

THE UNIVERSITY OF WYOMING
BOARD OF TRUSTEES' REPORT

January 22-24, 2020

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
January 22-24, 2020

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.

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BUSINESS MEETING

Roll Call

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

- November 13-15, 2019 (Executive Session only)
- December 11, 2019, Conference Call Meeting

Reports

- ASUW
- Staff Senate
- Faculty Senate

Public Testimony [*Scheduled for Thursday, January 23, 11:00 – 11:30 a.m.*]

Committee of the Whole

Regular Business

Board Committee Reports [*Scheduled for Thursday, January 23, 2:30 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 – Keener Fry
- 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. Approval of Agreements, Contracts, and Procurements – Evans
- II. Contracts and Grants – Jewell/Synakowski..... 34
- III. Personnel – Appointment of Academic/Non Academic Employees – Miller/Theobald

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

- Contracts and Procurement Report (per UW Regulation 7-2) – Evans35
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- Foundation Monthly Giving Report – Blalock

New Business

Date of Next Meeting: February 19, 2020 (conference call)

Adjourn Meeting

AGENDA ITEM TITLE: Update: Higher Learning Commission Accreditation, 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:

The Board will receive a debriefing on the HLC Peer Team visit and expected outcomes of the 10-year HLC comprehensive evaluation of UW.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

The Board has held multiple discussions over the past two years with administration on our comprehensive evaluation visit preparations.

WHY THIS ITEM IS BEFORE THE BOARD:

The Board participated extensively in preparations for and execution of the comprehensive HLC 10-year evaluation. The status of UW's federal funding hinges on the outcome of the evaluation.

ACTION REQUIRED AT THIS BOARD MEETING:

N/A

PROPOSED MOTION:

N/A

PRESIDENT'S RECOMMENDATION:

N/A

**AGENDA ITEM TITLE: Update: Educational Attainment Executive Council,
Caldwell/Drummond/Hicswa**

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 (EAEC) met for a full day meeting on November 20, 2019, in the Hathaway Building in Cheyenne, WY. The outcome was the formal adoption of the draft Wyoming State Educational Attainment Strategic Plan for 5-years and 10-years. The plan is a concise document consisting of 10-15 pages. The final draft will be out on January 2020 and will have a public comment period. Additionally, the Council requested that the co-chairs, Dr. Stefani Hicswa and Dr. Neil Theobald (official rather than designee), send a formal memo to Governor Mark Gordon, Speaker of the House Steve Harshman, and Senate President Drew Perkins, to incorporate some aspect of the importance of educational attainment as a fundamental building block to long-term economic vitality of Wyoming. The memo was to include that while the educational entities within in the education pipeline serve different functions, they are aligned and will enter the legislative session collaboratively to impact educational attainment. The memo sent on behalf of the EAEC by Dr. Hicswa and Dr. Theobald was sent on December 12, 2019.

The draft incorporated the 2017 joint resolution between the Wyoming Community College Commission and the UW Board of Trustees to establish a post-secondary educational attainment goal of 60%. As such, the EAEC formally adopted a two-phased set of goals for 2025:

- a. Leading the Nation Economic-Level: 60% by 2025 and 75% by 2040
- b. Aspirant-Level: 67% by 2025 and 82% by 2040.

The Focus Areas have remained the same

Focus Areas

Primary areas of focus of the 5-year and 10-year Wyoming Statewide Educational Master Plans to achieve the attainment goals of 60-67% by 2025 and 75-82% by 2040 are:

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

While there will continue to be more detailed metrics within each of the Focus Areas, there are five over-arching Metrics that Matter.

Metrics That Matter

- 1. Increase the Third grade reading level by 10% in alignment of 85% of all third grade students should meet or exceed proficiency levels
- 2. High school graduation of entering 9th grade students should increase by 10%

3. High school to college matriculation within one year of high school completion should increase by 20%
4. Credential productivity rates at the community colleges will increase by 100%; and university should increase by 70%
5. Adult participation and completion of higher education will increase 300%

Priorities for 2019-2021

COMPLETED

1. Statewide focus groups for feedback on the big areas and draft metrics the week of September 16 in Cheyenne, Laramie, Torrington, Sheridan, Casper, Riverton, Rock Springs, and Powell
2. Rules process and implementation for Wyoming Works and Bachelors of Applied Science
3. Implementation of BAS (rules adopted to colleges approved to complete substantive change and two more authorized to begin the process) and new General Studies BA (1 graduate and 11 set to graduate this fall. 50 applicants and 36 admitted)
4. Articulation Summit October 2019 Launching Graduate Wyoming Articulation

In progress

5. Common Transcript/Transfer Process development and implementation including reverse transfer (per legislative requirement is in the WCCC budget request)
6. SLEDS continue to develop the data governance structure and become operational
7. Complete the Skills Gap and Program Gap Analysis through the NGA Education and the Workforce Grant *Metrics that Matter* and incorporate the information in a revised plan. Ensure the grant data dashboard incorporates aspects of Educational Attainment Plan.
8. Apprenticeships and Internships integrated statewide across appropriate post-secondary credential programs.
9. Formally request that Wyoming's Tomorrow Task force will continue to meet throughout the next biennium to monitor, update, and recommend legislation to the JEIC on ED Attainment in WY

Need to be completed and/or need funding to move forward

10. First Quarter 2020, statewide public comment on draft plan, modify based on public comment, and final plan adoption. Will commence shortly.
11. Conduct Economic Impact Study/ROI and subsequent inclusion in a revised plan. Need funding to conduct this. Approximately \$129,000.
12. Adult Readiness Assessment including Prior Learning Assessment development. There is a sub-committee through the WCCC Academic Affairs Council. Costs for planning and implementation are unknown.
13. Develop participant entities Strategic Plans that are incorporate aspects of and are aligned with adopted Educational Attainment Plan.
14. Systematic study/audit of public policy on the barriers to implementation and success of the educational attainment goals. May be a potential
15. Communicate plan with Wyoming citizens, business leaders and other interested parties

Priorities for 2021-23

1. Pursuant to W.S. 21-18-202 and 9-12-1402, the Wyoming Community College Commission shall develop and implement a new statewide community college system strategic plan that, in part, integrates the appropriate aspects of this Educational Attainment Plan. The status of the plan development and implementation shall be required in advance of biennial and supplemental budget requests.
2. Pursuant to W.S. 21-18-202 and 9-12-105 and 9-12-1402, the seven community colleges shall develop their next college strategic plans, in part, in alignment with the statewide community college system strategic plan. Each college shall identify how it will create action plans and implement the attainment goals at the local and regional level consistent with this Educational Attainment Plan. Status updates

shall be reported the WCCC a biennial basis in advance of the WCCC biennial and supplemental budget requests.

3. Pursuant to W.S. 21-17-108 and 9-12-105 and 9-12-1402, the University of Wyoming shall develop its next university strategic plan, in part, in alignment with this Educational Attainment Plan. The University shall identify how it will create action plans and implement the attainment goals. Status updates shall be reported on a biennial basis in advance of the UW biennium budget request.

4. The Wyoming Department of Education (WDE) and State Board of Education (SBE) shall develop a monitoring structure that integrates the existing ESSA or other state required accountability measures that, in part, align with this Educational Attainment Plan. The WDE shall develop a mechanism to involve the K12 districts in developing the monitoring process.

5. The Department of Workforce Services (DWS) shall develop a monitoring structure for state licensure and credentials earned outside the community college and university systems in alignment with the attainment plans at the regional and statewide level. Status updates shall be reported to the WCCC a biennial basis in advance of the DWS and WCCC biennium budget request

6. As the coordinating agency, the WCCC shall provide a status update and monitor progress to the Governor's Office, and all collaborating entities, annually through 2023.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

There have been numerous updates to the UW Board of Trustees including the most recent submission of an official quarterly update on November 13, 2019.

WHY THIS ITEM IS BEFORE THE BOARD:

Status update that the EAEC formally adopted a draft State Educational Attainment Strategic Plan that will go out for public comment in the first quarter of 2020.

ACTION REQUIRED AT THIS BOARD MEETING:

No action.

PROPOSED MOTION:

N/A

PRESIDENT'S RECOMMENDATION:

N/A

AGENDA ITEM TITLE: Annual Report: Faculty Athletics Representative, Hagy

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:

Annual update on team GPAs, distribution of student-athlete majors, and new student-athlete well-being initiatives, including the hiring of a student-athlete well-being coordinator to support mental health treatment and sexual assault training and reporting.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

N/A

WHY THIS ITEM IS BEFORE THE BOARD:

University Regulation 3-1

ACTION REQUIRED AT THIS BOARD MEETING:

None

PROPOSED MOTION:

N/A

PRESIDENT'S RECOMMENDATION:

N/A

2018-2019 UW Team GPAs

All Student Athletes: 3.236

Football: 2.934

Men's Basketball: 2.880

Men's Cross Country: 3.492

Men's Golf: 3.463

Men's Swimming: 3.243

Men's Track Indoor: 3.306

Men's Track Outdoor: 3.342

Women's Basketball: 3.682

Women's Cross Country: 3.577

Women's Golf: 3.647

Women's Soccer: 3.451

Women's Swimming: 3.449

Women's Tennis: 3.665
Women's Track Indoor: 3.444
Women's Track Outdoor: 3.434
Women's Volleyball: 3.475
Wrestling: 2.929

Student-Athlete Majors Distributed by College

Arts and Sciences	117
College of Business	102
Health Science	74
Engineering	36
Agriculture	31
Education	17
Haub School	11
Undeclared	36
General Studies	1

AGENDA ITEM TITLE: Update: Neltje, Sullivan/Miller

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:

Neltje is a Wyoming artist, rancher, educator, entrepreneur, community developer, philanthropist and champion of contemporary visual art and literature. Trustee Sullivan and Provost Miller will give a presentation on the ongoing collaboration between the University and Neltje, including the successes of the ongoing visual art and creative residencies taking place at Neltje's home in Sheridan.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

This matter has come before this Board in public session in May 2019.

WHY THIS ITEM IS BEFORE THE BOARD:

Information only.

ACTION REQUIRED AT THIS BOARD MEETING:

N/A

PROPOSED MOTION:

N/A

PRESIDENT'S RECOMMENDATION:

N/A

AGENDA ITEM TITLE: Research and Economic Development Annual 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:

Research and economic development highlights and an outline of planning activities will be described, including research expenditures and a few highlights, supercomputer usage, research planning, and progress in economic development activities. Included will be an update on the Innovation Task Force charged with strengthening our partnership with the Wyoming Business Council and our service in economic development to Wyoming. This overview will set the table for the two subsequent presentations, one on the EPSCoR program (Professor Ewers; supported by the National Science Foundation at \$20M over five years), the other on planning and visioning activities well underway for an invigorated enterprise at the AMK Ranch in research, education, and outreach (Professor Shuman). Like the Research Grand Challenges planning, the AMK work is being done with a task force comprised of faculty from across the colleges.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

These items have not been discussed with the full Board.

WHY THIS ITEM IS BEFORE THE BOARD:

While under a different name, a research update is given annually, but it has been much narrower than is intended here. This presentation is part of an effort to engage the Board more broadly than we have done in the past regarding research and economic development. This presentation will be one of three given sequentially in January, the other two focusing on the EPSCoR programs and the AMK Ranch program planning activity. Regarding EPSCoR, great excitement was generated at the November meeting on this subject in a presentation given by Professor Ewers and his leadership colleagues; given the size of the activity and its potential impact scientifically and economically. Finally, the AMK presentation is timely given Trustee interest and the potential that comes with transforming this enterprise into a nationally visible and impactful research platform.

ACTION REQUIRED AT THIS BOARD MEETING:

These items are presented for information and discussion. No action is requested beyond noting the presentation and discussions.

PROPOSED MOTION:

N/A

PRESIDENT'S RECOMMENDATION:

N/A

AGENDA ITEM TITLE: AMK Task Force Report, Shuman

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
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 - High-Performing University
- No [Regular Business]

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

EXECUTIVE SUMMARY:

A summary of planning and visioning activities underway for invigorated UW's campus at the AMK Ranch in Grand Teton National Park will be presented. The presentation will summarize a strategic vision for enhancing research, education, and outreach at the UW Teton Campus, which is being developed by a task force of ~20 faculty and staff from across the university and chaired by Professor Bryan Shuman (Geology & Geophysics). Stimulated by the potential for renewed investment in the facility by the BoT, the Task Force has been considering how we can turn the facility into a world-class enterprise that matches its world-class location. The presentation will summarize how new investment can create exceptional programs and opportunities that raise UW's scholarly profile and ability to recruit students and faculty through research and classes in the iconic setting of Wyoming's Grand Teton National Park. Potential new programs at the Teton Campus will be discussed that have state-wide relevance, cut across disciplines, and connect UW to Wyoming's landscapes and heritage, while enhancing efforts to understand the Park and communities connected to it from the Wind River Reservation to ranches that receive water and wildlife from the Park.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

These items have not been discussed with the full Board.

WHY THIS ITEM IS BEFORE THE BOARD:

The AMK presentation is timely given Trustee interest and the potential that comes with transforming this enterprise into a nationally visible and impactful research platform.

ACTION REQUIRED AT THIS BOARD MEETING:

These items are presented for information and discussion. No action is requested beyond noting the presentation and discussions.

PROPOSED MOTION:

N/A

PRESIDENT'S RECOMMENDATION:

N/A

AGENDA ITEM TITLE: WY EPSCoR Microbe Project Report, Ewers and colleagues

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 faculty leading UW's 5-year \$20 million grant on microbial ecology will present an update on the outcomes and progress of the project, which includes recent faculty hires as well as a range of student-led research. Inspired by the discovery of the bacterium from Wyoming that launched the billion-dollar genomics industry, the Microbial Ecology Collaborative, or Micro, project was funded as a successful faculty-led initiative within Wyoming's Established Program to Stimulate Competitive Research (WY EPSCoR). Led by Professor Brent Ewers, WY EPSCoR was designed to fulfill the mandate of the National Science Foundation (NSF) to promote scientific progress nationwide, but faculty and students involved in Micro project specifically seek to understand the diversity and function of microbes in Wyoming. The presentation will discuss the successful use of the NSF funding for creating graduate and undergraduate research experiences across multiple colleges, for establishing new core facilities and centers on campus that promote data science, genomic, and biogeochemical analyses, and for hiring new faculty with cutting-edge expertise in data science and modeling, plant-microbe interactions, biogeochemistry, and limnology. Connections between these outcomes and state-wide outreach will also be discussed.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

Recent progress on the project has not been discussed with the full Board, but the Board considered and approved the faculty hires supported by the NSF EPSCoR bridge funding.

WHY THIS ITEM IS BEFORE THE BOARD:

Great excitement was generated at the November meeting on this subject in a presentation given by Professor Ewers and his leadership colleagues; given the size of the activity and its potential impact, UW will benefit from the BoT learning more of this research.

ACTION REQUIRED AT THIS BOARD MEETING:

These items are presented for information and discussion. No action is requested beyond noting the presentation and discussions.

PROPOSED MOTION:

N/A

PRESIDENT'S RECOMMENDATION:

N/A

AGENDA ITEM TITLE: Talent Awards, Kyle Moore

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
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 - Impacting Communities
 - High-Performing University
- No [Regular Business]

EXECUTIVE SUMMARY:

The Academic and Student Affairs Committee supports recommendation from the UW Administration to increase the amount of “Special Talent/other gift aid” approved at the July 2019 BOT meeting in Riverton. UW recommends the ~\$40,000 to be increased to an amount not to exceed \$200,000 in the 2020-2021 academic year. The purposes of these talent awards will be to target programs, departments and other unique needs of strategic importance to the university.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

WHY THIS ITEM IS BEFORE THE BOARD:

A request to adjust the allotment of monies directed for talent awarding purposes.

ACTION REQUIRED AT THIS BOARD MEETING:

PROPOSED MOTION:

“I move the Board accepts the UW Administration’s request to adjust the amount of funding designated for Special Talent/ other talent gift to be increased to an amount not to exceed \$200,000 for the 2020-2021 academic year.”

PRESIDENT’S RECOMMENDATION:

The President recommends approval.

AGENDA ITEM TITLE: Notice of Intent, Graduate Certificate, School of Pharmacy, Ahern

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 School of Pharmacy, College of Health Sciences, has submitted Notices of Intent (NOI) for four new graduate certificates: Entrepreneurial Pharmacy & Healthcare, Pharmaceutical Policy Analysis, Pharmacoeconomics, and Pharmaco-Legal Compliance Strategies. Each of these programs would comprise 15 credit hours and would be geared toward current PharmD and MS in Health Services Administration students as well as healthcare professionals. Such certificate programs are in high demand in the marketplace. As envisioned in the NOIs, these certificate programs will be cost neutral.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

The NOIs were reviewed by the Board's Academic Affairs and Student Affairs Committee (AASA) in December 2019 and received positive recommendations.

WHY THIS ITEM IS BEFORE THE BOARD:

Per UW Regulation 2-119 (Degrees and Diplomas), new certificate and degree programs require the approval of the Board of Trustees. The first step in proposing a new certificate or degree is the Notice of Intent. The Notice of Intent needs must be approved of by the Board of Trustees before further development of a proposed new certificate or degree can happen. The final step in certificate or degree approval is the Request for Authorization, which is the second, and final, opportunity for the Board to review any new certificate or degree proposal. The Pharmacy graduate certificate proposals are at the Notice of Intent stage.

ACTION REQUIRED AT THIS BOARD MEETING:

Approval of the Notices of Intent for the proposed graduate certificates in the School of Pharmacy.

PROPOSED MOTION:

“I move to approve the Notices of Intent for the graduate certificate programs in Entrepreneurial Pharmacy & Healthcare, Pharmaceutical Policy Analysis, Pharmacoeconomics, and Pharmaco-Legal Compliance Strategies.”

PRESIDENT'S RECOMMENDATION:

AGENDA ITEM TITLE: Notice of Intent, Career Technical Education, Alexander

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:

A collaborative Notice of Intent for a Career Technical Education (CTE) degree developed by the UW College of Education, UW-Casper, the Wyoming Community College Commission, the PTSB, WACTE, the Wyoming Department of Education, K-12 Superintendents, and representatives from business and industry will be presented. The new proposed program, designed collaboratively to be delivered by the community colleges and UW, will have students complete an applicable AAS degree and subsequently take a third year of coursework at a Wyoming community college or online at UW before completing a fourth year through UW that includes online education courses and student teaching. The proposed program will culminate in a Bachelor of Applied Sciences degree with a major in CTE Education, and an appropriate initial teaching license from the PTSB. The feasibility study will explore the demand for CET in more depth, but an initial investigation of multiple data sources and the market indicates strong employer and student demand.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

N/A

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 Career Technical Education degree program.

PROPOSED MOTION: [Trustee Sullivan to provide motion.]

“I move that the Notice of Intent for the Career Technical Education degree be approved.”

PRESIDENT’S RECOMMENDATION:

AGENDA ITEM TITLE: Requests for Authorization, Bachelor of Music in Jazz Performance, Certificate of Music Entrepreneurship, Certificate of Audio Technology,
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 Requests for Authorization 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 demonstrates strong student demand for these programs with highly favorable employment outlooks.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

The Board reviewed and approved the Notices of Intent for these programs in September 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 Request for Authorization.

ACTION REQUIRED AT THIS BOARD MEETING:

Consideration for approval of the Request for Authorization for the proposed **Bachelor of Music in Jazz Performance and the Music Entrepreneurship and Audio Technology certificate programs.**

PROPOSED MOTION:

“I move that the Requests for Authorization for the Bachelor of Music in Jazz Performance and the Music Entrepreneurship and Audio Technology certificate programs be approved.”

PRESIDENT’S RECOMMENDATION:

The President recommends approval.

AGENDA ITEM TITLE: FY21 Fee Book, McKinley/Jewell/Chestnut

SESSION TYPE:

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

Materials will be provided as supplemental.

APPLIES TO STRATEGIC PLAN:

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

EXECUTIVE SUMMARY:

The Central Fee Book Committee chairs will introduce the proposed changes to the FY21 Fee Book for board consideration.

Pursuant to the ByLaws of the Trustees, Article VIII. Section 2 (STUDENTS):

All student fees, charges, refunds, and deposits shall be fixed by resolution of the Trustees and shall be published in the appropriate university publications.

The Central Fee Book Committee convened on October 3, 2019, and took fee book requests from campus constituents during the month of October. After ASUW resolutions, the Committee has collectively determined the proposed changes are reasonable and needed to support various operations around campus. These changes have been organized and included in the supplemental materials. For the Board's reference, the document includes the impact on revenue, where applicable. It also includes the page number from the FY20 approved Fee Book.

Please note: Course fees and ghost fees were not allowed, due to the Programmatic Fee structure.

The Committee Chairs will make a recommendation to the Board with respect to acceptance and approval of the reports.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

Annually-The Board accepts and approves the Fee Book each year.

WHY THIS ITEM IS BEFORE THE BOARD:

The Board of Trustees is responsible for the establishment of all fees, charges, and deposits assessed, and refunds afforded to individuals applying for admission to the university, enrolled students, university employees, and the general public. Such fees shall be reasonable and prudent for the adequate protection and control of university funds, equipment, facilities services and materials.

ACTION REQUIRED AT THIS BOARD MEETING:

No action at this time.

PROPOSED MOTION:

No motion at this time.

AGENDA ITEM TITLE: Presentation of Six Month Budget v. Actual of Annual Operating Budget: McKinley/Jewell

SESSION TYPE:

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

Materials will be provided as supplemental.

APPLIES TO STRATEGIC PLAN:

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

EXECUTIVE SUMMARY: Prior to submitting the President's proposed FY 2021 Operating Budget to the BOT on April 15, 2020, the Administration would like to provide the board with an analysis of actual FY 2020 expenditures through six months compared to the approved FY 2020 Operating budget. The analysis is prepared at the subdivision level and includes narratives explaining significant variances between actual expenditures and budgeted levels.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

On November 13th, 2019 the Budget Committee received an analysis of actual FY 2020 expenditures through three months compared to the approved FY 2020 Operating budget.

WHY THIS ITEM IS BEFORE THE BOARD:

The President of the University shall develop an annual Operating Budget for the University each fiscal year. On or before April 15, the President shall submit her proposed Operating Budget for the fiscal year beginning on the following July 1 to the University's Board of Trustees. The Budget Committee of the Board of Trustees shall hold hearings where each of the University's Administrative Officers shall present the proposed budget for their Division/Unit (Organization) for the upcoming fiscal year. The final approval of the Operating Budget rests with the Board prior to the beginning of the fiscal year.

ACTION REQUIRED AT THIS BOARD MEETING: N/A

PROPOSED MOTION: N/A

PRESIDENT'S RECOMMENDATION: N/A

AGENDA ITEM TITLE: Upcoming Fiscal Year Operating Budget Assumptions and Timeline, McKinley/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:

The Administration is currently developing the University’s FY 2021 Operating Budget. The BOT Budget Committee is scheduled to hold budget hearings with the Leadership of the University’s Divisions and Colleges on May 11th - 12th 2020, and deliver an update on the FY 2021 budget to the full BOT on May 13th – 15th 2019, conduct follow-up hearings (if necessary) in late May through early June, and then when prepared, recommend to the full BOT a final FY 2021 Operating Budget for approval and adoption prior to the start of FY 2021 on July 1, 2020.

The Administration presented the University’s request for State funding to the Joint Appropriations Committee on December 18, 2019. Initial discussions indicate the University may receive some additional support for one-time purposes. Final funding will not be known until the conclusion of the 2020 Wyoming Legislative Session, scheduled to adjourn on Thursday, March 12, 2020.

Some preliminary budget assumptions by the Administration in the FY2021 budget are:

State Appropriations	Standard Budget as approved by the Governor
Gross Tuition Increase	4% resident 8% non-resident
Net Tuition Revenue (net of financial aid)	Flat
Fringe Benefit Rates	39.1% Faculty, 49.3% Staff, 2.9% Non-Benefited
Salary Increase	Flat (Governor has identified funds but no distribution methodology)
Distance Education Revenue Split	70% College / 30% Provost
Academic Affairs Strategic Initiatives Tax	2% of Unrestricted Operating Budget Total Exp.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

NA

WHY THIS ITEM IS BEFORE THE BOARD:

The President of the University shall develop an annual Operating Budget for the University each fiscal year. On or before April 15, the President shall submit her proposed Operating Budget for the fiscal year beginning on the following July 1 to the University’s Board of Trustees. The Budget Committee of the Board of Trustees shall hold hearings where each of the University’s Administrative Officers shall present the proposed budget for their Division/Unit (Organization) for the upcoming fiscal year. The final approval of the Operating Budget rests with the Board prior to the beginning of the fiscal year.

ACTION REQUIRED AT THIS BOARD MEETING: N/A

PROPOSED MOTION: N/A

PRESIDENT'S RECOMMENDATION: N/A

AGENDA ITEM TITLE: Wyoming Public Radio Rawlins, WY (Chokecherry Knob) Site Lease Extension with GCR Electronics, Mai/Kibbon

SESSION TYPE:

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

[Committee of the Whole – Item 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:

This agenda item is to request approval for an amendment to extend an existing lease agreement for the Wyoming Public Radio (WPR) Chokecherry Knob tower site near Rawlins, Wyoming (see attached map).

The University of Wyoming and GCR Electronics (GCR) entered into a five (5) year lease agreement on January 2, 2010, allowing WPR to operate and maintain an antenna system and radio equipment at the radio communications site owned by GCR. The current term of the lease ends December 31, 2019, and both WPR and GCR have expressed a desire to extend the existing agreement for another five (5) year term to continue radio coverage in the Rawlins/Sinclair area.

GCR, UW's Lessor, is a Lessee in a ground lease agreement with the landowner, Bureau of Land Management. The ground lease grants GCR the right to sublease space and facilities on the site to third parties, including but not limited to the University of Wyoming. The University has the ability to terminate the lease agreement upon 90 days' advance written notice to the Lessor.

The current annual lease rent is \$6,216.00 and is proposed to increase 3% per year during the term of the agreement. A review of rental rates for comparable radio communications sites in the east region ranged from \$1,800 to \$6,240 per year. Given this site's location on the I-80 corridor, it would be anticipated for rent to be near the upper end of the range. The average annual escalation rate for other University radio communications site leases in the region is 7.61% and the Bureau of Land Management increased lease rates 2.9% for calendar year 2019.

At the direction of the Facilities Contracting Committee, the administration has finalized the amendment to extend the agreement for another five (5) year term. Addendum No. 2 has been signed by the Lessor and is ready for the University's signature.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

None.

WHY THIS ITEM IS BEFORE THE BOARD:

Per UW Regulation 7-2, the Board of Trustees reserves authority to approve and/or sign contracts for "Other matters involving real property, including but not limited to the lease of real property; easements; water rights and development; oil, gas and mineral leases; and federal or state government leases, permits, or licenses for longer than one year or more than \$50,000".

The administration requests that the Facilities Contracting Committee recommend, to the full Board, approval to execute Addendum No. 2 to the lease agreement for a five (5) year term with GCR Electronics, if determined appropriate by the Facilities Contracting Committee.

ACTION REQUIRED AT THIS BOARD MEETING:

Board approval or disapproval of the recommendation of the Board's Facilities Contracting Committee.

PROPOSED MOTION:

I move to recommend approval to execute Addendum No. 2 to the lease agreement for a five (5) year term with GCR Electronics, as presented to the Board.

PRESIDENT'S RECOMMENDATION:

The President recommends approval.

AGENDA ITEM TITLE: Cooperative Agreement/Lease Extension at Gillette Campus with Northern Wyoming Community College, Mai/Kibbon

SESSION TYPE:

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

[Committee of the Whole – Item 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:

This agenda item is to request approval to execute a lease agreement between Northern Wyoming Community College District (NWCCD) and the University of Wyoming for the for the Distance Education Northeast Regional Center site at NWCCD’s Gillette campus in Gillette, Wyoming (see attached map).

The University’s Northeast Regional Center is one of seven regional centers consisting of ten sites that provide a single location in those communities across the state for the University’s education programs. The University has partnerships and cooperative agreements with Wyoming’s community colleges for these programs and the agreements include the use of community college space.

The Northeast Regional Center location in Gillette primarily serves Campbell, Crook, Johnson, Sheridan and Weston Counties. The University department occupying the space and NWCCD have expressed a desire to continue the partnership and extend the existing lease agreement for another five (5) year term as part of the existing cooperative agreement.

The University is planning to reduce its leased square footage at the NWCCD Gillette Campus to 1,008 square feet of classroom and office space for the proposed five (5) year extension for better efficiency and utilization of space. Subsequently, rent for the first year will be \$6,000 per year, then increase to \$10,000 per year to NWCCD’s going rate for the remaining lease term. The University has the ability to terminate the lease agreement if funding is no longer available, in addition to the parties having the ability to mutually terminate the agreement.

At the direction of the Facilities Contracting Committee, the administration has finalized the lease agreement to continue the lease for another five (5) year term. The Lease Agreement has been signed by the Lessor and is ready for the University’s signature.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

None.

WHY THIS ITEM IS BEFORE THE BOARD:

Per UW Regulation 7-2, the Board of Trustees reserves authority to approve and/or sign contracts for “Other matters involving real property, including but not limited to the lease of real property; easements; water rights and development; oil, gas and mineral leases; and federal or state government leases, permits, or licenses for longer than one year or more than \$50,000”.

The administration requests that the Facilities Contracting Committee recommend, to the full Board, approval to execute the lease agreement for a five (5) year term with Northern Wyoming Community College District, if determined appropriate by the Facilities Contracting Committee.

ACTION REQUIRED AT THIS BOARD MEETING:

Board approval or disapproval of the recommendation of the Board's Facilities Contracting Committee.

PROPOSED MOTION:

I move to recommend approval to execute the lease agreement for a five (5) year term with Northern Wyoming Community College District, as presented to the Board.

PRESIDENT'S RECOMMENDATION:

The President recommends approval.

AGENDA ITEM TITLE: Design Consultant Selection for Fleet and Transit Relocation, Mai

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 working toward relocating Fleet and Transit Services from the Service Building and vehicles from adjacent parking lots in an attempt to free up additional parking in the area. Relocating Fleet and Transit to the former site of First Choice Honda on South 15th Street would free up 156 parking stalls which could be utilized by Faculty and Staff. These stalls would also compensate for the loss of parking north of Wyoming Hall as we move forward with demolition.

Pursuant to UW Regulation 6-9, Administration is seeking approval to move forward with Levels II and III design of a bus maintenance and storage facility to be located at the former site of First Choice Honda on S. 15th Street in Laramie, Wyoming.

The consulting fees for the project are under the threshold that would require public advertisement for the project. Administration requested and received proposals from VFLA, Cheyenne, WY and Plan One Architects, Cody, WY. Plan One's fee for the project was significantly lower than VFLA's. Additionally, Plan One has prior experience building bus maintenance facilities throughout the State of Wyoming.

Upon Board of Trustees approval, administration will commence with Levels II and III planning efforts and will enter into contract with Plan One Architects for \$98,980.00 including reimbursable expenses. Administration recommends utilizing the Housing Reserves for this project. The full project budget is \$2,767,820.00.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

September 2019 – Board authorized Administration to provide First Choice Honda a notice of termination pursuant to the terms of the lease.

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. Additionally, pursuant to UW Regulation 6-9(D) and (F), the Board of Trustees shall approve the consultant selection for Levels II and III design.

ACTION REQUIRED AT THIS BOARD MEETING:

Board approval to commence with Levels II and III design for a bus maintenance and storage facility.

Board approval to enter into contract with Plan One Architects of Cody, Wyoming.

PROPOSED MOTION:

“I move to allow Administration to commence with Design Levels II and III for a bus maintenance facility on S. 15th Street.”

“I move to allow Administration to enter into contract with Plan One Architects of Cody, Wyoming for \$98,980.00 including reimbursable expenses for the design of a bus maintenance facility.”

PRESIDENT’S RECOMMENDATION:

The President recommends approval.

AGENDA ITEM TITLE: Construction Delivery Method for Ivinson Parking Garage; Lewis Street Corridor; Fleet and Transit Relocation; Wyoming Hall Deconstruction, Mai

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:

Pursuant to UW Regulation 6-9(III)(F), Administration is recommending that the Board approve Construction Manager-at-Risk (CMaR) as the construction delivery method for all of the following new student housing related projects:

1. Fleet and Transit Relocation
2. Wyoming Hall Utility Relocation
3. Wyoming Hall Demolition
4. New Student Housing
5. Ivinson Parking Structure

Administration is recommending CMaR rather than Design-Bid-Build due to the CMaR providing preconstruction services. Their preconstruction services will provide estimates well in advance of the projects being bid to the subcontracting community; assistance with value management – ensuring the greatest value to the University; and due to the complexities of the projects as it relates to coordination, schedule and budget management.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

September 2019 – Board authorized Administration to raze Wyoming Hall

September 2019 – Board authorized beginning construction of new student housing.

September 2019 – Board authorized beginning construction of a parking structure on Ivinson Street

WHY THIS ITEM IS BEFORE THE BOARD:

Pursuant to UW Regulation 6-9(III)(F), the Board of Trustees shall approve the construction delivery method for projects over \$500,000.00.

ACTION REQUIRED AT THIS BOARD MEETING:

Board approval for CMaR as the delivery method for housing related projects.

PROPOSED MOTION:

“I move to authorize Administration to use CMaR as the construction delivery method for the aforementioned housing related projects.”

PRESIDENT’S RECOMMENDATION:

The President recommends approval.

AGENDA ITEM TITLE: Approval of modifications to UW Regulations 11-1 (Student Conduct) and 2-411 (Academic Organization) and repeal of UW Regulation 11-2 (Hearing Officers for Student Disciplinary Proceedings), 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 11 Student Affairs Regulations (11-1 through 11-8)** include such matters as student conduct, recognized student organizations, ASUW student government, Student Media Board, Wyoming Union, and incoming student requirements.

Administration is recommending the following changes to three of the student affairs regulations.

- **UW Regulation 11-1 (Student Conduct):** Transferred content from UW Regulation 11-2 (Hearing Officers for Student Disciplinary Proceedings). Clarified employee participation in student discipline hearings. Housekeeping edits.
- **UW Regulation 11-2 (Hearing Officers for Student Disciplinary Proceedings):** Transferring content to UW Regulation 11-1. Repeal.
- **UW Regulation 2-411 (Academic Organization):** The University received the following campus feedback on the proposed changes to UW Regulation 11-1:

In the Student Code of Conduct document, I do not see anything that refers to or authorizes a College to dismiss or expel a student from a degree program for violations of professional conduct according to the College's Student Conduct code or policy. Should something be in this document making clear that students have rights to stay at UW, but may not be allowed to continue in a program if they violate professional code of conduct policies in colleges?

Based on this feedback, we have added a proposed new section VI to UW Regulation 11-1 and a proposed new section VII to UW Regulation 2-411 noting that students may be subject to additional University policies, regulations, rules, and professional and ethical standards that supplement the Student Code of Conduct, and that these additional policies must be reviewed by the Provost's Office.

Per the routing process for UW Regulations, the proposed modifications to the regulations were provided to the Leadership Team, Deans and Directors, Faculty Senate, Staff Senate, ASUW, and the Internal Auditor. Feedback from Deans and Directors was submitted as outlined above. ASUW also provided feedback, some of which was incorporated into these final drafts.

The Trustees Regulation Committee will discuss this item at the January 2020 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: [Trustee Brown to provide motion.]

"I move to authorize modifications to UW Regulations 11-1 and 2-411 and to repeal UW Regulation 11-2, as presented to the Board."

PRESIDENT'S RECOMMENDATION:

The President recommends approval.

AGENDA ITEM TITLE: Approval of modifications to UW Regulation 2-120 (Degree Revocation), Brown/Evans

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:

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

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

- **UW Regulation 2-120 (Degree Revocation):** Added process for revocation of an honorary degree. Housekeeping edits.

Per the routing process for UW Regulations, the proposed modifications to the regulations were provided to the Leadership Team, Deans and Directors, Faculty Senate, Staff Senate, ASUW, and the Internal Auditor. Faculty Senate provided suggested language related to an appeal for revocation of an honorary degree, which was reviewed and considered by the Trustees Academic and Student Affairs Committee and the Trustees Regulation Committee. Ultimately, this feedback was not incorporated (see attached for Faculty Senate's proposed language, highlighted in yellow on the Senate version).

The Trustees Regulation Committee will discuss this item at the January 2020 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: [Trustee Brown to provide motion.]

"I move to authorize modifications to UW Regulation 2-120, as presented to the Board"

PRESIDENT'S RECOMMENDATION:

The President recommends approval.

AGENDA ITEM TITLE: Contracts and Grants Report, Jewell/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 Contract 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 during the second quarter of FY20.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

At each in person meeting the Board approves or disapproves the Contracts and Grants Report.

WHY THIS ITEM IS BEFORE THE BOARD:

UW Regulation 5-2 requires 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 Contracts and Grants Report as presented to the Board.”

PRESIDENT’S RECOMMENDATION:

The President recommends approval.

AGENDA ITEM TITLE: Service Contract and Procurement Reports, 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:

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 October 16, 2019 – December 15, 2019
- 2) Procurements valued at \$50,000 or above (one-time or in aggregate) from October 16, 2019 – December 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 or designee) approve all purchases, and are the final approvers for purchases of \$99,999 or less. Deans/Associate Vice Presidents are the final approvers for purchases between \$100,000 and \$249,999. Vice Presidents are the final approvers for purchases between \$250,000 and \$499,999. The President 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:

N/A. Information Only.

PROPOSED MOTION:

N/A. Information Only.

PRESIDENT'S RECOMMENDATION:

N/A. Information Only.

AGENDA ITEM TITLE: Capital Construction Report, Mai

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 complete

Science Initiative

- 100% Construction drawings were complete and issued on 6/07/2019.
- Bid Package #1 for the project and alternates was advertised and publically opened on 7/19/2019.
- Construction site is cleared and secured. Traffic control provisions are in place. Field offices are mobilized. Temporary electric service is complete.
- Guaranteed Maximum Price contract amendment was approved 10/16/2019.
- Construction activities commenced 10/17/2019.
- Deep foundations are complete.
- Walls and grade beams are being formed, reinforced, and poured.

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.
- Construction activities commenced 9/16/2019.
- Final GMP was approved on 11/14/2019.
- Excavation is complete.
- Building foundation footings are complete, walls and tank mat footing are in progress.

Law School Addition

- On hold until March.

Campus Master Plan

- A draft of the report was received in December. The Executive Committee is currently reviewing the plan and working with the consultant to finalize.
- A presentation of the final draft is tentatively scheduled for the March BOT meeting.

AMK Ranch

- Shutdown for the winter.
- Eight tasks need to be completed in Spring they include: Generator installation, Flushing Hydrant installation, Installation of TideFlex, Chlorination and filling tank, Asphalt paving, concrete collars at valve boxes, system start-up and site clean-up.

THE UNIVERSITY OF WYOMING

BOARD OF TRUSTEES'
SUPPLEMENTAL MATERIALS REPORT

January 22-24, 2020

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
January 22-24, 2020

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.

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BUSINESS MEETING

Roll Call

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

- November 13-15, 2019 (Executive Session only)
- December 11, 2019, Conference Call Meeting

Reports

- ASUW
- Staff Senate
- Faculty Senate

Public Testimony [*Scheduled for Thursday, January 23, 11:00 – 11:30 a.m.*]

Committee of the Whole

Regular Business

Board Committee Reports [*Scheduled for Thursday, January 23, 2:30 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 – Keener Fry
- Foundation Board – Jeff Marsh & David Fall
- Haub School of Environment & Natural Resources – Michelle Sullivan
- Energy Resources Council – Dave True
- Cowboy Joe – John McKinley

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- Foundation Monthly Giving Report – Blalock

New Business

Date of Next Meeting: February 19, 2020 (conference call)

Adjourn Meeting

AGENDA ITEM TITLE: Update: Educational Attainment, Caldwell/Drummond/Hicswa

RESOLUTION

A RESOLUTION TO ESTABLISH A STATEWIDE GOAL FOR HIGHER EDUCATION ATTAINMENT IN WYOMING.

THIS RESOLUTION, upon signature, is made effective on this ___ day of _____, 2017, by the Wyoming Community College Commission and the University of Wyoming Board of Trustees, and created by said parties through mutual consent and belief.

RECITALS

WHEREAS, higher rates of educational attainment are linked to higher rates of job creation.

WHEREAS, jobs in industries leading to the diversification of Wyoming's economy are going unfilled, and being exported and these jobs require an educated workforce.

WHEREAS, businesses and industry are locating and expanding in thriving communities where educated workers are located and/or being produced.

WHEREAS, quality of life improves for individuals and communities when the education level of the populace increases.

WHEREAS, there is a clear and strong correlation between the educational attainment of a state's workforce and median wages in the state.

WHEREAS, we believe that increasing the educational attainment of Wyoming's labor force is essential if Wyoming is to:

- Attract new industries to Wyoming leading to economic diversification;
- Retain those industries and/or jobs currently in Wyoming; and
- Create new businesses and jobs leading to diversification and economic stability.

WHEREAS, increasing educational attainment must focus on eliminating the socioeconomic, ethnic and racial achievement gaps in elementary and secondary schools and increasing equity in the attainment of a postsecondary degree or other workforce credential.

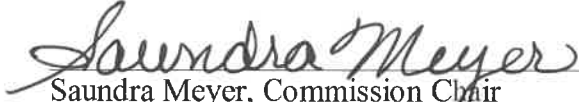
NOW, THEREFORE be it resolved that Wyoming's higher education attainment goal is to increase the percent of the working population 25-64 years old that possess a valuable post-secondary credential (degree or certificate) to 60% by 2025, and to 75% by 2040. Further, a significant focus of this goal must be reducing disparities and achievement gaps among underserved student populations including first-generation, low-income, minority and adult students.

SIGNATURE PAGE

The parties to this Resolution, through their duly authorized representatives, have executed this Resolution on the dates set out below, and certify that they have read, understand, and agree to the contents of this Resolution.


The effective date of this Agreement is the date of the signature last affixed to this page.

WYOMING COMMUNITY COLLEGE COMMISSION


Sandra Meyer, Commission Chair

Date 12/29/2017

THE UNIVERSITY OF WYOMING


John MacPherson, Board President

Date 11/17/2017



MEMO

TO: The Honorable Governor Gordon, Governor of Wyoming
President Perkins, Wyoming President of the Senate
Speaker Harshman, Wyoming Speaker of the House

FROM: Dr. Neil Theobald, President University of Wyoming and co-chair EAEC
Dr. Stefani Hicswa, President of Northwest College and co-chair EAEC

DATE: December 12, 2019

SUBJECT: Consideration of Educational Attainment in Opening Session 2020 Legislature

As the co-chairs of and on behalf of the Educational Attainment Executive Council (EAEC), we respectfully request consideration of including the importance of educational attainment in your opening speech to the 2020 legislature either during the opening joint session or during the opening of your respective houses. The Educational Attainment Executive Council adopted a final draft plan at its November 20, 2019, meeting and requested that you consider including messaging around the importance of educational attainment for the future of Wyoming's economy.

As co-chairs, we do not presume that any part of the information we provide would be included; however, we did want to provide some high-level talking points and information for your consideration of inclusion. Please find information below that may be helpful for you should you choose to incorporate this topic.

Please feel free to contact either of us directly or Dr. Sandy Caldwell, Executive Director, Wyoming Community College Commission and the agency support for the Educational Attainment Executive Council for any clarifying information.

Educational Attainment Potential Talking Points:

Economic Diversification is a critical component of any state's long-term economic outlook. Wyoming is no different in this reality. With our legacy industries remaining as a central component of the state's economy, looking long-term to augment these industries is essential. With long-term planning comes the requirement for immediate action steps.

It is now time to create and implement actionable steps to achieve economic vitality. The agencies, councils, committees, and taskforces are now charged with implementing the ENDOW plan in concrete ways that will lead to both immediate and long-term success. The Educational Attainment Executive Council is one of those councils.

The charge of the Educational Attainment Executive Council and the Education Attainment Goals are a pivotal effort for the State of Wyoming. Never before have we had all parties at the table to leverage their collective energy. The Attainment Council draft plan has been completed and is out for public comment. It is important to emphasize that the Attainment Council worked to create efficiency within this plan.

They leveraged existing work and reporting requirements to connect the information as never before. Now it is time for all of us to get behind it as they work toward implementation.

Make no mistake that the work of this council is critical in creating the actionable steps needed for a strong economic foundation. While the goals adopted by the legislature last year and jointly by UW/WCCC in 2017 are aggressive, the two-tiered approach to lead the nation at 60% and 67% post-secondary attainment is based on the best economic indicators available. While they may be difficult to achieve, they matter for Wyoming.

Over the last year, there has been significant momentum in the attainment work and it serves as an example of a bootstrap effort. The Attainment Council did not wait for the plan to be completed, but started immediately on efforts that work toward the common outcome of economic impact. Examples include codifying the Attainment Council and Attainment Goals, Wyoming Works, Governor Gordon's successful NGA grant on data and the workforce, statewide longitudinal education data system, common transcript and transfer process, CTE Hathaway, applied baccalaureates at the community colleges, UW focus on online degree completion including the General Studies degree, and finally the Wyoming's Tomorrow Task Force that is studying how to support adult learners.

The Code of the West holds us to taking on this challenge because it is the right thing to do. As we go into this legislative session, we cannot pit our important entities against one another. This is Wyoming's effort. In fact, the presidents of UW and community colleges and the Wyoming Community College Commission all agreed to this approach in a meeting with Governor Gordon in June and again with each other in October. The education sector of K12, community colleges and UW along with workforce and business and industry are all in this for Wyoming. We are "Stronger Together" and the work of educational attainment reflects those words. The attainment work is for the greater purpose of economic vitality and I encourage you to support the plan implementation.

CC: Chief of Staff Buck McVeigh, Chief of Staff for Governor Gordon
Renny Mackay, Policy Director for Governor Gordon
Lachelle Brant, Senior Policy Advisor for Governor Gordon
Dr. Sandy Caldwell, Executive Director, Wyoming Community College Commission
Educational Attainment Executive Council
WICHE Attainment Taskforce

AGENDA ITEM TITLE: Annual Report: Research and Economic Development,
Synakowski

Advancing Research and Scholarship at the University of Wyoming: A Focus on Society's Grand Challenges

January, 2019

Ed Synakowski, *Vice President for Research and Economic Development*

Kate C. Miller, *Provost and Vice President for Academic Affairs*

I. Introduction and Purpose

This purpose of this document is to propose processes and structure for engaging stakeholders at UW in planning for, investment in, and implementation of a University-wide research agenda for 2019 and beyond.

The purpose of this planning activity is to deeply engage the campus communities in identifying and planning for UW's pursuit of grand research challenges. Investing in and pursuing such transdisciplinary challenges will enable the University of Wyoming to assert leadership and be among leaders in select areas as it serves the state, region, nation, and globe. This activity will identify areas where investments in research capacity are needed, where incentives to promote vibrant partnering need to be created, where opportunities to align and identify academic coursework with Grand Challenges should be sought, and where opportunities for Grand Challenge research to have an economic impact are high. Girding all of this is the requirement that Grand Challenge research serves as a powerful platform for student education, and for educational outreach to citizens of Wyoming and the Mountain West.

A successful outcome will be an assessment and recommendations from a new Research Planning Council (RPC) for six to eight transdisciplinary Grand Challenge research areas. Some or all of them will be selected by the Office of Research and Economic Development and Academic Affairs for further detailed planning for transdisciplinary research centers or institutes, with resources provided to support this planning and initial investments in research capacity. Long-term goals for such centers include developing business models that engage federal and state sponsors, foundations and donors, private industry, and the state in supporting transdisciplinary research enterprises that are financially viable.

Broad faculty engagement to develop the RPC's recommendations will be central to the process. This will take place through open discussions, led by RPC members, about the research activities and perspectives on transdisciplinary research that are specific to each college and its departments. The process will also provide opportunities to give feedback on the RPC report before final decisions are made.

Fundamentally, pursuing this activity is meant to set the stage for creating new opportunities for faculty and students to lead and be among leaders in addressing questions of great societal importance, and for its citizens to benefit from this engagement. Impact will arise by generating

ideas that contribute to solutions to problems of practical importance, and that yield intellectual property that will be at the foundation of new businesses in Wyoming. The activity will create educational opportunities connected to today's most important questions. It will support a vision for a UW future enabled by the nimbleness that comes with UW's modest size, the university's Land Grant mandate to serve the state across a wide range of disciplines, UW's culture of partnership on campus, and its faculty's strong sense of Wyoming patriotism. With planning, targeted dedication of resources, and smart partnership between faculty, the administration, the Board of Trustees, and the UW Foundation, the University of Wyoming can become known nationally as a research leader and strong partner, one that excels and responds ably to rapidly evolving research developments important for Wyoming, the nation, and the world. Its research will become known for its unusually strong combination of scholarship and practical import. UW will do this while creating unparalleled opportunities for education through research.

II. Background

In the Spring of 2018, the UW Office of Research and Economic Development (ORED) published an Office of Research and Economic Development Strategic Plan, [*Breakthroughs in Research 2018-2022*](#) that aligns with the [*University Strategic Plan: Breaking Through 2017-2022*](#). That ORED plan is comprised of 5 goals with associated drivers, enabling forces and metrics that give high-level guidance for the research enterprise:

- Breaking through in sponsored research
 - Increase research supported by external sponsors in all fields in areas of statewide, national and global interest.
 - Raise institutional expectations and rewards regarding research intensity and external research sponsorship
- Breaking through to the marketplace
 - Facilitate intellectual property protection of ideas born from UW research, lead business development resources at the university, and work with the state and its initiatives to increase of the number and diversity of businesses launched
- Breaking through to new research horizons
 - Increase UW's capacity to respond to disruptive research developments that cannot be predicted, especially those that demand transdisciplinary responses and that are of national and global importance.
 - This demands practices that promote interdepartmental cooperation, including transdisciplinary programs and sharing of resources
- Breaking through to new research talent
 - Increase research opportunities for the UW campus and Wyoming community college students, enabled by a new office of undergraduate research.
 - Support increasing the number of underrepresented faculty who perform research and apply for grants that support growth in minority Student representation.
- Breaking through with excellence in research administration
 - Implement an organizational structure and practices that enable efficient, transparent research program administration and engages a broad range of stakeholders

In the time since the publication of ORED's strategic plan, significant momentum has been built in the areas of breaking through to sponsored research, breaking through to the marketplace, and breaking through to excellence in research administration. For example, UW has made hires to stand up its Institute for Innovation and Entrepreneurship, ORED has strengthened its support of technology transfer, and ORED is filling critical gaps in research support capacity. In addition, ORED and Academic Affairs have implemented and are optimizing a transparent, scalable process for awarding startup funds for research to promising new faculty. This is in the context of major investments and activities in the Tier 1 Engineering, Science, and Trustees Education Initiatives.

As a result, now is the time to begin development strategy and actions plans around the other three goals: breaking through 1) in sponsored research, 2) to new research horizons and 3) towards new research talent. By necessity, such work requires a strong partnership between the Divisions of Research and Economic Development and Academic Affairs. The purpose of this document is to outline principles, processes and structure for engaging stakeholders at UW in planning for, investment in, and implementation of break through research activities for 2019 and beyond.

III. A Focus on Transdisciplinary Research

That Wyoming and society in general are facing challenges for which solutions can only be found through transdisciplinary collaboration has been clear for a long time. That universities need to step beyond disciplinary bounds to examine and revise their approaches to finding these solutions has also been recognized at the highest levels. For example, the National Academies have addressed the necessity and challenges of transdisciplinary research in two studies, one in 2004, and another in 2014. The 2014 study, titled "Convergence: Facilitating Transdisciplinary Integration of Life Sciences, Physical Sciences, Engineering, and Beyond" focuses in part on lessons learned at research institutions from across the country in the intervening decade.

Institutional approaches - The challenge of meeting transdisciplinary research problems head-on has prompted a wide array of responses at universities. Many responses have been incremental. For example, some universities have instituted policy changes related to faculty performance, tenure, and promotion to ensure that transdisciplinary research is rewarded properly when an academic department's *de facto* interests may understandably be discipline specific. At the other extreme, complete restructuring of academic units have been undertaken. Arizona State's president led the complete *dismantling* of its previous departmental structure in favor of cross-cutting units and reward structure centered on societally important, transdisciplinary challenges. Between these extremes, many universities have promoted the formation of transdisciplinary research centers and institutes that draw upon expertise from across their campuses. Considerable effort has gone into identifying and working through obstacles, and adapting and developing policies and practices to make such enterprises work effectively within existing departmental and college structures. Concepts proposed here will be designed to lay the groundwork for establishing or reinvigorating such centers and institutes.

Examples of supported transdisciplinary research programs - Transdisciplinary research enterprises are supported at national policy levels, and this has found its way into national program priorities and funding. An outcome of this activity will include an initial assessment of

national sponsor participation in and support for proposed transdisciplinary research at UW. Examples include the National Science Foundation launching in 2017 a \$17.7M program in “Transdisciplinary Research in Principles of Data Science” (TRIPODS), which has funded 12 institutions. More recently, NSF issued a call for proposals for “Research Centers the Mathematics of Complex Biological Systems” (MathBioSys, 2018), as well as “Innovations at the Nexus of Food, Energy, and Water Systems” (INFEWS, 2018), not yet awarded.

Transdisciplinary opportunities also extend to the humanities, social sciences, and arts. Such research is a major focal point of the National Endowment for the Arts (NEA). Its five-year research agenda (2017 – 2021), emphasizes the interface and overlap of social scientific and behavioral research. This includes support from NEA for research labs focusing on arts, entrepreneurship, and innovation, as well as arts, health, and social/emotional well-being. The National Institutes of Health (NIH) supports regional coalitions of academic institutions, community organizations, service providers and systems, agencies, and other stakeholders focused on minority health and health disparities through its “Transdisciplinary Collaborative Centers for Health Disparities Research” program, linking STEM-based health sciences research and social issues. Many such centers exist nationally, often receiving funding of several \$M over three to five years.

To respond successfully to this research landscape, it is critical that the UW planning process be guided by the following questions:

- What are the transdisciplinary research opportunities that address Grand Challenges of high societal and economic importance to Wyoming, the nation, and the world?
- What foundational disciplinary research investments are needed to enable such transdisciplinary research?
- What inter-institutional research partnerships for UW need to be strengthened or initiated in order to fully lever the University’s capacity to lead in this research?

IV. Examples of Transdisciplinary Grand Challenges for UW

The transdisciplinary challenges to be supported will need to be of the highest order in both potential impact and complexity. In some circles, these are known as “wicked problems.” The provost of the University of Southern California described wicked problems as the “most intractable, multifaceted problems of our time” (<https://www.provost.usc.edu/initiatives/wicked-problems/>). These are problems central to issues that are, by nature, resistant to resolution. Given below are candidate examples that represent the expected scope of Grand Challenges that UW might choose. The list is purely illustrative. It is fully expected that faculty will develop candidate topics that exceed these in excitement, relevance, and potential impact.

1. Harnessing data for science, policy, and economic development
2. Water: predictive capability, management, and policy
3. Energy, transition to sustainability, and data-driven natural resource stewardship
4. Health care inequities driven by socio-economics and distance: Wyoming solutions and global application
5. Education inequities driven by socio-economics and distance: Wyoming delivery, and global application

6. Artificial intelligence: preparing educational institutions and citizens for disruption
7. Agriculture's future: the interface of economics with life, water, and evolving climate
8. Biodiversity, ecosystem evolution, and economics: Wyoming as a test bed for prediction, policy, and stewardship
9. The role of the arts in strengthening sense of community and supporting mental health and well-being in rural areas
10. Genetic manipulation: impacts and ethics for health and national security

Wyoming's unique character can serve as a powerful driver for research problems that will yield significant impact far beyond the state's borders. However, where Wyoming's attributes are not an obvious resource for a nationally or globally important Grand Challenge, it may still be in the university's and state's interest to invest. For example, existing infrastructure assets and/or excellence in research-oriented faculty, may drive an opportunity and imperative to contribute to multi-institutional, national efforts.

V. Establishing a Research Planning Council

The ORED is in the process of establishing two advisory groups, the Research Advisory Group of Associate Deans and Directors (RAGAD) and the Advisory Group of Research-Intensive Faculty (AGRIF). At the request of ORED, research intensive faculty and associate deans and directors are currently being identified by their college's or school's leadership. The main purpose of establishing these advisory groups is provide long term advice to ORED, including and beyond this activity.

For the purpose of the proposed research planning exercise, a Research Planning Council (RPC) will be formed by combining AGRIF and RAGAD. In addition, at-large representation to the RPC will include additional faculty as identified by the Council, an undergraduate student, a graduate student, Faculty Senate representative from the Research Committee, Staff Senate representative, and one member of the Board of Trustees subcommittee on Research and Economic Development. The RPC will be co-chaired by Ed Synakowski, Vice President for Research and Economic Development and Kate Miller, Provost and Vice President for Academic Affairs. The co-chairs will guide the RPC in addressing the charge described below.

VI. Charge, Process, and Deliverable for the Research Planning Council

Charge - The charge to the Research Planning Council has three elements:

- Element 1:* Identify up to six to eight transdisciplinary Grand Challenge research themes that will strongly inform UW future investments in research infrastructure and faculty hiring.
- Element 2:* Identify single-discipline research areas at the foundation of Grand Challenges that require investment in faculty or UW infrastructure
- Element 3:* Identify institutional partnerships to develop or strengthen in order to create new transdisciplinary research opportunities to create strong teams capable of confronting high priority transdisciplinary Grand Challenges. Partners may include other universities, national labs, industry, community colleges, Native American sovereign nations, international research organizations, and foundations

Process

Broad faculty engagement to develop the RPC's response to the Charge will be central to the process. While details will be defined through discussions with the RPC, the process shall include the following elements:

- Meetings open to the entire campus will be held by the RPC that focuses on each college separately. Their purpose will include allowing all faculty and the RPC to learn of the status of research overall within the college especially as it pertains to transdisciplinary challenges, and to exchange views on opportunities;
- UW departments will each be visited by RPC members, probably in pairs, to receive department-specific perspectives on transdisciplinary research, and on discipline-specific needs for filling gaps to enable such research;
- The process will provide opportunities to give feedback on the RPC report before final decisions are made, likely including a Town Hall meeting or meetings.

Deliverable: The Research Planning Council is to generate a summary report addressing the three Charge elements, including discussing the following:

1. *Summary high level descriptions of up to six to eight transdisciplinary research themes recommended for further development* - Include the following:
 - i. an overview of each theme, with a description of the challenge to be addressed;
 - ii. assessment of the potential of this theme of using Wyoming as a research and economic development platform in order to serve the following:
 - ✓ economic and societal interests of Wyoming
 - ✓ economic and societal national interests
 - ✓ economic and societal global interests;
 - iii. identification of the disciplines likely to be involved;
 - iv. a description of the unique role of Wyoming in supporting this research, if any; and
 - v. potential as a platform for student education through research
2. *Strengths and gaps analysis* - The report shall identify existing strengths at UW that will support pursuit of each theme, including faculty who have demonstrated success in acquiring sponsor support, faculty success in partnering across campus and outside, and infrastructure at UW that can be used in support of the pursuit of the theme

The report shall identify gaps that need to be filled to enable UW to lead or be among leaders, including faculty and post-doc needs, partnerships that would enable UW to join regional and national leaders in this area, as well as UW infrastructure needs
3. *Assessment of investment requirements in specific disciplines needed to address high priority Grand Challenges* – Building on the strengths and gaps analysis, describe needed investments in foundational disciplines. This can include investments in new faculty, UW research infrastructure, and partnership needed to credibly advance high priority Grand Challenge research needed and sponsor interest

4. *Description of the potential for using this research as a platform for student education* – Research at the foundation of some of society’s deepest challenges can enlarge and undergraduate’s view of what they are capable of in today’s complex society
5. *Preliminary assessment of sponsor and policy maker interest* – Considerations will include interest of federal and state funding agencies, as well as private industry. Resources for assessment may include studies of the National Academies, federal agency strategic plans, and studies and statements from the Office of Science and Technology Policy. Engagement with Congressional committee staff can also be revealing. Sponsor plans, National Academies programs, and state and federal policies provide measure of potential research vitality; also, together with private donations, it is a required if a Grand Challenge research enterprise is going to be partially or completely self-sustaining
6. *Alignment with UW initiatives and programs* – How will research in this theme lever investments made in other UW initiatives and programs? Will it capture the investment of more than one? Initiatives include the Science Initiative, Tier 1 Engineering, and the Trustees Education Initiative. Federally funded programs that provide leverage opportunities include EPSCoR program supported by NSF, and the COBRE and INBRE programs supported by NIH.
7. *Preliminary assessment of potential donor interest* – Engagement of the UW Foundation will be critical for this. Colleges already have fundraising efforts underway with the Foundation. Of high value will be assessing how these plans and activities intersect with the Grand Challenges, and how building upon them might add value to the proposed research activity.
8. *Preliminary assessment of existing, required, and highly desirable institutional partnerships* – Describe partnerships with universities, national labs, international research organizations, and industry that are in hand that make this Grand Challenge endeavor particularly compelling. Comment on potential partnerships that would fill gaps identified in the strengths and gaps analysis. Comment on investments required to enable new partnerships to be formed
9. *Broader impacts potential* - The report shall identify the broader impacts beyond progress in the specific area of interest that will likely be afforded by addressing this Grand Challenge. For example
 - a. regarding on-campus impact, describe how taking on this Grand Challenge will enhance UW’s research and educational infrastructure
 - b. describe the opportunities for citizen engagement in this area of research
 - c. describe how will it impact the strength and viability of industries in Wyoming
 - d. outline the potential economic benefit for the state and the nation
10. *Summary evaluation of the themes* - Rank the research themes into the following categories:
 - *Tier 1*: Essential for UW to pursue-a “must do,” considering societal and economic needs measured at the statewide, national, and global levels

- *Tier 2*: Important for UW to pursue-an important current or emerging area where we should consider realigning resources to pursue
- *Tier 3*: Areas UW should pursue if resources are available, but not a priority for resource realignment

Other considerations in delivering on the Charge

- *Contributions to the ORED Strategic Plan* - For each Grand Challenge theme, the RPC report shall comment on the potential of investment in this area to promote the goals of the ORED Strategic Plan, *Breakthroughs in Research*, namely, to promote breakthroughs in sponsored research, translate ideas to the marketplace, open up new research horizons, and develop new research talent. Please also provide recommendations for what is necessary in research administration to best promote these goals
- *Relation of research to the academic mission* - For each Grand Challenge theme, the RPC report shall rate the proposed work against the following considerations. This list is not exhaustive, but should consider:
 - potential richness of the enterprise as measured by the range of disciplines engaged
 - the value of this transdisciplinary work forming the basis of a transdisciplinary degree program, if it does not already exist
 - potential for using this theme as the basis for undergraduate education through research
 - academic course offerings that can be explicitly identified with this Grand Challenge
 - potential for measurable, high impact public outreach in Wyoming and the Mountain-west
 - incentives needed, as well as obstacles experienced, for faculty to conduct transdisciplinary research, including those pertaining to pre-tenured faculty and how their success is measured
 - UW research infrastructure capacity and investments needed to support this theme
 - *Capturing UW investments in economic development resources* - The Institute for Innovation and Entrepreneurship (IIE) and its Center for Business and Economic Analysis (CBEA) should be regarded as a resource for these assessments. Encouraged is engaging IIE and CBEA faculty and staff. Commentary on economic interests should include a preliminary assessment of potential impact due to intellectual property creation and business formation that may be spawned from this research.
- *Comment on the potential of UW/Community College research partnerships* - For Grand Challenge areas and their constituent disciplines, the RPC report shall comment on the potential of research partnership with community colleges. In addition to the research itself, consider how such a partnership can promote community college education through research through sharing of resources and establishment of relationships for transferring students. Resources can include facilities coming on-line in the Tier 1 Engineering Initiative, Science Initiative, Education Initiative, and research computing.

In particular, the report will comment on the potential and required infrastructure for a new UW/Community College Research Network that is being established by the Office of Research and Economic Development. The overarching goal is to promote education through research, making UW resources available to advance the education through research of students statewide, and to enhance research opportunities for UW faculty and students across the state

VII. Follow-up Activities

Anticipated is delivery of a report on the Charge to the Board of Trustees in the summer of 2019.

Final selection for further development of research Grand Challenges will be made by the Office of Research and Economic Development and Academic Affairs, considering the advice of the Research Planning Council and the deans. Development of detailed plans will be performed by a faculty-led task force specific to each Grand Challenge.

In the Fall of 2019, a schedule that includes a timeline for activities, deliverables, and the resource requirements for carrying out this follow-on planning activity will be developed and presented to the Office of Research and Economic Development and Academic Affairs for consideration. This schedule of activities will describe planned visits with potential partners at other institutions, visits of scholars to UW to inform the planning, potential near-term hires of post-docs to jump start this activity, and so on. Resources requested to support this activity may be for travel to various institutions, and support for visitors from potential partners or other experts in the field, will be provided through the Office of Research and Economic Development. Some buy-out of time for faculty leadership of the Task Forces will be considered. Also considered will be requests for post-doc hires that can enable jumpstarting new research activity.

The final product of this subsequent planning activity will be detailed proposals for new or reinvigorated Grand Challenge research centers or institutes that will be enabled by external federal and state sponsor support and support identified, in partnership with revenue identified in partnership with the UW Foundation. These proposals will be presented to the Board of Trustees for consideration.

VIII. Anticipated Timeline for Planning and Implementation

<i>Through January 2019</i>	Develop membership of Research Advisory Group of Associate Deans (RAGAD) and the Advisory Group of Research Intensive Faculty (AGRIF)
<i>Late January 2019</i>	Introduce high level concept of the planning activity to Board of Trustees
<i>February 5</i>	Introduce concept of this activity at Deans and Directors meeting
<i>February 12</i>	Kickoff meeting for Research Planning Council.

<i>February 13</i>	RPC initiates college and departmental visits
<i>February 19</i>	Update to Deans and Directors
<i>March 5</i>	RPC meets to assess progress, identify issues
<i>March 12</i>	Update to Deans and Directors
<i>April 9</i>	RPC meets to assess progress, make adjustments
<i>April 16</i>	Update to Deans and Directors
<i>May 6</i>	Research Planning Council finalizes recommendations and reports
<i>May 21</i>	Research theme candidates (aka “Grand Challenges”) are reviewed and approved by deans
<i>June</i>	ORED finalizes overall report to campus
<i>July 18</i>	Report to Board of Trustees
<i>September 2019</i>	Final selection of Grand Challenges for near-term investment for planning and initial support thrust areas is announced
<i>September 2019</i>	Seed programs are launched to jumpstart transdisciplinary research in select areas. Also, launch of seed programs to strengthen select single-discipline research that enables transdisciplinary goals
<i>Remainder of FY 2019</i>	Grand Challenge Research Center Task Forces are launched develop resource-loaded plans

Timing and subject of Town Hall meetings will be determined as the process matures.

**AGENDA ITEM TITLE: Academic and Student Affairs Committee: Financial Aid
Pivot/Talent Awards, Kyle Moore**

AA/SA recommendation to incorporate Talent Awards as a part of the Financial Aid strategy.

Talent Awards provide programs, departments and unique areas the opportunity to recruit the highest quality students from around the state and country to UW. Contributions made by these students will allow UW to maintain its competitive engagement across the student experience. Nonacademic programs enrich student experiences and support co-curricular elements of Student Life.

Supporting reasons for use of Talent awards

- Allows for targeted recruitment in strategic areas
- Maintains competitive advantage in tight recruiting markets
- Maintains compliance for use of talent awards
- Enhances the competitiveness of UW programs
- Heightened student experiences

The AA/SA Committee worked with UW Administration to identify key areas for the 2020/2021 recruitment year that include: ROTC, Music, Marching Band, Rodeo and Fine Arts.

The table below outlines a revision to the University of Wyoming's undergraduate financial aid plan for the 2020-21 academic year (fiscal year 2021). *This revision allows for up to \$200k for talent purposes. Executive Administration will review annually and direct funds to areas of strategic importance.*

#	COMPONENT	REVISED 2020-21 FINANCIAL AID PLAN	Current Financial Aid Model
1	Academic Rating Index Matrix	Adopt New Academic Rating Index Matrix & Awarding Bands	
2	Non-Resident Rating 185 & Above (WUE & RMS150)	<ul style="list-style-type: none"> • Eligibility Requirements: Raise to Equivalent of Trustees Scholars or Special Talent • Cap Number of Available Awards at 50 	Academic Rating of 166.67 or above
3	Non-Resident Rating 170-184.9	<ul style="list-style-type: none"> • \$7,000 Award and Raise the Academic Rating Required to Receive the Award 	\$6,000 Award
4	Non-Resident Rating 155-169.9	<ul style="list-style-type: none"> • \$4,000 Award 	\$3,000 Award
5	Non-Resident Rating 125-154.9	<ul style="list-style-type: none"> • \$2,000 Award 	\$0 Award
6	Resident Rating 185 & Above	<ul style="list-style-type: none"> • Minimum of \$6,500 (These Students Are Essentially Trustee Scholars) 	Trustee Scholars
7	Resident Rating 170-184.9	<ul style="list-style-type: none"> • \$3,500 Award 	\$1,000
8	Resident Rating 155-169.9	<ul style="list-style-type: none"> • 1,500 Award 	\$0
9	Resident Rating 125-154.9	<ul style="list-style-type: none"> • \$500 Award 	\$0
10	Resident Need-Based Financial Aid	<ul style="list-style-type: none"> • \$1M of Need-Based Aid to Wyoming Undergraduates 	\$0
11	Resident Transfer Student	<ul style="list-style-type: none"> • \$4,000 Award with Requirements of an Associate Degree, 75 or Less SCHs, and a 3.0 GPA or Higher • Cap Number of Available Awards at 125 	\$1,000
12	Talent Awards	<ul style="list-style-type: none"> • \$200k expenditure cap • i.e. Rodeo, ROTC, Music, Theater, Dance or other unique opportunities and strategic initiatives 	~\$40, 000

UW Administration recommends an increase of ~\$160k for purposes of Talent Awards based on the 2020-2021 Budget approved at the July 2019 BOT meeting. No additional revisions are requested.

2020-2021 Budget for all 1 st time and TRS		
	Approved July 2019	Recommended Jan. 2020
Need-based gift	\$1,134,136	\$1,134,136
Merit-based gift	\$4,454,276	\$4,454,276
Premier Academic	\$1,019,558	\$1,019,558
Special Talent/other talent gift	\$42,780	\$200,000*
Other institutional gift aid	\$489,437	\$489,437
Tuition exchange waivers	\$0	\$0

**AGENDA ITEM TITLE: Academic and Student Affairs Committee: Notice of Intent,
Graduate Certificate School of Pharmacy, Ahern**

School of Pharmacy
College of Health Sciences
University of Wyoming

Notice of Intent: Professional Certificate in
“Entrepreneurial Pharmacy & Healthcare”

November 1, 2019

School of Pharmacy
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Dean Kem P. Krueger, PharmD, PhD
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Executive Summary

The School of Pharmacy proposes a Professional Certificate in Entrepreneurial Pharmacy & Healthcare. The primary purpose of the certificate is to enhance employment opportunities for UW pharmacy graduates, who can present to prospective employers a specialty credential that complements their PharmD degree. A secondary purpose of the certificate is to support recruitment of pharmacy students to UW, by offering them the opportunity to earn a specialty certificate in addition to their PharmD degree. A third purpose of the certificate is to increase tuition revenues at the School of Pharmacy by offering the certificate through distance education to pharmacy students at other schools and colleges of pharmacy, who will pursue the certificate as non-degree seeking students at UW and potentially transfer the credits from UW coursework back to their home pharmacy program.

Certificate Program Curriculum Overview

The proposed curriculum for the Professional Certificate in Entrepreneurial Pharmacy & Healthcare comprises 15 credits of existing School of Pharmacy Coursework.

Seven credits will be taken from currently required PharmD curriculum coursework. The certificate will require that students taking these courses earn a grade of B or better in each course. The courses are:

- PHCY 6140 Intro to Social Administrative Pharmacy (3 credits)
- PHCY 6246 Pharmacy Management, Marketing and Finance (3 credits)
- PHCY 6344 Pharmacy Ethics (1 credit)

Eight credits will be taken from current elective PharmD curriculum coursework. The certificate will require that students taking these courses earn a grade of B or better in each course. The courses are:

- PHCY 5442 Healthcare Financial Planning (2 credits)
- PHCY 5443 Healthcare Human Capital Planning (2 credits)
- PHCY 5444 Healthcare Strategic Innovation (2 credits)
- PHCY 5045 Health Services Administration Applied Research (2 credits)

Overall Certificate Program Objectives

The objective of the program is to develop a cadre of clinical pharmacy practitioners who can identify attractive and potentially successful professional business opportunities, and implement a business plan to avail themselves of those opportunities by:

- Recognizing prospects for supplying pharmaceutical products and services in areas of healthcare where demand for these products and services is not being met.
- Planning for the use of necessary resources in the development of a business model that will provide innovative pharmaceutical care services for patients.
- Evaluating the results of the implementation of a new business model and flexibly introducing changes that improve those results in the interests of the patients who are being served and of the healthcare system.

Certificate Program Fit Within Existing School of Pharmacy Curriculum

The UW PharmD curriculum currently allows students to take eight credits of academic coursework toward their degree. PharmD students who wish to earn the Professional Certificate in Entrepreneurial

Pharmacy & Healthcare may opt to take the specified eight credits of certificate coursework as their electives within the PharmD program. By taking these courses along with the required seven credits of coursework in this area of expertise, PharmD students will prepare themselves to function as clinicians whose specialty expertise allows them to create and direct regulatory compliance programs at their clinical practice site.

The UW School of Pharmacy also has a very popular and successful online Master of Science in Health Services Administration program. Within that Masters program there is a track called "Health Institution Leadership." The Masters program differs from the PharmD certificate program in that the Masters program educates and trains mid-career professionals for a new professional role in a field that is not directly involved with clinical patient care. It is a change in career pathway, rather than an enhancement of a career pathway like the proposed PharmD program Professional Certificate. Some students who have taken the PharmD program Professional Certificate in Entrepreneurial Pharmacy & Healthcare may eventually apply to the Masters program after graduation.

Certificate Program Curriculum Organization and Proposed Timeline

The certificate program will use existing approved coursework. The School of Pharmacy is prepared to begin offering the certificate immediately upon its approval.

The three required PharmD courses will be offered residually in Laramie at the currently scheduled time within the PharmD curriculum:

- PHCY 6140 Intro to Social Administrative Pharmacy (3 credits) (Fall semester)
- PHCY 6246 Pharmacy Management, Marketing and Finance (3 credits) (Spring semester)
- PHCY 6344 Pharmacy Ethics (1 credit) (Spring semester)

The four elective PharmD courses that are required for the certificate will be offered online in Fall and Spring:

- PHCY 5045 Health Services Administration Applied Research (2 credits)
- PHCY 5442 Healthcare Financial Planning (2 credits)
- PHCY 5443 Healthcare Human Capital Planning (2 credits)
- PHCY 5444 Healthcare Strategic Innovation (2 credits)

Plan for Market Analysis

The School of Pharmacy will conduct a survey of current students, alumni, and friends to evaluate the demand for professional specialty certificates generally and this certificate program specifically.

Analysis of Post-Graduation Employment Market Demand

The demand for pharmacists in the health care system is currently solid, although there is competition for the best employment positions. This specialty certificate will increase demand for UW grads who currently compete for available positions against graduates of other programs both nationally and in the Northern Rockies area (CO, UT, WY, MT, ID).

Empirical evidence of demand for this specialty will be determined by a search of the Indeed.com website. A preliminary search of the Indeed.com job openings website on October 28, 2019 using the search terms "pharmacist and management" produced 3,086 listed openings across the country, with 80

listed openings in the Northern Rockies. A search of that website on that day using the terms “health and management” produced 19,907 listed openings across the country, with 613 openings in the Northern Rockies.

Required External Approvals

The Accreditation Council on Pharmacy Education (ACPE) does not require approval of certificate programs. ACPE accredits only the PharmD degree.

Alignment of Certificate Program with University Mission and Strategic Plan

The Professional Certificate in Entrepreneurial Pharmacy & Healthcare will align with the UW Mission and Strategic Plan in four significant ways:

- Prepare students for career success in an interdependent world by combining clinical pharmacy expertise with business expertise.
- Expand recruitment of students to the UW PharmD program by offering a specialty certificate that is not available from other schools and colleges of pharmacy.
- Increase the number of students who are taking distance education coursework from UW.
- Enhance revenue streams by offering the specialty certificate to non-UW pharmacy students.

Financial Implications of the Certificate Program

The certificate program will be cost neutral. Certificate program coursework will be comprised of existing required and elective PharmD classes. No new resources will be required to fund these classes. Recruitment of non-UW PharmD students will be conducted through personal contact with deans and associate deans at other schools and colleges of pharmacy.

Students who take the 7 credits of PharmD coursework will pay either the resident or non-resident PharmD tuition for those courses, as they currently do. Students who take the 8 elective distance education credits toward the certificate will pay the School of Pharmacy’s approved entrepreneurial tuition of \$650 per credit.

The provision of the certificate program to students of pharmacy programs outside UW will generate new revenues for the University. Those students will take 8 elective distance education credits and will pay the School of Pharmacy’s approved entrepreneurial tuition of \$650 per credit.

	2020-2021	2021-2022	2022-2023
Number of Non-UW PharmD Students	10	20	30
Distance Ed Revenues \$650 x 8 = \$5,200/Student	\$52,000	\$104,000	\$156,000

School of Pharmacy
College of Health Sciences
University of Wyoming

Notice of Intent: Professional Certificate in
“Pharmaco-Legal Compliance Strategies”

November 1, 2019

School of Pharmacy
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Executive Summary

The School of Pharmacy proposes a Professional Certificate in Pharmaco-Legal Compliance Strategies. The primary purpose of the certificate is to enhance employment opportunities for UW pharmacy graduates, who can present to prospective employers a specialty credential that complements their PharmD degree. A secondary purpose of the certificate is to support recruitment of pharmacy students to UW, by offering them the opportunity to earn a specialty certificate in addition to their PharmD degree. A third purpose of the certificate is to increase tuition revenues at the School of Pharmacy by offering the certificate through distance education to pharmacy students at other schools and colleges of pharmacy, who will pursue the certificate as non-degree seeking students at UW and potentially transfer the credits from UW coursework back to their home pharmacy program.

Certificate Program Curriculum Overview

The proposed curriculum for the Professional Certificate in Pharmaco-Legal Compliance Strategies comprises 15 credits of existing School of Pharmacy Coursework.

Seven credits will be taken from currently required PharmD curriculum coursework. The certificate will require that students taking these courses earn a grade of B or better in each course. The courses are:

- PHCY 6140 Intro to Social Administrative Pharmacy (3 credits)
- PHCY 6341 Pharmacy Practice Law (3 credits)
- PHCY 6344 Pharmacy Ethics (1 credit)

Eight credits will be taken from current elective PharmD curriculum coursework. The certificate will require that students taking these courses earn a grade of B or better in each course. The courses are:

- PHCY 5210 Regulating Dangerous Drug Use (2 credits)
- PHCY 5240 Pharmaceutical Homicide Prevention (2 credits)
- PHCY 5670 Medication Malpractice (2 credits)
- PHCY 5045 Health Services Administration Applied Research (2 credits)

Overall Certificate Program Objectives

The objective of the program is to develop a cadre of clinical pharmacy practitioners who can utilize effective strategies that promote positive therapeutic outcomes, in compliance with applicable regulatory requirements by:

- Formulating policies and procedures to promote legal risk management principles through the implementation of best practices in pharmacy.
- Developing and implementing systems that anticipate potential harm to patients and intervene to prevent harm through compliance with regulatory requirements for patient safety.
- Achieving balance in the coordination of regulatory strategies to assure that inappropriate access to medications and pharmaceutical care services is prohibited while appropriate access to medications and pharmaceutical care services are made readily available.

Certificate Program Fit Within Existing School of Pharmacy Curriculum

The UW PharmD curriculum currently allows students to take eight credits of academic coursework toward their degree. PharmD students who wish to earn the Professional Certificate in Pharmaco-Legal

Compliance Strategies may opt to take the specified eight credits of certificate coursework as their electives within the PharmD program. By taking these courses along with the required seven credits of coursework in this area of expertise, PharmD students will prepare themselves to function as clinicians whose specialty expertise allows them to create and direct regulatory compliance programs at their clinical practice site.

The UW School of Pharmacy also has a very popular and successful online Master of Science in Health Services Administration program. Within that Masters program there is a track called "Biopharmaceutical Regulatory Compliance." The Masters program differs from the PharmD certificate program in that the Masters program educates and trains mid-career professionals for a new professional role in a field that is not directly involved with clinical patient care. It is a change in career pathway, rather than an enhancement of a career pathway like the proposed PharmD program Professional Certificate. Some students who have taken the PharmD program Professional Certificate in Entrepreneurial Pharmacy & Healthcare may eventually apply to the Masters program after graduation.

Certificate Program Curriculum Organization and Proposed Timeline

The certificate program will use existing approved coursework. The School of Pharmacy is prepared to begin offering the certificate immediately upon its approval.

The three required PharmD courses will be offered residually in Laramie at the currently scheduled time within the PharmD curriculum:

- PHCY 6140 Intro to Social Administrative Pharmacy (3 credits) (Fall semester)
- PHCY 6246 Pharmacy Practice Law (3 credits) (Spring semester)
- PHCY 6344 Pharmacy Ethics (1 credit) (Spring semester)

The four elective PharmD courses that are required for the certificate will be offered online in Fall and Spring:

- PHCY 5045 Health Services Administration Applied Research (2 credits)
- PHCY 5210 Regulating Dangerous Drug Use (2 credits)
- PHCY 5240 Pharmaceutical Homicide Prevention (2 credits)
- PHCY 5670 Medication Malpractice (2 credits)

Plan for Market Analysis

The School of Pharmacy will conduct a survey of current students, alumni, and friends to evaluate the demand for professional specialty certificates generally and this certificate program specifically.

Analysis of Post-Graduation Employment Market Demand

The demand for pharmacists in the health care system is currently solid, although there is competition for the best employment positions. This specialty certificate will increase demand for UW grads who currently compete for available positions against graduates of other programs both nationally and in the Northern Rockies area (CO, UT, WY, MT, ID).

Empirical evidence of demand for this specialty will be determined by a search of the Indeed.com website. A preliminary search of the Indeed.com job openings website on October 28, 2019 using the search terms "pharmacist and regulatory compliance" produced 777 listed openings across the country,

with 23 listed openings in the Northern Rockies. A search of that website on that day using the terms “health and regulatory compliance” produced 77,797 listed openings across the country, with 2,560 openings in the Northern Rockies.

Required External Approvals

The Accreditation Council on Pharmacy Education (ACPE) does not require approval of certificate programs. ACPE accredits only the PharmD degree.

Alignment of Certificate Program with University Mission and Strategic Plan

The Professional Certificate in Pharmaco-Legal Compliance Strategies will align with the UW Mission and Strategic Plan in four significant ways:

- Prepare students for career success in an interdependent world by combining clinical pharmacy expertise with regulatory expertise.
- Expand recruitment of students to the UW PharmD program by offering a specialty certificate that is not available from other schools and colleges of pharmacy.
- Increase the number of students who are taking distance education coursework from UW.
- Enhance revenue streams by offering the specialty certificate to non-UW pharmacy students.

Financial Implications of the Certificate Program

The certificate program will be cost neutral. Certificate program coursework will be comprised of existing required and elective PharmD classes. No new resources will be required to fund these classes. Recruitment of non-UW PharmD students will be conducted through personal contact with deans and associate deans at other schools and colleges of pharmacy.

Students who take the 7 credits of PharmD coursework will pay either the resident or non-resident PharmD tuition for those courses, as they currently do. Students who take the 8 elective distance education credits toward the certificate will pay the School of Pharmacy’s approved entrepreneurial tuition of \$650 per credit.

The provision of the certificate program to students of pharmacy programs outside UW will generate new revenues for the University. Those students will take 8 elective distance education credits and will pay the School of Pharmacy’s approved entrepreneurial tuition of \$650 per credit.

	2020-2021	2021-2022	2022-2023
Number of Non-UW PharmD Students	10	20	30
Distance Ed Revenues \$650 x 8 = \$5,200/Student	\$52,000	\$104,000	\$156,000

School of Pharmacy
College of Health Sciences
University of Wyoming

Notice of Intent: Professional Certificate in
“Pharmaceutical Policy Analysis”

November 1, 2019

School of Pharmacy
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Executive Summary

The School of Pharmacy proposes a Professional Certificate in Pharmaceutical Policy Analysis. The primary purpose of the certificate is to enhance employment opportunities for UW pharmacy graduates, who can present to prospective employers a specialty credential that complements their PharmD degree. A secondary purpose of the certificate is to support recruitment of pharmacy students to UW, by offering them the opportunity to earn a specialty certificate in addition to their PharmD degree. A third purpose of the certificate is to increase tuition revenues at the School of Pharmacy by offering the certificate through distance education to pharmacy students at other schools and colleges of pharmacy, who will pursue the certificate as non-degree seeking students at UW and potentially transfer the credits from UW coursework back to their home pharmacy program.

Certificate Program Curriculum Overview

The proposed curriculum for the Professional Certificate in Pharmaceutical Policy Analysis comprises 15 credits of existing School of Pharmacy Coursework.

Seven credits will be taken from currently required PharmD curriculum coursework. The certificate will require that students taking these courses earn a grade of B or better in each course. The courses are:

- PHCY 6140 Intro to Social Administrative Pharmacy (3 credits)
- PHCY 6240 Research and Evaluation Methods in Pharmacy (3 credits)
- PHCY 6340 Drug Literature Application (2 credits)

Eight credits will be taken from current elective PharmD curriculum coursework. The certificate will require that students taking these courses earn a grade of B or better in each course. The courses are:

- PHCY 5148 Health Economics & Policy (2 credits)
- PHCY 5242 Food and Drug Administration (2 credits)
- PHCY 5245 Medicare, Medicaid & The ACA (2 credits)
- PHCY 5045 Health Services Administration Applied Research (2 credits)

Overall Certificate Program Objectives

The objective of the program is to develop a cadre of clinical pharmacy practitioners who can utilize analytical skills to promote positive therapeutic outcomes, through the implementation of effective public policies by:

- Evaluating current policies that prevent patients from receiving appropriate pharmaceutical products and necessary pharmaceutical care services.
- Proposing mechanisms of compensating health professionals who oversee medication use to incentivize the provision of safe, effective, and complete pharmacotherapy.
- Supporting changes in legal and non-legal policies to improve the public health and to increase the utilization of pharmaceutical therapies that are in the best interests of individual patients.

Certificate Program Fit Within Existing School of Pharmacy Curriculum

The UW PharmD curriculum currently allows students to take eight credits of academic coursework toward their degree. PharmD students who wish to earn the Professional Certificate in Pharmaceutical Policy Analysis may opt to take the specified eight credits of certificate coursework as their electives

within the PharmD program. By taking these courses along with the required seven credits of coursework in this area of expertise, PharmD students will prepare themselves to function as clinicians whose specialty expertise allows them evaluate public policies relevant to pharmaceutical products and services, and to implement improvements in the health care system to better support patients and the health professionals who provide pharmaceutical care to patients.

The UW School of Pharmacy also has a very popular and successful online Master of Science in Health Services Administration program. Within that Masters program there is a track called "Health Economics and Outcomes," as well as a track called "Biopharmaceutical Regulatory Compliance." The Masters program differs from the PharmD certificate program in that the Masters program educates and trains mid-career professionals for a new professional role in a field that is not directly involved with clinical patient care. It is a change in career pathway, rather than an enhancement of a career pathway like the proposed PharmD program Professional Certificate. Some students who have taken the PharmD program Professional Certificate in Pharmaceutical Policy Analysis may eventually apply to the Masters program after graduation.

Certificate Program Curriculum Organization and Proposed Timeline

The certificate program will use existing approved coursework. The School of Pharmacy is prepared to begin offering the certificate immediately upon its approval.

The three required PharmD courses will be offered residually in Laramie at the currently scheduled time within the PharmD curriculum:

- PHCY 6140 Intro to Social Administrative Pharmacy (3 credits) (Fall semester)
- PHCY 6240 Research and Evaluation Methods in Pharmacy (3 credits) (Fall Semester)
- PHCY 6353 Drug Literature Application (2 credits) (Spring Semester)

The four elective PharmD courses that are required for the certificate will be offered online in Fall and Spring:

- PHCY 5148 Health Economics & Policy (2 credits)
- PHCY 5242 Food and Drug Administration (2 credits)
- PHCY 5245 Medicare, Medicaid & The ACA (2 credits)
- PHCY 5045 Health Services Administration Applied Research (2 credits)

Plan for Market Analysis

The School of Pharmacy will conduct a survey of current students, alumni, and friends to evaluate the demand for professional specialty certificates generally and this certificate program specifically.

Analysis of Post-Graduation Employment Market Demand

The demand for pharmacists in the health care system is currently solid, although there is competition for the best employment positions. This specialty certificate will increase demand for UW grads who currently compete for available positions against graduates of other programs both nationally and in the Northern Rockies area (CO, UT, WY, MT, ID).

Empirical evidence of demand for this specialty will be determined by a search of the Indeed.com website. A preliminary search of the Indeed.com job openings website on October 28, 2019 using the

search terms “pharmaceutical and policy” produced 23,606 listed openings across the country, with 838 listed openings in the Northern Rockies. A search of that website on that day using the terms “health and policy” produced 555,590 listed openings across the country, with 21,537 openings in the Northern Rockies.

Required External Approvals

The Accreditation Council on Pharmacy Education (ACPE) does not require approval of certificate programs. ACPE accredits only the PharmD degree.

Alignment of Certificate Program with University Mission and Strategic Plan

The Professional Certificate in Pharmaceutical Policy Analysis will align with the UW Mission and Strategic Plan in four significant ways:

- Prepare students for career success in an interdependent world by combining clinical pharmacy expertise with expertise in policy analysis.
- Expand recruitment of students to the UW PharmD program by offering a specialty certificate that is not available from other schools and colleges of pharmacy.
- Increase the number of students who are taking distance education coursework from UW.
- Enhance revenue streams by offering the specialty certificate to non-UW pharmacy students.

Financial Implications of the Certificate Program

The certificate program will be cost neutral. Certificate program coursework will be comprised of existing required and elective PharmD classes. No new resources will be required to fund these classes. Recruitment of non-UW PharmD students will be conducted through personal contact with deans and associate deans at other schools and colleges of pharmacy.

Students who take the 7 credits of PharmD coursework will pay either the resident or non-resident PharmD tuition for those courses, as they currently do. Students who take the 8 elective distance education credits toward the certificate will pay the School of Pharmacy’s approved entrepreneurial tuition of \$650 per credit.

The provision of the certificate program to students of pharmacy programs outside UW will generate new revenues for the University. Those students will take 8 elective distance education credits and will pay the School of Pharmacy’s approved entrepreneurial tuition of \$650 per credit.

	2020-2021	2021-2022	2022-2023
Number of Non-UW PharmD Students	10	20	30
Distance Ed Revenues \$650 x 8 = \$5,200/Student	\$52,000	\$104,000	\$156,000

School of Pharmacy
College of Health Sciences
University of Wyoming

Notice of Intent: Professional Certificate in
“Pharmacoeconomics”

November 1, 2019

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Executive Summary

The School of Pharmacy proposes a Professional Certificate in Pharmacoeconomics. The primary purpose of the certificate is to enhance employment opportunities for UW pharmacy graduates, who can present to prospective employers a specialty credential that complements their PharmD degree. A secondary purpose of the certificate is to support recruitment of pharmacy students to UW, by offering them the opportunity to earn a specialty certificate in addition to their PharmD degree. A third purpose of the certificate is to increase tuition revenues at the School of Pharmacy by offering the certificate through distance education to pharmacy students at other schools and colleges of pharmacy, who will pursue the certificate as non-degree seeking students at UW and potentially transfer the credits from UW coursework back to their home pharmacy program.

Certificate Program Curriculum Overview

The proposed curriculum for the Professional Certificate in Pharmacoeconomics comprises 15 credits of existing School of Pharmacy Coursework.

Seven credits will be taken from currently required PharmD curriculum coursework. The certificate will require that students taking these courses earn a grade of B or better in each course. The courses are:

- PHCY 6106 Pharmacy Calculations (2 credits)
- PHCY 6240 Research and Evaluation Methods in Pharmacy (3 credits)
- PHCY 6340 Health Care Policy and Advocacy (2 credits)

Eight credits will be taken from current elective PharmD curriculum coursework. The certificate will require that students taking these courses earn a grade of B or better in each course. The courses are:

- PHCY 5145 HEOR Data Analytics (3 credits)
- PHCY 5142 Health Economics Decision Analysis (2 credits)
- PHCY 5143 Comparative Effectiveness Research (2 credits)
- PHCY 5045 Health Services Administration Applied Research (1 credit)

Overall Certificate Program Objectives

The objective of the program is to develop a cadre of clinical pharmacy practitioners who can utilize economic strategies that promote positive therapeutic outcomes, while minimizing the costs of drug therapy by:

- Formulating policies and procedures to utilize research methods that evaluate the costs and benefits of pharmaceutical products and services.
- Developing and implementing systems that correlate the outcomes from drug therapy with the processes used in the provision of pharmaceutical products and services to patients.
- Generating data to support the implementation of pharmacy-directed patient-care activities that optimize the outcomes patients receive from drug products and services, while focusing on the need to be good stewards of available economic resources.

Certificate Program Fit Within Existing School of Pharmacy Curriculum

The UW PharmD curriculum currently allows students to take eight credits of academic coursework toward their degree. PharmD students who wish to earn the Professional Certificate in

Pharmacoeconomics may opt to take the specified eight credits of certificate coursework as their electives within the PharmD program. By taking these courses along with the required seven credits of coursework in this area of expertise, PharmD students will prepare themselves to function as clinicians whose specialty expertise allows them to develop and operate programs that improve outcomes from drug therapy and reduce the costs of drug therapy.

The UW School of Pharmacy also has a very popular and successful online Master of Science in Health Services Administration program. Within that Masters program there is a track called "Health Economics and Outcomes." The Masters program differs from the PharmD certificate program in that the Masters program educates and trains mid-career professionals for a new professional role in a field that is not directly involved with clinical patient care. It is a change in career pathway, rather than an enhancement of a career pathway like the proposed PharmD program Professional Certificate. Some students who have taken the PharmD program Professional Certificate in Pharmacoeconomics may eventually apply to the Masters program after graduation.

Certificate Program Curriculum Organization and Proposed Timeline

The certificate program will use existing approved coursework. The School of Pharmacy is prepared to begin offering the certificate immediately upon its approval.

The three required PharmD courses will be offered residually in Laramie at the currently scheduled time within the PharmD curriculum:

- PHCY 6106 Pharmacy Calculations (2 credits) (Spring Semester)
- PHCY 6240 Research and Evaluation Methods in Pharmacy (3 credits) (Fall Semester)
- PHCY 6340 Health Care Policy and Advocacy (2 credits) (Spring Semester)

The four elective PharmD courses that are required for the certificate will be offered online in Fall and Spring:

- PHCY 5045 Health Services Administration Applied Research (1 credit)
- PHCY 5145 HEOR Data Analytics (3 credits)
- PHCY 5142 Health Economics Decision Analysis (2 credits)
- PHCY 5143 Comparative Effectiveness Research (2 credits)

Plan for Market Analysis

The School of Pharmacy will conduct a survey of current students, alumni, and friends to evaluate the demand for professional specialty certificates generally and this certificate program specifically.

Analysis of Post-Graduation Employment Market Demand

The demand for pharmacists in the health care system is currently solid, although there is competition for the best employment positions. This specialty certificate will increase demand for UW grads who currently compete for available positions against graduates of other programs both nationally and in the Northern Rockies area (CO, UT, WY, MT, ID).

Empirical evidence of demand for this specialty will be determined by a search of the Indeed.com website. A preliminary search of the Indeed.com job openings website on October 28, 2019 using the search terms "pharmacy and economics" produced 1,340 listed openings across the country, with 25

listed openings in the Northern Rockies. A search of that website on that day using the terms “health and economics” produced 31,149 listed openings across the country, with 1,084 openings in the Northern Rockies.

Required External Approvals

The Accreditation Council on Pharmacy Education (ACPE) does not require approval of certificate programs. ACPE accredits only the PharmD degree.

Alignment of Certificate Program with University Mission and Strategic Plan

The Professional Certificate in Pharmacoeconomics will align with the UW Mission and Strategic Plan in four significant ways:

- Prepare students for career success in an interdependent world by combining clinical pharmacy expertise with economic expertise.
- Expand recruitment of students to the UW PharmD program by offering a specialty certificate that is not available from other schools and colleges of pharmacy.
- Increase the number of students who are taking distance education coursework from UW.
- Enhance revenue streams by offering the specialty certificate to non-UW pharmacy students.

Financial Implications of the Certificate Program

The certificate program will be cost neutral. Certificate program coursework will be comprised of existing required and elective PharmD classes. No new resources will be required to fund these classes. Recruitment of non-UW PharmD students will be conducted through personal contact with deans and associate deans at other schools and colleges of pharmacy.

Students who take the 7 credits of PharmD coursework will pay either the resident or non-resident PharmD tuition for those courses, as they currently do. Students who take the 8 elective distance education credits toward the certificate will pay the School of Pharmacy’s approved entrepreneurial tuition of \$650 per credit.

The provision of the certificate program to students of pharmacy programs outside UW will generate new revenues for the University. Those students will take 8 elective distance education credits and will pay the School of Pharmacy’s approved entrepreneurial tuition of \$650 per credit.

	2020-2021	2021-2022	2022-2023
Number of Non-UW PharmD Students	10	20	30
Distance Ed Revenues \$650 x 8 = \$5,200/Student	\$52,000	\$104,000	\$156,000

AGENDA ITEM TITLE: Academic and Student Affairs Committee: Notice of Intent, Career Technical Education, Alexander



**University of Wyoming
Board of Trustees' Academic and Student Affairs Committee**

Notice of Intent

Date: 12/23/2019

Bachelors of Applied Sciences, B.A.S.
Career and Technical Education (CTE) Teacher Education Initial Licensure

Context and Rationale:

Several years ago the University, faced with budget cuts, eliminated the program to prepare Career and Technical Education (CTE) teachers due to low enrollment. The state legislature mandated that a new CTE initial teacher licensure preparation program be developed through a partnership between the University and the Community Colleges; in response to this mandate, a task force was created to carry out this charge. The task force, including representatives from UW's College of Education, UW-Casper, the WCCC, the PTSB, WACTE, the WDE, K-12 Superintendents, and representatives from business and industry, presents the following Notice of Intent (NOI) outlining the design, delivery, curriculum, market research and rationale for the new B.A.S. CTE program.

The program is designed as a collaboratively offered program among the community colleges and the University. Students who have completed an applicable AAS degree can subsequently take a third year of coursework at a Wyoming community college or online at the University of Wyoming, before completing a fourth year through UW that includes online education courses and student teaching. This program will culminate in a Bachelor of Applied Sciences degree, with a Major in CTE Teacher Education, and an appropriate initial teaching license from the Professional Teaching Standards Board (PTSB).

The B.A.S. Career and Technical Education (CTE) Teacher Education Initial Licensure degree program (BAS-CTE) will be a unique degree that will help fill the demand for CTE teachers in Wyoming. There are approximately 451 Career and Technical Education (CTE) teachers currently teaching in Wyoming. The average age of Wyoming CTE teachers is 55. According to the Wyoming Retirement System the average age of retirement of Wyoming teachers is 62.6. Consequently, we are anticipating approximately 225 CTE teachers will retire in the next seven years. As a result, the state will need to replace 32 CTE teachers each year, and districts look to UW for a significant percentage of these. This number does not include natural attrition that occurs for a variety of reasons. As an example, there have been six teachers leave their positions since school began in August, 2019. When added to the 32 anticipated retirements, this results in 38 teachers being needed. In addition, there is an expectation that the changes to the Hathaway Scholarship Success Curriculum that took place in 2019 as a result of Senate File 43 will increase demand for CTE courses and consequently require even more CTE instructors. Vacancies have been filled by recruiting teachers from surrounding states

that have maintained their CTE teacher education programs, graduate programs that result in CTE endorsements, and industry professionals via alternative certification.

In addition to the information above, which was compiled from PTSB, the WDE, and the WRS, the task force also created a statewide survey for CTE teachers, K12 administrators, and business and industry leaders. This survey closely aligned with the other employment data, and uniformly highlighted both an existing shortage, and a widening gap between a decreasing number of licensed CTE teachers and increasing need for CTE-trained employees. The task force also utilized Gray Associates data based on existing job descriptions. These regionally sensitive data showed very little demand for CTE teachers, and seems to contradict the other data sources. One possibility for the variance is the Gray report's usage of pre-existing job codes, while the survey data from professionals and administrators in the state K12 field approached future projections with a more locally informed approach. All the data sets are provided as an appendix to this document.

Curricular Description

The task force has met and identified a design for the degree completion program that allows for multiple entry points, and culminating in a Bachelor of Applied Science degree that includes 42 semester hours of secondary education coursework to include student teaching, CTE coursework, as well as the meeting the requirements of the University Studies Program curriculum.

Students wishing to apply for the program will be required to demonstrate sufficient CTE coursework to qualify for admission. While an AAS in a relevant field is preferable, students without an AAS, or with other degrees may apply by demonstrating completion of some minimum number of CTE credits. Upon admission, students will begin the program as dually enrolled students at a Wyoming community college as well as UW. Working closely with advisors, students will map out a course plan that ensures all unmet USP requirements are addressed as well as enrolling in any Education prerequisite courses that may not have been addressed in their Associates curriculum.

In addition to USP and prerequisite coursework, the curriculum includes at least 28 credits of upper division Education coursework, including 15 credits of student teaching, and the opportunity to utilize internships or special projects to connect CTE field expertise with classroom teaching. The program includes at least 42 credits of upper division coursework, and most students will complete the program with 45-50 upper division credits. Much of the third-year curriculum will be offered by the community colleges, although UW's online offerings will be available for site-bound students in community college service areas that lack components of the curriculum. The fourth year will be offered exclusively by UW through distance education and student teaching in local settings.

Student Demand and Projected Enrollment:

The task force anticipates initial student demand for the 4th year of the program (the only year offered through UW) will begin with 5-15 students in the first year (see timeline) because of pent-up demand and publicity. On an ongoing basis, we estimate that this number would remain within this range for the foreseeable future. While these numbers are significantly higher than the previous CTE teacher ed program's enrollments, the task force believes that the 3+1 format will expand those numbers due to the wide geographical offerings (7 colleges across the state instead of 1) as well as the "stackable" nature of the degree. Because the program incorporates existing AAS degrees, students engaged in those studies can more easily "add on" additional coursework to earn their teaching credential. In short, multiple pathways to a CTE teaching credential can appeal to a larger group of students, and multiple locations expands the pool to include place-bound candidates.

Timeline

Much of the coursework already exists and is offered regularly for the BS in Education degree. Upon necessary approvals, the fourth-year coursework that is not currently available through distance education will be developed, and the colleges will begin working with UW education faculty to create 3000-level education coursework to be offered by the University of Wyoming online and/or in-person. The 3000 and 4000 level education coursework, given that almost all of it already exists through UW, will be available for students in Fall, 2021, and students who meet admissions requirements will be able to begin addressing USP and prerequisite coursework at the colleges as early as Fall, 2020.

Outstanding tasks to be completed in the next three months include the establishment of MOU's between UW and the colleges for articulation of coursework, identification and establishment of the appropriate partnership relationship (dually enrolled, consortium, etc.) between the colleges and UW, and the ongoing application process for new program approval. Beyond the next 3 months, development of community college coursework, outreach and marketing to relevant populations, and outreach to PTSB to ensure alignment will be the focus of attention.

Other Necessary Approvals:

In addition to UW approvals this program will require PTSB alignment to ensure that students completing the program have the necessary licensure. The PTSB Director serves on our task force and provides us ongoing guidance and support. Upon approval, we will create the MOU's and other agreements necessary to allow for students to move easily through the program while attending different institutions (CC's and UW). These MOU's will need approval by legal counsel at all relevant institutions. These discussions have already begun and we are confident that these can be completed in a timely manner.

Alignment with University mission

This new program aligns closely with the University mission, particularly in relation to its emphasis on, "providing accessible and affordable higher education of the highest quality..." and the focus on addressing statewide needs for economic and community development. By partnering with the community colleges, site-bound students are provided access to a high-quality UW degree when that would have been impossible in a more traditional format.

Sincerely,



Sandy Caldwell
Executive Director
Wyoming Community College Commission



D. Ray Reutzell
UW College of Education Dean

Preliminary Budget Estimates for CTE Teacher Education Degree Program: The initial budget will include requests required to initiate a new 3+1 degree program where the University of Wyoming's College of Education will provide the "1" of the "3+1" program. This budget estimate is based on the UW costs alone. Costs to the "3" of the "3+1" CTE B.A.S. degree program will be shared by seven community colleges which have yet to fully develop the degree program emphases or concentrations. The Community Colleges will need to estimate costs at their various institutions as they prepare to offer upper division courses as part of the authorization of B.A.S. degree in the 2019 legislature.

For the UW portion, we have reinstated an eliminated faculty line in the FY 20 budget that will provide the CTE Teacher Education methods courses to students online or via distance and student teaching supervision. As a result of the new degree concentrations, new methods courses will need to be developed at a cost of 15K. Other foundational and other necessary initial teacher licensure courses in secondary education will be made available online/distance without additional cost to the University. Student teaching supervision is built into the overall College of Education budget, but depending upon future CTE Teacher Education enrollments, additional student fees will fund necessary mentor teacher stipends and supervision costs. Consequently, the initial teacher education licensure courses for the new CTE B.A.S. degree "+1" portion of the program is estimated to have an additional cost approximately of \$15,000.00 for new course development. We would also suggest that we will need at least \$25,000.00 to market this new program statewide, but this cost should be shared statewide between UW and the CCs. Thus the total cost of the "1" portion of this degree program with marketing should not exceed \$40,000.00 one time funding.

AGENDA ITEM TITLE: Academic and Student Affairs Committee: Requests for Authorization, Bachelor of Music in Jazz Performance, Certificate of Music Entrepreneurship, Certificate of Audio Technology, Alexander

Request for Authorization

Department of Music- Bachelor of Music: Jazz Performance

Executive Summary

Degree or Certificate Title: Bachelor of Music: Jazz Performance

Level of Degree or Certificate: Undergraduate

Delivery Mode(s) : On-campus

Estimated Startup Cost of Degree: \$2,500

Anticipated Launch Date: Fall 2020

Description:

The proposed degree is simply an addition to our already existing Bachelor of Music in Performance with emphases in Instrumental, Keyboard, or Vocal Performance.

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

Music Core Requirements for Jazz Performance degree

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
MUSC 4380 Jazz Techniques	2 credits
Total credits	13 credits

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Feasibility Study Required Contents:

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

Describe and outline:

- The degree's / certificate's objectives

The Bachelor of Music in Jazz Performance will prepare students for a performing career in jazz and/or commercial music. Students will be able to be employed as a performing musician or studio teacher. They will also be prepared to seek graduate degrees in jazz studies or commercial music. This degree will also be the first degree needed in a path to pursue a career as a professor at the university level.

- Its fit with the unit's current offerings

The primary content for the BM in Jazz Performance degree is identical to the BM degrees we currently offer in instrumental, keyboard, and vocal performance. All courses are currently offered and all faculty are employed to teach the entire curriculum.

- The rationale for the program, and niche/gap the degree or certificate will fill. Why will it appeal to students? To employers? Graduate schools?

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 BM in Jazz Performance. In addition, some Wyoming junior college graduates will leave the state to pursue a BM in Jazz Performance.

The Department of Music currently employs 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.

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.
- How the degree will support UW's Strategic Plan, the relevant college's strategic plan, and the unit's strategic plan

The current scope of our jazz studies degree aligns with all four points of the UW's mission, which aligns with the college and department strategic plans.

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.

Learning Outcomes

Describe and outline the learning outcomes of the degree or certificate, focusing on the core competencies you expect graduates to exhibit and accumulate as they complete the degree or certificate.

Students who graduate with a Bachelor of Music in Jazz Performance degree from UW will be well prepared to handle many of the complex challenges the ever-changing music industry has to offer. A student who completes this degree will be expected to have the following skills:

- Possess a historical knowledge of significant jazz artists and recordings.
- Possess a historical knowledge of significant jazz artists and recordings specific to their instrument.
- Understand the roles of how jazz specific instruments function within the music.
- Demonstrate the functional skills of how their instrument functions within a jazz context.

- Know a body of standard jazz repertoire.
- Possess the knowledge and skills of chord/scale application, chord outlining, guide tone playing, and chromatic voice leading.
- Possess and demonstrate the skills to function on their instrument in a professional setting.

Curriculum Map and Program Structure

For undergraduate degrees: Map out the four-year plan for the expected course sequence, including USP courses, college requirements, and degree requirements.

Be sure to notate which courses are existing and which are new. Describe whether each course will be available in Laramie, Casper, other sites, and/or online.

See document “Jazz Curriculum Map.” All courses currently exist in the curriculum.

Course Descriptions

Provide short course descriptions for new courses, including possible modes of delivery.

** Mode of delivery for all four courses listed below: On Campus

MUSC 3020 Jazz Theory 2 credits

This course focuses on the theory of tune analysis, common song forms, chord/scale relationships regularly found in jazz music. The primary mode of study will be through listening, transcription and analysis.

MUSC 3025 Fundamentals of Jazz Improv 2 credits

This course focuses on the application chord/scale relationships, outlining harmony, and guide tone relationships. The primary mode of study will be through listening, transcription and analysis.

MUSC 4020 Advanced Jazz Improv 2 credits

This course focuses on advanced improvisational concepts including, intervalic playing through the study of triad pairs and pentatonics, application of chord/scale relationships of modes of melodic minor scale as well as other exotic chord/scale relationships.

MUSC 4025 Jazz Composition/Arr. 2 credits

This course focuses on the basics of jazz composition and arranging including tune analysis, common song forms, chord/scale relationships regularly found in jazz music. The primary mode of study will be through listening, transcription, analysis.

Assessment Plan

Describe how the learning outcomes outlined above will be met through the proposed curriculum. How will student work be evaluated, and at which points, in the context of the overall assessment of learning outcomes?

Students will be evaluated at the end of each semester in applied music juries where they will perform and be graded by jazz faculty compared to a performance rubric. Jazz compositions will be evaluated in performances of the student's compositions by a jury of jazz faculty. Academic knowledge of jazz content will be evaluated through course work and papers graded by jazz faculty.

Degree Program Evaluation

Explain how the program will be evaluated. Will you use exit surveys of graduates, employer surveys, mid- or end-of-program feedback through focus groups or surveys, etc.? Remember that by policy, all new degree will be evaluated within 5 years of startup, so this will help you in gathering artifacts upon which that evaluation can be based.

The evaluation of the Bachelor of Music in Jazz Performance major will focus on the 1) quality of the education we deliver as well as the 2) size and growth of major (measured yearly) through the following criteria:

1. Mid-point survey.
2. Survey of graduates.
3. The number of majors enrolled in the degree from year to year.

Substantive Change Determination

Higher Learning Commission (HLC), UW's regional accrediting agency, must approve all substantive changes to UW's offering. HLC considers substantive change as the addition of a program (degree or certificate/credential level) not previously included in the institution's accreditation, usually judged to be a program that is a significant departure from normal offerings, the addition of a program with 50%+ new coursework required, or the addition or change to an existing program which will be delivered 50%+ through alternative (hybrid, online) delivery. Substantive change may also be defined as a new program which does not meet the above guidelines, but which requires a significant amount of financial investment to be made. Please contact the HLC Accreditation Liaison Officer (currently Anne Alexander, aalex@uwyo.edu) to make this determination.

New Resources Required

Describe new resources required, including:

- Faculty and instructional staffing

- Program administration and staff support
- Technology
- Library and digital resources
- Marketing
- Support

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 pro forma budget). The marketing budget will be provided by the Department of Music.

Executive Summary of Demand Statistics*

Describe and outline:

- Market area and primary target markets/
- Educational market and student demand statistics, including peer comparisons of the size of enrollment, completions, and size trajectory (growth, decline) of comparator programs.
- Employment trends and projections given core competencies of the degree or certificate.
- Graduate salary trends and other post-completion trends.

See Gray Associates data provided.

**available from Gray Associates data subscription*



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

December, 19, 2019

Board of Trustees:

This letter serves as a Letter of Commitment for a new academic program, Bachelor of Music in Jazz Performance. The new degree is an addition to the Department of Music's already existing Bachelor of Music in Performance with emphases in Instrumental, Keyboard or Vocal Performance. Interest in this degree is solid in Wyoming and the region and would allow Wyoming students an in-state option to earn a degree in Jazz Performance.

Needs

The proposed degree aligns with the UW Strategic Plan Goal One: 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. It also aligns with the UW Strategic Plan Goal Two: Welcome, support and graduate students of differing backgrounds, abilities and needs from 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.

Requirements

The music core requirements for the Jazz Performance degree already exist and have been taught in a regular sequence for many years. Course descriptions can be found in the Request for Authorization document for this degree.

Music Core Requirements for Jazz Performance degree

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>
Total credits	13 credits

Resources

The Department of Music currently employs 6 faculty who teach in the jazz area. No additional faculty are required to offer this degree. All courses exist and are taught on regular rotation. The Department of Music will allocate \$2,500 for marketing, but no additional funds are requested or required to implement this degree.

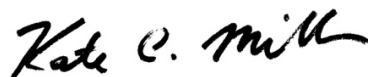
Total resources requested: \$0.

Please see the attached pro forma budget for details of projected financial results for this program over a four-year span. Using conservative enrollment projections, the program is projected to see an operating margin of 1.0, with a total surplus of \$15,000.

Timeline

The present implementation timeline is designed to enable students to enroll in this degree in the Fall of 2020.

Best,



Kate C. Miller

Provost and Vice President for Academic Affairs

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				

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47	Graduate Assistant	\$2,500
48	Supplies	
49	Travel	
50	Marketing	
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

Freshman Fall		15		NEW Course		Distance Option	
Course	3	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Yes		
Q	3	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Yes		
USP C1	3	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Yes		
USP FYS	3	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Yes		
Course	3	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Yes		
Freshman Spring	15						
USP PN	3	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Yes		
USP H	3	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Yes		
USP V	3	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Yes		
Course	3	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Yes		
Course	3	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Yes		
Sophomore Fall	16						
MUSC 3020	3	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Yes		
Course	3	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Yes		
Course	3	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Yes		
Course	4	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Yes		
Course	3	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Yes		
Sophomore Spring	15						
MUSC 3025	3	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Yes		
Course	3	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Yes		
Course	3	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Yes		
Course	3	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Yes		
Course	3	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Yes		
Junior Fall	15						
MUSC 4020	3	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Yes		
MUSC 4350	3	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Yes		
Course	3	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Yes		
Course	3	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Yes		
Course	3	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Yes		
Junior Spring	15						
Course	3	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Yes		
Course	3	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Yes		
Course	3	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Yes		
Course	3	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Yes		
Course	3	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Yes		
Senior Fall	15						
Course	3	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Yes		
Course	3	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Yes		
Course	3	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Yes		
Course	3	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Yes		
Course	3	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Yes		
Senior Spring	15						
USP C3	3	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Yes		
Course	3	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Yes		
Course	3	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Yes		
Course	3	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Yes		
Course	3	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Yes		
Total Hours	###						

The UW Board of Trustees' Supplemental Materials Report January 22-24, 2020 Page 60			NEW CREDIT HOURS OFFERED BY ACADEMIC YEAR							
			1		2		3		4	
Freshman Fall	New Course	hours	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
Course	FALSE	3	0	0	0	0	0	0	0	0
Q	FALSE	3	0	0	0	0	0	0	0	0
USP C1	FALSE	3	0	0	0	0	0	0	0	0
USP FYS	FALSE	3	0	0	0	0	0	0	0	0
Course	FALSE	3	0	0	0	0	0	0	0	0
Freshman Spring										
USP PN	FALSE	3		0	0	0	0	0	0	0
USP H	FALSE	3		0	0	0	0	0	0	0
USP V	FALSE	3		0	0	0	0	0	0	0
Course	FALSE	3		0	0	0	0	0	0	0
Course	FALSE	3		0	0	0	0	0	0	0
		30	0	0	0	0	0	0	0	0
Sophmore Fall					0	0	0	0	0	0
MUSC 3020	FALSE	3			0	0	0	0	0	0
Course	FALSE	3			0	0	0	0	0	0
Course	FALSE	3			0	0	0	0	0	0
Course	FALSE	3			0	0	0	0	0	0
Course	FALSE	3			0	0	0	0	0	0
Sophmore Spring						0	0	0	0	0
MUSC 3025	FALSE	3				0	0	0	0	0
Course	FALSE	3				0	0	0	0	0
Course	FALSE	3				0	0	0	0	0
Course	FALSE	3				0	0	0	0	0
Course	FALSE	3				0	0	0	0	0
Course	FALSE	3				0	0	0	0	0
		30	0	0	0	0	0	0	0	0
Junior Fall										
MUSC 4020	FALSE	3					0	0	0	0
MUSC 4350	FALSE	3					0	0	0	0
Course	FALSE	3					0	0	0	0
Course	FALSE	3					0	0	0	0
Course	FALSE	3					0	0	0	0
Junior Spring								0	0	0
Course	FALSE	3						0	0	0
Course	FALSE	3						0	0	0
Course	FALSE	3						0	0	0
Course	FALSE	3						0	0	0
Course	FALSE	3						0	0	0
Course	FALSE	3						0	0	0
		30	0	0	0	0	0	0	0	0
Senior Fall										0
Course	FALSE	3								0
Course	FALSE	3								0
Course	FALSE	3								0
Course	FALSE	3								0
Course	FALSE	3								0
Senior Spring										0
USP C3	FALSE	3								0
Course	FALSE	3								0
Course	FALSE	3								0
Course	FALSE	3								0
Course	FALSE	3								0
		30	0	0	0	0	0	0	0	0
Total Hours		120	0	0	0	0	0	0	0	0
Teaching load	fall	spring								
faculty line 1	9	6	0	0	0	0	0	0	0	0
faculty line 2	9	6	0	0	0	0	0	0	0	0
faculty line 3	9	6	0	0	0	0	0	0	0	0
faculty line 4	9	6	0	0	0	0	0	0	0	0
		0.43								
Compensation	Salary	Benefits	1	2	3	4				
faculty line 1	\$0	\$0	0	\$0	\$0	\$0	\$0			
faculty line 2	\$0	\$0	0	\$0	\$0	\$0	\$0			
faculty line 3	\$0	\$0	0	\$0	\$0	\$0	\$0			
faculty line 4	\$0	\$0	0	\$0	\$0	\$0	\$0			
			\$0.00	\$0	\$0	\$0	\$0			
For more specific salary and benefit data please contact the Budget Office at 766-9028										

The UW Board of Trustees' Supplemental Materials Report January 22-24, 2020 Page 61			NEW CREDIT HOURS OFFERED BY ACADEMIC YEAR							
			1		2		3		4	
			Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
Freshman Fall	New Course	hours								
Course	FALSE	3	0	0	0	0	0	0	0	
Q	FALSE	3	0	0	0	0	0	0	0	
USP C1	FALSE	3	0	0	0	0	0	0	0	
USP FYS	FALSE	3	0	0	0	0	0	0	0	
Course	FALSE	3	0	0	0	0	0	0	0	
Freshman Spring										
USP PN	FALSE	3		0		0		0		0
USP H	FALSE	3		0		0		0		0
USP V	FALSE	3		0		0		0		0
Course	FALSE	3		0		0		0		0
Course	FALSE	3		0		0		0		0
		30	0	0	0	0	0	0	0	0
Sophomore Fall										
MUSC 3020	FALSE	3			0		0		0	
Course	FALSE	3			0		0		0	
Course	FALSE	3			0		0		0	
Course	FALSE	3			0		0		0	
Course	FALSE	3			0		0		0	
Sophomore Spring						0		0		0
MUSC 3025	FALSE	3				0		0		0
Course	FALSE	3				0		0		0
Course	FALSE	3				0		0		0
Course	FALSE	3				0		0		0
Course	FALSE	3				0		0		0
		30	0	0	0	0	0	0	0	0
Junior Fall										
MUSC 4020	FALSE	3					0		0	
MUSC 4350	FALSE	3					0		0	
Course	FALSE	3					0		0	
Course	FALSE	3					0		0	
Course	FALSE	3					0		0	
Junior Spring								0		0
Course	FALSE	3						0		0
Course	FALSE	3						0		0
Course	FALSE	3						0		0
Course	FALSE	3						0		0
Course	FALSE	3						0		0
		30	0	0	0	0	0	0	0	0
Senior Fall										0
Course	FALSE	3								0
Course	FALSE	3								0
Course	FALSE	3								0
Course	FALSE	3								0
Course	FALSE	3								0
Senior Spring										0
USP C3	FALSE	3								0
Course	FALSE	3								0
Course	FALSE	3								0
Course	FALSE	3								0
Course	FALSE	3								0
		30	0	0	0	0	0	0	0	0
Total Hours		120	0	0	0	0	0	0	0	0
Teaching load	fall	spring								
faculty line 1	9	6	0	0	0	0	0	0	0	0
faculty line 2	9	6	0	0	0	0	0	0	0	0
faculty line 3	9	6	0	0	0	0	0	0	0	0
faculty line 4	9	6	0	0	0	0	0	0	0	0
		0.39								
Compensation	Salary	Benefits	1	2	3	4				
faculty line 1	\$65,000	\$25,415	0	\$0	\$0	\$0				
faculty line 2	\$65,000	\$25,415	0	\$0	\$0	\$0				
faculty line 3	\$65,000	\$25,415	0	\$0	\$0	\$0				
faculty line 4	\$65,000	\$25,415	0	\$0	\$0	\$0				
			\$0.00	\$0	\$0	\$0				
For more specific salary and benefit data please contact the Budget Office at 766-9028										

NON-RESIDENT

	FY11 2010-11	FY12 2011-12	FY13 2012-13	FY14 2013-14	FY15 2014-15	FY16 2015-16	FY17 2016-17	FY18 2017-18	FY19 2018-19	FY20 2019-20	FY21 2020-21	
\$	376 \$	395 \$	413 \$	432 \$	454 \$	477 \$	496 \$	516 \$	537 \$	558 \$	603	8% Non-Resident UG Per Student Credit Hour Tuition Increase
		5%	5%	5%	5%	5%	4%	4%	4%	4%		8% Non-Resident UG Per Student Credit Hr (SCH) Tuition Percent Increase over Prev. Yr.
\$	11,280 \$	11,850 \$	12,390 \$	12,960 \$	13,620 \$	14,310 \$	14,880 \$	15,480 \$	16,110 \$	16,740 \$	18,090	30 Student Credit Hours (SCHs) - Full-time
\$	478.73 \$	502.61 \$	548.94 \$	582.19 \$	627.86 \$	660.75 \$	667.31 \$	673.73 \$	689.79 \$	705.47 \$	705.47	UG Mandatory Fees per Semester (Full-time)
		5%	9%	6%	8%	5%	1%	1%	2%	2%		0% UG Mandatory Fees Percent Increase over Previous Year
\$	957 \$	1,005 \$	1,098 \$	1,164 \$	1,256 \$	1,322 \$	1,335 \$	1,347 \$	1,380 \$	1,411 \$	1,411	UG Mandatory Fees Per Year (Full-time, 2 Semesters)
\$	12,237 \$	12,855 \$	13,488 \$	14,124 \$	14,876 \$	15,632 \$	16,215 \$	16,827 \$	17,490 \$	18,151 \$	19,501	Total Non-Resident UG Tuition & Mandatory Fees (30SCHs & 2 Semesters of Fees)

RESIDENT

	FY11 2010-11	FY12 2011-12	FY13 2012-13	FY14 2013-14	FY15 2014-15	FY16 2015-16	FY17 2016-17	FY18 2017-18	FY19 2018-19	FY20 2019-20	FY21 2020-21	
\$	99 \$	104 \$	106 \$	108 \$	113 \$	119 \$	124 \$	129 \$	134 \$	139 \$	139	0% Resident UG Per Student Credit Hour Tuition Increase
		5%	2%	2%	5%	5%	4%	4%	4%	4%		0% Resident UG Per Student Credit Hr (SCH) Tuition Percent Increase over Prev. Yr.
\$	2,970 \$	3,120 \$	3,180 \$	3,240 \$	3,390 \$	3,570 \$	3,720 \$	3,870 \$	4,020 \$	4,170 \$	4,170	30 Student Credit Hours (SCHs) - Full-time
\$	478.73 \$	502.61 \$	548.94 \$	582.19 \$	627.86 \$	660.75 \$	667.31 \$	673.73 \$	689.79 \$	705.47 \$	705.47	UG Mandatory Fees per Semester (Full-time)
		5%	9%	6%	8%	5%	1%	1%	2%	2%		0% UG Mandatory Fees Percent Increase over Previous Year
\$	957 \$	1,005 \$	1,098 \$	1,164 \$	1,256 \$	1,322 \$	1,335 \$	1,347 \$	1,380 \$	1,411 \$	1,411	UG Mandatory Fees Per Year (Full-time, 2 Semesters)
\$	3,927 \$	4,125 \$	4,278 \$	4,404 \$	4,646 \$	4,892 \$	5,055 \$	5,217 \$	5,400 \$	5,581 \$	5,581	Total Resident UG Tuition & Mandatory Fees (30SCHs & 2 Semesters of Fees)

Request for Authorization
Department of Music- Music Entrepreneurship Certificate

Executive Summary

Degree or Certificate Title: Music Entrepreneurship Certificate

Level of Degree or Certificate: Undergraduate

Delivery Mode(s) : Distance education/on-line

Estimated Startup Cost of Degree: \$2,500

Anticipated Launch Date: Fall 2020

Description:

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.

Music 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 hours
4. ENTR 2700 Entrepreneurial Mindset (3 credits)

Choose one:

MGT 3210 Management and Organization- 3 credits

OR

MKT 3210 Introduction to Marketing – 3 credits

Table of Contents

Overview and Description of Degree or Certificate, Purpose, Strategic Plan Overlay

Learning Outcomes

Curriculum Map and Program Structure

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Assessment Plan

Degree Program Evaluation

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Substantive Change Determination

Executive Summary of Demand Statistics

Feasibility Study Required Contents:

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

Describe and outline:

- The degree's / certificate's objectives

The Certificate in Music Entrepreneurship will prepare music students for careers in music by providing 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.

- 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.

- Its fit with the unit's current offerings

The Music Entrepreneurship Certificate will be most easily added to the Bachelor of Arts degree because it has the most flexibility in the curriculum. However, it may also be added to a Bachelor of Music Performance degree or a Bachelor of Music Education degree. This 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 rationale for the program, and niche/gap the degree or certificate will fill. Why will it appeal to students? To employers? Graduate schools?

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 a Music Entrepreneurship experience at the University of Wyoming. The current and past enrollments for the first class in the certificate, Careers in Music, holds 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).

- How the degree will support UW's Strategic Plan, the relevant college's strategic plan, and the unit's strategic plan

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.

Learning Outcomes

Describe and outline the learning outcomes of the degree or certificate, focusing on the core competencies you expect graduates to exhibit and accumulate as they complete the degree or certificate.

- Accurately describe current and emerging trends and career trajectories in the music industry.
- Create a portfolio-level project, such as an 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.

Curriculum Map and Program Structure

For undergraduate degrees: Map out the four-year plan for the expected course sequence, including USP courses, college requirements, and degree requirements.

For certificates or graduate degrees: Map out the expected course sequence for the degree or certificate.

Be sure to notate which courses are existing and which are new. Describe whether each course will be available in Laramie, Casper, other sites, and/or online.

Below provides one example of a curriculum map for this certificate. Certificate courses are available on-line.

University of Wyoming, 2019-2020: Bachelor of Arts in Music

This is a guide for course work in the major; actual course sequence may vary by student. Please refer to the online student degree evaluation, and consult with an academic advisor. Not all courses are offered every semester and some electives may have prerequisites. Students should review the course descriptions in the *University Catalog* and consult with their academic advisor to plan accordingly.

Freshman Fall Semester			Freshman Spring Semester		
	USP COM 1	3		USP Quantitative Reasoning	3
	USP FYS	3		USP Human Culture	3
	USP Human Culture	3		MUSC 0200 Convocation	0
	MUSC 0200 Convocation	0		MUSC 1040 Written Theory 2	3
	MUSC 1030 Written Theory 1	3		MUSC 1045 Aural Theory 2	1
	MUSC 1035 Aural Theory 1	1		MUSC 1003 Historical Perspectives 1	3
	MUSC 1290 Class Piano 1	1		MUSC 1295 Class Piano 2	1
	MUSC 2*** Applied Lessons II	1		MUSC 2*** Applied Lessons II	1
	MUSC 1*** Ensemble	1		MUSC 1*** Ensemble	1
	Credit hours	16		Credit hours	16

Sophomore Fall Semester			Sophomore Spring Semester		
	USP US & WY Constitution	3		USP Physical & Natural World	3
	USP Physical & Natural World	3		USP COM 2	3
				ENTR 2700 Entrepreneurial Mindset (existing)	3
	MUSC 0200 Convocation	0		MUSC 0200 Convocation	0
	MUSC 2030 Written Theory 3	3		MUSC 2055 Historical Perspectives 3	3
	MUSC 2035 Aural Theory 3	1		MUSC 3255 Sophomore Jury	0
	MUSC 2050 Historical Perspectives 2	3		MUSC 3*** Applied Lessons III	1
	MUSC 3*** Applied Lessons III	1		MUSC 1*** Ensemble	1
	MUSC 1*** Ensemble	1			

	Credit hours	15			Credit hours	14
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Junior Fall Semester			Junior Spring Semester		
	A&S Core Diversity	3		A&S Core Global	3
	Electives	3		Electives	6
	MUSC 0200 Convocation	0		MUSC 0200 Convocation	0
	MUSC 4070 Conducting	3		MUSC 4*** Applied Lessons IV	1
	MUSC 4*** Applied Lessons IV	1		MUSC 3*** Ensemble	1
	MUSC 3*** Ensemble	1		MUSC 4990 Careers in Music (existing)	2
	MUSC **** Upper Div. Music Elect.	3		MUSC **** Internship in music business (existing)	1
	MUSC **** Music Entrepreneurship Seminar (new)	3			
	Credit hours	17		Credit hours	14

Senior Fall Semester			Senior Spring Semester		
	USP COM 3	3		Electives	6
	Electives	6		MUSC 0200 Convocation	0
	MUSC 0200 Convocation	0		MUSC 5*** Applied Lessons V	1
	MUSC 5*** Applied Lessons V	1		MUSC 3*** Ensemble	1
	MUSC 3*** Ensembles	1		MUSC **** Upper Div. Music Elect.	6
	MGT 3210 Management and Organizations (existing)	3			
	Credit hours	14		Credit hours	14

Course Descriptions

Provide short course descriptions for new courses, including possible modes of delivery.

MUSC 4000: Careers in Music

Careers in Music complements traditional musical training by expanding the student's understanding of the range of careers in the professional music world. Students will learn how music progresses from artistic creation to consumable product, and how professional musicians utilize skills in marketing, performance, teaching, recording, technology, venue management, and fundraising. Individual projects will develop professional materials, and guest speakers who have succeeded in building viable, unique careers for themselves will present information to help the modern musician not only compete in the marketplace, but to be a creative and dedicated professional. Prerequisites: MUSC 1000 or MUSC 1003

* Music Entrepreneurship Seminar

This class further crystallizes successful business enterprise development introduced in Entrepreneurial Mindset – ENTR 2700. In this experiential learning environment students will hone their entrepreneurial skills in idea creation, business incubation, development, research and finally commercialization. This learning laboratory will foster entrepreneurial venture development by combining core readings and

assignments in the first half of the class with the development of individual music-centered projects to guide students through their selected business venture experience. Course prerequisites: ENTR 2700 and MUSC 4000

*** Internship in Music Business**

The internship in music business offers a monitored and evaluated professional work experience in public or private organizations on assignments relating to students' individual career goals, allowing students to explore the relationship between theory and practice in their major. Placement is limited to situations approved by the Music Entrepreneurship Certificate advisor or Department of Music Chair. Prerequisites: MUSC 4000

ENTR 2700 Entrepreneurial Mindset

This course introduces students to entrepreneurial mindsets and concepts essential to success in startups or within established firms. Provides a basic overview of creativity and innovation, and students experience the process of identifying and evaluating ideas and developing them into business opportunities. Prerequisites: COM1, sophomore standing

MGT 3210 Management and Organization

An introduction to the theory and practice of management with emphasis on individual and small group behavior, design and structure of organizations, relationship between the organization and its environment and statistical and quantitative skills used in examination of management processes. Also covers interpersonal communications, ethics and international management. Prerequisite: sophomore standing and completion of COM1.

MKT 3210 Introduction to Marketing

An investigation of the marketing discipline with emphasis on vocabulary; principles; functional interrelationships; marketing strategies, practices and problems in national and international environments. Prerequisite: sophomore standing and completion of COM1.

* No course number yet assigned

Assessment Plan

Describe how the learning outcomes outlined above will be met through the proposed curriculum. How will student work be evaluated, and at which points, in the context of the overall assessment of learning outcomes?

-- *"Accurately describe current and emerging trends and career trajectories in the music industry."* This will be accomplished through readings from current, topical sources reinforced by reflection papers and online threaded discussions in MUSC 4000 and Music Entrepreneurship Seminar.

--*"Create a portfolio-level project, such as an off-campus concert, recording project, website, or business plan, that demonstrates skills in project planning, business, music, technology and entrepreneurship."* This project will be the focus of the Entrepreneurship Seminar and will be developed with the guidance of the instructor and informed by core readings on the specific topic of the student's individual project.

--*"Exhibit flexibility with, and creative use, of audio, visual, musical and internet technology for use in the creation and promotion of professional output."* MUSC 4000 has as its cumulative project a personal website which entails purchasing and setting up a domain, learning basic website design, recording and uploading audio and video samples, creating professional social media accounts and learning how to link them to the website, and developing optional skills like setting up a virtual store front and creating an interactive calendar or other form of communication with an audience.

--*"Develop effective business correspondence, such as business plans, marketing materials, fund drives, and solicitations."* These skills will be taught and reinforced in MUSC4000, ENTR2700, Entrepreneurship Seminar, and in the Internship.

Degree Program Evaluation

Explain how the program will be evaluated. Will you use exit surveys of graduates, employer surveys, mid- or end-of-program feedback through focus groups or surveys, etc.? Remember that by policy, all new degree will be evaluated within 5 years of startup, so this will help you in gathering artifacts upon which that evaluation can be based.

Exit surveys of graduates will be administered, and interns will also be evaluated by their employers. Once the program has been fully functioning for 2-3 years, an alumni survey will also be added.

Substantive Change Determination

Higher Learning Commission (HLC), UW's regional accrediting agency, must approve all substantive changes to UW's offering. HLC considers substantive change as the addition of a program (degree or certificate/credential level) not previously included in the institution's accreditation, usually judged to be a program that is a significant departure from normal offerings, the addition of a program with 50%+ new coursework required, or the addition or change to an existing program which will be delivered 50%+ through alternative (hybrid, online) delivery. Substantive change may also be defined as a new program which does not meet the above guidelines, but which requires a significant amount of financial investment to be made. Please contact the HLC Accreditation Liaison Officer (currently Anne Alexander, aalex@uwyo.edu) to make this determination.

New Resources Required

Describe new resources required, including:

- Faculty and instructional staffing
- Program administration and staff support
- Technology
- Library and digital resources
- Marketing

- Support

The Entrepreneurship Certificate will require 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 Certificate will require only a small marketing budget, that will be provided by the Department of Music, and will generate some revenue (see budget).

Executive Summary of Demand Statistics*

Describe and outline:

- Market area and primary target markets/
- Educational market and student demand statistics, including peer comparisons of the size of enrollment, completions, and size trajectory (growth, decline) of comparator programs.
- Employment trends and projections given core competencies of the degree or certificate.
- Graduate salary trends and other post-completion trends.

See Gray Associates data provided.

**available from Gray Associates data subscription*



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

December, 19, 2019

Board of Trustees:

This letter serves as a Letter of Commitment for a new certificate in Music Entrepreneurship to be offered by the Department of Music. 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.

Needs

A poll of over 300 Department of Music stakeholders identified music entrepreneurship as a key deficiency for music majors as well as non-music majors. Early demand for the first course in the certificate Careers in Music has demonstrated strong interest for these types of courses. Certificate holders will be better positioned to succeed in positions of arts promotion/management or as a music entrepreneur. Because the certificate is available through distance education (on-line), students may pursue the curriculum on campus or off campus.

Requirements

The course requirements for this certificate are designed to give students basic skills required in the field of arts promotion/management or as a music entrepreneur. Course descriptions can be found in the Request for Authorization document for this certificate.

Music 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

Resources

No additional faculty lines are required to offer this certificate. The Department of Music will allocate \$2,500 for marketing, but no additional funds are requested or required to implement this certificate.

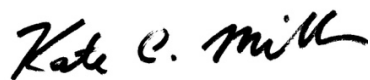
Total resources requested: \$0.

Please see the attached pro forma budget for details of projected financial results for this program over a four-year span. Using conservative enrollment projections, the program is projected to see an operating margin of 1.0, with a total surplus of \$15,000.

Timeline

The present implementation timeline is designed to enable students to enroll in this certificate in the Fall of 2020.

Best,



Kate C. Miller

Provost and Vice President for Academic Affairs

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)				
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	Total Resident credit hours generated**	0	0	0	0
13	Total Non Resident credit hours generated**	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	Total Tuition from NEW Enrollment	\$0	\$0	\$0	\$0
26					
27	Fees				
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	Total New Revenue Generated Within New Program	\$0	\$0	\$0	\$0
35	Total New Revenue Generated Outside of the Program	\$0	\$0	\$0	\$0
36	Total Distance Revenue Generated	\$13,558	\$14,052	\$14,566	\$15,101
37	Total Distance Revenue Remaining with College	\$8,650	\$8,996	\$9,356	\$9,730
38	Total Distance Revenue Remaining with Provost	\$4,907	\$5,056	\$5,210	\$5,370
39	Total New Revenue Generated	\$13,558	\$14,052	\$14,566	\$15,101
40					
41	New Program Expense Assumptions				
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	Projected Financial Results for New Program				
52		FY1	FY2	FY3	FY4
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	New Program's Total Surplus or Deficit	\$11,058	\$14,052	\$14,566	\$15,101
56	Operating margin (surplus or deficit / revenues)	0.82	1.00	1.00	1.00

Year 1 Semester 1	5	NEW Course	Distance Option			
Careers in Music	2	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes			
Music Entrepreneurship Seminar	3	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes			
NA	0	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes			
NA	0	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes			
NA	0	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes			
NA	0	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes			
NA	0	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes			
NA	0	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes			
NA	0	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes			
NA	0	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes			
Year 1 Semester 2	7					
Entrep. Internship	1	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes			
ENTR 2700	3	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes			
MKT 3210	3	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes			
NA	0	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes			
NA	0	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes			
NA	0	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes			
NA	0	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes			
NA	0	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes			
NA	0	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes			
Total Hours	12					

NEW CREDIT HOURS OFFERED
 BY ACADEMIC YEAR

Year 1 Semester 1

	New Course hours	1 Fall	2 Spring	3 Fall	4 Spring
Careers in Music	TRUE	2	2	2	2
Music Entrepreneurship Seminar	TRUE	3	3	3	3
NA	FALSE	0	0	0	0
NA	FALSE	0	0	0	0
NA	FALSE	0	0	0	0
NA	FALSE	0	0	0	0
NA	FALSE	0	0	0	0
NA	FALSE	0	0	0	0
NA	FALSE	0	0	0	0
NA	FALSE	0	0	0	0
NA	FALSE	0	0	0	0
		5	5	5	5

Year 1 Semester 2

Entrep. Internship	TRUE	1	1	1	1
ENTR 2700	TRUE	3	3	3	3
MKT 3210	TRUE	3	3	3	3
NA	FALSE	0	0	0	0
NA	FALSE	0	0	0	0
NA	FALSE	0	0	0	0
NA	FALSE	0	0	0	0
NA	FALSE	0	0	0	0
NA	FALSE	0	0	0	0
NA	FALSE	0	0	0	0
		7	0	7	0

Total Hours		12	5	7	5	7	5	7	5	7
-------------	--	----	---	---	---	---	---	---	---	---

Teaching load

APL (Narrative states no new position will be required)

	fall	spring	1	2	3	4
	9	6	1	1	1	1
			0	1	0	1
			0	1	0	1
			0	1	0	1

Compensation

APL (Narrative states no new position will be required)

	Salary	Benefits	1	2	3	4
		0.43	\$0	\$0	\$0	\$0
			0	\$0	\$0	\$0
			0	\$0	\$0	\$0
			0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0

For more specific salary and benefit data please contact the Budget Office at 766-9028

Entrep. Internship

ENTR 2700

MKT 3210

NA

NA

NA

NA

NA

NA

TRUE	1	1	1	1	1
TRUE	3	3	3	3	3
TRUE	3	3	3	3	3
FALSE	0	0	0	0	0
FALSE	0	0	0	0	0
FALSE	0	0	0	0	0
FALSE	0	0	0	0	0
FALSE	0	0	0	0	0
FALSE	0	0	0	0	0

7 0 7 0 7 0 7 0 7

Total Hours

12 5 7 5 7 5 7 5 7

Teaching load

faculty line 1

faculty line 2

faculty line 3

faculty line 4

	fall	spring							
	9	6	1	1	1	1	1	1	1
	9	6	0	1	0	1	0	1	0
	9	6	0	0	0	0	0	0	0
	9	6	0	0	0	0	0	0	0

Compensation

faculty line 1

faculty line 2

faculty line 3

faculty line 4

		0.39				
Salary	Benefits	1	2	3	4	
\$0	\$0	0	\$0	\$0	\$0	
\$0	\$0	0	\$0	\$0	\$0	
\$0	\$0	0	\$0	\$0	\$0	
\$0	\$0	0	\$0	\$0	\$0	
		\$0.00	\$0	\$0	\$0	

For more specific salary and benefit data please contact the Budget Office at 766-9028

Request for Authorization
Department of Music- Audio Technology Certificate

Executive Summary

Degree or Certificate Title: Audio Technology Certificate

Level of Degree or Certificate: Undergraduate

Delivery Mode(s) : On-campus

Estimated Startup Cost of Degree: \$2,500

Anticipated Launch Date: Fall 2020

Description:

The certificate provides basic understanding of audio principles and practical hands-on experience that allows one to enter the commercial music workforce with a marketable skill set. Students will learn how to record and manipulate recorded sounds as well as provide live sound reinforcement for live concerts or events.

Audio Technology Certificate (12 credits)

1. Fundamentals of Audio for Music Production – 3 credits
2. Recording I – 3 credits
3. Live Sound Reinforcement I – 3 credits
4. Audio Technology Practicum/Internship – 3 credits

Table of Contents

Overview and Description of Degree or Certificate, Purpose, Strategic Plan Overlay

Learning Outcomes

Curriculum Map and Program Structure

Course Descriptions

Assessment Plan

Degree Program Evaluation

New Resources Required

Substantive Change Determination

Executive Summary of Demand Statistics

Feasibility Study Required Contents:

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

Describe and outline:

- The degree's / certificate's objectives

The Certificate in Audio Technology will prepare students for careers in music by providing practical hands-on experience that allows them to enter the workforce with a marketable skill set in the area of audio technology.

- 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.
- Audio Technology 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 Audio Technology Certificate and the skill set will provide increased marketability for the student. Students will enhance their education from music technology courses offered, as well as augmenting their creative activities through recording projects.
- The Department of Music has fallen far behind current trends in the music field regarding Music Technology. Curriculum in Music Technology is popular and essential for a complete contemporary music education. The department offers sporadic courses in Music Technology. These courses are required by our accrediting agency, the National Association for Schools of Music (NASM).

- Its fit with the unit's current offerings

The Audio Technology Certificate will be most easily added to the Bachelor of Arts degree because it has the most flexibility in the curriculum. However, it may also be added to a Bachelor of Music Performance degree or a Bachelor of Music Education degree. This 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 rationale for the program, and niche/gap the degree or certificate will fill. Why will it appeal to students? To employers? Graduate schools?

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, enrolls 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.

- How the degree will support UW's Strategic Plan, the relevant college's strategic plan, and the unit's strategic plan

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.

Learning Outcomes

Describe and outline the learning outcomes of the degree or certificate, focusing on the core competencies you expect graduates to exhibit and accumulate as they complete the degree or certificate.

- 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

Curriculum Map and Program Structure

For undergraduate degrees: Map out the four-year plan for the expected course sequence, including USP courses, college requirements, and degree requirements.

For certificates or graduate degrees: Map out the expected course sequence for the degree or certificate.

Be sure to notate which courses are existing and which are new. Describe whether each course will be available in Laramie, Casper, other sites, and/or online.

Below provides one example of a curriculum map for this certificate. Certificate courses are available in Laramie.

University of Wyoming, 2019-2020: Bachelor of Arts in Music

This is a guide for course work in the major; actual course sequence may vary by student. Please refer to the online student degree evaluation, and consult with an academic advisor. Not all courses are offered every semester and some electives may have prerequisites. Students should review the course descriptions in the *University Catalog* and consult with their academic advisor to plan accordingly.

Freshman Fall Semester			Freshman Spring Semester		
USP COM 1		3	USP Quantitative Reasoning		3
USP FYS		3	USP Human Culture		3
USP Human Culture		3	MUSC 0200 Convocation		0
MUSC 0200 Convocation		0	MUSC 1040 Written Theory 2		3
MUSC 1030 Written Theory 1		3	MUSC 1045 Aural Theory 2		1
MUSC 1035 Aural Theory 1		1	MUSC 1003 Historical Perspectives 1		3
MUSC 1290 Class Piano 1		1	MUSC 1295 Class Piano 2		1
MUSC 2*** Applied Lessons II		1	MUSC 2*** Applied Lessons II		1
MUSC 1*** Ensemble		1	MUSC 1*** Ensemble		1
	Credit hours	16		Credit hours	16

Sophomore Fall Semester			Sophomore Spring Semester		
USP US & WY Constitution		3	USP Physical & Natural World		3
USP Physical & Natural World		3	USP COM 2		3
			Elective		3
MUSC 0200 Convocation		0	MUSC 0200 Convocation		0
MUSC 2030 Written Theory 3		3	MUSC 2055 Historical Perspectives 3		3
MUSC 2035 Aural Theory 3		1	MUSC 3255 Sophomore Jury		0
MUSC 2050 Historical Perspectives 2		3	MUSC 3*** Applied Lessons III		1
MUSC 3*** Applied Lessons III		1	MUSC 1*** Ensemble		1
MUSC 1*** Ensemble		1			
	Credit hours	15		Credit hours	14

Junior Fall Semester			Junior Spring Semester		
A&S Core Diversity		3	A&S Core Global		3
Electives		3	Electives		6
MUSC 0200 Convocation		0	MUSC 0200 Convocation		0
MUSC 4070 Conducting		3	MUSC 4*** Applied Lessons IV		1
MUSC 4*** Applied Lessons IV		1	MUSC 3*** Ensemble		1
MUSC 3*** Ensemble		1	MUSC **** Recording I (existing)		3
MUSC **** Upper Div. Music Elect.		3			
MUSC*** Fundamentals of Audio for Music Production (existing)		3			
	Credit hours	17		Credit hours	14

Exit surveys of graduates will be administered, and interns will also be evaluated by their employers. Once the program has been fully functioning for 2-3 years, an alumni survey will also be added.

Substantive Change Determination

Higher Learning Commission (HLC), UW's regional accrediting agency, must approve all substantive changes to UW's offering. HLC considers substantive change as the addition of a program (degree or certificate/credential level) not previously included in the institution's accreditation, usually judged to be a program that is a significant departure from normal offerings, the addition of a program with 50%+ new coursework required, or the addition or change to an existing program which will be delivered 50%+ through alternative (hybrid, online) delivery. Substantive change may also be defined as a new program which does not meet the above guidelines, but which requires a significant amount of financial investment to be made. Please contact the HLC Accreditation Liaison Officer (currently Anne Alexander, aalex@uwyo.edu) to make this determination.

New Resources Required

Describe new resources required, including:

- Faculty and instructional staffing
- Program administration and staff support
- Technology
- Library and digital resources
- Marketing
- Support

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 Extended Term Track position 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, that will be provided by the Department of Music, and will generate some revenue (see budget).

Executive Summary of Demand Statistics*

Describe and outline:

- Market area and primary target markets/
- Educational market and student demand statistics, including peer comparisons of the size of enrollment, completions, and size trajectory (growth, decline) of comparator programs.

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See Gray Associates data provided.

**available from Gray Associates data subscription*



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

December, 19, 2019

Board of Trustees:

This letter serves as a Letter of Commitment for a new certificate in Audio Technology to be offered by the Department of Music. The certificate will provide basic understanding of audio principles and practical hands-on experience that allows one to enter the commercial music workforce with a marketable skill set. Students will learn how to record and manipulate recorded sounds as well as provide live sound reinforcement for concerts and events.

Needs

A poll of over 300 Department of Music stakeholders identified Audio Technology as a key deficiency for music majors as well as non-music majors. Early demand for the first course in the certificate, Fundamentals for Music Production, has demonstrated strong interest for these types of courses. The post-graduation employment opportunities for individuals with these skill sets are strong.

Requirements

The course requirements for this certificate are designed to give students basic skills required in audio technology. Course descriptions can be found in the Request for Authorization document for this certificate.

Audio Technology Certificate (12 credits)

1. Fundamentals of Audio for Music Production – 3 credits
2. Recording I – 3 credits
3. Live Sound Reinforcement I – 3 credits
4. Audio Technology Practicum/Internship – 3 credits

Resources


The Department of Music can offer this certificate without hiring new faculty. It can be offered with adjunct faculty and graduate assistants. The Department of Music will allocate \$2,500 for marketing, but no funds are requested or required to implement this certificate. The Department of Music has the required music recording studios, computers/software, and equipment.

Total resources requested: \$0.

Timeline

The present implementation timeline is designed to enable students to enroll in this certificate in the Fall of 2020.

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

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
Revenue				
Cummulative Total Enrollments in Certificate Program	4	8	12	16
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<i>Resident (credit hours delivered outside of NEW Program)</i>	0	0	0	0
Resident (credit hours delivered in NEW Program)	24	24	24	24
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Estimated Actual Non Resident Per Credit Tuition	\$376	\$391	\$407	\$423
<i>Total Resident Tuition generated outside of NEW Program</i>	\$0	\$0	\$0	\$0
Total Resident Tuition in NEW Program	\$3,336	\$3,469	\$3,608	\$3,753
<i>Total Non Resident Tuition outside of NEW Program</i>	\$0	\$0	\$0	\$0
Total Non Resident Tuition in NEW Program	\$9,022	\$9,382	\$9,758	\$10,148
Total Distance Tuition in NEW Program				
Total Tuition from NEW Enrollment	\$12,358	\$12,852	\$13,366	\$13,901
Fees				
Program Per Credit Hour	\$25	\$25	\$25	\$25
Program Fee Revenue	\$1,200	\$1,200	\$1,200	\$1,200
<i>Advising Fee Per Credit Hour</i>	\$6.00	\$6.00	\$6.00	\$6.00
Advising Fee Revenue	\$288	\$288	\$288	\$288
<i>Distance Fee</i>	\$25	\$25	\$25	\$25
Distance Fee Revenue	\$0	\$0	\$0	\$0
Total New Revenue Generated Within New Program	\$13,558	\$14,052	\$14,566	\$15,101
Total New Revenue Generated Outside of the Program	\$288	\$288	\$288	\$288
Total Distance Revenue Generated	\$0	\$0	\$0	\$0
Total Distance Revenue Remaining with College	\$0	\$0	\$0	\$0
Total Distance Revenue Remaining with Provost	\$0	\$0	\$0	\$0
Total New Revenue Generated	\$13,846	\$14,340	\$14,854	\$15,389
New Program Expense Assumptions				
Compensation and benefits				
Faculty **	\$40,124	\$40,124	\$40,124	\$40,124
Other administrative staff				

Graduate Assistants
 Supplies
 Travel
 Marketing
 Software
 Other (specify)

\$2,500

Projected Financial Results for New Program

	FY1	FY2	FY3	FY4
Total Expenses **	\$42,624	\$40,124	\$40,124	\$40,124
Total New Revenues Generated by NEW Program	\$13,558	\$14,052	\$14,566	\$15,101
New Program's Total Surplus or Deficit	-\$29,066	-\$26,072	-\$25,558	-\$25,023
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.

Year 1 Semester 1	6	NEW Course	Distance Option			
Fundamentals of Audio	3	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes			
Live Sound Reinforcement	3	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes			
NA	0	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes			
NA	0	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes			
NA	0	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes			
NA	0	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes			
NA	0	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes			
NA	0	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes			
NA	0	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes			
NA	0	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes			
NA	0	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes			
Year 1 Semester 2	6					
Recording I	3	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes			
Internship/Audio Technology	3	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes			
NA	0	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes			
NA	0	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes			
NA	0	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes			
NA	0	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes			
NA	0	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes			
NA	0	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes			
NA	0	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes			
NA	0	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes			
Total Hours	12					

NEW CREDIT HOURS OFFERED
 BY ACADEMIC YEAR

Year 1 Semester 1

	New Course hours	Fall	1 Spring	2 Fall	3 Spring	4 Fall	Spring
Fundamentals of Audio	TRUE	3	3	3	3	3	
Live Sound Reinforcement	TRUE	3	3	3	3	3	
NA	FALSE	0	0	0	0	0	
NA	FALSE	0	0	0	0	0	
NA	FALSE	0	0	0	0	0	
NA	FALSE	0	0	0	0	0	
NA	FALSE	0	0	0	0	0	
NA	FALSE	0	0	0	0	0	
NA	FALSE	0	0	0	0	0	
NA	FALSE	0	0	0	0	0	
NA	FALSE	0	0	0	0	0	
		6	6	6	6	6	

Year 1 Semester 2

Recording I	TRUE	3		3	3	3	3	3
Internship/Audio Technology	TRUE	3		3	3	3	3	3
NA	FALSE	0		0	0	0	0	0
NA	FALSE	0		0	0	0	0	0
NA	FALSE	0		0	0	0	0	0
NA	FALSE	0		0	0	0	0	0
NA	FALSE	0		0	0	0	0	0
NA	FALSE	0		0	0	0	0	0
NA	FALSE	0		0	0	0	0	0
NA	FALSE	0		0	0	0	0	0
		6	0	6	6	6	6	6

Total Hours 12 6 6 6 6 6 6 6 6

Teaching load

	fall	spring	1 Fall	1 Spring	2 Fall	2 Spring	3 Fall	3 Spring	4 Fall	4 Spring
Tenure-Track, Senior (50% of time teaching)	9	6	1	1	1	1	1	1	1	1
			0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0

Compensation

	Salary	Benefits	1 Fall	2 Fall	3 Fall	4 Fall
Tenure-Track, Senior (50% of time teaching)	\$28,000	\$12,124	\$40,124	\$40,124	\$40,124	\$40,124
	0	\$0	\$0	\$0	\$0	\$0
	0	\$0	\$0	\$0	\$0	\$0
	0	\$0	\$0	\$0	\$0	\$0
			\$40,124.00	\$40,124	\$40,124	\$40,124

For more specific salary and benefit data please contact the Budget Office at 766-9028

NEW CREDIT HOURS OFFERED
 BY ACADEMIC YEAR

Year 1 Semester 1

Fundamentals of Audio
 Live Sound Reinforcement
 NA
 NA
 NA
 NA
 NA
 NA
 NA
 NA
 NA

New Coursehours	NEW CREDIT HOURS OFFERED BY ACADEMIC YEAR							
	1		2		3		4	
	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
FALSE	3	0	0	0	0	0	0	0
FALSE	3	0	0	0	0	0	0	0
FALSE	0	0	0	0	0	0	0	0
FALSE	0	0	0	0	0	0	0	0
FALSE	0	0	0	0	0	0	0	0
FALSE	0	0	0	0	0	0	0	0
FALSE	0	0	0	0	0	0	0	0
FALSE	0	0	0	0	0	0	0	0
FALSE	0	0	0	0	0	0	0	0
FALSE	0	0	0	0	0	0	0	0
6	0	0	0	0	0	0	0	0

Year 1 Semester 2

Recording I
 Internship/Audio Technology
 NA
 NA
 NA
 NA
 NA
 NA
 NA
 NA

FALSE	3	0	0	0	0	0	0	0
FALSE	3	0	0	0	0	0	0	0
FALSE	0	0	0	0	0	0	0	0
FALSE	0	0	0	0	0	0	0	0
FALSE	0	0	0	0	0	0	0	0
FALSE	0	0	0	0	0	0	0	0
FALSE	0	0	0	0	0	0	0	0
FALSE	0	0	0	0	0	0	0	0
FALSE	0	0	0	0	0	0	0	0
FALSE	0	0	0	0	0	0	0	0
6	0	0	0	0	0	0	0	0

Total Hours

12	0	0	0	0	0	0	0	0
----	---	---	---	---	---	---	---	---

Teaching load

faculty line 1
 faculty line 2
 faculty line 3
 faculty line 4

	fall	spring								
faculty line 1	9	6	0	0	0	0	0	0	0	0
faculty line 2	9	6	0	0	0	0	0	0	0	0
faculty line 3	9	6	0	0	0	0	0	0	0	0
faculty line 4	9	6	0	0	0	0	0	0	0	0

Compensation

faculty line 1
 faculty line 2
 faculty line 3
 faculty line 4

Salary	Benefits	0.39							
		1		2		3		4	
\$0	\$0	0	\$0	\$0	\$0	\$0	\$0	\$0	
\$0	\$0	0	\$0	\$0	\$0	\$0	\$0	\$0	
\$0	\$0	0	\$0	\$0	\$0	\$0	\$0	\$0	
\$0	\$0	0	\$0	\$0	\$0	\$0	\$0	\$0	
		\$0.00	\$0	\$0	\$0	\$0	\$0	\$0	

For more specific salary and benefit data please contact the Budget Office at 766-9028

AGENDA ITEM TITLE: Upcoming Fiscal Year Operating Budget Assumptions and Timeline, McKinley/Jewell



FY2021 Budget Development Timeline

Purpose:

To outline the timeline for developing FY2021 budgets. Please contact the Budget & Planning Office with any questions.

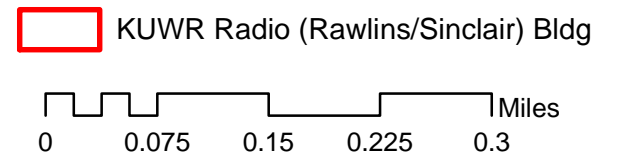
- November 1st – Budget Instructions posted on the Budget Office website including all templates for loading budgets.
- November 15th – Initial revenue projections posted on the Budget Office website.
- November 21st - WyoCloud Planning & Budgeting (WyoCloud Planning) module released/opened.
- January 6th - Position detail spreadsheets will be sent out using December 2019 payroll data.
- March 6th 5:00pm **All FY2021 budgets** due to the Budget Office
- March 7th -10th Budget Office review
- March 11th -April 10th **Division/College budget review sessions with President, VPs, and Deans**
- Updated March 25-27th - **Board of Trustee’s meeting (Review any major changes in the State appropriated budget that will impact the preparation of the FY2021 UW Budget and discuss any potential State Funded Capital Construction Requests for the 2021 Legislative Session)**
- April 10-13th President's review
- April 15th FY21 Budget materials are due to the BOT
- May 11-12th **Division & College budget hearings with Board of Trustees Budget Committee**
- May 13-15th **Budget Committee update on FY2021 budget to the full Board of Trustees**
- May 18- June 5th Budget Committee follow-ups and call backs as needed
- June 10th **Board of Trustee’s conference call**
- June 30th Data migration to Final BOT approved version in WyoCloud Planning & FY2021 Budgetary Control in WyoCloud Financial Management

**AGENDA ITEM TITLE: Facilities Contracting Committee: Wyoming Public Radio
Rawlins, WY (Chokecherry Knob) Site Lease Extension with GCR Electronics, Mai/Kibbon**



PREPARED BY:
REAL ESTATE
OPERATIONS
August 2019

Wyoming Public Radio Rawlins, WY Site Lease Extension with GCR Electronics



This Addendum No. 2 to the Tower Lease Agreement effective 2 January 2010 between GCR Electronics, LLC with offices at Saratoga Wyoming (herein called "Lessor"), and The Trustees of the University of Wyoming, a body corporate under the laws of the State of Wyoming, for Wyoming Public Radio (WPR), with offices in Laramie, Wyoming (herein called "Lessee"), is effective 1 January 2020.

WHEREAS the Lessor, as a lessee, has an agreement with the property owner, the Bureau of Land Management, that grants Lessor the right to have and maintain the existing tower or a replacement tower and related facilities on the site, including the rights of access and the provision of utilities and the right to sublease space and facilities on the site to third parties, including but not limited to Lessee; and

WHEREAS Lessee desires to maintain an antenna system on said radio tower and to install certain radio communications equipment and thereafter to operate and maintain said antenna and equipment upon and subject to the terms and special conditions, if any herein; and

WHEREAS the parties hereto desire to cooperate on the site and to operate and maintain the communications tower and facility subject to the terms and conditions set forth herein.; and

WHEREAS the Tower Lease Agreement effective 2 January 2010 expired on 31 December 2014 and Addendum No. 1 will expire 31 December 2019; and

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree to revise the above Agreement by this Addendum No. 2 as follows:

- 1) Section 7, "Term of Agreement," is amended to include the following language:

7. TERM OF AGREEMENT:

A renewal period of this agreement shall remain in full force for five (5) years beginning January 1, 2020 and ending December 31, 2024 or concurrent with Lessor's Agreement with the landowner, whichever is less. After the term of this agreement expires, it may be renewed for a period concurrent with Lessor's Agreement with the landowner, provided that either Lessor or Lessee may terminate this agreement at any time, with or without cause upon Ninety (90) days prior written notice to the other party.

- 2) Section 8, "LEASE PAYMENTS," is amended to include the following language:

8. LEASE PAYMENTS:

- a. The effective monthly rate schedule shall be as follows:

<u>Effective Date</u>	<u>Per Month Rate</u>
January 01, 2020	\$533.54
January 01, 2021	\$549.55
January 01, 2022	\$566.03
January 01, 2023	\$583.01
January 01, 2024	\$600.50

- 3) Section 10, "NOTICE," is amended to include the following Language:

10. NOTICE:

All notices to be given under the terms hereof shall be sent by certified mail, addressed to the respective parties at the following addresses:

Lessee:
University of Wyoming, Real Estate Operations
1000 E. University Avenue
Dept. 4308, Hill Hall
Laramie, WY 82071
PH: 307.766.2936
FX: 307.766.4836

Lessor:
GCR Electronics, LLC
Attn: Gregory C. Ryan
PO Box 189
Saratoga, WY 82331
PH: 307.326.8356
FX: 307.326.5602


The deposit in the mail of any letter, so addressed and sent with postage prepaid, shall be considered as notice to the addressee of the contents thereof.

INCORPORATION OF ADDENDUM INTO ORIGINAL LEASE

The signing of this Addendum shall incorporate this Addendum into the LEASE. All other terms and conditions of the original lease and its amendments remain in effect. It is further intended that in the event of any inconsistency between the LEASE, its other attachments or addenda, and this Addendum, that the terms of this Addendum be construed as final and binding.

IN WITNESS HEREOF, this instrument is duly executed as of the day and year first above written.

LESSOR:
GCR Electronics, Inc.

 12-9-2019
Date
Gregory C. Ryan
President

 12-9-19
Date
Witness Signature

Janet E. Young
Witness Name (TYPE OF PRINT LEGIBLY)

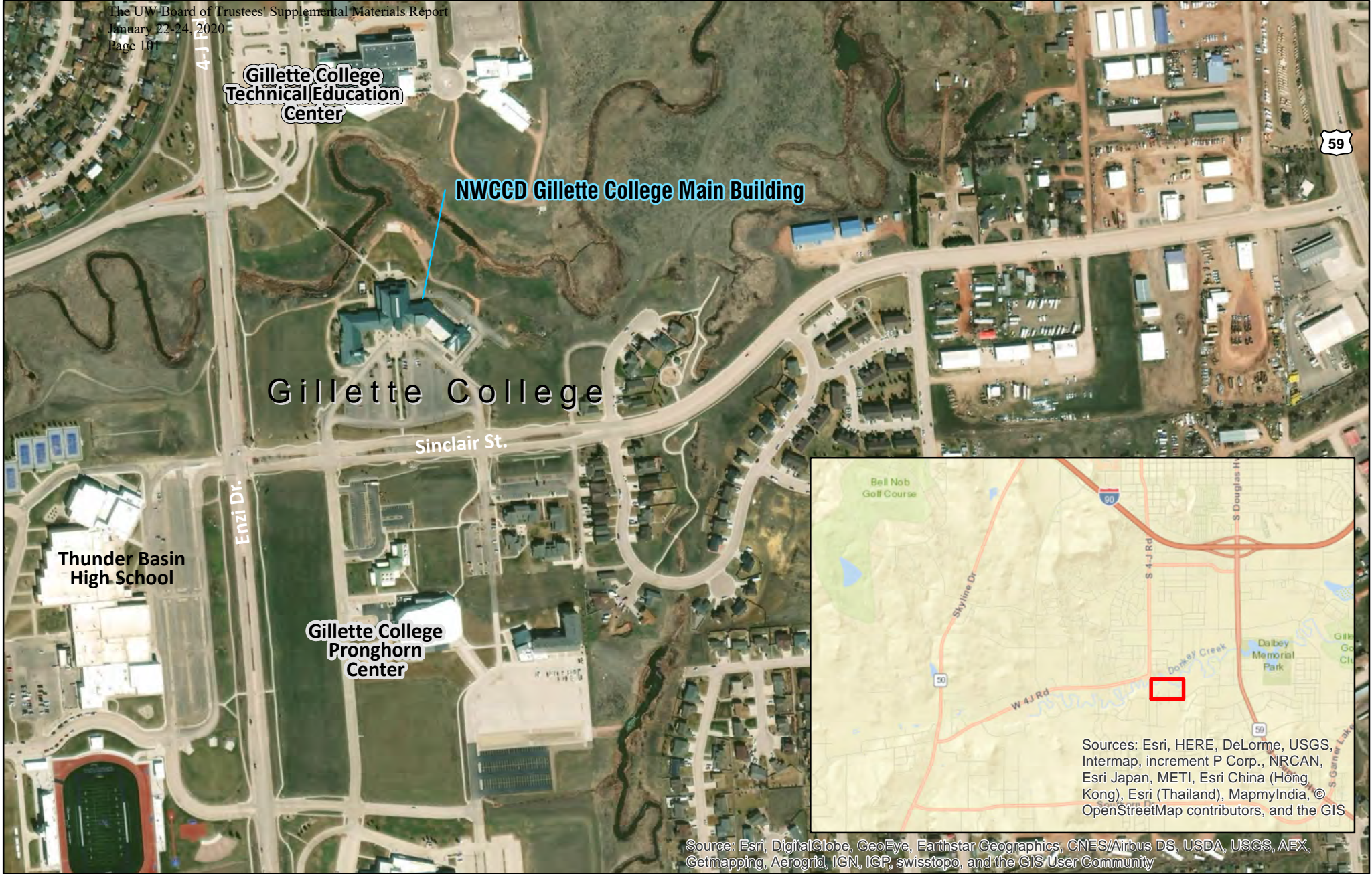
LESSEE:
University of Wyoming

Date
William Mai
Interim Vice President for Administration

Date
Witness Signature

Witness Name (TYPE OF PRINT LEGIBLY)

AGENDA ITEM TITLE: Facilities Contracting Committee: Cooperative Agreement/Lease Extension at Gillette Campus with Northern Wyoming Community College, Mai/Kibbon



Cooperative Agreement/Lease Extension at Gillette Campus Northern Wyoming Community College District Gillette, Wyoming

PREPARED BY:
REAL ESTATE
OPERATIONS
OCTOBER 2019



This map is provided as a visual aid only and its accuracy is not guaranteed. Dimensions and areas shown on this drawing were generated using digital drafting software and do not reflect or include field survey data. Any duplication of this document is not permitted without prior written consent.



ATTACHMENT #1
LEASE AGREEMENT BETWEEN NWCCD AND UW

That Northern Wyoming Community College District (Lessor), for and in consideration of the covenants and agreements mentioned to be kept and performed by the University of Wyoming (Lessee), has demised and leased to Lessee approximately 1,008 square feet of space at the Northern Wyoming Community College District Gillette Campus located at 300 West Sinclair Street, Gillette, Wyoming (identified as rooms 171D, 171F, 171K, 171M, and collectively referred to as "leased premises") which is to be used by Lessee as the UW Northeast Regional Center - Gillette.

The term of the lease shall be for five (5) years commencing on January 1, 2020 and ending on December 31, 2024. UW shall pay an annual lease fee of \$6,000.00 for the first year of the lease term and an annual lease fee of \$10,000.00 for the remaining four years of the lease term. Payment shall be made upon Lessee's receipt of an invoice from Lessor for the annual payment due. Lease payments shall be paid in accordance with Wyoming State Statute §16-6-601 to - 602.

The lease payment shall cover utilities and custodial costs of the leased premises for the term of the lease.

Lessor shall be responsible for utility and custodial services.

Lessee will be responsible for its own telecommunications costs, copying costs, and personal furnishings.

Lessee shall be permitted to use and locate appropriate signage on, in, and outside the facility as approved by the Lessor.

Lessor will allow Lessee staff and clients to utilize parking spaces on the same terms as Community College staff and clients.

This lease is subject to available funding of the Lessee. Should the governmental source of funds fail to appropriate monies or the responsible department or agency fail to provide the necessary funding, then the Lessee may terminate the lease without cause and without liability. Any prepaid rent shall be apportioned to the date of termination and be returned to Lessee.

This Lease may be terminated by mutual written agreement as agreed to and signed by both Parties.

Lessor shall be responsible for normal or ordinary maintenance to the premises and fixtures. Extraordinary repairs, defined as but not limited to, repairs due to act of negligence or vandalism caused by Lessee, shall be billed to Lessee. No maintenance, repair, remodel, or modification work shall be done, under the direction of the Lessor, in the absence of the Lessee, unless in the

Lessor's sole discretion, an emergency exists. This does not exclude regular and/or normal custodial services. Lessee shall not make any alterations or improvements to the premises without first obtaining the written consent of Lessor.

Lessor reserves the right to enter said premises in response to "work order" requests and/or maintenance inspections, with such work to be done during normal business hours or after hours, as needed, unless as determined by the Lessor and at the Lessor's discretion that an emergency exists. Moreover, Lessor's security personnel may enter the area as deemed necessary.

Lessee may not assign or sublet the leased premises without the written consent of Lessor.

The failure of either party to insist in any one or more instances upon the strict performance of any of the terms or conditions contained in this Lease may not be considered as a waiver or relinquishment thereof or of any other terms or conditions for the future, but the same shall continue and remain in full force and effect. No waiver by either party of any provisions, terms, covenant, reservation, condition or stipulation of this Lease may be deemed to have been made in any instance unless expressed in writing by either party.

Time is of the essence in this Lease, and if the Lessee has failed to cure default of the covenants or agreements herein contained within thirty (30) days after having received written notice of such default sent by certified mail by the Lessor, it shall be lawful for the Lessor, at its election to declare said Lease terminated, and to re- enter and take possession of said premises with or without process of law. Lessee hereby covenants and agrees to surrender and deliver up said premises peaceably to Lessor immediately upon the termination of said Lease as aforesaid.

All notices, elections and consents required under this Lease Agreement shall be deemed made and delivered when deposited in the United States mail as Certified Mail, postage prepaid, to the business office of Lessor or Lessee, as indicated below.

LESSOR:
Northern Wyoming Community College District
Vice President for Administration
1 Whitney Way
Sheridan, WY 82801

LESSEE:
UW - Real Estate Operations
Dept. 4308
1000 E. University Ave.
Laramie, WY 82071

CC:
Northern Wyoming Community College District
Gillette College Vice President
300 W. Sinclair
Gillette, WY 82718

CC:
UW – Office of Admissions
Dept. 3435
1000 E. University Ave.
Laramie, WY 82071

Lessee agrees that all personal property located in the leased premises shall be kept at the sole risk of Lessee and Lessor shall not be responsible for any damage done to or loss of such personal property, except in the case of actual or willful negligence of the Lessor or its

employees or agents. Lessee understands that its possessions are not insured by Lessor. Lessee shall obtain and pay for all insurance it deems necessary for its protection of personal property.

Lessee shall maintain in full force, for the lease period as provided in this Agreement, General Liability Insurance with a minimum amount of one million dollars (\$1,000,000.00) combined limit for single occurrence for bodily injury, personal injury and property damage; and the form of coverage, shall include broad form property damage liability. Lessor shall be an additional insured. Annual certificates of insurance shall be provided by Lessee upon request by Lessor.

Lessor shall maintain in full force, for the lease period as provided in this Agreement, comprehensive insurance for the leased premises, including coverage against loss or damage by fire or other hazards or casualties, and for general public liability insurance, the limits of which insurance shall be at least the amount presently maintained by Lessor on the leased premises. Lessee shall be an additional insured. Annual certificates of insurance shall be provided by Lessor upon request by Lessee.

If the premises are partially or totally damaged by fire or other unavoidable casualty, without the fault of the Lessee, Lessor may elect within thirty (30) days after the damage has occurred, to repair the damage within a period of three (3) months from the date of the election, and the lease term shall be extended to cover the time the facilities are unusable. If Lessor elects not to repair, the Lease shall terminate and any prepaid rent shall be apportioned to the date of damage and returned to Lessee.

The parties hereto agree that (i) the laws of Wyoming shall govern this Agreement, and (ii) any questions arising hereunder shall be construed according to such laws, and (iii) this Agreement has been negotiated and executed in the State of Wyoming and is enforceable in the courts of Wyoming.

Neither the Lessee nor Lessor waives its sovereign immunity by entering into this Agreement and each fully retains all immunities and defenses provided by law with regard to any action based upon this Agreement.

Both parties shall fully adhere to all applicable local, state and federal law, including equal employment opportunity and including but not limited to compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and the American with Disabilities Act of 1990. The University is committed to equal opportunity for all persons in all facets of the University's operations and is an Equal Opportunity/Affirmative Action employer. The University will provide all applicants for admissions, employment and all University employees with equal opportunity without regard to race, gender, religion, color, national origin, disability, age, protected veteran status, sexual orientation, genetic information, gender identity, creed, ancestry, political belief, any other applicable protected category, or participation in any protected activity. The University ensures non-discriminatory practices in all matters relating to its education programs and activities and extends the same non-discriminatory practices to

recruiting, hiring, training, compensation, benefits, promotions, demotions, transfers, and all other terms and conditions of employment.

Contractors are notified that they may be subject to the provisions of 41 CFR Section 60-300.5(a); 41 CFR Section 60-741.5(a); 41 CFR Section 60-1.4(a) and (c); 41 CFR Section 60-1.7(a); 48 CFR Section 52.222-54(d); and 29 CFR Part 471, Appendix A to Subpart A with respect to affirmative action and posting requirements. **If applicable, this contractor and subcontractor shall abide by the requirements of 41 CFR 60-300.5(a). This regulation prohibits discrimination against qualified protected veterans, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans. If applicable, this contractor and subcontractor shall abide by the requirements of 41 CFR 60-741.5(a). This regulation prohibits discrimination against qualified protected veterans, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans.**

Lessee and Lessor shall comply with all applicable provisions of the Americans with Disabilities Act of 1990, as amended.

Lessor and Lessee agree both participated in the drafting of this Agreement and therefore no presumption shall arise in the construction or interpretation of this Agreement that one party was the drafter.


The provisions hereof shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns, subject to the covenant against assignment by Lessee provided above.

In witness whereof, the parties to this Agreement through their duly authorized representatives have executed this Agreement on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this Agreement as set forth herein.

University of Wyoming

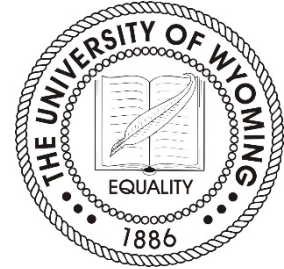
**Northern Wyoming Community College
District**

William Mai Date
Interim Vice President for Administration



Cheryl Heath Date
Vice President for Administration and CFO

AGENDA ITEM TITLE: Approval of Modifications to UW Regulations 11-1 (Student Conduct) and 2-411 (Academic Organization) and repeal of UW Regulation 11-2 (Hearing Officers for Student Disciplinary Proceedings), Brown/Evans



UNIVERSITY OF WYOMING REGULATIONS

Subject: Student Conduct

Number: UW Regulation 11-1

I. PURPOSE

The University of Wyoming is a community of scholars in which the ideals of freedom of inquiry, freedom of thought, and freedom of expression are sustained. The exercise and preservation of these freedoms require a respect for the rights of all in the community. Willful disruption of the educational process, destruction of property, interference with the orderly process of the institution, and interference with the rights of other members of the University will not be tolerated.

When students are admitted to the University, they assume responsibilities and obligations, including satisfactory academic performance and social behavior consistent with the University's mission. Student conduct is an integral part of the educational process, and students are expected to conduct themselves in accordance with the rules and regulations of the University.

II. AUTHORITY FOR STUDENT DISCIPLINE

A. Authority

Authority for student discipline is vested in the Board of Trustees. Disciplinary authority ~~may be~~ delegated to the President of the University. The Dean of Students administers student discipline through a Student Code of Conduct ("Code"). Nothing in the Code is meant to prohibit any University official from acting within the scope of his or her designated responsibility and authority in addressing student misconduct.

B. Jurisdiction

The University's jurisdiction over student misconduct shall be limited, in general, to conduct that occurs: (1) on University property, or (2) off University property, if in connection with a University or University-recognized program or activity, including but not limited to, internships and study abroad programs. Additionally, the University may have jurisdiction over student misconduct that occurs off University property, outside of a University or University-recognized program or activity if the misconduct has an adverse impact on a member of the University community. Proceedings pursuant to the Code may be conducted prior to, simultaneously with, or following any civil or criminal proceedings. Students, as well as student organizations, are subject to this jurisdiction.

C. Dean of Students

The President and the Vice President for Student Affairs shall designate the Dean of Students as responsible for the administration, maintenance, and revision of the Code. The Dean of Students may delegate this responsibility.

D. Employee Participation in Student Discipline Hearings

Through the course of their duties, employees of the University of Wyoming may witness acts which violate the Student Code of Conduct, and may be obligated to participate in investigations, conduct meetings, and/or hearings at the discretion of the Dean of Students or designee.

III. STUDENT CODE OF CONDUCT CONTENT

The Code shall include, but is not limited to the following: (a) definitions, (b) student rights and responsibilities, (c) authority for student discipline, (d) prohibited conduct, (e) judicial policies and procedures, including policies regarding student records related to disciplinary proceedings, (f) sanctions, and (g) an appeals process.

IV. HEARING OFFICERS FOR STUDENT DISCIPLINARY PROCEEDINGS

A. Designation of a Hearing Officer

Through the Vice President for Student Affairs, the Dean of Students Office has primary authority and responsibility for the administration of student discipline and the appointment of Hearing Officers. For the purposes of this Regulation, a Hearing

Officer may be a member of the University staff or faculty or may be an independent attorney or other professional at the Dean of Students' discretion. If the student disciplinary proceeding involves an allegation of sexual misconduct, the Hearing Officer shall have experience in handling sexual misconduct complaints and in the operation of the University's disciplinary procedures. The Dean of Students, or designee, may appoint Hearing Officers on a continuing basis or for a specific case only.

B. Duties and Functions

If any member of the University community alleges misconduct by a student, as outlined in the Student Code of Conduct, the Dean of Students, or designee, shall review the complaint to determine whether the allegations are supported by sufficient evidence. If the Dean, or designee, determines there is sufficient evidence of a violation of the Code, the Dean, or designee, shall appoint a Hearing Officer to conduct a hearing and to impose appropriate disciplinary sanctions according to the Student Code of Conduct.

IV. REVISION, APPROVAL, AND EFFECTIVE DATE

The Code shall be reviewed and revised as needed under the direction of the Dean of Students. In consultation with the Associated Students of the University of Wyoming (ASUW Student Government and pursuant to applicable UW Regulations and Standard Administrative Policies and Procedures), the Dean of Students or designee shall recommend revisions to the Vice President for Student Affairs. The Vice President for Student Affairs shall review the revisions in consultation with the Office of General Counsel. Any revisions to the Code are effective from the date of their approval by the ~~Vice President for Student Affairs~~President of the University.

V. DISTRIBUTION/STUDENT NOTIFICATION

The Student Code of Conduct shall be published and distributed by the Dean of Students Office ~~and distributed to each student on or before the student's enrollment in the University. The Code, and~~ shall ~~also~~ be available ~~on~~through the University's ~~website-~~electronic information system.

VI. OTHER UNIVERSITY POLICIES, RULES, AND STANDARDS

Students at the University of Wyoming may be subject to additional University policies, regulations, rules, and professional and ethical standards that supplement the Student Code of Conduct. These include but are not limited to the following:

Academic Dishonesty (UW Regulation 2-114)

Apartments and Residence Halls Policies

College of Law Honor Code

Discrimination and Harrassment (UW Regulation 4-2)

Drug and Alcohol Policies

Professional Program Standards (individual departments and programs)

Proper Use of Computing and Data Communications (UW Regulation 8-1)

Research Misconduct and Responsible Conduct of Research

Sexual Misconduct (UW Regulation 4-3 and Sexual Misconduct Policies and Procedures)

Student-Athlete Code of Conduct and Sexual Violence Policy

Use of Buildings, Grounds, and Services and Use of Bicycles and Non-Motorized Vehicles (UW Regulations 6-4 and 6-5)

Responsible Division/Unit: Vice President for Student Affairs

Source: None

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

Associated Regulations, Policies, and Forms: Student Code of Conduct

History: University Regulation 30, Revision 1; adopted 7/17/2008 Board of Trustees
Revisions adopted 11/14/2014 Board of Trustees meeting
University Regulation 231; adopted 7/17/2008 Board of Trustees
Revisions adopted 11/14/2014 Board of Trustees meeting
Revisions adopted 6/16/2015 Board of Trustees meeting



UNIVERSITY OF WYOMING REGULATIONS

Subject: Academic Organization

Number: UW Regulation 2-411

I. PURPOSE

To establish the academic organization of the University.

II. DEFINITIONS

Faculty: For purposes of this Regulation, Faculty is defined as tenure stream (tenured and tenure track) and non-tenure track full-time benefited academic personnel.

III. ACADEMIC ORGANIZATION

The University shall have the following Colleges: Agriculture and Natural Resources, Arts and Sciences, Business, Education, Engineering and Applied Science, Health Sciences, Honors, and Law.

The University shall have the following Schools: Haub School of Environment and Natural Resources and the School of Energy Resources.

The University shall have the following Branch Campus: University at Wyoming at Casper.

The University shall have the following provision of library services: UW Libraries.

The Colleges, Schools, Branch Campus, and Libraries shall establish Bylaws. Bylaws must be approved by 2/3 of a Faculty quorum within the College, School, Branch Campus, or Libraries, where a quorum is defined as 50% of the Faculty within the College or School. The Bylaws must be approved by the Provost and Vice President for Academic Affairs and must be reviewed every three (3) years.

IV. ACADEMIC SCHOOLS, DIVISIONS, OR DEPARTMENTS

Subject to the approval of the Board of Trustees, the College, School, Branch Campus, or UW Libraries may establish schools, divisions, departments and/or faculties to promote

effective and representative academic programs and governance. Each school, division and/or department shall also establish Bylaws. Bylaws must be approved by 2/3 of a Faculty quorum within the school, division or department, where a quorum is defined as 50% of the Faculty within the school, division, or department. The Bylaws must be approved by the applicable Dean or Director and must be reviewed every three (3) years.

V. **ACADEMIC PERSONNEL**

Pursuant to UW Regulation 1-1, Academic Officers include Deans, Directors, Associate and Assistant Deans and Department and Division Heads. Academic Officers shall be appointed in accordance with UW Regulations.

- A. **Dean.** The chief administrative officer of the Colleges and the Haub School of Environment and Natural Resources shall be a Dean. The Dean shall be responsible for all matters relating to the academic and administrative affairs of the College. The chief administrative officer of the School of Energy Resources shall be an Executive Director. The Executive Director shall be responsible for all matters relating to the academic and administrative affairs of the School.
- B. **Associate Deans and Assistant Deans.** Associate or Assistant Deans shall be recommended by the Dean to the Provost and Vice President for Academic Affairs and shall assist the Dean in all matters relating to the academic and administrative affairs of the college.
- C. **Directors and Division/Department Heads.** Directors or Department Heads shall be recommended by the Dean to the Provost and Vice President for Academic Affairs and shall have academic, administrative and supervisory responsibilities for their respective units.

The Faculty of the college or school shall consist of the President of the University and the Provost and Vice President for Academic Affairs (serving as ex officio without vote), the dean, and all members of the University Faculty serving in the college or school.

The college or school Faculty shall, subject to the authority of the President and the Trustees, have jurisdiction in all academic matters within the scope of the college or school, including the determination of curricula, the standards for admission to, continuation in, and graduation from the college school, except as authority is otherwise limited by maintenance of general University educational policy and correct academic and administrative relations with other units of the University. Questions of autonomy and jurisdiction between a college or school Faculty and the University Faculty or between two college faculties shall be adjudicated by the President of the University, subject to appeal to the Trustees.

The college faculty, through the dean of the college or school, shall recommend candidates for diplomas and degrees in course to the President and the Trustees.

VI. COMMITTEES

Through its Bylaws, the College or School may establish standing or ad hoc committees. The membership, duties, and governing procedures of such committees shall be defined in the Bylaws and in accordance with any relevant UW Regulations.

VII. PROFESSIONAL AND ETHICAL STANDARDS

The College or School may establish or implement professional or ethical standards that augment UW Regulations, policies, and procedures. These standards must be approved by the Provost and Vice President for Academic Affairs and be reviewed by the College or School every three (3) years.¹ To the extent a College or School's professional or ethical standards are inconsistent with a UW Regulation, policy, or procedure, or the Student Code of Conduct, the UW Regulation, policy, or procedure or Student Code of Conduct shall govern.

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

Source: None

Link: <http://www.uwyo.edu/regs-policies>

Associated Regulations, Policies, and Forms: UW Regulation 1-1 (Organization of the University); Section 2 (Academic Affairs) Regulations

History:

Trustee Regulations I, II, III, and IX.B; adopted 1/22/2010 Board of Trustees minutes (UW Regulation 1-1)

Revisions adopted 11/18/2010 Board of Trustees meeting

Revisions adopted 3/23/2012 Board of Trustees meeting

Revisions adopted 1/17/2014 Board of Trustees meeting

¹ If the College or School does not review the standards within the stated time, the current version of the standards shall remain in effect, unless the Provost indicates otherwise.

Revisions adopted 6/16/2014 Board of Trustees meeting
Revisions adopted 7/17/2014 Board of Trustees meeting
Revisions adopted 7/17/2014 Board of Trustees meeting
Revisions adopted 1/20/2016 Board of Trustees meeting
Revisions adopted 11/18/2016 Board of Trustees meeting
Revisions adopted 3/23/2017 Board of Trustees meeting
Revisions adopted 5/11/2017 Board of Trustees meeting
Revisions adopted 7/20/2017 Board of Trustees meeting
Revisions adopted 9/15/2017 Board of Trustees meeting
Reformatted 7/1/2018

Moved to new UW Regulation 2-411 on 11/15/2018 Board of Trustees meeting (effective 7/1/2019)

UW Regulation 2-411 adopted 11/15/2018 Board of Trustees meeting (effective 7/1/2019)

UNIVERSITY OF WYOMING REGULATIONS

Subject: ~~Hearing Officers for Student Disciplinary Proceedings~~
Number: ~~UW Regulation 11-2~~



Commented [TE1]: The content has been combined with UW Reg 11-1 (Student Conduct)

~~I. PURPOSE~~

~~To provide for the designation, duties, and functions of Hearing Officers for student disciplinary proceedings.~~

~~II. DESIGNATION OF A HEARING OFFICER~~

~~Through the Vice President for Student Affairs, the Dean of Students Office has primary authority and responsibility for the administration of student discipline and the appointment of Hearing Officers. For the purposes of this Regulation, a Hearing Officer may be a member of the University staff or faculty or may be an independent attorney or other professional at the Dean of Students' discretion. If the student disciplinary proceeding involves an allegation of sexual misconduct, the Hearing Officer shall have experience in handling sexual misconduct complaints and in the operation of the University's disciplinary procedures. The Dean of Students, or designee, may appoint Hearing Officers on a continuing basis or for a specific case only.~~

~~III. DUTIES AND FUNCTIONS~~

~~If any member of the University community alleges misconduct by a student, as outlined in the *Student Code of Conduct*, the Dean of Students, or designee, shall review the complaint to determine whether the allegations are supported by sufficient evidence. If the Dean, or designee, determines there is sufficient evidence of a violation of the *Code*, the Dean, or designee, shall appoint a Hearing Officer to conduct a hearing and to impose appropriate disciplinary sanctions according to the *Student Code of Conduct*.~~

~~IV. ADMINISTRATION~~

~~The Vice President for Student Affairs shall administer this Regulation.~~

Responsible Division/Unit: Division of Student Affairs

Source: None

Links: http://www.uwyo.edu/regs_policies

Associated Regulations, Policies, and Forms: Student Code of Conduct

History:

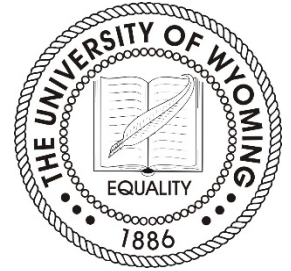
~~University Regulation 231; adopted 7/17/2008 Board of Trustees meeting~~

~~Revisions adopted 11/14/2014 Board of Trustees meeting~~

~~Revisions adopted 6/16/2015 Board of Trustees meeting~~

~~Reformatted 7/1/2018: previously UW Regulation 8-231, now UW Regulation 11-2~~

AGENDA ITEM TITLE: Approval of Modifications to UW Regulation 2-120 (Degree Revocation), Brown/Evans



UNIVERSITY OF WYOMING REGULATIONS

Subject: Academic and Honorary Degree Revocation

Number: UW Regulation 2-120

I. PURPOSE

To establish policies and procedures governing the University of Wyoming's revocation of a degree.

II. GENERAL INFORMATION

The University is a State higher education institution whose Trustees are legislatively empowered to confer academic degrees on students who have earned them, upon the recommendation of the faculty. The Trustees also award degrees honoris causa to individuals who have demonstrated outstanding accomplishments in all professions, public service, or service to humanity. The Board of Trustees recognizes that there may be instances where a degree is awarded to an individual who, upon review, has not properly completed all requirements for the degree. Likewise, there may be instances when an individual who has been awarded a degree honoris causa takes actions that are contrary to the university's high ideals and values of excellence, service, and integrity engendered in the honorary degree award. In such instances, the Board of Trustees may revoke the degree. This Regulation establishes the process for such revocation.

III. PRINCIPLES

The University may revoke a degree if it has clear and convincing evidence that ~~the degree recipient:~~

A. A.—The recipient of an academic degree:

1. Failed to complete the requirements for the degree that were in effect at the time of the degree conferral; and/or
- ~~B.—~~
2. Engaged in academic misconduct serious enough to negate bona fide completion of one or more explicit degree requirements.

B. The recipient of an honorary degree engaged in conduct that:

1. Is inconsistent with the stated mission and/or values of the University;
2. Misrepresents or Undermines the accomplishments that were cited as the basis for awarding the honorary degree; and/or
3. Is injurious to the reputation of the University.

IV. DEFINITIONS

~~A. Academic Misconduct~~

: 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:

~~1. Plagiarism~~

- A. : 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.

~~2.~~

Fraud

- B. : 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. See UW Regulation 6-802 for additional examples of academic dishonesty.

~~B. Allegation~~

~~Assertion(s) that may justify degree revocation, involving (1) failure of a degree recipient to complete degree requirements and/or (2) academic misconduct on the part of a degree recipient; which are (3) made to the dean or designee of the college from which the degree was awarded.~~

~~C. Charge~~

: Formal action taken when (1) the dean of a college/school has factual grounds sufficient to believe that a degree recipient has failed to complete degree requirements, or has engaged in academic misconduct serious enough to negate bona fide completion of one or more explicit degree requirements; and (2) the degrees should be revoked; and (2) in the case of academic degrees, the recipient does not consent to revocation of the degree.

D.

Charging Party-

The dean: In cases of academic degrees, the dean(s) of the college(s) of the college (or colleges, in the case of a degree awarded by an interdisciplinary program sponsored by more than one college)/school(s) or designee(s), who concludes from an investigation that the degree recipient's academic degree was improperly awarded, and brings the case charge against the academic degree recipient.

E. — In cases of honorary degrees, where an award may no longer be warranted, the charging party may be the Provost and Vice President for Academic Affairs, the President, or a member of Board of Trustees. The standards and procedures for honorary degree revocation are outlined in section VIII of this regulation.

College-

/School: The college (or colleges, in (s)/school(s) that awarded the case of a degree awarded by an interdisciplinary program sponsored by more than one college) that awarded the degree degree.

F. — Hearing Committee-

: A committee of five (5) faculty members that will consider the charge and render a finding of fact on whether grounds exist for revoking the degree recipient's degree.

G.

List of Candidates-

: A list of faculty members nominated to serve on the hearing committee. The list shall name ten (10) candidates from not fewer than five (5) colleges/schools within the University. All listed faculty members shall hold tenure, shall not be currently serving as officers of the University, shall have no prior relationship with the degree recipient, and shall have no prior involvement in the matter before the hearing committee.

H. — Provost and Vice President for Academic Affairs-

: The Chief Academic Officer of the University.

~~I.~~ Working Day

: A day in which the University is open for business.

V. ADMINISTRATIVE PROCESS FOR REVOCATION OF ACADEMIC DEGREES

- A.** Allegations(s) of circumstances that may justify degree revocation shall be made to the dean of the college/school that awarded the degree. The dean or a designee shall conduct a preliminary investigation to determine whether there is a factual basis to conclude that the degree recipient failed to complete one or more explicit degree requirements or committed academic misconduct which would warrant revocation of the degree. The investigation shall be made in a timely manner, and shall be compliant in all respects with relevant federal and state laws and University ~~regulations~~Regulations.
- B.** If the dean's or designee's preliminary investigation reveals factual grounds sufficient to justify academic degree revocation, the dean or designee shall notify the degree recipient in writing, and shall include the following:
1. A summary of the factual grounds;
 2. The degree recipient's right to a hearing before a committee (the "Hearing Committee") comprised of faculty members as defined above;
 3. A copy of this Regulation; and
 4. A request for a response from the academic degree recipient within thirty (30) ~~working days~~Working Days.
- C.** Upon notification to the academic degree recipient, the dean or designee becomes the "Charging Party" as defined above.
1. If the degree recipient admits to the facts described in the summary and agrees to degree revocation, the degree recipient shall execute a statement to that effect provided by the Charging Party. The degree recipient shall return the statement to the Charging Party within ten (10) working days of receipt of the statement. The Charging Party shall forward the statement to the Provost and Vice President for Academic Affairs and to the President of the University with a recommendation for its acceptance.

- b.** Within twenty (20) working days of the notification, the Provost and Vice President for Academic Affairs shall draft a list of candidates for the Hearing Committee, and present it to the Executive Committee of the Faculty Senate;
- c.** No later than the next regularly scheduled meeting of the Executive Committee, the Executive Committee shall select the Hearing Committee members from the list of candidates;
- d.** Within fifteen (15) days of being designated, the Hearing Committee shall convene in order to:

 - 1.** Elect one of its members as chair;
 - 2.** Review the Charge;
 - 3.** Establish a schedule under which it will:

 - i.** Receive and consider the factual evidence supporting the Charge;
 - ii.** Receive and consider any information that the academic degree recipient may wish to submit in rebuttal to the charge;
 - iii.** Hold one or more hearings with the academic degree recipient; and
 - iv.** Render a written finding of fact regarding the Charge to the Provost and Vice President for Academic Affairs.
- e.** The Hearing Committee shall make every effort to complete its review and render a finding of fact to the Provost and Vice President for Academic Affairs in a timely manner. The Hearing Committee shall, however, allow sufficient time to consider fully all evidence and arguments brought before it.

VI. HEARING PROCESS FOR ACADEMIC DEGREE REVOCATION

- A.** As soon as possible after the Hearing Committee has elected its Chair, the Chair shall institute a discovery process to prepare for the hearing. Discovery shall be limited to an exchange of information between the Charging Party and the

academic degree recipient of (1) relevant documents, which may include a written rebuttal from the academic degree recipient; and (2) lists of witnesses (if any), including a summary of the factual testimony expected from each witness. Exchange of information shall be completed, and ~~also~~ provided to the Hearing Committee, not later than ten (10) working days prior to the hearing. The Hearing Committee Chair shall have final authority over the ~~suitability~~relevance of documents and witnesses.

- B.** The Chair, the Charging Party, and the academic degree recipient shall use their best efforts to convene a hearing on the earliest possible mutually convenient date following the election of the Chair. The Hearing Committee shall allow the academic degree recipient reasonably sufficient time to prepare a defense.
- C.** The hearing may be delayed by the Hearing Committee Chair for good cause shown upon request of the academic degree recipient, the Charging Party, or a member of the Hearing Committee.
- D.** The Hearing Committee meetings and process shall conform in all respects to the provisions of the Family Educational Right to Privacy Act (FERPA). All charges and information gathered regarding the charge(s) shall be confidential. The hearing shall not be open to the public unless the academic degree recipient so requests and the Hearing Committee concurs.
- E.** The parties involved in the process are the Charging Party and the academic degree recipient. The Hearing Committee Chair shall preside over the meeting and any adjournments thereof.
- F.** The burden of proof shall be on the Charging Party to prove the charge by clear and convincing evidence.
- G.** The hearing shall be recorded by a certified court reporter at the University's expense.
- H.** The academic degree recipient may be advised or represented at the hearing, or any adjournments thereof, by legal counsel at his/her expense.
- I.** If the Charging Party requests, University counsel shall represent the Charging Party.
- J.** The University shall provide outside counsel to advise the Hearing Committee and assist in the conduct of all proceedings.

- K. At the hearing, the Charging Party and the academic degree recipient may present ~~an~~ opening and closing statements and present witnesses for questioning by the Hearing Committee. No depositions may be taken unless a witness is unavailable to testify in person or by some other means on the day of the hearing and the Hearing Committee Chair determines that the testimony of that witness is necessary to the ~~committee's~~Committee's deliberations. Hearing Committee members and their counsel may ask questions of the Charging Party, the academic degree recipient, their respective counsel, and all witnesses.
- L. Formal rules of evidence do not apply. The Chair shall control the conduct of the hearing and shall rule on the admissibility of any evidence and may exclude any witnesses, documents, interrogatories, or cross-examinations ~~which~~that are untrustworthy, irrelevant, or redundant.

VII. FINDINGS AND DECISION FOR ACADEMIC DEGREE REVOCATION

- A. The Hearing Committee shall present written findings of fact to the Provost and Vice President for Academic Affairs. These findings shall state whether the charge was substantiated by clear and convincing evidence and shall also set forth the specific pertinent factual findings. These findings shall be by majority vote and shall be reported to the Provost and Vice President for Academic Affairs as soon after the conclusion of the hearing as is practicable. The findings shall be communicated in writing to the Charging Party and the academic degree recipient.
- B. Within five (5) working days of receipt of the Hearing Committee findings or as soon thereafter as practicable, the Provost and Vice President for Academic Affairs shall forward a written recommendation to the President of the University regarding whether the academic degree should be revoked or the charges dismissed. The recommendation shall be communicated in writing to the Charging Party, the Hearing Committee, and the academic degree recipient.
- C. Within five (5) working days of receipt of the Provost and Vice President for Academic Affairs' recommendation or as soon thereafter as practicable, the President shall make a decision on the case. The President shall communicate the decision in writing to the Charging Party and the ~~degree~~academic recipient.
 - 1. If the Provost and Vice President for Academic Affairs recommends dismissal of the charge, and the President concurs with that recommendation, the charge shall be dismissed.

2. If the Provost Vice President for Academic Affairs recommends revocation of an academic degree, and the President does not concur with that recommendation, the charge shall be dismissed. The President shall provide an explanation in writing of the reasons for dismissing the charge to the Charging Party, academic degree recipient, and Hearing Committee. The explanation shall become part of the full record of the case and proceedings.
 3. If the Provost and Vice President for Academic Affairs recommends revocation of an academic degree, and the President concurs, the President shall forward to the Board of Trustees a recommendation to revoke the academic degree and the reasons for it, along with the full record of the case and proceedings.
 4. If the Provost and Vice President for Academic Affairs recommends dismissal of the charge, and the President does not concur with that recommendation, the President shall forward to the Board of Trustees a recommendation to revoke the academic degree and the reasons for it, the recommendation of the Provost and Vice President for Academic Affairs, and the full record of the case and proceedings.
- D.** If the case is forwarded to the Board of Trustees, the Board shall consider the matter at a special or regular meeting.
1. The academic degree recipient may submit a written argument to the Board, indicating why the Board should dismiss the recommendation for revocation of the academic degree. The written argument must be submitted no later than twenty (20) working days after the academic degree recipient is sent notice of the President's recommendation. The academic degree recipient shall provide a copy of the written argument to the Charging Party.
 2. The Charging Party shall submit a written response to the Board of Trustees within ten (10) working days from receipt of the degree recipient's written argument. The Charging Party shall forward a copy of the written response to the degree recipient.
 3. The Board may request oral argument from the parties, or request additional written argument from the parties.
 4. The Board shall revoke the academic degree or dismiss the charge.

5. The Board shall communicate its decision, in writing, to the Charging Party, to the academic degree recipient, and to the President within five (5) working days of the decision.
- E. The decision of the Board of Trustees final.
- F. The full record of the case shall be maintained in accordance with standard University procedures. The record shall include the charge, all evidence presented, a transcript of the hearing, the findings of the Hearing Committee, the recommendation of the Provost and Vice President for Academic Affairs, the decision of the President, and the decision of the Board of Trustees.

VIII. REVOCATION OF HONORARY DEGREES

The authority to revoke a previously awarded honorary degree rests with the Board of Trustees. The Board of Trustees may revoke an honorary degree if, in its judgment, and taking into account the President of the University's recommendation, the recipient of the degree has engaged in conduct that: 1) is inconsistent with the stated mission and/or values of the University of Wyoming; 2) misrepresents or undermines the accomplishments that were cited as the basis for awarding the honorary degree; or 3) is injurious to the reputation of the University of Wyoming.

Effective Date: July 1, 2018

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 254; adopted 7/17/08 Board of Trustees meeting
Revisions adopted 3/4/11 Board of Trustees meeting
Revisions adopted 11/14/14 Board of Trustees

Faculty Senate Version of UW Regulation 2-120



UNIVERSITY OF WYOMING REGULATIONS

Subject: Academic and Honorary Degree Revocation

Number: UW Regulation 8-254(2-XX)2-120

I. PURPOSE

To establish policies and procedures governing the University of Wyoming's revocation of a degree.

II. GENERAL INFORMATION

The University is a State higher education institution whose Trustees are legislatively empowered to confer academic degrees on students who have earned them, upon the recommendation of the faculty. The Trustees also award degrees honoris causa to individuals who have demonstrated outstanding accomplishments in all professions, public service, or service to humanity. The Board of Trustees recognizes that there may be instances where a degree is awarded to an individual who, upon review, has not properly completed all requirements for the degree. Likewise, there may be instances when an individual who has been awarded a degree honoris causa takes actions that are contrary to the university's high ideals and values of excellence, service, and integrity engendered in the honorary degree award. In such instances, the Board of Trustees may revoke the degree. This Regulation establishes the process for such revocation.

III. PRINCIPLES

The University may revoke a degree if it has clear and convincing evidence that ~~the~~ degree recipient:

A. A.—The recipient of an academic degree:

1. Failed to complete the requirements for the degree that were in effect at the time of the degree conferral; and/or

B.—

2. Engaged in academic misconduct serious enough to negate bona fide completion of one or more explicit degree requirements.

B. The recipient of an honorary degree engaged in conduct that:

1. Is inconsistent with the stated mission and/or values of the University;
2. Misrepresents or Undermines the accomplishments that were cited as the basis for awarding the honorary degree; and/or
3. Is injurious to the reputation of the University.

IV. DEFINITIONS

~~A. Academic Misconduct-~~

: 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:

~~1. Plagiarism~~

A. : 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, if the plagiarism was part of the work presented for credit toward the degree under consideration for revocation.~~

~~2.~~

~~Fraud~~

B. : 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. See UW Regulation 6-802 for additional examples of academic dishonesty.

~~B. Allegation-~~

~~Assertion(s) that may justify degree revocation, involving (1) failure of a degree recipient to complete degree requirements and/or (2) academic misconduct on the part of a degree recipient; which are (3) made to the dean or designee of the college from which the degree was awarded.~~

~~C. Charge-~~

66 : Formal action taken when (1) the dean of a college/school has factual grounds sufficient
67 to believe that a degree recipient has failed to complete degree requirements, or has
68 engaged in academic misconduct serious enough to negate bona fide completion of one
69 or more explicit degree requirements; and (2) the degree should be revoked; and (2) in the
70 case of academic degrees, the recipient does not consent to revocation of the degree.

71 **D. —**

72 **Charging Party-**

73 ~~The dean: In cases of academic degrees, the dean(s) of the college(s) of the college (or~~
74 ~~colleges, in the case of a degree awarded by an interdisciplinary program sponsored by~~
75 ~~more than one college)/school(s) or designee(s), who concludes from an investigation~~
76 ~~that the degree recipient's academic degree was improperly awarded, and brings the~~
77 ~~ease charge against the academic degree recipient.~~

78 E. — In cases of honorary degrees, where an award may no longer be warranted, the
79 charging party may be the Provost and Vice President for Academic Affairs, the
80 President, or a member of Board of Trustees. The standards and procedures for honorary
81 degree revocation are outlined in section VIII of this regulation.

82 **College-**

83 ~~/School: The college (or colleges, in (s)/school(s) that awarded the ease of a degree~~
84 ~~awarded by an interdisciplinary program sponsored by more than one college) that~~
85 ~~awarded the degree. degree.~~

86 **F. — Hearing Committee-**

87 : A committee of five (5) faculty members that will consider the charge and render a
88 finding of fact on whether grounds exist for revoking the degree recipient's degree.

89 **G. —**

90 **List of Candidates-**

91 : A list of faculty members nominated to serve on the hearing committee. The list shall
92 name ten (10) candidates from not fewer than five (5) colleges/schools within the
93 University. All listed faculty members shall hold tenure, shall not be currently serving as
94 officers of the University, shall have no prior relationship with the degree recipient, and
95 shall have no prior involvement in the matter before the hearing committee.

96 **H. — Provost and Vice President for Academic Affairs-**

97 : The Chief Academic Officer of the University.

98 ~~I.~~ **Working Day**

99 : A day in which the University is open for business.

100
101 **V. ADMINISTRATIVE PROCESS FOR REVOCATION OF ACADEMIC DEGREES**

102 **A.** Allegations(s) of circumstances that may justify degree revocation shall be made
103 to the dean of the college/school that awarded the degree. The dean or a designee
104 shall conduct a preliminary investigation to determine whether there is a factual
105 basis to conclude that the degree recipient failed to complete one or more explicit
106 degree requirements or committed academic misconduct which would warrant
107 revocation of the degree. The investigation shall be made in a timely manner, and
108 shall be compliant in all respects with relevant federal and state laws and
109 University ~~regulations~~ Regulations.

110 **B.** If the dean's or designee's preliminary investigation reveals factual grounds
111 sufficient to justify academic degree revocation, the dean or designee shall notify
112 the degree recipient in writing, and shall include the following:

- 113 1. A summary of the factual grounds;
- 114 2. The degree recipient's right to a hearing before a committee (the "Hearing
115 Committee") comprised of faculty members as defined above;
- 116 3. A copy of this Regulation; and
- 117 4. A request for a response from the academic degree recipient within thirty
118 (30) ~~working days~~ Working Days.

119 **C.** Upon notification to the academic degree recipient, the dean or designee becomes
120 the "Charging Party" as defined above.

- 121 1. If the degree recipient admits to the facts described in the summary and
122 agrees to degree revocation, the degree recipient shall execute a statement
123 to that effect provided by the Charging Party. The degree recipient shall
124 return the statement to the Charging Party within ten (10) working days of
125 receipt of the statement. The Charging Party shall forward the statement
126 to the Provost and Vice President for Academic Affairs and to the
127 President of the University with a recommendation for its acceptance.

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- a.** Within five (5) working days of receipt of the statement or as soon thereafter as practicable, the President shall make a decision accepting or rejecting the statement. The President shall then communicate this decision in writing to the Board of Trustees, the Provost and Vice President for Academic Affairs, the academic degree recipient, and the Charging Party.
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- b.** The Board of Trustees shall consider the matter and make the final decision to revoke the degree or dismiss the charge at a special or regular meeting. The Board shall communicate its decision in writing to the academic degree recipient, the President, the Vice President for Academic Affairs, and the Charging Party.
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- c.** The full record of the case shall be maintained in accordance with standing University procedures. The record shall include the factual grounds justifying revocation of the academic degree, the statement executed by the degree recipient, the decision of the President, and the decision of the Board of Trustees.
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- 2.** If the academic degree recipient contests the facts described in the summary, does not return the statement agreeing to revocation of the degree within the specified time, or otherwise requests a hearing, the Charging Party shall communicate in writing a formal charge (“the Charge”) to the degree recipient. The Charge shall specify the degree requirements(s) allegedly not satisfied or the academic misconduct alleged to have occurred, the evidence, and the basis for concluding that academic degree revocation is warranted. In addition, the notification shall:
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- a.** Identify the dean or designee as the Charging Party; and
- b.** Inform the academic degree recipient that a Hearing Committee shall consider the Charge and render a finding of fact in the matter.
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- 3.** In the event a Hearing Committee is required, the following steps shall be taken:
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- a.** Within ten (10) working days of communicating the Charge to the degree recipient, the Charging Party shall notify the Provost and Vice President for Academic Affairs of the Charge and the need to form a Hearing Committee;

- 161 **b.** Within twenty (20) working days of the notification, the Provost
162 and Vice President for Academic Affairs shall draft a list of
163 candidates for the Hearing Committee, and present it to the
164 Executive Committee of the Faculty Senate;
- 165 **c.** No later than the next regularly scheduled meeting of the
166 Executive Committee, the Executive Committee shall select the
167 Hearing Committee members from the list of candidates;
- 168 **d.** Within fifteen (15) days of being designated, the Hearing
169 Committee shall convene in order to:
- 170 **1.** Elect one of its members as chair;
- 171 **2.** Review the Charge;
- 172 **3.** Establish a schedule under which it will:
- 173 **i.** Receive and consider the factual evidence supporting
174 the Charge;
- 175 **ii.** Receive and consider any information that the academic
176 degree recipient may wish to submit in rebuttal to the
177 charge;
- 178 **iii.** Hold one or more hearings with the academic degree
179 recipient; and
- 180 **iv.** Render a written finding of fact regarding the Charge to
181 the Provost and Vice President for Academic Affairs.
- 182 **e.** The Hearing Committee shall make every effort to complete its
183 review and render a finding of fact to the Provost and Vice
184 President for Academic Affairs in a timely manner. The Hearing
185 Committee shall, however, allow sufficient time to consider fully
186 all evidence and arguments brought before it.

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188 **VI. HEARING PROCESS FOR ACADEMIC DEGREE REVOCATION**

- 189 **A.** As soon as possible after the Hearing Committee has elected its Chair, the Chair
190 shall institute a discovery process to prepare for the hearing. Discovery shall be
191 limited to an exchange of information between the Charging Party and the

- 192 academic degree recipient of (1) relevant documents, which may include a
193 written rebuttal from the academic degree recipient; and (2) lists of witnesses (if
194 any), including a summary of the factual testimony expected from each witness.
195 Exchange of information shall be completed, and ~~also~~ provided to the Hearing
196 Committee, not later than ten (10) working days prior to the hearing. The
197 Hearing Committee Chair shall have final authority over the ~~suitability~~relevance
198 of documents and witnesses.
- 199 **B.** The Chair, the Charging Party, and the academic degree recipient shall use their
200 best efforts to convene a hearing on the earliest possible mutually convenient date
201 following the election of the Chair. The Hearing Committee shall allow the
202 academic degree recipient reasonably sufficient time to prepare a defense.
- 203 **C.** The hearing may be delayed by the Hearing Committee Chair for good cause
204 shown upon request of the academic degree recipient, the Charging Party, or a
205 member of the Hearing Committee.
- 206 **D.** The Hearing Committee meetings and process shall conform in all respects to the
207 provisions of the Family Educational Right to Privacy Act (FERPA). All charges
208 and information gathered regarding the charge(s) shall be confidential. The
209 hearing shall not be open to the public unless the academic degree recipient so
210 requests and the Hearing Committee concurs.
- 211 **E.** The parties involved in the process are the Charging Party and the academic
212 degree recipient. The Hearing Committee Chair shall preside over the meeting
213 and any adjournments thereof.
- 214 **F.** The burden of proof shall be on the Charging Party to prove the charge by clear
215 and convincing evidence.
- 216 **G.** The hearing shall be recorded by a certified court reporter at the University's
217 expense.
- 218 **H.** The academic degree recipient may be advised or represented at the hearing, or
219 any adjournments thereof, by legal counsel at his/her expense.
- 220 **I.** If the Charging Party requests, University counsel shall represent the Charging
221 Party.
- 222 **J.** The University shall provide outside counsel to advise the Hearing Committee
223 and assist in the conduct of all proceedings.

224 K. At the hearing, the Charging Party and the academic degree recipient may present
225 ~~an~~ opening and closing statements and present witnesses for questioning by the
226 Hearing Committee. No depositions may be taken unless a witness is unavailable
227 to testify in person or by some other means on the day of the hearing and the
228 Hearing Committee Chair determines that the testimony of that witness is
229 necessary to the ~~committee's~~Committee's deliberations. Hearing Committee
230 members and their counsel may ask questions of the Charging Party, the academic
231 degree recipient, their respective counsel, and all witnesses.

232 L. Formal rules of evidence do not apply. The Chair shall control the conduct of the
233 hearing and shall rule on the admissibility of any evidence and may exclude any
234 witnesses, documents, interrogatories, or cross-examinations ~~which~~that are
235 untrustworthy, irrelevant, or redundant.

236 **VII. FINDINGS AND DECISION FOR ACADEMIC DEGREE REVOCATION**

237 A. The Hearing Committee shall present written findings of fact to the Provost and
238 Vice President for Academic Affairs. These findings shall state whether the
239 charge was substantiated by clear and convincing evidence and shall also set forth
240 the specific pertinent factual findings. These findings shall be by majority vote
241 and shall be reported to the Provost and Vice President for Academic Affairs as
242 soon after the conclusion of the hearing as is practicable. The findings shall be
243 communicated in writing to the Charging Party and the academic degree recipient.

244 B. Within five (5) working days of receipt of the Hearing Committee findings or as
245 soon thereafter as practicable, the Provost and Vice President for Academic
246 Affairs shall forward a written recommendation to the President of the University
247 regarding whether the academic degree should be revoked or the charges
248 dismissed. The recommendation shall be communicated in writing to the
249 Charging Party, the Hearing Committee, and the academic degree recipient.

250 C. Within five (5) working days of receipt of the Provost and Vice President for
251 Academic Affairs' recommendation or as soon thereafter as practicable, the
252 President shall make a decision on the case. The President shall communicate the
253 decision in writing to the Charging Party and the ~~degree~~academic recipient.

254 1. If the Provost and Vice President for Academic Affairs recommends
255 dismissal of the charge, and the President concurs with that
256 recommendation, the charge shall be dismissed.
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2. If the Provost Vice President for Academic Affairs recommends revocation of aan academic degree, and the President does not concur with that recommendation, the charge shall be dismissed. The President shall provide an explanation in writing of the reasons for dismissing the charge to the Charging Party, academic degree recipient, and Hearing Committee. The explanation shall become part of the full record of the case and proceedings.
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3. If the Provost and Vice President for Academic Affairs recommends revocation of aan academic degree, and the President concurs, the President shall forward to the Board of Trustees a recommendation to revoke the academic degree and the reasons for it, along with the full record of the case and proceedings.
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4. If the Provost and Vice President for Academic Affairs recommends dismissal of the charge, and the President does not concur with that recommendation, the President shall forward to the Board of Trustees a recommendation to revoke the academic degree and the reasons for it, the recommendation of the Provost and Vice President for Academic Affairs, and the full record of the case and proceedings.
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- D.** If the case is forwarded to the Board of Trustees, the Board shall consider the matter at a special or regular meeting.
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1. The academic degree recipient may submit a written argument to the Board, indicating why the Board should dismiss the recommendation for revocation of the academic degree. The written argument must be submitted no later than twenty (20) working days after the academic degree recipient is sent notice of the President's recommendation. The academic degree recipient shall provide a copy of the written argument to the Charging Party.
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2. The Charging Party shall submit a written response to the Board of Trustees within ten (10) working days from receipt of the degree recipient's written argument. The Charging Party shall forward a copy of the written response to the degree recipient.
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3. The Board may request oral argument from the parties, or request additional written argument from the parties.
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4. The Board shall revoke the academic degree or dismiss the charge.

292 5. The Board shall communicate its decision, in writing, to the Charging
293 Party, to the academic degree recipient, and to the President within five (5)
294 working days of the decision.

295 E. The decision of the Board of Trustees final.

296 F. The full record of the case shall be maintained in accordance with standard
297 University procedures. The record shall include the charge, all evidence
298 presented, a transcript of the hearing, the findings of the Hearing Committee, the
299 recommendation of the Provost and Vice President for Academic Affairs, the
300 decision of the President, and the decision of the Board of Trustees.

301 302 VIII. REVOCATION OF HONORARY DEGREES

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304 The authority to revoke a previously awarded honorary degree rests with the Board of
305 Trustees. The Board of Trustees may revoke an honorary degree if, in its judgment, and
306 taking into account the President of the University's recommendation, the recipient of the
307 degree has engaged in conduct that: 1) is inconsistent with the stated mission and/or
308 values of the University of Wyoming; 2) misrepresents or undermines the
309 accomplishments that were cited as the basis for awarding the honorary degree; or 3) is
310 injurious to the reputation of the University of Wyoming.

311 Recipients have the right to appeal revocation of an honorary degree. The written appeal must
312 be made within 30 days of the public announcement of revocation. The appeal shall be
313 submitted to the chair of faculty senate. The chairperson will convene an ad hoc committee
314 composed of the Faculty Senate chair, a past chair of faculty senate, and the Provost or
315 a representative designated by the Provost. The ad hoc committee will consider the merits of
316 the appeal. It will submit its recommendation to the President of whether the revocation
317 decision should stand. The recommendation shall be made to the President within 7 working
318 days of receiving the appeal, after which the President will convey the recommendations to the
319 Board of Trustees for action, along with the President's recommendation.
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Effective Date: July 1, 2018

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 254; adopted 7/17/08 Board of Trustees meeting

Revisions adopted 3/4/11 Board of Trustees meeting

Revisions adopted 11/14/14 Board of Trustees

AGENDA ITEM TITLE: Contracts and Grants Report, Jewell/Synakowski

Sponsor	Award Funding Amount	Principal Investigator	Organization	Award Name
Administration for Community Living/DHHS	\$452,199.00	Hardesty, Canyon Leigh	Wyoming Institute for Disabilities WIND	National Training Initiative - Supporting Children Impacted by the Opioid Epidemic (SCOPE)
Animal and Plant Health Inspection Service/Department of Agriculture	\$78,653.00	Ben-David, Merav	Zoology & Physiology	Application of Machine Learning to Support Cattle Fever Tick Program
Association of University Centers on Disabilities	\$4,000.00	Hardesty, Canyon Leigh	Wyoming Institute for Disabilities WIND	Act Early Ambassador 2019-2021
Bayer Corporation	\$7,500.00	Andrew Kniss	Plant Sciences	Weed Science Research & Education Program
Bayer Corporation	\$18,000.00	William Stump	Plant Sciences	Field Tests of New Generation Pesticides for Disease Management
Bureau of Land Management/Department of the Interior	\$63,631.00	Tronstad, Lusha Marguerite	Wyo Natural Diversity Database	WY Desert Yellowhead Study RM CESU
Bureau of Land Management/Department of the Interior	\$25,000.00	Heidel, Bonnie L	Wyo Natural Diversity	Wyoming Blowout Penstemon Seedling
Defense Logistics Agency	\$257,761.00	Kline, Jill K	Small Business Development Center	Wyoming SBDC Network Procurement Technical Assistance Center 2019-2020 - On-Campus
Equal Justice Wyoming	\$38,600.00	Cover, Danielle	College of Law Deans Office	University of Wyoming Civil Legal Services
Forest Service (USDA)	\$11,500.00	Fried, James A.	Residence Life Administration	Parks Ranger District, Recreation Program Work
Montana State University	\$13,436.00	Schell, Scott P.	Ecosystem Science & Management	Protecting Alfalfa Yield from Weevil Damage in the Intermountain West Region - Wyoming Field Sites
National Oceanic & Atmospheric Administration/Department of Commerce	\$249,862.00	Befus, Kevin Martin	Civil & Architectural Engineering	EESLR 2019: Ecosystem and community vulnerability to surface and subsurface flooding
National Park Service/Department of the Interior	\$32,500.00	Dillon, Michael E.	UW National Park Research	UW-NPS Research Center Support, 2019-2020
National Science Foundation	\$1,170,992.00	Dillon, Michael E.	Zoology & Physiology	URoL: Epigenetics 2: Collaborative Research: Bumble bee cold tolerance across elevations - From epigenotype to phenotype across space.
Natural Resources Conservation Serv (USDA)	\$35,000.00	Vaughan, Karen L.	Ecosystem Science & Management	Soil Geomorphic Institute - 2019
North Dakota Department of Health	\$24,000.00	Despain, Laran Henry	Wyoming Survey & Analysis Center	Oral Health Program Evaluation

Sponsor	Award Funding Amount	Principal Investigator	Organization	Award Name
Research Foundation of CUNY	\$160,201.00	Wodahl, Eric J.	Criminal Justice & Sociology	Examining Drivers of Revocations: An Examination into probation failures in the Denver Adult Probation Department
Space Science Institute	\$9,996.00	McBride, Shawna M.	Physics & Astronomy	"NASA@MyLibrary: A National Earth and Space Science Initiative that Connects NASA, Public Libraries, and their Communities"
Synoptic Data Corp	\$19,541.00	Antony Bergantino	Civil & Architectural Engineering	Teaming Agreement between Synoptic Data Corporation and the Water Resources Data System at the University of Wyoming for the National Mesonet Program
Temple University	\$201,620.00	Meredith Minear	Psychology	Exploring Links between STEM Success and Spatial Skills: Undergraduate GIS Courses and a Spatial Turn of Mind
The Regents of the University of California	\$13,774.00	Carr, Bradley James	Geology & Geophysics	Geophysical Logging of LBNL East River boreholes near Crested Butte, CO
U.S. Dept of Ag Natural Resources Conservation Serv (USDA)	\$30,000.00	Jennifer Thompson	Cooperative Extension Service	UW Barnyards and Backyards - An innovative project to reach out to Wyoming's small acreage landowner with conservation programs
University of Nevada, Las Vegas	\$95,496.00	Seville, Robert S.	INBRE Program	Clinical and Translational Research Infrastructure Network (MW-CTR-IN) Year 7: Pilots Project Program (CP3) Core
University of North Carolina at Chapel Hill	\$1,202,899.90	Boothby, Thomas C.	Molecular Biology	Using Intrinsically Disordered Proteins and Cosolutes to Induce Biostasis via Vitrification in Simple, Complex, and Organismal Systems
Various Sponsors	\$9,855.00	John Scasta	Ecosystem Science & Management	Bighorn National Forest - Tongue District Rangeland Monitoring
Various Sponsors	\$120.00	Jill Kline	Small Business Development Center	Program Income for FY18 SBDC SBA
Various Sponsors	\$475.00	Jill Kline	Small Business Development Center	Market Research Center Program Income
Various Sponsors	\$47.50	Jill Kline	Small Business Development Center	Market Research Center Program Income
Various Sponsors	\$12.00	Melinda Meuli	Cooperative Extension Service	Program Income - SNAP ED
Various Sponsors	\$10,883.79	Rocky Case	Manufacturing Works	Program Income - NIST Year 3
Various Sponsors	\$11,472.73	Rocky Case	Manufacturing Works	Program Income - NIST Year 3
Various Sponsors	\$600.00	Christine Hime	Family & Consumer Sciences	Departmental Research Support
WY Association of Sheriffs and Chiefs of Police	\$8,690.00	Bade, Chad W.	University Police	Enforcement of Underage Drinking Laws 2019-2020

Sponsor	Award Funding Amount	Principal Investigator	Organization	Award Name
WY Association of Sheriffs and Chiefs of Police	\$5,252.72	Bade, Chad W.	University Police	Selective Traffic Enforcement Grant Program: DUI and Speed Enforcement (Alcohol 154 - N5, N11) 2019-2020
WY Business Council	\$80,984.50	Jill Kline	Small Business Development Center	Market Research Center 2018-19
WY Business Council	\$22,897.50	Edmund Synakowski	Research Products Center	Research Products Center 2018-19
WY Business Council	\$92,939.00	David Bohling	Wyo Technology Business Center	Wyoming Technology Business Center FY 2018-19
WY Business Council	\$402,043.00	Case, Rocky S	Manufacturing Works	Manufacturing Works 2019-2020
WY Business Council	\$98,278.00	Kline, Jill K	Small Business Development Center	WY Procurement Technical Assistance Center (PTAC) 2019-2020
WY Business Council	\$612,285.67	Kline, Jill K	Small Business Development Center	WY Small Business Development Center 2019-2020 (State Office)
WY Business Council	\$178,240.32	Kline, Jill K	Small Business Development Center	Wyoming SBIR/STTR Initiative (WSSI) 2019-2020
WY Community Foundation	\$5,000.00	Merkle, Bethann Garramon	Wyoming Coop Unit	Migration Connections: Collaborating to Enhance Migration Science in Wyoming's K-12 Classrooms
WY Dept of Agriculture	\$27,000.00	Ehmke, Cole C.	Agriculture & Applied Economics	Producer Survey and Food Safety Training (Project)
WY Dept of Education	\$88,000.00	Inouye, Martha C.	Science & Math Teaching Center	Science and Mathematics Teaching Center (SMTTC): Supporting Professional Development for Wyoming Science Content and Performance Standards
WY Dept of Transportation	\$150,000.00	Ksaibati, Khaled	Civil & Architectural Engineering	Technology Transfer Program's County Road Inventory Program CRPMI20
Wyoming Game and Fish Department	\$55,392.86	Jeffrey Beck	Ecosystem Science & Management	Response of Greater Sage Grouse to Treatments in Wyoming Big Sagebrush

Externally Funded Programs

\$6,076,631.49

**AGENDA ITEM TITLE: Contracts and Procurement Report (per UW Regulation 7-2),
Evans**

UW Regulation 7-2 (Signature Authority) Contracts Board Report - October 16, 2019 - December 15, 2019

Contract Number	Contract Header Name	Contract Type	Department	Supplier	Signed Date	Agreed Amount	Signer Name	Signer Job Title
13281-LeadingAuthorities-Nov2019	150th Anniversary of Women's Suffrage	Services Contract	College of Arts & Sciences	Leading Authorities Inc	12/5/19	\$51,000.00	Paula Lutz	Dean/Professor
14102-Grand Teton Lodge-Oct19	BIOECON conference Grand Teton Lodge	Services Contract	College of Business	Grand Teton Lodge Co	12/9/19	\$50,000.00	William Mai	Interim Vice President for Administration
16101_ProSensing_Oct2019	ProSensing	Services Contract	College of Engineering & Applied Science	ProSensing, Inc	10/17/19	\$370,000.00	Cameron Wright	Interim Dean/Professor
16101_SIE_Amend_Nov2019	Structural Integrity Engineering_Amendment	Services Contract	College of Engineering & Applied Science	System Integrity Engineering Inc	12/2/19	\$100,000.00	Cameron Wright	Interim Dean/Professor
16102-US Didactic-2019	US Didactic	Services Contract	College of Engineering & Applied Science	US Didactic Inc	11/5/19	\$71,430.74	Cameron Wright	Interim Dean/Professor
17018-StrategicTherapeuticsLLC-Jan2020	Agreement for Services	Services Contract	College of Health Sciences	Strategic Therapeutics LLC	12/4/19	\$96,000.00	David Jones	Dean
17104WyomingMedCenterAug2019	WMC Laboratory Agreement	Services Contract	College of Health Sciences	Wyoming Medical Center	10/31/19	\$75,000.00	David Jones	Dean
17014-Summit Partner /Services-FY20	AGREEMENT FOR SERVICES BETWEEN THE UNIVERSITY OF WYOMING AND Summit Partner Services	Services Contract	College of Health Sciences	Summit Partner Services, LLC	10/28/19	\$60,000.00	David Jones	Dean
70430SalesforceMktCloudOct2019	Order Form- Salesforce.org	Services Contract	Governmental & Community Affairs	Salesforce.org	10/29/19	\$204,971.00	Robert Aylward	Vice President
40003-Oracle CPQ1438307-Nov 2019	Ordering Document	Services Contract	Information Technology	Oracle America, Inc.	11/12/19	\$244,798.60	Robert Aylward	Vice President
40002-Level Access Inc Ren2019-Jan 2019	Level Access Order Form	Services Contract	Information Technology	Level Access Inc	11/27/19	\$53,540.00	Robert Aylward	Vice President
90202NewHorizonsBowlDecember2019	Charter Agreement	Services Contract	Intercollegiate Athletics	New Horizons Travel	12/13/19	\$167,710.55	Billy Sparks	Sr Assoc Ath Dir/Business Ops
90202	Intercollegiate Football Competition Agreement	Services Contract	Intercollegiate Athletics	University of North Texas	11/15/19	\$200,000.00	Thomas Burman	Athletic Director
90202CalPolyNovember2019	The Unviersity of Wyoming Intercollegiate Athletics Football Agreement	Services Contract	Intercollegiate Athletics	California Polytechnic State University, San Luis Obispo	11/19/19	\$425,000.00	William Mai	Interim Vice President for Administration
90020MWCJuly2019	MOU for MWC Officials	Services Contract	Intercollegiate Athletics	Mountain West Conference	12/3/19	\$50,000.00	Thomas Burman	Athletic Director
90201bdGlobalLLCJanuary2019	bdG Sports Amendment Wyoming	Services Contract	Intercollegiate Athletics	bd Global LLC	10/31/19	\$180,000.00	Thomas Burman	Athletic Director
10051-RuffaloNoelLevitzLLC-Sep2019	AGREEMENT FOR SERVICES BETWEEN THE UNIVERSITY OF WYOMING AND Ruffalo Noel Levitz, LLC ("RNL")	Services Contract	Provost	Ruffalo Noel Levitz LLC	12/12/19	\$135,000.00	Tami Benham-Deal	Vice Provost
15002-Entangled-Nov2019	Entangled Nov2019	Services Contract	Provost	Entangled Solutions LLC	12/12/19	\$250,000.00	Kate Miller	Provost & Vice President, Academic Affairs
28350-NordicVisitor-Nov2019	Nordic Visitor August 2020	Services Contract	Provost	Nordic Visitor	12/6/19	\$56,623.10	Kate Miller	Provost & Vice President, Academic Affairs
28350-WorldStridesItaly-Nov2019	WorldStrides Italy January 2020	Services Contract	Provost	WorldStrides	11/14/19	\$57,937.00	Kate Miller	Provost & Vice President, Academic Affairs
10001-Interfolio-Nov2019	Interfolio- Professional Services Statement of Work	Services Contract	Provost	Interfolio Inc	11/5/19	\$117,750.00	Kate Miller	Provost & Vice President, Academic Affairs
10501-UniversityofRegina-Nov2019	University of Regina Amendment no. 1	Services Contract	School of Energy Resources	University of Regina	12/12/19	\$62,500.00	Diana Hulme	Assoc VP, Research
10501-AtlasCarbonLLC-Dec2019	Atlas Carbon Agreement	Services Contract	School of Energy Resources	Atlas Carbon, LLC	12/12/19	\$106,000.00	Mark Northam	Executive Director

10501-WRIAmendmentNo.3-Oct2019	WRI Amendment no. 3	Services Contract	School of Energy Resources	Western Research Institute	12/12/19	\$287,500.00	Diana Hulme	Assoc VP, Research
10501-Coaling-Oct2019	Coalingq India Study	Services Contract	School of Energy Resources	Coalingq Corporation	12/12/19	\$89,520.00	Mark Northam	Executive Director
19002-CAS-Oct2019	SciFinder	Services Contract	University Libraries	American Chemical Society	11/7/19	\$349,390.00	Ivan Gaetz	Dean
19002-Ebsco-Dec2019	Databases	Services Contract	University Libraries	EBSCO Subscription Service	12/13/19	\$152,585.00	Ivan Gaetz	Dean
19002-ProQuest-Nov2019	360 MARC	Services Contract	University Libraries	ProQuest, LLC	11/11/19	\$54,074.00	Ivan Gaetz	Dean
19002-TetonData-Dec2019	Stat!Ref	Services Contract	University Libraries	Teton Data Systems	12/9/19	\$130,050.00	Ivan Gaetz	Dean
26001GEJohnsonConstructionWyoming,LLCOct2019AmendNo1	Amendment No. 1	Services Contract	University Operations	GE Johnson Construction Co	11/27/19	\$74,359,220.00	Neil Theobald	Acting President*
26001TheDesignStudioinc.Oct2019	Architect Agreement	Services Contract	University Operations	TDSI- The Design Studio Inc	10/21/19	\$286,575.00	William Mai	Interim Vice President for Administration
26001JCConstructionOct2019	Agreement Between Owner and Contractor	Services Contract	University Operations	JC Construction & Design LLC	10/29/19	\$357,936.00	William Mai	Interim Vice President for Administration

*Board of Trustees approved Amendment in October 2019

UW Regulation 7-2 (Signature Authority) Procurement Board Report - October 16, 2019 - December 15, 2019

Date	Supplier Name	Line #	Description	Quantity	Line Unit Price	Total Line Price	Total PO Amount	Department	Approval Date	Last Approver	Last Approver Title
10/16/2019	United Healthcare Student Resources	1	Student Health Insurance - Domestic - Invoice 19-005857-10-1 DOM Risk Management Approved	1	1,216,456.00	1,216,456.00	1,216,456.00	Risk Management & Safety Office	10/16/2019	Theobald, Neil	Acting President*
10/16/2019	United Healthcare Student Resources	1	Student Health Insurance - International - Invoice 19-005857-10-1 ITL Risk Management Approved	1	672,680.00	672,680.00	672,680.00	Risk Management & Safety Office	10/16/2019	Theobald, Neil	Acting President
10/16/2019	ICEoxford Limited	1	50mm He Cold Probe.	1	54,950.00	54,950.00	54,950.00	Physics & Astronomy	10/16/2019	Allen, Bethany	Assistant Director, Business Operations
10/17/2019	Northern Wyoming Community College District	1	FY2019 GROUND LEASE PAYMENT (O+M REIMBURSEMENT)	1	123,783.03	123,783.03	123,783.03	Real Estate Operations	10/17/2019	Davis, John	Assoc VP for Univ Operations
10/18/2019	Fisher Scientific	2	ABI QST7500 QPCR System as per attached Quote Nbr 9289-1887-24	1	35,344.12	35,344.12		Veterinary Science	10/18/2019	Harris, Catherine	Business Manager, Executive
10/18/2019	Fisher Scientific	1	AB Assurance, 7500FAST, Catalog Number ZGTC7500FS1, as per attached Quote Nbr 9289-1887-24	3	4,903.54	14,710.62	50,054.74	Veterinary Science	10/18/2019	Harris, Catherine	Business Manager, Executive
10/18/2019	Chandler Engineering Company LLC	1	QZX Custom: Actual part number: to be Determined. Q5210-HC-H-AH-S pump system with modified spare parts and accessory packages	10	44,482.00	444,820.00		School of Energy Resources Directors Office	10/18/2019	Miller, Kate	Provost & Vice President, Academic Affairs
10/18/2019	Chandler Engineering Company LLC	2	Serial Expander Final Assembly	3	785.60	2,356.80	447,176.80	School of Energy Resources Directors Office	10/18/2019	Miller, Kate	Provost & Vice President, Academic Affairs
10/18/2019	Laramie County Community College	2	FY20 CUSTODIAL REIMBURSEMENT	1	11,615.00	11,615.00		Real Estate Operations	10/18/2019	Bryant, Darcy	Deputy Director, Business Serv
10/18/2019	Laramie County Community College	3	FY20 PHONE SERVICE	1	704.00	704.00		Real Estate Operations	10/18/2019	Bryant, Darcy	Deputy Director, Business Serv
10/18/2019	Laramie County Community College	1	FY20 RENT FOR LEASED SPACE	1	78,320.70	78,320.70	90,639.70	Real Estate Operations	10/18/2019	Bryant, Darcy	Deputy Director, Business Serv
10/22/2019	BKD LLP	1	FY19 UW External Audit Invoice BK01103155 General Purpose Audit-\$71,500, Single Audit \$12,500, WPM- \$13,500	1	13,500.00	13,500.00		Wyoming Public Media	10/21/2019	Kuzmich, Christina	Gen Mgr, Wyoming Public Radio
10/22/2019	BKD LLP	1	FY19 UW External Audit Invoice BK01103155 General Purpose Audit-\$71,500, Single Audit \$12,500, WPM- \$13,500	1	84,000.00	84,000.00	97,500.00	VP for Research & Economic Development Office	10/17/2019	Amanda Larson	Asst To The Vice President, Research
10/23/2019	Elucian Company L.P.	1	Elevate Subscription 10/1/2019-9/30/2020 per attached agreement and invoice	1	52,500.00	52,500.00	52,500.00	Distance Education	10/23/2019	Lyford, Mark	Lecturer, Sr ETT
10/23/2019	R.L. Townsend & Associates, LLC	1	WEST CAMPUS SATELLITE ENERGY PLANT CONSTRUCTION FINANCIAL AUDIT SERVICES	1	17,600.00	17,600.00		Facilities Construction Mgt	10/23/2019	Bryant, Darcy	Deputy Director, Business Serv
10/23/2019	R.L. Townsend & Associates, LLC	2	SCIENCE INITIATIVE CONSTRUCTION FINANCIAL AUDIT SERVICES	1	49,955.00	49,955.00	67,555.00	Facilities Construction Mgt	10/23/2019	Bryant, Darcy	Deputy Director, Business Serv
10/24/2019	alm2s	1	PLANNING SERVICES FOR ADDITION OF AG BUILDINGS & REIMBURSABLES N.T.E. \$5,000.00	1	53,450.00	53,450.00	53,450.00	Facilities Construction Mgt	10/24/2019	Bryant, Darcy	Deputy Director, Business Serv
10/28/2019	University Corporation for Atmospheric Research	1	Tenth Annual installment of NCAR support per agreement (10th of 20 payments)	1	1,000,000.00	1,000,000.00	1,000,000.00	VP for Administration Office	10/28/2019	Jewell, David	Assoc VP, Budget & Inst Plan*
10/28/2019	Wyoming Press Association	1	Newspaper & digital advertising, The World Needs More Cowboys & So Does Wyoming campaign, 2019-2020	1	117,500.00	117,500.00	117,500.00	Institutional Marketing	10/28/2019	Baldwin, Chad	Assoc VP, Comm&Mktg
10/28/2019	Del Real, MD, Frank	1	Attending services for Suboxone Clinic	1	60,000.00	60,000.00	60,000.00	Laramie Clinic	10/25/2019	Jenkins, Jonnie	Dir, Business Operations
10/29/2019	Commercial Flooring Inc	1	FLOORING	1	72,000.00	72,000.00	72,000.00	Facilities Construction Mgt	10/28/2019	Bryant, Darcy	Deputy Director, Business Serv
10/30/2019	Y6 Feeders	1	Y6 Feeders - Feed and Care of Cattle for Cowboy Joe Club Steer A Year Program	1	80,000.00	80,000.00	80,000.00	Cowboy Joe Club	10/28/2019	Hulet, Rachael	Assoc AD/Budgeting & Fin Mgmt
10/30/2019	Cowboy Moving & Storage Inc	1	MOVING SERVICES	1	131,442.00	131,442.00	131,442.00	Facilities Construction Mgt	10/30/2019	Davis, John	Assoc VP for Univ Operations
10/31/2019	Salesforce.org	1	Marketing cloud addition to Salesforce system for recruitment marketing	1	204,971.16	204,971.16	204,971.16	Institutional Marketing	10/31/2019	Baldwin, Chad	Assoc VP, Comm&Mktg
11/01/2019	Elucian Company L.P.	1	Professional Services for Elevate Implementation and Project Management per attached agreement	1	78,811.00	78,811.00	78,811.00	Distance Education	11/01/2019	Maxe, Daniel	Special Assistant to the Provost for Strategic Initiatives
11/04/2019	PCPC Direct	2	UoW100419 - 5 supermicro twin servers - \$50,472.15 UoW102119 - 15 supermicro 2u storage servers - \$137,721.00	1	137,721.00	137,721.00	188,193.15	Research Computing Support	11/04/2019	Hulme, Diana	Assoc VP, Research
11/04/2019	PCPC Direct	1	UoW100419 - 5 supermicro twin servers - \$50,472.15 UoW102119 - 15 supermicro 2u storage servers - \$137,721.00	1	50,472.15	50,472.15	188,193.15	Research Computing Support	11/04/2019	Hulme, Diana	Assoc VP, Research
11/04/2019	Carl Zeiss Microscopy, LLC	1	Zeiss LSM microscope	1	626,725.20	626,725.20	626,725.20	Molecular Biology	11/04/2019	Theobald, Neil	Acting President
11/11/2019	Academic Analytics LLC	1	Agreement	1	138,500.00	138,500.00	138,500.00	Provosts Office	11/11/2019	Connally, Abbie	Dir, Business Operations
11/12/2019	University of Northern Colorado	1	MBB Game Guarantee - Northern Colorado game on December 14, 2019.	1	78,000.00	78,000.00	78,000.00	Mens Basketball	11/11/2019	Hulet, Rachael	Assoc AD/Budgeting & Fin Mgmt
11/19/2019	NWCCD Sheridan College	1	Payment for Dental Hygiene students Spring 2019	1	36,000.00	36,000.00		Distance Education	11/19/2019	Benham-Deal, Tami	Vice Provost
11/19/2019	NWCCD Sheridan College	1	Payment for Dental Hygiene students Spring 2019	1	73,278.00	73,278.00	109,278.00	Distance Education	11/19/2019	Benham-Deal, Tami	Vice Provost
11/20/2019	US Didactic Inc	1	Temperature control unit model RT644 (for the new Process Control minor	1	71,430.74	71,430.74	71,430.74	Chemical Engineering	11/19/2019	Wood, Cindy	Assistant Director, Business Operations
11/20/2019	WorldStrides	1	Design, implementation and coordination of the Jan. 2020 "Medicine, Science & Art in Florence, Italy" study abroad program, Jan. 3-21, 2020 with 15 students and 2 faculty.	1	57,954.00	57,954.00	57,954.00	AVP of Global Engagement	11/19/2019	Hesco, Carrie	Dir, Global Engagement
11/21/2019	First American Title Insurance Co.	2	1118 FLINT PROPERTY PURCHASE - BUILDING/IMPROVEMENTS	1	125,000.00	125,000.00		Real Estate Operations	11/21/2019	Davis, John	Assoc VP for Univ Operations
11/21/2019	First American Title Insurance Co.	3	1118 FLINT PROPERTY PURCHASE - CLOSING COSTS	1	1,042.26	1,042.26		Real Estate Operations	11/21/2019	Davis, John	Assoc VP for Univ Operations
11/21/2019	First American Title Insurance Co.	1	1118 FLINT PROPERTY PURCHASE - LAND	1	60,000.00	60,000.00	186,042.26	Real Estate Operations	11/21/2019	Davis, John	Assoc VP for Univ Operations
11/22/2019	BKD LLP	1	FY19 External Audit Fees - Invoice BK01121827 Gen. Purpose & Single Audit-\$39,000, NCAA-\$20,500, Cowboy Joe-\$14,215, WPM-\$9,000	1	9,000.00	9,000.00		Wyoming Public Media	11/18/2019	Amanda Larson	Asst To The Vice President, Research
11/22/2019	BKD LLP	1	FY19 External Audit Fees - Invoice BK01121827 Gen. Purpose & Single Audit-\$39,000, NCAA-\$20,500, Cowboy Joe-\$14,215, WPM-\$9,000	1	20,500.00	20,500.00		Athletics Business Office	11/22/2019	Rompola, Tammy	Accountant
11/22/2019	BKD LLP	1	FY19 External Audit Fees - Invoice BK01121827 Gen. Purpose & Single Audit-\$39,000, NCAA-\$20,500, Cowboy Joe-\$14,215, WPM-\$9,000	1	39,000.00	39,000.00		VP for Research & Economic Development Office	11/18/2019	Amanda Larson	Asst To The Vice President, Research
11/22/2019	BKD LLP	1	FY19 External Audit Fees - Invoice BK01121827 Gen. Purpose & Single Audit-\$39,000, NCAA-\$20,500, Cowboy Joe-\$14,215, WPM-\$9,000	1	14,215.00	14,215.00	82,715.00	Cowboy Joe Club	11/22/2019	Rompola, Tammy	Accountant

11/22/2019	Interfolio Inc	1	Interfolio- Faculty 180 License Fee, Promotion Tenure License Fee, Academic Lifecycle Management Fee, Academic Lifecycle Management Setup Fee, and Onsite Training	1	120,750.00	120,750.00	120,750.00	Provosts Office	11/22/2019	Benham-Deal, Tami	Vice Provost
11/22/2019	First American Title Insurance Co.	2	PILOT HILL PROPERTY PURCHASE - CLOSING/RECORDING COSTS	1	420.00	420.00		Real Estate Operations	11/22/2019	Jewell, David	Assoc VP, Budget & Inst Plan
11/22/2019	First American Title Insurance Co.	1	PILOT HILL PROPERTY PURCHASE - LAND SUPPLY WATERPROOFING MEMBRANE UNDER NEW CERAMIC TILE, SUPPLY AMERICAN OLEAN MOSAIC TILE, (1) COLOR1: BUFF GRANITE, COLOR2: FRENCH ROAST (POOL TRIM, STEP TRIM, ACCENT BORDER), SUPPLY POOL MARKINGS, SUPPLY EPOXY GROUT (MATCH EXISTING)	1	2,366,338.09	2,366,338.09	2,366,758.09	Real Estate Operations	11/22/2019	Jewell, David	Assoc VP, Budget & Inst Plan**
11/25/2019	Commercial Flooring Inc	1		1	54,080.00	54,080.00	54,080.00	Facilities Management	11/25/2019	Bryant, Darcy	Deputy Director, Business Serv
11/25/2019	Storey Two LLC	1	Storey Royalty Distribution - Storey LIC10-001 ROY19-001 11-19-19	1	162,751.81	162,751.81	162,751.81	Research Products Center	11/22/2019	Hulme, Diana	Assoc VP, Research
12/01/2019	Level Access Inc	1	Access Analytics (Tier One) renewal for period 3/22/2020-3/21/2021	1	1,045.00	1,045.00		Academic Technology Services	12/01/2019	Aylward, Robert	Vice President
12/01/2019	Level Access Inc	2	AMP (Campus Edition) Annual Subscription for period 3/22/2020-3/21/2021 Mechdyne Corporation will assist in running & maintaining the 4-wall CAVE in the 3_d Viz Center located in the Energy Innovation Center. This PO line only for \$135,000 for the period of 4/15/20-4/14/21	1	52,495.00	52,495.00	53,540.00	Academic Technology Services	12/01/2019	Aylward, Robert	Vice President
12/03/2019	Mechdyne Corporation	1		1	135,000.00	135,000.00	135,000.00	School of Energy Resources Directors Office	12/03/2019	Northam, Mark	Executive Director
12/09/2019	Droplet Measurement Technologies	2	LWC-301 Stand- Alone Probe as per quote # 1705738 dated 11/12/2019	1	8,800.00	8,800.00		Atmospheric Science	12/09/2019	Wright, Cameron	Interim Dean/Professor
12/09/2019	Droplet Measurement Technologies	1	AP2-XR-SP2 Extended Range as per quote # 1705738 dated 11/12/2019.	1	93,700.00	93,700.00	102,500.00	Atmospheric Science	12/09/2019	Wright, Cameron	Interim Dean/Professor
12/11/2019	Gem City Roofing, Inc.	1	SUPPLY & INSTALL FIBERTITE MEMBRANE ROOF OVER METAL ROOF PER ATTACHED PROPOSAL N.T.E. \$51,900.00	1	51,900.00	51,900.00	51,900.00	Facilities Management	12/10/2019	Bryant, Darcy	Deputy Director, Business Serv
12/12/2019	Western Research Institute	1	WRI Coal Liquids project consisting of two parts: "Continued Investigation of Amine Chemistry for Extraction of Cordero Rojo Coal and Tetralin Extracted Residue" and "Characterization of Coal Liquids for Refinery Model Inputs, Year 2..."	1	287,500.00	287,500.00	287,500.00	School of Energy Resources Directors Office	12/12/2019	Miller, Kate	Provost & Vice President, Academic Affairs
12/12/2019	Sheldon Manufacturing Inc.	15	SMO28-2-ZZMFG FORCED AIR OVEN, 28CUFT, 240VAC. CUSTOM WITH VIEWING WINDOWS, ACCESS PORTS, AND INTERNAL LIGHTING; 90000596 CASTER PLATFORM FOR SMO28-2 OVEN	0.25	8,294.25	2,073.56		Petroleum Engineering	12/12/2019	Northam, Mark	Executive Director
12/12/2019	Sheldon Manufacturing Inc.	16	SMO28-2-ZZMFG FORCED AIR OVEN, 28CUFT, 240VAC. CUSTOM WITH VIEWING WINDOWS, ACCESS PORTS, AND INTERNAL LIGHTING; 90000596 CASTER PLATFORM FOR SMO28-2 OVEN	0.25	8,294.25	2,073.56		Petroleum Engineering	12/12/2019	Northam, Mark	Executive Director
12/12/2019	Sheldon Manufacturing Inc.	17	SMO28-2-ZZMFG FORCED AIR OVEN, 28CUFT, 240VAC. CUSTOM WITH VIEWING WINDOWS, ACCESS PORTS, AND INTERNAL LIGHTING; 90000596 CASTER PLATFORM FOR SMO28-2 OVEN	0.25	8,294.25	2,073.56		Petroleum Engineering	12/12/2019	Northam, Mark	Executive Director
12/12/2019	Sheldon Manufacturing Inc.	18	SMO28-2-ZZMFG FORCED AIR OVEN, 28CUFT, 240VAC. CUSTOM WITH VIEWING WINDOWS, ACCESS PORTS, AND INTERNAL LIGHTING; 90000596 CASTER PLATFORM FOR SMO28-2 OVEN	0.25	8,294.25	2,073.56		Petroleum Engineering	12/12/2019	Northam, Mark	Executive Director
12/12/2019	Sheldon Manufacturing Inc.	19	SMO28-2-ZZMFG FORCED AIR OVEN, 28CUFT, 240VAC. CUSTOM WITH VIEWING WINDOWS, ACCESS PORTS, AND INTERNAL LIGHTING; 90000596 CASTER PLATFORM FOR SMO28-2 OVEN	0.25	8,294.25	2,073.56		Petroleum Engineering	12/12/2019	Northam, Mark	Executive Director
12/12/2019	Sheldon Manufacturing Inc.	20	SMO28-2-ZZMFG FORCED AIR OVEN, 28CUFT, 240VAC. CUSTOM WITH VIEWING WINDOWS, ACCESS PORTS, AND INTERNAL LIGHTING; 90000596 CASTER PLATFORM FOR SMO28-2 OVEN	0.25	8,294.25	2,073.56		Petroleum Engineering	12/12/2019	Northam, Mark	Executive Director
12/12/2019	Sheldon Manufacturing Inc.	1	SMO28-2-ZZMFG FORCED AIR OVEN, 28CUFT, 240VAC. CUSTOM WITH VIEWING WINDOWS, ACCESS PORTS, AND INTERNAL LIGHTING; 90000596 CASTER PLATFORM FOR SMO28-2 OVEN	0.25	8,294.25	2,073.56		Petroleum Engineering	12/12/2019	Northam, Mark	Executive Director
12/12/2019	Sheldon Manufacturing Inc.	2	SMO28-2-ZZMFG FORCED AIR OVEN, 28CUFT, 240VAC. CUSTOM WITH VIEWING WINDOWS, ACCESS PORTS, AND INTERNAL LIGHTING; 90000596 CASTER PLATFORM FOR SMO28-2 OVEN	0.25	8,294.25	2,073.56		Petroleum Engineering	12/12/2019	Northam, Mark	Executive Director
12/12/2019	Sheldon Manufacturing Inc.	3	SMO28-2-ZZMFG FORCED AIR OVEN, 28CUFT, 240VAC. CUSTOM WITH VIEWING WINDOWS, ACCESS PORTS, AND INTERNAL LIGHTING; 90000596 CASTER PLATFORM FOR SMO28-2 OVEN	0.25	8,294.25	2,073.56		Petroleum Engineering	12/12/2019	Northam, Mark	Executive Director
12/12/2019	Sheldon Manufacturing Inc.	4	SMO28-2-ZZMFG FORCED AIR OVEN, 28CUFT, 240VAC. CUSTOM WITH VIEWING WINDOWS, ACCESS PORTS, AND INTERNAL LIGHTING; 90000596 CASTER PLATFORM FOR SMO28-2 OVEN	0.25	8,294.25	2,073.56		Petroleum Engineering	12/12/2019	Northam, Mark	Executive Director
12/12/2019	Sheldon Manufacturing Inc.	5	SMO28-2-ZZMFG FORCED AIR OVEN, 28CUFT, 240VAC. CUSTOM WITH VIEWING WINDOWS, ACCESS PORTS, AND INTERNAL LIGHTING; 90000596 CASTER PLATFORM FOR SMO28-2 OVEN	0.25	8,294.25	2,073.56		Petroleum Engineering	12/12/2019	Northam, Mark	Executive Director
12/12/2019	Sheldon Manufacturing Inc.	6	SMO28-2-ZZMFG FORCED AIR OVEN, 28CUFT, 240VAC. CUSTOM WITH VIEWING WINDOWS, ACCESS PORTS, AND INTERNAL LIGHTING; 90000596 CASTER PLATFORM FOR SMO28-2 OVEN	0.25	8,294.25	2,073.56		Petroleum Engineering	12/12/2019	Northam, Mark	Executive Director
12/12/2019	Sheldon Manufacturing Inc.	7	SMO28-2-ZZMFG FORCED AIR OVEN, 28CUFT, 240VAC. CUSTOM WITH VIEWING WINDOWS, ACCESS PORTS, AND INTERNAL LIGHTING; 90000596 CASTER PLATFORM FOR SMO28-2 OVEN	0.25	8,294.25	2,073.56		Petroleum Engineering	12/12/2019	Northam, Mark	Executive Director
12/12/2019	Sheldon Manufacturing Inc.	8	SMO28-2-ZZMFG FORCED AIR OVEN, 28CUFT, 240VAC. CUSTOM WITH VIEWING WINDOWS, ACCESS PORTS, AND INTERNAL LIGHTING; 90000596 CASTER PLATFORM FOR SMO28-2 OVEN	0.25	8,294.25	2,073.56		Petroleum Engineering	12/12/2019	Northam, Mark	Executive Director
12/12/2019	Sheldon Manufacturing Inc.	9	SMO28-2-ZZMFG FORCED AIR OVEN, 28CUFT, 240VAC. CUSTOM WITH VIEWING WINDOWS, ACCESS PORTS, AND INTERNAL LIGHTING; 90000596 CASTER PLATFORM FOR SMO28-2 OVEN	0.25	8,294.25	2,073.56		Petroleum Engineering	12/12/2019	Northam, Mark	Executive Director
12/12/2019	Sheldon Manufacturing Inc.	10	SMO28-2-ZZMFG FORCED AIR OVEN, 28CUFT, 240VAC. CUSTOM WITH VIEWING WINDOWS, ACCESS PORTS, AND INTERNAL LIGHTING; 90000596 CASTER PLATFORM FOR SMO28-2 OVEN	0.25	8,294.25	2,073.56		Petroleum Engineering	12/12/2019	Northam, Mark	Executive Director
12/12/2019	Sheldon Manufacturing Inc.	11	SMO28-2-ZZMFG FORCED AIR OVEN, 28CUFT, 240VAC. CUSTOM WITH VIEWING WINDOWS, ACCESS PORTS, AND INTERNAL LIGHTING; 90000596 CASTER PLATFORM FOR SMO28-2 OVEN	0.25	8,294.25	2,073.56		Petroleum Engineering	12/12/2019	Northam, Mark	Executive Director
12/12/2019	Sheldon Manufacturing Inc.	12	SMO28-2-ZZMFG FORCED AIR OVEN, 28CUFT, 240VAC. CUSTOM WITH VIEWING WINDOWS, ACCESS PORTS, AND INTERNAL LIGHTING; 90000596 CASTER PLATFORM FOR SMO28-2 OVEN	0.25	8,294.25	2,073.56		Petroleum Engineering	12/12/2019	Northam, Mark	Executive Director
12/12/2019	Sheldon Manufacturing Inc.	13	SMO28-2-ZZMFG FORCED AIR OVEN, 28CUFT, 240VAC. CUSTOM WITH VIEWING WINDOWS, ACCESS PORTS, AND INTERNAL LIGHTING; 90000596 CASTER PLATFORM FOR SMO28-2 OVEN	0.25	8,294.25	2,073.56		Petroleum Engineering	12/12/2019	Northam, Mark	Executive Director

AGENDA ITEM TITLE: Capital Construction Report, Mai

Capital Construction Progress Report as of December 15, 2019

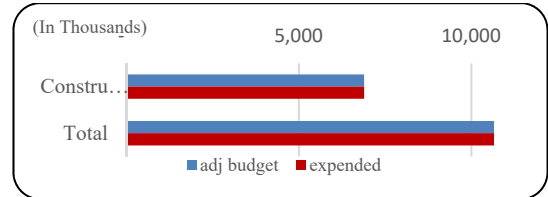
The following is an accounting of the progress and activity of construction and design since the last Trustees meeting. Also reported are approved change orders.

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



Funding Sources:	Original Anticipated:	Actual:
State of Wyoming Reimbursement	8,372,000.00	9,497,065.02
UW		1,328,945.00
Additional Funds		500,000.00
Total Project	8,372,000.00	11,326,010.02

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	(2,695)	(11)	248
Contingency	496		(360)	136	-	-	136
Design	766		86	852	(845)	(7)	-
Admin	598		(104)	494	(467)	(6)	21
Total	8,372	2,954	-	11,326	(10,897)	(24)	405

Statement of Contract Amount

Original contract		6,512,000
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	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 nd 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)

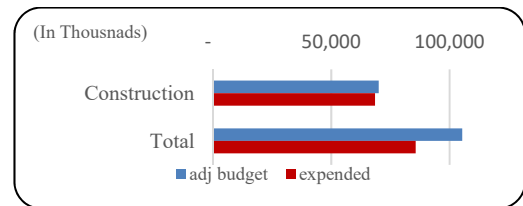
Change Order #57	Run additional conduit from Panel UPS to BSL3 mezzanine for back-up power to Johnson Controls controllers	1,865
Change Order #58	Provide and install (6) door closure kits	590
Change Order #59	Extend substantial completion date	-
Change Order #60	Provide & install new door hardware for 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
Adj Contract		\$6,893,769

Work Completed:
<ul style="list-style-type: none"> Final commissioning received.
Issues Encountered with Proposed Resolution for Each:
<ul style="list-style-type: none"> None at this time.
Work Planned for the Upcoming Month:
<ul style="list-style-type: none"> Punch list items within incinerator load room.

2. Engineering Education and Research Building (EERB)

Contractor: GE Johnson Construction Wyoming
 Jackson, WY

Original Project Budget \$ 105,358,910 (a)



<u>Funding Sources:</u>	<u>Original Anticipated:</u>	<u>Actual:</u>
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	(3,475,737.00)	(3,475,737.00)
State gen fund 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	3,475,737.00	3,475,737.00
Foundation donation	3,328,756.00	3,328,756.00
Total Project	105,358,910.00	105,358,910.00

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	(68,497)	(13)	1,575
Equipment	-	3,106	-	3,106	(3,106)	-	-
Contingency	8,205	(4,175)	(4,029)	1	-	-	1
Reserve	5,243	3,369	8,000	16,612	-	(16,612)	-
Design	7,943	(105)	-	7,838	(7,788)	(50)	-
FF&E	3,993	(75)	281	4,199	(3,458)	(763)	(22)
Tech	3,474	(75)	(2,951)	448	(448)	-	-
Admin	4,010	361	(1,301)	3,070	(2,414)	(614)	42
Total	105,359	-	-	105,359	(85,711)	(18,052)	1,596

Statement of Contract Amount

Original contract		\$69,014,882
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
Change order #3	Owner savings to finalize contract value	(1,574,691)
Adj Contract		\$68,481,342

Work Completed/In Progress:
<ul style="list-style-type: none"> Project is 100% complete.

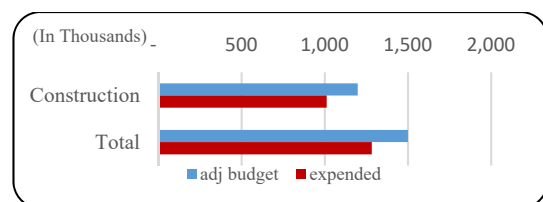
Issues Encountered with Proposed Resolution for Each:
<ul style="list-style-type: none"> None at this time.

Work Planned for the Upcoming Month:
<ul style="list-style-type: none"> One year warranty ends 3/08/2020.

3. WWAMI – Lab Renovation

Contractor: Arcon, Inc., Laramie, WY

Original Project Budget \$1,500,000 (a)
 Adjusted Project Budget \$1,500,000



Funding Sources:	Original Anticipated:	Actual:
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
Total Project	1,500,000	1,500,000

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)	(7)	21
Total	1,500	-	-	1,500	(1,283)	(197)	20

Statement of Contract Amount

Original contract		1,101,500
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
Adj Contract		\$1,197,651

Work Completed:
<ul style="list-style-type: none"> Substantial Completion.

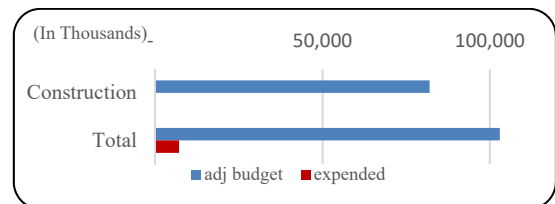
Issues Encountered with Proposed Resolution for Each:
<ul style="list-style-type: none"> None at this time.

Work Planned for the Upcoming Month:
<ul style="list-style-type: none"> Warranty period.

4. Science Initiative

Contractor: GE Johnson Construction Wyoming
 Jackson, WY

Original Project Budget \$ 103,000,000 (a)
 Adjusted Project Budget \$ 103,000,000 (d)



Funding Sources:	Original Anticipated:	Actual:
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
Total Project	103,000,000.00	103,000,000.00

Guaranteed Maximum Price \$74,359,220
 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)	(74,295)	7,670
Contingency	3,621	-	(248)	3,373	-	-	3,373
Reserve	2,000	-	-	2,000	-	-	2,000
Design	6,962	-	248	7,210	(5,879)	(1,323)	8
FF&E	3,100	-	-	3,100	-	-	3,100
Tech	2,287	-	-	2,287	-	-	2,287
Admin	3,001	-	-	3,001	(1,138)	(372)	1,491
Total	103,000	-	-	103,000	(7,081)	(75,990)	19,929

Statement of Contract Amount

Original contract	Pre-construction	\$142,000
10/16/2019	GMP established, includes full project scope excluding alternates, reserve held for north greenhouses. (Includes pre-construction)	74,359,220
Adj Contract		\$74,359,220

Work Completed/In Progress:

- 100% Construction drawings were complete and issued on 6/07/2019.
- Bid Package #1 for the project and alternates was advertised and publically opened on 7/19/2019.
- Construction site is cleared and secured. Traffic control provisions are in place. Field offices are mobilized. Temporary electric service is complete.
- Guaranteed Maximum Price contract amendment was approved 10/16/2019.
- Construction activities commenced 10/17/2019.
- Deep foundations are complete.
- Walls and grade beams are being formed, reinforced, and poured.

Issues Encountered with Proposed Resolution for Each:

- None at this time.

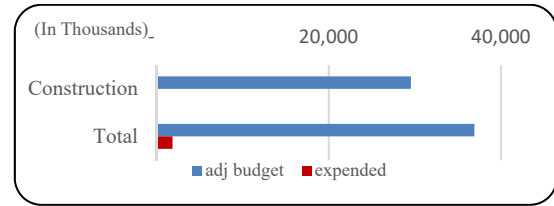
Work Planned for Upcoming Month:

- Foundation work.

5. West Campus Satellite Energy Plant

Contractor: GE Johnson Construction Wyoming
 Jackson, WY

Original Project Budget \$ (a)
 Adjusted Project Budget \$ (d)



<u>Funding Sources:</u>	<u>Original Anticipated:</u>	<u>Actual:</u>
Major Maintenance	18,000,000.00	22,000,000.00
EERB Project Reserve	12,314,336.00	12,612,600.00
SI Project Reserve	2,000,000.00	1,701,736.00
UW – Capital Reserves (BOT)	4,616,773.00	616,773.00
Total Project	36,931,109.00	36,931,109.00

Guaranteed Maximum Price \$ 29,058,549.00
 Contract Substantial Completion Date October 19, 2021

(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	29,559	-	-	29,559	(27)	(29,032)	500
Contingency	3,688	-	-	3,688	-	-	3,688
Design	2,623	-	-	2,623	(1,443)	(615)	565
FF&E	110	-	-	110	-	-	110
Tech	25	-	-	25	-	-	25
Admin	926	-	-	926	(402)	(148)	376
Total	36,931	-	-	36,931	(1,872)	(29,795)	5,264

Statement of Contract Amount

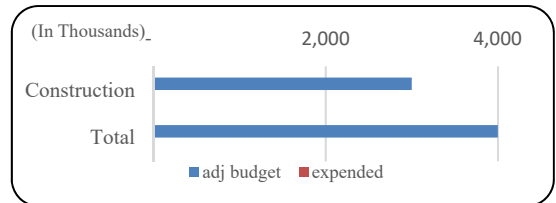
Original contract	Pre-construction	\$61,250
Amendment #1	Initial Guaranteed Maximum Price for Foundation and Utilities. (Includes pre-construction)	15,486,191
Amendment #2	Final Guaranteed Maximum Price; full project scope.	13,572,358
Adj Contract		\$29,058,549

Work Completed/In Progress:
<ul style="list-style-type: none"> • 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. • Construction activities commenced 9/16/2019. • Final GMP was approved on 11/14/2019. • Excavation is complete. • Building foundation footings are complete, tank mat footing is in progress.
Issues Encountered with Proposed Resolution for Each:
<ul style="list-style-type: none"> • None at this time.
Work Planned for Upcoming Month:
<ul style="list-style-type: none"> • Foundation walls.

6. 11th & 12th/Lewis Street Reconstruction

Contractor:

Original Project Budget \$ (a)
 Adjusted Project Budget \$ (d)



Funding Sources:	Original Anticipated:	Actual:
EERB Project Reserve	4,000,000.00	4,000,000.00
Total Project	4,000,000.00	4,000,000.00

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	3,000	-	-	3,000	-	-	3,000
Contingency	450	-	-	450	-	-	450
Design	365	-	-	365	(16)	(14)	335
FF&E	-	-	-	-	-	-	-
Tech	-	-	-	-	-	-	-
Admin	185	-	-	185	-	(30)	155
Total	4,000	-	-	4,000	(16)	(44)	3,940

Statement of Contract Amount

Original contract		\$-
Adj Contract		\$-

Work Completed/In Progress:
<ul style="list-style-type: none"> Design team selection.

Issues Encountered with Proposed Resolution for Each:
<ul style="list-style-type: none"> None at this time.

Work Planned for Upcoming Month:
<ul style="list-style-type: none"> Begin Schematic Design.