	17
PhD Higher Education Administration	Doctoral	College of Education	Full Program	Blended	3	0	3	4	1	5	2	0	2
PhD Learning, Design, and Technology	Doctoral	College of Education	Full Program	Blended	2	0	2	1	0	1	2	0	2
Cadastral/Land Surveying	UG Certificate	College of Engineering and Applied Science	Full Program	Synchronous	6	38	44	7	30	37	10	25	35
Early Childhood Program Director *Under review in college; potential revisions forthcoming	UG Certificate	College of Agriculture and Natural Resources	Full Program	Asynchronous	0	0	0	0	0	0	0	0	0
School Principalship	Grad Certificate	College of Education	Full Program	Asynchronous	32	0	32	39	0	39	35	0	35
School District Superintendent	Grad Certificate	College of Education	Full Program	Asynchronous	3	0	3	4	0	4	11	1	12
English as a Second Language (ESL)* *Also available as an undergraduate endorsement program for campus elementary education students	Grad Certificate	College of Education	Full Program	Mostly asynchronous	16	0	16	18	0	18	11	0	11
Learning, Design, and Technology-Online Instruction	Grad Certificate	College of Education	Full Program	Asynchronous	5	0	5	2	0	2	6	1	7
Literacy: K-6; 7-12; or K-12	Grad Certificate	College of Education	Full Program	Mostly asynchronous	7	1	8	12	0	12	12	0	12
Play Therapy	Grad Certificate	College of Education	Full Program	Asynchronous	Not yet established			13	1	14	0	0	0
Special Education	Grad Certificate	College of Education	Full Program	Mostly asynchronous	7	1	8	8	1	9	9	0	9
Teachers of American Indian Children* *Under review in college; potential change in program home and leadership	Grad Certificate	College of Education	Full Program	Asynchronous	2	0	2	1	0	1	0	0	0
Community College Leadership	Post-Master Certificate	College of Education	Full Program	Asynchronous	Not yet established			Not yet established			3	0	3
School Social Work	Post-Master Certificate	College of Health Sciences	Full Program	Blended	4	1	5	1	0	1	3	0	3

The University of Wyoming  
Board of Trustees' Report – *Supplemental Materials*  
September 11-13, 2019  
Page 3

University of Wyoming  
2019-2020 Innovation Funds | Currently Funded Programs

College	Program	Program Status	Grays & Associates Program Evaluation System (PES) for Wyoming Online Market. Evaluates potential market for new and existing degrees in Wyoming based on Student Demand, Overall Degree Rt, Level of Online Competition, and Occupational Demand. Scores range from -100 to 99.		Grays & Associates Program Evaluation System (PES) for Laramie 360 Online Market (360 mile radius around Laramie) Evaluates potential market for new and existing degrees in Laramie 360 region based on Student Demand, Overall Degree Rt, Level of Online Competition, and Occupational Demand. Scores range from -100 to 99.		Current student enrollment (OW Day 15, Spring 19)		Projected enrollment in year 5	Program Cost for Wyoming Student (cost per credit hour x total credit hours - includes tuition and fees)	Program Cost for Nonresident (cost per credit hour x total credit hours - includes tuition and fees)	Total Amount Requested (includes years 1 and 2)	Total amount funded YR 1
			Overall PES Score	PES Indicators	Overall PES Score	PES Indicators	On Campus	Distance					
COB	MBA	Existing asynchronous program. Proposal for program re-design and competitive repositioning (e.g. 8 week courses)	55	Strong Degree Demand Strong Occupational Demand 2,147 Wyoming job postings over the past year	56	Strong Degree Demand Strong Occupational Demand Moderate Competition	25	86	Determining	\$25,560 (\$852 x 30)	\$25,560 (\$852 x 30)	\$200,000.00	\$100,000.00
COB	MS Finance	Existing campus Masters degree. Proposal to develop asynchronous online delivery.	39	Strong Degree Demand 420 Google searches in Wyoming for this degree in the past 3 months Strong Occupational Demand 556 Wyoming job postings over the past year	54	Strong Degree Demand Strong Occupational Demand Low Competition	6	New distance program	32	\$9,180 (\$306 x 30)	\$13,710 (\$457 x 30)		
COB	MS Accounting	Existing campus Masters degree. Proposal to develop asynchronous online delivery.	41	Strong Degree Demand 1,640 Google searches in Wyoming for this degree in the past 3 months Strong Occupational Demand 248 Wyoming job postings over the past year	59	Strong Degree Demand Strong Occupational Demand Low Competition	21	New distance program	Determining	\$9,180 (\$306 x 30)	\$13,710 (\$457 x 30)		
HS	BSN Nursing Completion Degree	Existing asynchronous program. Proposal to boost marketing and address internal process barriers related to 8 week courses and advising.	45	Strong Degree Demand Strong Occupational Demand 5,361 Wyoming job postings over the past year	60	Strong Degree Demand Strong Occupational Demand Low Competition	181	101	300	\$9,840 (\$164 x 60)	\$22,500 (\$375 x 60)	\$210,768.00	to be determined
HS	Kinesiology & Health, Community/Rural Public Health and Kinesiology and Exercise Science Options	Existing synchronous Masters degree. Proposal to develop asynchronous online delivery.	25	Strong Degree Demand 870 Google searches in Wyoming for this degree in the past 3 months Emerging employment and career market based on 10 year forecast, with 3 and 5 year historic growth indicators in the 90th percentile 107 Wyoming job postings over the past year	34	Strong Degree Demand Moderate Occupational Demand Low Competition	16	New distance program	Determining	\$9,180 (\$306 x 30)	\$13,710 (\$457 x 30)	\$214,256.00	\$75,000.00
A&S	Master of Public Administration	Existing mix of synchronous and asynchronous courses. Proposal moves to fully asynchronous delivery and increases capacity.	36	Strong Degree Demand Strong Occupational Demand 89 Wyoming job postings over the past year	49	Strong Degree Demand Moderate Occupational Demand Low Competition	14	19	65	\$11,934 (\$306 x 39)	\$17,823 (\$457 x 39)	\$99,496.00	\$42,000.00



The University of Wyoming  
Board of Trustees' Report – *Supplemental Materials*  
September 11-13, 2019  
Page 4

University of Wyoming  
2019-2020 Innovation Funds | Currently Funded Programs

College	Program	Program Status	Grays & Associates Program Evaluation System (PES) for Wyoming Online Market: <i>Evaluates potential market for new and existing degrees in Wyoming based on Student Demand, Overall Degree Fit, Level of Online Competition, and Occupational Demand. Scores range from -100 to 99.</i>		Grays & Associates Program Evaluation System (PES) for Laramie 360 Online Market (360 mile radius around Laramie): <i>Evaluates potential market for new and existing degrees in Laramie 360 region based on Student Demand, Overall Degree Fit, Level of Online Competition, and Occupational Demand. Scores range from -100 to 99.</i>		Current student enrollment (OIA Day 15, Spring 19)		Projected enrollment in year 5	Program Cost for Wyoming Student (cost per credit hour x total credit hours - includes tuition and fees)	Program Cost for Nonresident (cost per credit hour x total credit hours - includes tuition and fees)	Total Amount Requested (includes years 1 and 2)	Total amount funded YR 1
			Overall PES Score	PES Indicators	Overall PES Score	PES Indicators	On Campus	Distance					
A&S	BS Psychology-Completion degree	Existing mix of synchronous and asynchronous courses. Proposal moves to fully asynchronous delivery and increases capacity.	33	Strong Degree Demand 910 Google searches in Wyoming for this degree in the past 3 months 101 Wyoming job postings over the past year	48	Strong Degree Demand 2,770 Regional job postings over the past year Low Competition	245	123	175	\$9,840 (\$164 x 60)	\$34,980 (\$583 x 60)	\$70,000.00	\$35,000.00
A&S	BA CRMJ-Completion degree	Existing mix of synchronous and asynchronous courses. Proposal moves to fully asynchronous delivery and increases capacity.	30	Strong Degree Demand 222 Wyoming job postings over the past year 877 Google searches in Wyoming for this degree in the past 3 months	41	Strong Degree Demand Moderate Occupational Demand Low Competition	244	66	85	\$9,840 (\$164 x 60)	\$34,980 (\$583 x 60)	\$115,316.00	\$40,000.00
A&S	Math HLC Post Baccalaureate 18 Certification	Proposal to develop 6 new asynchronous online graduate courses for K-12 and Community College Instructors who require 18 credit hours as required by the Higher Learning Commission (HLC).	27	HLC compliance requirement for Wyoming community college faculty and Wyoming High School teachers Moderate Occupational Demand 314 Wyoming job postings over the past year. 240 Google searches in Wyoming for this degree in the past 3 months	33	HLC compliance requirement for Wyoming community college faculty and Wyoming High School teachers Strong Occupational Demand Low Competition	New program	New distance program	40	\$5,508 (\$306 x 18)	\$8,226 (\$457 x 18)	\$90,000.00	\$35,000.00
EN	Cybersecurity Certificate	Existing campus certificate. Proposal to develop asynchronous online delivery.	17	Emerging employment and career market based on 10 year forecast, with 3 and 5 year historic growth indicators in the 20th century 89 Wyoming job postings over the past year. 300 Google searches in Wyoming for this degree in the past 3 months	39	Strong Degree Demand Moderate Occupational Demand Moderate Competition	0 students found for this semester	New distance program	Determining	\$2,460 (\$164 x 15)	\$8,745 (\$583 x 15)	\$60,000.00	\$30,000.00
WY/GISC Academic Affairs	Geospatial Information Science and Technology (GIST)	New Program. Proposal to support development of asynchronous undergraduate and graduate certificates.	0, No appropriate CIP Code match; emerging market; EAB data forthcoming	N/A N/A N/A	19, No appropriate CIP Code match; emerging market; EAB data forthcoming	N/A N/A N/A	New program	New distance program	Undergrad Cert 15; Grad Cert 20	Program will be seeking entrepreneurial or differential tuition rate (TBD)	Program will be seeking entrepreneurial or differential tuition rate (TBD)	\$224,318.00	\$75,000.00
												\$1,284,154.00	\$432,000.00
Conversations continue with departments and remaining funds will support 1) online completion options for the new General Studies degree, 2) new and existing programs in Nursing, Chemistry, Petroleum Engineering, the College of Agriculture and Natural Resources, 3) webpage redesign for all online programs.													
Meeting Wyoming needs: 17.44% of Wyoming's population 25 or older has a bachelor degree, while an additional 9.3% hold a graduate or professional degree, 45% have some college or an associates degree (Wyoming and County Profiles, Department of Administration & Information Economic Analysis Division, retrieved 7/7/19 <a href="http://eadi.wy.gov/wyfacts/Alban2018.pdf">http://eadi.wy.gov/wyfacts/Alban2018.pdf</a> ).													
Snapshot: 2,692 AA/AS degrees awarded at WY CC in 2017-2018. (IPEDS Data Center, retrieved 7/7/19, <a href="https://nces.ed.gov/ipeds/use-the-data">https://nces.ed.gov/ipeds/use-the-data</a> )													

**AGENDA ITEM TITLE: Academic and Student Affairs Committee,  
Consideration and Action: Certificate in American Sign Language Studies, Anne Alexander**

**Request for Authorization**  
***American Sign Language Studies Certificate Program***



**Executive Summary**

**Proposed by:** Mark Guiberson, Division Director of Communication Disorders,  
Esther Hartsky, Associate Lecturer, American Sign Language

**Certificate Title:** American Sign Language Studies

**Level of Degree or Certificate:** undergraduate certificate

**Delivery Mode(s) :** Laramie campus + 2 courses distance enrolled

**Estimated Startup Cost of Degree:** Instructional costs (approx.. \$ 32,500)

**Anticipated Launch Date:** Fall 2019

**Description:**

The American Sign Language Studies (ASL Studies) certificate program will provide a foundation of American Sign Language skills and an introduction to Deaf sociocultural issues. The ASL Studies certificate program will prepare future professionals in health and education fields to communicate with and understand individuals who are Deaf. The certificate will be an asset to students who wish to pursue more education and employment in the fields of speech-language pathology, sign language interpreter, deaf educator, preschool and K-12 education, audiology, nursing, counseling and other areas.

**Projected Financial Results for New Program**

Projected Financial Results for New Program	FY1	FY2	FY3	FY4
Total Expenses	\$32,584	\$32,584	\$32,584	\$32,584
Total New Revenues Generated within Program	\$43,192	\$67,236	\$93,041	\$96,571
<b>New Program's Total Surplus or Deficit</b>	<b>\$10,608</b>	<b>\$34,652</b>	<b>\$60,458</b>	<b>\$63,987</b>
Operating margin (surplus or deficit / revenues)	0.25	0.52	0.65	0.66



**Table of Contents**

Overview and Description of Degree or Certificate, Purpose, Strategic Plan Overlay...	3
Learning Outcomes ...	4
Curriculum Map and Program Structure ...	4
Course Descriptions ...	4
Assessment Plan ...	5
Degree Program Evaluation ...	5
New Resources Required ...	5
Substantive Change Determination ...	6
Executive Summary of Demand Statistics ...	6

**Feasibility Study Required Contents:**

**Overview and Description of Degree or Certificate, Purpose, Strategic Play Overlay**

American Sign Language (ASL) has been offered at the University of Wyoming by the Division of Communication Disorders since 1979. ASL 1 & ASL 2 courses are required for the undergraduate degree in Speech, Language and Hearing Sciences (SPPA), and Advanced ASL is an elective that most SPPA students take. The ASL Studies certificate will make our students more competitive when applying to graduate programs in Communication Disorders and related disciplines. For students who will become speech-language pathologists and audiologists, this certificate will add additional experience and knowledge that will be useful and marketable once students enter the workforce.

ASL courses also serve as a service course to undergraduates across campus who have modern language requirement and ASL courses can be electives for students who are interested in this language and culture. What it adds for students are *next steps*, for those majors who wish to pursue related careers in interpreting and/or deaf education, special education, and related areas. Currently, we have approximately 50% enrollment in ASL courses from non-majors. For these students the ASL Studies certificate will be an asset when applying for entry-level positions in schools, hospitals and other areas. Knowing another language can be highlighted as a skill when interviewing for jobs and the ASL Studies certificate will provide documentation of student achievement in ASL. There is a high interest in ASL courses, many students have inquired about additional coursework and opportunities. We frequently have waiting lists for these courses.

The proposed ASL Studies certificate aligns with the UW mission of creating an environment that values diversity, mutual respect and promotes opportunities for personal growth and development. The ASL Studies certificate also aligns with the University of Wyoming Strategic Plan *Goal 1: Driving Excellence and creating degree plans & Goal 2 Inspiring Student*. Furthermore, the Division of Communication Disorders has specific ASL related goals in our strategic plan: *2B. Develop awareness of Communication Disorders and related careers through increasing campus ASL courses and offerings*. We believe that the ASL Studies certificate program will be an asset to our graduates, and will lead our alumni to new opportunities and career paths. As a land grant institution, we also believe that we owe it to the state and its residents to prepare professionals who can support the communication of those who are Deaf/hard of hearing. We frequently hear from school districts and medical facilities requesting assistance in serving Deaf/hard of hearing individuals.

### **Learning Outcomes**

ASL Studies Students will demonstrate foundational skills in American Sign Language.

ASL Studies Students will understand sociocultural considerations with Deaf communities.

ASL Studies Students will engage in teaching others how to use basic American Sign Language.

### **Curriculum Map and Program Structure**

Course sequence for the certificate, 16 SCH total:

SPPA 2110 ASL 1: 4 SCH (on-campus Laramie)

SPPA 2120 ASL 2: 4 SCH (on-campus Laramie)

SPPA 4070 Deaf Studies: 3 SCH (distance delivered)

SPPA 4130 Advanced Sign Language: 4 SCH (on-campus Laramie)

SPPA 4140 Undergraduate Teaching Assistant: 1 SCH (distance enrolled)

Note, all courses already exist and can be found in the university catalog. SPPA 4070 will be offered once the certificate is approved, and SPPA 4140 is ready to be offered to multiple students. Some out of sequence will be permitted, expect for language courses and Advanced ASL must be completed prior to enrollment in SPPA 4140 Undergraduate Teaching Assistant.

### **Course Descriptions**

#### **SPPA 2110 American Sign Language 1 (4 SCH) [H] Campus Delivery**

Basic comprehension and expression of American Sign Language (ASL), the language used by the Deaf community in the United States. ASL vocabulary, grammar, and pragmatics are taught through lecture, conversation, and storytelling. The direct experience method (using ASL with no voice) is utilized to enhance the learning process.

#### **SPPA 2120 American Sign Language 2 (4 SCH) [H] Campus Delivery**

Second level of ASL comprehension and expression. ASL vocabulary, grammar, and pragmatics, along with increased fluency, are taught through lecture, conversation, and storytelling. Translation from English to ASL is addressed. Prerequisite: SPPA 2110.

#### **SPPA 4070 Deaf Studies (3SCH) [H] Distance Delivery**

Studies deaf culture and deaf history in the United States. Culture topics will include deaf community dynamics, humor, behavior, emotional and social interaction, besides issues involving deaf children as a linguistic minority. History will be discussed from the 1700s to the present in the U.S. Prerequisite: SPPA 2110.

**SPPA 4130 Advanced Sign Language (4 SCH) Campus Delivery**

Third level of ASL comprehension and expression. Addresses increased fluency in ASL; register variation for different conversational participants; and specialized vocabulary. Translation from English to ASL is addressed. Prerequisite: SPPA 2120.

**SPPA 4140 Undergraduate Teaching Assistant: (1 SCH) Distance Delivery**

Students assist instructor in ASL courses and/or Deaf Chat, or other formal ASL instruction efforts. May include assisting with lab or practice sessions, providing individual student assistance, and participating in other student outreach activities. One semester credit hour requires 4 hours of work per week.

**Assessment Plan**

Students will be assessed in American Sign Language as they are currently assessed in the three language courses. In addition, students will demonstrate course-based competencies in Deaf culture and teaching competencies in the teaching assistant course. Individual courses will each have corresponding and appropriate learning outcomes (stated above).

**Degree Program Evaluation**

The program will be evaluated through exit surveys and alumni surveys. In addition data will be collected on enrollment over five years as well as employment outcomes for students who complete the certificate program.

**New Resources Required**

Describe new resources required, including:

- Faculty and instructional staffing: approximately \$ 32,500
- Program administration and staff support: none/minimal change in duties to Division office associate
- Technology: none
- Library and digital resources: none
- Marketing: minimal assistance from CHS marketing
- Support: none

#### **Substantive Change Determination\***

The ASL Studies certificate will require:

- no additional new coursework,
- no extensive financial investment,
- and approximately 25% of the coursework will be through online delivery.

The ASL Studies Certificate requires no substantive change in our usual offerings or operations.

\*We conferred with VP Anne Alexander to answer this item.

#### **Executive Summary of Demand Statistics**

No data was available describing American Sign Language Studies in the Gray Associates database or information we could access.

- The certificate will be advertised to high school students, SPPA and other Health Sciences majors, and other undergraduates.
- Based on a poll completed with 30 students enrolled in Advanced American Sign Language in Spring 2019, all 30 indicated interest in pursuing the ASL Studies certificate. We anticipate that most of the undergraduates from SPPA will also pursue the ASL Studies certificate.
- There is no data from peer comparisons, given that this is an uncommon and unique area of study.
- It is not possible to project employment trends, other than to say that 100% of MS speech-language pathology students are employed upon graduation. BS students in this field represent 50% of enrollment. We expect that having the skill of American Sign Language will make all applicants more competitive for employment.
- The American Sign Language Studies certificate does not link to an individual occupation, thus salary trends and other post-completion trends are not available.
- Expected new enrollments:
  - students who otherwise would pursue programs that have more ASL coursework such as Utah State University or the University of Northern Colorado
  - high school students who took ASL and want to continue their studies
  - students who may be considering an allied field (Deaf Education, interpreter training)





Academic Affairs  
1000 E. University Avenue, Laramie, WY 82071  
(307) 766-4286

August 22, 2019

Dear Board of Trustees:

Please accept this Letter of Commitment for the proposed American Sign Language Studies certificate.

The American Sign Language Studies certificate will offer students the opportunity to develop foundational American Sign Language skills and an understanding of Deaf sociocultural issues. Academic Affairs will administer the certificate program, which will be delivered by the Division of Communication Disorders. This specialty certificate is an important part of our program portfolio and will advance the University's statewide educational attainment goal. Participation in the certificate program will allow students to develop a specialty while demonstrating a unique skill set and cultural knowledge, in this way it aligns with the University mission of creating an environment that values diversity and mutual respect while also promoting opportunities for personal growth and development.

#### **Needs**

The American Sign Language Studies certificate will assist University efforts in meeting the state's educational attainment goal by providing students with the opportunity to develop an area of special interest and earn a certificate in this area. Many students take American Sign Language courses as electives or to meet language requirements. The Division of Communication Disorders receives frequent inquiries from students who are interested in pursuing advanced coursework and specialty skills in American Sign Language. The proposed certificate program will provide these students with the opportunities they are seeking. In addition, it will also allow students to explore new potential career fields (e.g. Deaf Educator, sign language interpreter), and will provide an avenue for students to develop language skills that can be used within a segment of the population that is underserved and isolated.

There are very few similar certificate programs across the country, but upon reviewing the proposed curricula, the certificate coursework seems reasonable. The learning outcomes for the American Sign Language Studies certificate are to build foundational American Sign Language skills, understand sociocultural issues related to Deaf communities, and allow for an introductory level sign language teaching experience. The specialty certificate is earned by completing the three levels of American Sign Language, Deaf Studies, and the undergraduate teaching credit, for a total of 16 credit hours. The certificate program will pair nicely with any number of undergraduate degrees, including the General Studies degree. Approximately 25% of the

certificate program will be completed through online enrollment, and the Division is exploring ways to offer the American Sign Language “language” courses online as well.

**Resources**

The program requires few new resources. All resources requested are self-sustaining and will be collected from undergraduate fees and distance revenues.

**Four-Year Budget**

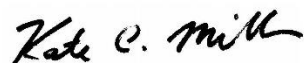
The pro forma budget is attached for your review. It includes the direct costs associated with the establishment of this program. Positive revenue is feasible within the first year, and healthy revenue by the third and fourth year is expected.

**Timeline**

Upon Board approval, UW students may pursue the American Sign Language Studies certificate immediately. The Division of Communication Disorders will offer the Teaching Assistant opportunity in Fall 2019, and the first section of Deaf Studies will be open for enrollment during J-term 2019-20.

In conclusion, I support the proposed American Sign Language Studies certificate. The certificate program is well-conceived and will provide our students with an important opportunity to pursue interests and increase knowledge about diversity while also enhancing our enrollment, distance education and state educational attainment initiatives.

Best,

A handwritten signature in black ink that reads "Kate C. Miller". The signature is written in a cursive, flowing style.

Kate C. Miller

Provost and Vice President for Academic Affairs



**SENATE RESOLUTION #2653**

**TITLE:** ASUW Support of the Implementation of an American Sign Language Studies Certificate

**DATE INTRODUCED:** March 5, 2019

**AUTHOR:** President Mulhall

**SPONSORS:** Senators Applegate, Pierson, and Trent; Chief of Staff Harris

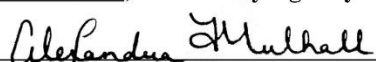
1. WHEREAS, the purpose of the Associated Students of the University of Wyoming (ASUW)
2. Student Government is to serve our fellow students in the best manner possible; and,
3. WHEREAS, maintaining competitive practices at the University of Wyoming (UW) is vital
4. to the future success of students; and,
5. WHEREAS, the establishment of an American Sign Language (ASL) Studies Certificate
6. Program would provide a new and valuable opportunity for students to become more
7. competitive applicants to jobs and graduate programs; and,
8. WHEREAS, the certificate will be an asset to students who wish to pursue more education
9. and employment in the fields of speech-language pathology, sign language interpreter, deaf
10. educator, preschool and K-12 education, audiology, nursing, counseling and other areas; and,
11. WHEREAS, a feasibility study was conducted and revealed that there is currently high
12. interest in ASL courses that could be channeled into the certificate program; and,
13. WHEREAS, the ASL Studies Certificate would align with the goals of the University of
14. Wyoming's Strategic Plan, Breaking Through 2017-2022; and,
15. WHEREAS, the implementation of this Certificate Program would provide greater support
16. for the deaf and hard of hearing in the state of Wyoming.
17. THEREFORE, be it resolved that the Associated Students of the University of Wyoming
18. (ASUW) Student Government supports the implementation of an American Sign Language



19. Studies Certificate Program at the University of Wyoming and recognizes the potential  
20. benefits of the Program.

**Referred to:** Advocacy, Diversity, and Policy; Programs and Institutional Development

**Date of Passage:** 3/12/19 **Signed:**   
(ASUW Chairperson)

“Being enacted on 3/13/19, I do hereby sign my name hereto and  
approve this Senate action.” 

ASUW President

**From:** Renee Ballard <Renee.Ballard@uwyo.edu>  
**Subject:** RE: ASL Studies certificate feasibility report and ProForma budget  
**Date:** March 12, 2019 at 8:16 AM  
**To:** Anne M. Alexander <AAlex@uwyo.edu>

RB

Good morning,

I have not received any feedback or concerns for this feasibility report.

Have a great day,

*Renee Ballard*

Office Associate, Senior  
Residence Life & Dining Services  
Email: [tballar1@uwyo.edu](mailto:tballar1@uwyo.edu)  
Phone: (307) 766-3125



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**From:** Anne M. Alexander  
**Sent:** Tuesday, February 26, 2019 12:52 PM  
**To:** Renee Ballard <Renee.Ballard@uwyo.edu>  
**Cc:** Mark Guiberson <mguibers@uwyo.edu>  
**Subject:** FW: ASL Studies certificate feasibility report and ProForma budget

Dear Chair Ballard,

Attached you will find a proposal for a certificate in American Sign Language Studies from the Division of Communication Disorders. Dr. Mark Guiberson is copied here in case you would like to consult with him. We ask that Staff Senate reviews and comments on this proposal and send us any feedback by March 26.

Thanks very much,

Anne

Dr. Anne M. Alexander  
Associate Vice Provost for Undergraduate Education  
Academic Affairs  
University of Wyoming

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**From:** Mark Guiberson <[mguibers@uwyo.edu](mailto:mguibers@uwyo.edu)>  
**Sent:** Tuesday, February 26, 2019 9:26 AM  
**To:** Anne M. Alexander <[AAlex@uwyo.edu](mailto:AAlex@uwyo.edu)>  
**Subject:** ASL Studies certificate feasibility report and ProForma budget

Hello Anne,  
I hope you are doing well.  
I was able to work with Alex Keen on the ProForma budget, he actually updated  
his forms after we met (see attached).  
I believe we are now on Step 4: campus review.  
What do I need to do to make this happen?  
Thank you!  
Mark

	Fiscal Year			
	1	2	3	4
<b>Revenue</b>				
Cummulative Total NEW headcount enrollment	20	50	90	130
NEW Resident enrollment (enter number of new students each year)	10	15	20	20
NEW Non Resident Enrollment	10	15	20	20
Resident (Hours provided outside of NEW Program)	0	0	0	0
Resident (Hours in NEW Program)	80	120	160	160
Non Resident (Hours provided outside of NEW Program)	0	0	0	0
Non Resident (Hours in NEW Program)	80	120	160	160
<b>Total Resident credit hours generated**</b>	<b>80</b>	<b>120</b>	<b>160</b>	<b>160</b>
<b>Total Non Resident credit hours generated**</b>	<b>80</b>	<b>120</b>	<b>160</b>	<b>160</b>
 Per Credit Tuition*				
Resident (Posted Tuition Rate)	\$134	\$139	\$145	\$151
Nonresident (Posted Tuition Rate)	\$537	\$558	\$581	\$604
Prior Year's Non Resident Discount Rate	30%	30%	30%	30%
Estimated Actual Non Resident Per Credit Tuition	\$376	\$391	\$407	\$423
Total Resident Tuition outside of NEW Program	\$0	\$0	\$0	\$0
Total Resident Tuition in NEW Program	\$10,720	\$16,723	\$23,190	\$24,117
Total Non Resident Tuition outside of NEW Program	\$0	\$0	\$0	\$0
Total Non Resident Tuition in NEW Program	\$30,072	\$46,912	\$65,052	\$67,654
 <b>Total Tuition from NEW Enrollment</b>	<b>\$40,792</b>	<b>\$63,636</b>	<b>\$88,241</b>	<b>\$91,771</b>
 <b>Fees</b>				
Program Per Credit Hour	\$15	\$15	\$15	\$15
Program Fee Revenue	\$2,400	\$3,600	\$4,800	\$4,800
Advising Fee Per Credit Hour	\$6.00	\$6.00	\$6.00	\$6.00
Advising Fee Revenue	\$960	\$1,440	\$1,920	\$1,920
Mandatory Fee (Per Full Time Student)	\$0.00	\$0.00	\$0.00	\$0.00

<i>Mandatory Fee Revenue</i>	\$0	\$0	\$0	\$0
<b>Total New Revenue Remaining with New Program</b>	\$43,192	\$67,236	\$93,041	\$96,571
<b>Total New Revenue Distributed Centrally within the University</b>	\$960	\$1,440	\$1,920	\$1,920
<b>Total New Revenue Generated</b>	\$44,152	\$68,676	\$94,961	\$98,491
<b>New Program Expense Assumptions</b>				
Compensation and benefits				
Faculty	\$32,584	\$32,584	\$32,584	\$32,584
Other instructional staff				
GAs				
Staff		\$0	\$0	\$0
Programming	\$ -	\$ -	\$ -	\$ -
Marketing	\$ -	\$ -	\$ -	\$ -
New course development	0	0	0	0
Other (specify)	0	0	0	0
<b>Projected Financial Results for New Program</b>	<b>FY1</b>	<b>FY2</b>	<b>FY3</b>	<b>FY4</b>
Total Expenses	\$32,584	\$32,584	\$32,584	\$32,584
Total New Revenues Generated within Program	\$43,192	\$67,236	\$93,041	\$96,571
<b>New Program's Total Surplus or Deficit</b>	<b>\$10,608</b>	<b>\$34,652</b>	<b>\$60,458</b>	<b>\$63,987</b>
Operating margin (surplus or deficit / revenues)	0.25	0.52	0.65	0.66
Capital expense				
Net cash flow generated				

\* UW's Board of Trustees' current working policy is to raise tuition by 4% each year  
Last updated 2/15/19

**AGENDA ITEM TITLE: Academic and Student Affairs Committee,**  
**Consideration and Action: Notice of Intent, Department of Music, Anne Alexander**

#### Notice of Intent

Name of proposed Academic Program: Bachelor of Music: Jazz Performance

Mode of Delivery: On campus

#### Description of New Academic Program:

- The proposed degree is simply an addition to our already existing Bachelor of Music in Performance with emphases in Instrumental, Keyboard, or Vocal Performance. The following instruments will be considered for the Bachelor of Music in Jazz Performance: saxophone, trumpet, trombone, clarinet, percussion, piano, guitar, and bass.
- Each course listed below has been regularly offered and taught for many years.

These courses will be the required core requirements for the Bachelor of Music in Jazz Performance:

#### New Music Core Requirements for Jazz

MUSC 4350 History of Jazz	3 credits
MUSC 3020 Jazz Theory	2 credits
MUSC 3025 Fundamentals of Jazz Improv	2 credits
MUSC 4020 Advanced Jazz Improv	2 credits
MUSC 4025 Jazz Composition/Arr.	2 credits
<u>MUSC 4380 Jazz Techniques</u>	<u>2 credits</u>
<b>Total credits</b>	<b>13 credits</b>

*MUSC 3020, 3025, 4020, and 4025 are currently offered as Jazz Theory and Improv sections I, II, III, IV. The same subject areas are currently being taught. These courses will simply be renamed for the purpose of this degree.*

#### Information about content

The primary content for BM in Jazz Studies degree is identical the BM degrees we currently offer in instrumental, keyboard, and vocal performance. The courses listed above in the “New Music Core Requirements for Jazz” provide the student with the skills necessary to be successful in the music industry. Content covered in the courses above will include: Improvisational techniques, composing and arranging for small and large jazz ensembles, jazz pedagogy, and the historical study of jazz music as it relates to the musician.

#### Plan for Obtaining Marketing Analysis

**Market Analysis for Student Demand** - Each year we learn from high school students, their music teachers, and potential graduate students, that some recruits will not attend UW because we do not offer a jazz studies degree. In addition, some Wyoming junior college graduates will leave the state to pursue a BM in Jazz Performance.

At the present time we have 6 faculty who teach various classes in the jazz studies curriculum. On recruiting trips and visits, they are frequently asked if there is a jazz performance degree in place. On average, each faculty member loses approximately 1 student per year to another institution because we do not have a jazz degree in place. Prospective students attend the department of music now because of our reputation as performers and the reputation of our ensembles. A BM in Jazz Performance will aid in this recruiting effort.

More institutions nationwide offer these degrees with large and successful enrollments. There are currently well over 100 colleges/universities who offer jazz studies degrees nationwide. This is not a passing fad, but a movement that has been developing for decades.



At present, many comparator institutions in the region do not offer a jazz studies degree. These institutions include: University of Montana, University of Idaho, Utah State, Weber State, University of Nebraska Kearney, University of Nebraska Omaha. We believe offering a BM in Jazz Performance would be niche within the region.

Recruiting more high-quality students is an important goal for our department. This degree will recruit new majors to our department and UW. Based on annual interest in this degree, we anticipate recruiting 5 new students in the first year. By year four we anticipate 20 students seeking a BM in Jazz Performance.

**Analysis of Post-Graduation Employment and Market** - Our department currently tracks all graduates in regards to job placement. Upon graduation we conduct exit interviews as well as follow up interviews (in succeeding years) with graduates who are currently in the workplace. To date, this practice has been very successful and we believe that with a degree in place, our numbers will grow significantly and we will continue to place graduates in the workplace.

**Preliminary Budget:** - All classes needed for the Bachelor of Music in Jazz Performance are currently offered on a regular rotation. The faculty needed to teach these courses are already in place and have been teaching classes for many years. The BM in Jazz will require only a small marketing budget and will generate some revenue (see budget).

**Proposed Timeline for Staged Implementation:**

Summer 2019	Board of Trustees review
Summer/Fall 2019	Feasibility Study, Pro Forma Budget, Campus Review
Fall 2019	Request for Authorization and Letter of Commitment, Present RFA and LoC to Board of Trustees for final approval
Spring 2020	Possible approval and marketing for Fall 2020
Fall 2020	Bachelor of Music in Jazz Performance begins

**Information on Other Required Approvals:** We are a NASM (National Association of Schools of Music) accredited institution. All of the courses we offer are approved and comply with their standards. This new degree will need to be submitted to NASM for review and approval.

**Evidence of how the Academic Program aligns with University's mission and strategic plan.**

The current scope of our jazz studies degree aligns with all four points of the UW's mission.

*Graduate students who have experienced the frontiers of scholarship and creative activity and who are prepared for the complexities of an interdependent world.* - The very essence of jazz music demands diligent scholarship on a deep and meaningful level combined with a fundamental understanding of the interdependent relationship that comes from making music with others. Jazz musicians develop skills as problems solvers and creative thinkers. These skills are valuable for all fields of study.

*Cultivate a community of learning energized by collaborative work among students, faculty, staff and external partners.* - The faculty who currently teach jazz courses consistently engage in performance with other faculty and students throughout the state as well as across disciplines to create an inspired learning environment.

*Nurture an environment that values and manifests diversity, internationalization, free expression, academic freedom, personal integrity and mutual respect.* - The history of jazz music teaches everyone values of diversity and freedom of expression through personal integrity and mutual respect. The degree we propose goes well beyond notes on a page or music performed in a concert hall. We teach values that will serve students for their entire lives.



*Promote opportunities for personal health and growth, physical health, athletic competition and leadership development for all members of the university community.* - A student who pursues a BM in Jazz Performance will inevitably grow in all areas of their life. First and foremost through leadership as well as understanding the process of constantly striving to better themselves in the never ending pursuit of excellence.

The proposed degree also aligns with Goals 1 and 2 of the Strategic Plan.

**GOAL ONE- Driving Excellence** - *Foster entrepreneurship and collaboration in research and teaching.* The study and performance of jazz by nature asks the student to work in a variety of settings that require collaboration in research, teaching, and performing. Additionally, these same situations put the student in a position to act as an entrepreneur that could benefit and ultimately shape their career for years to come.

**GOAL TWO - Inspiring Students** - *Welcome, support and graduate students of differing backgrounds, abilities and needs from the different cultures, communities and nations.* - Jazz music in its purest form was created in a melting pot comprised of many cultures coming together to make this music. The study of this music necessitates a deep understanding of diverse cultures, communities, and nations. To play this music, there must be an inherent willingness to accept everyone as they are.

*Engage and graduate well-rounded and creative thinkers, capable of meeting unpredictable and complex challenges.* - Students who graduate with a jazz studies degree from UW will be well prepared to handle many of the complex challenges the ever changing music industry has to offer. Data shows that jazz and commercial music majors across the country have the best job placement statistics among all performance degrees.

*Build pathways to academic, cultural, professional and entrepreneurial opportunity and leadership at undergraduate and graduate levels.* While a jazz studies degree is arguably one of the most practical performance degrees in terms of music in the 21st century, the added bonus is the entrepreneurial opportunities that lend themselves to a degree of this type. In addition to the intended vocation of the degree (performance), jazz studies degree recipients frequently find themselves in other music industry jobs including: arts advocacy, artist management and booking, private studio teaching, club management, and recording engineering.

#### **Rationale**

We believe it is necessary to offer a degree in jazz studies degree for following reasons:

- 1) Jazz and Commercial Music degrees are a staple in modern and relevant 21st music programs.
- 2) These types of degrees regularly teach students 'real world' skills that lead to jobs in the music industry or outside of the music field.
- 3) Comparator institutions across the country offer this degree. Offering a degree such as this would help us attract students seeking this type of degree. There are currently well over 100 colleges/universities who offer jazz studies degrees nationwide. This is not a passing fad, but a movement that has been developing for decades. This degree will be offered with courses that are already in place and will be taught by faculty who already teach these classes.
- 4) **This will cost minimal additional funds to implement.**
- 5) Adding to this degree will not take away from any preexisting degree offerings in the music department. It will simply increase enrollment within our program while adding more talented student performers for our ensembles.
- 6) The price of this degree at UW compared to universities in the region will be significantly less. With proper advertising combined with excellent faculty and our program's reputation, we can expect to attract students from these areas.

The University of Wyoming  
Board of Trustees' Report – *Supplemental Materials*  
September 11-13, 2019  
Page 24

This template is intended to be used as a basic guide to generate a projection of additional expenses and revenues at the University.

Cells in orange are variables which can be updated as needed. Please enter information in numerical tab order.

Cells in gray calculate automatically

		Fiscal Year			
		1	2	3	4
Row	Revenue				
1	Cummulative Total NEW Laramie campus headcount enrollment	5	10	15	20
2	NEW Resident enrollment (# of new students entering the program each year)	3	3	3	3
3	NEW Non Resident Enrollment (# of new students entering the program each year)	2	2	2	2
4	NEW Resident distance enrollment (ONLY use this field if the Program is 100% delivered online)	0	0	0	0
5	NEW Non Resident distance enrollment (ONLY use this field if the Program is 100% delivered online)	0	0	0	0
6	Resident (credit hours delivered outside of NEW Program)	90	180	270	360
7	Resident (credit hours delivered in NEW Program)	0	0	0	0
8	Resident Distance (credit hours delivered in NEW Program through Distance)	0	0	0	0
9	Non Resident (credit hours delivered outside of NEW Program)	60	120	180	240
10	Non Resident (credit hours delivered in NEW Program)	0	0	0	0
11	Non-Resident Distance (credit hours delivered in NEW Program through Distance)	0	0	0	0
12	Total Resident credit hours generated**	90	180	270	360
13	Total Non Resident credit hours generated**	60	120	180	240
14					
15	Per Credit Tuition*				
16	Resident (Posted Tuition Rate)	\$139	\$145	\$150	\$156
17	Nonresident (Posted Tuition Rate)	\$537	\$558	\$581	\$604
18	Prior Year's Non Resident Discount Rate (updated annually by the budget office)	30%	30%	30%	30%
19	Estimated Actual Non Resident Per Credit Tuition	\$376	\$391	\$407	\$423
20	Total Resident Tuition generated outside of NEW Program	\$12,510	\$26,021	\$40,592	\$56,288
21	Total Resident Tuition in NEW Program	\$0	\$0	\$0	\$0
22	Total Non Resident Tuition outside of NEW Program	\$22,554	\$46,912	\$73,183	\$101,481
23	Total Non Resident Tuition in NEW Program	\$0	\$0	\$0	\$0
24	Total Distance Tuition in NEW Program				
25	Total Tuition from NEW Enrollment	\$35,064	\$72,933	\$113,776	\$157,769
26					
27	Fees				
28	Program Per Credit Hour	\$25	\$25	\$25	\$25
29	Program Fee Revenue	\$3,750	\$7,500	\$11,250	\$15,000
30	Advising Fee Per Credit Hour	\$6.00	\$6.00	\$6.00	\$6.00
31	Advising Fee Revenue	\$900	\$1,800	\$2,700	\$3,600
32	Mandatory Fee (Per Full Time Student)	\$705.47	\$705.47	\$705.47	\$705.47
33	Mandatory Fee Revenue	\$3,527	\$7,055	\$10,582	\$14,109
34	Distance Fee	\$25	\$25	\$25	\$25
35					
36	Total New Revenue Generated Within New Program	\$3,750	\$7,500	\$11,250	\$15,000
37	Total New Revenue Generated Outside of the Program	\$39,491	\$81,788	\$127,058	\$175,478
38	Total Distance Revenue Generated	\$0	\$0	\$0	\$0
39	Total Distance Revenue Remaining with College	\$0	\$0	\$0	\$0
40	Total Distance Revenue Remaining with Provost	\$0	\$0	\$0	\$0
41	Total New Revenue Generated**	\$43,241	\$89,288	\$138,308	\$190,478
42					
43	New Program Expense Assumptions				
44	Compensation and benefits				
45	Faculty	\$0	\$0	\$0	\$0
46	Other administrative staff				
47	Graduate Assistants				
48	Supplies				
49	Travel				
50	Marketing	\$2,500			
51	Capital expense				
52	Other (specify)				
53					
54	Projected Financial Results for New Program	FY1	FY2	FY3	FY4
55	Total Expenses	\$2,500	\$0	\$0	\$0
56	Total New Revenues Generated by NEW Program **	\$3,750	\$7,500	\$11,250	\$15,000
57	New Program's Total Surplus or Deficit	\$1,250	\$7,500	\$11,250	\$15,000
58	Operating margin (surplus or deficit / revenues)	0.33	1.00	1.00	1.00

\* UW's Board of Trustees' current working policy is to raise tuition by 4% each year

\*\* All courses required for this degree are currently offered; therefore it may be relevant to view the impact to the University on line 43.

Last updated 4/29/19

**CERTIFICATE: Music Entrepreneurship (12 credits)**  
**Submitted by Dr. Scott Turpen, Chair, Department of Music**  
**and the Music Curriculum Committee**

**Notice of Intent for Board of Trustees' Academic and Student Affairs Committee**

A. The name of the proposed Academic Program and the mode of delivery;

The Music Entrepreneurship Certificate will be offered in four classes (12 credits), available on-line and an internship.

B. A description of the new Academic Program that includes an outline of the anticipated curriculum and learning outcomes;

The certificate provides basic understanding of music marketing principles and practical, hands-on experience that allows one to enter the workforce with a marketable skill set in the areas of arts promotion and management.

**Entrepreneurship Certificate (12 credits)**

1. Careers in Music (2 credits Topics class, 4990)
2. Music Entrepreneurship Seminar (3 credits)
3. Internship in music business (1 credit)--40 contact hrs
4. ENTR 2700 Entrepreneurial Mindset (3 credits)

*Choose one:*

MGT 3210 Management and Organization- 3 credits

OR

MKT 3210 Introduction to Marketing – 3 credits

**Outcomes:**

- Accurately describe current and emerging trends and career trajectories in the music industry.
- Create a portfolio-level project, such as a off-campus concert, recording project, website, or business plan, that demonstrates skills in project planning, business, music, technology and entrepreneurship.
- Exhibit flexibility with, and creative use, of audio, visual, musical and internet technology for use in the creation and promotion of professional output.
- Develop effective business correspondence, such as business plans, marketing materials, fund drives, and solicitations.

C. Information about content and how the Academic Program may relate to other offerings;

The Music Entrepreneurship Certificate will be the core of a Music Entrepreneurship emphasis within a Bachelor of Arts in Music degree. A student who successfully auditions as a Music Major will have the opportunity to choose the emphasis, while **any** student is able to take the certificate curriculum. The last class, *Fundamentals of Audio for Music Production*, will be an elective for Music Entrepreneurship Certificate and Emphasis students, a requirement for Audio Technology Certificate students, and an elective for music majors.

D. A plan for obtaining a market analysis of anticipated student demand and enrollment, and a plan for evaluation and analysis of post-graduation employment market demand



From Fall, 2017 through Fall of 2018, the Music Curriculum Committee distributed a series of polls to over 300 Music Department Alumni, current High School Music teachers in Wyoming, current UW Music degree-seeking students, and current Music faculty. Our analysis of the results showed overwhelming desire for an Music Entrepreneurship experience at the University of Wyoming. The current and past enrollments for the first class in the certificate, *Careers in Music*, holds at 8-10 students who are required to be Music majors. We anticipate that with codification of the Music Entrepreneurship Certificate and without the prerequisite of Music major status, we will have a consistent student population of 16 students.

Post-graduation employment market demand opportunities are strong, especially with our close proximity to the Front Range's thriving live music scenes and major universities. Analysis of employment market demand will include tracking of students upon graduation to determine where the best employment opportunities lie. We then could target those communities and create working relationships for specific employment of the Music Entrepreneurship Certificate holders. Examples of employment in music administration and business include band management, concert promoter, music publishing, sound producer, commercial music production, self-employment (studio teaching management, online production, etc.), and non-profit administration (i.e. symphony executive director). The Music Entrepreneurship Certificate can also be combined with other non-music disciplines, creating job opportunities in music law, accounting, licensing, engineering (computer or electrical), medicine (neuroscience), and physical therapy (kinesiology).

E. Preliminary budget, including potential funding sources, projected expenses and revenues, and potential faculty, academic professionals, lecturers, professors of practice, and staff;

The Entrepreneurship Certificate will require limited or no additional funding. The *Careers in Music* will be taught by Dr. Nicole Riner, who is a full-time benefited instructor in the Department of Music. Dr. Riner will also teach the Seminar/special projects class as well as oversee the internship. She currently teaches multiple sections of MUSC 1000 Intro to Music and those courses will be removed from her teaching load to accommodate the new Certificate. The elective Fundamentals of Audio for Music Production has been taught by either a graduate assistant or adjunct faculty. The Department of Music is requesting an APL line in music technology to teach this course among others. If this APL is not granted the department will continue to be able to offer this course as it has in the past. The Certificate will require only a small marketing budget and will generate some revenue (see budget).

F. Proposed timeline for staged implementation over five years, including campus and Board review;

Summer 2019	Board of Trustees review
Summer/Fall 2019	Feasibility Study, Pro Forma Budget, Campus Review
Fall 2019	Request for Authorization and Letter of Commitment, Present RFA and LoC to Board of Trustees for final approval
Spring 2020	Possible approval and marketing for Fall 2020
Fall 2020	Certificate program begins: <i>Careers in Music</i> , <i>ENTR 2700</i> <i>Entrepreneurial Mindset</i>
Spring 2021	<i>Music Entrepreneurship Seminar</i> , <i>MGT 3210 Management and</i> <i>Organization</i> OR <i>MKT 3210 Introduction to Marketing</i>
Fall 2021	<i>Internship in music business</i>

G. Information on other required approvals, such as accreditation bodies and the Higher Learning Commission;

The Music Entrepreneurship Certificate will be approved by our accrediting body, the National Association of Schools of Music.

H. Evidence of how the new Academic Program aligns with the University's mission, strategic plan, and existing academic degree program array;

The creation of a Certificate in Music Entrepreneurship aligns specifically with goals outlined in the mission and strategic plan. Study of the intricacies of music business will prepare graduating musicians for real-world applications that will allow them to better market themselves and others for employment in the music industry. Internships within the community and across the state will allow students to experience those applications in a professional environment. Including an Entrepreneurship Certificate in Music will propel the UW Music Department to the forefront as a leader in preparing musicians in skill sets relevant to planning, technology, marketing, accounting, and business correspondence in ways that current academic programs in the department do not. These skills will further provide students with interdisciplinary learning opportunities. An increased awareness of and attention to entrepreneurial skills and developments is specifically outlined in the Goal 1 of the UW Strategic Plan, and this program will support that goal. Student musicians who complete this program will help to heighten the relevance of the Music Department and UW as this certificate program will help to produce graduates competent and capable to create successful music businesses.

I. A rationale that clearly defines the need for the new Academic Program. The rationale should include evidence that the Academic Program will not produce unnecessary duplication of existing programs.

- As reported in April of 2018 in the Wyoming Star Tribune, State and higher education leaders are embarking on the “ambitious” task of raising the percentage of Wyoming adults under 65 with college certificates or degrees by roughly 1.5 percentage points per year until 2040.
- Music Entrepreneurship Certificate students do not have to be a music major or be enrolled in a larger degree program. There are no prerequisites for the certificate.
- There is strong student interest in the Music Entrepreneurship Certificate and the skill set will provide increased marketability for the student.
- The Department of Music has fallen far behind current trends in the music field regarding Music Entrepreneurship. Curriculum in Music Entrepreneurship is popular and essential for a complete contemporary music education. The department offers only sporadic courses in Music Entrepreneurship.
- The Department of Music will create cross-disciplinary relationships with the College of business, and conversations with Kent Drummond are already underway.

The University of Wyoming  
Board of Trustees' Report – *Supplemental Materials*  
September 11-13, 2019  
Page 28

This template is intended to be used as a basic guide to generate a projection of additional expenses and revenues at the University.

Row		Fiscal Year			
		1	2	3	4
1	<b>Revenue</b>				
1	Cumulative Total Enrollments in Certificate Program	4	8	12	16
2	NEW Resident enrollment (# of new students entering the program each year)				
3	NEW Non Resident Enrollment (# of new students entering the program each year)				
4	NEW Resident distance enrollment (ONLY use this field if the Program is 100% delivered online)	2	2	2	2
5	NEW Non Resident distance enrollment (ONLY use this field if the Program is 100% delivered online)	2	2	2	2
6	Resident (credit hours delivered outside of NEW Program)	0	0	0	0
7	Resident (credit hours delivered in NEW Program)	0	0	0	0
8	Resident Distance (credit hours delivered in NEW Program through Distance)	24	24	24	24
9	Non Resident (credit hours delivered outside of NEW Program)	0	0	0	0
10	Non Resident (credit hours delivered in NEW Program)	0	0	0	0
11	Non-Resident Distance (credit hours delivered in NEW Program through Distance)	24	24	24	24
12	<b>Total Resident credit hours generated**</b>	0	0	0	0
13	<b>Total Non Resident credit hours generated**</b>	0	0	0	0
14					
15	Per Credit Tuition*				
16	Resident (Posted Tuition Rate)	\$139	\$145	\$150	\$156
17	Nonresident (Posted Tuition Rate)	\$537	\$558	\$581	\$604
18	Prior Year's Non Resident Discount Rate (updated annually by the budget office)	30%	30%	30%	30%
19	Estimated Actual Non Resident Per Credit Tuition	\$376	\$391	\$407	\$423
20	Total Resident Tuition generated outside of NEW Program	\$0	\$0	\$0	\$0
21	Total Resident Tuition in NEW Program	\$0	\$0	\$0	\$0
22	Total Non Resident Tuition outside of NEW Program	\$0	\$0	\$0	\$0
23	Total Non Resident Tuition in NEW Program	\$0	\$0	\$0	\$0
24	Total Distance Tuition in NEW Program				
25	<b>Total Tuition from NEW Enrollment</b>	\$0	\$0	\$0	\$0
26					
27	<b>Fees</b>				
28	Program Per Credit Hour	\$25	\$25	\$25	\$25
29	Program Fee Revenue	\$0	\$0	\$0	\$0
30	Advising Fee Per Credit Hour	\$6.00	\$6.00	\$6.00	\$6.00
31	Advising Fee Revenue	\$0	\$0	\$0	\$0
32	Distance Fee	\$25	\$25	\$25	\$25
33	Distance Fee Revenue	\$1,200	\$1,200	\$1,200	\$1,200
34	<b>Total New Revenue Generated Within New Program</b>	\$0	\$0	\$0	\$0
35	<b>Total New Revenue Generated Outside of the Program</b>	\$0	\$0	\$0	\$0
36	<b>Total Distance Revenue Generated</b>	\$13,558	\$14,052	\$14,566	\$15,101
37	<b>Total Distance Revenue Remaining with College</b>	\$8,650	\$8,996	\$9,356	\$9,730
38	<b>Total Distance Revenue Remaining with Provost</b>	\$4,907	\$5,056	\$5,210	\$5,370
39	<b>Total New Revenue Generated</b>	\$13,558	\$14,052	\$14,566	\$15,101
40					
41	<b>New Program Expense Assumptions</b>				
42	Compensation and benefits				
43	Faculty	\$0	\$0	\$0	\$0
44	Other administrative staff				
45	Graduate Assistants				
46	Supplies				
47	Travel				
48	Marketing	\$2,500			
49	Software				
50	Other (specify)				
51					
52	<b>Projected Financial Results for New Program</b>	<b>FY1</b>	<b>FY2</b>	<b>FY3</b>	<b>FY4</b>
53	Total Expenses	\$2,500	\$0	\$0	\$0
54	Total New Revenues Generated by NEW Program	\$13,558	\$14,052	\$14,566	\$15,101
55	<b>New Program's Total Surplus or Deficit</b>	<b>\$11,058</b>	<b>\$14,052</b>	<b>\$14,566</b>	<b>\$15,101</b>
56	Operating margin (surplus or deficit / revenues)	0.82	1.00	1.00	1.00

\* UW's Board of Trustees' current working policy is to raise tuition by 4% each year  
Last updated 4/29/19



CERTIFICATE: Audio Technology (12 credits)  
Submitted by Dr. Scott Turpen, Chair, Department of Music  
and the Music Curriculum Committee

1. Prepare Notice of Intent for Board of Trustees' Academic and Student Affairs Committee

A. The name of the proposed Academic Program and the mode of delivery;

The Audio Technology Certificate will be offered in four classes (12 credits), including learning modes of lecture, lab, and internship/practicum.

B. A description of the new Academic Program that includes an outline of the anticipated curriculum and learning outcomes;

The certificate provides basic understanding of audio principles and practical, hands-on experience that allows one to enter the workforce with a marketable skill set.

Audio Technology Certificate (12 credits)

1. *Fundamentals of Audio for Music Production* – 3 credits – It should cover the fundamentals of sound, how we turn it into electricity and manipulate it. This would be a very intensive class that would set the groundwork for all subsequent classes, as well as be a prerequisite for the others.
2. *Recording I* – 3 credits (1 hour of lecture and 2 hours of “lab”)
3. *Live Sound Reinforcement I* – 3 credits (1 hour of lecture and 2 hours of “lab”)
4. *Practicum/Internship* – 3 credits - Actual experience in the field under the guidance of working professionals. Just like learning an instrument, gaining command of this craft needs hands-on time. This can be molded to match the needs/desires of the student.

Outcomes:

- Foundational understanding of audio principles for recording and live sound reinforcement
- Practical skill set for employment in the audio trade at the entry level
- Experience in the field for increased marketability

C. Information about content and how the Academic Program may relate to other offerings;

The Audio Technology Certificate will be the core of an Audio Technology emphasis within a Bachelor of Arts in Music degree. A student who successfully auditions as a Music Major will have the opportunity to choose the emphasis, while any student is able to take the certificate curriculum. The first class, *Fundamentals of Audio for Music Production*, will also be an elective of Music Entrepreneurship Certificate and Emphasis students, as well as any music major.

D. A plan for obtaining a market analysis of anticipated student demand and enrollment, and a plan for evaluation and analysis of post-graduation employment market demand

From Fall, 2017 through Fall of 2018, the Music Curriculum Committee distributed a series of polls to over 300 Music Department Alumni, current High School Music teachers in Wyoming, current UW Music degree-seeking students, and current Music faculty. Our analysis of the results showed overwhelming desire for an Audio Technology experience at the University of Wyoming. The current and past enrollments for the first class in the certificate, *Fundamentals of Audio for Music Production*, holds at 8-10 students who are required to be Music majors. We anticipate that with codification of the Audio Technology

Certificate and without the prerequisite of Music major status, we will have a consistent student population of 16 students.

Post-graduation employment market demand opportunities are strong (approximately a half million audio technicians nationwide), especially with our close proximity to the Front Range's thriving live music scenes and major universities. Analysis of employment market demand will include tracking of students upon graduation to determine where the best employment opportunities lie. We then could target those communities and create working relationships for specific employment of the Audio Technology Certificate holders. Students will also be well poised for a multitude of self-employment and entrepreneurship activities as many profitable media-market jobs have moved online.

E. Preliminary budget, including potential funding sources, projected expenses and revenues, and potential faculty, academic professionals, lecturers, professors of practice, and staff;  
The Department of Music's next position request is for an APL in Audio Technology (proposed maximum salary \$56,000), with 50% teaching. This position is required in the Department regardless of the Audio Technology Certificate. Even if this position is not hired, the Department of Music will be able to offer the Audio Technology Certificate with adjunct faculty and graduate assistants. This APL will teach the Certificate courses and oversee the internships. The Department of Music currently has two recording studios and multiple recording rooms that are fully equipped. Because spaces and equipment already exist, no additional funding sources are required. The Certificate will require only a small marketing budget and will generate some revenue (see budget).

F. Proposed timeline for staged implementation over five years, including campus and Board review;

Summer 2019	Board of Trustees review
Summer/Fall 2019	Feasibility Study, Pro Forma Budget, Campus Review
Fall 2019	Request for Authorization and Letter of Commitment, Present RFA and LoC to Board of Trustees for final approval
Spring 2020	Possible approval and marketing for Fall 2020
Fall 2020	Certificate program begins: <i>Fundamentals of Audio for Music Production</i>
Spring 2021	<i>Recording I and Live Sound Reinforcement I</i>
Fall 2021	<i>Practicum/Internship</i>

G. Information on other required approvals, such as accreditation bodies and the Higher Learning Commission;

The Audio Technology Certificate will be approved by our accrediting body, the National Association of Schools of Music (NASM).

H. Evidence of how the new Academic Program aligns with the University's mission, strategic plan, and existing academic degree program array; and

Offering a Certificate in Audio Technology aligns with UW's mission and strategic plan in several important ways. Our students can better prepare for authentic opportunities in the music industry by becoming more fluent in technological advances in sound recording. The nature of the program allows for interdisciplinary collaborations including active learning, internships, and applications in the professional environment. The Audio Technology certificate addresses components of the strategic plan by increasing the innovative and creative offerings currently in place within the Music Department and appealing to students with non-traditional musical interests and/or to those who hope to better market themselves for employment in music technology positions of employment. The program also allows for students to engage



in STEM education from a music viewpoint. The Audio Technology certificate may serve to bridge the gap between academic programs in technology and in music, and may provide students with goals surrounding technological aspects of the music industry with specific instruction that is currently only superficially addressed.

I. A rationale that clearly defines the need for the new Academic Program. The rationale should include evidence that the Academic Program will not produce unnecessary duplication of existing programs.

- As reported in the Wyoming Star Tribune, April of 2018, State and higher education leaders are embarking on the “ambitious” task of raising the percentage of Wyoming adults under 65 with college certificates or degrees by roughly 1.5 percentage points per year until 2040.
- Undergraduate and graduate students alike will enhance their education from music technology courses offered, as well as augmenting their creative activities through recording projects.
- These courses will create a viable source of incoming students. Our research has proven that the program is needed and desired in our state.
- The Department of Music has fallen far behind current trends in the music field regarding Music Technology. There are no faculty with any background in this important area. Curriculum in music technology is popular and essential for a complete contemporary music education. The department offers only sporadic courses in music technology taught by graduate students. These courses are required by our accrediting agency, the National Association for Schools of Music (NASM).

The University of Wyoming  
Board of Trustees' Report – *Supplemental Materials*  
September 11-13, 2019  
Page 32

This template is intended to be used as a basic guide to generate a projection of additional expenses and revenues at the University.

Cells in orange are variables which can be updated as needed. Please enter information in numerical tab order.

Cells in gray calculate automatically


		Fiscal Year			
		1	2	3	4
Row	Revenue				
1	Cummulative Total Enrollments In Certificate Program	4	8	12	16
2	NEW Resident enrollment (# of new students entering the program each year)	2	2	2	2
3	NEW Non Resident Enrollment (# of new students entering the program each year)	2	2	2	2
4	NEW Resident distance enrollment (ONLY use this field if the Program is 100% delivered online)	0	0	0	0
5	NEW Non Resident distance enrollment (ONLY use this field if the Program is 100% delivered online)	0	0	0	0
6	Resident (credit hours delivered outside of NEW Program)	0	0	0	0
7	Resident (credit hours delivered In NEW Program)	24	24	24	24
8	Resident Distance (credit hours delivered In NEW Program through Distance)	0	0	0	0
9	Non Resident (credit hours delivered outside of NEW Program)	0	0	0	0
10	Non Resident (credit hours delivered In NEW Program)	24	24	24	24
11	Non-Resident Distance (credit hours delivered In NEW Program through Distance)	0	0	0	0
12	Total Resident credit hours generated**	24	24	24	24
13	Total Non Resident credit hours generated**	24	24	24	24
14					
15	Per Credit Tuition*				
16	Resident (Posted Tuition Rate)	\$139	\$145	\$150	\$156
17	Nonresident (Posted Tuition Rate)	\$537	\$558	\$581	\$604
18	Prior Year's Non Resident Discount Rate (updated annually by the budget office)	30%	30%	30%	30%
19	Estimated Actual Non Resident Per Credit Tuition	\$376	\$391	\$407	\$423
20	Total Resident Tuition generated outside of NEW Program	\$0	\$0	\$0	\$0
21	Total Resident Tuition In NEW Program	\$3,336	\$3,469	\$3,608	\$3,753
22	Total Non Resident Tuition outside of NEW Program	\$0	\$0	\$0	\$0
23	Total Non Resident Tuition In NEW Program	\$9,022	\$9,382	\$9,758	\$10,148
24	Total Distance Tuition In NEW Program				
25	Total Tuition from NEW Enrollment	\$12,358	\$12,852	\$13,366	\$13,901
26					
27	Fees				
28	Program Per Credit Hour	\$25	\$25	\$25	\$25
29	Program Fee Revenue	\$1,200	\$1,200	\$1,200	\$1,200
30	Advising Fee Per Credit Hour	\$6.00	\$6.00	\$6.00	\$6.00
31	Advising Fee Revenue	\$288	\$288	\$288	\$288
32	Distance Fee	\$25	\$25	\$25	\$25
33	Distance Fee Revenue	\$0	\$0	\$0	\$0
34	Total New Revenue Generated Within New Program	\$13,558	\$14,052	\$14,566	\$15,101
35	Total New Revenue Generated Outside of the Program	\$288	\$288	\$288	\$288
36	Total Distance Revenue Generated	\$0	\$0	\$0	\$0
37	Total Distance Revenue Remaining with College	\$0	\$0	\$0	\$0
38	Total Distance Revenue Remaining with Provost	\$0	\$0	\$0	\$0
39	Total New Revenue Generated	\$13,846	\$14,340	\$14,854	\$15,389
40					
41	New Program Expense Assumptions				
42	Compensation and benefits				
43	Faculty **	\$40,124	\$40,124	\$40,124	\$40,124
44	Other administrative staff				
45	Graduate Assistants				
46	Supplies				
47	Travel				
48	Marketing	\$2,500			
49	Software				
50	Other (specify)				
51					
52	Projected Financial Results for New Program	FY1	FY2	FY3	FY4
53	Total Expenses **	\$42,624	\$40,124	\$40,124	\$40,124
54	Total New Revenues Generated by NEW Program	\$13,558	\$14,052	\$14,566	\$15,101
55	New Program's Total Surplus or Deficit	-\$29,066	-\$26,072	-\$25,558	-\$25,023
56	Operating margin (surplus or deficit / revenues)	-2.14	-1.86	-1.75	-1.66

\* UW's Board of Trustees' current working policy is to raise tuition by 4% each year.

Last updated 4/29/19

\*\*This position is required in the Department regardless of the Audio Technology Certificate. Even if this position is not hired, the Department of Music will be able to offer the Audio Technology Certificate with adjunct faculty and graduate assistants.

**AGENDA ITEM TITLE: Biennium Budget Committee,  
Consideration and Action: West Campus Satellite Energy Plant, Kibbon**

	A	B	C	D	E
1	INITIAL PROJECT BUDGET				
2					West Campus Statellite Energy Plant
3					3/22/2019
4	 UNIVERSITY OF WYOMING				
5					
6					
7					
8					
9					
10					
11	Description				
12	<b>Construction Budget</b>		Funding Sources		
13	CMAR	\$28,500,000	Major Maintenance (\$4M FY 17, \$14M FY 19)	\$18,000,000.00	
14	<b>OC - Owner Contingencies</b>		EERB Reserves	\$12,314,336.00	Increased by \$4.0M, per FCC Meeting 02/28/2019
15	Owner's Construction Contingency	\$4,500,000	Science Initiative Reserve	\$2,000,000.00	Reduced by \$4.0M, per FCC Meeting 02/28/2019
16	<b>Soft Costs</b>		Subtotal	\$32,314,336.00	
17	Design	\$2,622,500	<b>Projected Shortfall (D16-B22)</b>	<b>(\$4,616,773.00)</b>	
18	Project Administration	\$1,123,609	<b>Housing Reserves Funding Request</b>	<b>\$4,616,773.00</b>	
19	Furniture, Fixtures and Equipment	\$110,000	Total (D19+D18)	\$36,931,109.00	
20	Audio Visual/Information Technology	\$75,000			
21					
22	<b>Totals</b>	<b>\$36,931,109</b>			

**AGENDA ITEM TITLE: Approval of modifications to UW Regulations 2-101 (International Exchange and Faculty-led Course Study for Credit), 2-114 (Academic Dishonesty), and 2-116 (Course Approval Process) and approval of new UW Regulation 2-16 (Sabbatical and Professional Development Leave), Brown/Evans**

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## UNIVERSITY OF WYOMING REGULATIONS

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**Subject:** International Exchange and Faculty-led Course Study for Credit  
**Number:** ~~[UW Regulation 2-10]~~

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**Commented [TE1]:** Included in UW Regulation 2-116 (Course Approval Process). Sunset.

### **~~I. PURPOSE~~**

~~To clarify policies relating to International Exchange and Faculty led courses taught at off-campus locations in fulfilling instructional obligations of the University.~~

### **~~II. GENERAL POLICY~~**

~~The fundamental precept governing the University's outreach activities is that of state service. First responsibility is to provide outreach courses to meet the educational needs of Wyoming residents and students. International Exchange and Faculty led courses may be offered to fulfill this obligation, but in such cases, there must be a direct connection between course content and the teaching site such that course content will be enhanced by the special location. International Exchange and Faculty led courses will be equivalent in quality of instruction and content to that expected for courses offered on campus.~~

### **~~III. COURSE REVIEW AND APPROVAL~~**

~~All International Exchange and Faculty led courses are subject to the review and approval procedures which apply to proposals for the introduction of new courses. Academic credit will be denied for any such course which has not been so approved.~~

### **~~IV. ADMINISTRATIVE SERVICES~~**

~~All International Exchange and Faculty led courses shall be coordinated through the Office of Academic Affairs. Procedures will follow those in effect for administering outreach credit classes.~~

### **~~V. OTHER APPROVALS REQUIRED~~**

~~Travel arrangements and any brochure copy which relates to student and University responsibilities are subject to approval by the Provost and Vice President for Academic Affairs or designee. Contracts and statements of the University's liability are subject to approval by the Office of General Counsel.~~

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**Effective Date:** July 1, 2018

**Responsible Division/Unit:** Office of the Provost and Vice President for Academic Affairs

**Source:** None

**Links:** <http://www.uwyo.edu/reg-policies>

**Associated Regulations, Policies, and Forms:** None

**History:**

University Regulation 402- adopted 7/17/2008 Board of Trustees meeting

Revisions adopted 6/16/2015 Board of Trustees meeting

Revisions adopted 3/23/2017 Board of Trustees meeting

Reformatted 7/1/2018: previously UW Regulation 6-402, now UW Regulation 2-101



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FINAL REDLINE VERSION 8-23-19



## UNIVERSITY OF WYOMING REGULATIONS

**Subject: Student Academic Dishonesty**

**Number: UW Regulation 2-114**

### I. PURPOSE

To establish the ~~policies and~~ procedures ~~for~~ and actions in ~~situations~~ cases of student academic dishonesty.

### II. GENERAL INFORMATION

All members of the University community are responsible for upholding ~~the values of~~ academic integrity. ~~The faculty considers academic~~ Academic integrity ~~a and ethical~~ behavior is a matter of common concern, not ~~merely a~~ private issue between ~~an~~ instructor and a student. ~~Honesty in all academic endeavors is a component of academic~~ Academic dishonesty is an affront to the integrity of scholarship and a threat to the quality of learning. ~~To maintain its credibility and uphold its reputation, the University requires that is vital to the educational functions of the University. Whatever form academic dishonesty may~~ students take, the faculty considers it as establishing a student's failure to demonstrate the acquisition of knowledge and the failure to apply it to an academic endeavor. It is a student's responsibility to learn for learning the standards of conduct for the performance of academic endeavors; it is an instructor or faculty member's Academic Endeavors. It is an Instructor's responsibility to make reasonable effort to make known the standards of conduct for the performance of ~~academic endeavors. Through~~ Academic Endeavors. It is through an atmosphere of mutual respect ~~that~~ we enhance the value of education and maintain high standards of academic excellence. Failure on the part of the student to observe and maintain standards of academic honesty, ~~as hereafter defined or made known by an instructor responsible for a course or other academic endeavor, requires corrective action as hereafter authorized~~ requires action by the University.

### III. SCIENTIFIC OR RESEARCH MISCONDUCT

Allegations of student academic misconduct involving federal grants ~~and~~ scientific misconduct or research misconduct shall be referred to the Vice President for Research and



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FINAL REDLINE VERSION 8-23-19

Economic Development to be handled pursuant to ~~the University of Wyoming policy for responding to allegations of scientific or research misconduct.~~ Further action under this UW Regulation is dependent on the outcome of that process. Sanctions under this UW Regulation may be imposed when an allegation of scientific misconduct has been substantiated. Only the sanction is appealable under this UW Regulation. A student may not appeal the finding of scientific misconduct. If ~~no~~ scientific misconduct has ~~not~~ been substantiated, but issues of academic dishonesty remain, this UW Regulation ~~may be utilized-applies.~~

#### IV. DEFINITIONS

**Academic Dishonesty:** An action attempted or performed that misrepresents one's involvement in an Academic Endeavor in any way, or assists another student in misrepresenting his or her involvement in an Academic Endeavor. Examples of Academic Dishonesty include, but are not limited to the following:

- A. **Cheating:** Using sources, information, study aids, notes, materials, devices, or collaboration unauthorized and not explicitly approved by the Instructor. Examples include but are not limited to doing a class assignment for someone else or allowing someone to copy one's assignment; copying from, or assisting, another student during an examination; or stealing, or otherwise improperly obtaining, copies (hard copy or digital) of an examination before or after its administration.
- B. **Complicity:** Assisting another person in any act of Academic Dishonesty.
- C. **Fraud:** Falsifying, altering or inventing data, research, or citations for an academic endeavor; fabricating, forging or otherwise misrepresenting to an instructor or an institution one's past or current academic or professional activities; impersonating someone or allowing oneself to be impersonated for an examination or other Academic Endeavor; using a ghost writer, commercial or otherwise, for any type of assignment.
- D. **Interference or Obstruction:** Interfering with academic efforts of other students to gain unfair advantage for personal academic advancement. Interference may include but is not limited to, sabotage, harassment, tampering, bribery, or intimidation of another student.
- E. **Misappropriation:** Unauthorized access to an instructor's files or accounts.

Commented [TE1]: These definitions were modified, but a redline is not instructive due to formatting.

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**FINAL REDLINE VERSION 8-23-19**

- 77       **F. Multiple Submissions:** Submitting, wholly or in part, the same Academic  
78       Endeavor to earn credit in more than one course without explicit approval by all  
79       concerned instructors.  
80  
81       **G. Plagiarism:** Presenting the work (i.e., ideas, data, creations) of another, wholly or  
82       in part, as one's own work without customary and proper acknowledgement of  
83       sources and extent of use, unless authorized by the Instructor.  
84  
85       **H. Violation of Standards:** Violations against ethical and professional standards  
86       required by individual University programs, academic courses, and clinical  
87       programs that may result in qualification for entry into a profession that maintains  
88       standards of conduct.
- 89       **Academic Endeavor:** Any student activity undertaken to earn University credit or meet  
90       some other University program requirement. Examples of Academic Endeavors include,  
91       but are not limited to the following:  
92  
93       **A.** Course assignments (written and/or oral, projects, research, exhibitions of work);  
94  
95       **B.** Exams (written and/or oral, quizzes);  
96  
97       **C.** Clinical assignments (internships, rotations, practicals);  
98  
99       **D.** Presentations (on and off campus);  
100  
101       **E.** Publications;  
102  
103       **F.** Independent study coursework;  
104  
105       **G.** Plan B papers or projects, theses, dissertations; and  
106  
107       **H.** Student media associated with academic credit.  
108  
109       **Central Repository:** The location at the University where disciplinary records are  
110       maintained per the University's record retention schedule. Access is limited to the Dean  
111       of Students and the academic deans and/or designees and any other employees of the  
112       University who have a legitimate need to know.  
113

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**FINAL REDLINE VERSION 8-23-19**

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- Charge of Academic Dishonesty:** Action taken when an Instructor has reasonable grounds to believe that a student has committed an act of Academic Dishonesty.
- College Coordinator:** An Associate Dean or designee appointed by the College or School Dean who will facilitate college/school-level hearings in cases of academic dishonesty.
- College Hearing Officer:** An impartial hearing officer designated by a College or School Dean who will hold a hearing to determine whether Academic Dishonesty has occurred. The hearing officer is a member of the faculty of the college/school from which the Charge originated, but is not a member of the department involved in the academic dishonesty allegation.
- College Hearing Committee:** A group of faculty members selected by the College or School from which the charge of academic dishonesty originates.
- Instructor:** The person responsible for the evaluation of the Academic Endeavor. Examples include but are not limited to professors, instructors, librarians, archivists, academic professionals, externship or clinical supervisors, graduate assistants or course directors.
- Offense:** Occurs when a student, in consultation with the Instructor and Department Head or designee, submits a written admission of Academic Dishonesty and/or the student is found to have committed Academic Dishonesty.
- Sanctions:** Any authorized actions outlined in this Regulation imposed as a consequence of a determination that Academic Dishonesty has occurred.
- University Appeals Coordinator:** Designated by the Provost to facilitate Academic Dishonesty appeals.
- University Appeals Committee:** A panel of faculty, staff, and students appointed by the Provost that hears Academic Dishonesty appeals.
- V. ADMINISTRATIVE PROCEDURES**
- A. Suspicion of Academic Dishonesty**
- ~~Whenever~~

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FINAL REDLINE VERSION 8-23-19

When an instructor has reason to suspect that an act of ~~academic dishonesty~~ Academic Dishonesty has been committed in a course, clinical or academic program for which the ~~instructor~~ Instructor is responsible for supervision or assignment of an academic evaluation, the ~~instructor~~ Instructor shall investigate the matter and may discuss the matter with the student and, at the ~~instructor's~~ Instructor's discretion, come to one of the following resolutions:

1. If in the judgment of the ~~instructor~~ Instructor, the ~~charge~~ Charge of ~~academic dishonesty~~ Academic Dishonesty is not justified and/or there is insufficient evidence of ~~academic dishonesty~~ Academic Dishonesty, then no further action is warranted.
2. If, in the judgment of the ~~instructor~~ Instructor, sufficient evidence of ~~academic dishonesty~~ Academic Dishonesty exists, then the ~~instructor~~ Instructor pursues the ~~charge~~ Charge of ~~academic dishonesty~~ Academic Dishonesty.

#### **B. Establishing an Academic Charge of Academic Dishonesty**

Within five (5) school days of discovering the alleged academic dishonesty, but no more than thirty (30) calendar days after the instructor's submission due date, the Instructor will consult with the academic Department Head or designee and with the concurrence of the Department Head or designee shall prepare a charge Charge of academic dishonesty Academic Dishonesty and recommended sanction for submission to the Dean of College or designee if the Department Head concurs with the instructor that sufficient evidence of academic dishonesty exists.

#### **B.C. Initial Process**

Upon receipt of the ~~charge~~ Charge of ~~academic dishonesty~~ Academic Dishonesty and recommended sanction, the ~~Dean of~~ College Coordinator/s or designee shall:

1. Check the Central Repository to determine if the ~~charge~~ Charge is the student's first ~~or~~ second or subsequent offense.
2. Notify the student in writing with a brief summary of the ~~charge~~ Charge of ~~academic dishonesty~~ Academic Dishonesty and recommended sanction and provide the student with a copy of ~~UW's~~ Regulation ~~6-802~~.

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FINAL REDLINE VERSION 8-23-19

- 184 a. ~~First Offense.~~ If the ~~Dean of College~~ Coordinator/s or designee determines  
185 that the ~~chargeCharge~~ of ~~academic dishonesty~~ Academic Dishonesty is the  
186 student's first offense, the ~~Dean of College~~ Coordinator/s or designee shall  
187 notify the student of the ~~chargeCharge~~ of ~~academic dishonesty~~ Academic  
188 Dishonesty and recommended sanction.
- 189 ~~b.a.~~ The student may, and request a meeting to occur within ~~five (5)~~ ten  
190 (10) calendar days ~~of notification, request a meeting~~ with the  
191 ~~instructor/instructor~~ and/or ~~Dean of College or designee~~ Coordinator/s  
192 to discuss the ~~chargeCharge~~ of ~~academic dishonesty~~ Academic Dishonesty  
193 and recommended sanctions. At this meeting, the student may:
- 194
- 195
- 196 i. Accept the ~~chargeCharge~~ of ~~academic dishonesty~~ Academic  
197 Dishonesty and recommended sanctions ~~approved by the dean or~~  
198 ~~designee as filed.~~ The student will do this by signing a waiver  
199 recognizing the student's behavior as ~~academic~~  
200 ~~misconduct~~ Academic Dishonesty and waiving the student's right to  
201 a hearing, which is then forwarded to the Central Repository by the  
202 Dean of College or designee.
- 203
- 204 ii. Disagree with the ~~chargeCharge~~ of ~~academic dishonesty~~ Academic  
205 Dishonesty and recommended sanction and submit a request for a  
206 college hearing to the ~~Dean of College or designee~~ Coordinator/s  
207 within fifteen (15) calendar days.
- 208 ~~e.b.~~ If the student does not request a meeting ~~as described in part (A), the~~  
209 ~~Dean or does not attend the meeting, the College Coordinator/s~~ shall  
210 implement the ~~procedures necessary for a hearing~~ procedure as  
211 described ~~in section D~~ below.
- 212
- 213 ~~d.~~ Second and subsequent charges. If the ~~Dean of College~~ Coordinator/s or  
214 designee determines that the present ~~chargeCharge~~ of ~~academic~~  
215 ~~dishonesty~~ Academic Dishonesty is preceded by a finding of ~~academic~~  
216 ~~dishonesty~~ Academic Dishonesty from a previous incident, then the ~~Dean of~~  
217 College Coordinator/s or designee shall notify the student of the  
218 ~~chargeCharge~~ of ~~academic dishonesty~~ Academic Dishonesty and of the  
219 mandatory sanctions associated with a second finding.  
220



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**FINAL REDLINE VERSION 8-23-19**

~~4) The student may request a meeting with the instructor and Dean of College or designee to discuss the charge of academic dishonesty and recommended sanctions within five calendar days of notification. At this meeting, the student may:~~

3. ~~Accept the charge of academic dishonesty, same Initial Process as above shall be followed. The mandatory sanction and additional recommended sanction approved by the dean or designee. The student will do this by signing a waiver recognizing the student's behavior as academic misconduct and waiving the student's right to a hearing, which for a second offense is then forwarded to the Central Repository by the Department Head or designee outlined in section VI, Authorized Sanctions, and includes at least one year of suspension.~~

- a) ~~Disagree with the charge of academic dishonesty and recommended sanction, and submit a request for a college hearing to the Dean of College or designee within fifteen (15) calendar days.~~

#### **D. College Hearing**

~~2) If the student does not request a meeting as described in part (A), the Dean shall implement the procedures necessary for a hearing as described in section D below.~~

#### **C. Hearing**

- ~~1. **Hearing Officer.** In cases where a hearing is required or requested by the student, the Dean of College will designate an impartial hearing officer, who will hold a hearing to determine whether academic dishonesty has occurred.~~

- ~~2.1. **Notification to Student.** The College Coordinator/s shall notify the student shall be notified in writing or by other recorded means of the following:~~

- a. A description of the specific acts of alleged ~~academic dishonesty~~ Academic Dishonesty, the date and place of occurrence, and the names of witnesses, if any;

- b. The recommended sanction;

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FINAL REDLINE VERSION 8-23-19

- 257  
258 c. The time, date, and location of the hearing; and  
259  
260 d. The identity of the designated ~~hearing officer~~Hearing Officer.  
261  
262 **3.2. Prehearing Procedures.** —The Wyoming Rules of Administrative  
263 Procedure shall not apply to ~~this proceeding~~Academic Dishonesty hearings  
264 and discovery shall be limited to the following:  
265  
266 a. Prior to the hearing, the parties will exchange a list of witnesses ~~for~~to  
267 the ~~hearing act of dishonesty, if any;~~ a brief summary of the information  
268 each witness is expected to provide; and any documents to be presented  
269 at the hearing.  
270  
271 b. Witnesses shall testify in person or by ~~telephone~~conferencing  
272 technology at the hearing; however, if a witness is unavailable for  
273 testimony, the ~~hearing officer~~Hearing Officer may authorize taking  
testimony in advance.  
274  
275 c. The parties may jointly communicate with the ~~hearing officer by~~  
~~telephone~~Hearing Officer on ~~any~~relevant prehearing matters.  
276  
277 d. The student may petition the ~~hearing officer to excuse~~  
278 ~~him/herself~~Hearing Officer to be recused by presenting evidence of  
279 bias. ~~The hearing officer shall decide whether to excuse him/herself or~~  
280 ~~conflict of interest. In the event that case, the dean~~the College  
281 Coordinator/s find evidence of bias or conflict of interest, the College  
282 Coordinator/s will choose another ~~hearing officer~~Hearing Officer.  
283  
284 e. If the student ~~would like~~wishes to be accompanied at the hearing by a  
285 ~~mentor, an~~ advisor, counselor, or attorney at law of the student's choice,  
286 the student must notify the ~~hearing officer~~Hearing Officer at least  
287 ~~twenty-four (24) hours~~five (5) working days prior to the hearing. The  
288 role of the ~~mentor, counselor, advisor, or attorney at law~~ shall only be  
289 to consult with the student, not to represent the student.  
290  
291 **f.** If the instructor wishes to be accompanied at the hearing by an advisor  
292 of the instructor's choice, the instructor must notify the Hearing Officer  
at least five (5) working days prior to the hearing. The role of advisor

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**FINAL REDLINE VERSION 8-23-19**

293 shall only be to consult with the instructor, not to represent the  
294 instructor. If the student chooses an advisor who is an attorney, the  
295 Instructor may be accompanied by an advisor who is a University  
296 attorney.

297  
298 g. The Hearing Officer may have an advisor or an attorney at all hearings,  
299 regardless of whether the student requests an advisor or attorney.

300  
301 **4.3. Hearing Procedures**

302  
303 a. The hearing shall ~~be open to~~ include the hearing committee, the student,  
304 a mentor, the student's advisor, counselor, or attorney at law (if desired),  
305 the Instructor's advisor (if desired), and the instructor ~~Instructor~~ who  
306 made the charge, (or a designee from the department from which the  
307 charge originates if extenuating circumstances prevent the Instructor  
308 who made the charge from appearing). The hearing may ~~also~~ be open to  
309 others at the discretion of the ~~hearing officer~~ Hearing Officer.

310  
311 b. The ~~instructor~~ hearing shall begin with the Instructor or department  
312 designee ~~shall put forth~~ presenting the evidence and any witnesses  
313 supporting the ~~charge~~ Charge of ~~academic dishonesty~~ Academic  
314 Dishonesty. The student and instructor/departmental designee may ask  
315 questions of any witness. The student then may present any relevant  
316 information or witnesses in opposition to the Charge of Academic  
317 Dishonesty.

318  
319 c. ~~If charge~~ either party fails to appear at the hearing, the hearing shall still  
320 proceed and the party in attendance shall present his or her case to the  
321 hearing committee.

322  
323 b.d. The College Hearing Committee may then ask any relevant  
324 questions. Following the questions, the Instructor or department  
325 designee and then student may present any rebuttal evidence, followed  
326 by any additional questions of ~~academic dishonesty~~ the College Hearing  
327 Committee.

328  
329 e.e. The standard of proof shall be "substantial evidence" which is such  
330 evidence that a ~~reasonable mind might~~ most objective observers would



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331 accept as adequate to support a conclusion that Academic Dishonesty  
332 occurred. The Instructor or department designee bears the burden of  
333 proof.

334  
335 **d.f.** One of the following findings shall result from the decision from the  
336 Hearing:

337  
338 i. Finding of no ~~academic dishonesty~~ Academic Dishonesty and  
339 dismissal of the charge.

340  
341 ii. Finding of ~~academic dishonesty~~ Academic Dishonesty and  
342 concurrence with the recommended sanction.

343  
344 iii. Finding of ~~academic dishonesty~~ Academic Dishonesty and  
345 modification of the recommended sanction.

346  
347 **e.g.** The ~~hearing~~ Hearing Officer will ~~result in~~ prepare a report ~~being~~  
348 ~~prepared, by~~ on the hearing officer, findings which includes a summary  
349 of the evidence presented against and for the student, the findings made,  
350 and any recommended sanctions from the ~~hearing officer~~ Hearing  
351 Officer and ~~instructor~~ Instructor.

352 **D.E. Notification of Findings**

353 ~~The Dean of College will notify the student and the instructor of the findings from~~  
354 ~~the hearing.~~

355 The Dean or College Coordinator/s shall notify the student and the Instructor of the  
356 findings from the hearing. Notification shall be in writing or otherwise recorded  
357 means and occurs when delivered to the student either in person with signed  
358 acknowledgment by the student or by tracked delivery of physical or electronic  
359 notification to the student's local address on file with the University or to the  
360 student's University email account. If no local address is on file, notification will  
361 be sent to the student's permanent address.

362 1. If the charge was not upheld by the hearing, the Dean ~~of College~~ or designee  
363 will dismiss the ~~charge~~ Charge of ~~academic dishonesty~~ Academic  
364 Dishonesty and shall have the record expunged and notify the student in  
365 writing.

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Incorporated Regulation Committee feedback 7-2-19  
Suggested edits from Faculty senate Chair 8-6-19  
FINAL REDLINE VERSION 8-23-19

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402
2. If the ~~finding~~charge was upheld, the student has thirty (30) calendar days from the date of the notification to file an appeal ~~pursuant to Section F, below.~~
  - a. If the student does not file an appeal, the ~~Dean of College or designee~~Coordinator/s shall forward the report, findings and recommended sanctions to the ~~Provost and~~ Vice President for Academic Affairs and to the Dean of Students. The student may submit to the ~~Provost and~~ Vice President for Academic Affairs ~~or designee~~ a request, with rationale, for sanctions different from those recommended by the hearing officer. If the appeal for a different sanction is based on a finding of scientific misconduct, the appeal shall be to ~~a Vice President, designated by the President, other than of the University. The Provost and~~ Vice President for Academic Affairs. ~~The Vice President for Academic Affairs or designee shall decide upon confirm or may reduce the sanctions no harsher than those recommended by the hearing officer.~~Hearing Officer. Sanctions involving suspension or dismissal must be justified by a written rationale, based on specific findings of the hearing, the nature of the offense, and the student's record, and are subject to approval of or modification by the President of the University.
  - b. If the student files an appeal ~~(Section F),~~ the ~~Dean of College or designee~~Coordinator/s shall forward the report of all proceedings to the ~~Provost and~~ Vice President for Academic Affairs ~~or designee.~~
  - c. If the ~~instructor~~Instructor has ~~opted for~~chosen the sanction of the assignment of ~~either an~~ "F" or "U" grade for the course, an "I" grade will be submitted ~~to the Registrar until the completion of the appeals process, when the Vice President for Academic Affairs shall either exercise the sanction of "F" or "U" or remove the "I" grade as per the report from the final appeal.~~
  - i. If the alleged act of ~~academic dishonesty~~Academic Dishonesty occurs during finals week or within a time frame in which the opportunity for a fair hearing would be difficult, the ~~instructor may~~Instructor shall submit a grade of "I" until the appeals process can be ~~effectuated~~initiated.

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**FINAL REDLINE VERSION 8-23-19**

- ii. If a student charged with ~~academic dishonesty~~Academic Dishonesty withdraws from the course in question, and the charge is eventually upheld, the "W" grade reverts to the grade of "F."

#### **E.F. Appeal**

An appeal of the final decision of the ~~college can~~College Hearing Officer must be lodged~~submitted~~ to the ~~Vice President for Academic Affairs or designee or hearing panel. The Vice President for Academic Affairs may designate one or more faculty members to conduct appeals for academic dishonesty matters. The appeal shall be in writing and filed~~University Appeals Coordinator within thirty (30) calendar days after the college decision is rendered, ~~that sets.~~ The appeal must be in writing and must set forth facts substantiating the claim. ~~A copy shall be provided by the student to the original hearing officer. The original hearing officer shall have fifteen (15) days to provide a written response including a copy to the student. At the discretion of the Vice President for Academic Affairs or designee or hearing panel, they may seek written or oral presentation for clarification of the record from both parties, based on grounds outlined below.~~

1. An appeal of the finding of ~~academic dishonesty can be lodged~~Academic Dishonesty may be submitted solely upon the following grounds:
  - a. The student was not given written notice of a hearing or an opportunity for a hearing.
  - b. The report of the college level hearing fails to describe any act of the student's which could be construed as ~~academic dishonesty~~Academic Dishonesty.
  - c. The findings from the hearing were not supported by substantial evidence, were the result of prejudice toward the student, capricious evaluation, or capricious treatment, and such allegations must include specific examples of the capricious actions or substantive factual errors.

2. ~~If the Vice President for Academic Affairs or designee or hearing panel hearing University Appeals Committee determines that the final student has not met the requirements of Section V.F.a-c., the appeal upholds will be~~

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**FINAL REDLINE VERSION 8-23-19**

dismissed, the College Hearing Officer's report will be submitted to the Central Repository, and the sanctions recommended by the College Hearing Officer will be enforced.

**2.3.** If the University Appeals Committee determines that the student has met the requirements of Section V.F.a-c., and if the finding of academic dishonesty or determines that it does not have the jurisdiction to hear the appeal, the Vice President for Academic Affairs or designee or hearing panel will dismiss the appeal, and have the Academic Dishonesty is upheld, the finding will be filed with the Dean of Students in the Central Repository. Whenever the Dean of College ascertains from

a. If the Central Repository shows that a student has committed academic dishonesty Academic Dishonesty for a second time, the Dean of College or designee will University Appeals Coordinator shall promptly notify the Vice President for Academic Affairs who shall cause the suspension of suspend the student from the University for a period of at least one (1) calendar year. This action is subject to the approval of or modification by the President of the University.

b. If the Dean of College ascertains Central Repository shows that the student has not committed academic dishonesty for a second time finding of Academic Dishonesty is a first offense, the student may submit to the Vice President for Academic Affairs University Appeals Coordinator a request, with rationale, for sanctions different from those recommended by the hearing officer. The College Hearing Officer. The Provost and Vice President for Academic Affairs shall decide upon confirm or reduce sanctions no harsher than those recommended by the hearing officer. Sanctions involving suspension or dismissal must be justified by a written rationale, based on specific findings of the hearing, the nature of the offense, and the student's record, and are subject to approval of from or modification by the President of the University.

**3.4.** If the Vice President for finding of Academic Affairs or designee or hearing panel reverses Dishonesty is not upheld, the finding of academic dishonesty, the Vice President for Academic Affairs or designee or hearing panel will University Appeals Coordinator shall dismiss the finding of academic dishonesty Academic Dishonesty and expunge the record.

**F. Central Repository**

Student Academic Dishonesty

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**FINAL REDLINE VERSION 8-23-19**

477  
478 **G. Final Reporting**

479 Any final sanction ~~in decisions of academic dishonesty~~ must be sent to the Central  
480 Repository ~~held in the office of the Dean of Students.~~

481 ~~VI.~~  
482 **VI. AUTHORIZED SANCTIONS**

- 483  
484  
485 A. Any of the following sanctions or combination thereof may be imposed for a first  
486 offense. The severity of the offense and other relevant circumstances should be  
487 considered.
- 488 1. Extra or alternative work.
  - 489 2. Grade reduction of the ~~academic endeavor~~ Academic Endeavor.
  - 490 3. A failing grade for the ~~academic endeavor~~ Academic Endeavor.
  - 491 4. No credit for the ~~academic endeavor~~ Academic Endeavor.
  - 492 5. Grade reduction for the course.
  - 493 6. A failing grade for the course.
  - 494 7. Suspension of the benefit of the program, clinical, or ~~academic~~  
495 ~~endeavor~~ Academic Endeavor.
  - 496 8. Termination from the program.
  - 497 9. Suspension from University.
  - 498 10. Dismissal from University.

499  
500  
501 ~~B.~~ Mandatory Sanction for Second Offense

502 ~~B.~~ Whenever the ~~Dean of College~~ Coordinator/s or designee ascertains from the  
503 Central Repository that a student has committed ~~academic dishonesty~~ Academic  
504 Dishonesty for a second time, the ~~Dean of College or designee will~~ Coordinator/s  
505 shall promptly notify the Provost and Vice President for Academic Affairs. The



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**FINAL REDLINE VERSION 8-23-19**

515 Vice President shall ~~direct who shall cause the suspension of the~~ suspend the  
516 student from the University for a period of at least one (1) calendar year. This  
517 action is subject to the approval of or modification by the President of the  
518 University.

519 C. Mandatory Dismissal for Third Offense. If a student returns to the University after  
520 a finding of a second act of Academic Dishonesty, any further finding of Academic  
521 Dishonesty will result in an immediate dismissal from the University. This action  
522 is subject to the approval of or modification by the President of the University.

523 D. The foregoing actions shall not preclude the administrative consequences which  
524 may result in the loss of benefits from such programs, scholarships and other  
525 opportunities afforded students.

526  
527 ~~VI-VII~~ **VII. INDIVIDUAL COLLEGE REGULATIONS** ~~CONDUCT STANDARDS~~

528 ~~Regulations of individual~~ Individual colleges ~~and departments/schools~~ may establish  
529 additional standards ~~identifying academic dishonesty, as well as other standards~~ for student  
530 conduct ~~or processes for enforcing those standards, if~~ deemed appropriate for students  
531 whose degree program will result in qualification for entry into a profession ~~which that~~  
532 maintains standards of conduct. Any such ~~regulations standards and processes~~ which  
533 incorporate ~~or enforce~~ academic dishonesty must provide, as a minimum, the sanctions  
534 described in ~~Section VI (Authorized Actions)~~ this Regulation and must ~~otherwise~~ afford  
535 notice and a fair hearing. ~~Such regulations shall become effective upon approval as a~~  
536 ~~University regulation.~~

537  
538 **VIII. ACADEMIC DISHONESTY AFTER A STUDENT GRADUATES**

539  
540 If an alleged violation of Academic Dishonesty is discovered after a degree is conferred,  
541 revocation of the degree may be recommended by following UW Regulation 2-120  
542 (Degree Revocation).

---

**Responsible Division/Unit:** Office of the Provost and Vice President for Academic Affairs

**Source:**

**Links:** <http://www.uwyo.edu/generalcounsel/current-uw-regulations-and-presidential-directives/index.html>

Student Academic Dishonesty

Page 15 of 16

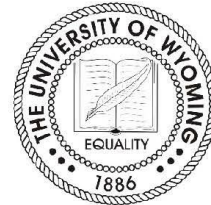
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**FINAL REDLINE VERSION 8-23-19**

**Associated Regulations, Policies, and Forms:**

**History:**

University Regulation 802; adopted 10/17/2008 Board of Trustees meeting  
Revisions adopted 11/18/2010 Board of Trustees meeting  
Revisions adopted 3/24/2016 Board of Trustees meeting  
Revisions adopted 4/20/2016 Board of Trustees meeting

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**FINAL CLEAN VERSION 8-23-19**



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## UNIVERSITY OF WYOMING REGULATIONS

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**Subject: Student Academic Dishonesty**  
**Number: UW Regulation 2-114**

---

### I. PURPOSE

To establish the procedures and actions in cases of student academic dishonesty.

### II. GENERAL INFORMATION

All members of the University community are responsible for upholding academic integrity. Academic integrity and ethical behavior is a matter of common concern, not a private issue between an instructor and a student. Academic dishonesty is an affront to the integrity of scholarship and a threat to the quality of learning. To maintain its credibility and uphold its reputation, the University requires that students take responsibility for learning the standards of conduct for the performance of Academic Endeavors. It is an Instructor's responsibility to make reasonable effort to make known the standards of conduct for the performance of Academic Endeavors. It is through an atmosphere of mutual respect that we enhance the value of education and maintain high standards of academic excellence. Failure on the part of the student to observe and maintain standards of academic honesty requires action by the University.

### III. SCIENTIFIC OR RESEARCH MISCONDUCT

Allegations of student academic misconduct involving federal grants, scientific misconduct or research misconduct shall be referred to the Vice President for Research and Economic Development to be handled pursuant to University policy. Further action under this Regulation is dependent on the outcome of that process. Sanctions under this Regulation may be imposed when an allegation of scientific misconduct has been substantiated. Only the sanction is appealable under this Regulation. A student may not appeal the finding of scientific misconduct. If scientific misconduct has not been substantiated, but issues of academic dishonesty remain, this Regulation applies.



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**FINAL CLEAN VERSION 8-23-19**

#### IV. DEFINITIONS

**Academic Dishonesty:** An action attempted or performed that misrepresents one's involvement in an Academic Endeavor in any way, or assists another student in misrepresenting his or her involvement in an Academic Endeavor. Examples of Academic Dishonesty include, but are not limited to the following:

- A. Cheating:** Using sources, information, study aids, notes, materials, devices, or collaboration unauthorized and not explicitly approved by the Instructor. Examples include but are not limited to doing a class assignment for someone else or allowing someone to copy one's assignment; copying from, or assisting, another student during an examination; or stealing, or otherwise improperly obtaining, copies (hard copy or digital) of an examination before or after its administration.
- B. Complicity:** Assisting another person in any act of Academic Dishonesty.
- C. Fraud:** Falsifying, altering or inventing data, research, or citations for an academic endeavor; fabricating, forging or otherwise misrepresenting to an instructor or an institution one's past or current academic or professional activities; impersonating someone or allowing oneself to be impersonated for an examination or other Academic Endeavor; using a ghost writer, commercial or otherwise, for any type of assignment.
- D. Interference or Obstruction:** Interfering with academic efforts of other students to gain unfair advantage for personal academic advancement. Interference may include but is not limited to, sabotage, harassment, tampering, bribery, or intimidation of another student.
- E. Misappropriation:** Unauthorized access to an instructor's files or accounts.
- F. Multiple Submissions:** Submitting, wholly or in part, the same Academic Endeavor to earn credit in more than one course without explicit approval by all concerned instructors.
- G. Plagiarism:** Presenting the work (i.e., ideas, data, creations) of another, wholly or in part, as one's own work without customary and proper acknowledgement of sources and extent of use, unless authorized by the Instructor.

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**FINAL CLEAN VERSION 8-23-19**

77       **H.     Violation of Standards:** Violations against ethical and professional standards  
78               required by individual University programs, academic courses, and clinical  
79               programs that may result in qualification for entry into a profession that maintains  
80               standards of conduct.

81       **Academic Endeavor:** Any student activity undertaken to earn University credit or meet  
82               some other University program requirement. Examples of Academic Endeavors include,  
83               but are not limited to the following:

84  
85       **A.**     Course assignments (written and/or oral, projects, research, exhibitions of work);

86  
87       **B.**     Exams (written and/or oral, quizzes);

88  
89       **C.**     Clinical assignments (internships, rotations, practicals);

90  
91       **D.**     Presentations (on and off campus);

92  
93       **E.**     Publications;

94  
95       **F.**     Independent study coursework;

96  
97       **G.**     Plan B papers or projects, theses, dissertations; and

98  
99       **H.**     Student media associated with academic credit.

100  
101       **Central Repository:** The location at the University where disciplinary records are  
102               maintained per the University's record retention schedule. Access is limited to the Dean  
103               of Students and the academic deans and/or designees and any other employees of the  
104               University who have a legitimate need to know.

105  
106       **Charge of Academic Dishonesty:** Action taken when an Instructor has reasonable  
107               grounds to believe that a student has committed an act of Academic Dishonesty.

108  
109       **College Coordinator:** An Associate Dean or designee appointed by the College or School  
110               Dean who will facilitate college/school-level hearings in cases of academic dishonesty.

111  
112       **College Hearing Officer:** An impartial hearing officer designated by a College or School  
113               Dean who will hold a hearing to determine whether Academic Dishonesty has occurred.

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**FINAL CLEAN VERSION 8-23-19**

114 The hearing officer is a member of the faculty of the college/school from which the Charge  
115 originated, but is not a member of the department involved in the academic dishonesty  
116 allegation.

117  
118 **College Hearing Committee:** A group of faculty members selected by the College or  
119 School from which the charge of academic dishonesty originates.

120  
121 **Instructor:** The person responsible for the evaluation of the Academic Endeavor.  
122 Examples include but are not limited to professors, instructors, librarians, archivists,  
123 academic professionals, externship or clinical supervisors, graduate assistants or course  
124 directors.

125 **Offense:** Occurs when a student, in consultation with the Instructor and Department Head  
126 or designee, submits a written admission of Academic Dishonesty and/or the student is  
127 found to have committed Academic Dishonesty.

128  
129 **Sanctions:** Any authorized actions outlined in this Regulation imposed as a consequence  
130 of a determination that Academic Dishonesty has occurred.

131 **University Appeals Coordinator:** Designated by the Provost to facilitate Academic  
132 Dishonesty appeals.

133 **University Appeals Committee:** A panel of faculty, staff, and students appointed by the  
134 Provost that hears Academic Dishonesty appeals.

135 **V. ADMINISTRATIVE PROCEDURES**

136  
137 **A. Suspicion of Academic Dishonesty**

138  
139 When an instructor has reason to suspect that an act of Academic Dishonesty has  
140 been committed in a course, clinical or academic program for which the Instructor  
141 is responsible for supervision or assignment of an academic evaluation, the  
142 Instructor shall investigate the matter and may discuss the matter with the student  
143 and, at the Instructor's discretion, come to one of the following resolutions:

- 144  
145 **1.** If in the judgment of the Instructor, the Charge of Academic Dishonesty is  
146 not justified and/or there is insufficient evidence of Academic Dishonesty,  
147 then no further action is warranted.  
148

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**FINAL CLEAN VERSION 8-23-19**

149                   2.     If, in the judgment of the Instructor, sufficient evidence of Academic  
150 Dishonesty exists, then the Instructor pursues the Charge of Academic  
151 Dishonesty.  
152

153           **B.     Establishing a Charge of Academic Dishonesty**

154                   Within five (5) school days of discovering the alleged academic dishonesty, but no  
155 more than thirty (30) calendar days after the submission due date, the Instructor  
156 will consult with the academic Department Head or designee and shall prepare a  
157 Charge of Academic Dishonesty and recommended sanction if the Department  
158 Head concurs with the instructor that sufficient evidence of academic dishonesty  
159 exists.  
160

161           **C.     Initial Process**  
162

163                   Upon receipt of the Charge of Academic Dishonesty and recommended sanction,  
164 the College Coordinator/s or designee shall:  
165

166                   1.     Check the Central Repository to determine if the Charge is the student's  
167 first, second or subsequent offense.

168                   2.     Notify the student in writing with a brief summary of the Charge of  
169 Academic Dishonesty and recommended sanction and provide the student  
170 with a copy of this Regulation.

171                   a.     If the College Coordinator/s or designee determines that the Charge of  
172 Academic Dishonesty is the student's first offense, the College  
173 Coordinator/s or designee shall notify the student of the Charge of  
174 Academic Dishonesty and recommended sanction and request a meeting  
175 to occur within ten (10) calendar days with the Instructor and/or College  
176 Coordinator/s to discuss the Charge of Academic Dishonesty and  
177 recommended sanctions. At this meeting, the student may:  
178

179                   i.     Accept the Charge of Academic Dishonesty and recommended  
180 sanctions. The student will do this by signing a waiver recognizing  
181 the student's behavior as Academic Dishonesty and waiving the  
182 student's right to a hearing, which is then forwarded to the Central  
183 Repository by the Dean of College or designee.  
184



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**FINAL CLEAN VERSION 8-23-19**

185                                   ii. Disagree with the Charge of Academic Dishonesty and  
186                                   recommended sanction and submit a request for a college hearing to  
187                                   the College Coordinator/s within fifteen (15) calendar days.

188                                   b. If the student does not request a meeting or does not attend the meeting,  
189                                   the College Coordinator/s shall implement the hearing procedure as  
190                                   described below.

191  
192                                   3. Second and subsequent charges. If the College Coordinator/s or designee  
193                                   determines that the present Charge of Academic Dishonesty is preceded by  
194                                   a finding of Academic Dishonesty from a previous incident, then the  
195                                   College Coordinator/s or designee shall notify the student of the Charge of  
196                                   Academic Dishonesty and of the mandatory sanctions associated with a  
197                                   second finding. The same Initial Process as above shall be followed. The  
198                                   mandatory sanction for a second offense is outlined in section VI,  
199                                   Authorized Sanctions, and includes at least one year of suspension.

200  
201                                   **D. College Hearing**

202                                   1. **Notification to Student.** The College Coordinator/s shall notify the student  
203                                   in writing or by other recorded means of the following:

204  
205                                   a. A description of the specific acts of alleged Academic Dishonesty, the  
206                                   date and place of occurrence, and the names of witnesses, if any;

207  
208                                   b. The recommended sanction;

209  
210                                   c. The time, date, and location of the hearing; and

211                                   d. The identity of the designated Hearing Officer.

212  
213                                   2. **Prehearing Procedures.** The Wyoming Rules of Administrative Procedure  
214                                   shall not apply to Academic Dishonesty hearings and discovery shall be  
215                                   limited to the following:

216  
217                                   a. Prior to the hearing, the parties will exchange a list of witnesses to the  
218                                   act of dishonesty, if any; a brief summary of the information each  
219                                   witness is expected to provide; and any documents to be presented at  
220                                   the hearing.

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- 221  
222  
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224
- b. Witnesses shall testify in person or by conferencing technology at the hearing; however, if a witness is unavailable for testimony, the Hearing Officer may authorize taking testimony in advance.
- 225  
226
- c. The parties may jointly communicate with the Hearing Officer on relevant prehearing matters.
- 227  
228  
229  
230  
231
- d. The student may petition the Hearing Officer to be recused by presenting evidence of bias or conflict of interest. In the event that the College Coordinator/s find evidence of bias or conflict of interest, the College Coordinator/s will choose another Hearing Officer.
- 232  
233  
234  
235  
236
- e. If the student wishes to be accompanied at the hearing by an advisor of the student's choice, the student must notify the Hearing Officer at least five (5) working days prior to the hearing. The role of advisor shall only be to consult with the student, not to represent the student.
- 237  
238  
239  
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241  
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243  
244
- f. If the instructor wishes to be accompanied at the hearing by an advisor of the instructor's choice, the instructor must notify the Hearing Officer at least five (5) working days prior to the hearing. The role of advisor shall only be to consult with the instructor, not to represent the instructor. If the student chooses an advisor who is an attorney, the Instructor may be accompanied by an advisor who is a University attorney.
- 245  
246  
247
- g. The Hearing Officer may have an advisor or an attorney at all hearings, regardless of whether the student requests an advisor or attorney.
- 248  
249
- 3. Hearing Procedures**
- 250  
251  
252  
253  
254  
255  
256
- a. The hearing shall include the hearing committee, the student, the student's advisor (if desired), the Instructor's advisor (if desired), and the Instructor who made the charge (or a designee from the department from which the charge originates if extenuating circumstances prevent the Instructor who made the charge from appearing). The hearing may be open to others at the discretion of the Hearing Officer.

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- 257                    **b.** The hearing shall begin with the Instructor or department designee  
258                    presenting the evidence and any witnesses supporting the Charge of  
259                    Academic Dishonesty. The student then may present any relevant  
260                    information or witnesses in opposition to the Charge of Academic  
261                    Dishonesty.  
262  
263                    **c.** If either party fails to appear at the hearing, the hearing shall still  
264                    proceed and the party in attendance shall present his or her case to the  
265                    hearing committee.  
266  
267                    **d.** The College Hearing Committee may then ask any relevant questions.  
268                    Following the questions, the Instructor or department designee and then  
269                    student may present any rebuttal evidence, followed by any additional  
270                    questions of the College Hearing Committee.  
271  
272                    **e.** The standard of proof shall be “substantial evidence” which is such  
273                    evidence that most objective observers would accept as adequate to  
274                    support a conclusion that Academic Dishonesty occurred. The  
275                    Instructor or department designee bears the burden of proof.  
276  
277                    **f.** One of the following findings shall result from the decision from the  
278                    Hearing:  
279  
280                    **i.** Finding of no Academic Dishonesty and dismissal of the charge.  
281  
282                    **ii.** Finding of Academic Dishonesty and concurrence with the  
283                    recommended sanction.  
284  
285                    **iii.** Finding of Academic Dishonesty and modification of the  
286                    recommended sanction.  
287  
288                    **g.** The Hearing Officer will prepare a report on the findings which includes  
289                    a summary of the evidence presented against and for the student, the  
290                    findings made, and any recommended sanctions from the Hearing  
291                    Officer and Instructor.  
292  
293

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294           **E.       Notification of Findings**

295           The Dean or College Coordinator/s shall notify the student and the Instructor of the  
296           findings from the hearing. Notification shall be in writing or otherwise recorded  
297           means and occurs when delivered to the student either in person with signed  
298           acknowledgment by the student or by tracked delivery of physical or electronic  
299           notification to the student's local address on file with the University or to the  
300           student's University email account. If no local address is on file, notification will  
301           be sent to the student's permanent address.

302           **1.**     If the charge was not upheld by the hearing, the Dean or designee will  
303           dismiss the Charge of Academic Dishonesty and shall have the record  
304           expunged and notify the student in writing.

305           **2.**     If the charge was upheld, the student has thirty (30) calendar days from the  
306           date of the notification to file an appeal.

307           **a.**     If the student does not file an appeal, the College Coordinator/s shall  
308           forward the report, findings and recommended sanctions to the Provost  
309           and Vice President for Academic Affairs and to the Dean of Students.  
310           The student may submit to the Provost and Vice President for Academic  
311           Affairs or designee a request, with rationale, for sanctions different from  
312           those recommended by the hearing officer. If the appeal for a different  
313           sanction is based on a finding of scientific misconduct, the appeal shall  
314           be to the President of the University. The Provost and Vice President  
315           for Academic Affairs or designee shall confirm or may reduce the  
316           sanctions recommended by the Hearing Officer. Sanctions involving  
317           suspension or dismissal must be justified by a written rationale, based  
318           on specific findings of the hearing, the nature of the offense, and the  
319           student's record, and are subject to approval of or modification by the  
320           President of the University.

321           **b.**     If the student files an appeal, the College Coordinator/s shall forward  
322           the report of all proceedings to the Provost and Vice President for  
323           Academic Affairs or designee.

324           **c.**     If the Instructor has chosen the sanction of the assignment of either an  
325           "F" or "U" grade for the course, an "I" grade will be submitted to the  
326           Registrar until the completion of the appeals process.



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338
- i. If the alleged act of Academic Dishonesty occurs during finals week or within a time frame in which the opportunity for a fair hearing would be difficult, the Instructor shall submit a grade of "I" until the appeals process can be initiated.
  - ii. If a student charged with Academic Dishonesty withdraws from the course in question, and the charge is eventually upheld, the "W" grade reverts to the grade of "F."

339           **F.     Appeal**

340  
341           An appeal of the final decision of the College Hearing Officer must be submitted  
342           to the University Appeals Coordinator within thirty (30) calendar days after the  
343           college decision is rendered. The appeal must be in writing and must set forth facts  
344           substantiating the claim based on grounds outlined below.

- 345           **1.**     An appeal of the finding of Academic Dishonesty may be submitted solely  
346           upon the following grounds:  
347  
348           **a.**     The student was not given written notice of a hearing or an opportunity  
349           for a hearing.  
350  
351           **b.**     The report of the college level hearing fails to describe any act of the  
352           student's which could be construed as Academic Dishonesty.  
353  
354           **c.**     The findings from the hearing were not supported by substantial  
355           evidence, were the result of prejudice toward the student, capricious  
356           evaluation, or capricious treatment, and such allegations must include  
357           specific examples of the capricious actions or substantive factual errors.
- 358           **2.**     If the University Appeals Committee determines that the student has not  
359           met the requirements of Section V.F.a-c., the appeal will be dismissed, the  
360           College Hearing Officer's report will be submitted to the Central  
361           Repository, and the sanctions recommended by the College Hearing Officer  
362           will be enforced.  
363

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- 364 3. If the University Appeals Committee determines that the student has met  
365 the requirements of Section V.F.a-c., and if the finding of Academic  
366 Dishonesty is upheld, the finding will be filed in the Central Repository.  
367  
368 a. If the Central Repository shows that a student has committed Academic  
369 Dishonesty for a second time, the University Appeals Coordinator shall  
370 promptly suspend the student from the University for a period of at least  
371 one (1) calendar year. This action is subject to the approval of or  
372 modification by the President of the University.  
373  
374 b. If the Central Repository shows that the finding of Academic  
375 Dishonesty is a first offense, the student may submit to the University  
376 Appeals Coordinator a request, with rationale, for sanctions different  
377 from those recommended by the College Hearing Officer. The Provost  
378 and Vice President for Academic Affairs shall confirm or reduce  
379 sanctions recommended by the hearing officer. Sanctions involving  
380 suspension or dismissal must be justified by a written rationale, based  
381 on specific findings of the hearing, the nature of the offense, and the  
382 student's record, and are subject to approval from or modification by  
383 the President of the University.  
  
384 4. If the finding of Academic Dishonesty is not upheld, the University Appeals  
385 Coordinator shall dismiss the finding of Academic Dishonesty and expunge  
386 the record.  
387

#### 388 G. Final Reporting

389 Any final sanction must be sent to the Central Repository.  
390  
391

### 392 VI. AUTHORIZED SANCTIONS

- 393  
394 A. Any of the following sanctions or combination thereof may be imposed for a first  
395 offense. The severity of the offense and other relevant circumstances should be  
396 considered.  
397

398 1. Extra or alternative work.  
399

400 2. Grade reduction of the Academic Endeavor.  
401

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- 402                   3.     A failing grade for the Academic Endeavor.
- 403
- 404                   4.     No credit for the Academic Endeavor.
- 405
- 406                   5.     Grade reduction for the course.
- 407
- 408                   6.     A failing grade for the course.
- 409
- 410                   7.     Suspension of the benefit of the program, clinical, or Academic Endeavor.
- 411
- 412                   8.     Termination from the program.
- 413
- 414                   9.     Suspension from University.
- 415
- 416                   10.    Dismissal from University.
- 417
- 418           B.     Mandatory Sanction for Second Offense. Whenever the College Coordinator/s or
- 419                   designee ascertains from the Central Repository that a student has committed
- 420                   Academic Dishonesty for a second time, the College Coordinator/s shall promptly
- 421                   notify the Provost and Vice President for Academic Affairs. The Vice President
- 422                   shall suspend the student from the University for a period of at least one (1) calendar
- 423                   year. This action is subject to the approval of or modification by the President of
- 424                   the University.
- 425           C.     Mandatory Dismissal for Third Offense. If a student returns to the University after
- 426                   a finding of a second act of Academic Dishonesty, any further finding of Academic
- 427                   Dishonesty will result in an immediate dismissal from the University. This action
- 428                   is subject to the approval of or modification by the President of the University.
- 429           D.     The foregoing actions shall not preclude the administrative consequences which
- 430                   may result in the loss of benefits from such programs, scholarships and other
- 431                   opportunities afforded students.
- 432

## 433   **VII.   INDIVIDUAL COLLEGE CONDUCT STANDARDS**

- 434           Individual colleges and departments/schools may establish additional standards for student
- 435           conduct or processes for enforcing those standards, if deemed appropriate for students
- 436           whose degree program will result in qualification for entry into a profession that maintains
- 437           standards of conduct. Any such standards and processes which incorporate or enforce

Student Academic Dishonesty

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438 academic dishonesty must provide, as a minimum, the sanctions described in this  
439 Regulation and must afford notice and a fair hearing.  
440

441 **VIII. ACADEMIC DISHONESTY AFTER A STUDENT GRADUATES**  
442

443 If an alleged violation of Academic Dishonesty is discovered after a degree is conferred,  
444 revocation of the degree may be recommended by following UW Regulation 2-120  
445 (Degree Revocation).  
446

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**Responsible Division/Unit:** Office of the Provost and Vice President for Academic Affairs

**Source:**

**Links:** <http://www.uwyo.edu/generalcounsel/current-uw-regulations-and-presidential-directives/index.html>

**Associated Regulations, Policies, and Forms:**

**History:**

University Regulation 802; adopted 10/17/2008 Board of Trustees meeting  
Revisions adopted 11/18/2010 Board of Trustees meeting  
Revisions adopted 3/24/2016 Board of Trustees meeting  
Revisions adopted 4/20/2016 Board of Trustees meeting



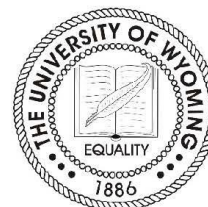
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## UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Course Approval Process  
**Number:** UW Regulation 2-116

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### I. PURPOSE

To establish the Course Approval Process.

### II. DEFINITIONS

**College Review Committee:** A committee appointed by the dean or other head of a Unit comprised of that Unit's faculty that is charged with reviewing course approval originating in the Unit.

**Course:** Any class, laboratory or other group educational opportunity offered at the University for academic credit for which students are eligible to enroll.

**Course Review Coordinator:** A person appointed by the Provost with the duties specified in Section III-C below.

**Curriculum Review Committee:** A committee of faculty members appointed by the dean or other head of a Unit that awards degrees.

**Interdisciplinary Program:** For the purposes of this Regulation, a course of study that requires a student to take upper division courses from different departments or disciplines in order to earn a degree or degrees.

**Program Review Committee:** A committee of faculty members for an Interdisciplinary Program, made up of representatives from the various disciplines represented in the program.

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Unit: For the purposes of this Regulation, a program, department, division, school, college or other academic unit that offers courses for academic credit.

### III. COURSE APPROVAL PROCESS

#### A. Initiation of Requests

1. Changes in curriculum are initiated at the ~~department/division~~Unit level. Proposals to add, revise, or delete ~~courses~~Courses in a curriculum, including international field/travel courses, must be reviewed and approved by the ~~department/division~~ Unit proposing the addition, revision or deletion in consultation with the faculty of that Unit.
2. After a ~~course~~Course proposal has been approved by the ~~department/division~~Unit, it ~~will~~shall be submitted to the College Review Committee with a copy sent to the Course Review Coordinator located in the Office of the Registrar.

#### B. University Course Review Committee

~~The~~As outlined in UW Regulation 2-302 (Establishment of Faculty Senate Committees), the University Course Review Committee is charged with monitoring the entire course review process ~~through the Course Review Coordinator located in the Office of the Registrar.~~ When considering ~~course~~Course additions, revisions, or deletions to the University curriculum, the University Course Review Committee shall be responsible for ensuring that all of the requisite endorsements have been obtained (see ~~below~~); C through D) ~~and that the proposal does~~proposals do not present any unjustified duplication with other academic units, ~~and that the request is consistent with the current University guidelines regarding courses (see the Course Review Guidelines section of this Regulation). The composition of the University Course Review Committee is established in UW Regulation 2-302.~~

#### C. Course Review Coordinator

The Course Review Coordinator, ~~while not a voting member of the University Course Review Committee,~~ will act as the process resource person for the Committee, and is a non-voting ex-officio member. The Course Review

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Coordinator will track ~~the proposal by location and timeline~~proposals and will ~~be~~  
~~serve as a resource person~~ for providing information regarding the course review  
process ~~(e.g., how to initiate a proposal, what steps to follow).~~

#### D. Endorsements

Each ~~college or undergraduate interdisciplinary program~~Unit shall have in place its  
own ~~review committee~~Curriculum Review Committee. Each ~~unit described below~~  
~~is responsible for determining~~Unit shall determine its own means of endorsement  
(e.g., Dean, Dean's Designee, Committee). Each ~~unit~~Unit that forms ~~an~~  
~~endorsement or review committee~~a Curriculum Review Committee shall be  
responsible for determining the composition of this committee. ~~All endorsing units~~  
~~herein specified are subject to~~All Curriculum Review Committees shall follow the  
Silence is Approval Stipulation. ~~\*The "Silence is Approval Stipulation" means,~~  
~~such~~ that if action is not taken within 30 regular semester days (Monday through  
Friday during the Fall and Spring ~~Semester~~terms only) of receipt of the course  
request being proposed, then the proposed course request will be considered  
approved by the ~~identified endorsing unit~~relevant Unit. If approved, the Course  
Review Coordinator will send the proposal to the next step.

1. **College.** The ~~College~~Curriculum Review Committee ~~is responsible for~~  
~~minimizing~~should seek to minimize unnecessary duplication of ~~courses~~course  
~~content~~ within the College, ~~for ensuring and~~ University, ensure that sufficient  
resources exist to ~~be able to~~ offer the proposed changes to its curriculum, and  
~~for evaluating~~evaluate the academic merit of the proposal on the basis of  
standards appropriate to the relevant discipline for courses at all levels, 1000 to  
6000.
2. **University Studies.** The University Studies Committee is responsible for  
reviewing all ~~course~~Course proposals that request the addition of a new  
~~course~~Course or the revision of an existing ~~course~~Course to the University  
Studies curriculum.
3. **Community Colleges.** ~~All courses~~To the extent that any Course numbered  
2000 or lower ~~must be~~is articulated with the Wyoming Community Colleges  
~~through the University Registrar's Office.~~, any proposed course request  
affecting such Course must be shared with the Community Colleges for



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comment. The Course Review Coordinator shall take any comments from Community Colleges into account in deciding whether to advance the proposal.

- 4. ~~Interdisciplinary Undergraduate~~ Programs.** Educational programs involving that require students to take courses from more than one college ~~Unit~~ must have a ~~program review committee~~ Program Review Committee in place with representation from constituent ~~colleges~~.

**E. ~~Course Review Process Summary~~**

- ~~1. The course proposal is written by Units. If a faculty member and approved by her/his department/division head. For interdisciplinary undergraduate courses, a department~~ Course is proposed to be added or unit must be identified as the academic home for the course.
- ~~2. The department sends~~ eliminated in any discipline that affects an Interdisciplinary Program, the course proposal to the appropriate college for action, with a copy sent to the Course Review Coordinator. The proposal shall indicate that Unit proposing the addition or deletion of the Course must notify the ~~Silence is Approval Stipulation is in effect.~~
- ~~3. The Course Review Coordinator notes the time of the proposal's submission to the College and return from the College. The Silence is Approval Stipulation is in effect.~~
- ~~4. Once the proposal is approved, the Course Review Coordinator will ensure that the course proposal is sent to the University Studies Committee and the Registrar's Office for action as appropriate. The time of its submission to and return from these units is noted by the Course Review Coordinator. The Silence is Approval Stipulation is in effect.~~
- ~~5.4. The course proposal goes to the University Course~~ Program Review Committee for final action. The Course Review Coordinator will distribute the agenda for the University Course Review Committee to all department/division heads one week prior to the meeting of its Committee. The Silence is Approval Stipulation is in effect the Interdisciplinary Program and that committee shall provide its comments to the Course Review Coordinator.



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- ~~5. These provisions also apply to undergraduate interdisciplinary courses that involve more than one college. Additionally, the course proposal must be approved by the interdisciplinary program's review committee.~~

### ~~I. III. COURSE REVIEW GUIDELINES~~

#### ~~A. University Course Review Committee~~

~~The University Course Review Committee is additionally charged with the development and maintenance of the Course Review Guidelines, and with the routine examination and maintenance of the Course Review Process itself.~~

#### ~~B. General Justification~~

~~Each course proposal must justify the proposed action in light of departmental/divisional, collegiate, and institutional missions and resources, changes in the knowledge base, curriculum development, and enrollment trends.~~

#### ~~F.E. Resource Allocation~~

Each ~~course~~Course proposal should identify the resources and special expertise available to support the ~~course~~Course offering or change, including personnel and special technology, facilities or materials necessary for ~~the~~ implementation of the ~~course~~Course.

- ~~1. All proposals requiring additional institutional resources which cannot be garnered through internal reallocations at the college level should be referred by the college dean to the Office of Academic Affairs. No new courses may be implemented for new programs until the necessary resources have been garnered.~~
- ~~2. Resources to be accounted for in support of additional courses might include, but are not limited to, the following: personnel, library holdings, computer resources, classroom space, equipment, travel funds, and general support.~~
- ~~3. Whenever a proposed course change will impact other departments/divisions/colleges within the University, the course proposal should reflect discussion~~

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~~with those units and resolution of any concerns about required prerequisites,  
changing sequence patterns, and enrollment impact.~~

#### **G.F. Changes to Program**

Requests for an exceptional number of new ~~courses~~Courses and/or substantial ~~course~~Course revisions, which are indicative of programmatic rather than minor changes to the curriculum, shall be referred by the initiating department to the Faculty Senate Academic Planning Committee ~~or the Budget Planning Committee.~~ The University Course Review Committee may also make such a referral to ~~these committees~~that committee.

#### **C. ~~Duplication~~Approval of Content**

**H.G.** ~~University policy discourages the unnecessary duplication of content among courses. To that end, unjustified duplication of content may be seen as sufficient reason to reject a course~~ **Course proposal** ~~at any level of review. If the initiating department/division anticipates some overlap of content, it should, in the planning phase for the course proposal, contact the affected departments/divisions and establish:~~

- ~~1. Justification for the apparent overlap;~~
- ~~2. Means of meeting student needs through cross-listing; or~~
- ~~3. Alternate offerings.~~

~~Forwarded course proposals should contain appropriate explanations and signatures of all department/division heads agreeing to the proposal with respect to the issue of duplication.~~

#### **D. Forms**

~~To facilitate comprehensive college analysis addressing all issues and to enable informed University review and implementation, standard forms, approved by the University Course Review Committee, shall be published by the Office of Registrar~~

Proposed changes drafted by Academic Affairs February 2018  
Reviewed and endorsed by the Trustees Academic and Student Affairs Committee 3-9-18  
Reviewed and endorsed by the Trustees Regulation Committee 3-14-18  
Revisions proposed by Faculty Senate Exec 10-1-18  
FS Changes reviewed by Trustees AA/SA and Regulation Committees 5-22-19  
One additional change incorporated at request of FS Chair 7-2-19  
**FINAL VERSION 8-23-19**

~~and made available through the Course Review Coordinator to departments/divisions and colleges upon request.~~

After the applicable College Review Committee and (if necessary) any applicable Program Review have reviewed the Course proposal, the Course Review Coordinator will prepare a report and recommendations to the University Course Review Committee, which may approve the Course proposal, deny the Course proposal, or return the Course proposal to the Unit with recommendations for changes limited to coordination with other Courses or offerings of the University.

#### **IV. BOARD OF TRUSTEES REPORT**

A list of deleted and new Courses shall be reported to the Board of Trustees annually at its September meeting.

---

**Responsible Division/Unit:** Office of the Provost and Vice President for Academic Affairs

**Source:**

**Links:** <http://www.uwyo.edu/generalcounsel/current-uw-regulations-and-presidential-directives/index.html>

**Associated Regulations, Policies, and Forms:**

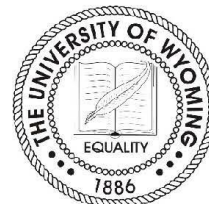
**History:**

University Regulation 806; adopted 5/8/09 Board of Trustees meeting

Revisions adopted 11/18/10 Board of Trustees meeting

Revisions adopted 6/16/15 Board of Trustees meeting

Proposed changes drafted by Academic Affairs summer 2018  
Endorsed by the Trustees AA/SA Committee 2-21-19  
Endorsed by the Trustees Regulation Committee 2-27-19  
Revised and approved by the Faculty Senate 5-6-19  
Incorporated FS feedback 7-2-19  
Suggested edits from Faculty senate Chair 8-6-19  
**FINAL VERSION 8-23-19**



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## UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Sabbatical and Professional Development Leave  
**Number:** UW Regulation 2-16

---

1    **I.     PURPOSE**

2  
3        The purpose of sabbatical and professional development leave is to enhance the professional  
4        effectiveness of the faculty and to enrich the academic climate of the University.

5  
6    **II.    POLICY**

7  
8        Tenured faculty members may apply for a sabbatical leave and academic personnel on  
9        extended term or fixed-term appointments may apply for professional development leave.  
10       The Office of Academic Affairs is responsible for assuring the University has standard  
11       procedures for the application and review of such leaves.

12  
13    **A.     Sabbatical Leave**

14  
15        Sabbatical leave may be granted to any tenured member of the University faculty  
16        to allow for full time study, research, creative activity, or other academic activities  
17        designed to enhance their scholarly and teaching competence and capabilities, and  
18        thereby enable them to make greater contributions to their disciplines, their  
19        students, and the University of Wyoming. Sabbatical leave time may be used for  
20        enhancement of teaching, research, writing, and/or study at a place of the recipient's  
21        choosing. University personnel holding faculty rank whose duties are primarily  
22        administrative in nature shall also be eligible for Sabbatical leave. University  
23        Officers, in their capacity as University Officers, are not generally eligible for  
24        University Sabbatical leaves.

25  
26        A minimum of six (6) years of academic service at the University must precede  
27        each period of sabbatical leave although no right accrues automatically through  
28        lapse of time. Tenure-track faculty must have tenure before being eligible to apply  
29        for a sabbatical. The granting of such Leave is, in each case, within the discretion



Proposed changes drafted by Academic Affairs summer 2018  
Endorsed by the Trustees AA/SA Committee 2-21-19  
Endorsed by the Trustees Regulation Committee 2-27-19  
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Suggested edits from Faculty senate Chair 8-6-19  
**FINAL VERSION 8-23-19**

30 of the President upon the recommendation of the Provost and Vice President for  
31 Academic Affairs. Sabbatical leaves shall ordinarily not be available for the  
32 purpose of seeking an advanced degree.

33 Individuals normally initiate their request for sabbatical leave during the Fall  
34 semester preceding the academic year for which the Leave is requested. The  
35 request, which shall contain a well-conceived, clearly defined purpose and work  
36 plan for which the Leave is requested and the anticipated outcomes of the Leave,  
37 shall be forwarded to the President of the University through the appropriate  
38 administrative and/or academic officers, with a recommendation from each  
39 attached.  
40

41 **B. Professional Development Leave**  
42

43 Academic personnel on extended-term or fixed-term appointments who have  
44 completed a minimum of six (6) years of academic service at the University shall  
45 be eligible for professional development leave, although no right accrues  
46 automatically through lapse of time. Individuals transitioned from extended term  
47 positions shall be able to count years of eligibility towards the six year time frame.  
48 The purpose of professional development leave will be to enhance performance, to  
49 engage in research or creative activities, to conduct special studies, or in some other  
50 way to undertake planned activities related in a substantial manner to the  
51 individual's role at the University. professional development leave shall ordinarily  
52 not be available for the purpose of seeking an advanced degree.  
53

54 In order to be eligible for professional development leave, academic personnel in  
55 fixed-term appointments must have at least one year left in the term following the  
56 proposed leave. The fixed-term appointment may automatically roll forward  
57 during the professional development leave. Academic Personnel are not eligible  
58 for professional development leave unless their fixed-term appointment has been  
59 rolled forward.  
60

61 Unless specified in this section, conditions associated with professional  
62 development leave shall be consistent with those described for sabbatical leave.  
63  
64  
65

Proposed changes drafted by Academic Affairs summer 2018  
Endorsed by the Trustees AA/SA Committee 2-21-19  
Endorsed by the Trustees Regulation Committee 2-27-19  
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**FINAL VERSION 8-23-19**

66 **III. SALARY RATE**  
67

68 Sabbatical and professional development leaves will normally be granted for either a full  
69 or half contract year. Leave for a full contract year shall be compensated at a rate equal to  
70 sixty (60) percent of the faculty member's annual salary; Leave for a half contract year  
71 shall be compensated at the annual rate for the limited period. Benefits remain the same  
72 while on sabbatical or professional development leave, except for retirement and social  
73 security, which are pro-rated according to the reduction in salary. No faculty member shall  
74 receive supplemental salary from the University during the specific semesters constituting  
75 the leave period.  
76

77 While on a full contract year leave -- whether an academic or fiscal year -- outside  
78 compensation in the form of grants, contracts and other forms of funding may be accepted.  
79 However, in the event that a faculty member receives more than 40 percent of his/her salary  
80 from outside sources, the University will reduce its compensation so that salary monies  
81 received from University and external sources will total no more than 100 percent of base  
82 salary during the period of leave.  
83

84 If allowances for travel and other expenses directly related to the leave are included in the  
85 outside grant or contract, the amount of these allowances may be disregarded in computing  
86 the contribution to be made by the University.  
87

88 A faculty member who fails to return to the University for at least one academic year  
89 immediately following his or her leave shall owe to the University an amount equal to his  
90 or her net salary applicable to the term of the leave. For this purpose, net salary is defined  
91 as gross salary minus tax withholdings and pre-tax deductions for UW's basic health, life,  
92 and retirement benefits.  
93

94 **IV. REPORT**  
95

96 At the Board of Trustees January meeting, the Provost shall submit an annual report  
97 detailing the sabbatical and professional development leaves approved for the preceding  
98 academic year.

Proposed changes drafted by Academic Affairs summer 2018  
Endorsed by the Trustees AA/SA Committee 2-21-19  
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Revised and approved by the Faculty Senate 5-6-19  
Incorporated FS feedback 7-2-19  
Suggested edits from Faculty senate Chair 8-6-19  
**FINAL VERSION 8-23-19**

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**Responsible Division/Unit:** The Office of the Provost and Vice President of Academic Affairs

**Source:**

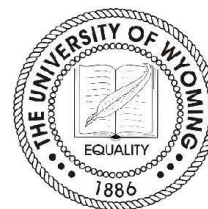
**Links:**

**Associated Regulations, Policies, and Forms:**

**History:**



**The following are Faculty Senate Versions of UW Regulations 6-806 (2-XX) (Course Approval Process), 6-802 (2-XX) (Student Academic Dishonesty), 2-16 (Sabbatical and Professional Development Leave)**



Reviewed and endorsed by the Trustees Academic and Student Affairs Committee 3-9-18  
Reviewed and endorsed by the Trustees Regulation Committee 3-14-18  
Revisions proposed by Faculty Senate Exec 10-1-18

## UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Course Approval Process

**Number:** UW Regulation 6-806 (2-XX)

### I. PURPOSE

To establish the Course Approval Process.

### II. DEFINITIONS

**“Curriculum Review Committee”** means a committee of faculty members appointed by the dean or other head of a Unit that awards degrees.

**“Course”** means any class, laboratory or other group educational opportunity offered at the University for academic credit for which students are eligible to enroll.

**“Course Review Coordinator”** means a person appointed by the Provost with the duties specified in Section III-C below.

**“Interdisciplinary Program”** means a course of study that requires a student to take courses from different departments or disciplines in order to earn a degree or degrees.

**“Program Review Committee”** means a committee of faculty members for an Interdisciplinary Program, made up of representatives from the various disciplines represented in the program.

**“Unit”** includes a program, department, division, school, college or other academic unit that offers courses for academic credit.

### III. COURSE APPROVAL PROCESS

#### A. Initiation of Requests

1. Changes in curriculum are initiated at the ~~department/division/school level~~ Unit level. Proposals to add, revise, or delete ~~C~~ourses in a curriculum, including international field/travel courses, must be reviewed and approved by the

Reviewed and endorsed by the Trustees Academic and Student Affairs Committee 3-9-18

Reviewed and endorsed by the Trustees Regulation Committee 3-14-18

Revisions proposed by Faculty Senate Exec 10-1-18

30 ~~department/division/school~~ Unit proposing the addition, revision or deletion in  
31 consultation with the faculty of that Unit.  
32

33 2. After a Course proposal has been approved by the ~~department/division~~Unit, it  
34 ~~will~~shall be submitted to the College Review Committee with a copy sent to  
35 the Course Review Coordinator located in the Office of the Registrar.  
36

37 **B. University Course Review Committee**

38 As outlined in UW Regulation [6-702] (Establishment of Faculty Senate  
39 Committees), the University Course Review Committee is charged with monitoring  
40 the entire course review process. When considering Course additions, revisions,  
41 or deletions to the University curriculum, the University Course Review Committee  
42 shall be responsible for ensuring that all of the requisite endorsements have been  
43 obtained (see ~~below~~C through D) and that proposals do not present any unjustified  
44 duplication with other academic units.

45 **C. Course Review Coordinator**

46 The Course Review Coordinator will act as the process resource person for the  
47 Committee and is a non-voting ex-officio member. The Course Review  
48 Coordinator will track proposals and will serve as a resource for providing  
49 information regarding the course review process.

Reviewed and endorsed by the Trustees Academic and Student Affairs Committee 3-9-18  
Reviewed and endorsed by the Trustees Regulation Committee 3-14-18  
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50           **D.       Endorsements**

51           Each ~~college, school~~ Unit or undergraduate interdisciplinary program shall have in  
52           place its own ~~course curriculum~~ Curriculum review ~~Review committee~~ Committee.  
53           Each Unit ~~is responsible for~~ shall determine its own means of endorsement  
54           (e.g., Dean, Dean's Designee, Committee). Each Unit that forms ~~an endorsement~~  
55           ~~or review committee~~ a Curriculum Review Committee shall be responsible for  
56           determining the composition of this committee. All ~~endorsing units herein specified~~  
57           ~~are subject to~~ Curriculum Review Committees shall follow the Silence is Approval  
58           Stipulation, such that if action is not taken within 30 regular semester days (Monday  
59           through Friday during the Fall and Spring terms only) of receipt of the course  
60           request being proposed, then the proposed course request will be considered  
61           approved by the relevant ~~endorsing unit~~ Unit. If approved, the Course Review  
62           Coordinator will send the proposal to the next step.

63           **1. College.** The ~~Curriculum college review~~ ~~Review committee~~ ~~Committee~~ should  
64           seek to minimize unnecessary duplication of course content within the College  
65           and University, ensure that sufficient resources exist to offer the proposed  
66           changes to its curriculum, and evaluate the academic merit of the proposal on  
67           the basis of standards appropriate to the relevant discipline for courses at all  
68           levels, 1000 to 6000.

69  
70           **2. University Studies.** The University Studies Committee is responsible for  
71           reviewing all ~~C~~course proposals that request the addition of a new ~~C~~course or  
72           the revision of an existing ~~C~~course to the University Studies curriculum.

73  
74           **3. Community Colleges.** To the extent that ~~they are offered, all any~~ Courses  
75           numbered 2000 or lower ~~must be~~ is articulated with, ~~and the University must~~  
76           ~~give notice to,~~ the Wyoming Community Colleges, any proposed course request  
77           affecting such Course must be shared with the Community Colleges for  
78           comment. The Course Review Coordinator shall take any comments into  
79           account in deciding whether to advance the proposal.

80  
81           **4. Interdisciplinary Undergraduate Programs.** Educational programs  
82           ~~involving more than one college~~ that require students to take courses from more  
83           than one Unit must have a ~~P~~program ~~R~~review ~~C~~committee in place with  
84           representation from constituent ~~colleges~~ Units. If a Course is proposed to be  
85           added or eliminated in any discipline that affects an Interdisciplinary Program,  
86           the Unit proposing the addition or deletion of the Course must notify the

Reviewed and endorsed by the Trustees Academic and Student Affairs Committee 3-9-18

Reviewed and endorsed by the Trustees Regulation Committee 3-14-18

Revisions proposed by Faculty Senate Exec 10-1-18

Program Review Committee for the Interdisciplinary Program and that committee shall provide its comments to the Course Review Coordinator.

**E. Resource Allocation:** Each Course proposal should identify the resources and special expertise available to support the Course offering or change, including personnel and special technology, facilities or materials necessary for implementation of the Course.

**E.F. Changes to Program**

Requests for an exceptional number of new Courses and/or substantial Course revisions, which are indicative of programmatic rather than minor changes to the curriculum, shall be referred by the initiating department to the Faculty Senate Academic Planning Committee. The University Course Review Committee may also make such a referral to the ~~these~~ committees.

**G. Approval of Course proposal**

After the applicable College Review Committee and (if necessary) any applicable Program Review have reviewed the Course proposal, the Course Review Coordinator will prepare a report and recommendations to the University Course Review Committee, which may approve the Course proposal, deny the Course proposal, or return the Course proposal to the Unit with recommendations for changes limited to coordination with other Courses or offerings of the University.

**IV.H. BOARD OF TRUSTEES REPORT**

A list of deleted and new Courses shall be reported to the Board of Trustees annually at ~~their~~ its September meeting.

---

**Effective Date:** July 1, 201~~9~~8

**Responsible Division/Unit:** Office of the Provost and Vice President for Academic Affairs

**Source:**

**Links:** <http://www.uwyo.edu/generalcounsel/current-uw-regulations-and-presidential-directives/index.html>



Reviewed and endorsed by the Trustees Academic and Student Affairs Committee 3-9-18  
Reviewed and endorsed by the Trustees Regulation Committee 3-14-18  
Revisions proposed by Faculty Senate Exec 10-1-18

**Associated Regulations, Policies, and Forms:**

**History:**

University Regulation 806; adopted 5/8/09 Board of Trustees meeting  
Revisions adopted 11/18/10 Board of Trustees meeting  
Revisions adopted 6/16/15 Board of Trustees meeting



Reviewed and endorsed by the Trustees Academic and Student Affairs Committee 3-9-18  
Reviewed and endorsed by the Trustees Regulation Committee 3-14-18  
Revisions proposed by FS Exec 11-19-18



## UNIVERSITY OF WYOMING REGULATIONS

**Subject: Student Academic Dishonesty**

**Number: UW Regulation 6-802 (2-XX)**

### I. PURPOSE

To establish the procedures and actions in cases of student academic dishonesty.

### II. GENERAL INFORMATION

All members of the University community are responsible for upholding academic integrity. Academic integrity and ethical behavior is a matter of common concern, not a private issue between an instructor and a student. Academic dishonesty is an affront to the integrity of scholarship and a threat to the quality of learning. To maintain its credibility and uphold its reputation, the University requires that students take responsibility for learning the standards of conduct for the performance of Academic Endeavors. It is an Instructor's responsibility to make reasonable effort to make known the standards of conduct for the performance of Academic Endeavors. It is through an atmosphere of mutual respect that we enhance the value of education and maintain high standards of academic excellence. Failure on the part of the student to observe and maintain standards of academic honesty requires action by the University.

### III. SCIENTIFIC OR RESEARCH MISCONDUCT

Allegations of student academic misconduct involving federal grants, scientific misconduct or research misconduct shall be referred to the Vice President for Research and Economic Development to be handled pursuant to University policy. Further action under this Regulation is dependent on the outcome of that process. Sanctions under this Regulation may be imposed when an allegation of scientific misconduct has been substantiated. Only the sanction is appealable under this Regulation. A student may not appeal the finding of scientific misconduct. If scientific misconduct has not been substantiated, but issues of academic dishonesty remain, this Regulation applies.

### IV. DEFINITIONS

**Academic Dishonesty:** An action attempted or performed that misrepresents one's involvement in an Academic Endeavor in any way, or assists another student in

Student Academic Dishonesty

Page 1 of 12

Reviewed and endorsed by the Trustees Academic and Student Affairs Committee 3-9-18  
Reviewed and endorsed by the Trustees Regulation Committee 3-14-18  
Revisions proposed by FS Exec 11-19-18

misrepresenting his or her involvement in an Academic Endeavor. Examples of Academic Dishonesty include, but are not limited to the following:

- A. **Cheating:** Using sources, information, study aids, notes, materials, devices, or collaboration unauthorized and not explicitly approved by the Instructor. Examples include but are not limited to doing a class assignment for someone else or allowing someone to copy one's assignment; copying from, or assisting, another student during an examination; or stealing, or otherwise improperly obtaining, copies (hard copy or digital) of an examination before or after its administration.
- B. **Complicity:** Assisting another person in any act of Academic Dishonesty.
- C. **Fraud:** Falsifying, altering or inventing data, research, or citations for an academic endeavor; fabricating, forging or otherwise misrepresenting to an instructor or an institution one's past or current academic or professional activities; impersonating someone or allowing oneself to be impersonated for an examination or other Academic Endeavor; using a ghost writer, commercial or otherwise, for any type of assignment.
- D. **Interference or Obstruction:** Interfering with academic efforts of other students to gain unfair advantage for personal academic advancement. Interference may include but is not limited to, sabotage, harassment, tampering, bribery, or intimidation of another student.
- E. **Misappropriation:** Unauthorized access to an instructor's files or accounts.
- F. **Multiple Submissions:** Submitting, wholly or in part, the same Academic Endeavor to earn credit in more than one course without explicit approval by all concerned instructors.
- G. **Plagiarism:** Presenting the work (i.e., ideas, data, creations) of another, wholly or in part, as one's own work without customary and proper acknowledgement of sources and extent of use, unless authorized by the Instructor.
- H. **Violation of Standards:** Violations against ethical and professional standards required by individual University programs, academic courses, and clinical programs that may result in qualification for entry into a profession that maintains standards of conduct.

Reviewed and endorsed by the Trustees Academic and Student Affairs Committee 3-9-18  
Reviewed and endorsed by the Trustees Regulation Committee 3-14-18  
Revisions proposed by FS Exec 11-19-18

**Academic Endeavor:** Any student activity undertaken to earn University credit or meet some other University program requirement. Examples of Academic Endeavors include, but are not limited to the following:

- A. Course assignments (written and/or oral, projects, research, exhibitions of work);
- B. Exams (written and/or oral, quizzes);
- C. Clinical assignments (internships, rotations, practicals);
- D. Presentations (on and off campus);
- E. Publications;
- F. Independent study coursework;
- G. Plan B papers or projects, theses, dissertations; and
- H. Student media associated with academic credit.

**Central Repository:** The location at the University where disciplinary records will be maintained per the University's record retention schedule. Access is limited to the Dean of Students and the academic deans and/or designees and any other employees of the University who have a legitimate need to know.

**Charge of Academic Dishonesty:** Action taken when an Instructor has reasonable grounds to believe that a student has committed an act of Academic Dishonesty.

**College Coordinator.** An Associate Dean or designee appointed by the College or School Dean who will facilitate college/school-level hearings in cases of academic dishonesty. This is a standing appointment.

**College Hearing Officer.** An impartial hearing officer designated by a College or School Dean who will hold a hearing to determine whether Academic Dishonesty has occurred. The hearing officer is a member of the faculty of the college/school from which the Charge originated, but is not a member of the department involved in the academic dishonesty allegation.

College Hearing Committee. Consists of the College Hearing Officer and two faculty consultants. The consultants provide recommendations to the Hearing Officer. Members of the College Hearing Committee are selected from the faculty of the College or School

Commented [KDC1]: Another substantive provision.

Commented [KDC2]: Need a new section describing how these individuals are appointed and what their qualifications are.

Reviewed and endorsed by the Trustees Academic and Student Affairs Committee 3-9-18

Reviewed and endorsed by the Trustees Regulation Committee 3-14-18

Revisions proposed by FS Exec 11-19-18

where the charge of academic dishonesty originates, but are not members of the department involved in the academic dishonesty allegation.

**Instructor:** The person responsible for the evaluation of the Academic Endeavor. Examples include but are not limited to professors, instructors, librarians, archivists, academic professionals, externship or clinical supervisors, graduate assistants or course directors.

**Offense:** Occurs when a student, in consultation with the Instructor and Department Head or designee, submits a written admission of Academic Dishonesty and/or the student is found to have committed Academic Dishonesty.

**Sanctions:** Any authorized actions outlined in this Regulation imposed as a consequence of a determination that Academic Dishonesty has occurred.

**University Appeals Coordinator:** Designated by the Provost to facilitate Academic Dishonesty appeals.

**University Appeals Committee:** A panel of faculty, staff, and students appointed by the Provost that hears Academic Dishonesty appeals.

**Commented [KDC3]:** The process by which this person and this committee, and the qualifications to serve in this role or on the committee, need to be clarified (particularly how many faculty members, staff and students are appointed, and are they a standing committee or appointed on an ad hoc basis)

## V. ADMINISTRATIVE PROCEDURES

### A. Suspicion of Academic Dishonesty

When an instructor has reason to suspect that an act of Academic Dishonesty has been committed in a course, clinical or academic program for which the Instructor is responsible for supervision or assignment of an academic evaluation, the Instructor shall investigate the matter and may discuss the matter with the student and, at the Instructor's discretion, come to one of the following resolutions:

1. If in the judgment of the Instructor, the Charge of Academic Dishonesty is not justified and/or there is insufficient evidence of Academic Dishonesty, then no further action is warranted.
2. If, in the judgment of the Instructor, sufficient evidence of Academic Dishonesty exists, then the Instructor pursues the Charge of Academic Dishonesty.

~~2.~~

Reviewed and endorsed by the Trustees Academic and Student Affairs Committee 3-9-18  
Reviewed and endorsed by the Trustees Regulation Committee 3-14-18  
Revisions proposed by FS Exec 11-19-18

**B. Establishing a Charge of Academic Dishonesty**

The Instructor will consult with the academic Department Head or designee and shall prepare a Charge of Academic Dishonesty and recommended sanction ~~for submission to the College Coordinator~~ if the Department Head concurs with the instructor that sufficient evidence of academic dishonesty exists.

**C. Initial Process**

Upon receipt of the Charge of Academic Dishonesty and recommended sanction, the College Coordinator/s or designee shall:

1. Check the Central Repository to determine if the Charge is the student's first, second or subsequent offense.
2. Notify the student in writing with a brief summary of the Charge of Academic Dishonesty and recommended sanction and provide the student with a copy of this Regulation.

~~a.~~ If the College Coordinator/s or designee determines that the Charge of Academic Dishonesty is the student's first offense, the College Coordinator/s or designee shall notify the student of the Charge of Academic Dishonesty and recommended sanction and request a meeting to occur within ten (10) calendar days -

~~1)a.~~ The student may, within five (5) calendar days of notification, request a meeting with the Instructor and/or College Coordinator/s to discuss the Charge of Academic Dishonesty and recommended sanctions. At this meeting, the student may:

- a) Accept the Charge of Academic Dishonesty and recommended sanctions. The student will do this by signing a waiver recognizing the student's behavior as Academic Dishonesty and waiving the student's right to a hearing, which is then forwarded to the Central Repository by the Dean of College or designee.
- b) Disagree with the Charge of Academic Dishonesty and recommended sanction and submit a request for a college hearing to the College Coordinator/s within fifteen (15) calendar days.

Reviewed and endorsed by the Trustees Academic and Student Affairs Committee 3-9-18  
Reviewed and endorsed by the Trustees Regulation Committee 3-14-18  
Revisions proposed by FS Exec 11-19-18

- 196 2) If the student does not request a meeting, the College Coordinator/s shall  
197 implement the hearing procedure as described below.  
198  
199 b. Second and subsequent charges. If the College Coordinator/s or designee  
200 determines that the present Charge of Academic Dishonesty is preceded by  
201 a finding of Academic Dishonesty from a previous incident, then the  
202 College Coordinator/s or designee shall notify the student of the Charge of  
203 Academic Dishonesty and of the mandatory sanctions associated with a  
204 second finding. The same Initial Process as above shall be followed. The  
205 mandatory sanction for a second offense is outlined in section VI,  
206 Authorized Sanctions, and includes at least one year of suspension.  
207  
208 **D. College Hearing**  
  
209 **1. Notification to Student.** The College Coordinator/s shall notify the student  
210 in writing or by other recorded means of the following:  
211  
212 a. A description of the specific acts of alleged Academic Dishonesty, the  
213 date and place of occurrence, and the names of witnesses, if any;  
214  
215 b. The recommended sanction;  
216  
217 c. The time, date, and location of the hearing; and  
  
218 d. The identity of the designated Hearing Officer.  
219  
220 **2. Prehearing Procedures.** The Wyoming Rules of Administrative Procedure  
221 shall not apply to Academic Dishonesty hearings and discovery shall be  
222 limited to the following:  
223  
224 a. Prior to the hearing, the parties will exchange a list of witnesses to the  
225 act of dishonesty, if any; a brief summary of the information each  
226 witness is expected to provide; and any documents to be presented at  
227 the hearing.  
228  
229 b. Witnesses shall testify in person or by conferencing technology at the  
230 hearing; however, if a witness is unavailable for testimony, the Hearing  
231 Officer may authorize taking testimony in advance.



Reviewed and endorsed by the Trustees Academic and Student Affairs Committee 3-9-18  
Reviewed and endorsed by the Trustees Regulation Committee 3-14-18  
Revisions proposed by FS Exec 11-19-18

- 232 c. The parties may jointly communicate with the Hearing Officer on  
233 relevant prehearing matters.
- 234 d. The student may petition the Hearing Officer to recuse him/herself by  
235 presenting evidence of bias or conflict of interest. ~~The Hearing Officer~~  
236 ~~shall decide whether to recuse him/herself.~~ In the event that the College  
237 Coordinator/s find evidence of bias or conflict of interest, Hearing  
238 Officer chooses to recuse him/herself, the College Coordinator/s will  
239 choose another Hearing Officer.
- 240
- 241 e. If the student wishes to be accompanied at the hearing by an advisor of  
242 the student's choice, the student must notify the Hearing Officer at least  
243 five (5) working days prior to the hearing. The role of advisor shall only  
244 be to consult with the student, not to represent the student.
- 245
- 246 ~~e.f. If the instructor wishes to be accompanied at the hearing by an advisor~~  
247 ~~of the instructor's choice, the instructor must notify the Hearing Officer~~  
248 ~~at least five (5) working days prior to the hearing. The role of advisor~~  
249 ~~shall only be to consult with the instructor, not to represent the~~  
250 ~~instructor.~~
- 251
- 252 **3. Hearing Procedures**
- 253
- 254 —The hearing shall include the hearing committee, be open to the student,  
255 the student's advisor (if desired), and the Instructor's advisor (if  
256 desired), and the Instructor who made the charge (or a designee from  
257 the department from which the charge originates). The hearing may be  
258 open to others at the discretion of the Hearing Officer.
- 259 —
- 260 **a.**
- 261
- 262 ~~a. The hearing shall begin with the The~~ Instructor or department designee  
263 ~~shall~~ presenting the evidence and any witnesses supporting the Charge  
264 of Academic Dishonesty. The student and Instructor or departmental  
265 designee may ask relevant questions of any witness. The student then  
266 may present any relevant information or witnesses in opposition to the  
267 Charge of Academic Dishonesty. The student and Instructor or  
268 departmental designee may ask relevant questions of any witness.
- 269 **b.** The College Hearing Committee may then ask any relevant  
270 questions. Following the questions, the Instructor and then student

Reviewed and endorsed by the Trustees Academic and Student Affairs Committee 3-9-18  
Reviewed and endorsed by the Trustees Regulation Committee 3-14-18  
Revisions proposed by FS Exec 11-19-18

- 271 may present any rebuttal evidence, followed by any additional  
272 questions of the College Hearing Committee.  
273  
274 c. The standard of proof shall be "substantial evidence" which is such  
275 evidence that most objective observers would likely accept as adequate  
276 to support a conclusion that Academic Dishonesty occurred. The  
277 Instructor or department designee bears the burden of proof.  
278  
279 a.that Academic Dishonesty occurred. The Instructor or department  
280 designee bears the burden of proof.  
281 d. One of the following findings shall result from the decision from  
282 b. the Hearing:  
283  
284 1. Finding of no Academic Dishonesty and dismissal of the  
285 charge.  
286 2. Finding of Academic Dishonesty and concurrence with the  
287 recommended sanction.  
288  
289 3. Finding of Academic Dishonesty and modification of the  
290 recommended sanction.  
291  
292 e.f. The Hearing Officer will prepare a report on the findings which  
293 includes a summary of the evidence presented against and for the  
294 student, the findings made, and any recommended sanctions from the  
295 Hearing Officer and Instructor.  
296 **E.F. Notification of Findings**  
297 The Dean or College ~~Appeals~~-Coordinator/s will shall notify the student and the  
298 Instructor of the findings from the hearing. Notification shall be in writing or  
299 otherwise recorded means and occurs when delivered to the student either in person  
300 with signed acknowledgment by the student or by tracked delivery of physical or  
301 electronic notification to the student's local address on file with the University or  
302 to the student's University email account. If no local address is on file, notification  
303 will be sent to the student's permanent address.  
304 1. If the charge was not upheld by the hearing, the Dean or designee will  
305 dismiss the Charge of Academic Dishonesty and shall have the record  
306 expunged and notify the student in writing.

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346
2. If the charge was upheld, the student has thirty (30) calendar days from the date of the notification to file an appeal.
- a. If the student does not file an appeal, the College Coordinator/s shall forward the report, findings and recommended sanctions to the Provost and Vice President for Academic Affairs and to the Dean of Students. The student may submit to the Provost and Vice President for Academic Affairs or designee a request, with rationale, for sanctions different from those recommended by the hearing officer. If the appeal for a different sanction is based on a finding of scientific misconduct, the appeal shall be to the President of the University. The Provost and Vice President for Academic Affairs or designee shall confirm or may reduce the sanctions recommended by the Hearing Officer. Sanctions involving suspension or dismissal must be justified by a written rationale, based on specific findings of the hearing, the nature of the offense, and the student's record, and are subject to approval of or modification by the President of the University.
- b. If the student files an appeal, the College Coordinator/s shall forward the report of all proceedings to the Provost and Vice President for Academic Affairs or designee.
- c. If the Instructor has chosen the sanction of the assignment of either an "F" or "U" grade for the course, an "I" grade will be submitted to the Registrar until the completion of the appeals process.
- ~~4.3.~~ If the alleged act of Academic Dishonesty occurs during finals week or within a time frame in which the opportunity for a fair hearing would be difficult, the Instructor shall submit a grade of "I" until the appeals process can be initiated.
- ~~4.4.~~ If a student charged with Academic Dishonesty withdraws from the course in question, and the charge is eventually upheld, the "W" grade reverts to the grade of "F."

#### **F.G. Appeal**

An appeal of the final decision of the College Hearing Officer must be submitted to the University Appeals Coordinator within thirty (30) calendar days after the college decision is rendered. The appeal must be in writing and must set forth facts substantiating the claim based on grounds outlined below.

**Commented [ABF4]:** One of the big issues with the way this is currently written is that unless you give an F in the course, there really is no recourse if they can still withdraw. So for example, we have a lot where the recommended sanction is a F for the assignment. The student then just withdraws from the class and there is no sanction other than a record of the academic dishonesty.

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- 347 An appeal of the finding of Academic Dishonesty may be submitted solely upon  
348 the following grounds:  
349  
350 a. The student was not given written notice of a hearing or an opportunity  
351 for a hearing.
- 352 b. The report of the college level hearing fails to describe any act of the  
353 student's which could be construed as Academic Dishonesty.  
354  
355 c. The findings from the hearing were not supported by substantial  
356 evidence, were the result of prejudice toward the student, capricious  
357 evaluation, or capricious treatment, and such allegations must include  
358 specific examples of the capricious actions or substantive factual errors.  
359
- 360 2. If the University Appeals Committee determines that the student has not  
361 met the requirements of Section V.F.a-c., the appeal will be dismissed, the  
362 College Hearing Officer's report will be submitted to the Central  
363 Repository, and the sanctions recommended by the College Hearing Officer  
364 will be enforced.  
365
- 366 2.  
367 **3.** If the University Appeals Committee determines that the student has met  
368 the requirements of Section V.F.a-c., and if the finding of Academic  
369 Dishonesty is upheld, the finding will be filed in the Central Repository.
- 370 a. If the Central Repository shows that a student has committed Academic  
371 Dishonesty for a second time, the University Appeals Coordinator shall  
372 promptly suspend the student from the University for a period of at least  
373 one (1) calendar year. This action is subject to the approval of or  
374 modification by the President of the University.  
375
- 376 b. If the Central Repository shows that the finding of Academic  
377 Dishonesty is a first offense, the student may submit to the University  
378 Appeals Coordinator a request, with rationale, for sanctions different  
379 from those recommended by the College Hearing Officer. The  
380 Provost and Vice President for Academic Affairs shall confirm or  
381 reduce sanctions recommended by the hearing officer. Sanctions  
382 involving suspension or dismissal must be justified by a written  
383 rationale, based on specific findings of the hearing, the nature of the  
384 offense, and the student's record, and are subject to approval from or  
385 modification by the President of the University.

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4. If the finding of Academic Dishonesty is not upheld, the University Appeals Coordinator shall dismiss the finding of Academic Dishonesty and expunge the record.

**G.H. Final Reporting**

Any final sanction must be sent to the Central Repository.

**VI. AUTHORIZED SANCTIONS**

- A. Any of the following sanctions or combination thereof may be imposed for a first offense. The severity of the offense and other relevant circumstances should be considered.
1. Extra or alternative work.
  2. Grade reduction of the Academic Endeavor.
  3. A failing grade for the Academic Endeavor.
  4. No credit for the Academic Endeavor.
  5. Grade reduction for the course.
  6. A failing grade for the course.
  7. Suspension of the benefit of the program, clinical, or Academic Endeavor.
  8. Termination from the program.
  9. Suspension from University.
  10. Dismissal from University.
- B. Mandatory Sanction for Second Offense. Whenever the College Coordinator/s or designee ascertains from the Central Repository that a student has committed Academic Dishonesty for a second time, the College Coordinator/s shall promptly notify the Provost and Vice President for Academic Affairs. The Vice President

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427 shall suspend the student from the University for a period of at least one (1) calendar  
428 year. This action is subject to the approval of or modification by the President of  
429 the University.

430 C. Mandatory Dismissal for Third Offense. If a student returns to the University after  
431 a finding of a second act of Academic Dishonesty, any further finding of Academic  
432 Dishonesty will result in an immediate dismissal from the University. This action  
433 is subject to the approval of or modification by the President of the University.

434 C.D. The foregoing actions shall not preclude the administrative consequences which  
435 may result in the loss of benefits from such programs, scholarships and other  
436 opportunities afforded students.  
437

#### 438 VII. INDIVIDUAL COLLEGE CONDUCT STANDARDS

439 Individual colleges and departments/schools may establish additional or different standards  
440 for student conduct or processes for enforcing those standards, if deemed appropriate for  
441 students whose degree program will result in qualification for entry into a profession that  
442 maintains standards of conduct. Any such standards and processes which incorporate or  
443 enforce academic dishonesty must provide, as a minimum, the sanctions described in this  
444 Regulation and must afford notice and a fair hearing.

---

**Effective Date:** July 1, 201~~89~~

**Responsible Division/Unit:** Office of the Provost and Vice President for Academic Affairs

**Source:**

**Links:** <http://www.uwyo.edu/generalcounsel/current-uw-regulations-and-presidential-directives/index.html>

**Associated Regulations, Policies, and Forms:**

**History:**

University Regulation 802; adopted 10/17/2008 Board of Trustees meeting  
Revisions adopted 11/18/2010 Board of Trustees meeting  
Revisions adopted 3/24/2016 Board of Trustees meeting  
Revisions adopted 4/20/2016 Board of Trustees meeting



Proposed changes drafted by Academic Affairs summer 2018  
Endorsed by the Trustees AA/SA Committee 2-21-19  
Endorsed by the Trustees Regulation Committee 2-27-19  
Revised and approved by the Faculty Senate 5-6-19



## UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Sabbatical and Professional Development Leave  
**Number:** UW Regulation 2-16

### I. PURPOSE

The purpose of sabbatical and professional development leave is to enhance the professional effectiveness of the faculty and to enrich the academic climate of the University.

### II. POLICY

Tenured faculty members may apply for a sabbatical leave and academic personnel on extended term or fixed-term contracts may apply for professional development leave. The Office of Academic Affairs is responsible for assuring the University has standard procedures for the application and review of such leaves.

#### A. Sabbatical Leave

Sabbatical Leave may be granted to any tenured member of the University faculty to allow for full time study, research, creative activity, or other academic activities designed to enhance their scholarly and teaching competence and capabilities, and thereby enable them to make greater contributions to their disciplines, their students, and the University of Wyoming. Sabbatical Leave time may be used for enhancement of teaching, research, writing, and/or study at a place of the recipient's choosing. University personnel holding faculty rank whose duties are primarily administrative in nature shall also be eligible for Sabbatical Leave. University Officers, in their capacity as University Officers, are not generally eligible for University Sabbatical Leaves.

A minimum of ~~seven-six (76)~~ years of academic service at the University must precede each period of Sabbatical Leave although no right accrues automatically through lapse of time. Tenure-track faculty must have tenure before being eligible to apply for a sabbatical. The granting of such Leave is, in each case, within the discretion of the President upon the recommendation of the Provost and Vice President for Academic Affairs. Sabbatical Leaves shall ordinarily not be available for the purpose of seeking an advanced degree.

**Commented [TBB1]:** This section was moved from UW 2-1.

**Commented [DCT2]:** If the only reason for changing to 7 years is to guard against individuals getting a sabbatical without have tenure, this can be accomplished through other wording. For example, just put a phrase which states that tenure-track faculty must have tenure before being eligible to receive a sabbatical.

**Commented [TBB3]:** This change requires approval of approval of tenure (May) before submission and approval of sabbatical or professional development leave (January).

**Commented [TBB4]:** Out of peer institutions with whom we have consulted, 4 require BOT approval, 4 require President approval, 3 require Provost approval. We are recommending Presidential approval.

Proposed changes drafted by Academic Affairs summer 2018  
Endorsed by the Trustees AA/SA Committee 2-21-19  
Endorsed by the Trustees Regulation Committee 2-27-19  
Revised and approved by the Faculty Senate 5-6-19

Individuals normally initiate their request for Sabbatical Leave during the Fall semester preceding the academic year for which the Leave is requested. The request, which shall contain a well-conceived, clearly defined purpose and work plan for which the Leave is requested and the anticipated outcomes of the Leave, shall be forwarded to the President of the University through the appropriate administrative and/or academic officers, with a recommendation from each attached.

#### B. Professional Development Leave

Academic personnel on extended-term appointments and non-tenure track faculty on fixed-term contracts who have completed a minimum of ~~seven (7)~~ six (6) years of academic service at the University ~~and non-tenure track faculty who have completed seven (7) consecutive years on a fixed-term contract~~ shall be eligible for Professional Development Leave. Individuals transitioned from extended term positions shall be able to count years of eligibility towards the six year time frame. The purpose of Professional Development Leave will be to enhance performance, to engage in research or creative activities, to conduct special studies, or in some other way to undertake planned activities related in a substantial manner to the individual's role at the University. Professional Development Leave shall ordinarily not be available for the purpose of seeking an advanced degree.

In order to be eligible for Professional Development Leave, ~~Academic Personnel~~ in fixed-term appointments must have at least one year left in the term following the proposed leave. The fixed-term contract will ~~not automatically~~ roll forward during the Professional Development Leave. Academic Personnel are not eligible for Professional Development Leave unless their fixed-term contract has been rolled forward, when there is a pause in a fixed-term contract.

Unless specified in this section, conditions associated with Professional Development Leave shall be consistent with those described for Sabbatical Leave.

#### III. SALARY RATE

Sabbatical Leaves will normally be granted for either a full or half contract year. Leave for a full contract year shall be compensated at a rate equal to sixty (60) percent of the faculty member's annual salary; Leave for a half contract year shall be compensated at the annual rate for the limited period. Benefits remain the same while on sabbatical or professional

Commented [TBB5]: Moved to introductory section above

Commented [TBB6]: This regulation includes excerpts from two regulations (2-1 & 2-3). Section deleted due to redundancies and some discrepancies between the two existing regulations.

Commented [TBB7]: This section moved from 2-3

Proposed changes drafted by Academic Affairs summer 2018  
Endorsed by the Trustees AA/SA Committee 2-21-19  
Endorsed by the Trustees Regulation Committee 2-27-19  
Revised and approved by the Faculty Senate 5-6-19

72 development leave, except for retirement and social security, which are pro-rated according  
73 to the reduction in salary. No faculty member shall receive supplemental salary from the  
74 University during the ~~sabbatical period~~ specific semesters constituting the sabbatical  
75 period.  
76  
77 While on a full contract year Sabbatical Leave -- whether an academic or fiscal year --  
78 outside compensation in the form of grants, contracts and other forms of funding may be  
79 accepted. However, in the event that a faculty member receives more than 40 percent of  
80 his/her salary from outside sources, the University will reduce its compensation so that  
81 salary monies received from University and external sources will total no more than 100  
82 percent of base salary during the period of Leave.  
83  
84 If allowances for travel and other expenses directly related to the Leave are included in the  
85 outside grant or contract, the amount of these allowances may be disregarded in computing  
86 the contribution to be made by the University.  
87  
88 A faculty member who fails to return to the University for at least one academic year  
89 immediately following his or her sabbatical leave shall owe to the University an amount  
90 equal to his or her net salary applicable to the term of the sabbatical leave. For this purpose,  
91 net salary is defined as gross salary minus tax withholdings and pre-tax deductions for  
92 UW's basic health, life, and retirement benefits.  
93

94  
95 **IV. REPORT**  
96

97 At the Board of Trustees January meeting, the Provost shall submit an annual report  
98 detailing the sabbatical and professional development leaves approved for the preceding  
99 academic year.

Commented [TBB8]: Inserted for clarity purposes. Consistent with current policy and practice.

Commented [TBB9]: This regulation includes excerpts from two regulations (2-1 & 2-3). Section deleted due to redundancies and some discrepancies between the two existing regulations.

Commented [TBB10]: Moved to section above.

**Responsible Division/Unit:** The Office of the Provost and Vice President of Academic Affairs

**Source:**

**Links:**

**Associated Regulations, Policies, and Forms:**

**History:**

Sabbatical Leave

**AGENDA ITEM TITLE:**

**UWYO Events Calendar Rollout Update**, Jean Garrison



# UWYO Events Statewide Calendar and Reporting Project



Dr. Jean Garrison, Director  
Office of Engagement and Outreach

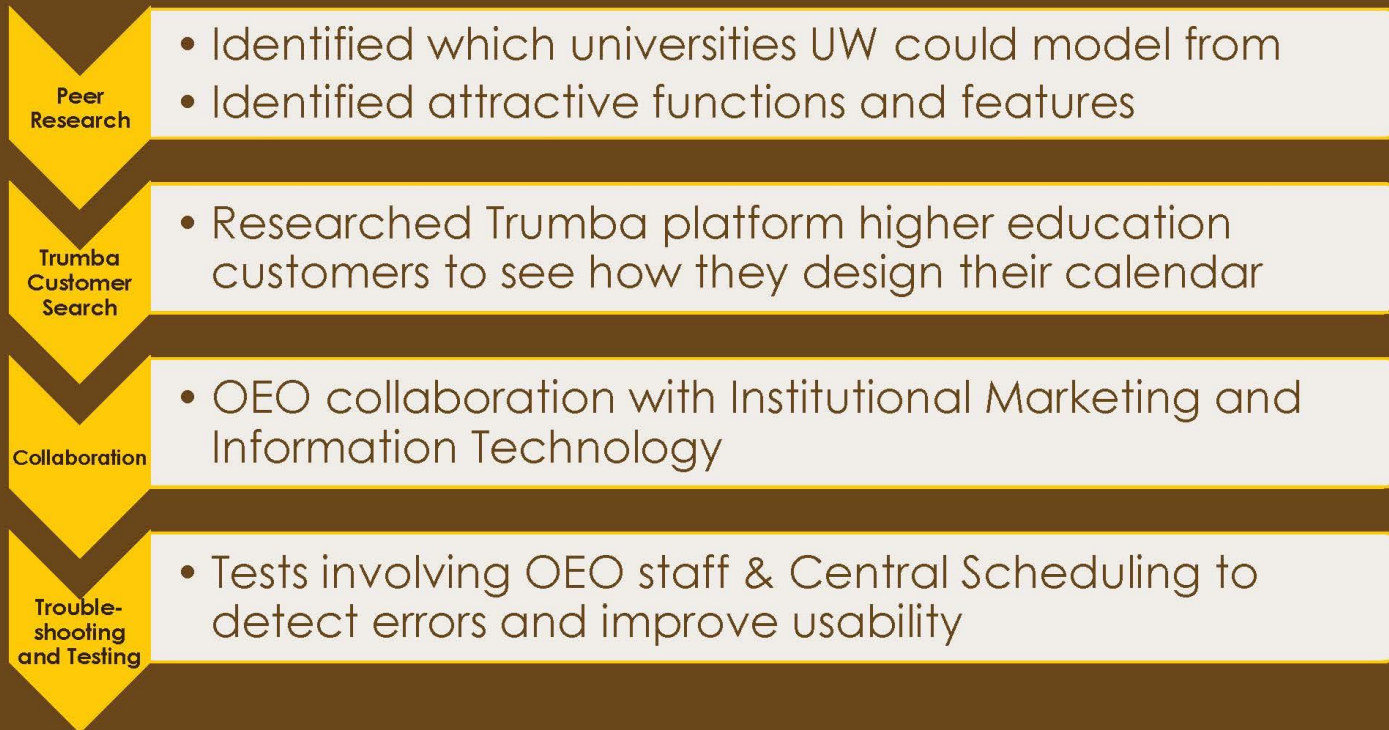
# Launching UWYO Events

- Rationale and Methods for Statewide Calendar Project
- What's Changed from WyoCal?
  - New Look and Easier Accessibility
  - Improved Usability & Expanded Scope
  - New Reporting Features
  - Extended Mapping Features
- Next Features and Tasks





# Methods



## Finding the Calendar: What's Changed



UW homepage 'mini-calendar'  
advertises upcoming events

New Events link on UW global  
header makes navigation easy

### UWYO Events

#### Upcoming Events

AUG 21	<b>Employer Outreach</b> Ongoing through Fri, Aug 23, 2019 Jackson, WY
AUG 22	<b>Drop-In Meditation</b> Thu, Aug 22, 2019, 12:15pm Wellness Center
AUG 22	<b>WATR Open Lab-Daily Living Aids</b> Thu, Aug 22, 2019, 2pm Located in the WATR Lab, Health Sciences Building, Room 151 (at the intersection of 9th and Clark Streets, across from Turtle Rock Cafe) PARK IN HS LOT.
AUG 22	<b>Thursday Local Market Abstract Art-making</b> Thu, Aug 22, 2019, 3pm Undine Park
AUG 23	<b>UW Planetarium: Constellations Across Cultures</b> Fri, Aug 23, 2019, 8pm UW Harry C. Vaughan Planetarium

[View All »](#)



Office of  
Engagement  
and Outreach



# Old WyoCal Look

Moved other  
calendars  
down

These  
items  
moved  
up on  
the  
page

Submit a calendar event  
Calendar Use Policies  
Laramie Community Events

The screenshot shows the 'UW ACADEMIC CALENDAR & EVENTS' page. The header includes the UW logo and navigation links. The main content area is titled 'UW ACADEMIC CALENDAR & EVENTS' and features a 'WyoCal' logo. Below this, there are sections for 'ACADEMIC AND ADMINISTRATIVE CALENDARS' and a list of events. A sidebar on the left contains links for 'Submit a calendar event', 'Calendar Use Policies', and 'Laramie Community Events'. The page is color-coded by event type, with different colors for academic, administrative, and community events.

Name shift  
from WyoCal  
to UWYO  
Events  
plus new logo

Color  
coding  
eliminated

# The New Look: UWYO Events Webpage

**UWYO EVENTS CALENDAR**

New name and new logo

Prominent New Event button

Filter by Event Type, County, & Audience

Scrolling Featured Events showcases events

Select from 5 views: Table, List, Month, Tile, and Map

No more color coding

**Event Type**

- ☒ Athletic Events/Training
- ☒ Community College Collaboration
- ☒ Dates/Deadlines
- ☒ Direct Client/Patient Care
- ☒ Entertainment
- ☒ Government or Non-profit Assistance/Collaboration/Technology Transfer
- ☒ Industry Assistance/Collaboration/Technology Transfer
- ☒ Policy Work and Evaluation Support
- ☒ Pre-K - 12 Education Collaboration
- ☒ Professional Development

Select: All, None

**County**

- ☒ UW Campus
- ☒ Albany
- ☒ Big Horn
- ☒ Campbell
- ☒ Carbon
- ☒ Converse
- ☒ Crook
- ☒ Fremont
- ☒ Goshute
- ☒ Hot Springs
- ☒ Johnson
- ☒ Laramie
- ☒ Lincoln
- ☒ Natrona
- ☒ Niobrara

Select: All, None

**Audience**

- ☒ Alumni

**Featured Events**

- Cowboy Kickoff**  
Concert: American Authors featuring The Mowgli's  
Friday, September 13, 2019, 7 - 11:30pm  
Arena Auditorium  
More...
- A Journey Into the Ancient Namib Desert**  
Tuesday, September 17, 2019, 7 - 8pm  
2000 College Dr.  
Rock Springs, WY 82901  
More...

**Calendar Views**

Table List Month Tile Map

**Wednesday, August 21, 2019**

**Employer Outreach**  
Wednesday, August 21 - Friday, August 23  
Location: Jackson, WY  
Conversations will be to introduce the college's new Experiential Education Coordinator and talk about the program being developed in the college.

**2 pm**

**WATR Open Lab-Daily Living Aids**  
2 - 4pm  
Location: Located in the WATR Lab, Health Sciences Building, Room 151 (at the intersection of 9th and Clark Streets, across from Turtle Rock Cafe) PARK IN HS LOT.  
Come see what technology is available for short-term loan to aid individuals in their daily tasks. Open Lab features different devices or themes each week. However, WATR staff are available to demonstrate all devices in the WATR lab, including those related to your particular need. We welcome AT use...

**Thursday, August 22, 2019**

**Employer Outreach**  
Wednesday, August 21 - Friday, August 23  
Location: Jackson, WY  
Conversations will be to introduce the college's new Experiential Education Coordinator and talk about the program being developed in the college.

**12:15 pm**

**Drop-In Meditation**  
12:15 - 12:45pm  
Location: Wellness Center  
There are many health benefits to meditation. It can help decrease stress and anxiety, and help increase productivity and student success. Drop in for a non-denominational guided meditation practice. No experience required and no registration necessary. Offered weekly on Thursdays from 12:15-12:45pm...

**2 pm**

**WATR Open Lab-Daily Living Aids**  
2 - 4pm  
Location: Located in the WATR Lab, Health Sciences Building, Room 151 (at the intersection of 9th and Clark Streets, across from Turtle Rock Cafe) PARK IN HS LOT.  
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**UW** Office of Engagement and Outreach



# UWYO Events Submission Form

## UWYO EVENT SUBMISSION FORM

[Back to Calendar](#)

**Submitter Information** [Sign Out](#)

Name: Christopher \*  
Primary Email (valid UW email): kaden@uwyo.edu \*  
Phone #: \*

For Off-Campus events, enter a verifiable address or enter Latitude/Longitude for locations where a street address does not exist in [Google Maps](#). For help, see [Submission Guidelines](#).

**Event Information**

Select Laramie Campus or Off-Campus: Laramie Campus \*

Event Title: Student Orientation \*

Start date: August 9 2019 Fri  
Time: 11:00 AM Mountain Time  
End date: August 5 2019 Mon  
Time: 12:00 PM Mountain Time  
Repeat: None

Venue: Prexy's Pasture

Building and Room: Old Main  
County: Physical Science  
Prexy's Pasture  
Rochelle Athletics Center  
Ross Hall  
S. H. Knight Geology Building  
Other Country: S. H. Knight Geology Building  
Other City: S. H. Knight Geology Building  
If "Other" was selected in the City list, enter the name of the city for the event location.  
State: Wyoming \*  
Country: United States of America \*  
[Submit New Country](#)

Event Type: Select an item  
Select the event type that best describes the nature of your event.

Latitude/Longitude option

Detailed instructions for submitting events

Campus venue drop-down list

Guidance for easier submission

## UWYO EVENT SUBMISSION FORM

[Back to Calendar](#)

**Submitter Information** [Sign Out](#)

Name: Christopher \*  
Primary Email (valid UW email): kaden@uwyo.edu \*  
Phone #: \*

For Off-Campus events, enter a verifiable address or enter Latitude/Longitude for locations where a street address does not exist in [Google Maps](#). For help, see [Submission Guidelines](#).

**Event Information**

Select Laramie Campus or Off-Campus: Off-Campus \*

Event Title: Stand-up Show \*

Latitude/Longitude (Optional): 41.314385, -105.585629

Address: 270 N 9th St  
Laramie, WY 82072

Start date: August 17 2019 Sat  
Time: All day  
End date: August 5 2019 Mon  
Time: 12:00 PM Mountain Time  
Repeat: None

Building and Room: Room 1  
(e.g., Floss Hall 100)

County: Albany \*  
If the event is taking place in Wyoming, select the appropriate county. Screen will refresh and a list of city selections will appear. Select a city from the drop-down list. For counties outside Wyoming, select "Other".

City: Laramie \*  
Other City:   
If "Other" was selected in the City list, enter the name of the city for the event location.

State: Wyoming \*  
Country: United States of America \*  
[Submit New Country](#)

Event Type: Select an item  
Select the event type that best describes the nature of your event.

# UWYO Events Submission Form

Other Event Type:

Enter "Other" Event Type here.

Recommended for Featured Events:

Select "Yes" if you would like your event displayed in Featured Events. If approved by the moderator, your event will appear in the Featured Events slider at the top of the calendar page.

Event Speakers:

List speakers. Separate multiple speakers with commas or use a bulleted list.

Is it open to the general public? ☒ Yes ☐ No \*

Select "No" for programs that serve a designated specific audience or are invitation-only.

Audience:  Alumni  Community College  Faculty  Public/Community \*

Online Event Registration: ☐ Yes ☐ No \*

Select "Yes" to enable online registration for this event.

Sponsoring Organization:

Use the drop-down menu to select the organization sponsoring this event. Screen will refresh and display corresponding Sponsoring Department/Unit list for selection.

Sponsoring Department/Unit:

Use the drop-down menu to indicate the sponsoring department or unit.

Other Sponsoring Department/Unit:

Enter "Other" Sponsoring Organization or Department/Unit here.

Sponsor Website:

Be sure to include the protocol for the URL (http:// or https://).

Is there a fee to attend? ☐ Yes ☒ No \*

Enter any fee information in the "Fees to Attend" box below.

Multi-select drop-down menu for audience

Drop-down menu for sponsoring organization

Drop-down menu for sponsoring department/unit

Contact Department:

Additional Contact Info:

The section below is for reporting purposes and will not appear on the calendar. Please provide anticipated cost, attendance and funding sources. After the event, you will be asked to provide actual values.

Anticipated Cost of Event (US\$):

Anticipated Number of Attendees:

Funding Source 1:

Funding Source 2:

Other Funding Sources:

Funding Received From Source 1 (US\$):

Funding Received From Source 2 (US\$):

Funding From Other Sources:

Co-Sponsor Name:

Co-Sponsor Email:

Co-Sponsor Phone Number:

Co-Sponsor Website:

Be sure to include the protocol for the URL (http:// or https://).

The sections below are for additional event information.

Use the Event Web Link field to list a website or social media link that contains additional information about your event. Be sure to include the protocol for the URL (http:// or https://).

Use the Event Description field to provide a brief summary of your event and to provide any additional details you think your audience needs to know.

Add an event image:  [Change image](#)

Event Web Link:

Description:

\* Indicates required fields

[Next](#)

Extended section for reporting information

Drop-down menu for funding source categories


Event image upload link



Office of  
Engagement  
and Outreach



# UWYO Events Submission Form



Welcome to UWYO Events. All required fields are marked with an asterisk (\*). For detailed information and assistance, see: [Calendar Use Policies](#) and [Submission Guidelines](#). Please double check your information before each submission.

August 2019

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7


[Back to Calendar](#)

Please review the contact and event information you just provided.

Submitter Name: Christopher  
Submitter Email: [kaden@uwyo.edu](mailto:kaden@uwyo.edu)  
Submitter Phone: 307-761-8045

**Stand-up Show**

WHEN Saturday, August 17, 11am – Tuesday, August 20, 2019, 12pm MDT  
LATITUDE/LONGITUDE (OPTIONAL) 41.314385, -105.585629 [Map](#)  
270 N 9th St  
Laramie, WY 82072  
BUILDING AND ROOM Room 1  
CITY Laramie  
STATE Wyoming  
COUNTRY United States of America  
EVENT TYPE Entertainment  
RECOMMENDED FOR FEATURED EVENTS Yes  
EVENT SPEAKERS David Chappelle  
Chris Rock  
IS IT OPEN TO THE GENERAL PUBLIC? Yes  
AUDIENCE Alumni, Graduate Student, Undergraduate Student  
ONLINE EVENT REGISTRATION Yes  
SPONSORING DEPARTMENT/UNIT Office of The President  
SPONSOR WEBSITE [www.vividseats.com](http://www.vividseats.com)  
IS THERE A FEE TO ATTEND? Yes  
FEES TO ATTEND \$50  
CONTACT NAME Mary Jane  
CONTACT PHONE 3077618045  
CONTACT EMAIL [ce@uwyo.edu](mailto:ce@uwyo.edu)  
CONTACT DEPARTMENT ABS  
ANTICIPATED COST OF EVENT (US\$) \$5000  
ANTICIPATED NUMBER OF ATTENDEES 0  
FUNDING SOURCE 1 Special appropriations (legislative)  
FUNDING SOURCE 2 Student fees  
FUNDING RECEIVED FROM SOURCE 1 (US\$) 0  
FUNDING RECEIVED FROM SOURCE 2 (US\$) 0  
FUNDING FROM OTHER SOURCES 0

EVENT IMAGE   
EVENT WEB LINK [www.vividseats.com](http://www.vividseats.com)  
DESCRIPTION Stand-up show of the century

To make corrections, click **Back**. **DO NOT** use your browser's Back button.  
If the information is correct, click **Submit**.

[Back](#) [Submit](#)

Review page before final submission



Office of  
Engagement  
and Outreach

## Extended Mapping Features:

- Events are mapped using Google Maps. Users can access event locations and directions.
- Mapping allows for the calendar Map View and is useful for reporting purposes.

AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN JUL

Table List Month Tile Map

**Drop-In Meditation** THURSDAY, AUGUST 15, 2019, 12:15 - 12:45PM

There are many health benefits to meditation. It can help decrease stress and anxiety, and help increase productivity and student success. Drop in for a non-denominational guided meditation practice. No experience required and no registration necessary. Offered weekly on Thursdays from 12:15-12:45pm in the Wellness Center "Zen Den."

**wellness center**

Address	University of Wyoming Laramie, Wyoming
Venue	Half Acre Gymnasium
Building and Room	Wellness Center
City	Laramie Campus
State	Wyoming
Country	United States of America
Event Type	Seminar/Public Talk or Performance/Exhibition
Is it open to the general public?	No
Audience	Faculty, Graduate Student, Staff, Undergraduate Student
Online Event Registration	No
Sponsoring Department/Unit	Other
Other Sponsoring Department/Unit	Half Acre Campus Recreation - Wellness Center
Sponsor Website	www.uwyyo.edu...
Is there a fee to attend?	No
Contact Name	Wellness Center
Contact Phone	307-766-9355
Contact Email	wellness@uwyo.edu
Contact Department	Wellness Center, Half Acre Campus Recreation

Google Map View Full Map

When you click on the map, it redirects the user to Google Maps.

## Next Features & Tasks

- Reporting Feature – follow up to gather audience attendance, actual costs, funding sources, labor hours/event
- Multiple Moderators - an option for units to request a sub-moderator for their unit to input/approve programs and for follow-up reporting
- Spuds for Departmental Events – an option to link to department-specific events
- UWYO Events demonstrations and taking feedback

**AGENDA ITEM TITLE:**

**University of Wyoming Strategic Improvement Working Group Update**, Barker





# Background

## Great Colleges to Work For Task Force

- Conduct & Review Great Colleges Survey
- Collect & Synthesize Campus Recommendations
- Formation of the Strategic Improvement Working Group

## Strategic Improvement Working Group - ***“MAKE IT HAPPEN”***

Facilitate Actionable Improvement Plans

Coordinate Stakeholders Across Campus

Communicate Efforts, Progress & Success





# UW Strategic Improvement Working Group

## Chair

**Michael Barker**

Professor, Civil & Architectural Engineering

## Staff

College Business Manager and/or Accountant

**Megan Barber**

Dir, Business Operations, CEAS

Classified Staff

**Jesse Begin**

HR Training Specialist, Human Resources

**Crystal Bennet,**

Mgr, Central Scheduling

Staff Senate Representative

**Kristin Blevins,**

Acct, Transit & Parking

## Faculty

Faculty Senate Representative

**Robert Sprague**

Professor, Management & Marketing

Tenured faculty with Administrative Duties

**Adrienne Freng**

Dept Head, Criminal Justice & Sociology

Non-Tenure-Track Faculty

**Jeff Miller**

Lecturer, Sr, Distance Education

## Associate Chair

**Laura Shevling**

Dir, Systems & Institutional Effectiveness

## Administration

Dean or Executive Director of Academic Unit

**Kem Krueger**

Dean, Pharmacy

Dean or Director of Non-Academic Unit

**Jo Chytka**

Dir, Ctr for Adv & Career Services, ACES

Academic Affairs

**Jim Ahern**

AVP, Graduate Education

## Communications Specialist

**Milton Ontiveroz**

Communications Specialist, University Public Relations

*Liaison to the Office of the President:* **Dan Maxey**, Chief of Staff, President's Office  
*Liaison to the Board of Trustees:* **Macey Moore**, Trustee, Board of Trustees



# Great Colleges Survey Results

## Identified Thematic Areas of Concern:

- Pride, Morale, Respect & Appreciation
- Compensation & Benefits
- Resources & Staffing
- Supervisors & Senior Leadership
- Communication
- Decision Making & Shared Governance
- Systems Implementation



# Working Group Breakdown of Efforts

## Four Sub-Working Groups (lead of Sub-Group):

- 1) Staff Relations (Kristin Blevins)
- 2) Decision Making, Shared Governance & Faculty Relations (Adrienne Freng)
- 3) Resources & Position Management (Jeff Miller)
- 4) Administrative Systems & Business Processes (Laura Shevling)

- Each Sub-Group has Working Group members and stakeholders across campus
- Stakeholders may include Administrators, Faculty, Staff and Board of Trustees



## **Status of Efforts: Started ~End of Semester**

### **Sub-Groups Meeting & Developing Plans**

- Full Working Group Monthly
- Leads of Sub-Groups Monthly
- Sub-Groups Twice/Month

### **Specific Improvement Strategies Developed**

- Success in GA Hiring
- Success in Shared Governance

### **Great Actionable Improvement Ideas Being Pursued**



# Timeframe

## 18 Month Expectation (Summer 2020)

- “Low-Hanging Fruit” – Already Being/Soon to Be Recommended
  - Fixes We Should Do & Can Do – Let’s Do It
    - Substantive Improvement Strategies – More Complicated Efforts with Many Constituents



# Moving Forward

## Success Depends on Campus Involvement

- Board of Trustees, Administration, Faculty & Staff
- Support from Senior, Division & College Administration Essential

## Much Work & Coordination Required

## Discussion, Negotiation & Compromise is Vital

**This is our Chance to Make Improvements so We Become A Great College to Work For - Again**







**AGENDA ITEM TITLE:**

**Consideration and Action: Contracts and Grants**, Jewell/Synakowski

April 2019

Sponsor	Award Funding Amount	Principal Investigator	Organization	Award Name
Alpenglow Instruments LLC	\$ 75,000	Geerts, Bart	Atmospheric Science	Alpenglow All-Phase Water Probe (ALPHA) Experiment (APEX)
American Society of Heating, Refrigeration and Air Conditioning Engineering	\$ 5,000	Wang, Liping	Civil & Architectural Engineering	Quantify the impacts of common faults in a VAV system on energy consumption and thermal comfort
Animal and Plant Health Inspection Service/Department of Agriculture	\$ 19,435	Miller, Scott N.	Ecosystem Science & Management	Cooperative Agricultural Pest Survey: Small Grains Commodity 2019-2020
Animal and Plant Health Inspection Service/Department of Agriculture	\$ 4,528	Miller, Scott N.	Ecosystem Science & Management	Cooperative Agricultural Pest Survey: Nematode Survey Work Plan 2019-2020
Forest Service/Department of Agriculture	\$ 10,000	Gary Beauvais	Berry Center	Natural Heritage Program Database Exports
National Aeronautics & Space Administration	\$ 535,800	Shawna McBride	Physics & Astronomy	Wyoming NASA Space Grant Consortium 2015-2018
National Cattlemen's Beef Association	\$ 200,000	Kristie Maczko	Ecosystem Science & Management	Online Sustainability Ranch Management Framework: Rancher Self-Assessment and Scoring System to Track Improvement
National Institutes of Health/DIHHS	\$ 542,539	Christine Porter	Kinesiology & Health	Growing Resilience in Wind River Indian Reservation: an RCT on gardens for health - Year 5
National Science Foundation	\$ 85,680	Daniel Dale	Physics & Astronomy	REU Site: Wyoming Astronomy
National Science Foundation	\$ 14,962	Lars Kotthoff	Computer Science	RI: Small: Robust Performance Models
National Science Foundation	\$ 360,000	Banic, Amy Catherine	Computer Science	REU Site: Design, Create, and Innovate 3-Dimensional User Interfaces to Improve Human Sensory and Motor Performances in Virtual Environments (HUMANS MOVE)
National Security Agency	\$ 90,000	Shawn Bunning	AVP of Global Engagement	Startalk University of Wyoming Intensive Arabic Program: Arabian Nights



April 2019

Sponsor	Award Funding Amount	Principal Investigator	Organization	Award Name
National Security Agency	\$ 96,771	Andrea Burrows	School of Teacher Education	GenCyber Wyoming: Student COWPOKES-CS The World Needs More Cyberstars
Northern Wyoming Community College District	\$ 9,600	Pearson, Timothy Marc	Wyoming Survey & Analysis Center	Campbell County Prevention Council - DUI Interview Project
Pheasants Forever	\$ 4,357	Beck, Jeffrey L.	Ecosystem Science & Management	Sierra Madre Columbian Sharp-Tailed Grouse - Plains Sharp-tailed Grouse Capture
Science Fiction and Fantasy Writers of America, Inc.	\$ 10,662	Brotherton, Michael S.	Physics & Astronomy	The Launch Pad Astronomy Workshop for Writers 2019
Small Business Administration	\$ 97,222	Jill Kline	Small Business Development Center	Wyoming Small Business Development Center Cooperative Agreement
Syngenta Crop Protection, LLC	\$ 3,000	Andrew Kniss	Plant Sciences	Weed Control in Small Grains
U.S. Fish & Wildlife Service/Department of the Interior	\$ 300,000	Kauffman, Matthew	Wyoming Coop Unit	Mapping Seasonal Ranges & Migration Corridors for Idaho Ungulates
U.S. Geological Survey/Department of the Interior	\$ 39,000	Thomas Minckley	Geography	The Sesquicentennial of the Colorado River Exploring Expedition: Powell 150
Utah State Univ	\$ 305,135	Jay Norton	Ecosystem Science & Management	Compost Carryover and Cover Crop Effects on Soil Quality Profitability, and Cultivar Selection in Organic Dryland Wheat
Utah State Univ	\$ 87,641	Jay Norton	Ecosystem Science & Management	Integrating Livestock and Cover Crops into Irrigated Crop Rotations
Various Sponsors	\$ 19,027	Rocky Case	Manufacturing Works	Program Income-NIST Year 2
Washington State University	\$ 174,813	Travis Brown	School of Pharmacy	Perineuronal Nets and Cocaine-Associated Memories
WY Arts Council	\$ 32,553	Deckert, Jennifer Lynn	Theatre & Dance	Wyoming Arts Council Community Support Grant: UW Theatre and Dance, Multiple Projects

April 2019

Sponsor	Award Funding Amount	Principal Investigator	Organization	Award Name
WY Cultural Trust Fund	\$ 21,177	Marcel Kornfeld	Anthropology	Hell Gap Site Investigations (2019-2021): Completion of 2nd Research Phase
WY Water Development Commission	\$ 253,197	Walters, Annika	Wyoming Coop Unit	Sediment and Fisheries: An Assessment to Inform Sediment Management Practices at Wyoming Dams
Wyoming Game and Fish Department	\$ 8,382	Albeke, Shannon E.	Wyoming Geographic Information Science Center	Colorado River, Greenback, and Rio Grande Cutthroat Trout Database Maintenance
Wyoming Humanities Council	\$ 4,200	Strauss, Sarah	Anthropology	The Work of Storytelling: Theory, Practice, Play, Persuasion

**Sponsored Programs** \$ 3,409,681

**TOTAL 4/2019**

**Total From 7/2018** \$ 9,097,077  
**Total From 8/2018** \$ 8,590,870  
**Total From 9/2018** \$ 13,150,867  
**Total From 10/2018** \$ 12,363,297  
**Total From 11/2018** \$ 10,075,300  
**Total From 12/2018** \$ 3,171,419  
**Total From 01/2019** \$ 4,573,163  
**Total From 02/2019** \$ 2,681,049  
**Total From 03/2019** \$ 6,715,301  
**Total Year to Date**  
**7/2018/-6/2019** \$ 73,828,025

Sponsor	Amount	Principal Investigator (PI)	Co-PI	Dept
Air Force Reserve Officer's Training Corps	\$114,164	Debra Hintz	Scholarships & Financial Aid	Air Force ROTC 2017-18
Department of Education	\$16,561,645	Debra Hintz	Scholarships & Financial Aid	Direct Student Loans 2018-19

April 2019

Sponsor	Award Funding Amount	Principal Investigator	Organization	Award Name
Department of Education	\$4,698,405	Debra Hintz	Scholarships & Financial Aid	Pell Grant 2018-19
Department of Education	\$3,735	Debra Hintz	Scholarships & Financial Aid	D-ED Teacher Education Assistance for College & Higher Ed (TEACH) 18-19
Department of Education	\$49,062	Debra Hintz	Scholarships & Financial Aid	Direct Student Loans 2017-18
Department of Education	\$8,932	Hintz, Debra	Scholarships & Financial Aid	D-ED Teacher Education Assistance for College & Higher Ed (TEACH) 18-19
Department of Education	\$502,687	Hintz, Debra	Scholarships & Financial Aid	Federal Work Study Program 18-19
Department of Education	\$380,399	Hintz, Debra	Scholarships & Financial Aid	D-ED SEOG Grant 18-19

<b>Total Insitutional Awards</b>	<b>\$22,319,029</b>
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<b>Grand Total</b>	<b>\$ 96,147,054</b>
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May 2019

Sponsor	Award Funding Amount	Principal Investigator	Organization	Award Name
Access Sensor Technologies LLC	\$ 41,759	Bledar Bisha	Animal Science	Low Cost Pathogen Detection for Food Safety, Phase 2
Administration for Community Living/DHHS	\$ 547,000	Root-Elledge, Sandra Lee	Wyoming Institute for Disabilities WIND	University Center of Excellence in Developmental Disabilities (UCEDD) - Year 3
Briss Malting and Ingredients Company	\$ 1,202	Carrie Eberle	Agriculture Experiment Station	Briss Variety Trial/Fertilizer (Moss)
Colorado State University	\$ 12,960	Douglas Wachob	Haub School of Environment & Natural Resources	Colorado-Wyoming Alliance for Minority Participation (CO-WY AMP)
Colorado State University	\$ 19,040	Douglas Wachob	Haub School of Environment & Natural Resources	Colorado-Wyoming Alliance for Minority Participation (CO-WY AMP) - Participant Costs
ConocoPhillips Company	\$ 100,000	Kaszuba, John P.	Geology & Geophysics	Water - Rock Interaction: Unconventional Reservoir Focus
Department of Education	\$ 17,798	Brian Shreck	Student Educational Opportunity	McNair Scholars Project 2018-2019
Department of Education	\$ 10,563	Michael Wade	Student Educational Opportunity	Educational Opportunity Centers-EOC2(North)_Budget Year 3_(2018-2019)
Department of Education	\$ 15,960	Paul Hesco	Student Educational Opportunity	Student Support Services 2018-2019
Forest Service (USDA)	\$ 52,400	Ian Abernethy	Wyo Natural Diversity Database	Integrated Monitoring in Bird Conservation Regions in Wyoming
Forest Service/Department of Agriculture	\$ 5,000	Jeffrey Beck	Ecosystem Science & Management	Columbian Sharp-tailed Grouse Life History and Habitat Use Investigations
Health Resources and Services Administration/DHHS	\$ 96,750	Canyon Hardesty	Wyoming Institute for Disabilities WIND	Wyoming Family to Family Health Information Center 2019-2020
Makhteshim Agan of North America/ADAMA	\$ 14,000	Kniss, Andrew R.	Plant Sciences	Wyoming Weed Management Research

May 2019

Sponsor	Award Funding Amount	Principal Investigator	Organization	Award Name
Meg and Bert Raynes Wildlife Fund	\$ 2,200	Jeffrey Beck	Ecosystem Science & Management	Population Origin and Identification of Unknown Lek Sites for Columbian Sharp-tailed Grouse in Grand Teton National Park
Meg and Bert Raynes Wildlife Fund	\$ 4,340	Anna Lisa Chalfoun	Wyoming Coop Unit	Of Mice and Birds: Effects of Primary Predator Removal on Sagebrush Songbird Nesting Success
Mountain-Pacific Quality Health Foundation	\$ 0	Christine McKibbin	Wyoming Institute for Disabilities WIND	Rural/Frontier Care Transitions--Project ECHO
National Institute of Food and Agriculture/Department of Agriculture	\$ 1,111	John Ritten	Agriculture Experiment Station	FFY18 (2017-2019) McIntire-Stennis
National Institute of Food and Agriculture/Department of Agriculture	\$ 6,160	John Ritten	Agriculture Experiment Station	FFY18 (2017-2019) McIntire-Stennis
National Institute of General Medical Sciences/NIH/DHHS	\$ 3,466,718	Robert Seville	INBRE Program	Wyoming IDeA Networks for Biomedical Research Excellence (INBRE 4)_Year 5 - Administrative Core
National Oceanic & Atmospheric Administration/Department of Commerce	\$ 71,056	Geerts, Bart	Atmospheric Science	Improved Operational Prediction of Blowing and Falling Snow and Extreme Wind Events in the Rocky Mountain Region and Northern High Plains
National Park Service/Department of the Interior	\$ 4,750	Michael Dillon	Zoology & Physiology	UW NPS Research Center Support: Penn State University - Greater Yellowstone Ecosystem Bison Approach Study
National Science Foundation	\$ 38,184	Edward Clennan	Chemistry	Syntheses, Characterizations, and Applications of Heli-Viologens and Heli-Twisted Acenes

May 2019

Sponsor	Award Funding Amount	Principal Investigator	Organization	Award Name
National Science Foundation	\$ 59,883	Kenneth Sims	Geology & Geophysics	Yr 2-3 - Fe Isotopes as a Key to Understanding Fluid-rock Processes During Hydration of Oceanic Crust
National Science Foundation	\$ 25,000	Long Lee	Mathematics & Statistics	Rocky Mountain Mathematics Consortium Summer School: Inverse Problems in Imaging
National Science Foundation	\$ 209,923	Bryan Shuman	Geology & Geophysics	Collaborative Research: Mechanisms of tree population collapses in eastern North America: Disentangling causes of abrupt ecological change during the Holocene
National Science Foundation	\$ 46,000	Corey Tarwater	Zoology & Physiology	NSF Graduate Research Fellows Program (GRFP) - Samuel Case
National Science Foundation	\$ 46,000	Merav Ben-David	Zoology & Physiology	NSF Graduate Research Fellows Program (GRFP) - Emily Quallen
National Science Foundation	\$ 46,000	Jerod Merkle	Wyoming Coop Unit	NSF Graduate Research Fellows Program (GRFP) - Mallory Lambert
National Science Foundation	\$ 46,000	Erica Belmont	Mechanical Engineering	NSF Graduate Research Fellows Program (GRFP) - Luke McLaughlin
National Science Foundation	\$ 9,414	Brent Ewers	Botany	EPSCoR Track 1: Micro
Neogen GeneSeek Operations	\$ 32,400	Wei Guo	Animal Science	Optimal Genomic Selection in Cattle
Rockefeller Philanthropy Advisors	\$ 30,000	Neil Theobald	Office of the President	Lumina Fund for Policy Acceleration (LFPA)
Rocky Mountain Elk Foundation	\$ 13,000	Kevin Monteith	Haub School of Environment & Natural Resources	Little Mountain High Desert Elk Nutrition and Reproduction Study 3
Rocky Mountain Elk Foundation	\$ 30,000	Matthew Kauffman	Wyoming Coop Unit	Mapping and Conserving Elk Migrations in Western Wyoming
San Francisco State University	\$ 60,000	Andrea Burrows	School of Teacher Education	Western Regional Noyce Alliance (WRNA)
Sitka Gear	\$ 10,000	Matthew Kauffman	Wyoming Coop Unit	Baggs Mule Deer Project: Fence Removal and Improvement

May 2019

Sponsor	Award Funding Amount	Principal Investigator	Organization	Award Name
The Nature Conservancy	\$ 5,000	Brian Meador	Plant Sciences	Northeast Wyoming Invasive Grasses Working Group Collaborative Research Projects
U.S. Geological Survey/Department of the Interior	\$ 17,488	Carol Frost	Geology & Geophysics	The Earth's Earliest Crust: A Geologic Map of the Archean Rocks of the Northern Laramie Mountains, Wyoming
University Corporation for Atmospheric Research	\$ 50,866	Suresh Muknahallipatna	Electrical & Computer Engineering	Integration, Optimization, Verification, Maintenance, Training and Support of a Portable Version of the Model for Prediction Across Scales-Atmosphere (MPAS-A) Meteorological Model (Undergraduate Student Support)
University Corporation for Atmospheric Research	\$ 114,849	Suresh Muknahallipatna	Electrical & Computer Engineering	Integration, Optimization, Verification, Maintenance, Training and Support of a Portable Version of the Model for Prediction Across Scales-Atmosphere (MPAS-A) Meteorological Model (Graduate Student Support)
University of Southern California	\$ 39,610	Befus, Kevin Martin	Civil & Architectural Engineering	Groundwater Inundation Hazards and Socioeconomic Impacts Due to Sea Level Rise Across the California Coast
Utah State Univ	\$ 5,885	Caitlin Youngquist	Cooperative Extension Service	Establishing the University of Wyoming Extension Range Management Institute
Utah State Univ	\$ 243,651	James Freeburn	R&E Center SAREC	Western SARE/NACAA Fellows Program Plan of Work
Various Sponsors	\$ 420	Christine Hime	Family & Consumer Sciences	Departmental Research Support
WY Dept of Health	\$ 312,000	Root-Elledge, Sandra Lee	Wyoming Institute for Disabilities WIND	Administration of the Inventory for Client and Agency Planning (ICAP) Assessment Tool 2019



May 2019

Sponsor	Award Funding Amount	Principal Investigator	Organization	Award Name
WY Dept of Transportation	\$ 8,356	Bistra Anatchkova	Wyoming Survey & Analysis Center	2018 Statewide Customer Satisfaction Survey
Wyoming Game and Fish Department	\$ 20,106	Mark Andersen	Wyo Natural Diversity Database	Online Species Account Platform
Wyoming Game and Fish Department	\$ 52,710	Matthew Kauffman	Wyoming Coop Unit	Evaluating Moose Demography, Habitat Use, and Browsing Interactions in the Bighorn Mountains, Wyoming
Wyoming Game and Fish Department	\$ 72,061	Kevin Monteith	Haub School of Environment & Natural Resources	Mortality Causes and Habitat Use of Moose in the Snowy Range
Wyoming Military Department	\$ 196,020	Rick Weathermon	Anthropology	Survey, Recording and Evaluation of Archaeological Sites in the Patten Creek Drainage of the North Training Area, Camp Guernsey, Wyoming

**Sponsored Programs** \$ 6,331,593

**TOTAL 5/2019**

<b>Total From 7/2018</b>	\$ 9,097,077
<b>Total From 8/2018</b>	\$ 8,590,870
<b>Total From 9/2018</b>	\$ 13,150,867
<b>Total From 10/2018</b>	\$ 12,363,297
<b>Total From 11/2018</b>	\$ 10,075,300
<b>Total From 12/2018</b>	\$ 3,171,419
<b>Total From 01/2019</b>	\$ 4,573,163
<b>Total From 02/2019</b>	\$ 2,681,049
<b>Total From 03/2019</b>	\$ 6,715,301
<b>Total From 04/2019</b>	\$ 3,409,681
<b>Total Year to Date</b>	
<b>7/2018/-6/2019</b>	\$ 80,159,618



May 2019

Sponsor	Award Funding Amount	Principal Investigator	Organization	Award Name
Sponsor	Amount	Principal Investigator (PI)	Dept	Description
Air Force Reserve Officer's Training Corps	\$ 114,164	Debra Hintz	Scholarships & Financial Aid	Air Force ROTC 2017-18
Department of Education	\$ 16,561,645	Debra Hintz	Scholarships & Financial Aid	Direct Student Loans 2018-19
Department of Education	\$ 4,698,405	Debra Hintz	Scholarships & Financial Aid	Pell Grant 2018-19
Department of Education	\$ 3,735	Debra Hintz	Scholarships & Financial Aid	D-ED Teacher Education Assistance for College & Higher Ed (TEACH) 18-19
Department of Education	\$ 49,062	Debra Hintz	Scholarships & Financial Aid	Direct Student Loans 2017-18
Department of Education	\$ 8,932	Hintz, Debra	Scholarships & Financial Aid	D-ED Teacher Education Assistance for College & Higher Ed (TEACH) 18-19
Department of Education	\$ 502,687	Hintz, Debra	Scholarships & Financial Aid	Federal Work Study Program 18-19
Department of Education	\$ 380,399	Debra Hintz	Scholarships & Financial Aid	D-ED SEOG Grant 18-19

<b>Total Insitutional Awards</b>	<b>\$</b>	<b>22,319,029</b>
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<b>Grand Total</b>	<b>\$ 102,478,647</b>
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June 2019

Sponsor	Award Funding Amount	Principal Investigator	Organization	Award Name
Agriculture Sciences, Inc.	\$ 5,600	James Heitholt	Agriculture Experiment Station	Effects of Agrispon on Sugarbeet Grown at Two N Rates
America-Mideast Educational and Training Services, Inc.	\$ 109,168	Shawn Bunning	Politics Public Affairs & International Studies	Fulbright Visiting Scholar Program for Iraq
Animal and Plant Health Inspection Service/Department of Agriculture	\$ 133,504	Brant Schumaker	Veterinary Science	FY19 WY UW Cattle: Managing Animal Health Technical Services, Cattle Health, Equine, Cervids and Small Ruminant Health for FY-2019
Animal and Plant Health Inspection Service/Department of Agriculture	\$ 4,528	Scott Miller	Ecosystem Science & Management	Cooperative Agricultural Pest Survey: Nematode Survey Work Plan 2019-2020
Animal and Plant Health Inspection Service/Department of Agriculture	\$ 19,435	Scott Miller	Ecosystem Science & Management	Cooperative Agricultural Pest Survey: Small Grains Commodity 2019-2020
Bureau of Land Management/Department of the Interior	\$ 165,000	Robert Field	UWYO	Air Quality Assessment and Outreach Program in Wyoming
Clean Coal Technologies Inc	\$ 1,000,000	Horner, Richard Arthur	School of Energy Resources Directors Office	Use of CCTI Pristine (TM) Technology Solution for the Beneficiation of Wyoming PRB Coal
ConocoPhillips Company	\$ 100,000	John Kaszuba	Geology & Geophysics	Water - Rock Interaction: Unconventional Reservoir Focus
Department of Education	\$ 39,000	Kristi Russow	Student Educational Opportunity	Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR-UP Wyoming) - Operating 2018-2019
Department of Education	\$ 220,028	Kristi Russow	Student Educational Opportunity	Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR-UP Wyoming) - Operating 2018-2019

June 2019

Forest Service/Department of Agriculture	\$ 10,000	Scott Dersam	Anthropology	Dynamic Cultural Landscape - Alpine Site Probability Testing - A-B Wilderness
Forest Service/Department of Agriculture	\$ 5,000	Kevin Monteith	Haub School of Environment & Natural Resources	Wyoming Range Mule Deer Project
Forest Service/Department of Agriculture	\$ 11,500	James Fried	Residence Life Administration	Bighorn Canyon Edelman Trail 025 Reroute Project
Health Resources and Services Administration/DHHS	\$ 735,200	David Jones	Laramie Clinic	Educational Health Center of Wyoming: New Access Point 2019-2022
Institute of International Education, Inc.	\$ 62,298	Robert Field	Center for Global Studies	U.S. Future Leaders Topical Seminars: Energy and Natural Resources
Insure Organics	\$ 10,000	Carrie Eberle	Plant Sciences	Sugar Beet Response to Insure Organic Soil Amendments
Meg and Bert Raynes Wildlife Fund	\$ 4,488	Anna Lisa Chalfoun	Wyoming Coop Unit	Great Gray Owl habitat selection and home range characteristics during the breeding and post-fledging season
Monsanto Company	\$ 6,000	Kniss, Andrew R.	Plant Sciences	MSA Service Order 12: Glyphosate Formulation Study
Monsanto Company	\$ 5,400	Kniss, Andrew R.	Plant Sciences	MSA Service Order 13: Weed Control in Alfalfa
National Energy Technology Laboratory/Department of Energy	\$ 289,532	Carpenter, Steven Michael	Enhanced Oil Recovery Institute	Developing CO2-EOR and Associate Storage Within the Residual Oil Zone Fairways of the Powder River Basin, Wyoming
National Institute of Food and Agriculture/Department of Agriculture	\$ 277,063	Crane, Kelly Keith	Cooperative Extension Service	University of Wyoming Extension - EFNEP (2018-2023)
National Institute of General Medical Sciences/NIH/DHHS	\$ 41,590	Cynthia Hartung	INBRE Program	Acute Effects of Exercise and Stimulant Medication in College Students with ADHD - Year 2
National Park Service/Department of the Interior	\$ 96,624	Jesse Alston	Zoology & Physiology	GRPL CESU: Monitoring the Response of Bats to the Arrival of White Nose Syndrome at Jewel Cave National Monument (JECA)

June 2019

National Science Foundation	\$ 86,278	Zhuang Niu	Mathematics & Statistics	The Structure of Simple Separable Amenable C*-Algebras
National Science Foundation	\$ 83,964	Jacob Goheen	Zoology & Physiology	Landscape-scale consequences of mutualism disruption: invasive ants threaten a widespread ant-plant mutualism in East Africa - Indirect Cost at 26%
National Science Foundation	\$ 97,925	Jacob Goheen	Zoology & Physiology	Landscape-Scale Consequences of Mutualism Disruption: Invasive Ants Threaten a Widespread Ant-Plant Mutualism in East Africa - Indirect cost at 44%
National Science Foundation	\$ 15,507	Carl Frick	Mechanical Engineering	PFI-TT: Total Intervertebral Disk Replacement Device Using Novel Energy Absorbing Materials
Patient-Centered Outcomes Research Institute (PCORI)	\$ 250,000	Moody, Eric John	Wyoming Institute for Disabilities WIND	Wyoming PCORI Collaboration
Shanghai University of Sport	\$ 323,801	Smith, Derek T.	Kinesiology & Health	Nordic Ski Educational Coaching Program
Shanghai University of Sport	\$ 38,262	Smith, Derek T.	Kinesiology & Health	SUS-UW International Kinesiology Center
Society of Systematic Biologists	\$ 1,000	Carling, Matthew D.	Zoology & Physiology	The role of divergent adaptations in maintaining effective reproductive isolation between hybridizing taxa
The Nature Conservancy	\$ 32,796	Kristiana Hansen	Agriculture & Applied Economics	Upper Green River Basin Water Demand Management Research, Economic Assessment
U.S. Dept of Ag National Sheep Industry Improvement Center (USDA)	\$ 15,099	Stewart, Whitney C.	Animal Science	Trace Mineral Concentrations in Common Wyoming Plants on Sheep Winter Range
U.S. Fish & Wildlife Service/Department of the Interior	\$ 23,319	Brian Meador	Plant Sciences	Evaluating Strategic Weed Management to Reduce Pesticide Use and Improve Effectiveness on F.E. Warren Air Force Base



June 2019

U.S. Geological Survey/Department of the Interior	\$ 55,179	Kerr, Greg Lynn	VP for Research & Economic Development Office	Wyoming Information Transfer 2019-2020
University of Colorado, Boulder	\$ 34,325	Andrew Parsekian	Geology & Geophysics	The Airborne Interferometric and Polarimetric Synthetic Aperture Radar Permafrost Dynamics Observatory
University of Nevada, Las Vegas	\$ 9,074	Hilaire, Michelle L.	School of Pharmacy	Developmental Translational Team Grant - Role of Plasma Microrna-206/133b and Autophagy in Metabolic Therapeutic Outcomes in Overweight/Obese Subjects
University of Utah	\$ 107,216	Lori Phillips	University Libraries Administrative Office	National Network of Library of Medicine, Year 4
Various Sponsors	\$ 1,200	Mike Moore	Agriculture Experiment Station	Grass Seed Research Account
WY Community Foundation	\$ 5,000	Monteith, Kevin L.	Haub School of Environment & Natural Resources	Survival and Mortality of Neonatal Elk II
WY Dept of Agriculture	\$ 6,600	Schell, Scott P.	Ecosystem Science & Management	Support Funding for Mosquito Integrated Pest Management and West Nile Virus Vector Suppression Training
WY Dept of Agriculture	\$ 185,000	Edwards, Jeffrey Michael	Cooperative Extension Service	Pesticide Safety Education Program as funded by the Wyoming Product Registration fees
WY Dept of Education	\$ 2,455	Anne Houseal	Science & Math Teaching Center	Science and Mathematics Teaching Center Supported Professional Development for Wyoming Science Content and Performance
WY Dept of Health	\$ 5,980	Richelle Keinath	College of Health Sciences Deans Office	Screening for preventative cancer measures through questionnaire given to all our patients
WY Dept of Transportation	\$ 12,500	Khaled Ksaibati	Civil & Architectural Engineering	Wyoming LTAP Center 2019
WY Game + Fish	\$ 30,000	Kevin Monteith	Wyoming Coop Unit	Deer-Elk Ecology Research Project (WYGF)



June 2019

WY Workforce Services	\$ 59,930	Robert Godby	Economics	Developing 2019 Prevailing Wage Estimates For Wyoming Department of Workforce Services
Wyoming Game and Fish Department	\$ 29,448	Merav Ben-David	Wyo Natural Diversity Database	Spotted Skunk Genetics Work
Wyoming Game and Fish Department	\$ 60,000	Matthew Kauffman	Wyoming Coop Unit	Evaluating the Influence of Wind Energy on the Movement, Distribution, and Habitat Quality of Pronghorn
Wyoming State Parks and Cultural Resources	\$ 69,000	James Fried	Dining	Building trail, maintaining trail, rebuilding fences, historic preservation
Zoetis	\$ 26,476	Steven Paisley	Animal Science	Effect of Synovex ONE Grass versus negative controls of Synovex C on growth performance by suckling calves and impact on eventual feedlot performance

**Sponsored Programs**                    \$    5,018,293  
**TOTAL 6/2019**

**Total From 7/2018**                    \$    9,097,077  
**Total From 8/2018**                    \$    8,590,870  
**Total From 9/2018**                    \$ 13,150,867  
**Total From 10/2018**                   \$ 12,363,297  
**Total From 11/2018**                   \$ 10,075,300  
**Total From 12/2018**                   \$    3,171,419  
**Total From 01/2019**                   \$    4,573,163  
**Total From 02/2019**                   \$    2,681,049  
**Total From 03/2019**                   \$    6,715,301  
**Total From 04/2019**                   \$    3,409,681  
**Total From 05/2019**                   \$    6,331,593  
**Total Year to Date**  
**7/2018/-6/2019**                    \$ 85,177,910

June 2019

Sponsor	Amount	Principal Investigator (PI)	Dept	Description
Air Force Reserve Officer's Training Corps	\$ 114,164	Debra Hintz	Scholarships & Financial Aid	Air Force ROTC 2017-18
Department of Education	\$ 16,561,645	Debra Hintz	Scholarships & Financial Aid	Direct Student Loans 2018-19
Department of Education	\$ 4,698,405	Debra Hintz	Scholarships & Financial Aid	Pell Grant 2018-19
Department of Education	\$ 3,735	Debra Hintz	Scholarships & Financial Aid	D-ED Teacher Education Assistance for College & Higher Ed (TEACH) 18-19
Department of Education	\$ 49,062	Debra Hintz	Scholarships & Financial Aid	Direct Student Loans 2017-18
Department of Education	\$ 8,932	Hintz, Debra	Scholarships & Financial Aid	D-ED Teacher Education Assistance for College & Higher Ed (TEACH) 18-19
Department of Education	\$ 502,687	Hintz, Debra	Scholarships & Financial Aid	Federal Work Study Program 18-19
Department of Education	\$ 380,399	Debra Hintz	Scholarships & Financial Aid	D-ED SEOG Grant 18-19
Department of Education	\$ 438	Debra Hintz	Scholarships & Financial Aid	D-ED Teacher Education Assistance for College & Higher Ed (TEACH) 18-19

<b>Total Insitutional Awards</b>	<b>\$ 22,319,467</b>
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<b>Grand Total</b>	<b>\$ 107,497,378</b>
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**AGENDA ITEM TITLE:**

**Service Contract and Procurement Reports per (UW Regulation 7-2),** Evans  
*[Information only item, no action, discussion or work session]*

The University of Wyoming  
Board of Trustees' Report – *Supplemental Materials*  
September 11-13, 2019  
Page 139

**UW Regulation 7-2 (Signature Authority) Procurement Board Report - June 16, 2019 - August 15, 2019**

Creation Date	Supplier Name	Line No	Description	Quantity	Line unit price	Total Line Price	Total PO Amount	Department	Last approver	Date	Title
6/21/2019	Ardon Visual Communication	1	FABRICATION, DELIVERY, & INSTALLATION OF SIGNAGE AND RELATED ACCESSORIES		\$89,040.00	\$89,040.00	<b>\$89,040.00</b>	Facilities Construction Mgt	Darcy Bryant	6/17/2019	Deputy Director, Business Serv, Univ Ops
6/24/2019	Paciolan, Inc.	1	ANNUAL HOSTING SUBSCRIPTION FEE 2019-2020		\$119,500.00	\$119,500.00	<b>\$119,500.00</b>	Ticket Office	Bill Sparks	6/24/2019	Sr Assoc Ath Dir/Business Ops
7/3/2019	Bob McCloskey Insurance	1	Funding of claim payment account (Sports Med-Insurance) **Risk Management is currently working on the new agreement and insurance renewals, but it is not yet complete and this has to be paid.		\$73,093.57	\$73,093.57	<b>\$73,093.57</b>	Sports Medicine	Rachael Hulet	7/3/2019	Asst AD/Business Operations, Athletics
7/11/2019	Arthur J. Gallagher RMS, Inc.	1	Insurance Premium - Invoice 3055375 - Fine Arts Policy Risk Management Approved		\$111,700.00	\$111,700.00	<b>\$111,700.00</b>	Risk Management & Safety Office	Teresa Evans	7/11/2019	General Counsel
7/11/2019	Arthur J. Gallagher RMS, Inc.		Insurance Premium - Invoice 3063525 - UE Package: Buffer Liability, Educator's Legal, Excess Liability Risk Management approved		\$320,192.00	\$320,192.00	<b>\$320,192.00</b>	Risk Management & Safety Office	Teresa Evans	7/11/2019	General Counsel
7/12/2019	ID Edge	1	WyoOne ID Cards per attached bid		\$58,600.00	\$58,600.00	<b>\$58,600.00</b>	Facilities Construction Mgt	Darcy Bryant	7/10/2019	Deputy Director, Business Serv, Univ Ops
7/12/2019	Arthur J. Gallagher RMS, Inc.	1	Insurance Premium - Invoice 3069297 - Cyber Security Policy Risk Management Approved		\$65,398.00	\$65,398.00	<b>\$65,398.00</b>	Risk Management & Safety Office	Teresa Evans	7/12/2019	General Counsel
7/16/2019	WTBC	1	Annual rent for EORI offices at WTBC months July 1, 2019 to June 30, 2020 - year 2 of attached lease agreement		\$72,828.12	\$72,828.12	<b>\$72,828.12</b>	Enhanced Oil Recovery Institute	Robin Hurlless	7/12/2019	Deputy Director, EORI
7/18/2019	Burgener Trucking	1	DELIVER 1/4 " TO 2" STOKER COAL TO THE CEP		\$1,041,250.00	\$1,041,250.00		Utilities Management	Teresa Evans	7/17/2019	General Counsel*
7/18/2019	Burgener Trucking	2	COLLECT ASH FROM CEP AND DELIVER TO TDS COLLECTION SERVICES IN TORRINGTON, WY (24 TON ASH MINIMUM TONNAGE)		\$43,905.00	\$43,905.00	<b>\$1,085,155.00</b>	Utilities Management	Teresa Evans	7/17/2019	General Counsel*
7/18/2019	Mountain West Conference	1	2019-20 MW Dues - Payment #1 of 2		\$243,750.00	\$243,750.00	<b>\$243,750.00</b>	Intercollegiate Athletics Directors Office	Bill Sparks	7/18/2019	Sr Assoc Ath Dir/Business Ops
7/25/2019	YBP Library Services	1	Deposit Account funds are used to purchase books for UW library collections.		\$400,000.00	\$400,000.00	<b>\$400,000.00</b>	University Library Collection Development	Kate Miller	7/25/2019	Provost & Vice Pres, Acad Affairs
7/26/2019	United Healthcare Student Resources	1	Student Health Insurance Premium (International Students) Invoice 18-005857-7-1 ITL Risk Management Approved		\$702,790.00	\$702,790.00	<b>\$702,790.00</b>	Risk Management & Safety Office	Neil Theobald	7/26/2019	President
7/26/2019	United Healthcare Student Resources	1	Student Health INSURANCE PREMIUM - (Domestic Students) Invoice 18-005857-7-1 DOM Risk Management Approved		\$1,398,831.00	\$1,398,831.00	<b>\$1,398,831.00</b>	Risk Management & Safety Office	Neil Theobald	7/26/2019	President**
7/31/2019	Cheyenne Obstetrics & Gynecology Inc PC	1	Resident Education - OB/GYN Teaching		\$55,000.00	\$55,000.00	<b>\$55,000.00</b>	Family Medicine Residency Programs Cheyenne	Jill Jean Jensen	7/30/2019	Asst. Dir. Shared Bus. Ser.
7/31/2019	Black Hills Energy	1	EXTEND NATURAL GAS SERVICE FACILITY FOR CURRENT LOCATION TO DEVELOPMENT SITE		\$215,219.33	\$215,219.33	<b>\$215,219.33</b>	Facilities Construction Mgt	John Davis	7/30/2019	Assoc VP for Univ Operations
8/7/2019	Setaram Inc.	1	S60/58732 Low temperature BT 2.15 Calorimeter, S60/144004BT2.15 100l container, S60/58435 High pressure vessel, S60/59224 High Pressure gas control panel, S60/53970 Closing tool, S60/58437 Connection tube, SAV/20/16/Installation/transport	0.83777863	\$184,932.48	\$154,932.48		VP for Research & Economic Development Office	Diana Hulme	8/7/2019	Assoc VP, Research
8/7/2019	Setaram Inc.	1	S60/58732 Low temperature BT 2.15 Calorimeter, S60/144004BT2.15 100l container, S60/58435 High pressure vessel, S60/59224 High Pressure gas control panel, S60/53970 Closing tool, S60/58437 Connection tube, SAV/20/16/Installation/transport	0.16222137	\$184,932.48	\$30,000.00	<b>\$184,932.48</b>	VP for Research & Economic Development Office	Diana Hulme	8/7/2019	Assoc VP, Research
8/8/2019	University of Missouri	1	University of Missouri Football Game Guarantee for game played 8/31/19		\$200,000.00	\$200,000.00	<b>\$200,000.00</b>	Mens Football	Bill Sparks	8/8/2019	Sr Assoc Ath Dir/Business Ops
8/9/2019	TimeClock Plus	1	TimeClock Plus Annual Employee Licenses 7/10/2019-7/9/2020 per attached agreement and invoice		\$60,000.00	\$60,000.00	<b>\$60,000.00</b>	Application & Database Services	Robert Aylward	8/8/2019	VP Info Tech & CIO
8/12/2019	Cheyenne Physician Group LLC	1	Resident Education - Surgery		\$95,000.00	\$95,000.00	<b>\$95,000.00</b>	Family Medicine Residency Programs Cheyenne	Jill Jean Jensen	8/7/2019	Asst. Dir. Shared Bus. Ser.

\*Board of Trustees approved in FY20 Budget.

\*\*Board of Trustees approved in FY20 Budget.

**UW Regulation 7-2 (Signature Authority) Contracts Board Report - June 16, 2019 - August 15, 2019**

Contract Number	Contract Header Name	Contract Type	Department	Supplier	Signed Date	Agreed Amount	Signer Name	Signer Job Title
22101HuronJuly 2019	Statement of Work Financial Management, HCM, Budgeting, Grants Management, BICS	Services Contract	Administration	Huron Consulting Services	7/29/19	\$1,500,000.00	Neil Theobald	Acting President*
20001-point-July-2019	Amendment to Engagement Letter	Services Contract	Administration	Point Consulting Group	7/22/19	\$716,000.00	Neil Theobald	Acting President
22101-CusworthConnection-0219	Amendment #1 to the Agreement for Services (consulting)	Services Contract	AVP of Fiscal Administration	The Cusworth Connection Inc	7/5/19	\$99,000.00	Neil Theobald	Acting President
13181-AGF-Carr-0719	13181-AGF-Carr-0719	Services Contract	College of Arts & Sciences	Aqua Geo Frameworks LLC	7/16/19	\$185,500.00	Paula Lutz	Dean/Professor
14104-BARKJuly 2019	UW MBA Strategic Partner Proposal	Services Contract	College of Business	The BARK Firm	7/8/19	\$55,000.00	David Sprott	Dean/Professor
16101_Dallas Airmotive_Inc_July 2019	Dallas Airmotive - Hot Section	Services Contract	College of Engineering & Applied Science	Dallas Airmotive, Inc	7/31/19	\$90,962.60	Michael Pishko	Dean/Professor
17104VisualutionsJuly 2019	Visualutions Billing Contract	Services Contract	College of Health Sciences	Visualutions Inc	7/9/19	\$750,000.00	Neil Theobald	Acting President
70430WestEdgeJuly 2019	Marketing Partnership	Services Contract	Governmental & Community Affairs	West Edge Collective LLC	8/7/19	\$751,026.00	Neil Theobald	Acting President
23001-Skill Survey Inc-Feb 2018	SkillSurvey Reference	Services Contract	Human Resources	SkillSurvey, Inc	7/22/19	\$63,870.00	Neil Theobald	Acting President
40003-Watermark-July 2019	Watermark Organization Subscription Agreement	Services Contract	Information Technology	Watermark Insights LLC	7/31/19	\$59,582.25	Robert Aylward	Vice President
40003-Evisions, Inc.-July 2019	Amended and Restated Software License Agreement	Services Contract	Information Technology	Evisions, Inc.	7/31/19	\$64,094.00	Robert Aylward	Vice President
40004-UCAR FRGP-May 2019	Front Range GigaPoP Participation Agreement	Services Contract	Information Technology	University Corporation for Atmospheric Research	7/23/19	\$821,105.00	Robert Aylward	Vice President***
90257NewHorizonsJuly 2019	Aircraft Charter Agreement (volleyball)	Services Contract	Intercollegiate Athletics	New Horizons Travel	7/18/19	\$70,479.00	Billy Sparks	Sr Assoc Ath Dir/Business Ops
90202TexasTechJuly 2019	Texas Tech and University of Wyoming Football Game Contract	Services Contract	Intercollegiate Athletics	Texas Tech University	7/18/19	\$300,000.00	Thomas Burman	Athletic Director
90020LandmarkEventJune 2019	Addendum to Crowd Management Services Agreement	Services Contract	Intercollegiate Athletics	Landmark Event Staffing Services, Inc.	6/19/19	\$50,000.00	Thomas Burman	Athletic Director
90202UnivOf CaliforniaApril 2019	University of California Dept of Intercollegiate Athletics Football Game Guarantee	Services Contract	Intercollegiate Athletics	University of California	6/27/19	\$250,000.00	Laurie Nichols	President
10104-RNL-June 2019	Statement of Work Marketing	Services Contract	Provost	Ruffalo Noel Levitz LLC	6/28/19	\$400,116.00	Kate Miller	Provost & Executive Vice President, Acad Affairs
20827-Gray Associates-May 2019	Program Economics Proposal for Assistance	Services Contract	Provost	Gray Associates Inc	6/21/19	\$65,000.00	Tami Benham-Deal	Vice Provost
10001-GreenwoodAsher-June 2019	Agreement for Services	Services Contract	Provost	Greenwood/Asher and Associates Inc	6/28/19	\$60,000.00	Kate Miller	Provost & Executive Vice President, Acad Affairs
70010-J-Sealants-July 2019	Amendment #5 to the Agreement for Services (maintenance)	Services Contract	Research & Economic Development	J-Sealants LLC	7/26/19	\$135,000.00	Diana Hulme	Assoc VP, Research
70007-Occi-7/1/2019-6/30/2020	Wyoming Works, LLC	Services Contract	Research & Economic Development	Wyoming Works LLC	7/5/19	\$60,000.00	Diana Hulme	Assoc VP, Research
33011-AMENDMENTEXPRESS9/18	OneYrExtensionExpressEmployment	Services Contract	Residence Life Dining	Express Services Inc	6/24/19	\$575,000.00	Laurie Nichols	President
10501-P&PConsulting-070819	P&P Consulting Amendment no. 4	Services Contract	School of Energy Resources	P&P Consulting Services Inc	8/1/19	\$181,000.00	Mark Northam	Executive Director
10501-ContinentalResearch&EngrLLC_CCTI-July 2019	CR&E Rotary Kiln for CCTI project	Services Contract	School of Energy Resources	Continental Research and Engineering LLC	7/19/19	\$1,029,100.00	Neil Theobald	Acting President***



The University of Wyoming  
Board of Trustees' Report – *Supplemental Materials*  
September 11-13, 2019  
Page 141

26001AbsorokaEnergy&Environmental SolutionsJuly2019	Consultant Agreement	Services Contract	University Operations	Absaroka Energy and Environmental Solutions LLC	8/6/19	\$50,000.00	William Mai	Interim Vice President for Administration
26001JRCivil,LLCJuly2019	Agreement Between Owner and Contractor	Services Contract	University Operations	JR Civil LLC	8/5/19	\$2,338,878.00	Neil Theobald	Acting President****
26001TridentElectricAug2019	Change Order No. 3	Services Contract	University Operations	Trident Electric LLC	8/9/19	\$105,940.00	William Mai	Interim Vice President for Administration
26001RLTownsend&AssociatesJune20 19	Consultant Agreement	Services Contract	University Operations	R.L. Townsend & Associates, LLC	7/26/19	\$50,000.00	William Mai	Interim Vice President for Administration
26001ColoradoHazardControlJuly2019	Amendment No. 1	Services Contract	University Operations	Colorado Hazard Control LLC	7/19/19	\$400,000.00	William Mai	Interim Vice President for Administration
26001NelsonEngineeringJuly2019	Consultant Agreement	Services Contract	University Operations	Nelson Engineering	7/22/19	\$50,000.00	William Mai	Interim Vice President for Administration
26001TripleABuildingServices,Inc.Jun e2019	Agreement Between Owner and Contractor	Services Contract	University Operations	Triple A Building Services Inc	7/3/19	\$86,116.44	Neil Theobald	Acting President
26001ByArchitecturalMeansMay2019	Architect Agreement	Services Contract	University Operations	By Architectural Means, PC	6/25/19	\$919,800.00	Laurie Nichols	President
26001alm2sMay2019	Consultant Agreement	Services Contract	University Operations	alm2s	7/22/19	\$50,000.00	Neil Theobald	Acting President
26001BlackHillsEnergy May2019	Wyoming Main Extension Agreement	Services Contract	University Operations	Black Hills Energy	6/28/19	\$215,219.33	Neil Theobald	Vice President, Finance & Admin
26001PrimaryElectricJune2019	Agreement Between Owner and Contractor	Services Contract	University Operations	Primary Electric Inc	6/24/19	\$68,550.00	Neil Theobald	Vice President, Finance & Admin
26001AtnipWell&PumpService,Inc.Jun e2019	Agreement Between Owner and Contractor	Services Contract	University Operations	Atnip Well and Pump Services, Inc	6/28/19	\$262,507.00	Neil Theobald	Vice President, Finance & Admin
26001JohnsonControlsJuly2019	Agreement for Services	Services Contract	University Operations	Johnson Controls Inc.	6/24/19	\$79,173.00	Neil Theobald	Vice President, Finance & Admin
26001ElementMaterialsTesting,Inc.Ju ne2017	Consultant Agreement	Services Contract	University Operations	Element Materials Testing Inc	6/24/19	\$220,111.00	Neil Theobald	Vice President, Finance & Admin

\*Board of Trustees approved on August 8, 2018.

\*\*Per UW Regulation 7-2, University Officers only have authority to sign contracts up to \$500,000. General Counsel will continue to train on this regulation to ensure compliance.

\*\*\*UW's portion is only 3%.

\*\*\*\*Board of Trustees approved on July 18, 2019.

**AGENDA ITEM TITLE: Capital Construction Report, McKinley/Mai**  
*[Information only item, no action, discussion or work session]*

**Capital Construction  
Progress Report as of August 22, 2019**

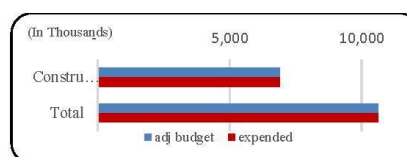
The following is an accounting of the progress and activity of construction and design since the last Trustees meeting. Also reported are approved change orders.

**PROJECTS IN CONSTRUCTION**

**1. BSL3 – State Vet Lab**

Contractor: Sampson Construction Co, Inc.

Original Project Budget           \$8,372,000 (a)  
Adjusted Project Budget       \$10,572,065



<b>Funding Sources:</b>	<b>Original Anticipated:</b>	<b>Actual:</b>
State of Wyoming Reimbursement	8,372,000.00	9,497,065.02
UW		1,328,945.00
Additional Funds		500,000.00
<b>Total Project</b>	<b>8,372,000.00</b>	<b>11,326,010.02</b>

Contract Substantial Completion Date      June 26, 2017

(In Thousands)	Budget (a)	Additional Funding (b)	Use of Contingency (c)	Adj Budget (a+b+c)=(d)	Expenditures (e)	Obligations (f)	Remaining Balance (d+e+f)=(g)
Construction	6,512		378	6,890	(6,890)	-	-
Specialized Equipment	-	2,954	-	2,954	(2,551)	(158)	245
Contingency	496		(359)	137	-	-	137
Design	766		86	852	(844)	(8)	-
Admin	598		(105)	493	(465)	(8)	20
<b>Total</b>	<b>8,372</b>	<b>2,954</b>	<b>-</b>	<b>11,326</b>	<b>(10,750)</b>	<b>(174)</b>	<b>402</b>

**Statement of Contract Amount**

<b>Original contract</b>		<b>6,512,000</b>
Change Order #1	Re-feed supply & exhaust air to corridor, storage & incinerator rooms	8,780
Change Order #2	Provide/install floor sink for new autoclaves	1,289
Change Order #3	Remove existing floor drain	699
Change Order #4	Repair stated existing problems (Wazee crane report)	5,067
Change Order #5	Delete 42 door guards	(4,620)

Change Order #6	Eliminate demo of existing Clayton steam boiler	(2,625)
Change Order #7	Eliminate installation of floor sink & cold water drop in cage wash	(888)
Change Order #8	Add new 2" floor drain for emergency shower/eyewash	1,503
Change Order #9	Add 10 new 3/4" valves for emergency shower/eyewash	2,486
Change Order #10	Change 1000 AMP breaker to free standing disconnect	(1,873)
Change Order #11	Add 6 new 3/4" isolation valves for emergency eyewashes	2,178
Change Order #12	Existing floor sink drain to be relocated to meet code, revise outlet size for combination waste & vent	614
Change Order #13	Add new floor drain in necropsy storage	2,725
Change Order #14	Add new stainless steel supply diffuser in necropsy; modify duct to avoid crane rail	3,724
Change Order #15	Remove excess concrete floor grout to structural concrete in necropsy room	6,000
Change Order #16	Delete perimeter drain around exterior entrance addition foundation	(199)
Change Order #17	Flash in mechanical curb to maintain water-tight integrity	906
Change Order #18	Relocate existing boiler feed water equipment, along with electrical relocation	7,340
Change Order #19	Revise exterior transformer	(1,552)
Change Order #20	Demo/replace CO2 lines & hangers/isolation valve for CO2 system; test when complete	7,132
Change Order #21	Demo/re-install secondary containment system	16,791
Change Order #22	Relocate existing piping into new walls	11,260
Change Order #23	Provide/install new data cabling	14,639
Change Order #24	Change specified LR25D model pass-thru refrigerator to a LR55D model	3,282
Change Order #25	Provide & install a weather-resistant fire alarm horn/strobe devise on north wall of necropsy, caulk accordingly	174
Change Order #26	Provide new floor sink, FS-1, with waste & vent lines	2,469
Change Order #27	Fabricate enclosures for existing blower equipment for exterior usage (manufacturer defect)	958
Change Order #28	Cut, remove, replace existing concrete slab; install new 3" floor sink w/ pipe & fittings to tie into existing 4" drain line	1,738
Change Order #29	Provide & install 2-3" swing check valves, new feed water pipe & fittings, hangers & supports; controls work to modify BFU control panel & reconfigure boiler controls	16,413

Change Order #30	Prep/re-surface floor with shock-crete and topcoat to build up floor slope	46,358
Change Order #31	Delete work in incinerator room 1138	(7,401)
Change Order #32	Fabricate (5) stainless steel enclosures for CO2 panels	1,581
Change Order #33	Credit 10% overhead and profit of prior owner approved change orders (#5,6,7,10,16,19) – per article 39 of specifications	(1,176)
Change Order #34	Delete re-install of autoclaves, owner will complete and credit 10% overhead and profit	(17,091)
Change Order #35	Add porcelain tile and epoxy paint finishes; delete FRP finishes	11,565
Change Order #36	Provide and install PT-2; credit resign tops and sinks	6,565
Change Order #37	Credit (3) door cylinders	(262)
Change Order #38	Install water lines for (3) purified water units, provide and install supports for additional lines	867
Change Order #39	Relocate steam and condensate lines; provide additional hangers and supports	3,941
Change Order #40	Provide power and lighting to roof top fan housing enclosure	1,081
Change Order #41	Reconfigure existing EDS waste lines and add (2) clean-outs	20,599
Change Order #42	Provide new circuit for (4) jacket heaters	731
Change Order #43	Tie onto existing dry pipe sprinkler system	1,279
Change Order #44	Supply and install cabinet back panels and bottoms	4,146
Change Order #45	Purchase single door sterilizer in lieu of renting temporary sterilizer	9,367
Change Order #46	Add VHP piping and ports to decon room 1122; install VHP lines utilizing 1-1/2" PVC pipe; provide & install isolation valves & quick connects	4,752
Change Order #47	Fabricate & install 10" stainless steel duct for exhaust air into decon room 1122; provide new 24"x12" stainless steel exhaust grill; provide & install new bubble tight damper; additional balancing	12,625
Change Order #48	Remove demolition of floor, cove base in corridor	(3,328)
Change Order #49	Provide compressed air to new cage wash equipment	1,124
Change Order #50	Remove and replace existing electrical conduit in Necropsy CMU walls	69,365
Change Order #51	Fix and repair 2 <sup>nd</sup> floor mechanical room door leak	821
Change Order #52	Install new light fixtures by autoclaves	1,675
Change Order #53	Replace eyewash fixtures with hoses; install stainless steel caps to infill existing counter tops	3,893
Change Order #54	Demolish concrete/asphalt; provide new curb and slab; add fencing and gates, including utilities for exterior temporary incinerator	27,509



Change Order #55	Remove and replace (25) HEPA filters and pre-filters	16,255
Change Order #56	Provide reimbursable cost for Rocky Mountain Power utility work paid by UW	(1,750)
Change Order #57	Run additional conduit from Panel UPS to BSL3 mezzanine for back-up power to Johnson Controls controllers	1,865
Change Order #58	Provide and install (6) door closure kits	590
Change Order #59	Extend substantial completion date	-
Change Order #60	Provide & install new door hardware for door 1151A	741
Change Order #61	Cut hole in floor and install a 2" floor drain in corridor C1140 to help with existing drainage	6,714
Change Order #62	Patch open drywall holes; firestop multiple openings; take down and replace existing electrical and security wiring and conduit not installed per code	18,380
Change Order #63	Re-coat and re-texture flooring in corridor C1140 & C1140A	2,259
Change Order #64	Supply and install three (3) additional egress buttons	1,413
Change Order #65	Fix multiple construction discrepancy items as detailed in log	56,657
Change Order #66	Credit back allowance not needed for installation	(108,583)
Change Order #67	Remove and re-install HEPA filter housing unit EE-12 to correct orientation for proper air flow; re-work hangers and supports as required for re-installation	1,996
Change Order #68	Provide and install additional shelving for DI water system equipment	543
Change Order #69	Provide & install (2) 32"x32" backdraft dampers for AHU-4 supply fans; fabricate & install duct flanges & galvanized sleeves for installation and support of backdraft dampers	5,206
Change Order #70	Repair and replacement of two existing cards in existing transfer switches	2,962
Change Order #71	Extend 208V amp circuit from north wall of BSL3 mezzanine to west wall for additional power source for VHP machine	494
Change Order #72	Rewire phoenix controllers to a 24V system from 120V	2,322
Change Order #73	Remove existing door hardware; replace with new hardware and have VTI wire accordingly	1,732
Change Order #74	Provide and install new trench drain trap seals serving the EDS system	1,259
Change Order #75	Provide and install (15) door louvers (to address air flow issues)	36,173
Change Order #76	Replace damper actuators on cooling tower #1 and #2	19,424
Change Order #77	Remove existing door seals and re-paint due to balancing requirements	6,968
Change Order #78	Supply new door sweeps	1,153

<b>Adj Contract</b>		<b>\$6,893,769</b>
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<b>Work Completed:</b>
• Final commissioning.

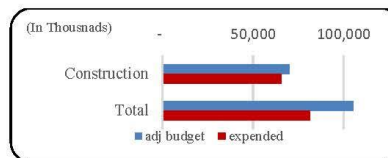
<b>Issues Encountered with Proposed Resolution for Each:</b>
• None at this time.

<b>Work Planned for the Upcoming Month:</b>
• Final commissioning report.

## 2. Engineering Education and Research Building (EERB)

Contractor: GE Johnson Construction Wyoming  
Jackson, WY

Original Project Budget \$ 105,358,910 (a)



<b>Funding Sources:</b>	<b>Original Anticipated:</b>	<b>Actual:</b>
Grant – AML funds	350,000.00	350,000.00
Grant 2 – AML funds	750,154.00	750,154.00
State appropriation	55,000,000.00	55,000,000.00
Reduced by 2015 legislative action	(8,570,000.00)	(8,570,000.00)
Reduced by 2015 legislative action	(3,475,737)	(3,475,737)
State gen fun from AML – held until match	15,800,000.00	15,800,000.00
State matching funds	14,200,000.00	14,200,000.00
State Sec I swap for cap construction	10,000,000.00	10,000,000.00
2016 Appropriation	14,500,000.00	14,500,000.00
2015 DEQ redirected funds	3,475,737	3,475,737
Foundation donation	3,328,756	3,328,756
<b>Total Project</b>	<b>105,358,910.00</b>	<b>105,358,910.00</b>

Guaranteed Maximum Price \$69,014,882  
Contract Substantial Completion Date February 13, 2019

**Note:** Funds have been reallocated among the budget categories. The adjusted budget has not changed in total.

(In Thousands)	Budget (a)	Additional Funding (b)	Use of Contingency (c)	Adj Budget (a+b+c)=(d)	Expenditures (e)	Obligations (f)	Remaining Balance (d+e+f)=(g)
Construction	72,491	(2,406)	-	70,085	(65,629)	(4,456)	-
Equipment	-	3,106	-	3,106	(2,951)	(155)	-
Contingency	8,205	(4,175)	(3,702)	328	-	-	328
Reserve	5,243	3,369	3,702	12,314	-	-	12,314
Design	7,943	(105)	-	7,838	(7,742)	(96)	-
FF&E	3,993	(75)	-	3,918	(2,713)	(1,444)	(239)
Tech	3,474	(75)	-	3,399	(340)	-	3,059
Admin	4,010	361	-	4,371	(2,282)	(335)	1,754
Total	105,359	-	-	105,359	(81,657)	(6,486)	17,216

**Statement of Contract Amount**

<b>Original contract</b>		<b>\$69,014,882</b>
Change order #1	Owner requested changes to AV/IT base bid package	762,148
Change order #2	Owner requested changes to boardroom AV/IT base bid package	279,003
<b>Adj Contract</b>		<b>\$70,056,033</b>

**Work Completed/In Progress:**

- Final Certificate of Occupancy received 3/08/2019.
- Furniture installation is complete.
- UW IT scope is complete.
- Punch list work is complete.
- Signage package is being fabricated, install scheduled first week in September, 2019 it will be completed prior to the ribbon cutting.
- Landscaping was completed 7/17/2019.

**Issues Encountered with Proposed Resolution for Each:**

- Metal ceiling panels in corridors adjacent to atrium have an access error that requires replacement. Zero cost to UW, design and procurement is in progress and will be complete by 8/26/2019, on target as planned.

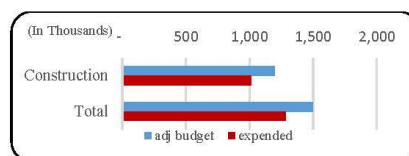
**Work Planned for the Upcoming Month:**

- Signage installation.

### 3. WWAMI – Lab Renovation

Contractor: Arcon, Inc., Laramie, WY

Original Project Budget \$1,500,000 (a)  
Adjusted Project Budget \$1,500,000



<u>Funding Sources:</u>	<u>Original Anticipated:</u>	<u>Actual:</u>
WWAMI Income	643,000	643,000
Academic Affairs Medical Education Quasi Account	197,000	197,000
College of Health Sciences Building Account	360,000	360,000
State Appropriation (FY17/18 Budget) for Level II study	300,000	300,000
<b>Total Project</b>	<b>1,500,000</b>	<b>1,500,000</b>

Contract Substantial Completion Date November 30, 2018

(In Thousands)	Budget (a)	Additional Funding/Adj (b)	Use of Contingency (c)	Adj Budget (a+b+c)=(d)	Expenditures (e)	Obligations (f)	Remaining Balance (d+e+f)=(g)
Construction	1,063	71	64	1,198	(1,012)	(186)	-
Contingency	71	-	(71)	-	-	-	-
Design	168	10	7	185	(182)	(4)	(1)
FF&E	81	(81)	-	-	-	-	-
IT/Tech	68	(68)	-	-	-	-	-
Admin	49	68	-	117	(89)	(2)	26
<b>Total</b>	<b>1,500</b>	<b>-</b>	<b>-</b>	<b>1,500</b>	<b>(1,283)</b>	<b>(192)</b>	<b>25</b>

#### Statement of Contract Amount

<b>Original contract</b>		<b>1,101,500</b>
Change order #1	Reroute glass waste piping, chase demolition and reworking	14,410
Change order #2	Add accent color to the rooms 338A 338 338B 340	4,723
Change order #3	Change base in rooms 338 338A 338B 340 from specified match RT1 flooring to Flexco's Health design base	3,319
Change order #4	Demolish concrete benches, demolish four doors and frames, frame and finish openings	5,412

Change order #5	Replace floor drain with floor sink to accommodate slab thickness	243
Change order #6	Add mechanical chase access	1,816
Change order #7	Window sills in prep lab room 338A	2,633
Change order #8	Relocate mop sink and revise door opening in rom 338A	685
Change order #9	Revise window size to match existing and structural details to address existing wall construction	(4,000)
Change order #10	Infill existing alcoves with salvaged glassed structural tile	2,131
Change order #11	Install oak chamfer to join existing sill and furring	1,165
Change order #12	Extend walls surrounding lab space to floor deck, provide floor covering & finished ceiling in corridor, change type of task lighting along north wall, add duct smoke detector	14,030
Change order #13	Change self-closing lever handles, shift fire suppression line, image existing floor slab to avoid damages, provide new wall cabinet, provide electrical tie in to fire alarm system, replace air diffusers, install new wood trim, install door closer on locker room 353, install exhaust duct in wall, install thresholds for doors 352 & 353	42,272
Change order #14	Demolition of the floor (as needed) in the Anatomy Lab to provide new blue floor pattern	7,312
<b>Adj Contract</b>		<b>\$1,197,651</b>

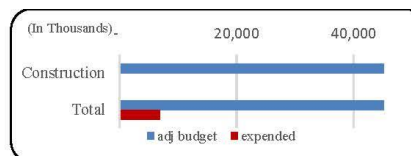
<b>Work Completed:</b>
<ul style="list-style-type: none"> <li>Substantial Completion</li> </ul>
<b>Issues Encountered with Proposed Resolution for Each:</b>
<ul style="list-style-type: none"> <li>None at this time</li> </ul>
<b>Work Planned for the Upcoming Month:</b>
<ul style="list-style-type: none"> <li>Punch list items</li> </ul>

#### 4. Science Initiative



Contractor: GE Johnson Construction Wyoming  
Jackson, WY

Original Project Budget \$ 103,000,000 (a)  
Adjusted Project Budget \$ 103,000,000 (d)



<b>Funding Sources:</b>	<b>Original Anticipated:</b>	<b>Actual:</b>
State	3,000,000.00	3,000,000.00
UW	15,000,000.00	15,000,000.00
State	85,000,000.00	85,000,000.00
<b>Total Project</b>	<b>103,000,000.00</b>	<b>103,000,000.00</b>

Guaranteed Maximum Price \$  
Contract Substantial Completion Date

(In Thousands)	Budget (a)	Additional Funding/Adj (b)	Use of Contingency (c)	Adj Budget (a+b+c)=(d)	Expenditures (e)	Obligations (f)	Remaining Balance (d+e+f)=(g)
Construction	82,029	-	-	82,029	(64)	(78)	81,887
Contingency	3,621	-	(248)	3,373	-	-	3,373
Reserve	2,000	-	-	2,000	-	-	2,000
Design	6,962	-	248	7,210	(5,724)	(1,477)	9
FF&E	3,100	-	-	3,100	-	-	3,100
Tech	2,287	-	-	2,287	-	-	2,287
Admin	3,001	-	-	3,001	(1,132)	(376)	1,493
<b>Total</b>	<b>103,000</b>	<b>-</b>	<b>-</b>	<b>103,000</b>	<b>(6,920)</b>	<b>(1,931)</b>	<b>94,149</b>

#### Statement of Contract Amount

<b>Original contract</b>		<b>\$142,000</b>
<b>Adj Contract</b>		<b>\$142,000</b>

<b>Work Completed/In Progress:</b>
<ul style="list-style-type: none"> <li>100% Construction drawings were complete and issued on 6/07/2019.</li> <li>Bid Package #1 for the project and alternates were advertised and publically opened on 7/19/2019.</li> <li>Scope and budget under review with a Guaranteed Maximum Price (GMP) contract amendment expected in October, 2019.</li> <li>Construction site is cleared and secured. Traffic control provisions are in place. Field offices are mobilized. Temporary electric service is complete.</li> </ul>

<b>Issues Encountered with Proposed Resolution for Each:</b>
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- None at this time.

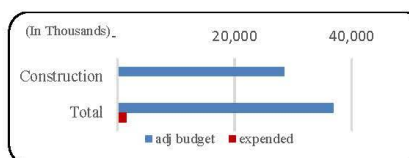
**Work Planned for Upcoming Month:**

- GMP development.

**5. West Campus Satellite Energy Plant**

Contractor: GE Johnson Construction Wyoming  
Jackson, WY

Original Project Budget \$ (a)  
Adjusted Project Budget \$ (d)



<b>Funding Sources:</b>	<b>Original Anticipated:</b>	<b>Actual:</b>
Major Maintenance	18,000,000.00	18,000,000.00
EERB Project Reserve	12,314,336.00	12,314,336.00
SI Project Reserve	2,000,000.00	2,000,000.00
UW – Capital Reserves (BOT)	4,616,773.00	4,616,773.00
<b>Total Project</b>	<b>36,931,109.00</b>	<b>36,931,109.00</b>

Guaranteed Maximum Price \$  
Contract Substantial Completion Date

(In Thousands)	Budget (a)	Additional Funding/Adj (b)	Use of Contingency (c)	Adj Budget (a+b+c)=(d)	Expenditures (e)	Obligations (f)	Remaining Balance (d+e+f)=(g)
Construction	28,500	-	-	28,500	(27)	(15,520)	12,953
Contingency	4,575	-	-	4,575	-	-	4,575
Design	2,623	-	-	2,623	(1,195)	(839)	589
FF&E	110	-	-	110	-	-	110
Tech	0	-	-	0	-	-	0
Admin	1,123	-	-	1,123	(360)	(88)	675
<b>Total</b>	<b>36,931</b>	<b>-</b>	<b>-</b>	<b>36,931</b>	<b>(1,582)</b>	<b>(16,447)</b>	<b>18,902</b>

**Statement of Contract Amount**

<b>Original contract</b>		<b>\$61,250</b>
Amendment #1	Initial Guaranteed Maximum Price for Foundation and Utilities	15,486,191

<b>Adj Contract</b>		<b>\$15,547,441</b>

**Work Completed/In Progress:**

- Bid Package #1 was issued for foundation and utilities. The public bid opening was held 6/18/2019.
- Construction site is cleared and secured.
- Initial Guaranteed Maximum Price was prepared and approved at the August, 2019 Board of Trustees Meeting.

**Issues Encountered with Proposed Resolution for Each:**

- None at this time.

**Work Planned for Upcoming Month:**

- Commencement of construction activities; demolition, mass excavation, and foundation prep.
- Procurement of long lead time items.