



HLC Accreditation 2016-2017

Evidence Document

Wichita State University

HLC Workgroup

Assurance Argument: Criterion 2

Integrity: Ethical and Responsible Conduct

Additional information: Submitted to the Higher Learning Commission on September 12, 2016. The [HLC Accreditation Final Action Letter](#) received on January 30, 2017. Archived in SOAR on October 3, 2017.

2 - Integrity: Ethical and Responsible Conduct

The institution acts with integrity; its conduct is ethical and responsible.

2.A - Core Component 2.A

The institution operates with integrity in its financial, academic, personnel, and auxiliary functions; it establishes and follows policies and processes for fair and ethical behavior on the part of its governing board, administration, faculty, and staff.

Argument

— 2.A. —

Regents Policies and Procedures

The Kansas Board of Regents, as Wichita State University's [state-mandated governing body](#), pursues measurable continuous improvement in the quality and effectiveness of WSU, while expanding participation for all qualified Kansans. To achieve that mission, KBOR:

- Demands accountability, focuses resources and advocates powerfully;
- Maintains a program review cycle and process that allows the university to demonstrate that it delivers quality academic programs consistent with its mission (see 4.A.); and
- Follows [policies and procedures](#) (including selection and qualifications of board members, terms of office, compensation and expense policies, conflict of interest, identification and all aspects of management) that are kept current and made available online through KBOR's website.

WSU Policies and Procedures

The WSU [Policies and Procedures Manual](#), kept current and accessible online, is intended to define policy-initiating authorities and to develop a standard for policy format, approval and dissemination processes. The manual includes all policies and procedures applicable to the university and in line with KBOR policies. The president, vice presidents, general counsel, Faculty Senate, Unclassified Professional Senate, University Support Staff Senate and Student Government Association are designated as the policy-initiating authorities. Policies require review and approval by the president prior to implementation and inclusion in the manual. Some of the policies are summarized below.

- *Internal audit*: The director of the Office of Internal Audit reports directly to the president and administratively to the executive director of government relations, WSU Board of Trustees, and operations.
- *Human resources*: The Office of Human Resources demonstrates ([2014](#), [2015](#)) sustained commitment to ethical hiring and promotion by publicizing compliance with the Equal

Opportunity Act, child labor laws, Family Medical Leave Act, federal minimum wage, military family, workers compensation, Title VII, Title IX, USERRA and Workers with Disabilities.

- *[Finance](#)*: The Division of Administration and Finance is responsible for developing, implementing and assessing the financial management plans and activities of WSU, and provides leadership and support to the university community in the planning and management of physical, fiscal and human resources to enhance the learning environment. Administration and Finance maintains a web page that shows the [organizational chart](#) and outlines all its duties and responsibilities.
- *[Athletics](#)*: Athletics maintains its [web page](#) with current and comprehensive policies relative to National Collegiate Athletic Association (NCAA) rules and regulations, commitment to Title IX initiatives, eligibility, financial aid and recruiting (see [2014](#) and [2015](#) annual reports).
- *[Purchasing policies](#)*: WSU takes responsibility for the ethical and responsible behavior of its contractual partners in relation to actions taken on its behalf. All purchases to outside contractors must be [made through](#) and approved by the Office of Purchasing.
- *[Financial interests](#)*: All faculty and unclassified staff with full-time appointments must annually disclose any significant financial interests relative to themselves or their immediate families (spouses and dependent children). Such disclosures are made on the mandatory annual Declaration for Conflict of Interest and Time Commitment Form and the [Supplemental Declaration of Financial Conflict of Interest](#).
- *[Organizational governance](#)*: The Office of the President maintains an organizational chart for the university. [Faculty](#) and [staff](#) senates each maintain web pages with definitions of their electorate, governance and responsibilities.
- *[Compliance](#)*: WSU is committed to maintaining easily accessible information online about the Family Educational Rights and Privacy Act ([FERPA](#)), the Health Insurance Portability and Accountability Act ([HIPAA](#)), [Title IX](#), and [safety for students, faculty and staff, family members and guests](#). Pertinent information is published and distributed via email to students, as university mailings and fliers, and as part of numerous outreach initiatives.
- *[Tenure and promotion](#)*: The manual contains relevant information and links for tenure and promotion policies and requirements, conflict of interest, and rights and responsibilities related to teaching.
- *[Students](#)*: In addition to comprehensive information regarding WSU students' rights, responsibilities and [resolving concerns](#), the manual articulates university support for undergraduate and graduate students' paths to safe and successful educational experiences in all facets. Other helpful information is on the university website to help students understand the roles and responsibilities of student government and WSU traditions, and navigate career and financial aid concerns pre- and post-graduation.
- *[Research](#)*: The manual contains all relevant guidelines for research conducted at or supported by the university, including administration, processes for pre- and post-service awards, research and sponsored program authorization, federal anti-lobbying laws and resources, and all facets of university ownership and intellectual property policies including patent and copyright management. Policies also address misconduct in research and subsequent processes of address

and redress, commitment of time, consulting and other employment, conflict of interest reporting procedures, depository for certifications and assurances, cogent policies on research involving human subjects and animal use, indirect costs, U.S. government property management procedures, and compliance with federal export regulations and conflict of interest policies for public health service-supported investigators and their staff.

- [*Communication and technologies*](#): The university's Acceptable Use standards for university computing and information technologies are articulated in the manual.
- [*University Support Staff policies*](#) cover information relevant to the role of University Support Staff, including university job listings, pre-employment drug screening, commercial driver's license drug and alcohol testing, promotion and transfer protocols, time and types of leave, additional compensation for hourly employees, leaving employment, disciplinary actions, paycheck information, performance evaluations, retirement and benefits, political activity and the articulated layoff plan.
- [*Unclassified Professional policies*](#) cover information relevant to Unclassified Professional employees, including definitions of administration, policy, title, status and status changes, appointment, evaluation, types of leave, retirement, benefits, professional development, disciplinary processes, grievances, financial exigencies, and internal promotion.
- [*Faculty policies*](#) contain all information relevant to general employment, appointment, benefits, responsibilities, tenure and promotion, resignation, standards, evaluation, ranks and titles, emeritus status and post-tenure review.
- [*Academic policies*](#) are explained in sections concerning academic appeals procedures; class and office hours; students with disabilities; teaching loads; subvention; thesis and dissertation sequestration; chair procedures; procedures and processes for centers, institutes and bureaus; student academic honesty; and the definition and assignment of credit hours.
- *Auxiliary functions* (affiliated corporations): Auxiliary campus corporations exist to further the mission of the university and provide additional services and support to benefit students, faculty, staff and the university community. Policies regarding affiliated corporations and their function within the university can be found in [1.06](#).
- [*Complaint procedures*](#): In the event of a discrimination complaint by a student, employee or visitor the university has clearly worded policies, procedures and processes that seek the best, most fair outcomes possible. Separate policies address sex-based and other forms of discrimination. When a student is the respondent in a complaint of sex-based discrimination the complaint is addressed through procedures outlined in [8.16](#). Policy [3.06](#) addresses situations where any category of employee or a visitor to the university is the respondent in a sex-based discrimination complaint. Complaints based on all other types of discrimination related to students, employees or visitors are addressed through [3.47](#). WSU also has a policy prohibiting retaliation against any individual filing or participating in a discrimination complaint process ([3.19](#)). All policies related to discrimination complaint resolution assign responsibility for compliance and investigation.

DEVELOPING, EVALUATING AND COMMUNICATING POLICIES AND PROCEDURES

Constituent Involvement in Developing Policies

An example of Faculty Senate involvement in the creation of policies includes WSU's [Post-Tenure Review](#). Stemming from [policy](#) requiring each state university to implement a plan to supplement its annual faculty evaluation system, in 2013 WSU faculty created and implemented post-tenure review for all faculty members to be conducted at five-year intervals beginning the year after tenure and/or promotion. The first group of faculty to be reviewed under this policy will be in 2018.

Communication of Policy Changes

The Office of Strategic Communications distributes a daily email ([WSU Today](#)) that communicates new policies, updates and changes among other items. [Emails](#) to all constituents are also used for this purpose as well as to gain feedback about establishing [new policy](#).

Financial Reporting

Annual financial reports are prepared in conformance with Generally Accepted Accounting Principles (GAAP). Once completed, affiliated corporation statements are consolidated into WSU's statements for presentation as part of WSU's annual financial statements (see [2015](#) statement). After compilation, the data are submitted to the State of Kansas chief financial officer for consolidation with all other Kansas agencies, and then as the Kansas Consolidation Annual Financial Report (CAFR) (see complete [2015](#) report). State of Kansas financial reports are audited annually by an external accounting firm, Clifton, Larson, Allen, LLP. This audit includes a full review of WSU's financial data, processes and reports (see [independent auditors report](#)). In addition, as part of the audit, Legislative Post Audit (external accounting firm, Clifton, Larson, Allen, LLP) performs tests to ensure compliance with OMB Uniform Guidance A-133, which encompasses Federal Grants and Student Financial Aid (see [2014](#) report).

In the 2015 CAFR, a material weakness in internal control over financial reporting was noted, along with Kansas State University (see [notation](#)). In the Legislative Post Audit 2014 Report, one finding was noted in relation to financial aid compliance (see [notation](#)). Neither was considered a major finding in terms of financial reporting.

Consumer Transparency

[Consumer information](#) is linked to the university's main web page as required by federal financial aid regulations (the Higher Education Act of 1965, as amended by the Higher Education Opportunity Act of 2008 requiring the disclosure of general information to prospective and current enrolled students with regard to consumer information). In accordance with the regulations, every effort has been made to provide the most accurate and up-to-date information available.

Equal Opportunity and Title IX Reorganization

In the event of a discrimination complaint by a [student, employee or visitor](#), the university has Equal Opportunity (EO, formerly EEO, or Equal Employment Opportunity) policies, procedures and processes that seek a fair outcome. EO reports ([2014](#), [2015](#)) are examples of how this information is documented and used to make improvements.

EO policies and procedures are regularly reviewed and updated as necessary procedural revisions become evident or as changes in applicable law require. For example, universities are now [required to provide training to students](#) on sexual assault and violence. This and other requirements triggered the university to further examine the best way to handle equal employment and Title IX issues. Subsequently, WSU has increased the resources dedicated to preventing and addressing

discrimination over the past three years (e.g., new Title IX coordinator position, [substance and sexual violence training program for students](#)). Changes are summarized below.

- Prior to 2014, EEO and Title IX responsibilities were coordinated by the university general counsel's office.
- In 2014, the Office of Equal Employment Opportunity and Title IX was established and a full-time executive director of EEO/Title IX was hired to focus on best practices, training and outreach, acquiring this responsibility from the general counsel's office. This [new position](#) reported directly to the president.
- In 2016, EEO and Title IX responsibilities were separated and a new full-time Title IX coordinator position was established to handle Title IX separately from equal employment issues. This allowed for better coordination of prevention (see [quick reference guide](#)) and awareness (see [responsible employee](#) and [campus security authority](#) letters) of sex-based discrimination.
- In 2016, the Office of EEO and Title IX was renamed the Office of Equal Opportunity and Title IX to emphasize the focus on addressing all discrimination issues, not just those related to employment. The EO director and the Title IX coordinator are direct reports to the president.
- In addition to addressing issues of discrimination, the Office of EO and Title IX annually compiles an Affirmative Action Plan (AAP). The AAP ([2014](#), [2015](#)) serves as a guide in monitoring progress and developing operational processes to enhance equal opportunity in all sectors of employment at WSU.

Internal Auditing/Monitoring

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. As specified by KBOR's Internal Audit Function policy, the director of Internal Audit reports directly to the university president on all audit matters. These responsibilities are delineated in [WSU's Internal Audit Charter](#).

KBOR's Internal Audit Function policy further specifies that “each state university internal audit department shall report annually to the Board’s Committee on Fiscal Affairs and Audit, summarizing the prior year’s activities and plans for the coming year.” Written reports are due to the [KBOR office](#) in January, followed by a meeting with the [Fiscal Affairs and Audit Committee](#) soon thereafter.

The following examples illustrate the breadth of coverage and positive change initiated by Internal Audit, which:

- Made suggestions for streamlining [official hospitality reimbursements](#), and collaborated in developing a training session to introduce the new process;
- Made suggestions for how to better monitor the university’s [remodeling and improvement account](#), and collaborated in documenting the process for allocating and monitoring account funds;
- Collaborated with [College of Education Dean’s Office and Information Technology Services](#) staff to resolve data access and security concerns; and

- Provided counsel for how to monitor [College of Education fees](#) collected relative to amounts expected or budgeted.

Sources

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- [ACAD AFFAIRS ASSESS Program Review Report 2015](#)
- [ACAD AFFAIRS Faculty UP Evaluation Forms 2015](#)
- [ACAD AFFAIRS OFA Consumer Information 2016](#)
- [ADMIN FINANCE BUDGET FY2015 Operating Budget 2014](#)
- [ADMIN FINANCE GASB FY2015](#)
- [ADMIN FINANCE OHR SSI 2016](#)
- [ADMIN FINANCE OHR Strategic Summary FY2015](#)
- [ADMIN FINANCE OHR Summary Memo FY2014](#)
- [ADMIN FINANCE Organizational Chart 2016](#)
- [ADMIN FINANCE Overview 2015](#)
- [ADMIN FINANCE PURCHASING Procurement Policies 2010](#)
- [ATHLETICS Annual Reports 2014](#)
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- [FACULTY SENATE Home Page 2016](#)
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- [KS 76.711\(a\) Ch.6\(2\)](#)
- [PRES EEO Affirmative Action Plan 2013-2014](#)
- [PRES EEO Affirmative Action Plan 2014-2015](#)
- [PRES EEO Annual Report 2014](#)
- [PRES EEO Equal Opportunity Title IX Complaint Summary 2014-2015](#)
- [PRES EEO Title IX CSA Letter 05-12-2016](#)
- [PRES EEO Title IX Quick Reference Guide 2016](#)
- [PRES EEO Title IX RE Letter 05-12-2016](#)
- [PRES INTERNAL AUDIT Activities and Plans 2014-2016](#)
- [PRES INTERNAL AUDIT Education College Internal Audit 2015](#)
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- [PRES INTERNAL AUDIT Official Hospitality Reimbursements Internal Audit 2014](#)
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- [PRES PPM Ch.1 University Structure 2016](#)
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- [PRES PPM Ch.10 Environmental Health & Safety 2016](#)
- [PRES PPM Ch.14 Purchasing 2016](#)
- [PRES PPM Ch.19 Technology 2016](#)
- [PRES PPM Ch.2 Academic Policies 2016](#)
- [PRES PPM Ch.20 Miscellaneous 2016](#)
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- [PRES PPM Ch.5 Faculty Benefits Responsibilities 2016](#)
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- [PRES PPM Ch.6 Unclassified Professionals 2016](#)
- [PRES PPM Ch.7 University Support Staff 2016](#)
- [PRES PPM Ch.7 University Support Staff 2016 \(page number 3\)](#)
- [PRES PPM Ch.8 Student Policies 2016](#)
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- [PRES PPM Ch.9 Research 2016](#)
- [PRES PPM Title IX Policies 2016](#)
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- [STRAT COMMUNICATIONS WSU Today Issue Sample & Index Page 2016](#)
- [STUD AFFAIRS SCCS Stud Concern Resolution Guide 2016](#)
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- [UP & USS Senate Home Pages 2016](#)
- [WSU New Updated Policies Programs eMail Communication 2016](#)

2.B - Core Component 2.B

The institution presents itself clearly and completely to its students and to the public with regard to its programs, requirements, faculty and staff, costs to students, control, and accreditation relationships.

Argument

— 2.B. —

Transparency

In compliance with the Kansas Open Records Act and federal regulations, Wichita State University articulates the Open Records Act and clearly explains how the university complies in its [Policies and Procedures Manual](#) available through WSU's [website](#), which has links to academics, admissions, arts, assessment, athletics, libraries, email, student/staff directory, a search engine, A-Z index, complaint processes, consumer information and myWSU (the faculty and student web portal). The About WSU link offers a campus profile complete with facts, figures and links to information about student life, academic life, administration, history and tradition, and life in Wichita, Kansas.

A link to WSU's accreditation has brief information about the university's accreditation with the Higher Learning Commission and a list of specialty accreditations ([2011](#), [2012](#), [2013](#), [2014](#), [2015](#)) within university programs. WSU participates in the Voluntary System of Accountability (College Portrait), which allows prospective and current students and their families to evaluate cost, student experiences, learning outcomes, student success, etc. Students also can compare WSU to other institutions (see Cost to Students section in 2.B.).

Educational Programs and Requirements

Complete and accurate information from the [Office of Admissions](#) related to admissions requirements is available to students and the public through the [undergraduate](#) and [graduate](#) web pages.

On the main WSU web page, each [major/program](#) links to a curriculum guide and the [undergraduate](#) and [graduate](#) catalogs outline requirements. Specifics of academic programs and admission/degree requirements are available through main web pages for each college/institute ([Business](#), [Education](#), [Engineering](#), [Fine Arts](#), [Health Professions](#), [Honors](#), [Institute for Interdisciplinary Creativity](#), and [Liberal Arts and Sciences](#)) and department web pages ([see sample pages](#)). Also found online are the [Office of Student Success](#) and [OneStop for Student Services](#) for additional resources.

Specific graduate program information is accessible through the [Graduate School web page](#) — which links to graduate degree programs, assistantships, financial aid and graduate student orientation — and through individual department/school pages ([see sample pages](#)). The [Graduate Catalog](#) contains all applicable standards and policies for Graduate School, graduate programs, faculty, staff and students.

Policies regarding academic [forgiveness](#), [exceptions](#), [honesty](#), [grading](#), [transfer](#) and [registration](#) are clearly outlined in print and online catalogs.

Cost to Students

The Office of Financial Operations and Business Technology web page has links to [tuition and fees](#) required of every student enrolled on the WSU main campus, and in classes held in the City of Wichita, Wichita's contiguous industrial sites, WSU South and WSU West, online and at the Downtown Center. Tuition and fees are subject to change by action of the Kansas Board of Regents.

Student fees support the Rhatigan Student Center, Heskett Center, Student Health Services, Student Government Association, student publications, music, dance and theater productions, including opera and musical theater, and similar entities and efforts. Complete and accurate information related to the cost of education is available to candidates and current students via the Net Price Calculator through the College Portrait page (WSU website home page) and Financial Aid page as required by the Higher Education Opportunity Act.

Faculty and Staff

Information on faculty and staff is available through the following resources.

- Faculty qualifications are listed in the [undergraduate](#) and [graduate](#) catalogs.
- Departmental web pages provide information (e.g., listings, research interests, etc.), and faculty and staff contributing to each program under departmental control. Often, listings point directly to individual faculty web pages.
- The WSU website provides convenient access to [faculty and staff directories](#) and the mechanism to look up individual faculty and staff. The search result also provides title, department, campus address, phone number and email address.

Control

The nine-member Kansas Board of Regents controls governance at WSU and serves as the statewide coordinating board for the state's 32 public higher education institutions (six state universities, one municipal university, 19 community colleges and six technical colleges). WSU is recognized as a public institution in the State of Kansas through legislation as defined in [Kansas statutes](#).

Accreditation Relationships

WSU maintains formal relationships with several specialty accreditation organizations as well as the HLC. [Specialty accreditation](#) relationships are available online in an annual document. All departments participating in accreditation provide documentation and/or the most currently available information regarding their accreditation. WSU's current accreditation status can be found through the following resources.

- *External web resources:* HLC and accreditation standing for all 27 currently accredited programs at WSU is available on the WSU accreditation web page.
- *Catalogs:* WSU accreditation standing is [listed](#) in the undergraduate and graduate catalogs.

Sources

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- [ENG College of Engineering Web Page 2016](#)
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2.C - Core Component 2.C

The governing board of the institution is sufficiently autonomous to make decisions in the best interest of the institution and to assure its integrity.

1. The governing board's deliberations reflect priorities to preserve and enhance the institution.
2. The governing board reviews and considers the reasonable and relevant interests of the institution's internal and external constituencies during its decision-making deliberations.
3. The governing board preserves its independence from undue influence on the part of donors, elected officials, ownership interests or other external parties when such influence would not be in the best interest of the institution.
4. The governing board delegates day-to-day management of the institution to the administration and expects the faculty to oversee academic matters.

Argument

— 2.C.1. —

Constitution of the Governing Board

Established in 1925 by the Kansas Legislature, the Kansas [Board of Regents](#) is composed of nine members appointed by the governor with the advice and consent of the Kansas Senate. Board members serve overlapping terms of four years; no more than five members may be identified with the same political party. KBOR is assisted by a professional staff, allowing the members to address questions of general policy. In its consideration of policies, it is guided by recommendations from the chief executive officers of each Regents university.

Through deliberations and meetings, KBOR governs and coordinates certain activities of the entire public higher education system, including Wichita State University. KBOR coordinates functions of its 32 member institutions with regard to:

- Determining institutional roles, reviewing institutional missions and approving performance agreements for each institution;
- Developing a comprehensive plan for coordinating program and course offerings and locations, including transfer and articulation procedures;
- Developing a unified budget for state funding of state system institutions, distributing state and federal funds, and requiring accountability for use of those funds;
- Representing state universities and the Regents system before the governor and Legislature; and
- Collecting, aggregating and reporting common and institution-specific information documenting effectiveness of each institution in meeting its mission and goals.

KBOR has authority to control state universities and to supervise their operation and management.

— 2.C.2. —

Open Meetings

KBOR meetings are public, and notice is given in accordance with the Kansas Open Meetings Act (KSA 75-4317 through 75-4320a). Under prevailing statutes, the only time KBOR may go into closed executive session is by a motion to recess an open meeting for an executive session.

KBOR meets regularly from September through June. In July, members meet for a workshop to review appropriations requests from state universities and others for the upcoming state budget and appropriation process. [Minutes](#) for KBOR meetings (see highlighted areas where WSU issues are addressed) are publicly available online. Public meetings, minutes and agendas foster enhanced communication and feedback to continually improve the institution.

KBOR membership is carefully defined to ensure broad, balanced and representative viewpoints, giving all internal, external and political constituencies a voice during decision-making deliberations. Furthermore, there are no secret ballots for Regents' votes.

KBOR relies on a broad range of [committees and councils](#) to provide and disseminate important information and policy changes. Committees focus on such issues as board governance; academic affairs; fiscal affairs; audits; and retirement plans. Examples of councils include the Council of Presidents and System Council of Presidents; and the councils of Business Officers, Chief Academic Officers and Chief Student Affairs Officers; Faculty Senate Presidents; and Government Relations Officers. Committees/councils are made up of Regents and institution officers, faculty and students, and community members. Both internal and external constituencies are well represented during all elements of deliberations.

— 2.C.3. —

KBOR acknowledges that integrity, accountability and openness of financial relationships and other relevant interests are essential to responsible and credible administration of the State of Kansas system of higher education. A [process for disclosing and considering potential conflicts](#) and managing actual conflicts enhances transparency and confidence in KBOR actions. Documentation of recent disclosures can be found in the [September 16-17, 2015 minutes](#).

— 2.C.4. —

Through explicit policies disseminated by KBOR and WSU on their respective websites, the Regents have conferred upon WSU's president and other senior administration and faculty the authority to develop appropriate measures and procedures to ensure compliance with KBOR and other state and federal policies, including faculty oversight of the curriculum and academic matters.

The WSU Policies and Procedures Manual states ([1.01](#)): "The board delegates to the university chief executive officer and his/her staff the internal administration and operation of an individual university." This commitment is echoed in KBOR's own mission statement.

KBOR defines its basic principles and operating procedures to include the following statement (edited

for space): With regard to the state universities, the board governs them, which means that the board has the authority to control these institutions and to supervise their operation and management. The board's governing functions include appointing the chief executive officer at each state university and having an employer/employee relationship with those chief executive officers, and having authority to oversee many of the daily operational functions of the state universities, although the board has chosen to delegate actual performance of those functions to the chief executive officers and their staffs. An example of such includes a recent WSU proposal for [market-based tuition](#) for non-degree students that was [approved](#) by KBOR in October 2015.

In its desire to work closely with institutions under its aegis and foster strong, mutually supportive relationships between state institutions, KBOR includes in its make-up numerous committees/councils (see 2.C.2.) composed of members from the student body, faculty and administrators of each school. Several state councils provide the mechanisms through which cooperation and coordination among the Regents universities are achieved.

The definition and role of faculty and faculty governance are in the WSU Policies and Procedures Manual ([5.08](#)). WSU faculty members have specific responsibilities with respect to academic rules, regulations and programs of the university; university governance; and faculty governance.

Sources

- [KBOR Councils of Kansas Board of Regents 2015](#)
- [KBOR Meet the Board 2016](#)
- [KBOR Meeting Agenda 10-14-2015](#)
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- [KBOR Meeting Minutes FY2016](#)
- [KBOR Meeting Minutes FY2016 \(page number 81\)](#)
- [KBOR Meeting Minutes FY2016 \(page number 95\)](#)
- [KBOR Policy Manual 2015](#)
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- [PRES PPM Ch.1 University Structure 2016](#)
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- [PRES PPM Ch.5 Faculty Benefits Responsibilities 2016](#)
- [PRES PPM Ch.5 Faculty Benefits Responsibilities 2016 \(page number 15\)](#)

2.D - Core Component 2.D

The institution is committed to freedom of expression and the pursuit of truth in teaching and learning.

Argument

— 2.D. —

WSU Policies and Procedures

In policy [3.06](#) and [3.19](#) of its Policies and Procedures Manual, Wichita State University reaffirms its commitment to maintaining an environment free of intimidation, fear, reprisal and coercion — one in which students, faculty, unclassified professionals and university support staff can develop intellectually, personally and socially.

As stated under [section 5.08](#) (Rights and Responsibilities of Faculty), the teacher is entitled to full freedom in research and, in the publication of the results, subject to the adequate performance of the teacher's academic duties.

The preamble for section [9.10](#) (Intellectual Property) outlines the purpose of WSU's Intellectual Property policy: ". . . to foster the creation and dissemination of knowledge and to provide certainty in individual and institutional rights associated with ownership and with the distribution of benefits that may be derived from the creation of intellectual property."

The Policies and Procedures Manual outlines specific uses for university and non-university groups respective to First Amendment activities ([11.12](#) and [11.13](#)). The Kansas Board of Regents provides specific guidance in its manual for how students, faculty, staff and the general public may use WSU facilities.

Faculty members who believe that their academic freedom has been compromised may address such action through the grievance process, which is designed to resolve internal disputes, assure careful consideration of personnel actions and complaints, and safeguard academic freedom. (See WSU Policies and Procedures Manual, [chapter 5](#)). WSU provides for the review of grievances filed by faculty members. In the past 10 years, seven faculty grievances have been filed at WSU, and six of those went forward to the review committee. Those grievances were related to salary issues, grant issues or faculty evaluations. None were related to freedom of expression.

KBOR policy

KBOR has strong, decisive language in its [Policy Manual](#) declaring that the board "strongly supports principles of academic freedom. It highly values the work of state university faculty members. Academic freedom protects their work and enhances the valuable service they provide to the people of Kansas." It goes on to cite and endorse the 1940 Statement of Principles of the American Association of University Professors that illuminates those concepts. In 2014, KBOR passed a new [social media policy](#), and in 2015 WSU's faculty and staff developed [procedures](#) to address compliance with the policy.

University Libraries

Library support for free inquiry is supported by faculty librarians in the professional [code of ethics](#) set forth by the American Library Association. The [Library Bill of Rights](#) specifically addresses academic freedom in library collections and services.

Other Publications

WSU has many avenues for students to publish their works and voice their ideas in print and online publication form. The Sunflower, a student-run newspaper, provides opportunities for student-led forums as do the dozens of university academic departments that host, support or encourage student work. Although WSU supports student publications as necessary forums for the upholding of ideas of academic freedom and the active pursuit of truth by leaving content, media and format concerns in the hands of student editors, writers, photographers and computer artists, the editors are held accountable for abiding by the standards laid down in the [Student Code of Conduct](#). The Student Government Association maintains a Board of Student Publications to help foster and adjudicate, as needed, student publication issues.

Article 1, section 1: Protection of Freedom of Expression of the Student Government Bill of Rights declares that students should be free to take reasoned exception to the views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

Sources

- [ALA Code of Ethics 2008](#)
- [ALA Library Bill of Rights 1996](#)
- [FACULTY SENATE Implementation of KBOR's Social Media Policy 2015](#)
- [KBOR Policy Manual 2015](#)
- [KBOR Policy Manual 2015 \(page number 111\)](#)
- [PRES PPM Ch.11 Facilities 2016](#)
- [PRES PPM Ch.11 Facilities 2016 \(page number 18\)](#)
- [PRES PPM Ch.11 Facilities 2016 \(page number 21\)](#)
- [PRES PPM Ch.3 General Employment Policies 2016](#)
- [PRES PPM Ch.3 General Employment Policies 2016 \(page number 12\)](#)
- [PRES PPM Ch.3 General Employment Policies 2016 \(page number 54\)](#)
- [PRES PPM Ch.5 Faculty Benefits Responsibilities 2016](#)
- [PRES PPM Ch.5 Faculty Benefits Responsibilities 2016 \(page number 15\)](#)
- [PRES PPM Ch.8 Student Policies 2016](#)
- [PRES PPM Ch.8 Student Policies 2016 \(page number 18\)](#)
- [PRES PPM Ch.9 Research 2016](#)
- [PRES PPM Ch.9 Research 2016 \(page number 15\)](#)

2.E - Core Component 2.E

The institution's policies and procedures call for responsible acquisition, discovery and application of knowledge by its faculty, students and staff.

1. The institution provides effective oversight and support services to ensure the integrity of research and scholarly practice conducted by its faculty, staff, and students.
2. Students are offered guidance in the ethical use of information resources.
3. The institution has and enforces policies on academic honesty and integrity.

Argument

— 2.E.1. —

To meet the needs of diverse student and faculty populations, Wichita State University provides oversight and support services to ensure the integrity of research and scholarly practice at all levels. [Chapter 9](#) of the WSU Policies and Procedures Manual provides guidance on the conduct of research for the university.

Annual Evaluations

WSU policy [4.22](#) states that faculty with half-time or more appointments, and those unclassified professionals who have teaching responsibilities amounting to 50 percent or more of their workload, are to be evaluated at least once a year regardless of whether they are in the Academic Affairs division of the university. The review includes steps for establishing performance goals related, though not exclusively, to research and scholarly practices. In addition, [5.14](#) (post-tenure review) provides faculty a plan to supplement their annual faculty evaluation in identifying opportunities that will enable them to reach their full potential for contribution to the university. Faculty with graduate status are required to be reviewed periodically to assure currency in their research discipline.

Office of Research

[Chapter 9](#), specifically policy [9.01](#), provides guidance and policy for overall administration of research. Specific to research and technology transfer, WSU has established an administrative unit, the [Office of Research](#), to facilitate and promote ethical research at every step of the process. The [office](#) exists to support faculty and staff researchers in streamlining the development and implementation of proposals, grants and contracts. It is focused on fostering technology transfer by supporting the development of new business ventures, partnerships, patenting and licensing.

Human Subjects and Animal Research Support and Policy Addressing Misconduct

To ensure ethical use of human subjects and animals in faculty and student research, WSU has devoted section [9.17](#) of its Policies and Procedures Manual specifically to research involving human subjects and [9.18](#) for animal research.

The 9.17 policy calls for the establishment of a university Institutional Review Board (IRB) and articulates the board's make-up and responsibilities. Likewise, [9.13](#) addresses allegations of misconduct in research by university employees involved with a research or research training project

supported by a federal, state or local government agency, private foundation or business, or for which an application has been submitted. See the [USDA animal welfare regulations](#), used by investigators to guide animal research, the [WSU Animal Welfare Assurance](#) document, [forms for submission of an animal use](#) protocol, and the committee rosters for the [IRB](#) and [IACUC](#).

— 2.E.2. —

To ensure that students are offered appropriate and sufficient guidance in the ethical use of information resources, WSU has committed efforts to address these goals at every level.

Ethical Use of Information

Freshman students are grounded in library skills and research principles and ethics in required courses such as English 101 and 102 through faculty in those courses or through faculty librarians. In English 101, students must sign and submit a Plagiarism Contract signifying that they understand what constitutes plagiarism and what penalties may be imposed should they plagiarize. All English 102 students spend significant time addressing ethical and effective research practices and are exposed to copyright concerns. The university also provides a fully staffed Writing Center, for documentation and research consultation, for all students. For transfer students, this is assured through WSU's [course equivalency](#) process (see also the [transfer equivalency](#) course look-up page).

WSU employs SafeAssign Software, which is available for every university course via the Blackboard learning management system. SafeAssign allows faculty to easily calibrate the software to act as a learning tool for students to find instances of plagiarism in their own work that they mistakenly assumed to be effectively paraphrased or summarized, and then change that work until it is either sufficiently original, or clearly and appropriately cited. [Blackboard analytics](#) indicates this is widely used.

Completion of a training program in professional and scholarly integrity (Collaborative Institutional Training Initiative) is a requirement for all faculty and staff engaged in research involving human subjects, and a graduation requirement for all doctoral students admitted into their program in fall 2012 or later, and for all master's students admitted to their program in fall 2013 or later. The training, at a minimum, covers four topical areas: research misconduct; publication practices and responsible authorship; conflict of interest and commitment; and ethical issues in data acquisition, management, sharing and ownership.

— 2.E.3. —

Academic Honesty

The Kansas Board of Regents is committed to academic integrity and states: "The Board of Regents believes that academic dishonesty is inimical to the fundamental ideas of public higher education. Furthermore, the Board believes that public higher education has a mission to develop the moral reasoning abilities of students and to promote the importance of integrity in all aspects of student life, but particularly in academics. Therefore, it is the policy of the Kansas Board of Regents that student academic dishonesty not be tolerated on the campuses of the Regents institutions."

KBOR [policy](#) requires that WSU implement and promote specific policies, procedures and programs

that seek to: (1) identify prohibited academic conduct by students; (2) educate students, faculty and administrators with regard to the nature, impact and consequences of student academic dishonesty; (3) effectively report and seek to reduce such behaviors; (4) provide for due process for students accused of academic dishonesty; (5) set forth clear sanctions, ranging from reprimand to dismissal from the university, for students who have committed acts of academic dishonesty; and (6) implement a comprehensive and integrated plan to promote academic integrity among students, faculty and administrators.

In response to KBOR policy, section [2.17](#) of WSU's Policies and Procedures Manual states that a standard of academic honesty, fairly applied to all students, is essential to a learning environment. The [colleges](#) have developed implementation plans of 2.17 to make sure students are aware of it. This information is also included in every course [syllabus](#). Students who compromise the integrity of the classroom are subject to disciplinary action by their instructor, their department, their college and/or the university.

Students who engage in academic misconduct are referred to the Student Conduct and Community Standards (SCCS) office for consideration of suspension or expulsion from the university as determined by the academic college or the vice president for Student Affairs. Policy [8.05](#) outlines the procedures and potential outcomes for such violations. Since WSU began tracking the data in fall 2011, 16 students have been [reported](#) to the SCCS office and one was taken through the student conduct process and later suspended. Two cases led to a change in practice for SCCS staff and WSU faculty.

Conflict of Interest Disclosure

In section [9.15](#) of its Policies and Procedures Manual, WSU maintains and enforces a written conflict of interest policy that complies with federal policies (National Science Foundation's Investigator Financial Disclosure Policy and Public Health Service's Objectivity in Research) for its employees. The university requires that such individuals disclose annually any significant interest that would reasonably appear to be related to their research, teaching or service assignments, and emphasizes that disclosure will protect professional reputations and careers from potentially harmful allegations of misconduct.

Sources

- [ACAD AFFAIRS MRC SafeAssign Analytics 2015-2016](#)
- [ACAD AFFAIRS Policy 2.17 Implementation in WSU Colleges 2015](#)
- [ACAD AFFAIRS Syllabus Template 2016](#)
- [ACAD AFFAIRS Syllabus Template 2016 \(page number 2\)](#)
- [KBOR Policy Manual 2015](#)
- [KBOR Policy Manual 2015 \(page number 47\)](#)
- [PRES PPM Ch.2 Academic Policies 2016](#)
- [PRES PPM Ch.2 Academic Policies 2016 \(page number 27\)](#)
- [PRES PPM Ch.4 Tenure Promotion 2016](#)
- [PRES PPM Ch.4 Tenure Promotion 2016 \(page number 36\)](#)
- [PRES PPM Ch.5 Faculty Benefits Responsibilities 2016](#)
- [PRES PPM Ch.5 Faculty Benefits Responsibilities 2016 \(page number 26\)](#)
- [PRES PPM Ch.8 Student Policies 2016](#)
- [PRES PPM Ch.8 Student Policies 2016 \(page number 18\)](#)

- [PRES PPM Ch.9 Research 2016](#)
- [PRES PPM Ch.9 Research 2016 \(page number 3\)](#)
- [PRES PPM Ch.9 Research 2016 \(page number 20\)](#)
- [PRES PPM Ch.9 Research 2016 \(page number 24\)](#)
- [PRES PPM Ch.9 Research 2016 \(page number 28\)](#)
- [PRES PPM Ch.9 Research 2016 \(page number 30\)](#)
- [REGISTRAR Transfer & Articulation Web Page 2016](#)
- [REGISTRAR Transfer Equivalency 2016](#)
- [RTT Animal Welfare Assurance 2016](#)
- [RTT IACUC Animal Use Forms 2016](#)
- [RTT IACUC Roster 07-2016](#)
- [RTT IRB Institutional Review Board Roster 07-2016](#)
- [RTT Office of Research 2016](#)
- [RTT Organizational Chart 2016](#)
- [STUD AFFAIRS SCCS Academic Misconduct Data 2016](#)
- [USDA Animal Welfare Act & Regulations 2013](#)

2.S - Criterion 2 - Summary

The institution acts with integrity; its conduct is ethical and responsible.

Summary

Wichita State University is committed to ethical and responsible conduct and, therefore, is in compliance with Criterion 2 as evidenced by having in place:

- A full complement of policies that guide the integrity and ethics of its governing board, administration, faculty, staff and students as well as appropriate steps for due process;
- A governing board appointed by the governor (and defined by statute) that holds public meetings, and publishes meeting agendas and minutes;
- An office of internal audit that regularly audits functional areas for compliance with institutional, KBOR, state and federal policies;
- Publicly available documents that advertise WSU's admission/degree requirements and processes, educational costs, faculty and staff qualifications, and accreditation status;
- Policies and procedures that demonstrate WSU's commitment to freedom of expression and intellectual pursuits; and
- Mechanisms to ensure that faculty, staff and students use and apply knowledge responsibly and ethically.

Sources

There are no sources.