

**THE UNIVERSITY OF WYOMING
MINUTES OF THE TRUSTEES**

April 16, 1982

**For the confidential information
of the Board of Trustee**

THE UNIVERSITY OF WYOMING

Minutes of the Trustees
April 16, 1982

<u>Table of Contents</u>	<u>Page</u>
ROLL CALL-----	1
APPROVAL OF MINUTES-----	2
ANNOUNCEMENTS-----	2
REPORT OF PERSONNEL COMMITTEE-----	2
APPOINTMENTS	
1. Norman J. Dovichi-----	3
2. H. Perrin Garsombke-----	3
3. Jerry J. Cupal-----	3
4. Ann J. Bloomstone-----	3
5. Richard A. Gardner-----	4
HONORIFIC APPOINTMENTS	
1. Jan F. Branthaver-----	4
2. Daniel A. Netzel-----	4
3. Patrick D. Parker-----	4
4. Vernal Gene Warnock-----	4
PART-TIME APPOINTMENTS-----	4
APPOINTMENT OF SUMMER SCHOOL FACULTY-----	5
REAPPOINTMENT--In the College of Arts and Sciences---	5
APPOINTMENT OF DIRECTORS	
1. Eric J. Sandeen-----	5
2. A. Duane Porter-----	5
3. Robert A. Jenkins-----	5
APPOINTMENT OF A DEPARTMENT CHAIR--In the College of Arts and Sciences--Oliver Walter-----	6
CHANGE IN ASSIGNMENT--In the College of Arts and Sciences--Kendall L. Baker-----	6
LEAVE OF ABSENCE--In the College of Engineering-- Robert A. Wheasler-----	6
INFORMATION ON RESIGNATIONS	
Ann Bishop-----	6
Jack W. Crowe, Jr.-----	6

	<u>Page</u>
RETIREMENTS	
Mildred E. Bree-----	7
Geraldine Lessley-----	7
RECALL--Marjorie M. Bromley-----	7
SALARY ADMINISTRATION POLICY-----	7
CORRESPONDENCE STUDY AND EXTENSION CLASS SALARIES----	8
ACADEMIC ISSUES COMMITTEE-----	9
CENTER FOR ACADEMIC ADVISING-----	10
GEORGE DUKE HUMPHREY DISTINGUISHED FACULTY AWARD-----	11
HONORARY DEGREE COMMITTEE-----	11
DEVELOPMENT COMMITTEE-----	11
REPORT OF BRAKELEY, JOHN PRICE JONES, INC.-----	12
REPORT FROM ASSISTANT TO THE PRESIDENT FOR DEVELOPMENT-----	14
ATHLETIC COMMITTEE-----	15
TICKET MARKETING PLAN-----	15
FIRST COWBOY CLASSIC TOURNAMENT-----	16
EXECUTIVE SESSION AND RECESS FOR PRESIDENTIAL PRESS CONFERENCE-----	18
BUDGET COMMITTEE-----	18
WYOMING STUDENT PUBLIC INTEREST RESEARCH GROUP-----	18
UNIVERSITY SCHOLARS PROGRAM-----	19
DEPOSITORIES FOR OPERATING ACCOUNTS FOR UNIVERSITY FUNDS-----	20
BOARD, ROOM, AND APARTMENT RENTAL RATE INCREASES-----	21
CONTRACT, GRANTS, GIFTS, AND SCHOLARSHIPS-----	22
BUDGET ALLOCATIONS FOR 1983 FISCAL YEAR-----	22

	<u>Page</u>
PHYSICAL PLANT AND EQUIPMENT COMMITTEE	
1. Selection of Architects and Engineers-----	23
(a) East Campus Drainage Study-----	23
(b) Remodeling of Wyo Hall for the Computer Science Lab and Science Math Teaching Center-----	23
(c) Knight Hall Heating and Ventilation Project-----	24
(d) Planning for Commerce and Industry-----	24
EVALUATION AND SELECTION COMMITTEE-----	24
APPOINTMENT OF DONALD L. VEAL AS PRESIDENT-----	24
RATIFICATION OF EXECUTIVE COMMITTEE ACTION-----	25
AMENDMENT TO THE BYLAWS OF THE TRUSTEES-----	25
NEW BUSINESS-----	26
ADJOURNMENT AND DATE OF NEXT MEETING-----	26

THE UNIVERSITY OF WYOMING

Minutes of the Trustees
April 16, 1982

A regular meeting of the Trustees of The University of Wyoming was called to order by President McCue at 10:15 a.m. on April 16, 1982, in the Board Room of Old Main.

ROLL CALL

The following Trustees were in attendance: Brodrick, Chapin, Coulter, McCue, Mickelson, Miracle, Nolan, Quealy, Sawyer, Smith, Thorpe, and ex officio members Veal and Nannemann. Trustee Gillaspie and ex officio members Governor Herschler and Mrs. Simons were absent. Mr. Gillaspie and Mrs. Simons, however, did attend all the committee meetings held on April 15. The following individuals were also in attendance: Allan Spitz, Vice President for Academic Affairs; Robert Jenkins, Acting Vice President for Research and Graduate Studies; William G. Solomon, Special Assistant to the President; Vern Shelton, Assistant to the President for Information; Joyce A. Scott, Associate Vice President for Academic Affairs; Durward Long, Senior Associate to the President for Planning and Finance; James Hurst, Associate Vice President for Academic Affairs; Douglass K. Hawes, Chairperson of the Faculty Senate; and Larry Jansen, Chairperson of the Staff Council.

APPROVAL OF MINUTES

President McCue asked if there were any corrections or additions to the minutes of March 19, 1982. There were no corrections or additions, and Mr. Mickelson moved approval of the minutes as circulated. The motion was seconded by Mr. Nolan, and it carried.

ANNOUNCEMENTS

Vern Shelton announced that the ribbon cutting ceremony for the Central Energy Plant would be held at 3:00 p.m. He also said that the presidential press conference would be held at 11:00 a.m. in the Student Senate Chambers in the Wyoming Union.

Dr. Veal announced that the Commerce and Industry Recognition dinner was scheduled for 6:30 p.m. in Crane Hall and that all Trustees were invited to attend.

REPORT OF PERSONNEL
COMMITTEE

Mr. Sawyer reported on the Personnel Committee meeting held April 15, 1982. Those present at the Committee meeting, in addition to Mr. Sawyer, were Miracle, Gillaspie, Smith, Thorpe, McCue, Brodrick, Coulter, Mickelson, Nolan, Quealy, Simons, Veal, Nannemann, Spitz, Jenkins, Solomon, Shelton, Long, Scott, Hurst, Cottrill, Jansen, Curl, Kessler, and Sally Jones.

Mr. Sawyer read the recommendations from the Personnel Committee concerning appointments, honorific appointments,

part-time appointments, Summer School appointments, a reappointment, appointment of directors, appointment of a department chair, change in assignment, leave of absence, resignations, retirements, and a recall. Based on discussion and recommendations from the Personnel Committee, Mr. Miracle moved approval or acknowledgement of the following personnel actions. The motion was seconded by Dr. Thorpe, and it carried.

APPOINTMENTS

In accordance with the Personnel Committee's recommendations, the following appointments were approved.

1. Norman J. Dovichi as Assistant Professor of Chemistry for the 1982-83 academic year, effective August 26, 1982, at an annual (9-month) salary rate.
2. H. Perrin Garsombke as Associate Professor of Accounting for the 1982-83 academic year, effective August 26, 1982, at an annual (9-month) salary rate.
3. Jerry J. Cupal as Lecturer in Atmospheric Science and Senior Engineer in the Department of Atmospheric Science, for the 1982-83 fiscal year, effective August 26, 1982, at an annual (11-month) salary rate.
4. Ann J. Bloomstone as Assistant Professor of the Library for the period from May 10, 1982 through June 30, 1982, and for the 1982-83 fiscal year, at an annual (11-month) salary rate.

5. Richard A. Gardner as Visiting Associate Professor of Mechanical Engineering, for the 1982-83 academic year, effective August 26, 1982, at an annual (9-month) salary rate.

HONORIFIC APPOINTMENTS The following honorific appointments were approved. These honorific appointments carry no tenure rights and no salaries are provided.

1. Jan F. Branthaver as Adjunct Associate Professor of Chemistry for the period from July 1, 1982 through June 30, 1985.

2. Daniel A. Netzel as Adjunct Associate Professor of Chemistry for the period from July 1, 1982 through June 30, 1985.

3. Patrick D. Parker as Adjunct Assistant Professor of Military Science for the period from July 1, 1982 through June 30, 1985.

4. Vernal Gene Warnock as Adjunct Assistant Professor of Military Science for the period from July 1, 1982 through June 30, 1985.

PART-TIME APPOINTMENTS As a matter of information only, the part-time appointments were reported to the Trustees.

APPOINTMENT OF SUMMER
SCHOOL FACULTY

The Summer School faculty appointments were reported to the Trustees as a matter of information.

REAPPOINTMENT--In the
College of Arts & Sciences

Ramarao Inguva, Assistant Professor of Physics and Astronomy, was reappointed for the 1982-83 academic year.

APPOINTMENT OF
DIRECTORS

In accordance with the Personnel Committee's recommendations, the following appointments were approved.

1. Eric J. Sandeen was appointed as Assistant Professor of American Studies and Director of American Studies for the 1982-83 academic year, effective August 12, 1982, at an annual (9-month) salary rate.

2. A. Duane Porter, presently Professor of Mathematics and Director of the Science Math Teaching Center, was reappointed as Professor of Mathematics and Director of the Science Math Teaching Center for the period July 1, 1982 through June 30, 1985.

3. Robert A. Jenkins, Acting Vice President for Research and Graduate Studies, was appointed as Interim Director of the Wyoming Water Research Center, effective immediately. He will also serve as chairperson of the search committee for a permanent director of the Wyoming Water Research Center.

APPOINTMENT OF A
DEPARTMENT CHAIR--In the
College of Arts and
Sciences

Oliver Walter, Professor of
Political Science, was appointed
as Chair of the Department of

Political Science for the period August 26, 1982 through
June 30, 1985.

CHANGE IN ASSIGNMENT--
In the College of Arts
and Sciences

Kendall L. Baker, Professor of
Political Science and Head of

the Department of Political Science, was reassigned as
Professor of Political Science, effective August 26, 1982.

LEAVE OF ABSENCE--In the
College of Engineering

Robert A. Wheasler, Professor
of Mechanical Engineering, was

granted a leave of absence without pay for the 1982-83
academic year.

INFORMATION ON
RESIGNATIONS

As a matter of information, the
following resignations were

acknowledged.

1. Ann Bishop, Instructor in the University School,
May 15, 1982.

2. Jack W. Crowe, Jr., Assistant Football Coach and
Lecturer in Intercollegiate Athletics, March 31, 1982.

RETIREMENTS

The individuals listed below have
requested retirement and retirement

was granted for these individuals on the dates and under
the conditions cited.

In accordance with the recommendation of the Personnel Committee, Mr. Nolan moved adoption of the 1983-84 salary administration policy as outlined in Enclosure 1. The motion was seconded by Dr. Thorpe, and it carried.

CORRESPONDENCE STUDY
AND EXTENSION CLASS
SALARIES

Dr. Scott reported to the Personnel Committee on the University's Correspondence Study and Extension Class programs. She said that Extension Class program has kept tuition charges in line with campus rates to permit equal educational access to off-campus students. The program is operated on a self-sustaining basis and the students' fees are being used mainly to defray travel and instructional costs. As a result, faculty salaries have necessarily fallen significantly behind those on campus and fewer qualified faculty are willing to involve themselves in Correspondence and Extension instruction than was the case in the past. Therefore, a new salary policy for Correspondence and Extension programs, designed to address these problems and to permit the University to continue to offer low-cost educational programs off-campus was presented to the Personnel Committee for consideration. The Personnel Committee voted to recommend to the Trustees that the proposed salary policy for Correspondence and Extension programs as presented by Dr. Scott be adopted. It was noted that funds were provided by the 1982 Legislature to implement the proposed policy.

In accordance with the recommendation from the Personnel Committee, Mr. Miracle moved that (a) salaries for Correspondence and Extension instruction be based on on-campus salaries for 9-month faculty for the preceding academic year; (b) that correspondence course development be reimbursed at 1.5 percent per credit hour of the previous academic year's average salary by appropriate rank; and (c) extension class instruction be reimbursed at 2.5 percent per credit hour of the previous academic year's average salary by appropriate rank. The new policy would be effective July 1, 1982. The motion was seconded by Dr. Thorpe, and it carried.

ACADEMIC ISSUES
COMMITTEE

President McCue called on Mr. Quealy for a report from the Academic Issues Committee.

Mr. Quealy reported on the Academic Issues Committee meeting held April 15, 1982. Those present, in addition to Mr. Quealy, included Brodrick, Chapin, Coulter, Gillaspie, Miracle, McCue, Nannemann, Nolan, Sawyer, Simons, Smith, Thorpe, Veal, Hurst, Jenkins, Long, Scott, Shelton, Solomon, Spitz, Wilmot, Hawes, and Jansen.

Chairman Quealy said Dr. Spitz reported to the Academic Issues Committee on the recent review of Dr. Samuel Hakes, Dean of the College of Engineering. This review was conducted in accordance with UniReg 804, which calls for appointment, periodic review, and

consideration of reassignment of academic administrators. He further noted that the coverage of UniReg 804 is being extended upon the recommendation of the Faculty Senate to include reviews of the Vice President for Academic Affairs, the Vice President for Research and Graduate Studies, and academic directors.

CENTER FOR ACADEMIC
ADVISING

Dr. Hurst reported to the Committee on the Center for Academic Advising. This program was initiated July 1, 1978 on a trial basis and at the May Trustees' meeting, it will be recommended that the program be established on a continuing basis, effective July 1, 1982. Dr. Gene A. Pratt, Program Director, has interviewed 52 key faculty, students, and administrators to identify pertinent concerns and has prepared a proposal which bears the endorsement of the Academic Deans/Student Affairs Advisory Council, and the Deans Council. This proposal is attached as Enclosure 2.

Dr. Hurst said that the function of the Center will be to strengthen and enhance academic advising at the University of Wyoming by: serving as an advising consultant to the colleges; providing a coordinating function for the campus-wide academic advisement plan; training advisors for advising; preparing new and current students for advising; and to serve as an advising advocate to the University and colleges.

GEORGE DUKE HUMPHREY
DISTINGUISHED FACULTY
AWARD

Dr. Miracle moved acceptance of
the report of the Faculty

Development Committee and the approval of their nominee
for the George Duke Humphrey Distinguished Faculty Award,
with the name of the nominee to be recorded later. The
motion was seconded by Mr. Mickelson, and it carried.

HONORARY DEGREE
COMMITTEE

President McCue called on
Mr. Miracle for a report from

the Honorary Degree Committee.

Mr. Miracle reported that the Honorary Degree Committee
met on April 16 and that the Committee was unable to agree
to the awarding of any honorary degrees in 1982. Further,
the Committee decided to carefully review the guidelines
set forth in the Regulations of the Trustees and to improve
the process that will identify future nominations.

DEVELOPMENT COMMITTEE

President McCue called on
Mr. Brodrick for a report

from the Development Committee.

Mr. Brodrick said that those present at the meeting
on April 15, 1982, included Mickelson, Sawyer, Nolan,
Quealy, Thorpe, Gillaspie, Miracle, Brodrick, Simons,
Nannemann, Veal, Solomon, Jenkins, Spitz, Shelton, Hollon,
and Dr. Jones. Mr. Brodrick gave the following
report.

REPORT OF BRAKELEY, JOHN
PRICE JONES, INC.

As background for a discussion of the report recently received from the fund-raising consultant, Brakeley, John Price Jones, Inc., Acting President Veal reviewed the circumstances which had led to the commission of the report. Dr. Veal recalled to the Development Committee that at the November 6, 1981 meeting of the Trustees, University of Wyoming Foundation board member Mr. Robert Miracle had appeared to present a resolution adopted by the Foundation, urging the Trustees to consider appropriate administrative structures within the University in order to insure coordination of all fund-raising activities on behalf of the institution. Mr. Miracle had stated that the intention of the Foundation Board of Directors in adopting this resolution was to encourage the University to undertake a study of various organizational models and methods of internal coordination of development efforts, with a view toward ultimately determining and realizing the full fund-raising potential of the University. He had further conveyed to the Trustees the Foundation Board's suggestion that a professional fund-raising consultant be retained to provide advice and direction in this regard. After endorsement of the Foundation resolution by the Trustees, the University had sought recommendations of consultants from other major universities with successful development programs. As a result of this process, the

firm of Brakeley, John Price Jones, Inc. was contacted by the University and asked to submit a proposal for such a study. Upon receipt of the proposal, the Trustees at their December 7, 1981 meeting had authorized the hiring of this fund-raising consultant firm to provide the advice and counsel originally requested by the Foundation.

Discussion of the consultant's report then followed. Noting that it was the consensus among all of the friends, alumni, and supporters of the University who were interviewed that there was a great potential for private fund-raising on behalf of the University, the consultant emphasized that efforts to realize this potential should be accomplished in two phases:

- 1) a modification of the organizational structure of the University's development office in preparation for a new and professionally-oriented initiative in the area of private fund-raising; and
- 2) a feasibility study assessing the potential for donations from the private sector, to be related to a major capital project undertaken in coordination with the forthcoming celebration of the University's centennial anniversary.

Trustees Sawyer, McCue, and Quealy expressed some concerns about the consultant's report. The Development Committee decided, that since the Foundation had urged the

Trustees to commission the study of organizational models for the coordination of fund-raising efforts, that the Development Committee would recommend to the Trustees that the consultant's report be forwarded to UW Foundation members for their review and comment, with emphasis being given to the fact that the report addresses itself only to the first phase of a new initiative in fund-raising from the private sector. Mr. Brodrick moved that the recommendation of the Development Committee be accepted. The motion was seconded by Mr. Sawyer, and it carried.

REPORT FROM ASSISTANT
TO THE PRESIDENT FOR
DEVELOPMENT

Mr. Jerry Hollon reported to the Development Committee that three new benefactors had recently pledged to donate \$100,000 each to the University of Wyoming. The new contributors are Mike and Karen Schutte of Wyoming Technical Institute, Dick and Dorothy Foster of Foster's Country Corner, and the First Interstate Bank of Laramie. Mr. Hollon briefly discussed other possible gifts to the University, and distributed statistical information relating to the number of UW Alumni in Wyoming and Colorado, and a comparison of bank deposits, population, and retail sales in the various counties within the state of Wyoming.

ATHLETIC COMMITTEE

President McCue called on Chairman Smith for a report from the Athletic Committee.

Mr. Smith said those present at the Committee meeting included Coulter, Thorpe, Mickelson, Nolan, Quealy, Miracle, McCue, Smith, Nannemann, Veal, Cunningham, Solomon, Spitz, Jenkins, Shelton, Hurst, Scott, and Dr. Jones. Chairman Smith gave the following report.

TICKET MARKETING PLAN

Dr. Cunningham gave a detailed report to the Athletic Committee on a proposed ticket marketing plan which the Athletic Department would like to implement prior to the beginning of the 1982-83 academic year. The proposed system would identify a number of outlets in the various communities across the state where local residents could purchase tickets for all athletic contests and other events of general interest being held on campus. Under the plan, the ticket purchaser would be shown a seating chart of the campus facility and have a choice of available seating. The ticket outlet would confirm the reservation of those seats by telephone with the University ticket office, and collect payment for those tickets for forwarding to the University. The purchaser will receive a voucher indicating his payment for reserved seats which can be presented in exchange for tickets at the WILL CALL window on campus on the date of the event. In the event the purchaser neglects

to bring his voucher to campus, a back-up system in the ticket office will provide a record of the transaction to allow the issuance of reserved tickets.

Dr. Cunningham stated that upon approval by the Trustees of the ticket marketing concept, he would expect to present a plan for selection of ticket outlets across the state at the May meeting of the Board.

The Athletic Committee voted to recommend to the Trustees an endorsement of the ticket marketing plan as presented by Dr. Cunningham. Mr. Smith moved that the recommendation of the Athletic Committee on the ticket marketing plan be approved. The motion was seconded by Dr. Thorpe, and it carried.

FIRST COWBOY
CLASSIC TOURNAMENT

Dr. Cunningham went on to report to the Committee the current status of plans for a Cowboy Classic basketball tournament to be held at the Civic Center in Casper in December of 1983. This would be the first occasion of an event to be hosted annually by the University of Wyoming in Casper, taking the Cowboy basketball program out into the state of Wyoming. The tournament would typically involve three other teams of national prominence in two nights of double-header play, with the winners of the first night's contest competing for the tournament championship on the second night. Invitations for the initial tournament have been extended to Washington State University, Texas Christian University, and University of Cincinnati.

Under the terms and conditions relating to the tournament as negotiated with the Casper Civic Center, all financial arrangements, including considerations of profit and loss, will be the sole responsibility of the Civic Center. The Casper facility will also handle the marketing of tickets for the event, but season ticket holders will have an advance opportunity to purchase tickets for the tournament, and UW students will receive a discount in purchase price.

The Athletic Committee discussed the status of current basketball recruiting efforts, future scheduling considerations for both football and basketball, a new format for UW tickets to athletic events, and forthcoming Spring football games in Rock Springs (April 24) and Laramie (May 1). Trustees Smith and McCue expressed further concern about the present parking facilities around the arena and about individuals having to cross Willett Drive to get to the arena. It was felt that some type of covering could be placed on the parking lot which would help eliminate the dirt that is being tracked into the various athletic facilities. Dr. Cunningham will discuss the parking situation with appropriate University officials, and investigate the possibilities of having the parking lot graveled. He will report back to the Trustees at the next meeting.

EXECUTIVE SESSION AND
RECESS FOR PRESIDENTIAL
PRESS CONFERENCE

At 10:45 a.m., President McCue announced that the Trustees would go into executive session for a few minutes, and then proceed to the Wyoming Union for the presidential press conference at 11:00 a.m. The regular meeting reconvened at 1:00 p.m. with the same individuals present.

BUDGET COMMITTEE

President McCue asked Chairman Chapin for a report on the Budget Committee meeting held on April 15.

Mr. Chapin said that those present at the meeting, in addition to the Chairman, were Gillaspie, Mickelson, Miracle, Nolan, Quealy, Brodrick, McCue, Sawyer, Thorpe, Coulter, Simons, Nannemann, Veal, Hurst, Jenkins, Long, Spitz, Scott, Shelton, Wilmot, Hawes, Jansen, Gilbertson, Wolf, Vinson, Hunter, and Kane. Based on the Committee's discussions and recommendations, the following actions were taken by the Trustees.

WYOMING STUDENT PUBLIC
INTEREST RESEARCH GROUP

As a matter of information only, Dr. Hurst reported to the Budget Committee that a number of University of Wyoming students are actively pursuing the objective of establishing a state-wide organization of students to be known as the Wyoming Student Public Interest Research Group, and seeking to finance it by some type of a fee collected by the University. The proposed organization is similar to other

Public Interest Research Groups in existence in other states, established for the purpose of periodically surveying student opinion, and engaging in consumer advocacy, political activity, and lobbying. The purpose of Dr. Hurst's report was to alert the Trustees to various legal, procedural, and policy concerns relating to the proposed collection of WYSPIRG fees by the University, in anticipation of a formal proposal by that organization at some future date. It was Dr. Hurst's recommendation, however, that the Trustees urge the WYSPIRG organization to work through the ASUW in bringing the issue to the Trustees for consideration.

UNIVERSITY SCHOLARS
PROGRAM

In an effort to promote academic excellence and to attract highly qualified undergraduate students, the University established a Scholars Program in 1963 with assistance from the Ford Foundation. Since that time, the University has selected 66 outstanding students annually to be designated as University Scholars and to receive a fellowship of \$200 per semester for their eight semesters of undergraduate study. Through the 1981 planning process an expansion of the program was proposed to permit the designation of 70 scholars annually with awards of \$300 per semester, and increased legislative funding for this purpose has been acquired for the 1983-84 biennium. These

increases were deemed necessary to permit competitive recruiting of a substantial number of excellent students to each entering freshman class.

The Budget Committee recommended to the Trustees that the number of scholars designated annually in the University Scholars Program be increased from 66 to 70 and that the fellowship be increased from \$200 per semester to \$300 per semester, effective 1982 Fall semester. Mr. Chapin moved acceptance of the Budget Committee's recommendation as outlined above. The motion was seconded by Mr. Quealy, and it carried.

DEPOSITORIES FOR OPERATING ACCOUNTS FOR UNIVERSITY FUNDS In compliance with Wyoming Statutes 1977, Revised, Section 9-7-1101 through 9-7-1137, inclusive, The Bank of Laramie, the First Interstate Bank of Laramie, and The First Wyoming Bank, N.A., Laramie, made formal application for designation as depositories for University funds. They guarantee adequate security for all funds deposited.

The Budget Committee recommended to the Trustees that The Bank of Laramie, the First Interstate Bank of Laramie, and The First Wyoming Bank, N.A., Laramie, be designated as depositories for University funds. Mr. Chapin moved approval of the Budget Committee's recommendation as outlined above. Mr. Nolan seconded the motion, and it carried. Trustee members Quealy, Smith, and McCue did not vote on this item of business.

BOARD, ROOM, AND
APARTMENT RENTAL
RATE INCREASES

The proposed board, room, and
apartment rental rate increases

were explained to the Budget Committee. Kathy Vinson,
President of the Resident Hall Association, Pat Hunter,
representing students living in married student housing,
and Lynn Nannemann, ASUW President, each expressed his/her
respective group's concurrence with the proposed increases.
The Budget Committee voted to recommend to the Trustees
that the proposed increases and new rates be approved.

Mr. Chapin moved approval of the following board,
room, and apartment rental rates, which reflect the
proposed increases, effective with the 1982 Fall semester.
The motion was seconded by Mr. Mickelson, and it carried.

	<u>1982-83</u> <u>Academic Year</u>	<u>Increase</u>
<u>Residence Halls</u>		
<u>Academic Year</u>		
Board	\$1,348.00	\$78.00
<u>Room</u>		
Double	936.00	54.00
Single	1,404.00	80.00
Suite	984.00	56.00
<u>Apartments, per month</u>		
1 bedroom	115.00*	5.00
2 bedroom, 1 story	143.00*	7.00
2 bedroom, 2 story	204.00**	10.00
<u>1983 Summer Rates (8-week term)</u>		
1 bedroom	231.00*	11.00
2 bedroom, 1 story	286.00*	14.00
2 bedroom, 2 story	408.00**	20.00

* plus gas and electricity
**utilities paid

CONTRACTS, GRANTS,
GIFTS, AND SCHOLARSHIPS

Mr. Chapin moved acceptance of contracts, grants, gifts, and scholarships, in the total amount of \$1,099,201.75 as follows: (1) Contracts and grants for the period March 2, 1982 through March 29, 1982, \$899,006.00; and (2) gifts and scholarships for the period February 23, 1982 through March 25, 1982, \$200,195.75.

BUDGET ALLOCATIONS
FOR 1983 FISCAL YEAR

Acting President Veal reported to the Budget Committee that the short-fall in mineral royalty payments will not result in a default on bond payment. He said that his staff is in the process of allotting the funds approved by the 1982 Legislature to the colleges and divisions and that, with the exception of the individual salary figures, the allocations will be presented at the May meeting for Trustee approval. The individual salaries will be presented for ratification at the July meeting.

PHYSICAL PLANT AND
EQUIPMENT COMMITTEE

President McCue called on Mr. Nolan for a report of the Physical Plant and Equipment Committee meeting held on April 15, 1982.

Chairman Nolan said that at the Physical Plant and Equipment Committee meeting, those present, in addition to the Chairman, were Brodrick, Coulter, Gillaspie, Sawyer, Smith, Thorpe, Mickelson, Quealy, Veal, Nannemann,

Arnold, Jones, Hurst, Long, Shelton, Solomon, Hawes, and Jansen. Trustees McCue and Simons and Messrs. Jenkins and Spitz joined the Committee meeting later.

1. Selection of Architects and Engineers. Morris Jones presented the Committee with a list of the Wyoming architectural firms and a list of the engineering firms in Wyoming the Trustees have previously interviewed or considered for engineering work to be used in selecting architects and/or engineers for the following projects approved during the 1982 Legislative session:

Commerce and Industry Planning	\$853,000
Computer Science Lab Remodeling (Wyo Hall)	200,000
Science Math Teaching Center Remodeling (Wyo Hall)	59,100
Knight Hall Heating & Ventilation Planning	71,000
East Campus Drainage Study	75,000

Based on the Committee's recommendations, the following actions were taken.

(a) East Campus Drainage Study. Mr. Nolan moved, Mr. Smith seconded, and it carried that Banner Associates of Laramie, Wyoming be selected as engineers for the East Campus Drainage Study.

(b) Remodeling of Wyo Hall for the Computer Science Lab and Science Math Teaching Center. After being assured that the architectural and engineering work on the remodeling of Wyo Hall for the Computer Science Lab and Science Math Teaching Center could be done internally, Mr. Nolan moved that the Division of Physical Plant be selected as

architects/engineers for the remodeling of Wyo Hall. The motion was seconded by Mr. Smith, and it carried.

(c) Knight Hall Heating and Ventilation Project.

Mr. Nolan moved that the firm of Willard Given & Associates, Cheyenne, Wyoming be selected as engineers for the planning of the Knight Hall Heating and Ventilation project. The motion was seconded by Mr. Quealy, and it carried.

(d) Planning for Commerce and Industry. Mr. Nolan

moved that the firm of Malone/Baker, Sheridan, Wyoming be selected as architects for the planning for Commerce and Industry. The motion was seconded by Mr. Brodrick, and it carried.

EVALUATION AND
SELECTION COMMITTEE

Chairman Brodrick reported on the Evaluation and Selection Committee meeting held on April 15, at which all twelve voting Trustees were present. By unanimous decision, the Committee decided to recommend to the Trustees, the appointment of Donald L. Veal as President of the University of Wyoming.

APPOINTMENT OF DONALD L.
VEAL AS PRESIDENT

Based on the Evaluation and Selection Committee's recommendation, Mr. Brodrick moved that Donald L. Veal be appointed as 20th President of the University of

Wyoming, effective April 16, 1982. The motion was seconded by Mr. Quealy, and it carried.

RATIFICATION OF EXECUTIVE
COMMITTEE ACTION

Messrs. McCue, Brodrick,
Mickelson, and Veal participated

in the Executive Committee's conference call on March 22, 1982. Mr. Quealy was absent. President McCue said the purpose of the meeting was to approve the terms and conditions for continued appointment of the University of Wyoming men's basketball coaching staff, effective April 1, 1982. The executive Committee approved the following continuing appointments on the basketball coaching staff:

<u>Name</u>	<u>Title and Rank</u>	<u>Salary Rate</u>
Charles Bell	Assistant Basketball Coach and Lecturer	\$36,084
Dale Parker	Assistant Basketball Coach and Lecturer	\$28,764
Jim Brandenburg	Head Basketball Coach and Lecturer	\$60,000

Mr. Coulter moved that the Executive Committee action on the continuing appointments of the basketball coaching staff, as outlined above, be ratified. The motion was seconded by Mr. Chapin, and it carried.

AMENDMENT TO THE BYLAWS
OF THE TRUSTEES

President McCue said a notice
had been sent to all Trustees

regarding the proposed amendment to Article V, Section 5-2 of the Bylaws of the Trustees, which establishes the duties of the President of the Trustees. This amendment,

if adopted, will allow the President of the Trustees to be a voting member of all Trustee committees. Mr. Miracle moved that Article V, Section 5-2 of the Bylaws of the Trustees be amended to read as follows:

Article V. DUTIES OF OFFICERS

* * *

Section 5-2. PRESIDENT

"...The President of the Trustees...shall be an ex officio voting member of all permanent committees of the Trustees..."

* * *

The motion was seconded by Mr. Mickelson, and it carried.

NEW BUSINESS

Mr. Quealy expressed appreciation to the Food Service for the fine job they did on the food for the Evaluation and Search Committee. President McCue thanked all Trustees for the support and work on this Committee.

ADJOURNMENT AND
DATE OF NEXT MEETING

There being no further business to come before the Trustees, Mr. Nolan moved that the meeting be adjourned. The motion was seconded by Mr. Brodrick, and it carried. The next meeting of the Trustees is scheduled for May 13-14, 1982.

Respectfully submitted,

Karleen B. Anderson

Karleen B. Anderson
Deputy Secretary

April 15-16, 1982

Recommendations to the Board of Trustees
for a Salary Administration Policy
for Fiscal Years 1983 and 1984

INTRODUCTION

The following policy has been developed to address the needs for salary adjustments which will maintain a positive personnel system and will continue efforts to improve productivity and morale. It addresses all three groups of employees, faculty, staff, and executive management and has been developed in consultation with representatives of each group and with an awareness of their preferences. The objectives utilized in developing the recommendations are: 1) to strengthen a positive policy environment in which effectiveness and productivity will flourish through incentives of merit and occupational mobility; 2) to maintain and improve equity of treatment in concert with qualitative contributions; and 3) to reinforce public stewardship through unquestioned accountability in terms of public cost containment and compliance with legislation intent.

The recommended policy which follows addresses genuine needs as communicated by faculty, staff, and administrators and verified by data. It reflects the emphasis stated in the objectives above and the substantive concerns expressed by representative groups. The approach brings the three main personnel groups closer together in treatment, addresses competitive factors in recruiting and retaining good personnel, and implements aspects of cost containment. It adjusts responsibly the salary ranges in the staff compensation and classification plan and places the Uniform Increase on a positive conceptual foundation. And while it recommends a two year life cycle for the policy for planning purposes it commits us to an evaluation and report to you prior to implementing the 1984 plan.

I. FACULTY

- A. The full nine (9) percent appropriated for overall salary improvements will be utilized for this purpose only.
- B. Uniform Salary Increase for Satisfactory Performance 4.0%

To recognize satisfactory performance and increased value to the institution because of additional experience, the University will award a salary increase of four (4) percent to each continuing full-time faculty member judged to be giving satisfactory performance in fulfillment of his or her duties of teaching, research or other creative endeavors, and service as appropriate to his or her designated function and responsibility.

C. Salary Increases for Meritorious Service and/or Performance 4.25%

The University will also recognize meritorious service and performance including promotions by additional salary increases. Funds for this purpose will equal four and one-quarter (4.25) percent of the salary total of filled faculty positions of colleges, schools and other appropriate units. After promotion allotments are determined at the institutional level each principal administrative unit will be allotted its appropriate percentage of the remainder of the fund for merit increases.

D. Salary Improvements to Meet Equity and Competitive Needs .75%

A pool of funds equal to three-quarters of one (.75) percent of the salary improvement funds will be established and allocated to colleges, schools, and appropriate administrative units in variable amounts to meet equity requirements and competitive needs and salary levels offered to new appointees in excess of budgeted vacant positions as such offers may be authorized by the President or his designee.

II. STAFF

A. Uniform Salary Increase for Satisfactory Performance 5.50%

The University will award a uniform salary increase of five and one-half (5.5) percent to each employee for providing satisfactory service in his or her position and functional responsibilities and within revised and maxima and guidelines shown in Attachment 1. Employees serving a probationary period (other than that required in an initial appointment) shall not receive a uniform salary increase, such increase being inconsistent with the underlying rationale of this increment.

B. Salary Increases Awarded for Meritorious Service and Performance 3.00%

For salary increases to employees who are performing beyond the satisfactory level, the University will allot funds equal to three (3) percent of the salaries of filled positions to each appropriate administrative unit which will, in turn award those increases subject to salary maxima and guidelines shown in Attachment 1 for the purpose of awarding salary increases to individuals for service and/or performance beyond the satisfactory level within the maxima and guidelines shown in Attachment 1.

C. Salary Fund for Reclassifications .50%

A pool of funds equal to one-half of one (.50) percent will be established University-wide for the purpose of funding salary adjustments resulting from appropriate reclassifications, effective only on the dates of July 1 and January 1 during each fiscal year, according to guidelines established by the President or his designee.

III. EXECUTIVE PERSONNEL

9.00%

Salary increases for executive personnel shall be awarded for meritorious performance in variable amounts reflecting such performance. The overall average of funds allotted for this program shall not exceed 9% of the salary total.

IV. ADMINISTRATIVE GUIDELINES

This policy shall be implemented according to administrative guidelines established by the President or his designee to accomplish its spirit and intent.

V. REVIEW FOR FISCAL YEAR 1984

This policy shall be reviewed by the Administration after its implementation for Fiscal Year 1983 and a report with any recommended revisions shall be brought to the Board of Trustees prior to the implementation of salary improvements for Fiscal Year 1984.

RECOMMENDED
FY 82-83 SALARY RANGES

<u>GRADE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>% BETWEEN MINIMUMS*</u>	<u>% SPREAD BETWEEN MIN & MAX*</u>	<u>FY 82-83 MAX AS % OF FY 81-82 MAX</u>
20	\$43,068	\$64,608	8.0	50.0	100.04
19	39,792	59,688	9.0	50.0	101.7
18	36,504	54,756	9.0	50.0	102.2
17	33,492	50,232	9.0	50.0	103.5
16	30,720	46,092	10.0	50.0	104.5
15	27,936	41,892	10.0	50.0	104.5
14	25,392	38,088	10.0	50.0	104.5
13	23,088	34,620	10.0	50.0	104.5
12	20,988	31,476	10.0	50.0	104.5
11	19,080	28,620	10.0	50.0	104.5
10	17,340	26,016	10.0	50.0	104.5
9	15,768	23,652	10.0	50.0	104.5
8	14,328	21,504	10.0	50.0	104.5
7	13,032	19,548	10.0	50.0	104.5
6	11,844	17,772	10.0	50.0	104.5
5	10,764	16,152	7.0	50.0	104.6
4	10,068	14,796	6.0	47.0	105.1
3	9,492	13,476	6.0	42.0	105.1
2	8,952	12,276	6.0	37.0	105.4
1	8,448	11,400		35.0	105.4

* Rounded to nearest %

Guidelines for Applying the Maxima

1. Market Impacted Salary Ranges for FY 82 shall be maintained for FY 83 pending a thorough review and clarification of Market Impacted Ranges for FY 84.
2. Employees with current (FY 82) salaries at or exceeding the FY 83 maximum will be eligible for 80% of the range change for FY 83.
3. Employees with current (FY 82) salaries who will exceed the FY 83 maximum when the Uniform Increase is applied will be eligible to receive all the increase up to the maximum plus 80% of the remainder of the Uniform Increase beyond the maximum.
4. The methodology described above will be utilized for FY 84 increases, with 60% substituted for the 80% for employees in their second year salaries in excess of the maximum.

RECOMMENDED
FY 83-84 SALARY RANGES

<u>GRADE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>% BETWEEN MINIMUMS*</u>	<u>% SPREAD BETWEEN MIN & MAX*</u>	<u>FY 83-84 MAX AS % OF FY 82-83 MAX</u>	<u>FY 83-84 MAX AS % OF FY 81-82 MAX</u>
20	\$43,392	\$65,088	8.0	50.0	100.7	100.8
19	40,176	60,264	8.0	50.0	101.1	102.6
18	37,200	55,800	8.0	50.0	101.9	104.1
17	34,440	51,672	8.0	50.0	102.9	106.5
16	31,896	47,844	10.0	50.0	103.8	108.4
15	28,992	43,488	10.0	50.0	103.8	108.4
14	26,364	39,540	10.0	50.0	103.8	108.4
13	23,964	35,940	10.0	50.0	103.8	108.4
12	21,780	32,676	10.0	50.0	103.8	108.4
11	19,800	29,712	10.0	50.0	103.8	108.5
10	18,000	27,012	10.0	50.0	103.8	108.5
9	16,368	24,552	10.0	50.0	103.8	108.5
8	14,880	22,320	10.0	50.0	103.8	108.5
7	13,524	20,292	10.0	50.0	103.8	108.5
6	12,300	18,444	10.0	50.0	103.8	108.5
5	11,184	16,764	9.0	50.0	103.8	108.6
4	10,260	15,384	7.0	50.0	104.0	109.3
3	9,588	14,088	7.0	47.0	104.5	109.9
2	8,952	12,900	6.0	44.0	105.1	110.8
1	8,448	12,000		42.0	105.2	111.0

* Rounded to nearest %

FY 81-82 (CURRENT) SALARY RANGES

<u>GRADE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>% BETWEEN MINIMUMS*</u>	<u>% SPREAD BETWEEN MIN & MAX*</u>
20	\$43,056	\$64,584	10.0	50.0
19	39,144	58,716	10.0	50.0
18	35,580	53,580	10.0	50.0
17	32,352	48,528	10.0	50.0
16	29,412	44,112	10.0	50.0
15	26,736	40,104	10.0	50.0
14	24,300	36,456	10.0	50.0
13	22,092	33,144	10.0	50.0
12	20,088	30,132	10.0	50.0
11	18,264	27,396	10.0	50.0
10	16,596	24,900	10.0	50.0
9	15,096	22,632	10.0	50.0
8	13,716	20,580	10.0	50.0
7	12,468	18,708	10.0	50.0
6	11,340	17,004	10.0	50.0
5	10,500	15,444	8.0	47.0
4	9,912	14,076	6.0	42.0
3	9,348	12,816	6.0	37.0
2	8,820	11,640	6.0	32.0
1	8,328	10,812		30.0

* Rounded to nearest %

A PROPOSAL FOR A UNIVERSITY-WIDE
ACADEMIC ADVISING PLAN
AT THE UNIVERSITY OF WYOMING

February 16, 1982

Gene A. Pratt, Director
University Academic Advisement Center

I. INTRODUCTION

This proposal for a university-wide academic advising plan is presented in recognition of the critical role played in the educational process by academic advising and as a design for improving academic advising at the University of Wyoming. It reflects information gleaned through intensive interviews with 52 key faculty, students, and administrators who have advising and/or related concerns on campus plus meetings with the ASUW and Faculty Senates.

These interviews were conducted to ascertain the current status of academic advising at U.W. and to identify possible future directions, in terms of advising, by determining:

1. what was acceptable to the Colleges, and what was not,
2. what is unique in the various Colleges,
3. what works now for the various Colleges, and what does not,
4. who should advise, and who should not,
5. how advisers are selected
6. what the rewards or incentives are for effective advising,
7. how advising is evaluated,
8. the reputation of the University Academic Advisement Center,
9. what the place is, if any, for the University Academic Advisement Center in advising at U.W., and
10. what the major advising concerns are of the Faculty and students.

Academic advising systems at a number of other institutions have also been examined. Brigham Young University, Colorado State University, the University of New Mexico, and Western Michigan University all have viable academic advising systems similar to the one proposed here, although they all differ in some respects. There are, of course, other systems that work equally as well, but the one proposed here is consistent with the existing sense of propriety in academic advising at U.W.

A preliminary form of this proposal was presented and discussed at the Academic Deans/Student Affairs Advisory Council February 2, 1982. It received the unanimous support of those present. The proposal, in this form, was reviewed and endorsed by the Deans in meeting February 25, 1982.

II. CURRENT STATUS OF ADVISING AT U.W.

At the present time at U.W. there is a designated person(s) in each College responsible for coordinating and supervising academic advising tasks handled by the Faculty advisers. Those tasks include major curriculum and career planning, degree checks, the various petitions, and substitutions, waivers, and exceptions

in degree programs. These functions appear to be well served by this structure (Figure 1).

In addition to the advising function located in each College, the University Academic Advisement Center was established on a temporary basis, as a support system for the advising in the Colleges. The University Academic Advisement Center is one of the Divisions of Student Affairs and answers directly to the Associate Vice-President for Academic Affairs--Student Affairs, who in turn reports to the Vice-President for Academic Affairs (Figure 2).

At the same time it is recognized that academic advising here needs to be improved. A number of specific advising concerns were identified during the interviews conducted, including:

1. The need to develop a working definition(s) of "advising".
2. The need to develop consistency in effective advising within and among the Colleges and their Departments.
3. The need for identification, selection, and training of caring, knowledgeable, skilled, and accessible academic advisers.
4. The need for an effective system for adviser selection.
5. The need for identifying variables pertinent to appropriate adviser/advisee pairing, taking into consideration particular student classes and groups (e.g., international, minority, adult re-entry, part-time, highly motivated, and handicapped students).
6. The need for faculty incentives for maintaining effective academic advising.
7. The need for advisee training.
8. The need for a common understanding between student and adviser of why the student is enrolled at U.W.
9. The recognition of the need for adviser and advisee acquaintance and interaction with Student Services offices.
10. The realization of the legal implications of advising.

III. PROPOSAL

A. The Colleges

The relationship between the advising Faculty in the Colleges and the University Academic Advisement Center has heretofore not been clearly defined. This proposal provides that definition.

It appears that there is a foundation of common advising system characteristics that the Colleges at U.W. find acceptable. The plan proposed here includes those basic elements, with some embellishment from successful advising programs elsewhere.

Any campus-wide academic advising system must have as its cornerstone the involvement of the Faculty and the students. Both are ultimately housed in Departments in the Colleges. There are also students in the School of Extended Studies and Public Service -- including Extension, Correspondence Study, non-credit classes, and the U.W.-Casper programs -- Inter-Collegiate athletics, the School of Religion, Armed Forces Sciences, and the Graduate School (not all of whom are in the Colleges). There are also High School,

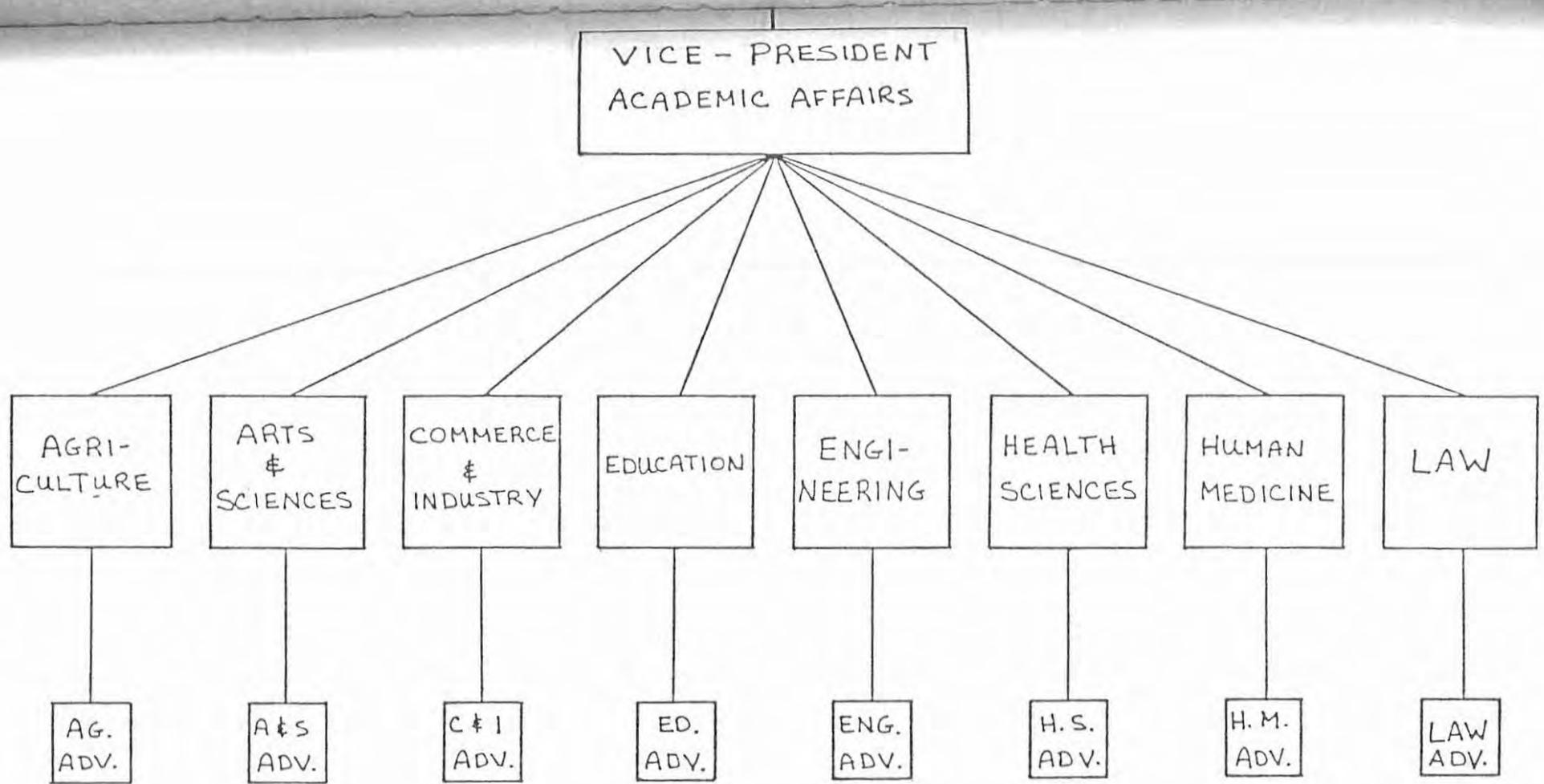


Figure 1. Advising coordination and supervision in the Colleges at U.W.

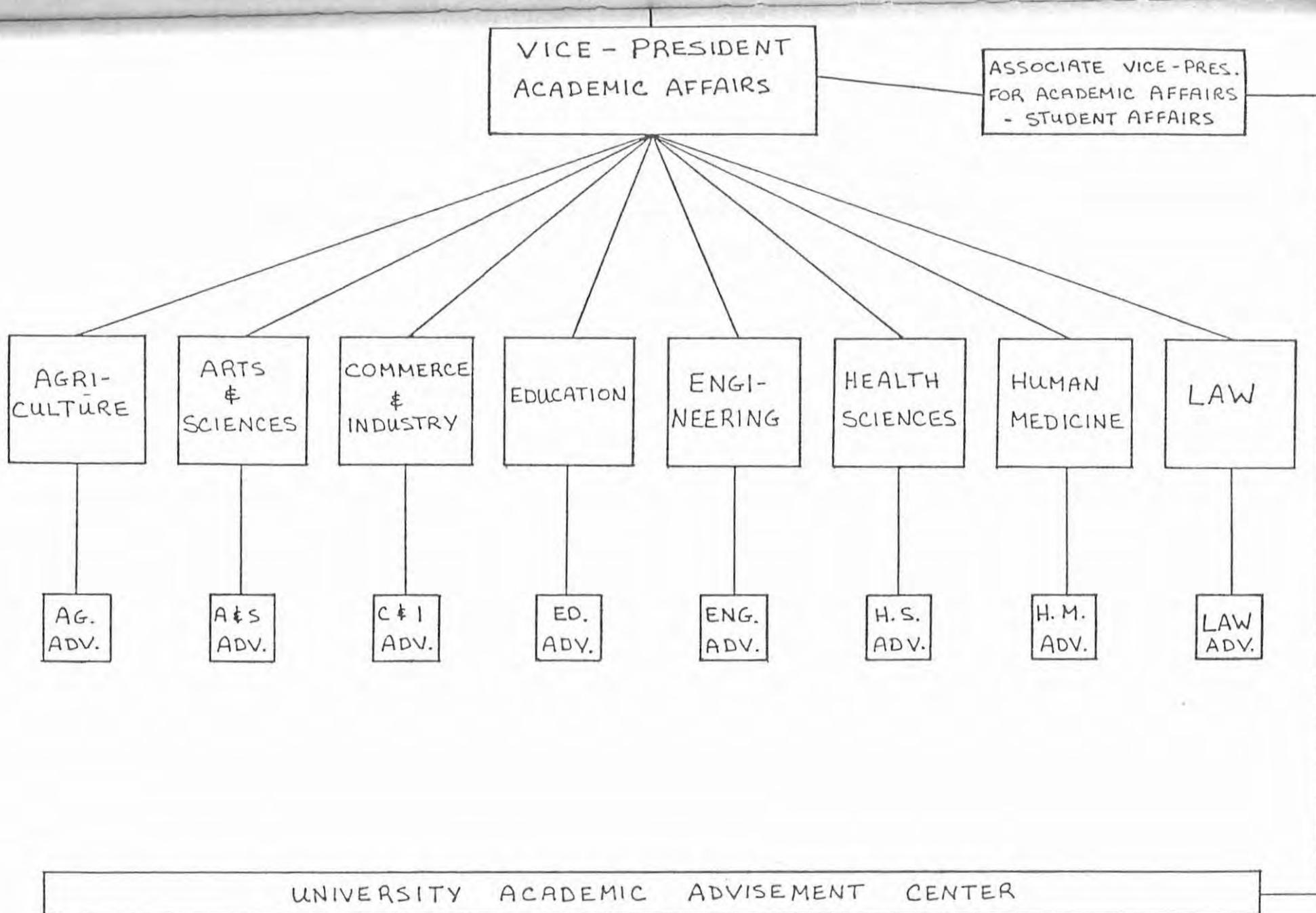


Figure 2. The University Academic Advisement Center and Advising in the Colleges at U.W.

non-degree post baccalaureate, and the undergraduate special students enrolled at the University. All of our students could benefit from some aspect(s) of academic advising.

The information received from the interviews conducted, reveals an overwhelming preference for, indeed an insistence on, having Faculty in the Colleges advise students, particularly in the major and particularly at the junior-senior level, and, of course, at the Graduate level. That will not, and should not, change.

Therefore, it is proposed that advising at U.W. will continue to be performed by the Faculties of the Colleges, with certain advising functions remaining exclusively the province of the Colleges.

B. University Academic Advisement Center

While expressions of support for the University Academic Advisement Center were not solicited in the interviews conducted, inquiry was made regarding whether or not an advisement center was a viable concept and if so, what legitimate functions such a center might perform at U.W. Interviews indicated unanimous support for such a center at U.W. Therefore, it is further proposed that a Center for Academic Advising be continued and established on a permanent basis. The mission of the Center would be to serve as a support system to the Colleges in their commitment to excellence in advising at the University of Wyoming (Figure 3).

Feasible functions for the Center for Academic Advising include:

1. To serve as an advising consultant to the Colleges.
Based on expressed advising concerns, the following suggestions for improving academic advising in the Colleges could be explored. The Center could serve as a consultant for information regarding and implementation of the suggestions listed.
 - a. Recognize the unique needs of the Colleges.
 - b. Define advising as it relates to the Colleges.
 - c. Develop and implement a periodic College advising system self-evaluation program.
 - d. Communicate advising successes and concerns with other Colleges.
 - e. Identify specific advising functions more efficiently performed by the Center for Academic Advising.
 - f. Encourage advisers to interact with and make advisee referrals to appropriate Student Services offices.
 - g. Utilize a selection process in identifying academic advisers.
 - h. Conduct internships in advising and adviser training.
 - i. Develop procedures for the evaluation, recognition, and reward of effective advising.
 - j. (1) Implement a College advising center, with an advising staff of either professionals, or carefully selected Faculty to generally advise Freshmen, Sophomores, and Undeclareds.
(2) Utilize other Faculty for major and career advising of Juniors and Seniors.
 - k. Identify "key advisers" in each Department with released time

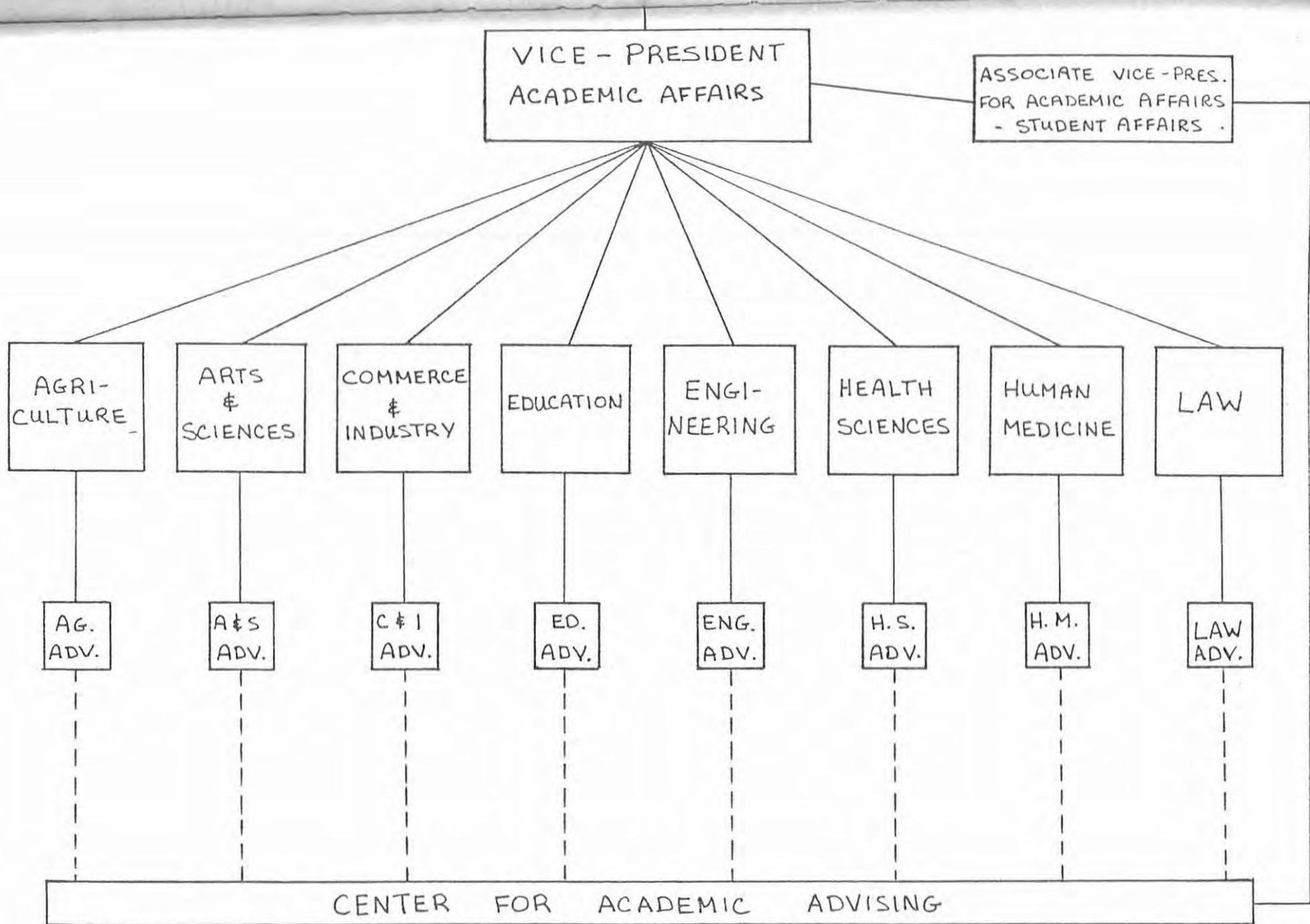


Figure 3. Proposed Relationship of the Center for Academic Advising and Advising in the Colleges at U.W.

from some other duties. These key advisers would be referral and information liaisons with other departments and Student Services offices and would be responsible for keeping advisers within the Department informed of academic policy changes and additions.

- l. Encourage academic advisers to post specific office hours for advising concerns.
 - m. Maintain complete files for/on advisees.
 - n. Develop a "pre-advising" program whereby students through self help and/or peer advising could prepare course schedules, etc., before meeting with their advisers.
 - o. Experiment with small group advising.
 - p. Employ retired Faculty as advisers.
 - q. Allow for/require peer advising as part of the GA's responsibilities.
 - r. Recognize the potential value of Correspondence Study and Extension courses.
 - s. Encourage intrusive advising.
2. To serve a coordinating function for the campus-wide academic advising plan:
- a. Disseminate information regarding advising concerns among interested parties.
 - b. Perform a liaison role in freshman and transfer orientation programs.
 - c. Administer a Tutorial Services program.
 - d. Conduct research and develop a library on academic advising.
 - e. Identify Faculty willing and able to advise students in special categories where the need is indicated (e.g., international, minority, adult re-entry, highly motivated, part-time, and handicapped students).
 - f. Develop an effective system for tracking students with particular academic problems (e.g., probation, suspension, not meeting pre-requisites).
 - g. Scrutinize forms, procedures, and published materials relating to the advising process.
 - h. Serve as a referral service to/for the Colleges and Student Services offices and for students and faculty.
 - i. Identify recurring weaknesses in the system.
 - j. Implement use of the student data base information.
 - k. Participate in community college/high school/U.W. outreach programs.
 - l. Perform a "crisis" advising function.
 - m. Advise "unwanted" undeclared students.
3. To train Advisers for advising:
- a. new Faculty
 - b. present Faculty
 - c. peer advisers
 - d. professional advisers
4. To help prepare new and current students for advising through:

- a. Adviser awareness of the importance of establishing a caring atmosphere during the initial contact.
- b. Freshman summer orientation session discussion on the responsibilities of advisees in completing their education.
- c. Academic orientation of advisees' parents.
- d. Fall/Spring academic orientation program in addition to summer orientation.
- e. Residence Hall discussion sessions on academic advising concerns.
- f. Simulation sessions in the registration process.
- g. Career guidance.
- h. Counseling and Testing intervention.
- i. Study Skills training.
- j. Specific helps for advisees:
 - (1) Program description sheets, degree check sheets, flow charts.
 - (2) Letter outlining registration steps, prior to registration.
 - (3) Informational HELP strip.

5. To serve as an advising advocate to the Institution and College.

- a. Recommend incentive procedures for faculty advisers.
- b. Recommend evaluation procedures for faculty advisers.
- c. Recommend reward procedures for faculty advisers.
- d. Recommend policy modification to support advising.

The Center for Academic Advising will support and assist in advising tasks that the Colleges recommend, recognizing the restriction of its present staff and budget (Figure 4).

Implementation of the proposed plan would be immediate, assuming continued funding.

CENTER FOR ACADEMIC ADVISING

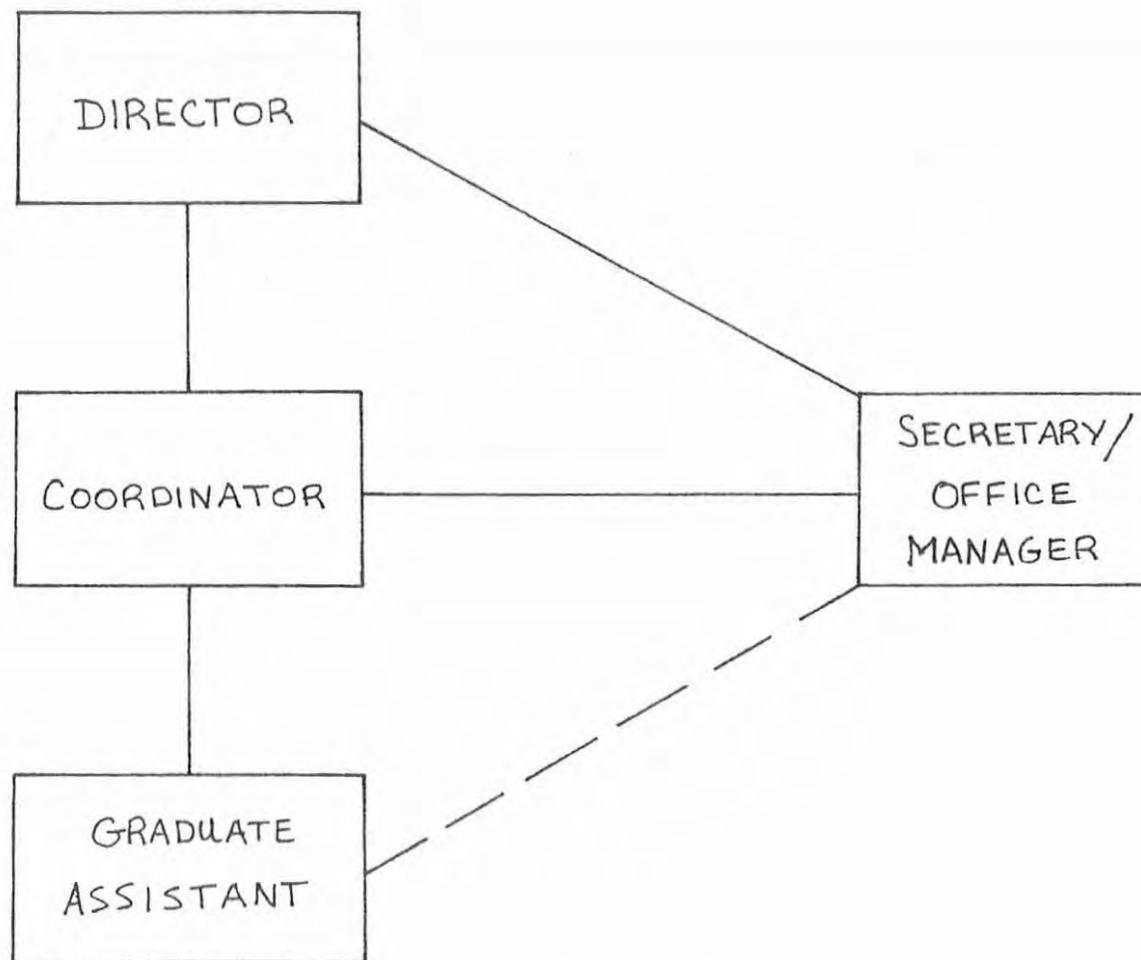


Figure 4. Center for Academic Advising