

**Assurance Argument**  
**Illinois Wesleyan University - IL**

7/29/2016

## 2 - Integrity: Ethical and Responsible Conduct

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

### 2.A - Core Component 2.A

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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

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**2.A.** The University upholds and protects its integrity. The moral and ethical principles embraced by the University are pervasive within its mission documents, which are reflected in the policies and processes for the governing board, administration, faculty, and staff.

Adherence to the values within the University's mission documents occurs because of the close communication among the Board of Trustees (BOT) and University constituencies. Board of Trustees meetings regularly include representatives from Student Senate and Staff Council, and four members from the faculty, including the chair of the Council on University Programs and Policy ([CUPP](#)), the primary representative governance body of the faculty. Other constituency representatives are invited to give presentations when their efforts are deserving of recognition, comment, and discussion. Reports from BOT meetings are circulated via email to faculty and staff.

Communication among administrative units is also vital to the University in maintaining the integrity of its operations. As noted in the [organizational charts](#), vertical lines of authority generally lead to the vice presidential level, where leaders manage their units with a noticeable degree of autonomy. At the same time, the Vice Presidents and the Provost and Dean of the Faculty report directly to the President and meet with him on a frequent basis as a group while they also constitute significant membership within the President's Cabinet. All members of the Cabinet, including the chair of CUPP who serves as faculty representative to the Committee, are responsible for submitting unit- and mission-driven goals at the beginning of the year which are assessed at the end of the academic year. The President summarizes this information in a report given to the Board of Trustees. The President's Cabinet, which meets on a bi-weekly basis throughout the academic year, further serves as a space whereby leaders from the various units share information with one another and offer advice on matters of collective importance to the institution. Communication among academic units occurs in a similar fashion. [CUPP representatives](#) are elected from their respective divisions and the Council advises the Provost and the President on matters brought to its attention by the President, the Provost, any member of the Council or any member of the faculty.

Transparency is also evident within the [Strategic Planning and Budgeting Committee](#) (SPBC) and the [University Council on Diversity](#) (UCD), mentioned previously in Criterion 1.C. These campus-wide structures were designed to include representation from the major campus constituencies, the SPBC including staff, student, trustee, faculty, and administration representatives, the UCD including staff, student, faculty and administration representation. These structures facilitate the implementation of planning and budgeting as defined and guided by the principles within the mission documents.

Furthermore, they include the comprehensive representation necessary to further the communication of values that are consistent with our mission.

Many of the rights, responsibilities, and protections offered to members of the University community are enumerated within a series of handbooks, designed to address the needs of specific University groups. The [Student Handbook](#), for example, includes regulations and policies affecting students and is available online to all students. Portions regarding academic components are repeated in the [University Catalog](#). The policies and procedures that it documents address both the academic and social aspects of student life, as it includes policies involving harassment and intolerance, sexual harassment, students with dependents, anti-hazing, the course syllabus, attendance and grading, class meetings and final examinations, course loads, grades and standards, exceptions to academic requirements, grade appeals, student conduct and academic integrity, cheating, plagiarism, student records, student access, and withdrawal from the University. As the *Handbook* makes clear, students are required to abide by University regulations on campus, on University-affiliated areas and at all University functions.

The [Faculty Handbook](#) similarly contains policies and procedures regarding the conduct of the University faculty including general faculty meetings, standing committees, and faculty personnel policies (faculty appointments, tenure and advancement, post-tenure review, complaints and grievances, and separation from the University). Faculty responsibilities, resources and related policies are also outlined (including those involving teaching, academic advising, and related activities, leaves, professional travel and grant opportunities). Other University statements that form a portion of the *Faculty Handbook* include the American Association of University Professors (AAUP) Statement on Professional Ethics, and policy statements concerning information technology, alcohol and drug use, sexual harassment, and statements regarding the conduct of research. Finally, the faculty elected [Hearing Committee](#) conducts informal proceedings and formal hearings concerning grievances brought against faculty members or members of the academic administration, reviews of the procedures related to due process of the Promotion and Tenure Committee, or dismissals for cause.

The *Exempt and Non-exempt Staff Handbooks* function in a similar manner as the *Faculty Handbook*, documenting employment policies, hours, wages, employee benefits, safety issues, a code of conduct, general information, and institutional policy statements. A [whistleblower policy](#) is in effect for all members of the University community and is publicly accessible on the University resources webpage and is included in faculty, staff and student handbooks. The policy allows for anonymous reporting by calling the Campus Conduct Hotline toll-free at 866-943-8757. The fact that the policy includes Board members as well as students, faculty, and staff, and covers areas as divergent as employment, athletics rule violations, financial improprieties, safety and security, and student concerns is noteworthy, as is its clear delineation as to whom one should report an alleged violation, along with the language indicating a process for adjudicating complaints resulting from incident disclosure. As noted in Criterion 1.C., the [Bias Incident Reporting Protocol](#) was adopted in 2013 to compile general information regarding the frequency of campus discrimination incidents and the speed of their resolution.

Of primary importance to a residential community is its ability to maintain security and safety. To this end, the Office of Security works closely and in harmony with the local police and non-police community service agencies and insures that the University is in compliance with [The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act](#), the federal law that requires colleges and universities across the country to disclose information about crime on and around their campuses. A link to campus crime statistics on and around campus is accessible from Security office website. Additionally, beginning in 2014, a campus safety newsletter, [The Safety Pin](#), is circulated via

email at the beginning of each semester. In 2013, in response to the passage of Illinois Concealed Carry Legislation, the University reviewed its campus weapons policy and continues to prohibit weapons on campus. Under the exemption provided to universities, [signage prohibiting guns](#) in buildings was implemented.

It should be noted that over the 2014-2015 academic year, a number of campus-wide initiatives were enacted to ensure that IWU had policies and practices that prevent sexual assault, provide support for survivors of assault, and effectively guide investigation of incidents on campus. The [Sexual Assault Outreach](#) webpage was established, which provides detailed definitions concerning sexual misconduct, sexual violence, and consent. In addition, a [Sexual Assault Reporting Guide](#) was provided to all faculty and staff members to assist victims of sexual misconduct. These initiatives are also in response to Strategy II.E4 in *IWU 2020*: Students will be knowledgeable about the safety risk factors associated with sexual assault and understand the resources for support, reporting, and advocacy. In January 2015, the Division of Student Affairs hosted a “[Sexual Assault Prevention Summit](#)” with the intent of strengthening collaborations among community partners. The summit included representatives from local hospitals, advocacy groups, law enforcement and universities and included strategies and resources for working with victims of sexual assault.

The Chair of the [University Safety Committee](#) consults with campus departments to assure that federal guidelines for safety are met in the workplace, including correct labeling and the disposal of chemicals, and appropriate laboratory safety regulations are being followed. In addition, each employee of the University receives training upon hire concerning the maintenance of a [safe and healthy working environment](#). Other initiatives include the [Hazard Communication Program](#) (i.e., hazardous material inventory, Material Safety Data Sheets, proper labeling) and personal protective measures regarding [blood-borne pathogens](#). Since 2013, [ongoing training](#) for physical plant managers has become systematized. In July 2015, all members of the physical plant were mandated to attend [safety training sessions](#) relevant to their work environment which were provided by an outside consultant.

The University also recognizes the requirements of Title IX legislation and its [Title IX coordinator](#), the Associate Provost, is in charge of handling Title IX complaints. During the 2014-15 academic year, an online [Sexual Misconduct Prevention Training](#) module was conducted for faculty and staff. Using scenarios drawn from higher education, the survey was tailored for classroom and workplace settings. Training for new faculty and staff is part of their orientation to the university. All employees will participate in ongoing training through the biennial online training, as well as annual training for faculty and staff in supervisory positions.

Additional areas require federal compliance as well. For example, the University Librarian serves as Copyright Compliance Officer and library faculty and staff members help the institution by assuring [copyright compliance](#) for materials used in classes as well as for the promotion of faculty research. In addition, faculty, administrators and an external community member serves on the [Institutional Review Board](#), while the activities of the University animal facility are monitored by staff veterinarians from the community who work with the chair of the [Institutional Animal Care and Use Committee](#). Additionally, the University has taken steps to ensure compliance with the Illinois Abused and Neglected Child Reporting Act (325 ILC 5/4), which expanded the definition of mandatory reporters to include all University employees. Through a series of [emails and campus newsletters](#) in Fall 2012, the campus community was informed of the new policy and acknowledgement forms were collected from all employees, including student workers and vendors who contract with the University. Ongoing compliance is accomplished via the Human Resources, Financial Aid and Physical Plant offices through orientation sessions for new employees and vendors.

Additionally, the Division of Student Affairs adheres to the [American College Personnel Association's](#)

[\(ACPA\) Ethical Principles and Standards and to the Council for the Advancement of Standards in Higher Education \(CAS\) Statement of Shared Ethical Principles](#). As noted later in Criterion 4A.1, the Division of Student Affairs conducts regular, on-going reviews using CAS criteria.

Finally, the University takes its obligations under the [Family Education Rights to Privacy Act \(FERPA\)](#) seriously. During First-year Orientation and other public events at the beginning of each academic year, students, parents and faculty are apprised of the rights of students with respect to the protection of students' confidentiality regarding the sharing of records and information. When parents contact faculty or administrators with concerns involving their students, they are immediately informed as to the importance of maintaining confidentiality between the student and the University official, which in many cases restricts what can or cannot be shared with the parent.

In situations where a clear course of action is not always in evidence, IWU retains an outside University attorney, who provides available legal counsel. The use of an annual independent [audit](#), performed by KPMG LLP, whose reports are regularly reviewed by the Board of Trustees, is an additional example of institutional reliance upon independent external expertise for the purpose of insuring the integrity of its internal policies and procedures.

## Sources

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- PRES\_OIRP\_abused\_and\_neglected\_child\_act
- PRES\_OIRP\_Bias\_Incident\_Reporting\_Protocol
- PRES\_OIRP\_blood-borne\_pathogens
- PRES\_OIRP\_catalog
- PRES\_OIRP\_Clery\_Act
- PRES\_OIRP\_concealed\_weapon\_policy
- PRES\_OIRP\_copyright\_compliance
- PRES\_OIRP\_CUPP
- PRES\_OIRP\_ethical\_standards
- PRES\_OIRP\_faculty-handbook
- PRES\_OIRP\_FERPA
- PRES\_OIRP\_hazard\_communication
- PRES\_OIRP\_Hearing\_Committee
- PRES\_OIRP\_IACUC
- PRES\_OIRP\_IRB
- PRES\_OIRP\_org\_charts
- PRES\_OIRP\_pp\_managers\_training
- PRES\_OIRP\_pp\_safety\_training
- PRES\_OIRP\_reporting\_guide
- PRES\_OIRP\_safe\_working\_environment
- PRES\_OIRP\_safety\_committee
- PRES\_OIRP\_safety\_pin
- PRES\_OIRP\_sexual\_assault
- PRES\_OIRP\_Sexual\_Assault\_Prevention
- PRES\_OIRP\_sexual\_misconduct\_prevention
- PRES\_OIRP\_SPBC
- PRES\_OIRP\_titleIX
- PRES\_OIRP\_UCD
- PRES\_OIRP\_Whistleblower\_Policy

- VPBF\_Audit\_FS\_FY15

## 2.B - Core Component 2.B

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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

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**2.B.** Illinois Wesleyan University utilizes a number of electronic and print media communications to publicly present the institution's programs, requirements, faculty and staff, costs to students, and accreditation relationships. All media communications are consistent with the University's core values as described in the mission documents and are frequently assessed to ensure their integrity.

The [IWU Catalog](#) documents the academic standards, policies, costs, program requirements and course descriptions of the University. The *Catalog* is reviewed and edited annually under the supervision of the Associate Provost for Academic Planning and Standards in conjunction with the Associate Dean of Curricular and Faculty Development and the Registrar. Actions and minutes from the Curriculum Council and regular meetings of the faculty are reviewed for curriculum and policy changes throughout the academic year. After the final faculty meeting in April the updated catalog sections are distributed to the appropriate departments for review. The *Catalog* is published every year on or around August 1st. It is distributed in hard copy to all faculty, staff and new students and is published on the University's website.

### Web Communications

The Illinois Wesleyan website is the primary public medium for external audiences to gain access and information about the University and is also widely used by internal audiences. The current website was launched in July 2014 after a two-year long internal development process that engaged the campus-wide Web Advisory Group, the Communications and Engagement Strategic Plan Work Group, the President's Cabinet and Board of Trustees.

The [Office of Communications](#) (OC) is responsible for the website's overall design and content creation for the home page, level 2 pages and other key informational pages. The OC directs and guides the development of department level website content, working closely with Academic Affairs, academic departments, the Office of Admissions, the Office of Institutional Research and Planning and administrative offices, to ensure the accuracy of information. The OC's Assistant Director for Electronic Communications (ADEC) provides guidelines and assistance to the more than 60 individual web managers who manage content on academic and administrative department webpages. The Office of Information Technology Services (ITS) provides programming assistance and other technical expertise and content management training for web users. The campus-wide Web Advisory Group is co-chaired by OC and ITS. In addition, The Ames Library, through [Digital Commons](#), makes available selections of outstanding student work, faculty research, and University records, including recent works that only exist electronically as well as digital surrogates scanned from the University archival collection.

A link to statements of accreditation and non-discrimination is found on the footer of every webpage and on the Office of Institutional Research and Planning website.

### Social Media Communications

The Assistant Director for Electronic Communications also manages the [University's Facebook](#), [Twitter](#), [YouTube](#) and other social media sites and has authored guidelines for independently managed social media sites to help ensure consistency and accuracy of information. Communications Office and other departments (Admissions, Alumni, Advancement) post information and announcements of interest and value concerning campus events and the accomplishments of faculty, students and alumni, etc. The ADEC continually monitors these sites and responds appropriately to questions or complaints.

### **Email Communications**

The Office of Communications also publishes several versions of [CampusWeekly](#), an electronic newsletter, which is emailed to students, faculty, staff, alumni and community supporters Monday mornings during the school year and bi-weekly during the summer months. These emails promote the scholarship and achievements of our students and faculty and inform the community about noteworthy events taking place during the week and other information of value. In addition, a monthly version of this newsletter, with tailored content, is sent to high school counselors and prospective and admitted students. The Office of Admissions reviews the content material.

### **Publications and Promotional Materials**

The Office of Communication, working collaboratively with the Office of Admissions, Academic Affairs, academic departments and others, creates [publications and promotional materials](#) that are designed to accurately reflect the rigor of the academic programs, present accurate cost and financial aid information, and accurately portray the culture, mission and values of the institution. Selected admissions brochures contain statements of accreditation and non-discrimination along with other important information on the back cover of these publications.

### **Alumni Magazine**

[Illinois Wesleyan University Magazine](#), the flagship publication of IWU, is distributed quarterly to 26,000 alumni, friends, parents, faculty, staff and students. The University also produces an online version of the magazine that provides highlights of each issue as well as links to past issues.

To communicate effectively with alumni and other constituents, IWU strives to create strong, lasting impressions through stories about and images of the University's achievements, aspirations and values. These stories inspire our readers to become effective ambassadors of IWU and to feel more strongly invested in its continued success.

Internal and external surveys of our constituents show that their decisions to support IWU are greatly influenced by how their perceptions of our achievements and excellence. We tell stories that convey the successes – as well as the struggles – of our students, faculty and alumni and why those successes are important not only to the institution but to society as a whole. Because of its long and trusted relationship with our readers, University leaders regard the magazine as a credible and effective source for conveying core institutional messages. Our Advancement Office has relied on it to help promote the goals and recognize successes of the University's recent \$125 million *Transforming Lives* capital campaign.

The magazine is also considered an essential vehicle for reaching prospective students. The Admissions Office regularly orders hundreds of extra copies sent to top prospects, and various schools and departments regularly request reprints to distribute to their constituents and prospective students. The Alumni Office also regards it as an essential vehicle to convey news about the goals and

work of our Alumni Association, as well as events such as Homecoming.

### **Student Handbook**

The [Student Handbook](#) is intended to inform the Illinois Wesleyan University community about policies and procedures concerning students. It consolidates information from many sources on topics ranging from academic processes to University services. It seeks to assist in the orientation of new students and to provide all students with an up-to-date reference on significant matters relating to University life.

### **Parent Outreach**

The University uses a [variety of methods](#) to communicate with its students' parents. In addition to the University Catalog and Student Handbook, in fall 2013, the Parent Portal service was launched by Information Technology Services. Every parent of an IWU student has access to the Parent Portal, which contains news and events of interest to parents. However, access to certain student information is restricted by FERPA unless the student grants access. The Parent Board, a group of Illinois Wesleyan parents who aim to assist students and strengthen the parent-University relationship, is another avenue of communication. Frequently, e-Parent newsletters are sent to a subscriber list. Similarly, a returning student letter which highlights the events of the summer and communicates policy changes is mailed to the home address each July.

### **Institutional Research & Planning**

The [Office of Institutional Research and Planning](#) (OIRP) is an important University resource for a wide array of data elements for both internal and external purposes. Subjects include the following:

- Admissions Demographics and Information
- Demographics of students, faculty, and staff
- Retention and Graduation Rates
- Majors of Graduates
- Degrees Awarded
- Continuing Education and Full-Time Employment Rates
- Revenues and Expenditures
- Endowment Market Value
- Operating Budget
- University Fees
- Financial Aid
- Class Size

The OIRP also provides two webpages concerning the [Higher Learning Commission \(HLC\) Accreditation Statement](#) (also in the [Catalog](#)) and the HLC [Reaffirmation of Accreditation process](#). Individualized accreditation information concerning [education](#), [music](#), and [nursing](#) are available in the [Catalog](#) and on discipline-specific webpages.

### **Tuition, Fees, Room and Board Costs**

Costs concerning the University's tuition, fees, room, and board are reported in the [Catalog](#), as well as the [financial aid webpage](#). This webpage also provides students with a [Net Price Calculator](#), which is designed to provide an early indication of how much and what types of financial aid students might qualify for if they attended IWU full-time. In addition, the University's costs are also available in a

number of marketing materials and in the University's [Common Data Set](#) via the Office of Institutional Research and Planning's webpage.

## Sources

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- PRES\_OIRP\_accreditation\_catalog
- PRES\_OIRP\_accreditation\_statement
- PRES\_OIRP\_Campus\_Weekly
- PRES\_OIRP\_catalog
- PRES\_OIRP\_digital\_commons
- PRES\_OIRP\_financial\_info\_catalog
- PRES\_OIRP\_financial\_info\_website
- PRES\_OIRP\_institutional\_research
- PRES\_OIRP\_IWU\_magazine
- PRES\_OIRP\_music\_accreditation
- PRES\_OIRP\_net\_price\_calculator
- PRES\_OIRP\_nursing\_accreditation
- PRES\_OIRP\_office\_communications
- PRES\_OIRP\_parent\_outreach
- PRES\_OIRP\_promotional\_materials
- PRES\_OIRP\_reaffirmation\_process
- PRES\_OIRP\_social\_media
- PRES\_OIRP\_teacher\_education\_accreditation
- PRES\_OIRP\_university\_costs

## 2.C - Core Component 2.C

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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

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**2.C.1.** According to the [By-Laws](#) of the Board of Trustees (BOT) of Illinois Wesleyan University, the affairs of the University shall be managed by the BOT, which includes the adoption of policies and provision of resources for carrying out a program of higher education based on the liberal arts. The President of the University and the President's staff shall implement the policies and programs.

There are 43 active members of the Board: four *ex officio* members, each with voting power, and 39 elected members. The Illinois Great Rivers Conference of the United Methodist Church shall confirm three of the elected members. At least one of these three shall be an alumnus of the University and a preference shall be made known to the Nominating Committee that one of these three shall be a member of the clergy. At least twelve members of the Board of Trustees shall at all times be alumni. Efforts are made to select Trustees to represent McLean County, Illinois outside of McLean County, and a national and international component. Trustees serve a three-year term and receive no compensation for their services, but are reimbursed for reasonable expenses incurred.

The Board of Trustees generally holds [three regular meetings](#) each year, with the option of specially called meetings as needed. Several committee meetings and a Student Senate report accompany each regular meeting. A periodic Board orientation is scheduled as necessary. The Executive Committee of the BOT meets four times a year.

**2.C.2.** The decision-making processes of the BOT are organized through four standing committees, each with specifically defined functions, membership, and organization. Additionally, a number of subcommittees have been formed to address specific issues including diversity initiatives, farm investment, and social responsibility investment oversight. The minutes of all committee meetings are distributed to all members of the BOT. Administrative officers, as assigned by the President, provide insights from campus constituencies to standing committees that consist of the following:

- **Committee on Academic Affairs:** Reviews all faculty advancements in rank and tenure, requests for leaves of absences, honorary degree selection, proposals concerning new degree offerings and anything specific to the organization or dissolution of any department, division, or school.
- **Committee on Campus Life:** Assesses the campus atmosphere, the extra-curricular program, and intercollegiate athletics within the students' perspective as well as others directly

concerned.

- **Committee on Business Affairs:** Reviews the annual budget, financial reports, investment policies, and the condition of the physical plant. The Committee also arranges for an annual audit of the financial statements by a certified public accounting firm.
- **Committee on Advancement:** Develop and recommend plans and policies, both short- and long-range, designed to represent the University to its constituencies and elicit from them the maximum support.

In addition to attending to their formal responsibilities on campus, [Board members' engagement](#) with external constituencies has a significant impact on their planning and decision-making processes. Many members organize and host alumni events, engage in civic activities, and frequently interact with employers, politicians, and supporters of the University. These and similar engagements provide a greater understanding on recent developments and innovations within higher education, employment, and local and federal governments.

**2.C.3.** An essential component of service to the University is the preservation of independence from undue influence from various external parties. On an annual basis, the members of the Board, University officers, and selected faculty and staff are required to read and sign the [Conflict of Interest Statement](#). These forms are reviewed by the Executive Committee of the Board of Trustees. As noted in the Statement, those who have important fiduciary responsibilities and serve in a public-interest role should:

...conduct all affairs of the institution in a manner consistent with the highest ethical standards. Decisions of Board members, Officers and selected faculty and staff of the University should be made solely on the basis of a desire to promote the best interest of the institution and the public good. Care should be taken to avoid conflict of interest – and the appearance of conflict of interest – between decisions and actions that benefit the institution and those benefiting involved individuals. This same concept extends to all persons employed by the institution, regardless of position.

**2.C.4.** As stated in Article VI in the [By-Laws](#) of the Board of Trustees, the President is the chief executive officer of the University. The President is responsible to the Board for the implementation of the policies it adopts and, subject to the authority granted by the Executive Committee, may create and fill any administrative or academic office deemed necessary to the effective functioning of the University. The President is the official medium of communication between staff and the Board and between students and the Board, and, subject to authority granted by the Board, enters into salary contracts, institutional memberships, and other matters on its behalf.

The President, with the Vice President for Business and Finance, is responsible for preparing and submitting a proposed annual budget to the Board through the Committee on Business Affairs, and for seeing that the adopted budget is wisely administered and faithfully followed. The President, with the Provost and Dean of the Faculty, makes recommendations to the Board through its Committee on Academic Affairs regarding all advancements in faculty rank, advancements to tenure, and leaves of absence, but it is expected that the faculty oversee academic matters. Specifically, as referenced in the [Faculty Handbook in Article I](#), the faculty are responsible for the following:

- The selection, retention, promotion, and economic status of faculty.
- The academic freedom of individual faculty members to determine and pursue their own teaching and research, and their unencumbered participation in the political and social life of the wider community.
- The review and maintenance of a curriculum.

- The establishment of the standards of admission, separation, achievement, and graduation of students.
- Personal contact with and counsel to students.
- Planning for the academic and fiscal future of the University.
- Assistance in the selection of the President of the University and others concerned with academic affairs.
- Encouragement of responsible student participation in the University community.

## Sources

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- PRES\_OIRP\_board\_conflict
- PRES\_OIRP\_board\_of\_trustees\_bylaws
- PRES\_OIRP\_board\_of\_trustees\_meetings
- PRES\_OIRP\_board\_profiles
- PRES\_OIRP\_faculty\_responsibility

## 2.D - Core Component 2.D

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

### Argument

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**2.D.** The Illinois Wesleyan University mission documents contain clear language that provides evidence concerning the University's commitment to freedom of expression and the pursuit of truth in teaching and learning. Representative statements from the [Mission](#) and [Vision](#) Statements affirming this commitment include:

*"The Illinois Wesleyan experience affords the greatest possibilities for realizing individual potential while preparing students for democratic citizenship and life in a global society."*

*"As the University pursues this ideal for all of our students, we help students to follow a wide range of career and life paths..."*

*"A tightly knit, supportive university community...both challenges and supports students in their personal and intellectual development."*

*"Students will be encouraged to develop their capacities, cultivate their individual talents, and pursue multiple interests, in a manner that fosters self-confidence coupled with humility."*

Article II in the Faculty Constitution provides a strong position concerning academic freedom:

"The faculty of Illinois Wesleyan University shall be afforded academic freedom and due process. Academic freedom is the freedom to teach, both in and outside the classroom, to research and to publish the results of those investigations, to address any matter of institutional policy or action whether or not as a member of an agency of institutional governance. Professors should also have the freedom to speak to any matter of social, political, economic, or other interest to the larger community, subject to the academic standard of conduct applicable to each. The faculty endorses the principles set forth in the Statement of Principles on Academic Freedom and Tenure appearing as Annex I to this Constitution, and as endorsed by the American Association of University Professors, and the Association of American Colleges. It is noted that the Board of Trustees of Illinois Wesleyan University has adopted certain procedures from this statement (see Annex II By-laws of the Board of Trustees, Sec. 2.01C). Other procedures adopted from time to time to implement this constitution shall afford prompt resolution of the matter(s) involved."

Additional evidence concerning the University's commitment to freedom of expression is found in the faculty's adoption of the [AAUP's Statement on Academic Freedom in Artistic Expression](#) and the inclusion of the 1940 Statement of [Principles of Academic Freedom and Tenure in the Faculty Constitution](#). In response to the [censorship of a student](#) during a performance poetry act, the IWU Chapter of the AAUP disseminated a letter to the University community concerning their disapproval of the incident and what should take place in the form of policy for reconciliation. As a result of their advocacy, the faculty passed a motion in November 2011 to include the AAUP statement in the *Faculty Handbook*, which ensures the protection of student work, as well as the work of the faculty.

## Sources

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- OIRP\_PRES\_Vision\_Statement
- PRES\_OIRP\_AAUP\_response
- PRES\_OIRP\_academic\_freedom\_artistic
- PRES\_OIRP\_academic\_freedom\_process
- PRES\_OIRP\_Mission\_Statement

## 2.E - Core Component 2.E

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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

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**2.E.1.** The University's [Institutional Review Board](#) (IRB) is charged with protecting the safety, welfare, rights, and privacy of all participants in human subjects research that proceeds under the guidance of faculty, staff, and students. The purpose of the IRB is to assure that all human subject research conforms to Federal regulations. Our Policy and Procedures derive from the ethical principles issued by the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research in 1979.

The process for writing the IRB application, processing it, reviewing and commenting on it has been standardized. Online electronic forms are available on the IRB webpage and detailed instructions are given in a step-by step process to assist researchers before they send their final applications to the IRB. Since everything is handled electronically, applications can be reviewed, commented on, and sent to applicants in a timely manner (10-14 days). The entire process is transparent, except for the identities of reviewers. If student research is involved, the IRB requires a faculty sponsor who reviews the research and instructs the student in completing the application before sending in a joint application. This insures that the student learns the reason for the process and that the instructor is cognizant of the anticipated research. The IRB works with faculty regarding individual students who are taking senior seminars, honors, and independent studies, as well as classes engaged in a single class project (as is true of research methods courses). Recent [IRB statistics](#) offer a snapshot of the scope of the activities of the IRB over the past few years.

The [Institutional Animal Care and Use Committee](#) (IACUC) as delineated in the *Faculty Handbook* Chapter V1-29, oversees the applicable laws and makes sure that the protocol spelled out by the United States Department of Agriculture (USDA) and the United States Public Health Service (PHS) guidelines, as well as other relevant agencies is followed. The committee is responsible for overseeing and regulating the use of all live vertebrate animals at the University.

**2.E.2.** The Ames Library adopted its [Information Literacy Mission Statement](#) in 2006 and has a full-time Information Literacy Librarian to coordinate library instruction efforts. The information literacy program is an active one, fueled by the findings of an [ethnographic research study](#) that demonstrated the shallow understanding of research strategies and lack of critical analysis of documents that is reflective of the generation of students born in the digital age. Library instruction and one-on-one research sessions are a primary means of teaching students to acquire, discover and apply knowledge responsibly. During the 2013-2014 academic year, for example, the Ames librarians taught [185 in-class instruction sessions](#). Similarly, the [Scholarly Communications program](#) works with faculty and students on author rights and ethical conduct in publications.

The Ames Library also serves as the copyright information center for the campus and actively works with teaching faculty and the Provost's Office in educating about academic honesty in writing and research. The *Student Handbook* contains the IWU [Statement on Plagiarism](#). At the same time, The Ames Library faculty regularly provide instruction on how to avoid plagiarism through the ethical use of information to both faculty and students. The library maintains a subscription to RefWorks, a citation management tool that assists students in accurately citing scholarly references and avoiding plagiarism. Tutors at the IWU Writing Center also offer assistance with reviewing student writing and can help students avoid plagiarism incidents.

The Higher Education Opportunity Act enumerates specific requirements that all Higher Education institutions receiving federal funding are expected to enforce with respect to copyright law. Those requirements include:

- An annual disclosure to students describing copyright law and campus policies related to violating copyright law.
- A plan to “effectively combat the unauthorized distribution of copyrighted materials” by users of its network, including “the use of one or more technology-based deterrents.”
- A plan to “offer alternatives to illegal downloading.”

The University complies with the first mandate by describing and publicizing copyright law and policies related to its violation on both the Library and Information Technology websites. In addition, in concert with the Dean of Students Office, information is regularly shared about copyright and rights and permissions issues on an annual basis. The second mandate was secured by installing a firewall appliance called Palo Alto, which limits and blocks peer-to-peer file sharing. This has effectively stopped illegal downloading. The University complies with the third requirement by posting several links to free media via the Library copyright site, and with offerings through the Division of Student Affairs for movie viewing opportunities through Swank (a major non-theatrical movie and online CE/CME education distributor, and public performance licensing agent). In addition, the library subscribes to a growing number of streaming media services that allow licensed access to content.

**2.E.3.** Issues or questions regarding academic integrity are forwarded to the Associate Provost's Office. The University's policies concerning student conduct and academic integrity are available in the *Student Handbook*. Faculty who wish to file an incident of academic dishonesty should complete a [form](#) and forward it to the Associate Provost. Appeals are heard by the Academic Appeals Board, which is convened by the IWU Registrar. The Board follows [specific procedures](#) for those hearings. The numbers of cases handled by the office for academic years 2012 through 2016 are as follows:

- 2012-2013 = 25
- 2013-2014 = 23
- 2014-2015 = 36
- 2015-2016 = 1 (as of 10/16/2015)

## Sources

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- PRES\_OIRP\_academic\_appeals\_process

- PRES\_OIRP\_academic\_integrity\_report
- PRES\_OIRP\_ethnographic\_research
- PRES\_OIRP\_IACUC
- PRES\_OIRP\_information\_literacy
- PRES\_OIRP\_IRB
- PRES\_OIRP\_IRB\_statistics
- PRES\_OIRP\_librarians\_in-class\_sessions
- PRES\_OIRP\_scholarly\_communications
- PRES\_OIRP\_student\_handbook\_academic\_policies

## 2.S - Criterion 2 - Summary

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

### Summary

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Illinois Wesleyan University operates with integrity, which is founded in the moral and ethical principles within its mission documents and reflected in the policies and processes for the governing board, administration, faculty, and staff. The deliberation process of the University's governing board considers all constituencies in its decision-making, within the context of promoting the best interest of the institution and the public good. The Board delegates the management and academic functions of the University to the administration and faculty, and successfully protects itself, as well as its leaders, from undue influence via the Conflict of Interest Statement. The University's strong commitment to freedom of expression, pursuit of knowledge and truth, and the responsible application of knowledge is evident in the policies and practices described for all of IWU's constituencies.

Despite the University's strong evidence concerning the core components of Criterion Two, challenges have been identified that require addressing in the near future. A number of these challenges have been documented in the University's strategic plan, *IWU 2020*. They include the following:

### Challenges

Despite the University's strong evidence concerning the core components of Criterion Two, challenges have been identified that require addressing in the near future. A number of these challenges have been documented in the University's strategic plan, *IWU 2020*. They include the following:

- Individual University webpages and handbooks should make more explicit references to the language used in mission documents when situations merit that connection.
- The University should continue to evaluate and enhance its website. The University's decentralized process for website content management has resulted in inconsistent or untimely messages. Additionally, campus units sometimes fail to look past immediate needs toward preservation of important permanent records. Without a fully implemented Records Management program, this situation will likely deteriorate further as fewer documents are produced in paper format.

### Sources

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*There are no sources.*