

IOWA COLLEGE STUDENT AID COMMISSION

Western Illinois University Application for Postsecondary Registration Renewal October 6, 2016

STAFF ACTION: *Approve Western Illinois University's request for registration renewal for a two-year term that begins retroactively on November 16, 2015 through November 16, 2017.*

Registration Purpose

Revised Iowa Code Sections 261B.2 (definitions) and 261B.3 (effective July 1, 2012) require a school to register with the Commission if a person compensated by the school conducts any portion of a course of instruction, including by in-person, distance education, or correspondence method in this state or if the school otherwise has a presence in this state. Presence means a location in Iowa at which a student participates in any structured activity related to a school's distance education course of instruction. Presence also means an address, location, telephone number, or internet protocol address in Iowa from which a school conducts any aspect of its operations. Western Illinois University (WIU or the University) requests to renew its registration to continue in-person instruction at the Figge Art Museum in Davenport, Iowa. Additionally, the University is registering to continue to offer distance education programs to Iowans.

Institutional Information

Western Illinois University is a public postsecondary educational institution whose main campus is located at 1 University Circle, Macomb, Illinois. The University also maintains a branch campus at 3300 River Drive, Moline, Illinois 61265, and an additional instructional site at 3561 60th St., Moline, Illinois. The University provides in-person instruction in Iowa at the site of the Figge Art Museum, 225 West 2nd St., Davenport, Iowa 52801.

The University's Chief Executive Officer is President, Dr. Jack Thomas, Sherman Hall, 209, 1 University Circle, Macomb, Illinois. The University's Iowa contact person is Dr. Pamela J White, 427 Pershing Avenue, Suite 108, Davenport, Iowa 52801. As an instrumentality of a state, the University is not required to register with the Iowa Secretary of State as a corporation conducting business in Iowa.

Physical Facilities: Western Illinois University provides in-person instruction in its museum studies programs at the Figge Art Museum in Davenport. Instruction is delivered in the Museum's auditorium, boardroom, and studios. The Figge Art Museum is an internationally renowned museum. Through the Museum, students have access to 3,500 paintings, sculptures, and works on paper from the 16th century to present. The Museum houses an Art Museum Library with over 8,500 volumes, 26 periodical titles, and 300 educational videos.

Accreditation: Western Illinois University is accredited by the Higher Learning Commission, a regional accrediting agency recognized by the United States Department of Education. The University's nursing programs hold specialized accreditation from the Commission on

Collegiate Nursing Education, an entity recognized by the United States Department of Education.

Governing Body: The following is a list of individuals who comprise the University's Administration:

- Board of Trustees: Eight Members.
- Dr. Jack Thomas: President, PhD in English, specializing in Literature and Criticism.
- Dr. Kathleen Neumann: Provost & Academic Vice President, PhD in Computer Science.
- Dr. Ronald Williams: Vice President for Student Services, Doctor of Education.
- Mr. Matt Bierman: Vice President for Administrative Services, Master of Business Administration, Master of Arts in Student Affairs Administration.
- Mr. Brad Bainter: Vice President for Advancement & Public Services

The University maintains a Board of Trustees, which has the authority and responsibility to operate, manage, control, and maintain the University. The current members of the University's Board of Trustees are:

- Cathy Early: Chair, State Farm Agent; Owner, Bachelor of Science, Psychology.
- Yvonne S Savala: Vice Chair, KJWW Engineering; Executive Offices, Master of Public Administration.
- Roger Clawson: Secretary, State Farm Insurance; Insurance Agent, Bachelors in Business Administration.
- Lyneir Cole: Member, Seguin Services; Child Welfare Specialist, Bachelors in Law Enforcement Administration.
- Carolyn Ehlert Fuller: Member, Deere & Company; Director of Public Affairs & Program Support, Public Affairs Worldwide (retired), Master of Business Administration.
- Todd Lester: Member, Citizen's Bank of Macomb; Community President, Bachelors in Business and Finance.
- Steven Nelson: Member, Califf and Harper; Attorney and Shareholder, Doctorate of Jurisprudence.
- Wil Gradle: Student Representative, former President of the WIU-Macomb Student Government Association, current student of Western Illinois University.

Federal Stafford Loan Cohort Default Rate (FFY 2013): 7.1%

For comparison purposes, the FFY 2013 national average cohort default rate is 11.3%.

Graduation Rate: This is the percentage of first-time, full-time undergraduate students who graduated within 150% of the normal time for program completion as reported to the U.S. Department of Education National Center for Education Statistics. The graduation rate for Western Illinois University is 53%.

Average Loan Debt upon Graduation: \$25,900, for May 2015 graduates of the University.

Record Preservation: The University Archives is the official repository for WIU records. Materials housed in the University Archives include records of administrative offices and faculty and student organizations, publications issued by the University, student newspapers,

yearbooks, faculty publications, and masters theses, as well as photographs, oral history tapes and memorabilia relating to the University.

The Archives administers the University's Records Management Program. The University's Records Officer works with offices and departments across the University to ensure the proper retention and disposition of records. WIU policy and the State Records Act of Illinois require that all WIU offices secure approval from the Illinois State Records Commission prior to destroying or discarding records used in the transaction of WIU business.

The University's Records Retention Schedules are accessible at http://wiu.edu/libraries/archives/retention_schedules/index.php. The University is in an ongoing process of updating the Schedules.

Transcript Requests: Any current or former student may request a transcript by contacting:

Office of the Registrar
Western Illinois University
Sherman Hall 110
1 University Circle
Macomb, IL 61455
(309) 298-2787
<http://www.wiu.edu/registrar/transcripts.php>

Instructional Methodology: The University offers both on-site courses and wholly online courses to lowans. The residency programs are conducted at the Figge Art Museum with face-to-face instruction.

The University's students have access to WesternOnline student portal. Once students are logged in, they have access to various resources and services. WesternOnline is the platform through which distance education students complete all course work and interact with fellow students and instructors. Desire2Learn (D2L) is the University's online learning platform.

User accounts for students, faculty, staff, departments, and organizations are known as ECom Accounts, which is short for Electronic Communication. The ECom account grants the user access to: a Google Apps account with unlimited storage space, 1GB of storage space for web pages and/ or personal files on a backed up, local network drive, and access to services requiring use of an ECom username and password, such as computer labs and Western Online.

Curriculum Development: All faculty are resident to an academic department and are responsible for curriculum development and delivery, administration of course evaluations at the end of every semester, annual assessments of student learning outcomes reported to the Provost's Office, scheduled general education and academic program reviews, and discipline-based accreditation.

All new academic certificate and degree programs begin with a University school or department completing a feasibility study which needs to be approved by the Provost and Academic Vice President. Formation of a curriculum includes new and/ or existing courses. Faculty members are responsible for developing new course proposals that must be approved

within Academic Affairs and through shared governance processes. The department chair or school director must then submit a request form. These requests require approvals from the Academic Affairs and shared governance groups, the President, Western Illinois University Board of Trustees, and the Illinois Board of Higher Education. This process applies to all academic approvals, regardless of instructional modality.

A request for the development of a new degree, option, concentration, or certificate program consists of the following:

- Feasibility Study for New Degree Programs: Submitting a feasibility study is the first step in developing a new degree proposal. Feasibility studies may be conducted anytime during the academic year. Information which must be included in a feasibility study is as follows:
 - ✓ Specific evidence of students' interest, including projected enrollments in years one through five.
 - ✓ Specific job openings for which the degree program applies.
 - ✓ Impact on local and Illinois economy.
 - ✓ Comparable degree programs at peer institutions and success in job placement.
 - ✓ Results and impact for the department structure, including budgetary needs.
 - ✓ Results and impact for faculty workload assignments.
 - ✓ Recommendations for Department Chair and Dean.
- Feasibility Study for new option, concentration, or certificate: The information that must be featured in the feasibility study includes:
 - ✓ Specific evidence of student interest, including projected enrollments in years one through five.
 - ✓ Comparable options, concentrations, certificates, or other programs of study at peer institutions.
 - ✓ Results and impact for the department structure, including budgetary needs.
 - ✓ Results and impact for faculty workload assignments.
 - ✓ Recommendations for Department Chair and Dean.
- The Provost will review the feasibility study and act in either of the following ways:
 - ✓ Recommend for inclusion in the department's Consolidated Annual Report, Planning Document, and Budget Request.
 - ✓ Approve for immediate curriculum development and submission through the appropriate University channels.

Student Learning Resources: The University maintains a number of resources and services for both its residential and online students.

On-Campus Resources: The University's Quad-Cities campus (approximately 15 minutes from the University's Figge Art Museum site in Davenport, Iowa) provides a comprehensive array of on-campus learning resources and support services. Academic advisement, career services, computer laboratories, disability resources, health and safety resources, libraries, an online bookstore, a testing center, a Writing Center, and veteran's resources are available and described at www.wiu.edu/qc/student_life/student_services. The University's Counseling Center provides free personal, academic, and career counseling services to currently enrolled students. The Counseling Center is staffed by counselors that hold masters or doctoral degrees and are certified or licensed professional counselors or psychologists.

At the Figge Art Museum in Davenport, museum studies students benefit from access to the resources of the oldest museum in the State of Iowa. This includes collections with more than 3,500 paintings, sculpture, and works on paper from the 16th century to present. The Art Museum Library contains over 8,500 volumes, 26 periodical titles, and 300 educational videos.

Distance Education Resources: The services offered through the University Libraries <http://www.wiu.edu/libraries/> is available to students regardless of where they are located, these services are available via the internet. The University provides students with a collection of over 100 databases including 55,000 journals. Students may borrow items from 75 Illinois academic libraries through the I-Share network. Additionally, students have the option of obtaining literature through interlibrary loan which provides students with access to collections from libraries across the nation.

The University Libraries provide research and reference assistance to students, as well as instruction related to library use. Ask a Librarian is available via the web, instant messaging, or toll-free telephone number during library hours. Contact information and hours of operation for the Ask a Librarian service can be located at <http://www.wiu.edu/libraries/help/>.

Distance education students may take advantage of the Career Development Center. Students may receive assistance with resume building, interview preparation, career plans, etc. The contact information for the Career Development Center may be accessed at http://www.wiu.edu/student_services/career_development_center/. The University also offers tutoring services to students, the majority of which are face-to-face. However; the University does maintain online tutoring. The online tutoring schedule can be located at http://www.wiu.edu/advising/tutoring/Online_FL2016.pdf.

Students of the University have access to the University's Knowledgebase. Western's Knowledgebase is online help available 24 hours a day, seven days a week. Students are able to search from thousands of answers about computer technology, software, and more. Knowledgebase can be accessed through the student portal.

Student Complaints Process: The University maintains specific procedures in the filing and resolution of complaints dependent upon the nature of the complaint, as follows:

Student and graduate comments and complaints are addressed separately for discrimination, ethics, police conduct, and/or all other institutional issues. University policy, procedure, and contact information for each type of complaint are described below.

All student complaints should first be addressed at the local level (the level at which the complaint arises). If it cannot be resolved at the local level, the complainant should express his/her complaint to the head of the academic department or administrative unit after referring to the [University Organizational Chart](#) or the [University Directory](#) to determine the appropriate contact.

If the complaint is not resolved, the following individual(s) should be contacted:

Complaint Type	Contact Information	Telephone	Fax	Email
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Discrimination	Ms. Andrea Henderson Director, Equal Opportunity and Access Sherman Hall 203	(309) 298-1977	(309) 298-3455	AD-Henderson@wiu.edu
Ethics	Ms. Rica Calhoun Ethics Officer/General Counsel Attorney Sherman Hall 208	(309) 298-3070	(309) 298-3455	RH-Calhoun@wiu.edu
Police Conduct	Mr. Scott Harris Director, Office of Public Safety Mowbray Hall	(309) 298-1949	(309) 298-2884	SD-Harris2@wiu.edu
Student Services-Macomb	Dr. Ron Williams Interim Vice President, Student Services Sherman Hall 321	(309) 298-1814	(309) 298-2558	RC-Williams@wiu.edu
All Other-Macomb	Dr. Nancy Parsons Associate Provost, Undergraduate and Graduate Studies Sherman Hall 211	(309) 298-1066	(309) 298-2021	NP-Parsons@wiu.edu
Quad Cities (including students attending the Figge Art Museum instructional site in Davenport, Iowa)	Dr. Joseph Rives Vice President, Quad Cities and Planning 3240 Quad Cities Complex	(309) 762-9481	(309) 764-7172	J-Rives@wiu.edu

Any student of the University who believes they have witnessed a violation of the State Officials and Employees Ethics Act should report the violation immediately to the Ethics Officer/ Legal Counsel of the University or to the Office of Executive Inspector General www.inspectorgeneral.illinois.gov.

Iowans may at any time file a complaint with the Iowa College Student Aid Commission. The direct link to Iowa College Aid's complaint form is available on the University's Website at <http://www.wiu.edu/complaints/>.

Residential Programs Offered in Iowa

Western Illinois University offers the following programs via face-to-face instruction at the Figge Art Museum in Davenport, Iowa. The list of programs below includes the total estimated tuition charges, fees, book, supplies, and other costs payable to the school by a student.

- Post-Baccalaureate Certificate in Museum Studies: \$7,447.68
- Master of Arts in Museum Studies: \$14,067.84
- Integrated Degree, Anthropology or Art with Museum Studies (only the Museum Studies component is available in Iowa): \$56,067.24
- Integrated Degree, Fine Arts or Recreation, Park and Tourism Administration with Museum Studies (only the Museum Studies component is available in Iowa): \$58,033.44

Distance Education Programs Offered In Iowa

Western Illinois University offers the following programs via distance education. The following list includes the programs offered and the total estimated tuition charges, fees, books, supplies, and other costs payable to the school by a student.

Undergraduate Certificate Programs

- Fire Administration and Management: \$11,508.60
- Fire Prevention Technology: \$11,508.60

Baccalaureate Degree Program

- Registered Nurse to Bachelor of Science in Nursing: \$47,952.50
- Bachelor of General Studies: \$46,034.40

Post-Baccalaureate Certificate Programs

- Business Administration: \$4,965.12
- Instructional Design and Technology, Online and Distance Learning Development: \$6,206.40
- Instructional Design and Technology, Technology Integration in Education: \$6,206.40
- Instructional Design and Technology, Educational Technology Specialist: \$9,930.24
- Supply Chain Management: \$4,965.12

Integrated Baccalaureate and Graduate (5-year) Programs

- Accountancy, Computer Science, with Business Administration: \$58,447.20
- Economics with Business Administration: \$55,550.88
- Finance, Human Resource Management, Management, Marketing, or Supply Chain Management with Business Administration: \$63,826.09
- Law Enforcement and Justice Administration with Business Administration: \$58,860.96
- Instructional Design and Technology (non-licensure): \$56,792.16

Graduate Programs

- Masters in Business Administration: \$13,654.08
- Masters in Curriculum and Instruction (non-licensure): \$12,826.56
- Masters in Instructional Design and Technology: \$14,481.60

**Field Experience:* A number of the programs that the University offers through distance education contain a field component. The field experience may be completed by the student at an approved location in Iowa. The following programs contain field work:

- Registered Nurse to Bachelor of Science in Nursing: This program contains one mandatory course that includes field work. Nursing 405 (required): In this course, students are placed in a public health and community health nursing setting. This may include: epidemiology, client system, health behavior, health accommodation, stress and adaptation, and levels of prevention, immunizations, home care, clinics, and community agencies. Additionally, this program contains three optional courses with a field experience component that the student may choose from. Those courses are:
 - ✓ Nursing 430 (optional): In this course, students will be covering issues of policy, financial and psychosocial support for young elders, functionally able elders, and frail elders. Students will assess, diagnose, and treat common health problems of the elderly.
 - ✓ Nursing 431 (optional): In this course, students will be placed in a rural nurse setting.
 - ✓ Nursing 433 (optional): In this course, students will be covering population-specific mental health issues in the context of community health nursing. Some of those issues may include: access, treatment modalities, and follow-up, and drug and alcohol abuse.
- Bachelor of Arts in General Studies: Internship courses are electives from students in this program. Students may elect to register for course University 490, in which they will complete supervised practical work in a career related setting.
- Masters in Business Administration: There are optional structured field experiences in this program regardless of the concentration the student selects: business law, decision sciences, finance, human resource management, information systems, management, marketing, operations management, or supply chain management. In each concentration, a student may choose to participate in an internship course that integrates the focus of the concentration with its application in the appropriate business environment. In each case, internships are supervised by a faculty coordinator and a business professional at the internship site.
- Masters in Curriculum and Instruction: Students in this program may choose from a variety of courses, two of which provide field experience opportunities:
 - ✓ Mathematics 607: This practicum course provides students with direct internship experience for action research in mathematics education under guidance of qualified faculty.
 - ✓ Science Education 602: This practicum course provides students with direct internship experience in a science education program at the local school district under the guidance of a qualified field representative.
- Masters in Instructional Design and Technology: This program contains optional field work courses, as follows:
 - ✓ Instructional Design and Technology 620: This course integrates instructional technology theories and practical skills with application in a real-life environment. Students are exposed to a variety of positions in that environment during the semester. During the internship, the student will demonstrate his/her ability to integrate, organize and manage a project.
 - ✓ Instructional Design and Technology 600: This course involves advanced level fieldwork in a setting that is appropriate to the student's professional goals. The result of the applied project will be presented to the student's Graduate Committee.

Registration Compliance

As required by Iowa Code Section 261B.4, the University disclosed its institutional policy on refunding tuition charges for withdrawn students. The University discloses its policy to

students at <http://www.wiu.edu/policies/refcred.php>. Since the University is not a for-profit institution, its specific tuition refund policy is not governed by Iowa law or rule.

Administrative rules specifically require the school to comply with the requirements of Chapter 261.9(1) “e” through “h”.

- Iowa Code Section 261.9(1)(e) requires a school to maintain and disseminate a drug and alcohol abuse policy that includes sanctions for violation of the school’s policy and information about the availability of drug or alcohol counseling or rehabilitation. Iowa Code Section 261.9(1)(f) requires a school to maintain and disseminate a sexual abuse policy that includes information about counseling opportunities and reporting instances of sexual abuse to school officials and law enforcement. These requirements duplicate policies and disclosures required by the federal Department of Education for a school that participates in the federal student aid programs. The University complies with the requirements of Iowa Code Section 261.9(1)(e) and (f), discloses these policies and provides comprehensive information to students about drug/alcohol abuse and sexual assault at:
 - ✓ <http://www.wiu.edu/policies/drugalcohol.php>
 - ✓ <http://www.wiu.edu/policies/drugfree.php>
 - ✓ <http://www.wiu.edu/policies/rtknow.php>
 - ✓ http://www.wiu.edu/student_services/student_judicial_programs/codeofconduct.php
 - ✓ <http://www.wiu.edu/clery/index.php>
 - ✓ http://www.wiu.edu/clery/report_gc.php
 - ✓ <http://www.wiu.edu/policies/discrim.php>
 - ✓ <http://www.wiu.edu/policies/acintegrity.php>
 - ✓ <http://www.wiu.edu/policies/sexualaslt.php>
 - ✓ <http://www.wiu.edu/policies/harassment.php>.
- Iowa Code Section 261.9(1)(g) requires a school to maintain a special policy for the refund of tuition and mandatory fees to members of the Iowa National Guard or reserve members of the U.S. Armed Forces, or the spouse of such a member if the member has a dependent child, when the service member or spouse must withdraw from the school because the service member has been called to active (Iowa) state or federal military duty or service. The University discloses a compliant policy on its website at <http://www.wiu.edu/vpas/policies/military.php>
- Iowa Code Section 261.9(1)(h) requires a school to develop and implement a policy for employees who, in the course of their employment, attend, examine, counsel, or treat a child and who suspect the physical or sexual abuse of that child. By cross-reference from existing administrative rules for registration [283-21.2(261B), subsection 7], this new policy now applies to Iowa’s registered schools. Western Illinois University provided Iowa College Aid with a compliant policy, which applies to Iowa employees. The University distributes this policy to all faculty and staff.

Student Consumer Information: In its registration application, the University affirms its willingness to comply with the requirements of Iowa Code Chapter 261.9, as stipulated by Iowa Code Section 261B.4(8). Chapter 261.9 requires disclosure to students of information about the school’s programs, charges, tuition refund policies, whether a certificate or diploma awarded by the school is applicable toward a degree program the school offers, and the identity of the school’s accrediting agency. These disclosures are duplicative of the federal

Department of Education's student consumer information disclosure requirements for a school that participates in the federal student aid programs. The University discloses this information to students in its Undergraduate and Graduate Catalogs at:

- http://www.wiu.edu/graduate_studies/catalog/
- <http://www.wiu.edu/catalog/>
- <http://wiu.edu/provost/accredit.php>.

Western Illinois University affirms on the application that it will comply with the provisions of Iowa Code Section 261B.7. Effective July 1, 2012, these provisions of Iowa Code were modified to state that, provided the school does not claim "approval" or "accreditation," the school must disclose to students that it is registered by the Commission and provide Commission contact information for students who have questions or complaints about the school. The University maintains and discloses this information to its students in its Undergraduate and Graduate Catalogs:

- http://www.wiu.edu/catalog/2016_-_2017/2016-17UGCatalog.pdf
- http://www.wiu.edu/graduate_studies/20162017GradCatalog.pdf

Financial Responsibility: The University submitted a copy of the report of independent auditing firm, E.C. Ortiz & Co., LLP, that conducted an audit of the school's financial statements for the institutional fiscal year ending June 30, 2014. The auditors stated their opinion that the University's financial statements present fairly the University's financial position.

- A public institution is not required to calculate a composite score to measure its financial responsibility. Any public institution is considered financially responsible if its debts and liabilities are backed by the full faith and credit of the state.
- A public institution is not required to determine the percentage of its revenue that is derived from Title IV student financial aid.

Full-Time Iowa Resident Faculty Member or Program Coordinator: The University employs 16 full-time Iowa resident staff members who provide the University with operational support. Dr. Pamela J. White is the full-time faculty member whom the University has designated as its Iowa contact. Dr. White is the University's Director and Associate Professor of Museum Studies.

Instructional/Supervisory Staff Qualifications: The University provided the credentials for 143 faculty members who provide instruction to Iowa resident students. Out of 143 faculty, 32 hold master level degrees in fields such as accounting, business administration, communication, computer science, fine arts, information systems, law, and nursing.

Out of 143 faculty members, 111 hold doctoral degrees in areas such as business administration, communication, computer science, early childhood education, education, educational psychology, environmental science, information systems, law, management information systems, science education, and religious studies. These faculty members have various research interests including agent-based modeling and simulation tools, artificial intelligence, Christian perspectives on war, desktop support, development of software to support facilitation processes involving casual mapping, disciplinary study, electronic commerce, impact of using literature to teach elementary science, information retrieval, ironic message production and processing, knowledge support, language expectations and

persuasiveness, software application development, system dynamics modeling and thinking, and virtual meeting technologies. These faculty members have extensive professional experience and professional publications, such as book chapters, journals, and conference publications. A large number of these faculty members are recipients of awards and honors.

Commitment to Iowa Students and Teach-Out: By executing his signature on the application, the Western Illinois University President, Dr. Jack Thomas, commits to the delivery of programs in Iowa, and agrees to provide alternatives for students to complete programs at other institutions if the University closes a program, or if the University closes before students have completed their courses of study.

Student Complaints: None.

Compliance with Iowa Code Chapter 714

Section 714.18 – Evidence of Financial Responsibility

Not applicable. Western Illinois University is a public institution eligible for an exemption from financial responsibility as a postsecondary educational institution authorized by the laws of a state to grant degrees under Iowa Code Section 714.19, subsection 1.

Section 714.23 – State Tuition Refund Policy

Iowa's tuition refund policy for withdrawn students applies only to for-profit institutions.

Compliance with Iowa Code Chapter 261F

Education Loan Code of Conduct: The University maintains a Code of Conduct http://www.wiu.edu/student_services/financial_aid/preferred_lenders/codeOfConduct.php for Financial Aid Professionals that appears to be in alignment with the Iowa Code prohibitions against conflicts of interest on the part of financial aid staff.

Preferred Lender List: The University maintains a preferred lender list http://www.wiu.edu/student_services/financial_aid/preferred_lenders/ for private education loans. The list and the associated disclosures appear to be in alignment with Iowa Code provisions.